

## 02 Age of a Participant



The age of a participant determines eligibility and benefit amounts.

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### Policy

Age is an important eligibility factor for the NA and CA programs because age applies to **all** of the following:

- Eligibility
- Benefit amount
- [Federal Means Test\(g\)](#)
- Income deductions
- Program compliance requirements

The participant is required to list on the application for benefits the date of birth of each budgetary unit member for whom benefits are applied.

For NA, see **all** of the following important ages and policies related to eligibility and benefit amounts:

- **All** of the following ages are important for the NA Work Requirements:
  - A participant responsible for a child Aged 6 or under is exempt.
  - A participant under the age of 18 and age 60 or older is exempt
  - Participants under the age of 16 are exempt from the NA Work Requirements.
  - See [Work Requirement Exemptions](#) for complete details about each exemption.
- Participants aged 18 through 49 and enrolled at least half-time in an [institution of higher education\(g\)](#) are required to meet a work requirement or an exemption to be considered potentially eligible. See [Adult Student Eligibility for NA](#) for when a participant meets the definition of a student.
- Dependent Care expenses are an allowable deduction from income when the dependent care is for a child under 18 or an incapacitated adult. See [NA Dependent Care](#) for a complete list of allowable expenses.
- Participants can apply for NA separately from the family they are living with at **all** of the following ages:
  - At the age of 18, when living with their siblings who are age 18 or older and do not live with their parents.
  - Through the month of their 22nd birthday, when the participant lives with their parents.

See [Determining Budgetary Units](#) for who in a household would be considered a mandatory, optional, or nonparticipant.

- A participant who is age 60 or older or has a disability receives special consideration when budgeting and determining eligibility, including **all** of the following:

A special resource limit

Medical deductions

They are not subject to the Gross Income Standard.

See [Budgetary Units with Special Circumstances](#) for complete considerations and requirements.

For CA, see **all** of the following ages and related policies that FAA uses to determine eligibility and benefit amounts:

- Dependent Care Expense is allowed for children. The amount of the deduction is based on **all** of the following:

Whether the child is under the age of two or age two and over.

When the expense is required for the participant to continue to work

When the wage earner is billed for the expense

For more information about CA dependent care expense maximum deduction amounts and requirements, see [CA Dependent Care](#).

- Each child aged 6 through fifteen is required to be enrolled in and attending school or be home schooled. School attendance is included in the CA Personal Responsibility Agreement (PRA) that single and two parent budgetary units are required to agree with for CA eligibility. See [PRA School Attendance](#) for all the school attendance requirements.
- All CA participants are mandatory referrals in the CA work program, Jobs, except children ages 3 through 17. See [CA Jobs Work Program Requirements](#) for more about services available with the CA work program.
- For CA potential eligibility, an application is required to include a dependent child. A CA dependent child is any child who meets **all** of the following:

Is under the age of 19, and when age 18 meets the student criteria for CA.

Lives with a caretaker relative or legal permanent guardian who has requested benefits for the child.

See [Dependent Child](#) for more information about CA eligibility requirements.

- An 18-year-old who meets the full-time student criteria, attending either high school or the equivalent level, and is expected to complete the course of study on or before their 19<sup>th</sup> birthday are considered potentially eligible dependent children. When a participant is age 18 and does not meet this CA student criteria, the participant is regarded as an adult for eligibility purposes. See [CA Student Criteria](#) for the policies that apply to dependent participants 18 years of age.

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## Procedures

An accurate date of birth (DOB) is needed for each participant. The DOB is used for and is not limited to **any** of the following:

- To obtain information from the system interface
- To validate information received from the system interface
- To assign the participant to the appropriate budgetary unit type

At the interview, the [Primary Informant\(g\)](#) may not have the verification. When needed, request date of birth verification, and allow the participant ten [calendar days\(g\)](#) to provide the verification.

**NOTE** In an unusual situation, when documented proof of date of birth is unavailable for a participant, the Affidavit Attesting Citizenship for Cash and Nutrition Assistance (FAA-1353A) form can be completed by a person meeting **all** of the following:

- Must be a United States citizen
- Cannot be applying for or receiving NA or CA benefits with the participant.
- Must have personal knowledge of the participant's claim of United States citizenship

As needed, provide **any** of the following information to the participant:

- When a birth or death occurs in Arizona, provide the participant with the Arizona Department of Health Services – Office of Vital Records website to request a copy of a birth or death certificate. See [Vital Statistics Offices](#) for the address and website information.
- When the birth or death occurred outside of Arizona, see Vital Statistics Offices to provide the participant with contact information for each state needed.

**NOTE** When the participant does not have access to the internet, assist the participant with downloading and printing the appropriate forms the participant needs to obtain the required verification.

The participant is responsible for requesting and for all expenses associated with requesting verification of birth or death certificates from a government bureau of vital statistics.

When verification is not received by the processing deadline, complete **one** of the following depending on the age and the reason verification is needed:

- Complete the eligibility determination and do not allow the deduction
- Deny the application or consider a participant ineligible.
- Stop or decrease benefits allowing for [Notice of Adverse Action\(g\)](#) and send the appropriate notice.

NOTE Under unusual circumstances and on a case-by-case basis, when documented proof of age is unavailable, use the FAA-1353A form to verify age. Review the instructions for completion of the FAA-1353A form with the participant.

For NA procedures, see **all** of the following age-related eligibility factors, as needed:

- [Adult Student Eligibility](#)

When age is questionable, the adult student is an NA nonparticipant when the participant's age is not verified unless the participant meets another exemption.

Do not include the NA adult student in the budgetary unit. Complete the eligibility determination for the remaining participants.

**Any** of the following are an age-related exemption:

- Participants under the age of 18 and over 49 are not subject to adult student eligibility for NA.
- A participant is responsible for caring for a dependent child under age 12.
- [Dependent Care Expense](#)

The participant statement verification can be the primary verification source unless [questionable\(g\)](#) for **any** of the following:

- Verification of transportation to and from a care provider.
- Needed for employment or SNAP CAN activities
- The dependent care expense amount

When the expense or the dependent child's age is questionable, the expense is not allowed when the Primary Informant (PI) fails to provide the requested verification. Complete the eligibility determination, and do not allow this expense for the care for **any** of the following:

- A dependent child under age 18.
- An incapacitated adult, when the cost is not a medical expense (See [Allowable Medical Expenses](#) for a list of medical expenses.)
- [Medical Expenses and Deduction](#)

When age is questionable, complete the eligibility determination as a standard NA case without special considerations when the participant's age is not verified.

To determine who is eligible for a medical deduction, see [NA Budgetary Units with](#)

### Special Circumstances.

To determine what medical expenses are allowed and how to budget medical expense deductions, see [NA Medical Expenses and Deductions](#).

Unless they are disqualified, **any** of the following NA participants could receive special considerations when budgeting and determining eligibility for NA benefits:

- Participants 60 years of age or older
- Participants who have a disability
- [Optional NA Participants](#)

When age is questionable, an NA participant cannot be allowed to be in a separate budgetary unit when the participant's age is not verified. Do not deny a participant who is applying on their own. Allow the participant to apply for all mandatory NA participants. Request all necessary information from the participant.

(See [Determining Budgetary Units](#) for NA case participation requirements for mandatory, optional, or nonparticipant.)

For NA separate budgetary unit status, **any** of the following is an age requirement:

- When siblings under age 18 live together and do not live with their parents, they are considered one budgetary unit.
- A participant under the age of 18 is under a nonparent adult's [parental control\(g\)](#). Must be included in the same budgetary unit as the nonparent adult when receiving financial support from the nonparent adult.
- When living with their parents, a participant is considered a mandatory NA participant in the same budgetary unit through the month of their 22nd birthday.
- [Work Requirement Exemptions](#)

When age is questionable, a participant is a work registrant whose age is not verified unless the participant meets another exemption.

Complete the eligibility determination and do not allow an NA work requirement exemption based on age for the participant whose age is questionable.

**All** of the following ages apply to determining whether a participant is an NA work registrant or has an exemption from the NA Work Requirements:

- An adult participant responsible for a dependent child under the age of six is exempt. This exemption can only apply to one adult in the budgetary unit.
- A participant under age 16 or age 60 and older is exempt from the NA work requirements.
- Participants ages 16 to 59 are subject to the NA work requirements unless they meet an exemption.

For CA procedures, see **all** of the following age-related eligibility factors, as needed:

- [Dependent Care Amount](#)

When the child's age or the number of hours the participant who pays the expense works is not verified, do not allow the dependent care deduction based on either age of the child or hours the adult participant works.

For the maximum dependent care deduction amount, **all** of the following apply:

- The deduction amount is determined by whether a child is under age two or age two and over.
- The deduction amount is determined by the number of hours worked by the participant who pays for the dependent care.

- [Dependent Child](#)

An application must include a CA dependent child or be denied. A dependent child is any child who meets **all** of the following:

- Is under the age of 19 and when 18 meets the CA Student Criteria. (See [Student Criteria for CA](#) for potential eligibility for CA as a dependent child.)
- Lives with a caretaker relative or legal Permanent Guardian who has requested benefits.

A CA application must be denied when the application does not include a dependent child.

When the application consists of dependent children, unless a parent, or a specified relative, a participant who does not meet the dependent child requirement is not eligible for CA benefits.

- [Jobs Exempt Age](#)

All children under the age of 18 are exempt from the Jobs Program. For a child that is age 18 and does not meet the CA Student Criteria, see [Age 18 -Not Referred](#).

- [Lifetime Benefit Limit \(LIBL\)](#)

A participant who is 18 and is not a dependent child is subject to LIBL.

**All** of the following are limited to 60 countable months of CA in any state:

- [Primary Informant\(g\)](#)
- [Spouse\(g\)](#) of the Primary Informant (PI)
- Another adult

- [Personal Responsibility Agreement \(PRA\)](#)

Each child ages six through 15 must be enrolled in and attending school or home-schooled.

See [PRA School Attendance](#) for complete procedures when a child is not enrolled in school or home-schooled when the child's age is questionable and was not verified.

Before taking any action to sanction a participant with the School Attendance Requirements, see [CA PRA School Attendance Good Cause for Noncompliance](#).

- [CA Student Criteria](#)

An 18-year-old participant must be a full-time student and expected to graduate before the participant's 19th birth date to be considered a dependent child and be potentially eligible for CA.

When **any** of the following is not verified, the 18-year-old is not eligible for CA as a dependent child:

- Verification of full-time attendance
- Verification of the participant's age

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## Verification

System interface and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface has verified the date of birth provided on the application. On CLIS, the CLIS VR field displays V (verified) for the date of birth.

For NA and CA, when a Deemed Newborn (DNB) is reported to FAA by AHCCCS, CADO is automatically documented with information about the newborn, including the DNB date of birth. When no other document is available, use the CADO DNB documentation to verify a participant's date of birth.

## Date of Birth Verification

For NA and CA, FAA requests age verification when a participant's age is [questionable\(g\)](#), and age is a factor in determining eligibility and benefit amount.

**Any** of the following documents verify the date of birth for NA and CA:

- Adoption records
- Baptismal certificate before age five
- Bureau of Vital Statistics
- Certificate of Indian Blood
- Certificate of Live Birth signed by a hospital official and a parent
- Certified Birth Certificate issued by the United States (U.S.), state, or local governmental Bureau of Vital Statistics
- Hospital Birth Certificate
- Social Security records
- Tribal Census Card

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- Completed Tribal Records Request (FAA-0061A) form
- U.S. Passport

When the previously listed documents are not available, **any** of the following forms can be used to verify the date of birth for both NA and CA:

- Affidavit Attesting Citizenship for Cash and Nutrition Assistance (FAA-1353A) form needs to be acquired from FAA. See the instructions on the form for completion requirements.
- Child wellness agency records
- Court order for child support
- Doctor's statement
- Family Bible record
- Federal or state census records
- Insurance policy
- Juvenile court records
- School records
- Voluntary social service agency records

When the previously listed documents are unavailable, a participant can use a driver's license to verify the date of birth.

When the previously listed documents are not available, **one** of the following can be used to verify the date of birth for CA:

- Workforce Innovation and Opportunity Act (WIOA) document assigning a person to an institution of higher learning
- A minister's statement

A participant can receive a birth or death verification from a state vital statistics office. See [Vital Statistics Office](#) for address and website information.

**NOTE** The participant is responsible for requesting and for all expenses associated with requesting verification of birth or death certificates from a government bureau of vital statistics.

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### AZTECS Keying Procedures

Key the date of birth (DOB) on SSDO as **one** of the following:

- When the DOB is known, key as MMDDYYYY (e.g., 06091996 for 06/09/1996).
- When the DOB is unknown, key the pseudo DOB of 07071977. When a pseudo DOB is used, complete **all** of the following:

Document the [casefile\(g\)](#) that a pseudo DOB was used.

Replace the pseudo DOB with the actual DOB when the information is obtained



from the participant.

- Key the expected delivery date (EDD) for an unborn child as the DOB.

When stopping benefits due to the DOB, complete **all** of the following:

- Stop or decrease benefits allowing for [Notice of Adverse Action\(g\)](#)
- Send the appropriate notice.

For NA, see **all** of the following age-related eligibility factors when either denying or stopping benefits because age was not verified:

- [Adult Student Eligibility](#)

When the participant's age is questionable and not verified and does not meet another NA student eligibility requirements or an NA student exemption. Complete **one** of the following:

- Key OU in the PT field on SEPA.
- When the ineligible adult student is the only participant in the budgetary unit, key the FS Denial Closure Reason Code on FSED in the DENIAL CLOSURE field.
- Allow for Notice of Adverse Action (NOAA) for changes.
- Send the NA – Ineligible (F210) notice.

- [Optional NA Participants](#)

When a participant chooses not to include a parent or parents and does not provide requested verification of their age to be considered a separate household complete **all** of the following:

- Deny the application.
- Key the SH Denial Closure Reason Code on FSED.
- Send the F210 notice.

- [Work Requirements](#)

Consider the participant a work registrant when age is questionable, and verification is not received. Complete **one** of the following on WORW:

- Key RR in the PAR/EXEM field next to FS
- Key RA in the PAR/EXEM field next to FS when the participant is subject to the ABAWD policy.

For CA, see **all** of the following age-related eligibility factors when either denying or stopping benefits because age was not verified:

- [Dependent Child](#):

For CA, an application must include a dependent child. When no eligible deprived dependent child is included on the application, deny the application by completing **all** of the following:

- Key the DC Denial Closure Reason Code in the DENIAL/CLOSURE REASON field on AFPD.
- Send the CA Denial Closure (A200) notice.

- [CA Student Criteria](#)

When the participant is 18 years old and does not meet the student criteria, complete **one** of the following:

- When the participant is the only child on the application, complete **all** of the following:

Deny the application or stop benefits.

Key DC Denial Closure Reason Code in the DENIAL/CLOSURE REASON field on AFPD.

When stopping benefits, complete the INELIG DATE field on AFPD.

Send the A200 notice.

- When other deprived dependent children are included on the application, complete **all** of the following:

Key the OU Participant Code in the PT field on SEPA next to the participant's name.

Key the AG Denial Closure Reason Code in the INELIG RSN field on SEPA when a participant's benefits are being stopped or denied.

Authorize benefits for the remaining eligible participants.

Send the Decrease CA Benefits (A701) notice.

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### HEAplus Procedures

In HEAplus, when the date of birth (DOB) is unknown during data entry of a paper application, leave the DOB blank. The application can be submitted with a blank DOB.

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### Legal Authorities

AAC R6-12-205

7 CFR 273.2(f)(5)

7 CFR 273.2(h)(1)(i)(C)

7 CFR 273.2(h)(2)

[Prior Policy](#)

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