

## A MA Only Renewal Process

**REVISION 06**  
(10/01/08 - 12/31/08)

AZTECS sends the [X400 notice](#) to all MA only participants in the month prior to the month their renewal is due only when the case is in the [current system month\(g\)](#).

NOTE A Medical Assistance Only Renewal Eligibility Determination (FAA-1061A) form and a Medical Renewal (FAA-1155A) form are mailed with the X400.

The Medical Renewal (FAA-1155A) form instructs the PI to select the method of interview preferred and to return the FAA-1155A to the local office. The PI also selects two dates and times for the interview.

### EXCEPTION

Budgetary units with a participant eligible for any of the following are NOT included in the MA Only Renewal Process (the regular [MA Renewal process](#) applies):

- [Deemed Newborn](#) (NB) category  
NOTE When deemed newborn coverage is the only active program, see [Deemed Newborn Turning One](#).
- [S.O.B.R.A. Woman](#) (SW) category
- [Emergency Services](#)
- [Transitional Medical Assistance](#) (TMA)
- [Medical Expense Deduction](#) (MD)

The local office obtains the Reports Due or Overdue [CR110 \(SOP\)](#) report after the first [workday\(g\)](#) of the month. The CR110 identifies participants due for renewal in the following month.

The CR110 is accessed and assigned to an EI by one of the following:

- Local Office Manager (LOM)
- Local Office
- Unit

OST staff pull the [case files\(g\)](#) and transfer each case to the appropriate EI.

Once the report and the case files are received by the EI, review the report to determine which cases should have a renewal completed. When cases need a renewal, complete the following:

- Determine whether another program (CA, NA or a State Assistance Program) is pending and notify the appropriate supervisor to reassign the case, when necessary. The supervisor must ensure that the MA renewal is completed by the responsible EI for the pending program. The regular MA renewal process applies in this situation.
- Review **NOHS** to ensure that the X400 was sent.

NOTE When the X400 was not sent because the case was not in the current system month, complete the following:

- Send the [M401 notice](#)
- Set an [EWAL](#) alert for one day prior to **NOAA**
- When contact has not been made by the NOAA date, send the [C016 notice](#)
- Await receipt of an FAA-1061A and FAA-1155A from the participant.
- Place case files needing a renewal in the file cabinet in alphabetical order.

NOTE Once the interview is completed, place the case file in the file cabinet in due date order.

The FAA-1061A and FAA-1155A may not be received by the tenth calendar day of the renewal month or prior workday when the tenth day falls on a weekend or holiday. When this occurs, review NOHS to ensure that the [X051 notice](#) or the [X055 notice](#) was sent by **AZTECS** on the Auto Close Deadline date displayed in [AMPS](#).

**WARNING**

When the X051 or the X055 has not been sent by AZTECS, send the C016 notice.

AZTECS automatically closes the case and sends the [X460 notice](#) on the date listed in [AMPS](#).

When the participant returns the FAA-1061A and the FAA-1155A, complete the following:

- Schedule an interview using one of the two dates and times provided by the participant on the FAA-1155A
- Log the scheduled interview date, time and type on an appointment register.
- Send the participant a [C900 notice](#) informing them of the interview date and time.

NOTE Allow at least FIVE workdays prior to the interview date when possible. When the participant has requested an interview four workdays or less from the mail date, follow up with a telephone call.

- Key the date the FAA-1155A was received in the RENEWAL APP DATE field on [RERE](#).
- Key the interview date in the INTERVIEW/CONTACT DATE AND TYPE field on [INDA](#).
- Document [CADO](#) with the scheduled interview date and time.

When the participant returns the FAA-1061A and the FAA-1155A, after the [Notice of Adverse Action](#) date, but prior to the effective date of closure, see [Late Renewal Applications](#).