

08 Receipt of Additional Application - Overview

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 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 additional months of eligibility exist, complete the following:
Send a corrected decision notice of the change to the PI.

When the change is to MA, transmit the additional months of eligibility to AHCCCS by sending a copy of the corrected decision notice to the [Research and Analysis \(R&A\) Unit](#) to complete the EUD Process.

- When additional months of eligibility do not exist, document the case file accordingly.