C TMA Renewal (T2) - Keying Procedures

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

TMA participants must complete a renewal application AND be interviewed prior to 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 prior to 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.

When continued employment or good cause reasons exist, key Y 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.

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 to determine T2 eligibility:

(See Stopping TMA T2 when an application is turned in at the end of the T2 period. See Late TMA Renewal Applications when the application for renewal is received after the Notice of Adverse Action date, but prior to the effective date of closure.)