

## C TBA Changes

The TBA budgetary unit is NOT required to report changes for FS.

When FAA becomes aware of, or a participant reports a change, appropriate action must be completed. All of the following apply:

- When a participant leaves the budgetary unit, [remove the participant](#) from the case. Send NOAA. (See [5. Delete Client From Program](#))  
When the remaining budgetary unit participants are not eligible, close the TBA case. Send NOAA.
- [Add new participants](#) when eligibility requirements are met and the change results in an increase in benefits. Send the appropriate notice.
- When new income or increases in income are reported, key the income changes. AZTECS does not allow for a decrease in the TBA benefit amount.
- When two or more changes occur and are reported, determine the net effect of all changes. When the net effect of multiple changes results in a benefit decrease, treat the changes individually. Effect changes that result in a [benefit increase](#) for the following month. DO NOT complete changes that result in a benefit decrease.