08   Register Application (REAP) - Overview

The REGISTER APPLICATION (REAP) screen is used to register and update items from application for CA, FS, MA, and State Assistance (ST) benefits. Office support as well as EIs use REAP.

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CA WARNING

An active CA or MA case may be closed using the FR Denial or Closure Reason Code. When an application is submitted prior to the effective date of closure, complete the following:

- Reopen the CA case on REPT. (See Administrative Corrections)

- Register the application as a renewal through RERE.

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MA WARNING

An active MA case may be closed using the FR Denial or Closure Reason Code. When an application is submitted prior to the effective date of closure, complete one of the following:

- When the MA application is received prior to the 23rd calendar day of the renewal month, reopen the case on REPT and register the application as a renewal on RERE.

- When the MA application is received after the 23rd calendar day of the renewal month, see Late MA Renewal.

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The application must be registered into AZTECS within one work day following receipt of the application. REAP is accessed from CLIR.

The AF and ST Program Codes will never display in the PROGRAM INVOLVEMENT field at the same time due to the following:

- An application for a State Assistance Program can never be added to a case that has ever had an application for CA registered to it at any time.

- An application for CA can never be added to a case that has ever had a State Assistance Program registered to it at any time.