

A Delete Case (DECA) - Delete Case

When the DELETE CASE function is used, all of the following information related to the case number is deleted:

- Address information
- Case information
- Eligibility information
- Alert information
- Notice request and notice information
- Information linking applicants originally registered to the case

Remove any income, resource or expense information from the case before using this function.

When the entire case can be deleted, AZTECS highlights the TYPE IN THE WORD ALL TO DELETE THE CASE field.

To delete a case from AZTECS, complete the following:

- Key the word ALL in the TYPE IN THE WORD ALL TO DELETE THE CASE field.
- Press ENTER. The entire case is now deleted.

The records of the applicant originally registered to the case are not deleted. Information linking the applicant to the case is removed.