

E NA Notice of Expiration (NOE)

AZTECS mails a Notice of Expiration (NOE) to each NA budgetary unit so that it is received as follows:

- At least one day before the last month of the approval period.
- No earlier than the next to the last month of the approval period.

WARNING

The NOE is not automatically generated to either of the following when the approval is keyed after AZTECS generates the NOE:

- A budgetary unit approved for one month
- A budgetary unit approved for two or three months

(See the [AZTECS Monthly Production Schedule](#) (AMPS) for the date NOEs are generated)

An approval period may be assigned and the approval completed after the AZTECS NOE date. When this occurs, provide the PI with the following at the time of approval:

- An NOE
- A renewal application, which would have been generated with the NOE

In cases where the timeliness of the NA NOE is in dispute, determine whether adequate mail time was allowed, using the following:

- The postmark on the NOE
- Adding two days to the NOE postmark date for receipt of the NOE.

Do not prorate the initial month's benefits when both of the following apply:

- NOE was not issued during the prior approval period.
- The participant is reapplying for NA in the month following the month that the approval period ended.

The NOE informs the PI of the following information:

- The effective end date for the approval period.

- The date by which a renewal application must be filed in order to receive benefits by the normal issuance date.
- The requirement to complete the scheduled interview process to continue receiving benefits by the normal issuance date.
- The following interview options:
 - Local office
 - Telephone
 - Home-based interview
- The requirement to provide all requested verification to continue receiving benefits by the normal issuance date.
- The right to request and have **FAA** accept an application as long as it is signed and contains a legible name and address.
- The address of the office where the application needs to be filed.
- The consequences of failure to comply with the NOE requirements.
- The right to file the application by mail or through a representative.
- The right to request an Appeal.
- The right to apply at the Social Security Administration (SSA) when the budgetary unit consists totally of **SSI** recipients.