01 Application Registration – Overview

When an <u>identifiable application</u> is filed with FAA for any program, the application is registered in AZTECS to allow an automated eligibility determination.

In some local offices, the EI screens and <u>registers a renewal application</u>. In other local offices, the renewal application is registered by OST.

Register the application in AZTECS as follows:

- Register ALL persons listed on the application for whom benefits are being requested.

- Register ALL programs requested for the listed applicants as indicated on the application.

  AZTECS automatically registers the MA program when a CA or FS application is registered. When the applicant indicates on the application that they do not want MA, key Y in the MA REFUSED field on REAP.

- Do not register persons listed on the application for whom benefits are NOT being requested.

- Register the application in AZTECS within ONE WORK DAY of receipt of the application.

Different types of <u>applications</u> are received at the local office. These include, but are not limited to, the following:

- New applications

- Reapplications on closed or denied cases

- Renewal applications turned in prior to the end of the current approval period

- Social Security Administration (SSA)

- <u>Referred applications</u>

Application registration begins on CLIR. Functions on CLIR allow access to other screens used in the registration process. Select the correct function on CLIR for the type of application being registered.

Inquire on an applicant to determine whether the applicant is known to AZTECS or other systems before saving for registration. Inquiry is conducted on CLIR. (See <u>Inquire on Applicants</u>)

When an applicant IS found through the inquiry, AZTECS displays CLIS. Complete the following:

- Select the specific applicant. AZTECS displays CLPR.

- A specific program involvement inquiry can be conducted for a applicant from CLPR by accessing PRIP.

- Save the applicant for registration on CLPR.

When an applicant IS NOT found through the inquiry, save the applicant for registration as a new applicant on CLIR. (See Save New Applicants)

When an applicant meets either of the following conditions, AZTECS interfaces with PMMIS(g):

- Never active for MA

- Inactive for MA for the last three months

The MA inquiry results for each applicant are displayed on CLIP.

When the application lists a pregnant applicant, register the unborn on CLIR after inquiring.

Once the application is registered, AZTECS proceeds to ADDR and INDA. Review and, when necessary, modify the information on ADDR, and key INDA.

Policy and procedures for application registration and application maintenance are outlined as follows

- Client Inquiry/Registration (CLIR)

- Client Inquiry Short List (CLIS)

- Client Profile (CLPR)

- Program Involvement Person List (PRIP)

- Client Inquiry PMMIS (CLIP)

- Register Application (REAP)

- Register Renewals (RERE)

- Application Maintenance (APMA)

- Archives (ARCH)

- Case Record Control (CARC)

- Delete Case (DECA)