

08 CA Unwed Minor Parent (UMP) - Overview

REVISION 27
(12/01/13 – 01/31/14)

A participant is considered an Unwed Minor Parent (UMP) when they meet the following criteria:

- Under age 18
- Is a parent
- Has never been married

Consider the participant an UMP until the first day of the month they attain age 18.

WARNING

A minor parent who claims to be married must verify the marriage or their CA eligibility will be determined under the UMP policy. (See [Married Minor Parents](#))

AZTECS generates an ACTS alert when the UMP is receiving [CA Supportive Services](#).

Determine eligibility for CA benefits beginning with the first day of the month in which the UMP turns 18. All CA eligibility factors must be met.

Stop the CA Supportive Services benefits effective the month of CA benefits approval. When the UMP is not eligible for a CA cash benefit, stop CA Supportive Services allowing for [NOAA](#) and deny CA.

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

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

Take appropriate action to determine the following as applicable:

- CA eligibility
- CA Supportive Services eligibility

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

Policy and procedures regarding UMP are outlined as follows:

- [DCSS Requirements](#)
- [Living with Parent Relative](#)
- [Living with Guardian](#)
- [Needs Test for Tribal TANF](#)
- [Living On Own](#)
- [Good Cause Reasons](#) (for living on their own)
- [Two Parent Employment Program \(TPEP\)](#)

H UMP - DCSS Requirements

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

The AZTECS [absent parent screens](#) and the DCSS documents must be completed for each of the following:

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

UMPs who are determined ineligible for CA cash, but eligible for [CA Supportive Services](#) must comply with [DCSS cooperation requirements](#). The CA UMP is not required to surrender court ordered child support.

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

- Deny CA when it is a new application
- When the CA case is ongoing, sanction according to [Progressive Sanction](#) policy

I UMP - Living with Parent or Relative

[REVISION 47](#)
(01/01/19 - 12/31/19)

When the Unwed Minor Parent (UMP) lives with a parent or adult [caretaker relative\(g\)](#) who is requesting or receiving CA for themselves, 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 adult nonparent relative as the payee.

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, or the adult caretaker relative or the legal guardian.

(See Example [Unwed Minor Parent \(UMP\) 1](#))

When the UMP lives with a parent or adult caretaker relative who does not receive CA, 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, the following rules 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.

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.

(See Example [Unwed Minor Parent \(UMP\) 2](#))

When an UMP lives with a parent or an adult caretaker relative not receiving CA, only the resources of the UMP count toward the [CA resource limit](#).

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, the following applies:

- Prospective eligibility requirements must be met before the budgetary unit can receive benefits. (See [Prospectively Eligible](#))
- 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.
- All members of the [family\(g\)](#) of the caretaker relative must be registered to the AZTECS case.
- The CA Needy Family Test is based on the earned and unearned income of the family of the caretaker relative.

(See Example [Unwed Minor Parent \(UMP\) 3](#))

WARNING

When the parent or adult caretaker relative is requesting CA for themselves, they must be referred to the Jobs Program unless otherwise exempt. Key the correct [CA Jobs Mandatory Referral code](#) in the PAR/EXEM field on WORW.

J UMP - Living with Legal Guardian

REVISION 14
(10/01/10 – 12/31/10)

When the unwed minor parent (UMP) lives with a legal guardian who is not requesting or receiving cash benefits for themselves, 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](#) for CA.
- UMPs cannot be included in a legal guardian's budgetary unit unless they are related.

NOTE Verify the [specified relationship](#) or the legal guardianship.

K UMP - Living on Own

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](#))

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

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 [CA Supportive Services](#).

L UMP - Good Cause Reasons

Policy and procedures regarding an UMP who claims good cause for living on their own are outlined as follows:

- [Good Cause - Death](#)
- [Good Cause - Unknown Location](#)
- [Good Cause - Emancipation](#)
- [Good Cause - Abuse](#)

.02 Good Cause - Death

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

NOTE The UMP may need to be referred for other potential cash benefits. (See [SSA/RSDI - Other](#))

Complete 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 OSI to determine potential fraud.

Key D in the WERE EXPT RSN AF field on WERE.

.02 Good Cause - Unknown Location

When the UMP states their parent(s) are not locatable the UMP must sign a statement attesting that the whereabouts are unknown.

Complete the AZTECS [absent parent screens](#) indicating the UMP's natural or adoptive parent's whereabouts are unknown.

When the UMP has a legally responsible adult nonparent relative or a legal guardian who is not locatable, the UMP must sign a statement attesting that the whereabouts are unknown.

Key U in the WERE EXPT RSN AF field on WERE.

When information regarding the not locatable legally responsible adult is discovered or is questionable, refer the case to [OSI](#) to determine potential fraud. Do not give the location to the UMP as it is confidential.

.02 Good Cause - Emancipation

When an UMP is legally emancipated, all of the following must be met and verified when the UMP claims emancipation status for CA:

- Lived apart from and has demonstrated financial independence from their natural or adoptive parent, an adult nonparent relative or legal guardian for at least 12 months prior to the application for CA.

EXCEPTION

When determining whether the UMP meets the emancipation criteria for the 12 months before the application, the adult nonparent relative is not required to be legally responsible for the UMP.

- Did not receive CA in Arizona in the 12 months before the CA application.

Verification sources include, but are not limited to, the following:

- Systems inquiry for CA
- 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

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.

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

.02 Good Cause - Abuse

[REVISION 27](#)

(12/01/13 – 01/31/14)

An Unwed Minor Parent (UMP) may claim abuse or neglect as a good cause reason for not residing with a parent, a legally responsible adult nonparent relative, or a legal guardian.

Complete the following procedures:

- The UMP must complete and sign the Unwed Minor Parent Abuse/Neglect (FAA-0259A) form.

NOTE Do not allow the claim of abuse or neglect as a good cause reason when the UMP refuses to sign the FAA-0259A.

- 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.

NOTE 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 one of the following:

- Substantiated
- Undetermined
- Unsubstantiated

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 then there is no clear-cut evidence to support or deny the claim. Treat the claim as substantiated.

When the FAA-0259A states the claim is unsubstantiated then stop the UMP's CA benefits. Convert the CA eligibility to [CA Supportive Services](#) using 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.

When the UMP has new information supporting the unsubstantiated abuse or neglect claim, they must reapply for CA.

When all other CA eligibility criteria is met, proceed in the same manner as the new application by approving CA and referring to DCS.

When the original DCS finding is upheld, refer to the procedures in unsubstantiated claim to stop CA.

M 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 (cash).
- The UMP and any child who does not belong to the adult parent are ineligible for CA (cash).

NOTE The UMP and child may be eligible for [CA Supportive Services](#).

- Key the Participation Code 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.
- AZTECS generates an ACTS alert named CA DEAUTH - UM ENDING approximately 45 days prior to the month the UMP will turn 18. The alert notifies the local office that deprivation must be redetermined for the month following the birthday.
When no deprivation exists, close the CA TPEP and send the appropriate closure notices.
When deprivation does exist, complete the following:
 - Key the UM participants IN on SEPA effective the month after the 18th birthday.
 - Refer the parent to Jobs on WORW.
 - Authorize CA and send notice of the change.

08 CA Supportive Services - Overview

When an [Unwed Minor Parent \(UMP\)](#) is ineligible for cash benefits, they remain eligible for CA Supportive Services when otherwise eligible.

Policy and procedures regarding CA Supportive Services are outlined as follows:

- [CA Supportive Services Requirements](#)
- [CA Supportive Services Changes](#)

For a description of the Supportive Services available to the participant, see [Supportive Services Introduction](#).

H CA Supportive Services - Requirements

All [CA eligibility factors](#) that apply to CA eligibility determinations apply to CA supportive services benefits.

Participants must continue to cooperate with [PRA requirements](#).

I CA Supportive Services - Changes

AZTECS generates alerts and reports for [CA Supportive Services](#) participants when an [Unwed Minor Parent \(UMP\)](#) is turning 18.

(See [CA Death - UM Ending](#) ACTS Alerts)

Local offices are required to monitor reports to ensure appropriate action is taken to have eligibility redetermined.

NOTE Send the [A172 notice](#). The A172 informs the PI that CA Supportive Services are being approved.

08 CA Married Minor Parent (MMP) - Overview

[REVISION 48](#)
(01/01/20 – 12/31/20)

For CA, a Married Minor Parent (MMP) is anyone under the age of 18 who has a [dependent child](#) and meets any of the following marital status requirements:

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

When the marriage ends in a legal annulment, 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.

Policy and procedures regarding MMP are outlined as follows:

- [MMP DCSS Requirements](#)
- [MMP Marital Status Requirements](#)
- [MMP Living on Their Own](#)

H MMP DCSS Requirements

[REVISION 23](#)
(01/01/13 – 03/31/13)

For CA, the [absent parent screens](#) must be completed in AZTECS for the absent parent of each of the Married Minor Parent's (MMP) children.

(See [Cooperation with DCSS](#))

The Absent Parent screens are not required to be completed for the MMP's own parents.

I MMP Marital Status Requirement

[REVISION 48](#)
(01/01/20 – 12/31/20)

For CA, minor parents (MP) must verify they are or have been any of the following.

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

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- Widowed

(See [Marital Status Verification](#))

J MMP Living On Their Own

When otherwise eligible, a Married Minor Parent (MMP) may receive CA when they live on their own.

WARNING

Apply [TPEP](#) criteria when the MMP and [spouse\(g\)](#) are both in the home and have a child in common.