

.07 Drug Conviction Case Closure/Denial Procedures

[REVISION 45](#)

(01/01/17 - 12/31/17)

CA or NA cases must be closed or denied when either of the following occurs:

- The only participant in the budgetary unit has a verified disqualifying felony drug conviction. [Research and Analysis](#) (R&A) approval is required prior to closing or denying the CA or NA case. (See [Drug Conviction Disqualification](#))
- The participant fails to respond to a request for verification of a drug felony. R&A approval is not required prior to denial closure of the case.

WARNING

NA participants who are disqualified remain disqualified when applying in a separate case. The following Participant Disqualification Alert Code types must be keyed in the third alert type field on PRAP next to the disqualified participant, regardless of the number of other person alerts:

- FD – Felony Drug Conviction
- FF – Fleeing Felon
- IP – IPV

NOTE Keying these alert types in the first or second alert type field on PRAP next to the disqualified elderly participant or person with a disability will incorrectly allow the household special considerations.

To close or deny CA or NA complete the following:

- Close or deny the case for the first month possible allowing for NOAA.
- Key FD in the DENIAL CLOSURE REASON field on AFED or FSED when the participant has a felony drug conviction.
- Send the appropriate notice to inform the PI of the case closure or denial.
- Document the [case file\(g\)](#) with the outcome of all actions taken.

WARNING

NA participants with a drug conviction may avoid a disqualification or have a prior drug disqualification removed when they meet all NA eligibility criteria and the [NA Drug Disqualification Removal Requirements](#). Review SEPA for the DF participation code at application or reapplication.

ARCHIVED (Valid until 04/27/20)