

01 **MAST - Purpose**

MAST is used to display or allow keying of the following information for participants in the case:

- [Marital Status](#) of Participants
- [Pregnancy](#)
- [Participants Temporarily Out of the Home](#)

(See [Marital Status Overview](#))

02 **Marital Status - Overview**

This section includes the following areas of policy:

- [Marital Status Types](#)
- [Marital Status Requirements](#)
- [Marital Status Verification](#)

A Marital Status Requirements

REVISION 18
(10/01/11 - 12/31/11)

Determine and [verify the marital status](#), of each participant, when applicable.

Married participants are financially responsible for each other. Their income and resources are used in the eligibility determination.

Hopi tribal members may be considered legally married when they have participated in a Hopi traditional wedding ceremony.

Participants may state they have a [common law marriage](#) and may meet legally married requirements. Consider the participant's statement and the state where they lived when determining whether or not they are legally married. (See [Common Law States\(g\)](#) for a list of these states)

When participants are considered legally married, complete the following:

- Key SP in the REL field on **SEPA**
- Key the position numbers of the PI and SP on SEPA
- Key MA in the MAR STA field on **MAST**

B Marital Status Types

The participant's marital status can be any of the following:

- Divorced
- Legally Separated
- Married, which may refer to any of the following:

[Legally married](#)

[Married by Common Law](#)

NA participants presenting themselves as husband and wife
(See [NA Case Participation](#))

- Never Married
- Separated

.03 Common Law Marriage

[REVISION 06](#)
(10/01/08 – 12/31/08)

In some states, couples who live together are considered legally married even though no wedding ceremony was performed. Common law marriages are legal only in certain states. (See [Common Law States \(g\)](#) for a list of these states)

Participants that move to Arizona from another state may be considered married by common law when ALL of the following occurred in any common law state:

- The participants reside together.
- The participants are adults (18 years and older).
- The participants are not legally married to another person at the same time.
- The participants present themselves to the community as married. This may include, but is not limited to, using the same last name or filing a joint income tax return.
- The participants express their intent to marry.
- The participants established the common law relationship in accordance with time frames specified by the common law state.

Navajo tribal members may be considered married by common law.

Verify common law status when [questionable\(g\)](#).

When it is determined that a participant is considered married by common law in a common law state or on the Navajo reservation, **FAA** recognizes the common law relationship as married. This includes participants who were considered common law married prior to becoming Arizona residents and common law married Navajo tribal members who move off the Navajo reservation.

C Marital Status Verification - Overview

This section includes the following areas of policy:

- [Verifying Marital Status](#)
- [Marriage Documents](#)

.03 Verifying Marital Status

Verify marital status when either of the following is needed:

- Determining relationship of the child to the nonparent specified relative (NPSR). (See **SPRD**)
- Determining the [quarters of coverage for the spouse](#) of a participant when determining noncitizen status.

CA EXCEPTION

[Married minor parents](#) must verify that they are married or have been married.

.04 Marriage Documents

REVISION 06
(10/01/08 – 12/31/08)

Verify marital status using any of the following documents:

- Divorce decree
- Insurance record
- Legal annulment documents
- Marriage license
- Navajo Nation Family Court decree validating a Navajo common law marriage

- Other records indicating that a participant was or is married
- Religious records
- Separation papers
- Tribal records

WARNING

When an **MMP** is unable to verify they are or have been married, apply the [Unwed Minor Parent](#) policy.

03 Pregnancy - Overview

[REVISION 28](#)

(2/01/14 - 03/31/14)

Policy and procedures regarding Pregnancy are outlined as follows:

- [Verifying Pregnancy](#)
- [Verifying Expected Delivery Date \(EDD\)](#)

NA EXCEPTION

Reporting that a participant is pregnant is not required. When a participant is known to be pregnant, complete the following:

- Key **MAST** for the pregnant NA participant
- [Register an Unborn](#) to the NA case

A Verifying Pregnancy

[REVISION 47](#)

(01/01/19 - 12/31/19)

The participant is not required to verify pregnancy unless the pregnancy is [questionable\(g\)](#).

For Expected Delivery Date (EDD) verification, see [Verifying EDD](#).

B Verifying the Expected Delivery Date (EDD)

[REVISION 47](#)

(01/01/19 - 12/31/19)

Verification of the Expected Delivery Date (EDD) is not an eligibility requirement. A participant's statement of the EDD is acceptable verification.

04 Participants Temporarily Out of the Home

A participant may report that one or more participants in the case have temporarily moved out of the home. When this occurs, complete the following steps:

- Key the date the participant began living at the temporary out of home address in the START field on **MAST**.
- Key the date the participant is expected to return from the temporary out of home address in the END field on MAST.
- Press ENTER. **AZTECS** displays **TEOA**.

05 Change in Marital Status

When a participant reports that they have become married, separated, widowed or divorced, complete the following steps:

- Review the case so any differences may be addressed
- Key the new Marital Status Code in the MAR STA field
- Update the case with new information
- Redetermine eligibility for all participants
- Send notices
- Set alerts

(See [Effecting Changes](#) for specific requirements and time frames)