

A Reopening Reasons

REVISION 49
(01/01/21 - 12/31/21)

When it is discovered that a case was closed or denied for one of the following reasons, reopen the case by keying the corresponding code in the REPT CODE field on **REPT**:

- 3SVP when the [verification process](#) was not followed
- 60IN when information was provided in the second 30 days of the application after a denial action
- ADDR when the address in AZTECS was incomplete or incorrect
- ADMN when instructed to REPT the case from Help Desk, Policy Support Team or Research and Analysis
- BUUI when the budgetary unit composition was incorrect
- CART when the budgetary unit was receiving CA (TANF benefits or services) or SSI benefits and was categorically eligible for NA
- CODE when the case was closed using a wrong Denial Closure Reason Code
- EXBI when expenses were budgeted incorrectly
- FHCB when an appeal was requested, and the participant requested benefits to continue (See [Appeal Continuation of Benefits](#))
- FHRE when the Appeals Officer reversed the eligibility determination (See [Hearing Reversed](#))
- FHRR when the Appeals Officer remanded the case to FAA for a redetermination (See [Hearing Remanded](#))
- INBI when income was budgeted incorrectly
- INCC when the case was inadvertently denied or closed
- INFO when information was provided before the effective date of closure
- INMS when information was provided timely but misrouted
- INNC when the information was in the [case file\(g\)](#) but not considered in the determination
- INPR when information was provided prior to the processing deadline

- LRAC when a CA case auto closed, and an application was submitted prior to the effective date of closure
- MACA when the participant provided the Mid Approval Contact (MAC) form prior to the effective date of closure
- NAWA when the NA participant complied with all outstanding factors within 30 days of the effective date of closure for failure to provide. At least one full month must be remaining in the certification period. (See [NA Compliance After Closure](#))

NOTE The date of compliance must be keyed in the DATE PROVIDED field. Benefits for the first month are prorated based on the date of compliance.

- NOAA when the case was closed without allowing for [NOAA](#)
- RE30 when the participant reapplied or rescheduled the interview in the second 30 days
- REAP when the participant reapplied in the month of denial and the case must be reopened to prorate benefits correctly
- REBI when resources were budgeted incorrectly
- SARE when a sanction was imposed incorrectly

When a case was closed or denied for any other reason, key OTHR in the REPT CODE field on REPT. When OTHR is keyed in the REPT CODE field, document the reason for reopening the case in the case file.