# Medical Rescind and Reapply

## Rescind

| Rescind = Reopen  | • Used to undo a denial or discontinuance of a person and/or program without registering a new application.<br><br>• The Rescind button can only rescind a group of people that share the same event effective date and event type (denial or discontinuance). Another way to look at it would be that all applicants who share the same event effective date and event type must be rescinded together. |
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| **Rescind Button:**  | |

**Order matters:**

- If some applicants need to be rescinded and some applicants need to be reapplied, always rescind first.

- If it is necessary to rescind two different groups of people, always rescind the group with the earliest effective date first.

**Examples of when to use Rescind (this is not a comprehensive list):**

- Someone has been discontinued for failure to return review and the review is provided within the reactivation timeframe.

- If you wish to reinstate someone without a gap in coverage.

- If an application was denied and new information has been provided within the reconsideration timeframe.

**If you are unable to rescind an existing application, submit a ticket to the KEES Help Desk. DO NOT attempt to fix the issue by taking Negative Action. In addition, if you are only able to rescind some of the necessary people, but not all, please do not rescind anyone. Submit a ticket to the KEES Help Desk.**

# Reapply

| Reapply = New Request | Records a new application date for either a person or the entire program. |
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|  | • You must always change the Case Summary View Month to match the month of the application. Is the program block Active in that month? If yes, then you are recording a new application for a person.<br><br>• If the program block is Denied or Discontinued, then you are recording a new application for the program. |
| **Reapply Button:** Reapply (allows users to reapply) | |

Register a new application for new or existing program persons.

Please note that the Add button can also be used to add new applicants to the program but will only display when the program is Active or Pending.)

The Reapply button does not display if there is:

- An approved application for all program persons.

- A pending application for all program persons.

- A combination of the two.


**When reapplying, KEES will give you a warning message if:**

- The Application Date and Beginning Date of Aid are not set to the same month and year.

- The Case Summary View Month hasn't been changed to match the Application Date and Beginning Date of Aid.

- The Application Date is in the same month and year as a previous application for one or more persons who are being reapplied.
  (If you are unable to rescind that previous application for one or more persons, please submit a ticket to the KEES Help Desk.)

- The Application Date is within three calendar months of a discontinuance for one or more persons who are being reapplied.
  (This indicates that one or more persons may need to be rescinded.)