

## D State Assistance Eligibility and Benefit Determination - Prorating Benefits

REVISION 04  
(04/01/08 - 06/30/08)

Payments for GA or TC for the month of application are paid beginning with the date of application. AZTECS calculates the prorated payment amount as follows:

- The NET UNROUNDED NEED is multiplied by (the number of days remaining in the month plus one, minus the application date).
- The resulting figure is divided by the total number of days in the application month.
- The resulting figure is rounded down to the next whole dollar.

When STAA indicates the budgetary unit is NOT ELIGIBLE in the month the determination is completed, but is ELIGIBLE in a following month, complete the following:

- Screen print the budget for the month the determination is completed and document CADO with the reason for ineligibility.
- On APMA, change the benefit prorate date to the first day of the eligible month in the BEN PRORATION DATE field.
- Process through the application entry sequence and authorize benefits effective the eligible month.
- Send the PI the appropriate approval notice.

### WARNING

Benefits may be prorated to the third month after the original application date, but no more than 60 days from the application date.

**NOTE** When the budgetary unit is obviously ineligible, deny the application. Key the Denial or Closure Reason Code in the DENIAL REASON field for the first month.