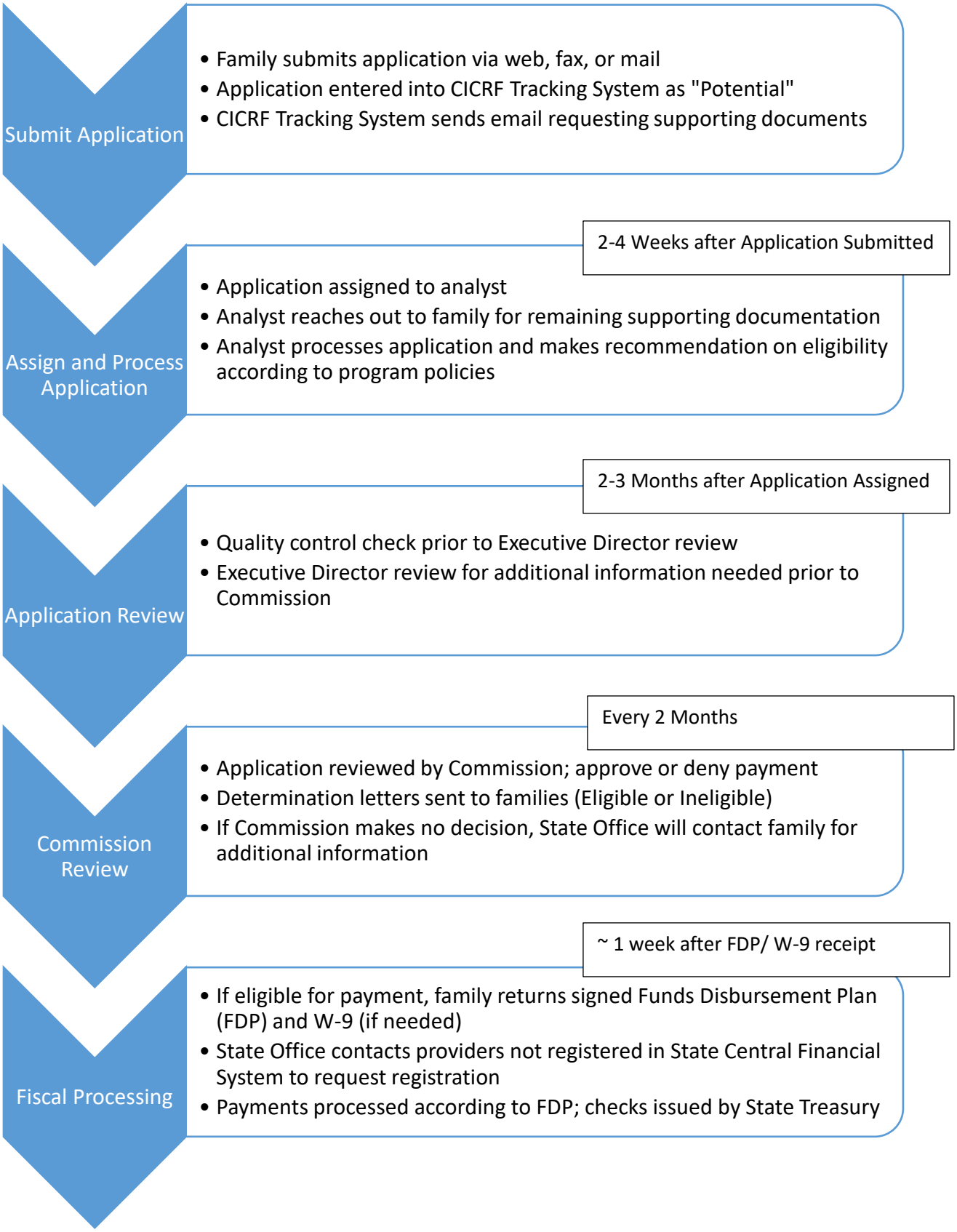
Submit Application
• Family submits application via web, fax, or mail
• Application entered into CICRF Tracking System as "Potential"
• CICRF Tracking System sends email requesting supporting documents
2-4 Weeks after Application Submitted
Assign and Process Application
• Application assigned to analyst
• Analyst reaches out to family for remaining supporting documentation
• Analyst processes application and makes recommendation on eligibility according to program policies
2-3 Months after Application Assigned
Application Review
• Quality control check prior to Executive Director review
• Executive Director review for additional information needed prior to Commission
Every 2 Months
Commission Review
• Application reviewed by Commission; approve or deny payment
• Determination letters sent to families (Eligible or Ineligible)
• If Commission makes no decision, State Office will contact family for additional information
~ 1 week after FDP/ W-9 receipt
Fiscal Processing
• If eligible for payment, family returns signed Funds Disbursement Plan (FDP) and W-9 (if needed)
• State Office contacts providers not registered in State Central Financial System to request registration
• Payments processed according to FDP; checks issued by State Treasury