

.01 Timely or Untimely NA Renewal Application Time Frames

REVISION 49
(01/01/20 – 12/31/20)

To be considered a timely NA renewal, an application must be turned in by the later of the following:

- Within 15 days from the date a [Notice of Expiration](#) (NOE) is sent.
- By the 15th day of the last month of the current approval period.

For a timely NA renewal, the PI or representative must complete all of the following:

- Submit a timely identifiable application by the 15th day of the last month of their current approval period.
- Complete an interview.
- Provide the required verification, before the last timely NA renewal approval or denial date.

Review the CAP2 RENEWAL DUE DATE field to determine the NA renewal month. The NA renewal month is defined as follows:

- Begins on the first calendar day of the month displayed in the RENEWAL DUE DATE field on CAP2.
- Ends on the last calendar day of the month displayed in the RENEWAL DUE DATE field on CAP2

For NA timely renewal applications, complete the NA eligibility decision as soon as possible.

When eligible, NA timely renewal applications must be approved no later than one [workday\(g\)](#) before the participant's next NA issuance date.

Participants who timely renew and are determined eligible, must receive their NA benefits no later than 30 calendar days after their last NA issuance date. (See [AMPS](#) for the NA Issuance dates.)

When both of the following occur, the NA participant has good cause for not applying timely for renewal:

- An NOE was not sent during the prior approval period.
- The participant or representative is reapplying for NA in the month following the month that the approval period ended.

When the NOE was not sent, the delay is the fault of FAA, complete the following:

- Reopen the case on the REPT screen in AZTECS.
- When eligible, approve the NA benefits from the first day of the first month of the new NA approval period.

When the interview is completed or the verification is provided in the month after the NA approval period ends, see [Compliance with NA Renewal Requirements After the Approval Period Ends](#). For more information, see the [NA Compliance after Closure/Denial Decision Tree Job Aid](#). (Internal use only)

Participants who timely reapply and are determined eligible, must be provided NA no later than 30 calendar days after they last received their NA benefits.

A timely filed NA renewal application becomes an untimely NA renewal application when one of the following occur:

- The participant or representative fails to complete an interview.
- The interview is completed, and the information due date extends beyond the last timely NA renewal approval or denial date.

The final date to deny an NA timely renewal application is the close of business on the workday before the last workday of the current approval period. The Timely Recert Denial, or the renewal timely denial date, is on the AZTECS Production Calendar in the [AZTECS Monthly Production Schedule \(AMPS\)](#).

NOTE When the information due date and the timely denial date are the same, it is not necessary to wait until the end of the day or the following workday to deny the application. The case must be reopened when the requested verification is provided before close of business on the due date.

An NA renewal application is considered untimely when:

- The participant does not apply timely
- The participant does not have good cause

Complete the NA untimely renewal application determination following the procedures outlined in [NA New Application Time Frame](#).

See [Proration of First Month's Benefits](#) to determine whether benefits should be prorated on an untimely NA renewal application received in the month following the month the approval period ends.

Renewal applications must be screened for potential changes. Address all changes no later than the close of business on the workday after the renewal application is received.

Applications received more than 60 days before the end of the current approval period must be treated as a reported change.

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