

A NA Mid-Approval Contact

REVISION 44
(10/01/16 - 11/30/16)

The NA budgetary unit must complete and return the NA Mid Approval Contact form to continue receiving benefits.

Complete a Mid Approval Contact at 12 months from the first month of the approval period for an NA budgetary unit assigned a 24 month approval period.

NOTE AZTECS will generate the RV ACTS Alert and the X027 notice on the last day of the 10th month of the 24 month approval period.

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

An [NA representative](#) may complete the Mid Approval contact.

The F026, F027 and the X027 are notices that include a form that may be filled out and returned by the participant to comply with the Mid Approval Contact requirement.

The following applies:

- AZTECS generates the X027 notice for the participant to complete and return.
- AZTECS sets an ACTS alert at the time the X027 notice is mailed. The due date for the ACTS alert is automatically set for the day after the X027 notice is due. The worker must ensure the participant has returned the completed X027 and any required information.
- When the participant fails to respond to the X027, review the current application and any documentation provided after the application was submitted. Ensure the X027 notice was mailed to the correct address.
- When the notice was mailed to an incorrect address, update the address in AZTECS and manually generate the F027 notice. Document the case file with the actions taken.

WARNING

When the X027 notice does not automatically generate, manually send the F027 notice by the 10th day of the 11th month of the

approval period to allow the participant enough time to comply.

- The participant may fail to complete and return the X027 notice by the Mid Approval Contact due date. In this situation, send the [F026 notice](#) to the participant and extend the ACTS alert to the work day after the information due date indicated in the F026 notice.

The F026 informs the budgetary unit that the NA case will close when the Mid Approval Contact is not completed by the date specified on the notice.

- When the participant fails to respond within the ten calendar days given on the F026 notice, close the case using the IV Denial or Closure Reason code, effective for the month indicated in the F026. Close the alert.
- When verification is needed, send the [F011 notice](#) and allow the budgetary unit ten calendar days to return the verification. Use [collateral contact](#) when possible to obtain needed verification. (See [Verification process](#))
- When a request for verification is sent, extend the alert to the work day after all requested verification is due.

Treat changes reported during the Mid Approval Contact by following the procedures as outlined in [Changes](#) with the exception of a one-time only medical expense. The following apply to [medical expenses](#):

- A budgetary unit may report a one-time only medical expense in the first 12 month period. Average the expense over the months remaining in the 12 month period.
- When the expense is reported in the second 12 month period, average it over the months remaining in the second 12 month period.

EXCEPTION

When the medical expense is reported in the 24th month of the approval period, average it over the first 12 months of the next approval period.

The NA Mid Approval Contact informs the budgetary unit of the following:

- How Standard Reporting works and the reporting requirements

- What must be reported and verified
- When the report is due
- How to obtain help when needed
- The results of failing to complete and return the Mid Approval Contact form
- That they must clarify any information in the notice that has changed by completing the Mid Approval Contact form and when necessary, provide verification

ARCHIVED (Valid until 11/01/17)