

## **B Application Screening - Renewal Application Screening**

Before [completing an interview](#) and [registering the application](#), staff must screen the renewal application for potential changes.

Complete this screening the same day or no later than the [workday\(g\)](#) following the day the application is received. Review the following AZTECS screens:

- CAP1
- CAP2
- CAP3
- EAIN
- EXNS
- HOSC
- HOSU
- SEEI
- UNIN
- WTPI

When a change is discovered, print the screens and see [Changes](#).

NOTE When the renewal application is reviewed and there is no change action required prior to the interview, see [Renewal Applications](#).

Complete systems inquiries for all participants. Attach copies of inquiries for each participant for whom income is indicated.

NA renewal applications received more than 60 days before the end of the approval period must be reviewed for possible changes.