Application Processing when an Integrated Case Already is Active

Compare information in the new application or Application Case (AC) to information in the Active Integrated Case (IC). Take one of the following actions based on what you find.

Integrated Case is Active

Are HOH the same or a spouse?

— Yes —

— No —

Follow direction in **Managing an Integrated case guide** and treat the app as a Change in Circumstance (CIC).
1. Do not register the application, if the application is already registered then the AC can be withdrawn.
2. If not trained to process changes. Update the Current™ task for 'NL CHANGE MAGI' and re-queue per **Incorrectly Queued Current Tasks guide.**

Register the application per the **Entering an Application in MEDES guide** under the Person Page of the person who signed the application as the HoH.

NOTE: This could also be an add or remove a person.

If not trained to process, register the application only. A processing task will be created in Current™.