

.01 Timely or Untimely NA Renewal Application Time Frames

REVISION 45
(01/01/17 – 12/31/17)

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 an [NOE notice](#) is sent.
- By the 15th day of the last month of the current approval period.

NOTE When the NOE is not sent, the participant has good cause for failure to timely file the NA renewal application.

WARNING

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

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

When the delay is the fault of FAA, reopen the case on REPT and approve the NA from the first day of the initial month of the new NA approval period.

Complete the NA eligibility decision as soon as possible. The final deadline for approving an NA renewal application on FSAD is one [workday\(g\)](#) before the case's alphabetical [NA issuance date](#) during the renewal month. The PI must complete all of the following:

- File a timely application by the 15th day of the last month of their current approval period.
- Complete the application form.
- Complete an interview.
- Provide the required verification.

When the interview is completed or the verification is provided in the month after the NA approval period ends, see [Month After the NA Approval Period Ends](#).

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 both of the following occur:

- The participant fails to appear for an interview.
- The participant completes an interview, and the information due date extends beyond the last timely NA renewal approval or denial date.

The final date for denying an NA timely renewal application on FSED or FSAD is the close of business on the workday before the last workday of the current approval period. (For the timely renewal denial date, see [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.

Complete the NA untimely renewal application determination following the procedures outlined in [NA New Application Time Frame](#) when both of the following apply:

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

WARNING

See [NA Proration](#) 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. The screening process and any changes must be addressed by the close of the following workday.

Applications received more than 60 days before the end of the current approval period must be treated as a reported change. (See [Changes](#))