

07 Minor Parents



Parents who are under age 18 may or may not be married. An Unwed Minor Parent (UMP) and Married Minor Parent (MMP) have very different eligibility requirements.

Policy

The parent who is under age 18 and has never been married is considered an Unwed Minor Parent (UMP) until the first day of the month they turn age 18.

A minor parent who claims to be married must verify the marriage. When verification of the marriage is not provided, CA eligibility is determined under the CA UMP policy.

For policy regarding minor parents, see both of the following:

- [CA Unwed Minor Parent \(UMP\)](#)
- [Married Minor Parent \(MMP\)](#)

CA Unwed Minor Parent (UMP)

Parents of an UMP are legally responsible for their child's cash and medical support.

The CA budgetary unit is determined by who is living with the UMP. See **each** of the following:

- [UMP Living with Parent or Relative](#)
- [UMP Living with Legal Guardian](#)

An UMP head of household is not eligible for CA benefits unless the UMP has good cause for living on their own. For more information, see [UMP Good Cause Reasons](#) and [UMP Living on Their Own](#).

UMPs who are determined ineligible for CA, but eligible for CA supportive services are required to comply with the Division of Child Support Services (DCSS). The CA UMP is not required to surrender court ordered child support.

When the UMP turns age 18, eligibility for regular CA is determined.

UMP Living with Parent or Relative

When the UMP lives with a parent or adult [caretaker relative\(g\)](#), all eligible children are combined into one budgetary unit. All income and resources are combined and considered when determining eligibility.

NOTE An UMP living in a separate dwelling on the same property as a parent, adult caretaker relative, or legal guardian, is considered living with the parent, adult caretaker relative, or the legal guardian. (See [Example 1](#))

When the UMP lives with a parent or adult caretaker relative who does not receive CA, only the resources of the UMP count toward the CA resource limit. (See [CA Resources](#)) **All** of the following apply:

- When CA is requested only for the UMP, the child of the UMP is not required to be included.
- When CA is requested for only the child of the UMP, **all** of the following apply:
 - The UMP must be included because parents are required to be included with their children.
 - Siblings of the UMP's child must be included, but not siblings of the UMP.

(See [Example 2](#))

When an UMP lives with a parent or an adult caretaker relative and the CA application is only for the UMP and the UMP's children, **all** of the following apply:

- Prospective eligibility requirements must be met before the budgetary unit can receive benefits. (See [CA Payment Determination](#) for prospective eligibility requirements.)
- The CA Needy Family Test is used in the prospective eligibility determination process. The CA Needy Family Test is used to determine whether an UMP resides with a needy family. (See [CA Needy Family Test](#))
- All members of the family of the caretaker relative ([Primary Informant\(g\)](#)) are required to be registered to the AZTECS case.
- The CA Needy Family Test is based on the earned and unearned income of the caretaker relative and their family.

(See [Example 3](#))

When the adult caretaker relative is requesting CA for themselves, they are required to be referred to the Jobs Program unless otherwise exempt.

UMP Living with Legal Guardian

When the UMP lives with a legal guardian who is not requesting or receiving CA benefits for themselves, **all** of the following apply:

- The UMP is not eligible to receive CA unless the legal guardian is determined needy by performing the CA Needy Family Test. (See [CA Needy Family Test](#))
- UMPs cannot be included in a legal guardian's budgetary unit unless they are related.

UMP Living on Their Own

An UMP is considered as living on their own when they do not live with a parent, a nonparent caretaker relative, or a legal guardian.

The UMP and their children may be eligible for CA when they establish good cause for not living with an adult who is legally responsible for them. (See [UMP Good Cause Reasons](#))

When the UMP cannot establish good cause for living on their own, the UMP and their children are ineligible for CA. They are, however, potentially eligible for supportive services. (See [CA Supportive Services](#))

UMP Good Cause Reasons

The UMP and their children may be eligible for CA when they establish good cause for not living with an adult who is legally responsible for them. **All** of the following are UMP good cause reasons:

- Death

The UMP does not have a parent, a legally responsible nonparent caretaker relative, or a legal guardian due to death.

- Unknown Location

When the UMP states their parents are not locatable the UMP is required to sign a statement attesting that their whereabouts are unknown.

- Emancipation

When an UMP claims emancipation status for CA, **all** of the following are required to be met and verified:

- Lived apart, and has demonstrated financial independence from their natural or adoptive parent, a nonparent caretaker relative, or legal guardian for at least 12 months prior to the application for CA.
- Did not receive CA in Arizona in the 12 months before the CA application.

Once approved, a reevaluation of emancipation is not completed unless a change occurs that affects the UMP's living arrangement. When they resume living with a natural or adoptive parent, a nonparent caretaker relative, or a legal guardian, they lose their emancipation exemption, and a new CA eligibility determination is completed.

- Good Cause - Abuse or Neglect

An UMP may claim abuse or neglect as a good cause reason for not residing with a parent, a legally responsible nonparent caretaker relative, or a legal guardian.

The UMP is required to complete and sign a form that is sent, along with a referral to the Department of Child Safety (DCS). When DCS completes and returns the form, good cause due to abuse or neglect is determined.

When the UMP is denied then later has new information supporting the unsubstantiated abuse or neglect claim, they are required to reapply for CA.

UMP Two Parent Employment Program (TPEP)

A Two Parent Employment Program (TPEP) application may be turned in for a dependent child whose parents are not married, one parent is an UMP, and the other is an adult (18 or over). When this occurs, the following special considerations apply:

- The adult parent and any child of that parent, (including the child in common) who meet TPEP CA criteria are eligible to receive CA.
- The UMP and any child who does not belong to the adult parent are ineligible for CA. The UMP and child may be eligible for CA Supportive Services.

CA Supportive Services

When an UMP is ineligible for cash benefits, they remain potentially eligible for CA Supportive Services.

All CA eligibility factors that apply to CA eligibility determinations apply to CA supportive services benefits. Participants must continue to cooperate with the Personal Responsibility Agreement (PRA) requirements. (See [PRA](#) and [Participant CA PRA Responsibilities](#)) (For a description of the supportive services available to the participant, see [CA Supportive Services](#))

Married Minor Parent (MMP)

A parent who is under age 18 and is married, divorced, separated, or widowed is considered a Married Minor Parent (MMP).

For CA, a MMP must verify that they are married or have been married. When the marriage ends for any reason, the MMP may be considered [emancipated\(g\)](#).

For eligibility purposes, the MMP is treated as an adult and the MMP's parents are not financially responsible for them.

An MMP for CA purposes is a minor parent who is **any** of the following:

- Married
- Widowed
- Divorced
- Separated (a legal separation is not required)

When an MMP is unable to verify they are or have been married, they are considered an Unwed Minor Parent (UMP). (See [CA Unwed Minor Parent \(UMP\)](#) for policy information.)

Procedures

Unwed Minor Parent (UMP) Procedures

An Unwed Minor Parent (UMP) claiming abuse or neglect as a good cause reason for not residing with a caretaker relative must complete and sign the Unwed Minor Parent Abuse/Neglect (FAA-0259A) form.

FAA refers the case to the Department of Child Safety (DCS) by forwarding the form to DCS. DCS investigates to determine whether the health or safety of the UMP or their child is at risk. In some instances, DCS may refer the investigation to Tribal Social Services or a military base.

The UMP remains eligible pending a decision from the investigation. The FAA-0259A may be returned as **any** of the following:

- Substantiated
- Undetermined
- Unsubstantiated

When DCS completes and returns the FAA-0259A, **all** of the following apply:

- When the FAA-0259A states the claim is substantiated, the UMP and their children remain eligible. A new referral is not needed at any time in the future, even when the case is closed, and the UMP reapplies.
- When the FAA-0259A states the claim is undetermined and there is no clear-cut evidence to support or deny the claim, the claim is treated as substantiated.
- When the FAA-0259A states the claim is unsubstantiated, the UMP's CA benefits are stopped, and the CA is converted to CA Supportive Services. (For information on converting CA to CA supportive services, see [CA Supportive Services](#))

When an UMP claims their parent or responsible adult is not locatable, they are potentially eligible due to good cause. When information regarding the not locatable legally responsible adult is discovered or is questionable, refer the case to Office of Special Investigations (OSI) to determine potential fraud. Do not give the location of the UMP as it is confidential.

UMP Living with Parent or Relative

When the UMP lives with a parent or nonparent [caretaker relative\(g\)](#) who is requesting or receiving CA for themselves, **all** of the following apply:

- Combine all eligible children into one budgetary unit.
NOTE The UMP and their children are considered dependent children until the first day of the month the UMP turns 18.
- Combine all income and resources.
- Designate the parent or nonparent caretaker relative as the payee.
- The parent or nonparent caretaker relative must be referred to the Jobs Program unless otherwise exempt.

When the UMP lives with a parent who does not receive CA, designate the payee as either the UMP or the parent.

When the UMP lives with an adult caretaker relative, other than the parent, who does not receive CA, designate the payee as the UMP or the adult caretaker relative.

When the UMP turns age 18, determine eligibility for regular CA benefits beginning with the first day of the month in which the UMP turns 18. All CA eligibility factors must be met. (See [UMP Turning age 18](#)) for actions to take when the UMP is turning age 18.

Stop the CA Supportive Services effective the month of CA benefits approval. When the UMP is not eligible for a cash benefit, stop CA supportive services allowing for NOAA and deny CA.

UMP TPEP Application

When a Two Parent Employment Program (TPEP) application is received for a dependent child, whose parents are not married, one parent is an UMP, and the other is an adult (18 or over) **all** of the following special considerations apply:

- The adult parent and any child of that parent, (including the child in common) who meet TPEP CA criteria are eligible to receive CA.
- The UMP and any child who does not belong to the adult parent are ineligible for CA.
- The UMP and child may be eligible for CA Supportive Services.

For keying instruction, see [UMP TPEP](#).

When an UMP reports a change in living arrangements, review **all** of the following:

- [UMP Living on Own](#)
- [UMP Living with Parent or Relative](#)
- [UMP Living with Guardian](#)

Take appropriate action to determine **all** of the following as applicable:

- CA eligibility
- CA Supportive Services eligibility

The AZTECS absent parent screens and the DCSS documents must be completed for **all** of the following:

- Each parent who does not live with the UMP
- The absent parent of the UMP's child

When the UMP or the parent with whom the UMP resides refuses to comply with DCSS requirements, complete **all** of the following:

- Deny CA when it is a new application.
- When the CA case is ongoing, sanction according to Graduated Sanction policy. (See [Imposing A New CA Sanction](#))

Stop benefits allowing for NOAA when the UMP is no longer eligible.

After approving CA Supportive Services, send the Unwed Minor Cash/Supportive Services-CA (A172) notice. The A172 informs the PI that CA Supportive Services are being approved.

Married Minor Parent (MMP) Procedures

Verify marital status when **any** of the following are needed:

- Relationship of the child to the nonparent caretaker relative (NPCR).
- The quarters of coverage for the [spouse\(g\)](#) of a participant when determining noncitizen status.

When a Married Minor Parent (MMP) is unable to verify they are or have been married, apply the Unwed Minor Parent policy. (See [CA Unwed Minor Parent \(UMP\)](#))

Complete the absent parent screens in AZTECS for the absent parent of each of the MMP's children. (See [Cooperation with DCSS](#))

The Absent Parent screens are not required to be completed for the MMP's parents. Apply TPEP criteria when the MMP and spouse are both in the home and have a child in common.

Verification

System interfaces and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified any of the nonfinancial or financial eligibility factors. Information provided through the State Verification Exchange System (SVES) by the primary source of the information is considered [verified upon receipt\(g\)](#).

The participant has the primary responsibility for providing verification. (See [Participant Responsibilities – Providing Verification](#) for additional policy.)

System interface that FAA has with other agencies for verification purposes may be used by FAA for some information.

NOTE System interface cannot verify every situation.

Examples of what can be used for proof of emancipation include, and are not limited to, **any** of the following:

- System interface that FAA has with other agencies for verification purposes.

NOTE System interface cannot verify every situation.

- Lease agreements, rent receipts
- Income tax forms
- Statements from **any** of the following who have knowledge of the UMP's living and financial arrangement:

Employer
Landlord
Parent
Relative
Legal guardian
Other persons

Examples of what can be used for proof of good cause due to death of a parent include, and are not limited to, **any** of the following:

- System interface that FAA has with other agencies for verification purposes.
NOTE System interface cannot verify every situation.
- A letter from an out-of-state vital statistics agency
- Burial payment records
- Death Certificate
- Hospital records
- In Memoriam card
- Indian census records
- Institutional records
- Insurance company records
- Minister statement
- Newspaper obituaries
- Police records
- Public benefits records
- Receipt of benefits being received based on a deceased parent, such as SSA or VA
- Signed funeral director's statement
- VA or military service records

AZTECS Keying Procedures

When a Married Minor Parent (MMP) is unable to verify they are or have been married, apply the Unwed Minor Parent policy. (See [CA Unwed Minor Parent \(UMP\)](#))

Key the position of spouse and position of parent in the REL field for the PI and spouse.

UMP - AZTECS Keying Procedures

Quick Access Menu:

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No Adult Parent or Nonparent Caretaker Relative - Death

When the Unwed Minor Parent (UMP) does not have a parent, a legally responsible adult nonparent caretaker relative, or a legal guardian due to death, the UMP may need to be referred for other potential cash benefits. Complete **all** of the following:

- The AZTECS absent parent screens indicating the UMP's natural or adoptive parent is deceased.
- Verify the death. When verification is not available the UMP must sign a statement attesting that a legally responsible adult relative or a legal guardian is deceased. When the statement of death is questionable, refer the case to the Office of Special Investigations (OSI) to determine potential fraud. See [OSI - Investigation Referral](#) for instructions on how to complete an OSI referral.
- Key D in the WERE EXPT RSN AF field on WERE.

Parents Are Not Locatable

When the UMP states their parents are not locatable, complete **all** of the following:

- AZTECS absent parent screens indicating the UMP's natural or adoptive parent's whereabouts are unknown.
- Have the UMP sign a statement attesting that their whereabouts are unknown.
- Key U in the WERE EXPT RSN AF field on WERE.

When an UMP is legally emancipated, document the [case file\(g\)](#) when the UMP meets all of the emancipation criteria for the prior 12 months. Key E in the WERE EXPT RSN AF field on WERE.

UMP Claims Abuse or Neglect

When an UMP claims abuse or neglect as a good cause reason for not residing with a parent, a legally responsible nonparent caretaker relative, or a legal guardian, the UMP must complete and sign the Unwed Minor Parent Abuse/Neglect (FAA-0259A) form. Complete **all** of the following:

- Key A in the WERE EXPT RSN AF field on WERE.
- Approve CA and refer the case to the Department of Child Safety (DCS).
- FAX the FAA-0259A using the Fax Cover Sheet (DES-1078A) located in the Document Center, to DCS. Include any other information or documentation (when available) to support the claim.

When DCS returns the FAA-0259A and it states the claim is unsubstantiated, stop the UMP's CA benefits. Convert the CA eligibility to CA Supportive Services using **all** of the following time frames and keying procedures in AZTECS:

- On NORE send the Claim of Abuse/Neglect Req. Not Met (A470) notice. The notice advises the UMP that DCS was not able to confirm the claim, and that their CA benefits are stopped after two additional months of CA.
- Copy details on APEM and authorize the next two months on AFPD.
- Change the Participation Code on SEPA effective the third month, from IN to UM for the UMP and children.
- Remove the A Exemption Reason Code (indicating abuse or neglect) from the WERE EXPT RSN AF field on WERE.
- Reauthorize the case for CA Supportive Services.
- Do not refer unsubstantiated abuse or neglect claims for an overpayment.

UMP TPEP

When a Two Parent Employment Program (TPEP) application is received for a dependent child, whose parents are not married, one parent is an UMP, and the other is an adult (18 or over), key the Participation Codes on SEPA as follows:

- Key the adult parent and each child of the adult parent IN on SEPA.
- Key the UMP and each child belonging to the UMP, UM on SEPA.

UMP Turning age 18

When the UMP is turning age 18, eligibility for regular CA must be determined. AZTECS generates an ACTS alert titled CA DEAUTH - UM ENDING approximately 45 days prior to the month the UMP turns age 18. The alert notifies FAA that deprivation must be redetermined for the month following the birthday. (For more information on the ACTS alert, see [CA DEAUTH - UM ENDING](#) ACTS alert)

Key the UM participants IN on SEPA effective the month after the UMP's 18th birthday. Key the UM Reason Code in the RSN field on SEPA when changing the participation code in the PT field on SEPA from UM to IN.

All of the following apply:

- When no deprivation exists, close the CA and send the Cash Assistance Deny/Close (A200) notice.
- When deprivation does exist, the UMP is now the PI of their own case. Complete **all** of the following:
 - Refer the PI to the Jobs Program on WORW.
 - Authorize CA and send the CA Approval (A100) notice.

Examples

- 1) Angela is the mother of Carina who is an unwed minor parent.
Angela has Carina and two other minor children and is requesting CA for herself and all of her children.
Everyone is coded IN on SEPA.
- 2) Angela is the mother of Carina who is an unwed minor parent.
Angela has two other minor children and is not requesting CA for herself, her other children or her grandchild.
Carina is the only participant coded IN on SEPA. The grandchild is an optional participant.
- 3) Carina is an unwed minor parent.
She lives with her mother, Angela, who has two other minor children.
Carina is applying for CA for herself and her child only.
Angela is not requesting CA.
Carina and her child are coded IN on SEPA. Angela and her other children are coded OU.

DBME Job Aids in SharePoint

[Minor Parent Job Aid](#)

Legal Authorities

AAC R6-12-202
AAC R6-12-306
AAC R6-12-310
AAC R6-12-604
45 CFR 206.10(a)(1)(vii)
45 CFR 233.10(b)(2)(ii)(a)
7 CFR 272.1(c)(1)
7 CFR 273.1(b)(5)
7 CFR 273.2(d)
7 CFR 273.2(f)
7 CFR 273.2(f)(1)(x)

[Prior Policy](#)

last revised 09/26/2022