

Searching for Applications

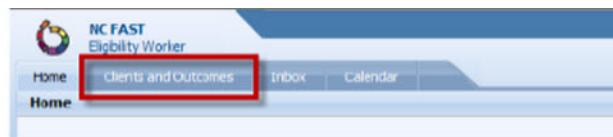
Purpose

To search for applications in NC FAST.

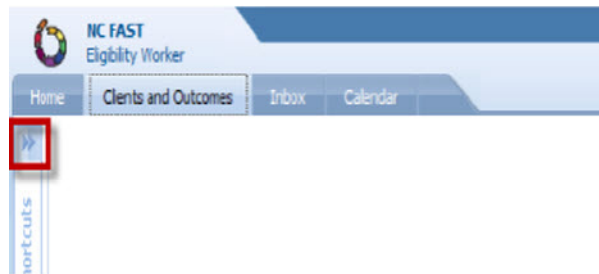
Participant Note: To search for Streamlined (MAGI) applications, refer to the *Streamlined (MAGI) Application Search* procedure.

Steps

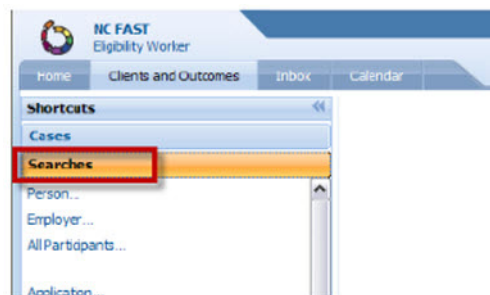
1. On the NC FAST page, click the **Clients and Outcomes** tab.



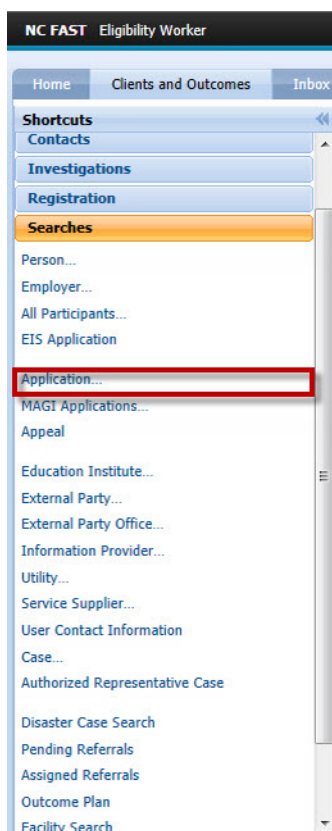
2. The Clients and Outcomes page displays. Click the Shortcuts panel **toggle**.



3. The Shortcuts panel expands. Click the **Searches** folder.



4. The Searches folder displays. Click the **Application** hyperlink.



5. The Application Search page displays. Enter and select applicable search information. Click **Search**.

 The screenshot shows the 'Application Search' page. At the top, there are tabs for 'Person Search' and 'Application Search'. Below the tabs is a 'Search Criteria' section with several input fields: 'Application Reference', 'First Name', 'Application Type', 'Status', 'Application Date', 'Last Name', 'Program', and 'Insurance Affordability'. A red box highlights the 'Search' button. Below the search criteria is an 'Applications' section with a table showing search results. The table has columns for 'Reference', 'Client', 'Programs Requested', 'Application Date', and 'Status'.

Reference	Client	Programs Requested	Application Date	Status

Participant Note: At a minimum the Application Reference number or First Name, Last Name, and Program are required fields for an application search.

6. Search results display. Click the applicable **reference number** hyperlink.

Person Search x Application Search x judy Jubilee x

Application Search

* required field

Search Criteria

Application Reference: Application Date: 6/4/2013

First Name: Judy Last Name: Jubilee

Application Type: Program: Insurance Affordability

Status:

Search

Applications

Reference	Client	Programs Requested	Application Date	Status
110498311	judy Jubilee.	Presumptive Medical.	6/4/2013	Disposed

7. The Applications page displays.

Person Search x Application Search x judy Jubilee x Income Support Application (110498311) x

Income Support Application (110498311)

Judy Jubilee

Primary 31 years

Application Date: 6/4/2013
Preferred Contact: Not Requested
Interpreter Language: Not Requested
Programs Requested: Presumptive Medical.

110498311 Disposed

Items to Verify (0)
Issues (0)

NCFASST USER57022

Home Clients Programs Timers Interviews Evidence Related Cases Eligibility Checks Ineligibility Period Appeals Contact Work Eligibility

Application To Do List

3 Tasks, 3 Completed

- ✓ Resolve evidence issues.
- ✓ Resolve prospect applicants
- ✓ Check the client's potential eligibility for benefits.

Program Applied For

Program	Disposition	Disposed On	Reduce Resources
Presumptive Medical	Approved	6/4/2013	

Eligibility Checks

Date	Checked By	Result
6/4/2013 11:42	NCFASST USER57022	Presumptive Medical

Alerts and Timers

Program	Timer	Days Left
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Outstanding Verifications

Verifications	Client	Days Left
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Related Procedures

Searching for Persons

Searching for Cases

Searching for Cases Associated with FNS Authorized Representative

Searching for User Contact Information