

## .01 Adding a Participant to CA, MA, NA

To determine the impact of adding an applicant, complete the following steps:

- Delete the current system month.

NOTE The DELETE MONTH function removes all information for the [current system month\(g\)](#).

- Add the participant to the case for the appropriate add-on month through CLIM. (See [Adding a Participant](#) for program specific policy)
- Return to APEM and copy details into the current system month.
- Change CO to IN on SEPA. Press F1 to process SEPA and return to APEM. Work SEPA back through each month to the appropriate add-on month.
- In the appropriate add-on month, complete all screens and authorize benefits.

NOTE Certain information keyed in earlier months DOES NOT appear for each month thereafter. Mandatory eligibility screens must be passed through before AZTECS allows authorization.

- Work each month forward to the current system month completing all required eligibility screens and updating all participant information.
- When the benefit level increases, see [Supplements](#).
- When the benefit level is the same, the budgetary unit is not eligible for a supplement. (See [No Change in Benefits](#))

### WARNING

When the participant was not added timely, it is necessary to work cases in [Correction Mode](#) for all months, except for the current month when adding a participant.

- In the current system month, key any information that has changed.

When CA or NA benefits increase, authorize and send the [A702 notice](#) or [F702 notice](#).

When the new participant is eligible for MA, send the [M500 notice](#) advising the PI of MA eligibility.

#### **MA EXCEPTION**

When the new participant is eligible for [Federal Emergency Services \(FES\)](#) only, send the PI the [M103 notice](#).

When benefits decrease or the budgetary unit becomes ineligible and there is not enough time for [NOAA](#), complete the following steps to ensure the participant is added properly:

- Key OU in the PT field on SEPA for the appropriate add-on month. Press F1 to process SEPA and return to APEM.
- Copy details into the next month on APEM.
- Key IN in the PT field on SEPA.
- Complete all required eligibility screens.
- Authorize the decrease or key the appropriate Denial or Closure Reason Code.
- Send the appropriate NOAA.

#### **MA EXCEPTION**

When the new participant is ineligible, complete the following:

- Next to MAED to determine the reason the participant is ineligible.
- Document the [case file\(g\)](#) and CADO with the ineligible reason.
- Return to MADA. Key the following for the ineligible participant:
- User PCN in the AUTH PCN field.
- The Denial or Closure Reason Code in the DEN/CL REASON field.
- Send a notice to inform the PI of the denial.

**MA EXCEPTION (continued)**

When MADA displays FAIL and the participant has medical expenses in the month prior to or in the month of the request to add-on, complete an MD determination. (For procedures to complete an MD determination for the participant to be added, see [Adding a New Participant with Medical Expenses](#)) (See Example [Adding a Participant Makes All Ineligible](#))

- Adding the participant may result in MA ineligibility for others in the budgetary unit. When this occurs, send a ten day NOAA and stop MA for those participants.