

Vermont

PROCEDURES  
AABD

Social Welfare

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7/1/88  
A-B

Bulletin No. 88-16

P-2721

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P-2721     Application Procedures (AABD-EP Only)

A.     Application Request Response

District or State office receptionist must furnish AABD-EP application package immediately to any person showing an interest in applying for AABD-EP for himself/herself or on behalf of another person or group. "Receptionist" means any person receiving an application request and/or assigned general reception functions.

If the request is made in person, the receptionist must respond with the application package, whether or not the application will be processed by that office, and inform the applicant of the address and telephone number of the responsible office to which the application (if not signed during the visit) should be returned.

If the request is made by mail or telephone, the application package must be mailed on the same day as the request is received and must include the address and telephone number of the responsible office to which the signed application should be returned.

Basic AABD-EP application package must include:

DSW 201 -	Application Form
DSW 202 -	Statement of Need
DSW 202EP -	Essential Person Information Sheet
DSW 201N -	SSI/AABD Medicaid Insurance Information Request, if appropriate
Pamphlet -	A Brief Description of Vermont Welfare Programs
Pamphlet -	Follow the Way (Food Stamps)

B.     Application Acceptance

District receptionist must accept and enter (or forward to other responsible district), on the same day as received, any signed application form (DSW 201) submitted by or for a person or group.