

Authorizing an Application

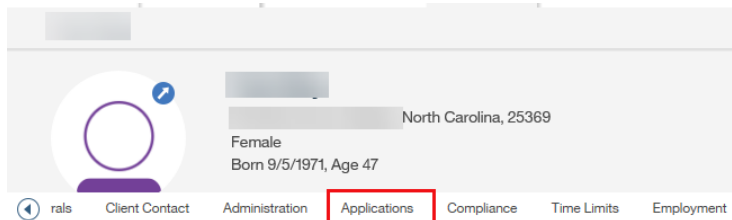
Last Updated: 10/26/2018

Overview

This job aid describes how to authorize an application.

Step-by-Step Instructions

1. Navigate to the Person page. Click the **Applications** tab.



Note: For navigation steps to the Person page, refer to *Searching for Persons* job aid.

2. The Applications page displays. In the Reference column, click the applicable **reference number** hyperlink.

Applications [New MAGI Application...](#) [New Application...](#)

Reference	Type	Programs	Owner	Status	Due Date
▶ 111523338	Income Support	Food and Nutrition Services.	NCFast USER09048	Submitted	10/26/2018


InProgress MAGI Applications

Reference	Type	Programs	Entered By	Status
-----------	------	----------	------------	--------

3. The Income Support Application displays. Click the **Evidence** tab.


Commented [RB1]: Need a clearer screenshot.

Income Support Application



Primary
47 years

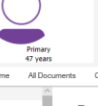
Income Support Application

Application Date: 10/26/2018
 Preferred Contact: Not Requested
 Interpreter Language: Not Requested
 Programs:  Food and Nutrition Services.

Home All Documents Clients Programs Timers **Evidence** Related Cases Eligibility Checks Ineligibility Period


4. The Evidence Dashboard displays. Click the **Tab Actions Menu** then select **Authorize**.

Income Support Application



Primary
47 years

Income Support Application

Application Date: 10/26/2018
 Preferred Contact: Not Requested
 Interpreter Language: Not Requested
 Programs:  Food and Nutrition Services.

Home All Documents Clients Programs Timers **Evidence** Related Cases Eligibility Checks Ineligibility Period Appeals Work Eligibility

Dashboard

Household

Energy Benefit MA Authorized Representative Emergency Exemption Minor Parent Non P Minor Parent School Attendance

Edit ...
 Authorize...
 Check Eligibility...
 Ready For Determination...
 Add Client...
 Add Program...
 New Program Appeal...
 Guided Change
 New Interview...
 Change Case To Me...

5. The **Authorize** pop-up appears. Click the **List Actions Menu** then select **Authorize**.

Authorize

?

×

Eligible

Coverage Type	Assistance Unit	Eligibility Period	Cumulative	Status
<div>▶</div> <div>Food & Nutrition Services</div> <div>○</div>	(hoh)(m)	10/26/2018 to 3/31/2019	\$997.00	<div>Action Pending</div> <div>⋮</div> <div> <div>Authorize...</div> <div>Decline...</div> <div>View Status Details</div> </div>

Ineligible

Based on the programs checked and applied for, no program was determined ineligible.

Close

6. The Authorize pop-up appears. Click **Yes**.

Authorize

?

×

Are you sure you want to authorize this assistance unit?

Yes

No

7. The Authorize pop-up appears showing the application in *Authorized* status. Click **Close**.

Authorize

?

✕

Eligible

Coverage Type	Assistance Unit	Eligibility Period	Cumulative	Status	
<div><div>▶</div><div>Food & Nutrition Services</div><div><div></div><div></div></div></div>	<div><div></div><div>(hoh)(m)</div></div>	10/26/2018 to 3/31/2019	\$997.00	Authorized	<div>⋮</div>

Ineligible

Based on the programs checked and applied for, no program was determined ineligible.

Close