

**441—40.24(239B) Procedure with application.**

**40.24(1)** The decision with respect to eligibility will be based primarily on information furnished by the applicant.

*a.* The applicant shall report no later than at the time of the interview any change as defined in paragraph 40.27(4) “*e*” that occurs after the application was signed. Any change that occurs after the interview shall be reported by the applicant within five days from the date the change occurred.

*b.* The department will notify the applicant in writing of additional information or verification that is required to establish eligibility for assistance. Failure of the applicant to supply the information or verification requested or to request assistance and authorize the department to secure the requested information or verification from other sources will serve as a basis for denial of assistance. Signing a general authorization for release of information to the department does not meet this responsibility.

(1) Five working days will be considered as a reasonable period for the applicant to supply the required information or verification. The department will extend the deadline when the applicant requests an extension because the applicant is making every effort to supply the information or verification but is unable to do so.

(2) “Supply” means the requested information is received by the department by the specified due date. Any time taken beyond the required time frame will be considered a delay on the part of the applicant.

*c.* When an individual is added to an existing eligible group, the five-day requirement for reporting changes will be waived. These individuals and eligible groups will be subject to the recipient’s ten-day reporting requirement as defined in subrule 40.27(4).

**40.24(2)** The department or the designated worker as described in subrule 40.23(1) will conduct a face-to-face or telephone interview with the applicant before approval of the application for assistance.

*a.* The worker will assist the applicant, when requested, in providing information needed to determine eligibility and the amount of assistance.

*b.* The application process shall include a visit, or visits, to the home of the child and the person with whom the child will live during the time assistance is granted under the following circumstances:

(1) When it is the judgment of the worker or the supervisor that a home visit is required to clarify or verify information pertaining to the eligibility requirements; or

(2) When the applicant requests a home visit for the purpose of completing a pending application.

*c.* When adding an individual to an existing eligible group, the interview requirement may be waived.

**40.24(3)** Reserved.

**40.24(4)** The decision with respect to eligibility will be based on the applicant’s eligibility or ineligibility on the date the department enters all eligibility information into the department’s computer system. The applicant shall become a recipient on the date all eligibility information is entered into the department’s computer system and the computer system determines the applicant is eligible for aid.

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