

### **.03 Compliance with NA Renewal Requirements After the Approval Period Ends**

**REVISION 50**  
(01/01/22 - 12/31/22)

The budgetary unit may comply with the NA Renewal requirements in the month after the end of the NA approval period. Determine the proration date based on the following:

- When the delay is the fault of FAA, complete the following:  
Reopen the case on the REPT screen in AZTECS.  
Determine NA from the first day of the initial month of the new NA approval period.  
(See [Reopening Reasons](#) to determine the correct REPT Reason Code)
- When the delay is the fault of the participant and the participant takes the required action within 30 days of the effective date of closure, complete the following:  
Reopen the case on the REPT screen in AZTECS.  
Prorate NA from the date the participant takes the required action.  
Document the [case file\(g\)](#) to show the following:
  - The date the participant took the required action.
  - The participant's compliance in the month after the end of the NA approval period.

For additional information, see the [NA Compliance after Closure/Denial Decision Tree](#).

Once all actions are completed, send the [appropriate notice](#).