

B Assigning Nutrition Assistance Approval Periods

REVISION 47
(01/01/19 – 12/31/19)

FAA Offices must ensure approval periods are assigned based on the budgetary unit's circumstances. (See Example [When an Approval Period Needs to be Changed](#))

AZTECS automatically assigns Nutrition Assistance (NA) approval periods based on the budgetary unit's circumstances using the following criteria:

- A 24 month approval period is assigned to budgetary units when with no source of earned or self employment income when there is no anticipated change in the source of unearned income. One of the following must apply:

All budgetary unit participants meet the [elderly or disabled NA criteria](#).

All budgetary unit participants are SSI recipients.

NOTE Budgetary units assigned 24 month approval periods are subject to [Standard Reporting](#) requirements and must complete a [Mid Approval Contact](#) for NA.

- A 12 month approval period is assigned to budgetary units with earned or self employment income when all participants meet the elderly or disabled NA requirements.

NOTE Budgetary units assigned 12 month approval periods are subject to [Simplified Reporting](#) requirements.

- A three month approval period is assigned when the budgetary unit includes an [ABAWD](#) participant who has no [ABAWD exemptions](#).

NOTE ABAWD budgetary units are assigned an approval period of three months or less and subject to Standard Reporting requirements.

- A special ABAWD approval period of four or five months is assigned to coincide with a child's 18th birthday when all of the following occur:

The budgetary unit includes an ABAWD participant who has a CH exemption code.

The only child is turning 18 within the next six months.

- A six month approval period is assigned to budgetary units that do not meet the criteria for an approval period listed above.

NOTE Budgetary units assigned six month approval periods are subject to [Simplified Reporting](#) requirements.