

08 **FAA Responsibilities**

REVISION 06
(10/01/08 – 12/31/08)

FAA must act timely on all changes.

Complete the following by close of business the work day after the date the change is received in the local office:

- Assign the reported change in ACTS. (See [ACTS Alert Type Codes](#) for the appropriate code and due dates)
- Review the [case file\(g\)](#) and the appropriate screens to determine how the change affects all programs. This includes, but is not limited to, the following:
 - [NA able-bodied work requirements](#)
 - [NA E&T requirements](#)
 - [CA Jobs work program requirements](#)
- Attempt to verify the change with a collateral contact. When unable to obtain the verification by telephone, send the appropriate request notice in AZTECS. (See [Verification process](#))

NOTE When all information is provided with the change, do not request further verification.

- Redetermine eligibility and the current benefit level.

WARNING

When FAA fails to act timely to decrease or stop benefits for the correct month, allowing for NOAA, an agency caused overpayment will occur.

MA WARNING

Review the current application to determine for whom MA was requested. When an active MA case has a participant who is coded OU due to MA being previously denied or stopped, eligibility must be redetermined on every change reported. Add the participant for the month the change is reported, when otherwise eligible.

FAA may become aware of a new source of earned income for a participant. When this occurs, verify the new earned income and any other earned income that will continue for that participant.

Actions and time frames are different based on the outcome of the change. Policy and procedures regarding effecting changes are outlined as follows:

- [Multiple Changes](#)
- [Benefit Increase](#)
- [Benefit Decrease](#)
- [Unknown Effect](#)
- [No Change in Benefits](#)

MA EXCEPTION

The reported change may result in eligibility in another category or ineligibility. When this occurs, see [Changes in MA Category](#).

All changes must be completed or an extension requested by the ACTS due date. Take prompt action to prevent issuance of incorrect benefits. (See [changes in address](#) when the PI reports that they have moved)

When a reported change results in no change in benefits, send the C705 notice to the PI. (See [No Change in Benefits](#))

Policy and procedures regarding actions to take when the required verification is not provided by the close of business on the ACTS due date, are outlined as follows:

- [Changes Not Verified - Increases](#)
- [Verifying Decreases](#)
- [Verifying Changes with Unknown Effect](#)