

.01 FAA Responsibilities - Simplified Reporting

FAA must act on all known changes.

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

- Assign the reported change in **ACTS**.
- Review the [case file\(g\)](#) 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 information request notice in **AZTECS**. (See [Verification process](#))
- Redetermine eligibility and the current benefit level.

Actions and time frames are different based on the outcome of the change. This section includes the following policy on effecting changes:

- [Multiple Changes](#)
- [Benefit Increase](#)
- [Benefit Decrease](#)
- [Unknown Effect](#)

All reported changes must be reviewed and appropriate action completed or an extension requested by the ACTS due date.

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 the appropriate [change notice](#).

When a reported change results in no change in benefits, send the C705 notice to the **PI**. (See [No Change in Benefits](#))