08   Receipt of Additional Application - Overview

An application may be turned in by a participant while a prior application is pending. When a renewal is due or the participant is applying for an additional program, register the renewal or additional program application. (See Renewal Applications – Overview)

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EXCEPTION

The following policy applies to the Hospital Region only.

When an application is pending at the hospital and a second application is turned in at the FAA office requesting additional programs, the hospital worker determines eligibility for all programs.

NOTE This applies whether an interview or customer contact was or was not completed by the hospital worker.

When an application is pending at the FAA office and a second application is turned in at the hospital requesting additional programs, one of the following applies:

- The FAA office determines eligibility for all programs when the interview or customer contact is complete.

- The hospital worker determines eligibility for all programs when the interview or customer contact is not complete.

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When a renewal is not due and no additional programs are requested, treat the additional application as a change. Complete the following:

- Compare the information on the additional application to the information in the case file(g) and the prior application.

- Request verification and make changes when needed. When there is a change in benefits or program eligibility, send a notice to the PI. Allow for Notice of Adverse Action (NOAA) when benefits are decreased or stopped.

- When the additional application results in no change, send a No Change in Benefits notice to the PI. (See Changes)

- When the additional application is a paper application, upload the additional application into OnBase.

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NA EXCEPTION

Send the NA - Currently Receiving (F705) denial notice when all of the following apply:

- The first application and the second application are received in the same calendar month.

- The first application is approved prior to receipt of the second application.

The second application must be reviewed for any potential changes. Complete appropriate action for any changes indicated on the second application.

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When the first application is pending and dated later than the second application, complete either of the following:

Delete the first application on the Delete Case (DECA) screen and register the second application using the earlier date.
Change the proration date in APMA.

When an earlier application is received and a later application has been approved, complete a hand budget to determine whether eligibility exists prior to the current effective date.

NOTE   CA Budget Records (FAA-0200A and FAA-0200C) form or Nutrition Assistance Budget Worksheet (FAA-1077A) form may be used to determine eligibility in earlier months when needed.