

C Change of Address - Out of State

Consider participants to have left the state when any of the following apply to the PI:

- They report that they have moved out of Arizona.
- It is discovered they have moved out of Arizona (e.g., forwarding address).
- They apply for benefits in another state.

Complete the following when a participant reports that all the participants in the budgetary unit have moved out of state:

- Key the out of state address on ADDR.
- Stop all benefits the first month after the month of the reported move, allowing for NOAA.

NA EXCEPTION

No notice is required when all budgetary unit participants move out of state. Stop NA benefits the first month possible after the reported move. NOAA is not required.

- Key the actual date the participants were no longer residents of this state on the eligibility determination screen for each active program.
- Key the RS Denial or Closure Reason Code.
- When the actual date of the move is not known, key the date the change is reported, and document the case file(g) and CADO or the CADO Extension Form (CEF).

NOTE For NA, key the first day of the month and year that the participant became prospectively ineligible.

- Deny pending applications.
- Send adequate notice when adequate notice requirements are met. Otherwise, send NOAA.

NA EXCEPTION

No notice is required when all budgetary unit participants move out of state. Stop NA benefits the first month possible after the reported move. NOAA is not required.

Use the signed or documented Change Report ([FA-412](#)) as verification of the move out of state. (See [Verification Cooperation](#))