

FAA6.S The Renewal Process (Renewals)



This subject includes information about the NA and CA renewal processes.

Procedures

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NA Renewal Compliance After Closure

The purpose of NA renewal compliance after closure is so the participant does not have to complete a new application and interview.

Compliance with the NA renewal requirements must happen during the 30 calendar days after the NA approval period ends. Compliance can be for **any** of the following circumstances which cause the NA benefits to stop:

- The participant fails to provide the requested verification on or before the information due date.
- The participant fails to complete the NA renewal interview.

NOTE At the interview, allow the participant 10 calendar days to provide requested verification.

- The participant fails to submit a renewal application during the 60 calendar days of the renewal period.

NOTE The participant can continue receiving benefits without a break in benefits.

When the NA renewal compliance occurs during the 30 calendar days after the last day of the NA approval period, complete **one** of the following:

- Reopen the denied NA renewal application.
- Use the date the participant takes the required action to complete the NA renewal requirement as the benefits start date.

NOTE When FAA fails to send the Notice of Expiration (NOE), the benefits start date must be the first day of the new approval period.

- Inform the participant that NA benefits are prorated based on the number of calendar days remaining in the benefit month.
- Complete the eligibility determination and send the appropriate approval or denial notice.
- When necessary, copy details to the current system month and approve benefits.

Consider **all** of the following when FAA receives requested verification more than 30 calendar days after the date of closure:

- When the renewal application is timely and denied, the participant must reapply.
- When the renewal application is untimely and denied, see [New Application Time Frames](#) to determine whether another application is required.

AZTECS Keying Procedures

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Register a Renewal Application

To register a renewal application on RERE, complete **each** of the following:

- RENEWAL APP DATE – Key the date the participant submitted the application.
- HEALTH-E APP ID – Key the HEAplus application ID number. Press ENTER.
- RERS displays. Key the MSN field using the HEAplus Person Sequence Number (position on the HEAplus application) next to each participant. Press ENTER to return to RERE.
- Copy details for the new month.

Current information displays on RERE in the following fields for **all** of the programs in the AZTECS case:

- PROGRAM INVOLVEMENT
- ORIGINAL APP DATE
- BEN PRORATION DATE

- PROGRAM STATUS
- RENEWAL DUE

NOTE A renewal application can only be registered on RERE within 60 [calendar days\(g\)](#) of the last day of the approval period.

When FAA does not send the Notice of Expiration (NOE), and the participant submits a renewal application by the last day of the month following the renewal month, complete **all** of the following:

- Reopen the case on REPT using the OTHR code.
- Register the renewal application.
- Ensure the benefits start date on APMA is the first day of the benefit month.

NA Renewal Compliance After Closure

NA renewal compliance occurs during the 30 calendar days after the last date of the NA approval period when the participant failed to complete a renewal requirement.

When the participant provides the required verification or completes the NA renewal interview within 30 calendar days after the NA effective date of closure, complete **all** of the following:

- Reopen the NA on REPT
- On REPT, key FS in the PROGRAM TO REVERT TO OPEN field.
- Key the 60IN code in the REASON field.
- Key the BEN PRORATION DATE on APMA to match the date the verification is provided or the date the interview is completed.

When the participant submits a renewal application within 30 calendar days after the effective closure date, complete **all** of the following:

- Register the renewal application
- Ensure the benefits start date is the date the participant complied
- Complete the interview and determination as soon as possible