

.03 Renewal Applications – Late MD Renewal

When an application is received after the [Auto Exparte](#) notice process, but prior to the effective date of closure, and includes a Medical Expense Deduction (MD) participant, treat the application as a new application. Complete the following:

- Close the MD case effective the end of the month using the EM Denial or Closure Reason Code.
- Schedule an appointment for the first available date.
- Register the new application on [APMA](#) or REAP for the first calendar day of the next month. Use the actual application date and prorate the date of eligibility to the first calendar day of the next month.
- Send the [C900 notice](#) to the PI informing them of the interview date and time.

When the participant appears for the interview, complete the eligibility determination.

When the participant fails to appear for the scheduled interview, complete the following:

- Key N in the INTERVIEW COMPLETED field on [INDA](#). AZTECS automatically closes the case with the CB Denial or Closure Reason Code.
- Send the appropriate denial notice. [NOAA](#) is not required.