

## C TMA Renewal (T2) – Keying Procedures

TMA participants must complete a renewal application AND be interviewed before or during the sixth month of the T1 extension period for eligibility to be determined for the T2 extension period. (See [Establishing MA Renewal Dates](#) for policy regarding the renewal application process)

NOTE Treat applications turned in more than 60 calendar days before the end of the current TMA period as a change.

Complete the following when a renewal application is registered, and the interview is completed:

- On APEM, [COPY DETAILS](#) into the month corresponding with the next TMA period.
- Verify each [mandatory factor](#) necessary to complete a [1931](#) determination.
- Key all current information on the applicable screens.
- AZTECS performs the [185% FPL test automatically](#).

NOTE SSI recipients are not counted in the current family size determination, and SSI income is not counted.

- When participants become 1931 MA eligible because the current income has decreased, authorize 1931 on MADA. Send the [M000 notice](#).

When MADA displays ???? in the RESULT field, review the last six months of employment to determine whether the specified relative was continuously employed. When the participant was not continuously employed, determine whether the participant has good cause for no continued employment. (See [TMA Good Cause](#))

NOTE In a two parent TMA budgetary unit, the specified relative whose earned income caused the 1931 ineligibility must remain the same specified relative when determining eligibility for T2.

Continued employment or good cause reasons may not exist. When this occurs, key N in the WAS THE CARETAKER RELATIVE EMPLOYED IN EACH MONTH OF THE PAST TMA PERIOD OR HAVE GOOD CAUSE FOR ANY MONTH(S) OF UNEMPLOYMENT?

field on TMDA. (See [No Continued Employment](#)) Complete the following:

- Press ENTER. AZTECS advances to MADA. Authorize approval or denial in individual MA categories, as applicable.
- Send the appropriate notice.

When the specified relative was continuously employed, or [TMA good cause](#) existed in the T1 period, key the additional information on TMDA, as follows:

- Key the earned income received during the income period used in the EMPLOYMENT INCOME OR SELF EMPLOYMENT INCOME field on TMDA.

NOTE The participant may meet good cause and has no current earnings, but anticipates returning to work. When this occurs, see [Projecting Income](#) for the income to key on TMDA.

- Key the verified dependent care expenses billed in the DEP CARE DEDUCTION field on TMDA. (See [Dependent Care Deductions](#))
- Press ENTER. AZTECS determines the allowable dependent care deduction and compares the NET earned income to [185% of the Federal Poverty Level](#).
- Press ENTER. When the result is PASS in the PASS/FAIL field on TMDA, authorize the T2 period on MADA. Send the [M110](#) notice.
- The result may be FAIL in the PASS/FAIL field on TMDA. When this occurs, see [TMA 185% FPL Test](#) for procedures to use the following to determine T2 eligibility:  
The average income received in the T1 period  
The average eligible dependent care expenses incurred in the T1 period

(See [Stopping TMA T2](#) when an application is turned in at the end of the T2 period)