

## **B Mass Changes**

A mass change is a change that affects a large number of cases. Mass changes may be a result of changes in the amount of Social Security benefits, or VA benefits, for example. Mass changes are also made in **AZTECS** because of changes in programming.

Policy and procedures regarding mass changes are outlined as follow:

- [AZTECS Mass Change Jobs](#)
- [Mass Change, Government](#)
- [Mass Change, Central Office](#)
- [Mass Change Notification](#)

### **.01 AZTECS Mass Change Jobs**

At the time of monthly rollover, **AZTECS** runs mass change. AZTECS runs the following types of mass change jobs:

- Changes in CA, NA.
- Changes in the income maximums.
- Changes in deductions.
- Cost of living adjustments for **SSI** and **SSA** benefits.
- Determining how CA changes on individual cases affect NA benefits.
- Differences in the prospective month's income, expenses, etc. (An alert is generated when a discrepancy is found.)
- **AZTECS** because of changes in programming.

The following information must be correctly keyed in AZTECS for the mass change process to occur successfully:

- The case must be in the current system month.
- Benefits for the current month must be authorized.
- All income must be correctly coded.
- When the participant pays their own Medicare premium, the Medicare amount must be keyed in the TY SUB fields on **EXNS** using the ME MC Expense Codes. (See [BDXI](#) to determine who is the premium payer)

When the above conditions have not or cannot be met, alerts or reports are generated. The alert or report indicates the need to update the case manually.

## **.02 Government**

Certain changes are initiated by state or federal government and may affect the entire caseload or portions of the caseload. Changes in any of the following require a mass change be completed:

- CA Standards of Need.
- Income standards and deductions.
- The NA [Thrifty Food Plan](#).
- [Federal Poverty Levels](#).
- Resource standards.
- Other changes in the eligibility criteria based on.
- Legislative or regulatory actions.
- Periodic adjustments to cash benefits.

When **FAA** knows at least 30 days in advance of changes to CA benefit amounts, the corresponding NA change must be made in the same month.

When FAA does not have at least 30 days' notice of changes to CA benefit amounts, effect the resulting NA change for the month following the month the CA benefit change was made.

- Annual and seasonal adjustment to **SSA**, **SSI**, and other federal benefits.

The participants are not responsible for reporting these changes.

FAA is responsible for automatically adjusting the benefit level to reflect the change.

## **.03 Central Office**

Many mass changes are initiated at Central Office by **FAA** Systems staff and do not require FAA office action. When FAA offices are required to take any action on mass changes, Central Office issues procedures to follow.

**.04 Mass Change Notices**

When a mass change is needed, **AZTECS** generates an automatic notice that advises the participant of the change.

When a mass change results in a decrease or closure of benefits, a mass change notice must be issued no later than ten calendar days prior to the effective benefit month. (See [NOAA](#))

When the reason for the action is a change in law, the notice must include a statement regarding the specific change in law.

**FAA** may also publicize mass changes through the news media and posters in FAA offices and other public places.

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