

## A NA Mid Approval Contact - Overview

REVISION 47  
(01/01/19 - 12/31/19)

The Code of Federal Regulations (CFR) mandate states to complete a Mid Approval Contact (MAC) with Nutrition Assistance (NA) budgetary units assigned with one of the following approval periods:

- 12 month
- 24 month

The MAC process provides opportunity for the budgetary units to report changes that occurred since their NA benefits were last approved. FAA initiates the MAC process by sending the NA MID APPROVAL CONTACT FORM (X027) notice to the budgetary unit.

Manually send the F027 when the X027 was mailed to an incorrect address or when the X027 does not automatically generate.

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

A complete MAC form includes all of the following:

- Name of the participant
- Responses to all the questions
- Signature of one of the following:  
[PI\(g\)](#)  
Representative

**NOTE** When one or more of the above is missing, the budgetary unit is considered compliant with the MAC form requirement. Key the Y in the MAC RECD field on INDA. The form must be completed in its entirety before approval.

AZTECS automatically sends the X027 during one of the following time frames:

- In the 1st day of the 5th month for 12 month approval periods
- In the 1st day of the 11th month for 24 month approval periods

The X027 notice informs the participant of the following:

- The requirement to complete the MAC

- Report due date
- The requirement to respond even when there have been no changes
- The result of failing to complete and return the form
- The requirement to answer all the questions
- When yes is selected, to complete the appropriate section within the form
- The requirement to sign the certification section attesting to the truthfulness of all the information being provided
- Ways to return the form

The following notices and forms are associated with the MAC process:

- MID APPROVAL CONTACT FORM (X027 or F027) notice
- SECOND NOTICE MID APPROVAL CONTACT (X026 or F026) notice
- NUTRITION ASSISTANCE (NA) MID APPROVAL CONTACT FORM (FAA-1108A) form

#### WARNING

It is very important that the correct Document Type of MID APPROVAL CONTACT (FAA1108A, X027, or F027) is selected when the X027, or the FAA-1108 is received and uploaded to OnBase. When an incorrect Document Type is selected, it prevents AZTECS from automatically displaying Y in the MAC RECD field on INDA. When the MAC RECD field is blank, AZTECS automatically completes the following:

- Sends the X026
- Stops the NA benefits during the [auto close process](#)

The participant must return the X027, or the FAA-1108A to initiate compliance with the MAC process.

When the X027 is sent and the MAC RECD field on INDA is blank, AZTECS automatically sends the X026. The X026 provides the budgetary unit with the following:

- A second opportunity to comply with the MAC process
- The Notice of Adverse Action (NOAA)

Manually send the F026 when the X026 was mailed to an incorrect address or when the X026 does not automatically generate.

The MAC RECD field on INDA is an indicator that the budgetary unit complied with providing the form for the MAC process. When the MAC RECD field is keyed with a Y, one of the following has occurred:

- FAA received the X027
- An NA application is submitted during the MAC period. The MAC period is one of the following:  
Months five and six for 12-month approval periods. (See [Example Application Submitted During Month Five and Six of MAC Period](#))  
Months 11 and 12 for 24-month approval periods. (See [Example Application Submitted During Month 11 and 12 of MAC Period](#))
- The FAA-1108A is completed for a participant who walks in or contacts an FAA Office by telephone to complete the MAC

(See Example [NA Mid Approval Contact](#))

An [NA representative](#) may complete the MAC.

Policy and procedures regarding the MAC process are outlined as follows:

- [Mid Approval Contact Process – Compliance, No Change is Reported](#)
- [Mid Approval Contact Process – Compliance, Change is Reported](#)
- [Mid Approval Contact Process – Noncompliance, Failure to Return the X027](#)
- [Mid Approval Contact Process – Incomplete X027](#)
- [Mid Approval Contact Process – An NA Application is Submitted During the MAC Period](#)
- [Mid Approval Contact Process – FAA-1108A Form](#)
- [MACC-MAC CHANGE PROCESS ACTS Alert](#)
- [MACC-PROCESS MAC \(HEAPLUS APP ID\) ACTS Alert](#)