

.03 Renewal Applications – Late MD Renewal

[REVISION 06](#)
(10/01/08 – 12/31/08)

Treat an application as a new application when it meets ALL the following criteria:

- Is received after the Auto Exparte notice process
- Is received prior to the effective date of closure
- Includes a Medical Expense Deduction (MD) participant

When this occurs, complete the following:

- Close the MD case effective the end of the month using the EM Denial or Closure Reason Code on [MADA](#), when applicable.
- Register the new application on [APMA](#) or REAP for the first calendar day of the next month. Use the actual application date for the date of application and the first calendar day of the next month for the benefit proration date.
- Schedule an appointment for the first available date.
- Send the [C900 notice](#) to the PI informing them of the interview date and time.

When the participant appears for the interview, complete the eligibility determination.

When the participant fails to appear for the scheduled interview, complete the following:

- Key N in the INTERVIEW COMPLETED field on [INDA](#). AZTECS automatically closes the case with the CB Denial or Closure Reason Code for the first month possible.
- AZTECS sends the appropriate denial notice. [NOAA](#) is not required.