**Section 139.130 Application Determination Process**

a) The Department's PRO/QIO will review complete applications based upon the criteria found in Sections 139.115 and 139.120 to determine whether an application is approved or denied within 30 days after the date the Department receives the application.

b) The Department will identify incomplete applications within 30 days after the date the Department receives the application.

1) Notification of incomplete applications will be made to the parent or legal guardian. In the event the FSP application was submitted by the Department's designated provider of mobile crisis response services for children, notification of an incomplete application shall be made to the provider to assist families in providing any missing application materials.

2) Incomplete applications must be complete within 30 days after the date of the notice of incomplete application.

3) If an application is not completed within the 30 day period and all missing materials remitted to the Department within that time, the application shall not be reviewed.

c) The Department will issue written notice to the parent or legal guardian stating whether the application was approved, denied or not reviewed due to being incomplete. Notification of applications that are denied or not reviewed due to being incomplete shall include notice of the right to appeal and instructions on how to pursue appeal as provided in Section 139.600.

d) An application that is denied or determined to be incomplete does not prohibit reapplying for the FSP.