

## .02 NA 36-Month Approval Period MAC Requirement



Certain NA budgetary units assigned an approval period of 36 months are required to report certain changes as they occur and complete an NA Mid Approval Contact (MAC).

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### Policy

Mid Approval Contact (MAC) is required for budgetary units when they no longer meet the Elderly Simplified Application Project (ESAP) criteria, and the case is converted to regular NA. (See [ESAP](#) for more information regarding ESAP policies and procedures.)

Changes in **any** of the following may result in the conversion of an ESAP budgetary unit to regular NA:

- An addition of a new participant under the age of 60
- Started working
- Started self-employment

**All** of the following applies to the budgetary unit when they no longer meet ESAP criteria, and the case is converted to regular NA:

- The approval period remains in the current 36-month status
- The budgetary unit's change reporting requirements are assessed and either remain as simplified reported or changed to standard reporting
- The budgetary unit is required to complete a MAC when the case converts before the 17th month of the 36-month approval period. (See [Example 1](#))

NOTE ESAP cases that convert to regular NA in the 17th month or later in the 36-month approval period are not required to complete a MAC. (See [Example 2](#))

The MAC process provides up to two opportunities for the participant to comply with the MAC requirements before their NA benefits are closed and another 30 calendar days to comply after NA closure. The budgetary unit's eligibility can only be reinstated without a new application or interview when **all** of the following are met:

- When the missing report, information, or verification is received by the FAA office within 30 calendar days of the date of closure
- At least one month is remaining in the approval period

The participant can respond to the MAC using **any** of the following:

- MyFamilyBenefits
- OnBase Unity Form
- Interactive Voice Recognition (IVR) Voice or Phone keypad
- F027 notice

- FAA-1108A form (for in-person contact only)
- An official application which includes, and is not limited to, **any** of the following:
  - ESAP Application (FAA-1821A English and Spanish)
  - Application for Benefits (FAA-0001A English and Spanish)

NOTE An official application can be used to respond to the MAC when all required information is completed, and the document is signed. The application meets the MAC requirements.

A completed MAC form includes **all** of the following:

- Name of the participant
- Responses to all the questions
- Signature of the [PI\(g\)](#) or their Authorized Representative

The following notices are associated with the MAC process:

- MID APPROVAL CONTACT FORM (F027) notice
- MID APPROVAL CONTACT CLOSURE (F026) notice (adequate notice for closure)

The NA budgetary unit is required to complete and return the MAC form and provide all verification, when requested, to continue receiving benefits.

The MAC form informs the participant of **all** of the following:

- The requirement to complete the MAC form.
- Due date to return the completed and signed form.
- The requirement to answer all the questions on the form.
- The consequences of failing to complete and return the form.
- The requirement to complete the appropriate section within the form, when any question is answered with a Yes.
- The requirement to sign the certification section attesting to the truthfulness of all the information being provided, and the understanding that reported changes may cause a decrease or closure of benefits.
- Options for how to return the form.

When an initial MAC notice is sent and the participant fails to respond or responds with an incomplete MAC form, a second MAC notice sent. The second MAC notice is a reminder and provides the budgetary unit with a second opportunity to comply with the MAC process.

### **NA Mid Approval Contact Process**

The first F027 notice is mailed to the participant on the 2nd workday of the 17th month. The notice requests the participant to answer all questions, sign, and return the form within 10 calendar days.

When the participant does not respond to or fails to submit a completed MAC form by the due date, a second F027 notice mails to the participant.

**NOTE** The MAC form is incomplete when the participant fails to sign the form or answer all the questions. When an incomplete MAC form is received, the second F027 notice is sent allowing the participant another opportunity to comply with the MAC requirements.

The second F027 informs the participant that no response was received, or the MAC form was incomplete. This gives the participant another opportunity to answer all the questions, sign and return the form within 10 calendar days.

When a completed and signed MAC form is received and all of the questions are answered with a No, the MAC process is complete. When a completed and signed MAC form is received and one or more of the questions are answered with a Yes (a change is reported), verification may be requested. The change is affected for all open programs.

When the participant does not respond to the second F027, the F026 notice is sent allowing for adequate notice and NA benefits are stopped effective the 19th month.

Eligibility can be reinstated for budgetary units that have become recently ineligible due to failure to provide required information or verification. Eligibility can be reinstated without requiring the budgetary unit to file a new application when the budgetary unit takes the required action needed within 30 calendar days of the effective date of closure.