

.03 Compliance with NA Renewal Requirements After the Approval Period Ends

REVISION 49
(01/01/21 - 12/31/21)

The budgetary unit may comply with the NA Renewal requirements in the month after the end of the NA approval period. Determine the proration date based on the following:

- When the delay is the fault of FAA, complete the following:
Reopen the case on the REPT screen in AZTECS.
Determine NA from the first day of the initial month of the new NA approval period.
(See [Administrative Corrections](#) to determine the correct REPT Reason Code) For a Decision Tree, see [NA Compliance After Closure and NA Compliance in the Second 30 Days](#). (Internal use only)
- When the delay is the fault of the participant and the participant takes the required action within 30 days of the effective date of closure, complete the following:
Ensure the budgetary unit has a minimum of one month remaining in the approval period.
Reopen the case on the REPT screen in AZTECS.
Prorate NA from the date the participant takes the required action.
Document the [case file\(g\)](#) to show the following:
 - The date the participant took the required action.
 - The participant's compliance in the month after the end of the NA approval period.

NOTE The budgetary unit must have complied with the information or verification within 30 days of closure and have at least one month remaining in the approval period.

Once all actions are completed, send the [appropriate notice](#).