

#### **.04 Renewal Applications – Late FES Renewal**

When a renewal application is received after [Notice of Adverse Action](#) (NOAA), but prior to the effective date of closure, and includes only Federal Emergency Services (FES) participants, consider the application a [new application](#).

When a renewal application is received after NOAA, but prior to the effective date of closure, and includes at least one FES-participant, complete the following:

- Reopen the case by keying the LRAC REPT Reason Code in the REASON field on **REPT**.
- Key OU in the PT field and FR in the RSN field on **SEPA** for FES participants.
- Authorize an additional month of MA benefits for the full service participants ONLY. Document this on **CADO** and the Case Record History (FA-015) form.
- Send the [C078 notice](#) to the PI. Document on the notice only the participants eligible for full services MA.
- Key the date the application was received in the RENEWAL APP DATE field on **RERE**.
- Document the scheduled interview date, time and type on the appointment register. Schedule the interview no later than the fifth work day of the following month.
- Send the [C900 notice](#) to the PI informing them of the interview date and time.
- Key the interview date in the INTERVIEW DATE AND TYPE field and the interview time in the INTERVIEW TIME field on **INDA**.

When the participant appears for the interview, complete the eligibility determination.

When the participant fails to appear for the scheduled interview key N in the INTERVIEW COMPLETED field on **INDA**. AZTECS automatically closes the case with the CB Denial or Closure Reason Code.

AZTECS sends the [X078 notice](#) to the FES participants when the case automatically closes.

NOTE NOAA is not required for the full services participants when the C078 notice was sent. The notice advises them of the case closure for failing to complete the interview process.