

FAA2.D Special Processing Time Frames (SPPT)

01 SPPT - Purpose

SPPT is the first screen in the eligibility roadmap. The purpose of this screen is to key information to validate that the budgetary unit's circumstances have not changed from the application date to the interview. Keying SPPT also allows AZTECS to determine when the application MUST be processed within a special time frame.

AZTECS determines when a program must be processed within a special time frame based on the information keyed on SPPT as follows:

- For CA, the responses to questions nine and eleven. (See [New Application Time Frame](#))
- For FS, the responses to questions one through eight. (See [FS Expedite](#))
- For MA, the response to question ten. (See [Applications for Pregnant Participants](#))

(See [Special Processing Time Frames - Overview](#))

02 Special Processing Time Frames – Overview

SPPT MUST be completed for every new application before processing the case. SPPT displays ONLY questions applicable to the programs registered.

When a new FS program is registered, SPPT initially displays ONLY questions one through four.

AZTECS determines when the participant is potentially eligible for FS expedited services based on the responses to questions one through four.

When the participant is potentially eligible for FS expedited services, SPPT displays questions five through eight and the questions applicable to the other programs registered.

When the participant is not potentially eligible for FS expedited services, questions five through eight DO NOT display. SPPT displays the questions applicable to the other programs registered.

When a program is added on APMA, SPPT displays the questions

applicable to the program added when ENTER is pressed. Answer the questions displayed on SPPT.

When a new application is registered or a program added, AZTECS removes the information keyed on SPPT from the prior application. This allows the EI to key SPPT with the current information.

When a renewal application is registered, AZTECS does not remove the information keyed on SPPT from the prior application. The EI cannot re-key SPPT with any new information.

Additional policy and procedures are outlined as follows:

- [Special Processing Time Frame Edit Messages](#)
- [Special Processing Time Frame Discrepancies](#)

03 Special Processing Time Frame Edit Messages

When AZTECS determines that a program MUST be completed within a special time frame, an edit message displays on SPPT. The following edit message displays indicating the specific programs that must be processed within a special time frame:

INFO BU POTEN. ELIG. FSX, TPEP, SW, AND KS BEN, SPEC.
TIMEFRAMES MAY APPLY *

When INDA is accessed without going through SPPT, the following edit message displays on INDA:

* ERROR * MUST ANSWER ALL QUESTIONS ON THE SPPT SCREEN

Access SPPT and answer all questions displayed on SPPT. When SPPT is not completed, the following edit message displays on SPPT:

* ERROR * RESPONSE MUST BE "Y" OR "N"

Answer all the questions displayed on SPPT before pressing ENTER.

04 Special Processing Time Frame Discrepancies

When ENTER is pressed on SPPT, and a discrepancy exists between the information keyed on SPPT and the information keyed on APMA, AZTECS displays APMA.

Resolve the discrepancy and key APMA and SPPT with the correct information.

When the discrepancy is not resolved, SPPT cannot be processed. AZTECS continues to display APMA when ENTER is pressed on SPPT, until the discrepancy is resolved.

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