

REVISION 51  
(01/01/23 – 12/31/23)

When statements made on the application indicate ineligibility and are confirmed by the PI at the interview, deny the application using the following applicable program determination screens in AZTECS:

- AFED or AFPD for CA
- FSED or FSAD for NA

For NA applications only, that are ineligible due to excessive income, attempt to verify the income without pending the application by completing **all** of the following:

- Verify the participant's income using **any** of the following verification sources:
  - Hard copy verification when readily available.
  - Any electronic source that provides information regarding income of the participant.
  - Collateral contact when hard copy verification or electronic source is not available.
  - Participant statement when no other verification source is available.
- Budget the participant's verified income following policy guidelines. (See [Income Budgeting Basics](#) for more information.)
- Document the [case file\(g\)](#) supporting the income budgeted and the participant's confirmation that the income is correct.

Deny the application at the time of interview or at any time after, when there is sufficient information and documentation to establish ineligibility. This applies to all eligibility items, even those normally requiring verification.

An NA application can be denied prior to the timely denial date when **one or more** of the following applies to the budgetary unit:

- All participants are currently receiving benefits in another case or another state. Key OC on FSED
- The income exceeds the income limit. Key EI on FSAD
- All participants fail to meet the NA student eligibility requirements. Key FS on FSED

- The resources exceed the limit. Key RE on FSED
- All participants no longer reside in Arizona. Key RS on FSED
- All participants are not eligible as a separate NA budgetary unit. Key SH on FSED
- All participants fail to meet citizenship or noncitizenship requirements. Key US on FSED
- Voluntary withdraws their NA application. Key VW on FSED
- Death of all participants in the budgetary unit. Key DH on FSED
- When any participant received lottery or gambling winnings equal to or more than the Winnings Reporting Amount in a single game. Key WN on FSED

For NA, AZTECS displays the edit message\*ERROR\* EARLY DENIAL REVIEW INFO DUE DATE/APP DATE when **one** of the following applies:

- The date the action is taken is prior to the due date indicated in the most current information Needed (F011) or Expedited NA – Postponed Verification (F121) notice.
- The date the action is taken is less than 10 calendar days from the interview date indicated on INDA, when a F011 or F121 notice is not sent.

For more denial or closure codes, see [Denial or Closure References Links](#).