

## 08 **Arizona Residency Verification**

To meet Arizona residency requirements for eligibility, the applicant must establish Arizona residency with the [intent to remain](#) in Arizona.

### **NA EXCEPTION**

An applicant must meet [residency requirements](#), but is not required to intend to remain in Arizona, to be potentially eligible.

Key the date the participant established Arizona residency in the AZ RES DATE field on RESE only when the participant has established Arizona residency during the month of application.

At the interview, request verification that the applicant moved to Arizona with the intent to remain in Arizona. Documents provided for other verification requirements may be used to verify Arizona residency. (See [Address Verification](#))

### **MA WARNING**

Arizona residency may be an issue and an [AFPU](#) referral is made. When this occurs, AFPU investigates whether the participant resides at that address. When the applicant reapplies and Arizona residency is either verified or not verified at the same address, new information must be documented in the [case file\(g\)](#) and CADO. AFPU does not re-investigate unless new information exists.

When the applicant is homeless and has no residential address, request the applicant provide a statement of the following:

- A description of the location.
- Directions to the location.

When the applicant cannot provide verification at the interview complete the following:

- Call a verification source while the applicant is still in the office and document the information received on the Verification of Budgetary Unit Composition/Residency/Landlord (FA-065) form.
- A phone number may not be available. Have the applicant sign the FA-065. Send it to the landlord or other acceptable verification source.

The applicant's Arizona residency must be verified by the processing deadline for the budgetary unit to be eligible. The following apply to the specific program:

- For CA, when a homeless budgetary unit cannot provide proof, accept the applicant's written statement.
- For MA, residency must be verified using one of the following sources:

[Primary residency verification](#)

[Secondary residency verification](#)

- For NA, when the budgetary unit is not able to provide proof by the processing deadline, the case can be approved with supervisory approval when there are no outstanding or unresolved discrepancies. Document on CADO the actions taken. Residency must be verified BEFORE renewal.

Do not impose a requirement for a specific type of verification. Accept any document that reasonably establishes the applicant's residency.

A PO Box or other mailing address different from the residential address may be used by the applicant. Document the reason the different mailing address is used. For procedures when using a mailing address different from the PI's residential address, see [Mailing Address](#).

When using bills as Arizona residency verification, the bills must include the following:

- The name of the applicant.
- The Arizona residential address of the applicant.