## A     Application Maintenance (APMA) - Add a Program

A program may be added to an already active case when the program is not active for any period of time that overlaps the new application period.

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### 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:

- REPT the CA or MA case.  (See Administrative Corrections)

- Register the application as a renewal through RERE.

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To add a program to an active case, complete the following:

- Key the program type (CA, MA, NA, ST) in the PROGRAM INVOLVEMENT field.

    An application for a State Public Assistance Program cannot be added to a case that has had an application for CA registered to it at any time.  An application for CA cannot be added to a case that has had a State Public Assistance Program registered to it at any time.  Therefore, the  AF  and  ST  Program Code will never display in the PROGRAM INVOLVEMENT field at the same time.

- Key the application date in the APP RECEIVED DATE field.

- Key the date the benefits will start in the BEN PRORATION field.

    NOTE     When benefits were already issued in the month the application was filed, key the first day of the following month as the prorate date.

    When an application was denied or closed, and the applicant reapplies in the same month, key the application date as the prorate date.

    When no date is keyed, AZTECS calculates benefits from the date in the APP RECEIVED DATE field.

- Complete the remaining fields, and press ENTER.

When a program is added, AZTECS sets the Program Status Code in the PROGRAM STATUS field to RE. The Participation Code in the PT field on SEPA is set to CO for each applicant.

Add applicants who are listed on the application that were not listed on the existing program application. Use CLIM to add the applicants.