

Department of Social and Health Services

Olympia, Washington

EAZ Manual

Revision # 854
Category Applications for Assistance – Filing an Application
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Summary

Updated the application and signature matrix in Clarifying Information under WAC 388-406-0010.

Application Received	Online - for cash or Basic Food	Online - for medical assistance only or long-term care	In-person, mailed, emailed, faxed, dropped off, or scanned
Application Signed?	Yes Always electronically signed when transmitted. If applying for cash and a 2-parent household with minor children, need additional signature of other parent.	Yes. Always electronically signed when transmitted.	May or may not be signed. Does not need to be signed in order to be accepted.

<p>Date of Application</p>	<p>Date received or next business day if received after business hours</p>	<p>Date received or next business day if received after business hours</p>	<p><u>If signed, the date received or next business day if received after business hours.</u></p> <p><u>If not signed, see "Action to Take".</u></p> <p><u>For cash and food assistance, the signature on the front page of the application after the applicant's name counts as a signature for the purpose of establishing a date of application.</u></p> <p><u>If two-parent household applying for cash, at least one parent's signature is required to establish the date of application.</u></p>
<p>Action to Take</p>	<p>Interview if required or desk review. If applying for cash and a 2-parent household with minor children, get other parent's signature at interview or mail back for signature.</p>	<p>Desk review only. Only applicant needs to sign in 2-parent households.</p>	<p>If not signed, have client sign at interview (<u>if the client is in the office</u>) or mail back for signature. <u>The date we receive the signature is the date of application for food assistance.</u> If applying for cash and a 2-parent household, get both <u>the other parent's</u> signatures.</p>