

A Adequate Notice

[REVISION 45](#)
(01/01/17 - 12/31/17)

An adequate notice is a notice of adverse action received by the budgetary unit before or on the same day that benefits are affected.

For NA, adequate notice only applies when the participant fails to respond to the second [Mid Approval Contact Form \(X027\)](#) notice. For all other NA notice requirements, see [no notice](#) and [NOAA](#).

NA EXCEPTION

Adequate notice must be received by the participant prior to the participant's [NA issuance date](#).

For CA, send an adequate notice when either of the following occurs:

- Benefits increase
- Adverse action is taken for any of the following reasons:
FAA has verified information (a death certificate or vital records) confirming the death of a participant.

EXCEPTION

When FAA has information confirming the death of the PI, specific actions must be taken, including sending [NOAA](#) to the remaining participants. (See [Changes in PI](#) and [Death of the CA PI](#))

The participant provides information and signs a statement of understanding that the information provided may result in closure or a decrease in benefits.

The participant's whereabouts are unknown. FAA received [returned mail](#) indicating no known forwarding address.

FAA verifies that a participant has been determined eligible for CA in another state.

FAA has confirmed the death of the [CA payee](#) and no CA emergency payee is available.

The participant requested either in writing or verbally that their benefits be stopped. (See [CA Voluntary Withdrawal](#))

The participant has been admitted to a facility where their needs are being met. This includes, but is not limited to, the following:

- Placement in skilled nursing care
- Intermediate care (Extended care)
- Incarceration
- Long term hospitalization (Not expected to return home)

(See [CA EBT Representative](#) and [TEOA Overview](#) when the PI is not in the home)

State or federal governments initiate changes that affect a significant portion of the entire caseload. (See [Mass Changes](#))

The TPEP benefit is withheld or the TPEP case closes because of noncompliance with Jobs. (See [TPEP Noncompliance](#))

A participant has been found to commit an [Intentional Program Violation](#).

A CA child is removed from the home as a result of a court order or voluntarily placed in foster care by the child's legal guardian.