

01 **Application Registration - Overview**

When an [identifiable application](#) is turned in to FAA for any program, the application is registered in AZTECS to allow an automated eligibility determination.

In some local offices, the EI screens and [registers a renewal application](#). 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 [applications](#) are received at the local office. These include, but are not limited to, the following:

- New applications
- Applications on closed or denied cases
- Renewal applications turned in prior to the end of the current approval period
- Applications referred from the Social Security Administration (SSA)
- [Referred applications](#)

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 [Inquire on Applicants](#))

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 application 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.

(See [Late Renewal Applications](#) when the application for renewal is received after the [Notice of Adverse Action](#) date, but prior to the effective date of closure)

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 \(DECA\)](#)