



## **POLICY CHANGE ALERT #16-021F**

**TITLE: TRANSITIONAL BENEFIT ASSISTANCE**

**ISSUE DATE: 05/18/2016**

**EFFECTIVE DATE: EFFECTIVE IMMEDIATELY**

### **Summary**

Programs Impacted: NA

This Policy Change Alert (PCA) is being issued to inform staff of changes to Transitional Benefit Assistance (TBA).

Effective immediately, do not close TBA when it is discovered that the budgetary unit was not eligible for CA. This change is due to a clarification of the Code of Federal Regulations (CFR) which identified that the practice does not align with federal regulations.

For more information on TBA closures see FAA5.Q06D of the FAA Policy Manual (Index: TBA closures).

### **Revision Details**

The FAA Policy Manual will be updated to include the information in this Policy Change Alert during one of the next bimonthly revisions. Until then, an alert will be placed in each revised section with a link to this document as a reminder of the policy change.

### **POLICY REFERENCE: FAA5.Q06D – TBA CLOSURES**

The budgetary unit is no longer eligible for [TBA](#) when any of the following occur:

- The five month approval period ends.

NOTE AZTECS sends a [Notice of Expiration](#) to the TBA budgetary unit.

- **The TBA case is closed using any of the [TBA Ineligible Closure Reason Codes](#)**
- Any participant in the TBA budgetary unit applies and is approved for CA.

When the PI applies for CA and is approved, AZTECS completes the following:

- Stops TBA.
- Registers a new application for NA using the date of CA approval as the application date.

NOTE The EI must complete the NA eligibility determination using standard NA eligibility requirements.



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When a participant who is not the PI applies for CA and is approved, the EI must complete the following:

- Track the status of the CA application.
- When CA is approved, close the TBA using the OC Denial or Closure Reason Code.
- Send NOAA.

Please contact the FAA Policy Support Team by phone at **(602) 774-5523** or by e-mail at **FAAPolicyMgmt@azdes.gov** with any questions or concerns regarding this broadcast.

**Please consider the environment before printing this broadcast.**

(16-0545)