**Process for New RFA’s**

Ongoing Cases with new program requests assign the RFA to the ongoing X# in the case (ex: XROV02, XGTV01)

Assign new RFA’s based on the county of residence and the programs they are applying for, use the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **County**  | **BC+, FS, CTS** | **EBD** | **LTC** | **CC** |
| **Rock** | XROV01 | XROV01 | XROV01 | XROV01 |
| **Crawford** | XCRV01 | XCRV01 | XCRV01 | XCRV01 |
| **Grant** | XGTV01 | XGTV02 | XGTV03 | XGTV01 |
| **Green** | XGRV01 | XGRV02 | XGRV04 | XGRV03 |
| **Iowa** | XIAV01 | XIAV02 | XIAV04 | XIAV03 |
| **Jefferson** | XJE026 | XJE026 | XJEV04 | XJEV05 |
| **Lafayette** | XLFV01 | XLFV02 | XLFV04 | XLFV03 |

NOTE: Make sure that when you assign a new RFA to the county of residence that you update the County/Tribe to match with the household County of Residence as this field defaults to the County of residence of the agent processing the application. This tends to be error prone when dealing with an address other than the agent’s county of residence.

