

06 **Application Denials - Overview**

REVISION 51
(01/01/23 – 12/31/23)

When statements made on the application indicate ineligibility and are confirmed by the PI at the interview, deny the application using the following applicable program determination screens in AZTECS:

- AFED or AFPD for CA
- FSED or FSAD for NA

Deny the application at the time of interview or at any time after, when there is sufficient information and documentation to establish ineligibility. This applies to all eligibility items, even those normally requiring verification.

For NA applications only, that are ineligible due to excessive income, attempt to verify the income without pending the application by completing **all** of the following:

- Verify the participant's income using **any** of the following verification sources:
 - Hard copy verification when readily available.
 - Any electronic source that provides information regarding income of the participant.
 - Collateral contact when hard copy verification or electronic source is not available.
 - Participant statement when no other verification source is available.
- Budget the participant's verified income following policy guidelines. (See [Budgeting Earned Income – Overview](#) and [Budgeting Unearned Income](#) for more information.)
- Document the case file supporting the income budgeted and the participant's confirmation that the income is correct.

Deny the application immediately. Do not wait to obtain verification to establish ineligibility.

NA EXCEPTION

An NA application can be denied prior to the 30th day following the application date only when one of the following applies to the budgetary unit:

- Currently receiving benefits. Key OC on FSED
- Income exceeds the income limit. Key EI on FSAD

- NA student eligibility requirements not met. Key FS on FSED
- Resources exceed the resource limit. Key RE on FSED
- No longer resides in Arizona. Key RS on FSED
- Not an eligible separate NA budgetary unit. Key SH on FSED
- Citizen or noncitizen requirements not met. Key US on FSED
- Voluntarily withdraws their NA application. Key VW on FSED
- Death of the entire budgetary unit. Key DH on FSED

AZTECS displays the edit message *ERROR* EARLY DENIAL REVIEW INFO DUE DATE/APP DATE when one of the following applies:

- The date the action is taken is prior to the due date indicated in the most current Information Needed (F011) or Expedited NA – Postponed Verification (F121) notice.
- The date the action is taken is less than 10 days from the interview date indicated on INDA, when a F011 or F121 notice is not sent.

For more denial or closure codes see, [Denial or Closure References Links](#).