

C Interviewing Renewal Application - Overview

Interviews for renewal applications are completed according to the [automatic renewal process](#).

NA EXCEPTION

Untimely [renewal applications](#) are completed per policy and procedures for [new applications](#).

A change of address may be reported before the completed interview. In this situation follow the policy and procedures outlined in [Address Change - Pending Applications](#).

NA EXCEPTION

NA participants who have been sent an Notice of Expiration ([NOE](#)) notice are not required to interview before the last month of the current approval period.

Interviews may be completed before the last month of the approval period, but the budgetary unit must not be denied for failing or refusing to complete the interview.

WARNING

A renewal might be due for one program but not due for another. For example, the NA renewal might be due 03/19 and CA or MA, 06/19.

When this occurs, use the application as a change report for any program with a renewal due in the future. Effect any [changes](#) for the appropriate month and redetermine eligibility.

When a participant does not complete the interview process, do not close a program with a renewal due date in the future for failure to complete the interview.