

## B Sending Notices

To send a notice, complete the following, as applicable:

- When the correct notice situation displays on **NORE**, complete the following:  
Key the appropriate notice number in the NOTICE TYPE field next to the notice situation. (See [Notices List](#))  
Ensure the notice situation is for the appropriate benefit month and program.

### EXCEPTION

When any of the A200 or F200 series notice numbers are keyed, **AZTECS** determines and displays the correct notice to send.

Press ENTER to display the notice on **NOTI**.

NOTE When either the BENEFIT MONTH or PGM field is blank, **NORA** displays first.

The notice displays in the language the **PI** reads based on one of two Language Codes (ENGL or SPAN) keyed in the LIST LANGUAGE THAT PI READS field on INDA.

Key information into the notice on NOTI based on the language that is displayed. (See [Translation Requirements Overview](#))

Key Y in the MAIL? (Y) field, and press ENTER to send the notice.

- When the correct notice situation does not display on NORE, complete the following:

Key the correct notice number in the OTHERS field. (See [Notices List](#))

Key the program in the PROGRAM field.

Press ENTER to display the notice on NOTI.

Key information into the notice on NOTI.

Key Y in the MAIL? (Y) field, and press ENTER to send the notice.

- When either of the following occur, **CLNR** displays when ENTER is pressed:  
The notice situation is for an MA approval, denial, or closure.  
The OTHERS field is keyed with an MA approval, denial, or closure notice number.

Send MA approval notices following the procedures outlined in [CLNR Approval Notices](#).