

C Temporary Out of State Requirements

REVISION 47
(12/01/18 - 01/31/18)

When one or more participants are residing temporarily out of state for at least 30 calendar days, and when residency is now questionable, the participants are ineligible. Remove the ineligible participants and redetermine benefits allowing for Notice of Adverse Action [NOAA](#). (See [Removing a Participant](#))

EXCEPTION

When a [spouse\(g\)](#) in the budgetary unit is temporarily residing out of state and has established a permanent residence away from the home (e.g. an apartment or house, not a motel), remove the spouse and redetermine benefits allowing for NOAA.

When a participant reports that all participants in the NA budgetary unit are [temporarily out of state](#) for at least 30 calendar days, redetermine residency. When the participant states they are still Arizona residents, complete the following:

- Document the reason the budgetary unit is temporarily out of state and when the budgetary unit anticipates returning.
- Determine whether the budgetary unit continues to meet Arizona residency requirements. (See [Arizona Residency](#))
- When Arizona residency requirements are met, inform the participant that while receiving NA in Arizona, they are not eligible to receive NA benefits in another state.

When the budgetary unit is no longer receiving mail at the address of record, complete the following:

- Ask for an address where their mail will be delivered to within Arizona. Mail cannot be delivered out of state.
- Ask for the name of the individual who will receive their mail. Update ADDR including the individual's name preceded by C/O in the ATTENTION field.
- Advise the participant to report the address change to the U.S. Postal Service.

When the budgetary unit no longer meets Arizona residency requirements, close the case allowing for NOAA. (See [Change of Address – Out of State](#))

EXCEPTION

When a CA budgetary unit is temporarily residing out of state for at least 30 calendar days, close the case allowing for NOAA.

ARCHIVED (Valid until 12/28/20)