B   NA New Application Time Frames

Complete the NA approval as soon as possible.

When NA is approved ON the 30th calendar day from the date of application, NA benefits must be made available to the participant the same day. (See Same Day Availability)

Send the NA APPROVAL notices no LATER than 30 calendar days after the date of application.

Send the NA DENIAL notice no EARLIER than the 30th calendar day after the date of application.

The first day begins the day after ANY local office receives an identifiable application. (See Where to Apply)

(For policy and procedures regarding application denials, see Denial Time Frames)

Use the AZTECS Monthly Production Schedule (AMPS) to determine the keying deadline.

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WARNING

DO NOT prorate the initial month's benefits when BOTH of the following apply:

- NOE notice 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.

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