

1825.15.00 DATE OF THE APPLICATION

The date of application for Medicaid is determined as explained below.

IMPORTANT: The original date of application must always be honored and is never to be altered.⁷

If duplicate applications are received for an applicant, the earliest application date must be maintained and used to determine the proper effective date of coverage.

Notification of denial as a duplicate application must be sent to the applicant for any duplicate application submitted.

The date of application is the date a signed application is received by DFR.⁸ Any application received after 4:30pm EST, or on a non-business day, should be dated as received on the next business day. ~~This time rule goes for all applications received~~ For example:

- When the application is mailed into the DFR, the local DFR office must ensure that the actual date of receipt is stamped on the application. The stamped date is the application date.
- When an application is completed over the phone, the received date is the date it was completed.
- When the application is completed on-line or is faxed to the DFR, the received date of the application will be the actual date the application was completed on-line or received via fax, subject to business day rules as stated above.
- When an application is received from the **SSA interface** or Federal Marketplace, the date of application **is will always be** the date the DFR receives the application. **The time rule does not apply.** Duplicate applications are processed ~~again~~ per the rules listed above.

⁷ 405 IAC 2-1-3

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