

B TBA Transition Process

REVISION 07
(01/01/09 – 03/31/09)

When the CA case closure is keyed, **AZTECS** completes the following to determine whether the case transitions to TBA:

- Checks the CA Denial or Closure Reason code to determine whether it is a [TBA Eligible CA Closure Code](#).
- Checks the CA and NA Participation Codes on **SEPA** to determine that all participants are in compliance with program regulations. (See [TBA Eligibility](#))
- Checks the verification codes keyed in AZTECS to determine whether the change was reported timely.

AZTECS allows for TBA when an NA [Eligible Participation Code](#) is keyed on SEPA.

WARNING

The NA budgetary unit is not eligible for TBA when a participant of the CA or NA budgetary unit is keyed DI on SEPA due to noncompliance with the [Social Security Enumeration](#) process.

When the CA case is closed using a TBA Eligible CA Closure Code, AZTECS completes the following:

- Closes the NA case.
- Registers a new NA application.
- Sets the TBA five month approval period beginning the month following the month the CA case is closed. (See Example [TBA 1](#))
- Changes the code in the FS TYPE field on CAP2 from RE or SP, to TB.
- Calculates the TBA benefit amount using the budgetary unit size, income and expenses budgeted in the last month CA was received. CA income is removed from the TBA budget. No changes in the budgetary unit size, income or expenses are included in the TBA benefit calculation.

NOTE All changes known prior to the CA closure must be keyed for all active programs.

- Continues ANY recoupment for overpayment.

WARNING

When the CA case is closed due to the addition of a new participant and the new participant's income, the NA case does not transition to TBA.

The EI authorizes the TBA benefit and sends the [F708 notice](#).

WARNING

It is important to keep both the CA and NA programs in the [current system month\(g\)](#). Failure to do so results in the EI having to authorize supplemental benefits for the first TBA benefit month. (See Example [TBA 4](#))