

.07 Drug Conviction Case Closure/Denial Procedures

CA or NA cases must be closed or denied when either of the following occurs:

- The participant fails to respond to a request for verification of a drug felony.
- The only participant in the budgetary unit has a verified disqualifying felony drug conviction.

NOTE Case denial or closure requires approval from the [Policy Support Team](#). (See [Drug Conviction Disqualification](#))

To close or deny CA or NA complete the following:

- Close or deny the case for the first month possible allowing for NOAA.
- Key FD in the DENIAL CLOSURE REASON field on AFED or FSED.
- Send the appropriate notice to inform the PI of the case closure or denial.
- Document CADO with the outcome of ALL actions taken.