

08 *Receipt of Additional Application - Overview*

REVISION 05
(07/01/08 – 09/30/08)

An application may be turned in by an applicant while a previous application is pending. Register the additional application only when a renewal is due or the applicant is applying for an additional program. When a renewal is not due or additional programs requested, treat the additional application as a change. Complete the following:

- Compare the information on the additional application to the information in the [case file\(g\)](#) and on the current or pending application.
- Request verification and make changes when needed. When there is a change in benefits or program eligibility, send a notice to the participant allowing for [NOAA](#).
- When the additional application results in no change, send a No Change in Benefits notice to the PI. (See [Changes](#))
- Place the additional application in the case file.

When an application is received and an application is pending for the applicant, the following apply:

- Use the earlier registered application.
- When the second application is dated earlier than the first, delete the pending application on DECA. Register the second application using the earlier date.

When an application is received and a later application has been approved, determine whether eligibility exists prior to the current effective date.

NOTE CA/MA Hand budget Records (FA-200-A and FA-200-B) may be used to determine eligibility in earlier months when needed. (See [Medical Assistance Determination and Authorization – Overview](#))

Once eligibility has been determined, complete the following:

- When additional months of eligibility exist, complete the following:
Send an e-mail to the [Research and Analysis](#) (R&A) Unit to request the earlier effective date of MA coverage be posted by AHCCCS.
R&A notifies AHCCCS to change the effective date of MA coverage.
R&A notifies the local office when the effective date has been updated.
When notified by R&A, send the M501 notice to inform the participant of the change in effective date of MA coverage.
- When additional months of eligibility do not exist, document the case file accordingly.