

## .01 FAA Responsibilities - Standard Reporting

FAA must act timely on all changes.

Review the [case file\(g\)](#), redetermine eligibility and the current benefit level. Also determine whether any of the following have changed:

- [FS able-bodied work requirements](#)
- [FS E&T requirements](#)
- [CA Jobs work program requirements](#)

An overpayment exists when FAA fails to act timely to decrease or stop benefits for the correct month allowing for [NOAA](#).

Day one of the **ACTS** due date is the day following the date the change is received in the local office. When the due date falls on a weekend or holiday, the due date is the following work day.

Complete the following by close of business the work day after the date the change is received:

- Review the case file and the appropriate screens to determine how the change affects all programs.
- Attempt to verify the change with a collateral contact. When unable to obtain the verification by telephone, send the appropriate request notice in **AZTECS**. (See [Verification process](#))
- When all information is provided with the change, key information and make any necessary benefit changes.

### MA WARNING

Review the current application to determine for whom MA was requested. When an active MA case has a participant who is coded OU due to MA being previously denied or stopped, eligibility must be redetermined on every change reported. Add the participant for the month the change is reported, when otherwise eligible.

FAA may become aware of a new source of earned income for a participant and there is already known budgeted earned income for the same participant. When this occurs, verify the new earned income and also any other earned income that will continue for that participant.

Actions and time frames are different based on the outcome of the change. Policy and procedures regarding effecting changes are outlined as follows:

- [Multiple Changes](#)
- [Benefit Increase](#)
- [Benefit Decrease](#)
- [No Change in Benefits](#)

#### MA EXCEPTION

The reported change may result in eligibility in another category or ineligibility. When this occurs, see [Changes in MA Category](#).

All changes (other than [changes in address](#)) must be completed or an extension requested by the ACTS due date. Take prompt action to prevent issuance of incorrect benefits.

Verification requirements differ depending on whether the change results in a [benefit increase](#) or a [benefit decrease](#). When the necessary verification is received, redetermine eligibility. Send a decision notice. (See [Change Notices](#))

When the required verification is not provided by the close of business on the ACTS due date, see [Verifying Reported Changes](#). Allow ten days for [NOAA](#).

NOTE For FS only, there are certain situations that require [no notice](#).