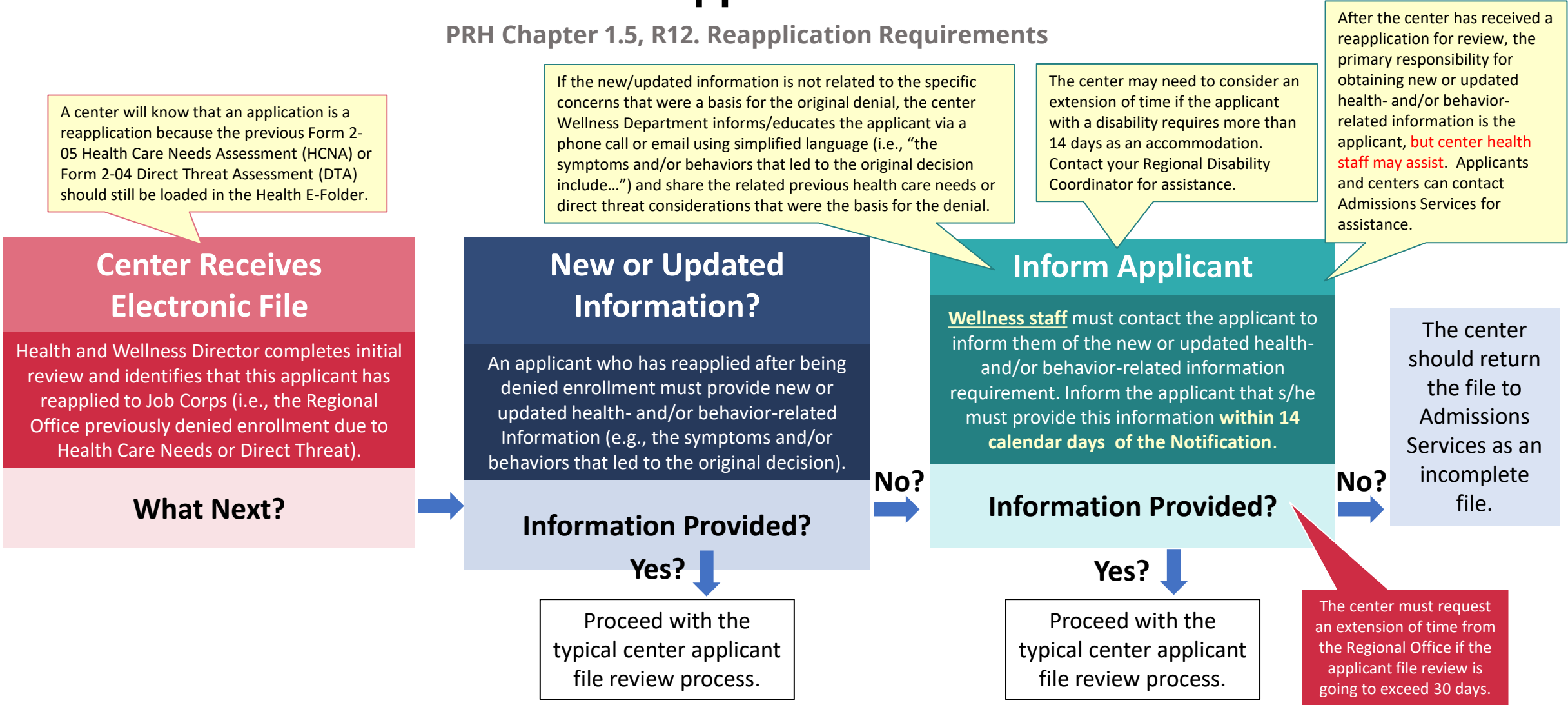


# REAPPLICATION Process Requirement Within Center Applicant File Review\*

## PRH Chapter 1.5, R12. Reapplication Requirements



\*Note: For items endorsed on the ETA 653, the Admissions Services staff will request any new or updated related health information. As Admissions Services does now, if the new or updated health information is not received, the applicant's file will be forwarded to the center for review.

# Documenting Communication with the Applicant

The center **must document communication** with the applicant, contacts and attempted contacts with Admissions Services, and any support provided to assist the applicant. For example, the center may help an applicant secure a release and/or contact an agency/provider on an applicant's behalf to request new or updated health information.



Documentation **can be on one of the forms below:**

- SF-600 Chronological Note
- Center's Applicant File Review (AFR) form
- AFR Tracking Log



This documentation will need to be uploaded in the Health E-Folder **in the "Other" container.**

**NOTE:** If using the **AFR Tracking Log**, the entry must not contain specific Personal Health Information (PHI). For example, "Requested Wellness Documentation" is acceptable; "Requesting or Awaiting Mental Health Documentation" is not acceptable.