

## **FAA2.D Setup Participations (SEPA)**

### **01 SEPA - Purpose**

**SEPA** is used to display, allow keying or changing of participant information. The information identified on SEPA includes the following:

- Who lives with the participant.
- How each participant is related to the **PI**.
- The position number of a participant's parent or [spouse\(g\)](#).
- The programs a participant is requesting.
- Whether a participant is disqualified.
- A participant, who is no longer eligible, is identified by a Denial or Closure Reason Code. The date of denial or closure may also be keyed or displayed on SEPA.

### **02 Setup Participation - Overview**

This chapter includes the following areas of policy:

- [Who Lives Together](#)
- [Establishing Relationship](#)
- [Case Participation](#)
- [Participation Code Function](#)
- [Participation Changes](#)

### **03 Living Arrangements**

**REVISION 50**  
**(01/01/22 – 12/31/22)**

Establish who is living in the home (household composition) to determine the following:

- Mandatory and optional participants who can or must be included in the eligibility determination
- [Deprivation](#) for a dependent child

Everyone who lives in the home should be listed on the application along with their age and relationship. See [Verifying Living Arrangements](#) for additional information regarding verification.

**NOTE** When it is determined that all household members were not listed on the application, ensure sufficient documentation is completed to establish whether the missing household members are mandatory participants. See [Mandatory NA Participants](#) and [Mandatory CA Participants](#) for additional information regarding mandatory participants.

To determine who can or must be included in the [budgetary unit \(g\)](#), use the following policy:

- [Case Participation](#)
- [Establishing Relationship](#)

#### **A Verification of Living Arrangements**

**REVISION 04**  
(04/01/08 – 06/30/08)

Verify living arrangements when [questionable](#). (See [Resolving Questionable Information or Unclear Information](#))

#### **NA EXCEPTION**

Do not verify living arrangements when participants are [homeless](#), with no residential address, even when questionable.

Use the following sources to verify questionable living arrangements:

- Group home records
- Landlord
- Manager
- Neighbors

- Other [collateral contact](#) sources that know the names of all persons living together

When the previous listed sources are not available, use the following secondary sources:

- Relatives
- Roommates
- School records

(See [Verification Process](#))

When verification of questionable living arrangements is not provided, deny the application or stop benefits allowing for [NOAA](#).

(See Examples [Living Arrangements 1](#) and [Living Arrangements 2](#))

#### **04 Establishing Relationship - Overview**

[REVISION 48](#)  
(01/01/20 – 12/31/20)

Establish the relationship of each person living in the home to determine who can or must be included in the [budgetary unit\(g\)](#). Relationship must be established at new applications and when a new household member is reported.

Policy and procedures regarding relationships are outlined as follows:

- [Verifying Relationship](#)
- [Relationship Verification Sources](#)
- [Relationship Code Function](#)

#### **A Verifying Relationship**

[REVISION 48](#)  
(01/01/20 – 12/31/20)

For CA, the relationship of a [caretaker relative\(s\)](#) to each child in the budgetary unit must be verified. Verify relationship using [documented](#) verification only.

For NA, verify relationship only when [questionable](#).

**NOTE** More than one document may be required to verify relationship between a child and a caretaker relative. (See [Relationship Verification Sources](#))

When verification of relationship is received, via mail, fax or in an FAA office, upload the information to [OnBase\(g\)](#).

When relationship to the child cannot be established, consider the child a [CA nonparticipant](#).

When there is no eligible dependent child in the budgetary unit, deny or close CA. Key DC in the DENIAL/CLOSURE REASON field on AFED in AZTECS. When closing an open CA case, an ineligible date must be keyed in the INELIG DATE field.

## **B Relationship Verification Sources**

[REVISION 48](#)  
(01/01/20 – 12/31/20)

Documents used to verify relationship include, but are not limited to, the following:

- Completed Acknowledgement of Paternity ([CS-127](#)) forms
- Adoption records
- [AHCCCS](#) Deemed Newborn Reports ([CR600](#))
- Artificial insemination records
- Baptismal records (when issued prior to age five)
- Bio Data Sheets provided by refugees
- Bureau of Vital Statistics records
- Census records
- Certificates of Indian Blood (CIB)
- Certified birth certificates
- Correspondences (letters, email, etc.) from an individual to the child, or to others about the child, referring to the child as the individual's own

- Court orders for [Kinship Foster Care](#)
- Court records
- Church records including statement from priest, etc.
- Dependency hearing or proceeding court documents for [Legal Permanent Guardianship](#) (LPG)
- Genetic testing results
- Hospital or public records of birth
- Insurance policies
- Juvenile court records
- Marriage licenses and abstract Marriage Certificates
- Military records
- Minute entries for Kinship Foster Care
- Navajo Nation Marital Status and Family Profiles
- Outpatient care records maintained by a hospital, clinic, or doctor
- Paternity records
- Records maintained by the Division of Child Support Services (DCSS)
- Records maintained by the Department of Child Safety (DCS)
- Verification of School Attendance (FAA-0075A) form
- School records
- Completed Tribal Records Request (FAA-0061A) form
- [Collateral contact](#) verification may be used to verify relationship between an [unwed minor parent](#) (UMP) and either of the following when documented verification cannot be obtained:
  - A [Nonparent Caretaker Relative](#) (NPCR)
  - A [Legal Guardian](#) (LG)
- [Participant statement](#) may be used to verify relationship between an UMP and an NPCR or LG when all of the following apply:

Documented and collateral contact verification cannot be obtained

The NPCR or LG is not requesting CA for themselves

The NPCR or LG is not requesting to be the [CA payee](#)

## C Relationship Code Function

[REVISION 48](#)  
(01/01/20 - 12/31/20)

A Relationship code is assigned to each person listed on the application for benefits. It identifies the relationship to the [PI](#).

Relationship codes are also used for a CA [caretaker relative\(g\)](#), who is a [nonparent caretaker relative\(g\)](#) (NPCR) of a dependent child.

Relationship functions are outlined as follows:

- AP Relationship Code (Absent parent)
- AS Relationship Code (Alien sponsor)
- AU Relationship Code (Aunt or uncle)
- CH Relationship Code (Child)
- CO Relationship Code (Cousin)
- EX Relationship Code (Ex-spouse)
- FC Relationship Code (Foster child)
- GC Relationship Code (Grandchild)
- GR Relationship Code (Grandparent)
- NE Relationship Code (Not established at registration)
- NN Relationship Code (Niece or nephew)
- NR Relationship Code (Not related)
- OR Relationship Code (Other related)
- PA Relationship Code (Parent)
- PI Relationship Code (Primary information person)
- SB Relationship Code (Sister or brother)
- SC Relationship Code (Stepchild)
- SE Relationship Code (Self)
- SP Relationship Code (Spouse)

- ST Relationship Code (Stepparent)
- UB Relationship Code (Unborn)

## 05 **Case Participation - Overview**

The FAA worker is responsible for determining who must or can be included at application or when a change is reported. Policy and procedures regarding case participation are outlined as follows:

- [CA Case Participation](#)
- [NA Case Participation](#)

More than one Participation Code may apply to a CA or NA participant in the budgetary unit. When this occurs, the following apply:

- DF takes priority over all other Participation Codes
- DI takes priority over all other Participation Codes except DF

(See Example [Case Participation](#))

### **A CA Case Participation**

**[REVISION 46](#)**  
(01/01/18 - 12/31/18)

The proper relationship and age requirements must exist between the participant and the dependent child. Once this has been established, the FAA worker must then determine which of the others listed on the application, when otherwise eligible, must be included. This is based on relationship to the dependent child.

In order to determine who must be included, all individuals who are related to and living with the child for whom benefits are being requested must be identified and considered.

Determine CA participants from the following:

- [Mandatory CA participants](#)
- [Optional CA participants](#)
- [Receipt of Supportive Services Only](#)
- [CA Nonparticipants](#)
- [Disqualified CA Participants](#)

## .02 Mandatory CA Participants

[REVISION 44](#)  
(10/01/16 - 12/31/16)

Certain individuals living with a CA participant must be included in the CA budgetary unit when determining the CA benefit and eligibility. Key the IN Participation Code in the PT field on [SEPA](#) for mandatory CA participants.

### EXCEPTION

A parent that does not live with their dependent child is a mandatory CA participant when the parent is only away from home due to active military duty.

### WARNING

All individuals within the [caretaker relative\(g\)'s family\(g\)](#) of the child for whom benefits are being requested, must be included in the [CA needy family test](#).

The following are mandatory CA participants:

- Dependent child
- Natural or adoptive parent (including the legally presumed father) of the dependent child (See [TPEP](#) when both parents are in the home)

An [adult only CA case](#) can exist for a specified relative of children who meet any of the following:

- Receive [SSI](#)
- Receive Foster Care
- [Benefit Capped children](#)
- Received CA in another budgetary unit within the month the parent requests CA

(See [Participation Code Function](#) for the Participation Code to assign the children)

**EXCEPTION**

A [Legal Permanent Guardian](#) (LPG) may apply for the child for whom they have been granted Legal Permanent Guardianship and the child's parent is in the home. When this occurs, the parent and any siblings not under the care of the LPG cannot participate in the LPG's CA budgetary unit but may have their own CA case. (See Example [LPG](#))

- Brothers and sisters of the dependent child, who meet both of the following conditions:  
Full, half, natural, or adopted siblings. (See [Adoption Subsidy - UNIN](#))  
Siblings under age 19, and when 18, meet the [CA student criteria](#).
- All participants in **SSI** no pay status.

**EXCEPTION**

Key OU in the CA PT field for participants who meet one of the following:

- Children that are not financially deprived of parental support and both parents are in the home.
- Is a nonqualified noncitizen receiving child support.
- Is absent from the home for a period of more than 180 consecutive days.

NOTE This does not include a parent that is only away from home due to active military duty.

- Is related to the mandatory dependent child but is not a mandatory member of the assistance unit and for whom benefits are not being requested.

When a mandatory participant is disqualified from receiving CA, see [Disqualified CA Participants](#) for the applicable PT Code for SEPA.

**.03 Optional CA Participants**

**REVISION 14**  
(10/01/10 – 12/31/10)

All people within the [caretaker relative\(g\)](#)'s [family\(g\)](#) of the child for whom benefits are being requested, must be considered when determining eligibility.

NOTE All people within the caretaker relative's family of the child for whom benefits are being requested must be registered to the CA case, regardless of participation. This is so AZTECS is able to conduct the [CA needy family test](#).

A nonparent [caretaker relative](#) (NPCR) may choose to be in the CA case when it is to the participant's advantage or at their request.

NOTE [NA Categorical Eligibility](#) must be reviewed for NPCR CA child only cases.

More than one NPCR may be living with dependent children who are siblings. When this is the case, only one NPCR may be keyed IN in the PT field on [SEPA](#). (See Example [Optional CA Participants 1](#))

More than one NPCR may be living with dependent children who are not related. In this situation, it is to the participants' advantage to create separate [AZTECS](#) cases. (See Example [Optional CA Participants 2](#))

(See [Income and Budgeting](#), and [CA Special Considerations](#) for budgeting procedures)

When a parent and an NPCR are living in the home, only the parent may participate in the CA case. Key the parent IN and the NPCR as OU in the PT field on SEPA.

#### EXCEPTION

Both the parent and the nonparent may choose to participate in the CA case only when the following are applying for CA benefits:

- A parent who is determined to be a [dependent child](#).
- A parent and nonparent with another child in common who is deprived because of unemployment or underemployment. (See [TPEP](#))
- A parent (18 and over) who is prevented from functioning as the caretaker relative because of a verified physical or mental condition. (See [Deprivation](#))

Key both participants IN in the PT field on SEPA.

When the dependent child's [parent\(g\)](#) is out of the home, a stepparent may apply for CA for the child. When this occurs, the stepparent may be an optional participant. When the [stepparent](#) chooses NOT to be included in the CA budgetary unit, key OU in the PT field on SEPA.

When the inclusion of an optional CA participant results in a denial, closure, or benefit decrease for the CA budgetary unit, complete the following:

- Determine the eligibility with the optional CA participant removed from the CA budgetary unit.
- Inform the PI of the results and allow the PI to decide whether to include the optional CA participant in the CA budgetary unit.
- Document the [case file\(g\)](#).

**EXCEPTION**

The needy family consists of the dependent child and all people within the caretaker relative's family of the child for whom benefits are being requested whether or not they are requesting benefits for themselves. Participants cannot choose to be excluded from the CA needy family test when the determination results in a denial.

**.04 Receipt of Supportive Services ONLY**

An [unwed minor parent](#) (UMP), and children of an unwed minor parent who are ineligible for CA cash, are still eligible for [supportive services\(g\)](#).

**EXCEPTION**

UMP policies do not apply to [Tribal TANF](#).

## .05 CA Nonparticipants

REVISION 44  
(10/01/16 - 12/31/16)

Key the following individuals OU in the PT field on **SEPA**. The following individuals are not eligible for either CA or [CA supportive services](#):

- Minor children with no [deprivation](#).
- Ineligible (nonqualified) noncitizen minor children when they are receiving child support income.
- Individuals who do not meet eligibility requirements and who are not [Mandatory CA Participants](#).

NOTE This includes those who are in the [caretaker relative\(g\)](#)'s [family\(g\)](#) that are registered so that AZTECS can conduct the [CA Needy Family Test](#), but are not included in the budgetary unit.

- Minor children absent from the home for more than 180 consecutive days.
- Married children, under age 18. Their [spouse\(g\)](#) is financially responsible. The [married minor parent](#) is no longer a dependent child.
- A [Legal Permanent Guardian](#) (LPG) who is not related to the child for whom benefits have been requested.
- The absent parent who returns to the home when the children remain in the care and custody of an LPG.
- Adults receiving **SSI** are not eligible for CA and may not receive benefits in any case.

NOTE A mandatory CA participant in an SSI no-pay status must be included in the CA case. Key IN in the PT field on SEPA. The participant must still meet all other eligibility factors.

- Parents and siblings of a dependent child when an **LPG** has been granted guardianship of the child.
- Participants serving in the military who are stationed outside of Arizona.

NOTE A parent serving in the military is a mandatory CA participant when the parent is only away from home due to active military duty.

The following individuals are not eligible to receive CA benefits:

- Children who are receiving SSI. Key SS in the PT field on SEPA.

NOTE The caretaker relative may still receive CA, when the only deprived dependent child is keyed as SS. The specified relative must still meet all other eligibility requirements. (See [CA Adult Only Case](#))

- Children who have received CA benefits in another case in the month the caretaker relative requests CA for themselves. Key SS in the PT field on SEPA.

NOTE Key the child IN on SEPA for the first of the month they are removed from the other case.

- An Unborn child. Key UB in the PT field on SEPA.
- A [Stepparent](#) to a dependent child being applied for when the stepparent is not receiving benefits with the stepchild and the stepparent's spouse (the child's parent) is in the home. Key ST in the PT field on SEPA.

NOTE Key the stepparent IN in the PT field on SEPA when eligible for [TPEP](#).

- Children who receive [Foster Care](#) when all of the Foster Care child's needs are met. Key FC in the PT field on SEPA.

The caretaker relative may still receive CA when the only deprived dependent child is a foster child. The caretaker relative must be an unlicensed foster care provider. The caretaker relative must still meet all other eligibility requirements. (See [CA Adult Only Case](#))

- [Benefit Capped Children](#). Key BC in the PT field on SEPA.

NOTE A Benefit Capped Child may also receive SSI. When this occurs, key SS in the PT field on SEPA for the child.

The caretaker relative may still receive CA when the only deprived dependent child is keyed as BC. The caretaker relative must still meet all other eligibility requirements. (See [CA Adult Only Case](#))

#### **.06 Disqualified CA Participants**

Disqualified CA participants are coded differently, depending on the reason they've been disqualified. An [Alert Code](#) must be keyed on **PRAP**. The following Disqualification Codes are included in this section:

- [CA participants keyed as DF](#)
- [CA participants keyed as DI](#)

#### **B NA Case Participation**

Policy and procedures regarding NA case participation are outlined as follows:

- [Mandatory NA Participants](#)
- [Optional NA Participants](#)
- [NA Nonparticipants](#)
- [Verifying NA Participants Living Together](#)
- [Disqualified NA Participants](#)
- [Joint Physical Custody](#)

#### **.02 Mandatory NA Participants**

[REVISION 46](#)  
(01/01/18 - 12/31/18)

Certain persons living with an NA participant must be included in the NA budgetary unit when determining eligibility. Key the IN Participation Code in the PT field on **SEPA** for mandatory NA participants.

#### **EXCEPTION**

A mandatory participant may be disqualified. When this occurs, see [Disqualified NA Participants](#) for the applicable Participation Code to key in the PT field on SEPA.

Consider the following as mandatory NA participants:

- A participant living alone.
- A participant and their [spouse\(g\)](#), when living together. The marriage may be legal or recognized as [common law](#).
- Consider any of the following participants married for the NA program:

Those who present themselves as husband and wife, or present themselves as married to their friends, neighbors, and the community.

Participants who use the same name, or sign a contract (e.g., a lease or rental agreement) as husband and wife.

Same-sex spouses when the marriage is legally recognized.

#### WARNING

When participants are legally married, key the POS SPOUSE field on SEPA.

- Brothers and sisters (full or half) who live together, and do not live with their parents. This only applies when all of the siblings are under age 18.
- A participant under age 18 in the [parental control\(g\)](#) of a nonparent adult. This also applies when the participant has a child of their own living in the home.

#### EXCEPTION

A [foster care](#) child or adult is not a mandatory NA participant. The PI has the option of including the foster child or adult in their budgetary unit. This applies even when the foster care child is related to the NA participant. (See [Boarders](#) when the PI chooses not to include the foster child or adult in the NA budgetary unit.)

NOTE When the foster care participant is included, [foster care payments](#) are countable.

- Parents and their children under age 22 when living together. This includes any of the following:  
Natural Parents.

### WARNING

The relationship between a natural parent and a child is severed when an adoption is finalized. When the child is adopted by a stepparent (spouse of the child's natural parent), the relationship of the child to that parent is unchanged.

Adoptive Parents.

Stepparents. The stepparent relationship continues even when the natural or adoptive parent is absent for any reason (e.g., deceased, divorced).

- Consider the child a mandatory NA participant through the month of their 22nd birthday when living with their parent regardless of the child's marital status.

NOTE When a child is married, the child's spouse and their children are also mandatory NA participants.

### WARNING

Do not deny a participant under age 22 who lives with their parent and applies for NA. Give the participant the opportunity to apply for all mandatory NA participants. Request all necessary information from the participant. When the child under age 22 chooses not to include the parent(s), deny the application using the [SH Denial Closure Reason Code](#).

- Participants who normally purchase and prepare their food together regardless of their relationship. (See [Residents of Institutions-NA](#) and [Budgetary Unit Participants Who are Away Temporarily or Reside Away from Home](#))

### EXCEPTION

The following participants may purchase and prepare food with others and be a separate NA budgetary unit:

Disabled participants who are 60 or over and their spouse, when they meet the requirements in [Optional elderly participants](#).

Disabled participants under 60 who live with a [live-in attendant](#) who is not a mandatory NA participant.

- Participants who live in the home and receive more than half of their meals in the home.
- Children who attend a boarding school.

NOTE These children do not need to receive more than half of their meals in the home to be considered mandatory NA participants.

Key the IN Participation Code in the PT field on SEPA for the following persons when participation is requested by the NA budgetary unit:

- Individuals who are paying for lodging and meals. (See [Boarders](#))
- [Foster Care\(g\)](#) participants when the NA budgetary unit chooses to include the foster child or adult in the NA budgetary unit.

NOTE Persons meeting either condition are not eligible to receive NA as separate budgetary units.

When participation is not requested, key OU in the PT field.

### **.03 Optional NA Participants**

[REVISION 48](#)  
(01/01/20 - 12/31/20)

Participants living together in the same home may not be required to be in the same budgetary unit. These types of participants may be considered as optional NA participants and may request to be considered in separate NA cases.

The following may be considered as separate NA budgetary units:

- Participants who live together and who purchase and prepare their food separately.
- Participants who are unable to purchase and prepare their own food when both of the following apply:

The participant has a disability that prevents them from purchasing and preparing food.

The participant has others purchase and prepare their food separately for them.

- Parents and adult children, age 22 and over, when they live together and purchase and prepare their food separately.

NOTE When currently receiving benefits, consider adult children eligible for separate NA case status the month after the month of their 22nd birthday.

- Brothers and sisters, 18 and over, not living with their parents when they purchase and prepare their food separately.
- Participants residing in separate dwellings on the same property. These participants may purchase and prepare their food together and still be considered separate NA budgetary units.
- A child or sibling may be living in a separate dwelling or vehicle on the property of parents or siblings. The separate dwelling or vehicle may be considered the primary residence of the child or sibling for as long as the child or sibling does not use the facilities in the parents' home. When the separate dwelling is their primary residence, they may be considered a separate NA budgetary unit.

NOTE Separate NA budgetary units cannot be allowed when the child or sibling uses the bathroom or kitchen within the home of the parent or sibling on a regular basis.

- Migrant families living in a camp setting who purchase and prepare their food together but live in separate dwellings.
- Native American families living on the reservation who purchase and prepare their food together but live in separate dwellings.
- NA participants who temporarily reside away from home due to work or attending school may or may not be included in the budgetary unit. To be included, a participant must be expected to return to the home during the NA approval period. (See [NA nonparticipants](#))
- Participants who are both elderly (60 or over) and disabled (and their spouse) may normally purchase and prepare food with non-participants and be allowed as a separate NA budgetary unit. For this to occur, the following conditions must be met:

The elderly and disabled participant must be unable to purchase and prepare meals because of either of the following:

- A permanent disability. (See [Elderly or Disabled NA participants](#))
- A non-disease related, severe, permanent disability. (See [Medically Qualified Sources\(g\)](#))

When the participant has no documentation from [Social Security Administration \(SSA\)](#) or [Veterans Administration \(VA\)](#), disability may be verified by a statement from a medically qualified source.

The income of the others living with the elderly and disabled participant must be at or less than [165% of federal poverty level](#). This does not include the income of the elderly and disabled participant and their spouse.

The elderly and disabled participant must cooperate in obtaining all required verification for those with whom they live. This includes income verification.

NOTE For disabled participants or those required to purchase or prepare food as a group see [Residents of Institutions-NA](#), [GLA](#), and [Drug and Alcohol Treatment Centers](#)

Participants may be forced to live in a public or private shelter to protect themselves from abuse. When this occurs, they are considered a separate NA case. Key SH in the PT field on SEPA.

The SH Participation Code allows the abused participant to receive NA in the same month that they received NA in another case when they resided with the abusive person. The residential address is the PO Box of the shelter, or when no PO Box, the local office. (See [Domestic Violence Emergency Shelters](#))

NOTE Do not key the address of a participant in the [Address Confidentiality Program](#) (ACP)

The PI has the option to include or not include a foster child or adult in the budgetary unit. When not included, the foster child or adult cannot be a separate NA budgetary unit. Consider the foster care child or adult as a [boarder](#). For more information, see [Foster Individuals-NA](#).

The PI may verify two or more separate NA budgetary units with of the following:

- A completed and signed [official application](#) that includes a listing of all persons who purchase and prepare their food separately from the PI's NA budgetary unit.
- A completed and signed Separate Household Status (FAA-0255A) form.
- A completed and signed Separate Household Statement (F002) notice.
- A [participant's statement](#) verifying who in the PI's home purchases and prepares food separately from the PI's NA budgetary unit.

NOTE Document the [case file\(g\)](#) with the separate household status.

Separate NA budgetary units must be verified when any of the following occur:

- New application interview
  - Renewal interview when any of the following are discovered:
    - Change of residential address
    - Change in the budgetary unit
    - Change in persons residing in the home
- Verification of separate NA budgetary units is not in the case file
- There is a reported change in any of the following:
    - Residential address
    - Budgetary unit
    - Persons residing in the home

Do not deny an application solely because the participant signs a statement claiming separate NA budgetary units when they must be considered one NA case. Provide the PI an opportunity to apply for everyone who must be in the NA case together. (See [Mandatory NA Participants](#))

#### .04 NA Nonparticipants

[REVISION 47](#)  
(01/01/19 - 12/31/19)

Key the following individuals OU in the PT field on **SEPA** (they may be a separate NA case when otherwise eligible):

- Nonrelated individuals or groups of people over 18 who normally live together but have a statement indicating they [purchase and prepare food separately](#).
- Related participants may have their own case when they provide a written statement that they purchase and prepare food separately. They also must not be [mandatory NA participants](#).
- Participants serving in the military who are stationed outside of Arizona.
- A migrant farm worker [spouse\(g\)](#) may be out of the home following the crops. In this case, do not consider the spouse an NA case participant. The spouse may visit the budgetary unit and not be considered part of the budgetary unit so long as during the month of the visit, the spouse does not receive most of their meals from the NA budgetary unit.
- Roomers who pay for a room from the other NA participants but not meals. (See [Roomers - SEEI](#))
- Live-in attendants who live with a NA participant to provide medical, housekeeping, child care or other similar services.
- Students who do not meet the requirements of an eligible student for NA benefits. (See [NA Student Criteria](#))
- Unborn children
- A participant is no longer considered a budgetary unit member when any of the following has occurred:
  - No longer lives with the NA budgetary unit
  - Moved out of the home of the budgetary unit
  - Has been out of the budgetary unit's home for 30 consecutive days or more

Set up a home away from the budgetary unit

NOTE Determine whether the separate residency of an otherwise [mandatory NA participant](#) is [questionable\(g\)](#). (See [Prudent Person Concept](#))

- Participants who live away from home and receive more than half of their meals away from home.

#### .05 Disqualified NA Participants

**REVISION 45**  
(01/01/17 - 12/31/17)

Disqualified NA participants are keyed differently, depending on the reason they have been disqualified. An [Alert Code](#) must be keyed on [PRAP](#). The following Disqualification Codes are included in this section:

- [NA Participants Keyed as DE](#)
- [NA Participants Keyed as DI](#)
- [NA Participants Keyed as DF](#)

#### **WARNING**

NA participants who are disqualified remain disqualified when applying in a separate case. The following Participant Disqualification Alert Code types must be keyed in the third alert type field on PRAP next to the disqualified participant, regardless of the number of other person alerts:

- FD – Felony Drug Conviction
- FF – Fleeing Felon
- IP – IPV

NOTE Keying these alert types in the first or second alert type field on PRAP next to the disqualified elderly participant or person with a disability will incorrectly allow the household special considerations.

## .06 Joint Physical Custody – NA

REVISION 46  
(01/01/18 - 12/31/18)

When parents share joint physical custody of a child and only one parent has applied for benefits, consider the child a mandatory participant in the budgetary unit of the parent applying.

When parents share joint physical custody of a child and both parents have applied for benefits, determine which budgetary unit should include the child.

Follow the order below to determine the budgetary unit with whom to include the child. Stop at the first circumstance that applies; do not consider any remaining situations:

- The child is included with the budgetary unit of the parent who applies first, unless discrepant information is provided.
- When the other parent applies for the same child and both parents have pending applications, allow the parents to decide which budgetary unit will receive benefits for the child
- When the parents cannot reach an agreement, use the court order establishing joint legal decision-making authority as verification to establish the budgetary unit with whom to place the child.
- When a court order does not exist, use other information that establishes the residential address of the child, such as school records or leases.

When a budgetary unit has been determined for the child, the child remains with that budgetary unit for the entire approval period, unless circumstances change and the child resides with a different budgetary unit.

**NOTE** Use the following for guidance when reviewing court records to determine who has the decision-making authority for the child:

Joint physical custody means that both parents have equal share in the care and control of the child. Each parent has the same rights and responsibilities, unless there are exceptions included in the final court order.

### C Disqualified Participants

CA or NA cases that include a disqualified participant are processed as follows:

- [CA Participants Keyed as DF](#)
- [CA Participants Keyed as DI](#)
- [NA Participants Keyed as DE](#)
- [NA Participants Keyed as DI](#)
- [NA Participants Keyed as DF](#)
- [Drug Conviction Disqualification](#)
- [NA Drug Disqualification Removal](#)

### .02 CA Participants Keyed as DF

[REVISION 48](#)  
(01/01/20 - 12/31/20)

The following participants may not receive CA benefits due to a disqualification. Key DF in the PT field on **SEPA** in the following situations:

- A participant has committed fraud or an intentional program violation (IPV).

NOTE When an IPV sanction is imposed by another state the same IPV sanction time frames apply in Arizona.

#### WARNING

Contact the state in which benefits were received when the participant reports receipt of benefits in another state. Inquire into whether the participant was disqualified for committing an IPV (See [Duplicate Participation](#)).

- A participant has been convicted of making fraudulent statements concerning their residence. The participant has made these statements to receive benefits in two or more states at the same time.

### .03 CA Participants Keyed as DI

**REVISION 50**  
(01/01/22 – 12/31/22)

The following participants are not eligible to receive CA benefits due to a disqualification. Key DI in the PT field on **SEPA** for the following:

- Participants who do not meet [citizenship](#) or [qualified noncitizen](#) status requirements.
- Participants who are noncitizens and sponsored by a group or organization. (See [CA Noncitizen Sponsored by Agency](#))
- Participants who have not complied with [SSN enumeration](#).
- Participants fleeing to avoid prosecution, custody, or confinement after conviction of a felony or those violating a condition of probation or parole imposed by a federal or state law. The participants are ineligible for CA benefits as long as they are fleeing or violating a condition of probation or parole.
- Participants on the jail cross match report confirmed to be in jail or who fail to respond to the request for information notice.
- Participants who [voluntarily quit](#) or reduced their work effort.
- Participants, children or adults, who are convicted of a felony offense that has actual possession, use, or distribution of a controlled substance as an element of the crime. The crime must have been committed and the participant convicted on or after August 23, 1996. (See [Drug Conviction Disqualification](#))

NOTE A drug conviction is a permanent disqualification for the Pascua Yaqui Tribal TANF participant.

- Participants who do not comply with or pass the [CA drug test requirements](#). This includes the following participants:  
Those who do not provide a completed Illegal Drug Use Statement. (See [Reasonable Cause for Drug Use](#))  
Those who do not complete a drug test when it is required by FAA. (See [Drug Test Referral](#))  
Those who complete a [drug test with positive results](#).

(See [Program and Person Alerts](#))

#### **.04 NA Participants Keyed as DE**

**REVISION 48**  
(01/01/20 - 12/31/20)

NA [non lead participants](#) are disqualified from receiving NA benefits when any of the following occurs without good cause:

- [Voluntary quit a job](#)
- [Reduced their work effort](#)
- [Refused a job offer](#)
- [UI Comparable disqualification](#)

Before disqualifying a participant, review and apply the following policies [VQ/RWE Exemptions](#) and [VQ/RWE/Refusal of Job Offer Good Cause](#).

When an exemption or good cause does not apply, key DE in the PT field on SEPA

NOTE The resources of the DE participant count in full.

#### **.05 NA Participants Keyed as DI**

**REVISION 09**  
(07/01/09 – 09/30/09)

The following participants may not receive NA benefits due to a disqualification. Key DI in the PT field on **SEPA** for participants who meet any of the following criteria:

- Disqualified for noncompliance with [SSN enumeration](#) requirements
- Do not meet [citizenship](#) or [qualified noncitizen](#) requirements
- Have questionable citizenship and verification is pending (See [Nonqualified Noncitizens](#))
- Disqualified from the Food Distribution Program on Indian Reservations ([FDPIR](#))
- Have not attested to citizenship or noncitizen status (See [Nonqualified Noncitizens](#))

- Able Body Adults Without Dependents (ABAWD) participants not meeting the [work requirement](#) or an [exemption reason](#)

**.06 NA Participants Keyed as DF**

**REVISION 49**  
(01/01/21 - 12/31/21)

The following participants may not receive NA benefits due to a disqualification. Key DF in the PT field on **SEPA** in the following situations:

- Participants who commit fraud or an [intentional program violation](#) (IPV).

NOTE When an IPV sanction is imposed by another state the same IPV sanction time frames apply in Arizona. See [electronic Disqualified Recipient System \(eDRS\)](#) for procedures to identify disqualified NA participants from other states.

- Participants convicted of making fraudulent statements concerning their residence or identity, in order to receive multiple NA benefits.
- Participants on the jail cross match report that confirm or fail to respond to the request for information notice.
- Participants convicted of trading NA benefits for controlled substances or controlled substances for NA benefits.
- Participants convicted of trafficking NA benefits.
- Participants, who are convicted of a felony offense that has actual possession, use, or distribution of a controlled substance as an element of the crime. The crime must have been committed and the participant convicted on or after August 23, 1996. (See [Drug Conviction Disqualification](#))

NOTE NA participants with a drug conviction may avoid a disqualification or have a prior drug disqualification removed when they meet all NA eligibility criteria and the [NA Drug Disqualification Removal Requirements](#). Review SEPA for the DF participation code at application or reapplication.

- Participants who are fleeing to avoid prosecution or custody, for a crime, or an attempt to commit a crime, that would be

classified as a felony. The participant is ineligible for NA benefits while the participant continues to flee.

- Participants, who are violating a condition of probation or parole imposed by a federal or state law. The participant is ineligible for NA benefits while the participant continues to violate a condition of probation or parole.

When not in compliance with probation or parole, certain felony convictions make-up a special class of fleeing felons. This special class of fleeing felons are automatically ineligible for benefits. Additional verification is not required before taking disqualification action. See [NA Special Class of Fleeing Felons](#) for more information.

When any participant in the NA budgetary unit is keyed with the DF Participation Code, the budgetary unit is not [NA categorically eligible](#) (Basic or Expanded).

#### **.07 Drug Conviction Disqualification**

**REVISION 49**  
(01/01/21 - 12/31/21)

When a possible disqualification for a felony drug conviction is discovered, the following apply:

- Participants, children or adults, who are convicted of a felony offense that has actual possession, use, or distribution of a controlled substance as an element of the crime are disqualified. The crime must have been committed and the participant convicted on or after August 23, 1996.
- Ask the participant about the conviction and document the results. The Drug Conviction Information section of the R&A Drug Conviction Checklist OnBase E-Form may be used as a guide for questions to ask. For instructions on how to use the OnBase e-form see [Accessing OnBase E-Forms.](#))
- Advise the participant that the disqualification may be avoided or removed when all NA eligibility criteria and the NA Drug Disqualification Removal Requirements are met. Provide the participant the opportunity to remove the felony drug conviction. See [NA Drug Disqualification Removal Requirements.](#)
- When more information is needed for the felony drug conviction, use the Information Request and Pending Information Agreement (FAA-0077A) or send one of the following:

C020

F011

- Budgetary units with a possible disqualifying drug conviction are still potentially eligible for expedited Nutrition Assistance service.

NOTE When the participant requests assistance, the worker must research available resources to verify the drug conviction.

The following participants are potentially eligible for NA and CA when convicted of a felony drug conviction related offense and adjudicated in one of the following courts:

- Juvenile Court
- Tribal Court

The following convictions do not cause disqualification:

- Attempted possession or sale
- Solicitation to possess or sell
- Attempted manufacture of dangerous drugs
- Possession of non-dangerous chemicals to manufacture drugs
- Possession or use of drug paraphernalia
- Facilitation to possess or sell
- Conspiracy to possess

When the participant fails to respond to the notice, see [Drug Conviction Case Closure/Denial Procedures](#).

When the drug conviction is verified as a disqualifying felony, complete the following:

- Priority [upload\(g\)](#) all the information obtained to [OnBase\(g\)](#).
- Elevate the facts of the case to [Research and Analysis](#) (R&A) using the [R&A Drug Conviction Checklist OnBase E-Form](#).
- When directed by R&A that a felony drug conviction exists disqualify the participant on SEPA. Deny or close the case when the only participant is disqualified. See [Drug Conviction Case Closure/Denial Procedures](#).

NOTE For NA, do not disqualify the participant when they have met the requirements for a [NA Drug Disqualification Removal](#).

When a drug conviction is set aside, vacated or expunged by a Court in the State of Arizona, the conviction remains disqualifying for eligibility purposes.

When a conviction was set aside, vacated or expunged in another state, elevate the details of the conviction to the [Policy Support Team](#) (PST). The PST contacts the Attorney General's (AG) office to determine that the conviction is disqualifying.

NA Participants who are disqualified remain disqualified when applying in a separate case. The following Participant Disqualification Alert Code types must be keyed in the third alert type field on PRAP next to the disqualified participant, regardless of the number of other person alerts:

- FD - Felony Drug Conviction
- FF - Fleeing Felon
- IP- Intentional Program Violation (IPV)

NOTE Keying these alert types in the first or second alert type field on PRAP next to the disqualified elderly participant or disabled participant incorrectly allows the household special consideration.

#### **.08 Drug Conviction Case Closure/Denial Procedures**

**[REVISION 48](#)**  
(12/01/20 - 01/31/20)

CA or NA cases must be closed or denied when either of the following occurs:

- The only participant in the budgetary unit has a verified disqualifying felony drug conviction. [Research and Analysis](#) (R&A) approval is required prior to closing or denying the CA or NA case. (See [Drug Conviction Disqualification](#))
- The participant fails to respond to a request for verification of a drug felony. R&A approval is not required prior to denial closure of the case.

**WARNING**

NA participants who are disqualified remain disqualified when applying in a separate case. The following Participant Disqualification Alert Code types must be keyed in the third alert type field on PRAP next to the disqualified participant, regardless of the number of other person alerts:

- FD – Felony Drug Conviction
- FF – Fleeing Felon
- IP – IPV

NOTE Keying these alert types in the first or second alert type field on PRAP next to the disqualified elderly participant or person with a disability will incorrectly allow the household special considerations.

To close or deny CA or NA complete the following:

- Close or deny the case for the first month possible allowing for NOAA.
- Key one of the following:
  - Key FE in the DENIAL CLOSURE REASON field on AFED or FSED when the participant fails to provide requested information on the felony drug conviction
  - Key FD in the DENIAL CLOSURE REASON field on AFED or FSED when the only participant in the budgetary unit has a verified disqualifying felony drug conviction.
- Send the appropriate notice to inform the PI of the case closure or denial.

**WARNING**

NA participants with a drug conviction may avoid a disqualification or have a prior drug disqualification removed when they meet all NA eligibility criteria and the [NA Drug Disqualification Removal Requirements](#). Review SEPA for the DF participation code at application or reapplication.