

## A CA Renewal Procedures

**REVISION 27**  
(12/01/13 – 01/31/14)

Complete the following at each CA renewal:

- Review and ensure a signed copy of the [Personal Responsibility Agreement](#) (PRA) is placed in the [case file\(g\)](#).

NOTE When the participant refuses to sign the PRA, see [PRA Noncooperation](#).

- Verify [eligibility factors](#) subject to change, and for which there is no current verification.
- Review DISA and PRAP to determine the status of participants who may be sanctioned or disqualified from receiving benefits.

NOTE Add new participants or former participants who are eligible in the renewal month. Determine eligibility for the [Two Parent Employment Program](#) (TPEP) when adding participants with a child in common.

- Obtain verification for any change reported and completed without verification. (See [Decrease in Benefits](#))
- Ensure current case status and ongoing CA benefit levels are correct. Determine whether any eligibility payment errors occurred since the last approval or renewal.
- When an overpayment has occurred, establish the applicable [CA overpayment months](#) and complete the Overpayment Referral (FA-526) form.
- When an underissuance has occurred, establish the [applicable underpayment](#) months and issue the [Supplemental CA Payments](#) on UNAU.
- When a participant applies during a three month Grant Diversion period, see [Grant Diversion Eligibility Determination](#).
- Review DCSS forms in the case file, and information on the [Absent Parent Screens](#), with the PI to ensure information is accurate and up to date.
- Key all current information in AZTECS to determine whether the budgetary unit remains [prospectively eligible](#).

When the budgetary unit is prospectively eligible, complete the following:

- Key the user PCN in the PAYMENT AUTH field. AZTECS assigns a six month approval to all CA cases.

#### EXCEPTION

AZTECS assigns a 12 month approval period to child only cases. (See [Child Only Case\(g\)](#))

When the budgetary unit is later approved for NA, AZTECS aligns the CA approval period to the NA approval period.

When the CA case is TPEP, and the budgetary unit is later approved for NA, the CA approval period is NOT extended beyond the six months.

- Send the appropriate renewal [approval notice](#).

NOTE When there is a decrease in CA, send the appropriate notice allowing for [NOAA](#).

- Document CADO or the CADO Extension Form (CEF) with any changes.

When the budgetary unit is prospectively ineligible, complete the following:

- Key the user [Personnel Control Number\(g\)](#) in the PAYMENT AUTH field.
- Key the Denial or Closure Reason Code in the AFPD DENIAL/CLOSURE REASON field.
- Key the [CA ineligible date](#) in the AFPD INELIG DATE field.
- Send the appropriate renewal [denial notice](#).