

E Proration Of First Month's Benefits

REVISION 08
(04/01/09 - 06/30/09)

NA benefits for the first approval month are prorated from the date the application is filed to the end of the application month. **AZTECS** computes the prorated amount as follows:

- Add one (1) to the number of days remaining in the application month from the application date.
- Multiply the resulting figure by the NA Allotment.
- Divide the resulting figure by the total number of days in the application month.
- Round the resulting figure down to the next whole dollar.

The term, First Approval Month, is defined as the first month for which a budgetary unit is approved for participation in NA following any break in benefits. Consider the following circumstances:

- Prorate benefits when a budgetary unit reapplies in the calendar month following the end of the approval period. The approval period may end for one of the following reasons:
 - Expiration of approval period
 - Closure of the case
 - [Withdrawal from NA](#) benefits
- Prorate benefits when a budgetary unit reapplies after any [break in benefits\(g\)](#)
- Do not prorate the initial month's benefits when both of the following apply:
 - NOE** was not issued during the prior approval period.
 - The applicant is reapplying for NA in the month following the month that the approval period ended.

EXCEPTION

Proration of first month's benefits does not apply to [migrant-seasonal farmworkers](#) when less than 30 days have elapsed since their last approval period ended.

A budgetary unit applying in Arizona may have been approved in another state on a fiscal month basis. Prorate benefits from the later of the two following dates:

- The date following the expiration date in the former state
- The date of the application

(See Example [NA Proration Of First Month's Benefits](#))

Prorate benefits for the first month, however base eligibility on the budgetary unit's circumstances for the entire month. This is true except for budgetary units that are [destitute](#). Consider the following:

- During the month of application, a budgetary unit is determined to be ineligible at the time of application, but subsequently eligible at the interview. Prorate the benefits from the date of application.
- A budgetary unit is determined to be eligible at the time of application, but ineligible at the interview later in the same month. The budgetary unit is ineligible for benefits for the month of application.
- A budgetary unit may be determined eligible at the interview but expects to be ineligible for non- resource related purposes later in the month of application. The budgetary unit is ineligible for benefits in the month of application.

Prorated benefits of less than \$10 are not issued to any budgetary unit. Federal regulations prohibit issuing benefits of less than \$10 in the first month. For such cases, consider the following:

- When the prorated month is the only month of eligibility, and the prorated allotment is less than \$10, deny the application. When the prorated month is more than \$10, approve first month and close ongoing.
- When the budgetary unit is eligible for more than one month, complete the following:

Begin the approval period with the first month the budgetary unit is eligible. Do this even though the first month is not paid because the benefit amount is less than \$10.

Notify the budgetary unit in the decision notice of the approval period and that it will not receive benefits for the first month.

The application may be denied due to the fault of the budgetary unit in the first 30 days. (See [NA Delays in Processing](#)) When the budgetary unit complies during the next 30-day period, prorate the benefits as follows:

- The denial may be due to the lack of an interview. Prorate benefits from the later of one of the following dates:
 - The date the interview is completed.
 - The first day of the second month.
- The denial may be due to the budgetary unit's failure to provide verification. Prorate the benefits from the date the required verification is provided.