

## 08 **Receipt of Additional Application - Overview**

**REVISION 11**  
(01/01/10 – 03/31/10)

An application may be turned in by a participant while a previous application is pending. When a renewal is due or the participant is applying for an additional program, register the additional application. (See [Renewal Applications – Overview](#) or [Application Maintenance \(APMA\) – Add a Program](#))

### **EXCEPTION**

The following policy applies to Region I and II ONLY

When an application is pending at the hospital and a second application is turned in at the local office requesting additional programs, the hospital EI determines eligibility for all programs.

NOTE This applies whether or not an interview or customer contact was completed by the hospital EI.

When an application is pending at the local office and a second application is turned in at the hospital requesting additional programs, one of the following applies:

- The local office determines eligibility for all programs when the interview or customer contact is complete.
- The hospital EI determines eligibility for all programs when the interview or customer contact is not complete.

When an application is pending in one region and a second application is turned in requesting additional programs in another region, the following apply:

- The region offices' staff must determine who is responsible for completing the application on a case by case basis.
- The decision must be in the participant's best interest.

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 the 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 the first application is pending and dated later than the second application, complete either of the following:

- [DECA](#) the first application and register the second application using the earlier date.
- Change the proration date in APMA. (See [Application Maintenance \(APMA\) – Correct or Update Information](#))

When an earlier 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 and additional months of eligibility exist, the EI completes the following:

- Sends 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 and notifies the local office when the effective has been updated by AHCCCS.
- 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.