

**.06 MA Representative – MA PI Leaves the Budgetary Unit – Multiple Participant Case**

REVISION 06  
(10/01/08 – 12/31/08)

The PI, in an active MA case with other budgetary unit participants, may leave the budgetary unit. When this occurs, complete the following:

- Key OU in the PT field on **SEPA** for all budgetary unit participants except the PI.
- Key the OC Denial or Closure Reason Code in the INELIG RSN field on SEPA for all budgetary unit participants except the PI.
- Key the last day of the month prior to the closure month in the INELIG DATE field on SEPA for all budgetary unit participants except the PI.
- Key the appropriate Denial or Closure Reason Code in the DEN/CL REASON field on **MADA** for the PI.
- Key the date the change occurred in the INELIG DATE field on MADA.
- Send the [M200 notice](#) to the PI allowing for [adequate notice](#).
- Register a new case number using another adult budgetary unit participant or the oldest child as the new PI. Do not add the original PI to the case.
- Use the date the action was taken to close the old case as the new application date.
- Determine eligibility using information from the original case in AZTECS.
- Assign a three month renewal period.
- Send the [M006 notice](#) to the new budgetary unit.

NOTE When there are multiple programs, send the [C000 notice](#)

- Allow the budgetary unit 90 calendar days from one of the following to turn in an application:

The first day of the next month

The last day of the approval period when the renewal is due within the 90 days

- Document the new PI's name and address on **CADO** and in the old case file.
- Set an **EWAL** alert for the tenth calendar day of the month before the date indicated on the M006.

When an application is NOT received by the alert due date, complete the following:

- Stop MA for the first day of the month, allowing for [NOAA](#), by keying FR in the CASE CLOSE/DENY field on MADA.
- Send the [M200 notice](#).

When an application is received by the date indicated on the M006, register the application with a new case number and treat it as a [new application](#).

The PI, on a pending MA application that includes other participants, may leave the budgetary unit. When this occurs, complete the following:

- Key OU in the PT field on SEPA for all budgetary unit participants except the PI.
- Key the OC Denial or Closure Reason Code in the INELIG RSN field on SEPA.
- Key the date the change occurred in the INELIG DATE field on SEPA.
- Key the appropriate Denial or Closure Reason Code in the DEN/CL REASON field on MADA for the PI.
- Key the date the change occurred in the INELIG DATE field on MADA.
- Deny the application.
- Determine whether another participant in the budgetary unit is able to apply as the new PI.
- When a new PI is identified, register a new case with the new PI and the other budgetary unit participants.
- Determine eligibility using the information provided.
- Send the appropriate notice to the budgetary unit.
- When a new PI is not identified, do NOT register a new case.