

LPR Additional Requirements

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This subject includes the requirements for a lawful permanent resident (LPR) to be potentially eligible for NA and CA.

Policy

A lawful permanent resident (LPR) is a noncitizen given permission to permanently live and work in the United States (U.S.).

Most LPRs come to the U.S. in a temporary status. A noncitizen who does not enter the U.S. in a temporary status and enters the U.S. as an LPR is usually sponsored. The Class of Admission (COA) Code determines the original entry status of an LPR.

NOTE The COA Code displays on the USCIS documentation as well as on the COA field in the SAVE response. For a comprehensive list of COA Codes, see LIST CLASS OF ADMISSION CODES under DISPLAY TABLE VALUES in AZTECS.

For Afghan LPRs coming to the U.S. under the Operation Allies Welcome (OAW)) and Afghan Special Immigrant Visa Holders, see [Afghan Special Immigrant Visa Holder](#) under Qualified Noncitizens for CA.

Being an LPR does not determine eligibility alone. An LPR is required to meet additional requirements to be potentially eligible for NA and CA.

Sponsored and non-sponsored LPRs who meet at least one of the additional requirements listed below are potentially eligible for NA and CA. See **all** of the following LPR requirements for additional information:

- [40 Quarter Requirement](#) (Both programs)
- [Continuous Residency](#) (CA only)

- [Five Years Residency](#) (Both programs)
- [Military Connection](#) (Both programs)
- [Permanent Disability](#) (NA only)
- [Prior Qualified Status](#) (Both programs)

Five Years Lawful Residency

To meet the five-year requirement, a lawful permanent resident (LPR) must have been continuously living in the United States (U.S.) as an LPR for five years or more.

The LPR becomes potentially eligible for NA and CA from the beginning of the month the LPR has five years as an LPR.

Some LPRs who entered the U.S. as a qualified noncitizen do not have to meet the five years as an LPR requirement due to their previous qualified status. This applies to LPRs who entered with **one** of the following noncitizens statuses:

- Amerasian
- American Indian born abroad
- Asylee
- Certain Afghan and Ukrainian parolees
- Certain Hmong or Highland Laotian tribal members
- Cuban or Haitian entrant
- Iraqi and Afghan Special Immigrants
- Noncitizen whose deportation is withheld
- Refugee
- Ukrainian refugee
- Victim of severe trafficking

Prior Qualified Status

To meet prior qualified status, an LPR must have entered the U.S. in a temporary qualified status. (See [NA Qualified Noncitizens](#) or CA Qualified Noncitizens for more information.)

NOTE These participants are potentially eligible for NA and CA. (See [Example 1](#))

Specific Class of Admissions (COA) Codes indicate prior temporary qualified status.

Military Connection

An LPR with a military connection is potentially eligible for benefits regardless of their date of entry. A military connection is **any** of the following:

- An honorably discharged veteran of the Armed Forces of the United States

- On active duty in the Armed Forces of the United States
- A [spouse\(g\)](#) of a veteran or person on active duty who meets **any** of the following:
 - Legally married to the veteran or person on active duty
 - Legally separated from the veteran or person on active duty
 - An unmarried widowed spouse of the veteran or a person who was on active duty
- An unmarried dependent child of a veteran or a person on active duty

The military connection applies in **any** of the following circumstances:

- The spouse and the veteran or person on active duty are living together or apart.
- The veteran or active-duty person is either a U.S. citizen or a noncitizen.

Military service applies only to full-time Air Force, Army, Navy, Marine, Space Force, or Coast Guard. Reserve or National Guard personnel who have not been called to active duty do not qualify as military service.

NA Lawful Noncitizen Under Age 18

When a participant under the age of 18 is a Lawful Permanent Resident (LPR), the participant is potentially eligible for NA without a waiting period.

Regardless of the noncitizen eligibility of the adult parent, lawful noncitizen children are potentially eligible for NA when the child meets all of the following:

- Is under the age of 18
- Is a Lawful Permanent Resident
- Meets all other NA eligibility criteria

To continue potential eligibility, the lawful noncitizen child is required to meet the other additional requirements for eligibility the month after their 18th birthday.

CA Continuous Residency

Certain qualified noncitizens who do not meet the five-year date of entry requirement may still establish potential eligibility for CA.

These noncitizens are required to provide documentation that indicates they have been residing in the U.S. continuously since before 08/22/1996.

Continuous residency is verified from the last date of entry into the U.S. before 08/22/1996 to the date the participant was granted a qualified noncitizen status by the United States Citizenship and Immigration Services (USCIS).

There cannot be any absences longer than 30 continuous days. The total of all absences must be fewer than 90 days from the time the noncitizen entered the U.S. up to the date their status (LPR, parolee, or battered noncitizen) was approved.

FAA uses information provided by the participant to verify that the participant has been living in the U.S. continuously since before 08/22/1996.

When it has been determined there is potential eligibility for the qualified noncitizen, the noncitizen is required to provide **all** of the following:

- A written statement. The statement must include **all** of the following:

The date the noncitizen arrived in the United States.

A list of all dates the noncitizen was absent from the U.S. beginning from their arrival date until the date their status (LPR, parolee, or battered noncitizen) was approved. (See [Example 2](#))

- Documentation supporting the qualified noncitizen's statement that they reside in the US and have continuously resided in the US since before 08/22/1996. Several documents may be required to support the presence of the noncitizen in the United States. The documentation may include, and is not limited to, **one or more** of the following:

Driver's license

Motor vehicle title(s) that lists the noncitizen

Rent or lease receipts or agreements that list the noncitizen

Mortgage records

Church records

School records for children that list the noncitizen

Income tax returns

Medical records

Statement from doctors indicating time frames the noncitizen was treated

Statement from clergy

Attorney records

USCIS records

Employment records

NA Permanent Disability of an LPR

An LPR who has a permanent disability based on **any** of the following criteria, is potentially eligible for NA:

- Receives Social Security benefits under **one** of the following:

Supplemental Security Income (SSI) Title XVI

Social Security Administration (SSA) disability

Benefits for the blind under Title I, II, X, XIV, or XVI of the Social Security Act

- Certified for, but not actually receiving SSI or Retirement Survivor's Disability Insurance (RSDI). They are considered having a disability when they present an SSA Disability Notice or when they have been approved for **any** of the following:

SSI presumptive disability payments

SSI emergency advanced payments

NOTE A noncitizen may remain certified for disability benefits or payments when they receive no cash benefit because the benefit is being collected by SSA to recover an overpayment.

- Is a veteran with a service connected or nonservice connected disability. The Veteran's Administration (VA) must have rated the disability as total or be paid as total under Title 38 of the U.S. Code

NOTE There is no requirement that they receive payments from the VA.

- Is a veteran's surviving spouse who is considered in need of aid and attendance, or is permanently housebound, under Title 38 of the U.S. Code

NOTE There is no requirement that they receive payments from the VA.

- Receives disability retirement benefits from a federal, state, or local government agency because of a disability considered permanent under Section 221(i) of the Social Security Act
- Receives a disability annuity under Section 2(a)(1)(v) of the Railroad Retirement Act of 1974 and meets **any** of the following conditions:

Has been determined eligible for Medicare by the Railroad Retirement board

Is considered having a disability based on the criteria used under Title XVI of the Social Security Act

- Receives assistance through an AHCCCS Medicare Savings Program (MSP) under Title XIX, of the Social Security Act

40 Quarters of Earnings

40 quarters of earnings is an eligibility factor for **any** of the following:

- Adult non-sponsored LPR applying for NA

NOTE Determine 40 quarters of earnings only when the LPR does not meet any of the other eligibility criteria outlined in Non-sponsored LPR criteria.

- Sponsored LPR applying for NA or CA

NOTE When a sponsored LPR has accumulated 40 quarters of earnings, the sponsor's income and resources no longer count.

When the lawful noncitizen child is under the age of 18, 40 quarters of earnings is not an eligibility criterion regardless of whether the noncitizen is sponsored or non-sponsored. (See [NA Lawful Noncitizen Under Age 18](#) for additional information about lawful noncitizen children.)

40 quarters of earnings is ten years of earnings that can be used to establish eligibility. The Social Security Administration (SSA) determines the amount of earnings needed per quarter to qualify

the quarter.

Covered or noncovered earnings may be acceptable for meeting the 40 quarter of earnings requirement. Covered earnings are wages or self-employment income for which FICA or SECA (Social Security) taxes are withheld. Noncovered earnings are wages or self-employment income for which FICA or SECA taxes are not withheld.

NOTE Noncovered earnings can only be used to meet the 40 quarters of earnings requirement when a review by SSA is pending.

FAA uses a system interface with SSA to identify verified covered earnings. The system interface is the primary source of verification, but the participant has the primary responsibility for providing verification. (See [Participant Responsibilities – Providing Verification](#), for additional policy.)

See [Accumulating 40 Quarters](#) and [Quarters with Federal Means Tested Public Benefits](#) to identify which quarters of earnings are used.

Accumulating 40 Quarters

Noncitizens may meet the 40 Quarters criteria using **any** of the following quarters of earnings:

- Their own earnings.

For NA, noncitizens may begin accumulating their own quarters regardless of their noncitizen status at the time the work is performed.

For CA, noncitizens may accumulate their own quarters of earnings beginning when they are legally authorized to work in the United States.

- Their spouse's earnings.

Noncitizens may use **any** of the following spouse's quarters of earnings beginning with the quarter the marriage occurred:

- A current spouse.

NOTE Quarters of earnings received during periods of voluntary or involuntary separation from the current legal spouse are included.

- One or more deceased spouses.

NOTE This includes [common law\(g\)](#) marriages and couples who live together and present themselves as husband and wife to the community.

When a noncitizen's marriage ends in divorce, the ex-spouse's quarters of earnings are no longer counted. An eligible noncitizen who divorces during their approval period may become ineligible at renewal, when reapplying after a break in benefits, or when a change is reported.

- Their parent's (natural, adoptive, or stepparent) earnings through the month the noncitizen turns age 18.

The noncitizen is not required to be under the age of 18 and living with the parent in order to use their parent's quarters. (For example, John, a 20-year-old LPR living on his own, can use his parent's quarters earned until he turned 18.)

Any of the following quarters of earnings earned before the noncitizen turning 18 may be used:

- Quarters earned by a parent (natural or adoptive) before the noncitizen was born or adopted.
- Quarters earned by a parent (natural or adoptive) before the noncitizen entered the United States.
- Quarters earned by a stepparent while the child lived with the stepparent.

NOTE This includes common law marriages and couples who live together and present themselves as husband and wife to the community.

A quarter may be used to qualify more than one noncitizen.

Quarters with Federal Means Tested Public Benefits

A quarter when the noncitizen receives [Federal Means Tested Public Benefits\(g\)](#) may or may not be used toward the 40 quarters of earnings based on the situation.

Quarters of earnings on or after 01/01/1997 cannot be used as quarters of earnings when **any** of the following apply:

- The noncitizen received the Federal Means Tested Public (FMTP) benefit from any state in that quarter.
- The spouse or parent providing the quarter received FMTP benefits from any state in that quarter.

NOTE When the noncitizen earns the 40th quarter of coverage before applying for NA or any other federal means-tested public benefit in that same quarter, FAA allows that quarter toward the 40 qualifying quarters total.

However, a quarter of earnings where FMTP benefits were received can be used toward the 40 quarters of earnings requirement when **all** of the following apply:

- The noncitizen was ineligible to receive the FMTP benefit
- They received a FMTP benefit in error
- They repaid the FMTP benefit

NOTE The noncitizen cannot make a quarter countable by repaying benefits they were eligible to receive.

Procedures

Checking LPR Additional Requirements

Determine whether the lawful permanent resident (LPR) is eligible for any of the additional requirements based on the policy. See **all** of the following policies for information about the LPR requirements:

- [Continuous Residency](#) (CA only)

NOTE Completing the Continuously Residing Timeline (FAA-1558A) form is an effective way to quickly verify continuous residency. When a document shows the participant was living in the U.S. during a certain month, fill in that month on the grid. When every month on the FAA-1558A from 08/22/1996 to the date the participant's USCIS status was granted is filled in, the participant is eligible for CA.

Once sufficient documentation is obtained, management must review the case before an eligibility determination is made to ensure accuracy.

- [Five Years Residency](#) (Both programs)
- [Lawful Noncitizen Under the Age of 18](#) (NA only)
- [Military Connection](#) (Both programs)
- [Permanent Disability](#) (NA only)
- [Prior Qualified Status](#) (Both programs)

To determine whether a noncitizen meets 40 quarter requirements and is potentially eligible for NA, see **all** of the following:

- [40 Quarter Requirement](#) (policy)
- [Determining 40 Quarters](#)
- [Lag Quarters for 40 Quarters](#)
- [Approval Pending 40 Quarters of Coverage](#)
- [Quarters of Coverage Pattern Values](#)

Determining 40 Quarters

Initiate a 40 quarters of earnings inquiry only when it is clear from the interview that the participant may meet the 40 quarters of earnings requirement.

QCIN displays verified covered earnings. Use QCIN as the primary source of verification.

When the participant has the potential of reaching 40 quarters, complete **all** of the following to request quarters of coverage:

- On ININ request quarters of earnings through QCRE. Verify the quarters of coverage on QCIN.
- Initiate QCRE for people who are not included in the budgetary unit and whose quarters of earnings may be used. The quarters of earnings may be used in combination with the participant's quarters, to total 40 quarters of coverage.

NOTE Do not initiate QCRE when it is clear from the interview that the participant cannot meet the 40 quarters of earnings based on their own earnings or in combination with parents or a [spouse\(g\)](#).

SSA responds to the request for quarters of earnings within 48 hours by updating QCIN. QCIN displays a QUARTERS OF COVERAGE pattern by the year and quarter.

All of the following fields display below the QUARTERS OF COVERAGE pattern:

- TOTAL QUARTERS
- QUALIFYING
- QUESTIONABLE
- NOT COVERED

When 40 quarters of earnings are listed in the QUALIFYING field, the noncitizen meets the Qualified Noncitizen criteria.

The QUARTERS OF COVERAGE pattern on QCIN determine whether a nonqualified participant has 40 quarters of coverage. When the QUARTERS OF COVERAGE pattern is blank, an edit message displays to indicate the reason. (See [Quarters of Coverage Pattern Values](#) for more information.)

When a code displays an undetermined or questionable quarter (Z, # or -), complete **all** of the following:

- Review other sources for quarters of earnings that may be used. (See [Accumulating 40 Quarters](#) for more information.)
- Use undetermined quarters, when possible, to adjust quarters of earnings. (See [QCIN AZTECS procedures](#), for details.)
- Refer the participant to SSA when undetermined quarters are indicated. (See [Approval Pending 40 Quarters of Coverage](#) for SSA referral procedures.)

When the participant claims there are quarters not displayed in the QUARTERS OF COVERAGE pattern, see [Lag Quarters](#).

Place a screen print of QCIN in the [case file\(g\)](#).

Quarters of Coverage Pattern Values

The following codes display under the QUARTERS OF COVERAGE PATTERN heading for each quarter of the years listed to the left under the YEAR on QCIN:

- A for an agricultural quarter of coverage
- C for a wage quarter of coverage
- D for a military quarter of coverage
- F for a federal, state, or local government wage quarter of coverage

NOTE C is the most common quarter code displayed.

NOTE This quarter code is countable when the per quarter earnings requirement is met.

- G for a gift quarter of coverage
- J for a Japanese internment quarter of coverage

- M for a military quarter of coverage
- N for a quarter with no earnings, also known as a non-quarter of coverage
- R for a railroad quarter of coverage
- S for a self-employment quarter of coverage
- U for a countable quarter of coverage derived from creditable noncovered earnings
- W for a countable quarter of coverage derived from the sum of excess covered and noncovered earnings
- X for wage quarter of coverage that occurred for 1951 or 1952
- Z for an undetermined quarter of coverage occurring 1952 through the present.
- * for a covered quarter of coverage
- # for an undetermined Quarter of Coverage occurring 1952 through 1977
- - for a questionable Quarter of Coverage from noncovered earnings occurring after 1977

Lag Quarters for 40 Quarters

A lag quarter is a current or preceding year's earnings that do not display on QCIN.

Determine whether lag quarters, in combination with verified quarters of earnings, displayed on QCIN, equals 40 or more.

When the number of quarters of earnings equals 40 or more, verify earnings in **any** of the following ways:

- Through HOSC
- From the participant
- Refer the participant to SSA for verification

(When the number of quarters of earnings are in dispute, see [Approval Pending 40 Quarters](#))

When quarters of earnings do not equal 40 or more, the following apply:

- Determine the number of lag quarters in a year by dividing the noncitizen's annual income by the amount given for the year listed in the [Quarterly Earnings Table](#) (PDF 27 KB). This is the number of quarters of earnings.
- Do not count more than four quarters in a year.
- Do not use future quarters.

When the Quarters of Coverage are from 1977 and earlier, the following apply:

- For each quarter in which a participant was paid \$50 or more in wages one quarter is earned. (Including agricultural wages for 1951 - 1954)

- For agricultural wages paid during the year for the years 1955 through 1977, one quarter is earned for each \$100.
- Four quarters are earned for each taxable year in which a participant's net earnings from self-employment were \$400 or more.

For Quarters of Coverage from 1978 and later, credits are based solely on the total yearly amount of earnings. Obtain the number of creditable Quarters of Coverage by dividing the noncitizen's total earned income by the amount for the year. Determine when the noncitizen participant, noncitizen's parent or spouse has the minimum amount required for each quarter of coverage. (See [Quarterly Earnings Table](#) (PDF 27 KB) for minimum amounts.)

NOTE When determining quarters of earnings after 12/1996, see [Accumulating 40 Quarters](#) policy.

Use the sources listed in the Verification section to verify Lag Quarters.

Approval Pending 40 Quarters of Coverage

The participant may be approved pending verification of 40 quarters of earnings from SSA in the following situations:

- Fewer than 40 quarters of earnings display on QCIN
- The participant disputes the information displayed on QCIN
- The participant claims there are additional lag quarters of earnings not displayed on QCIN, and these additional quarters of earnings equal 40
- When undetermined quarters are indicated

Refer the participant to SSA to request a Correction of Earnings Record review and complete **all** of the following:

- Consider the participant who provides the verification from SSA that indicates a review of earning has started, as a Qualified Noncitizen.
- When otherwise eligible, approve benefits for **one** of the following periods of time, whichever occurs earlier:

Six months from the date of SSA's initial response

Until SSA completes the review

- Place a screen print of QCIN in the case file.

Verification

The [case file\(g\)](#) must be reviewed for immigration documents before additional verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified the information on the immigration documents provided by the participant.

For each noncitizen who has applied for NA benefits, determine whether the noncitizen is a qualified noncitizen by completing **all** of the following:

- The participant has the primary responsibility for providing verification. The noncitizen must provide United States Citizenship and Immigration Services (USCIS) documentation and any documents needed as identified in the policy above.
- Review Systematic Alien Verification for Entitlements (SAVE) results based on the information provided on the immigration document. When SAVE confirms eligibility, no additional documents are required. (See SAVE for instructions.)
- When SAVE does not confirm eligibility or needs additional documents, request additional documentation from the participant.
- Document the case file with all the facts.

When the participant states they do not have documentation, or cannot or does not answer questions about the noncitizen status of any budgetary unit member, see [Nonqualified Noncitizens](#).

The system interfaces that FAA has with the United States Citizenship and Immigration Services (USCIS) and collateral contact to other agencies are primarily used to verify noncitizen status from the information provided on the immigration documents. However, system interface and collateral contact are not always available. The participant has the primary responsibility for providing verification. (See [Participant Responsibilities – Providing Verification](#) for additional policy.)

Noncitizen status is verified on all applications and changes to add a participant, or when FAA is notified that the immigration status of a participant has changed.

40 Quarter Verification

FAA uses a system interface with the Social Security Administration (SSA) to determine 40 quarters of coverage. When the interface cannot identify a quarter (called lag quarters), examples of what can be used as proof of coverage include, and are not limited to, **any** of the following:

- A copy of a federal or state tax return
- Personal records and statements
- Employer prepared earnings statement
- Internal Revenue Service (IRS) copy of the participant's tax return
- Pay envelopes, vouchers, and similar unsigned employer earnings statement to the participant, or a state or federal agency
- Records of state Unemployment Insurance agencies
- Statement of earnings signed by the custodian of the employer's records
- Timely filed self-employment tax forms
- Union records
- W-2 or W-2C IRS forms
- Documents received from SSA

Verification is required for **any** of the following to use spouse quarters when determining 40

quarters:

- Legal marriage
- Common law marriages
- The date a couple who lives together began presenting themselves as husband and wife to the community

Examples of what can be used as proof of marriage include, and are not limited to, **any** of the following:

- 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

Verification of the relationship of the parent (natural, adoptive, or stepparent) to the noncitizen is required to use a parent's quarters when determining 40 quarters. When using a stepparent's earnings, verification that the noncitizen was residing with the stepparent is also required.

Examples of what can be used as proof of relationship include, and are not limited to, **any** of the following:

- Adoption records
- Bio Data Sheets provided by refugees
- Bureau of Vital Statistics records
- Certificates of Indian Blood (CIB)
- Certified birth certificates
- Court records
- Church records including statement from priest, etc
- Genetic testing results
- Hospital or public records of birth
- Insurance policies
- Juvenile court records

- Navajo Nation Marital Status and Family Profiles
- Paternity records
- Records maintained by the Division of Child Support Services (DCSS)
- Records maintained by the Department of Child Safety (DCS)
- School records

Military Connection

When verifying military service criteria for a military connection, **any** of the following apply:

- An honorably discharged veteran of the Armed Forces of the United States is required to present an original or notarized copy of the veteran's discharge papers.
- Active-duty status may be verified with an original or notarized copy of the participant's current orders or a military ID card (DD form 2 (active)).
- A spouse or unwed dependent child of a veteran or active-duty noncitizen is required to provide a document to verify relationship along with military verification requirements.
- A stepchild living with the stepparent is required to provide documents to verify relationship along with military verification requirements.

AZTECS Keying Procedures

All of the following information displays or is keyed on IDCI for each participant:

- Identity verification
- Last grade completed in school
- Citizenship status and verification
- Type of citizenship document provided by the participant, when appropriate
- United States Citizenship and Immigration Services (USCIS) alien registration number
- Date of United States (U.S.) residency

Updating NOCS

NOCS is accessed when any code other than US is keyed in the CI field on IDCI.

All of the following information displays or is keyed on NOCS, for each noncitizen:

- Type of USCIS document provided by the participant, when appropriate.
- USCIS Class of Admission (COA) Code held by the participant
- Noncitizen status of the participant
- Date the status was granted by USCIS
- Date the status expires

- Date the Systematic Alien Verification for Entitlements (SAVE) was completed
- Secondary SAVE was requested
- Participant is sponsored
- Participant is under 18 years of age
- Participant has a permanent disability
- Participant has 40 quarters of earnings
- Participant has a military connection

NOTE When NOCS must be updated and current SAVE information is not in the [case file\(g\)](#), complete a SAVE verification before approval for all noncitizens who have valid USCIS documentation and are included in the budgetary unit.

When the noncitizen's USCIS status changes, key the new information on NOCS. AZTECS allows for more current USCIS status information to be keyed while permanently maintaining the previous information.

NOTE When the noncitizen becomes a U.S. citizen key the US Citizenship Code in the CI field on IDCI.

Keying Eligibility

Eligibility for specific programs is determined by keying in AZTECS the appropriate codes in the PT field on SEPA and the CI field on IDCI.

When the noncitizen is eligible for NA and CA, key **all** of the following:

- IN in the PT field on SEPA for NA and CA
- EA in the CI field on IDCI
- Key NOCS, when applicable

NOTE When sponsored, key Y in the SP field on NOCS next to the lawful permanent resident (LPR).

When the noncitizen is eligible for NA but not eligible for CA, key **all** of the following:

- IN in the PT field on SEPA for NA
- DI in the PT field on SEPA for CA
- EF in the CI field on IDCI
- Key NOCS, when applicable (See [Updating NOCS](#) and [Special Keying for Additional Requirements](#) for keying instructions)

NOTE When sponsored, key Y in the SP field on NOCS next to the LPR.

- For CA, when there are no other eligible participants in the case, key US in the DENIAL/CLOSURE REASON field on AFED

When the noncitizen is not eligible for NA or CA, see [Nonqualified Noncitizen AZTECS Keying Procedures](#).

For IDCI and NOCS keying instructions based on a participant's qualified noncitizen status, see [NA Qualified Noncitizens](#) and [CA Qualified Noncitizens](#).

Lawful Permanent Resident

Key **all** of the following on IDCI:

- Y in the ID field, when acceptable identification is provided
- ID in the VR field
- **One** of the following in the CI field:

When subject to, and pending completion of, the five-year waiting period key one of the following:

- IA
- EA when the participant is not subject to, or has completed, the five-year waiting period
- EF when the participant is a minor dependent under the age of 18
- Appropriate verification code in the VR field
- The participant's alien registration number in the ALIEN ID NUMBER field
- The date the noncitizen entered the United States, or the date of approval as applicable, in the US RES DATE field

Key **all** of the following on NOCS:

- **One** of the following United States Citizenship and Immigration Services (USCIS) document numbers in the CARD field, when the document has been provided:

I-551 – Lawful Permanent Resident (LPR) card or language on passport indicates evidence of temporary I-551 card for one year

I-766 – Employment Authorization Document (EAD)

I-94 – Arrival/Departure Record

- Class of Admission (COA) Code listed on the immigration documents in the COA field, when applicable
- LP in the STAT field
- The date the participant's immigration status was granted in the DATE field
- The date the immigration documents expire in the EXP field, when applicable
- The date the immigration status is elevated for verification in the SAVE DATE field
- **One** of the following in the SEC REQ field:

Y – when the SAVE/VLP is pending additional verification

N – when the SAVE/VLP verification has been received

NOTE AZTECS auto-populates the Y or N in the SP field on NOCS next to the LPR, when the Class of Admission (COA) Code is keyed in the COA field.

NA Lawful Noncitizen Under Age 18

Key **all** of the following on IDCI:

- Y in the ID field, when acceptable identification is provided
- ID in the VR field
- EF in the CI field
- Appropriate verification code in the VR field
- The participant's alien registration number in the ALIEN ID NUMBER field
- The date the noncitizen entered the United States, or the date of approval as applicable, in the US RES DATE field

Key **all** of the following on NOCS:

- **One** of the following United States Citizenship and Immigration Services (USCIS) document numbers in the CARD field, when the document has been provided:
 - I-551 – Lawful Permanent Resident (LPR) card or language on passport indicates evidence of temporary I-551 card for one year
 - I-766 – Employment Authorization Document (EAD)
 - I-94 – Arrival/Departure Record
- Class of Admission (COA) Code listed on the immigration documents in the COA field, when applicable
- **One** of the following immigrations statuses in the STAT field:
 - BA – Battered noncitizen
 - CE – Conditional entrant
 - DW – Deportation withheld
 - LP – Lawful permanent resident
 - PA – Parolee
- The date the participant's immigration status was granted in the DATE field
- The date the immigration documents expire in the EXP field, when applicable
- The date the immigration status is elevated for verification in the SAVE DATE field
- **One** of the following in the SEC REQ field:

Y – when the SAVE/VLP is pending additional verification

N – when the SAVE/VLP verification has been received

Special Keying for Additional Requirements

When the fields are not already populated, key **any** of the following based on which requirement the qualified noncitizen meets:

- When the military connection has been verified, key Y in the MI field on NOCS next to the lawful permanent resident (LPR).
- When 40 quarters of earnings has been verified, key Y in the 40 field on NOCS next to the LPR.
- When permanent disability has been verified, key Y in the DI field on NOCS next to the LPR.

QCRE AZTECS Procedures

The QUARTERS OF COVERAGE REQUEST/INQUIRY (QCRE) screen is used to perform **all** of the following functions:

- Request quarters of coverage information on a noncitizen.
- Access the QCIN to view quarters of coverage information on a noncitizen.

QCRE is accessed by keying 6 in the ENTER SELECTION (BY NUMBER) field on ININ.

To request quarter of coverage information, complete **all** of the following:

- Key the AZTECS participant ID in the AZTECS CLIENT ID field.
- Key Y over the default (N) in the REQUEST QUARTERS OF COVERAGE field.
- Key Y in the IS THIS AN AZTECS CLIENT Y/N field when the noncitizen is known to AZTECS. AZTECS completes the participant information fields on QCRE based on the AZTECS participant ID keyed in the AZTECS CLIENT ID field.

When the noncitizen is not known to AZTECS, key N in the IS THIS AN AZTECS CLIENT Y/N field. Key **all** of the following participant information fields:

- LAST NAME
- FIRST NAME
- MIDDLE INITIAL
- SEX
- BIRTHDATE (MMDDYYYY)

NOTE Press ENTER to process the information. QCIN displays.

To view the last record requested, follow the same procedures, but do not key Y over the default (N) in the REQUEST QUARTERS OF COVERAGE field.

For additional policy and procedures, see [Quarters of Coverage Information \(QCIN\)](#). When QCIN displays LESS THAN 40 QUARTERS, see [Quarters of Coverage Adjustment](#) procedures.

QCIN AZTECS Procedures

The QUARTERS OF COVERAGE INFORMATION (QCIN) screen displays information received from the SSA files through the Wire-to-Wire Third Party Query system. This interface displays information about the noncitizen selected from QCRE to whom **all** of the following apply:

- The noncitizen is lawfully admitted to the U.S. for permanent residence under the Immigration and Nationality act.
- The noncitizen has met the qualifying quarters of coverage requirements.

NOTE When QCIN displays LESS THAN 40 QUARTERS, see [Quarters of Coverage Adjustment](#) procedures.

When SSI information is available for the selected noncitizen, the SSI INFO EXISTS - PRESS ENTER TO VIEW edit message displays at the bottom of the screen.

Press ENTER to access a second QCIN screen. SSI/TITLE XVI INFORMATION for the noncitizen displays.

Only the most recent QCIN record is maintained in AZTECS. Information displayed on QCIN cannot be changed.

Press the F9 key to return to QCRE.

Quarters of Coverage Adjustment AZTECS Procedures

When the number in the TOTAL QUARTERS QUALIFYING field on QCIN is less than 40, complete **all** of the following that apply:

- Add the number displayed in the MINIMUM field to the number in the TOTAL QUARTERS QUALIFYING field.

When the result is 40 or more, the noncitizen is qualified.

When the result is less than 40, add the number displayed in the MAXIMUM field.

- When the result is still less than 40, add the total number of **all** of the following symbols displayed in the QUARTERS OF COVERAGE PATTERN fields:

Z

#

(See [Quarters of Coverage Pattern Values](#) for more information)

- When the result is 40 or more, consider the noncitizen qualified and proceed with the eligibility determination. When otherwise eligible, approve the case pending verification of the undetermined quarters. (See [Approval Pending 40 Quarters of Coverage](#) for procedures.)

When the result is still less than 40, the noncitizen is not qualified. Refer the applicant to the Social Security Administration. (See [Approval Pending 40 Quarters of Coverage](#) for procedures.)

Examples

- 1) Elaine has applied for NA and CA. She is a lawful permanent resident (LPR). Elaine entered the United States as a refugee (a prior temporary status) three years ago and attained her LPR status one year ago.

Elaine is potentially eligible for all benefits because of her prior temporary qualified status.

- 2) Maria applied for CA for herself and her son Ben, age 12.

Maria moved to Phoenix, Arizona, from Tyler, Texas, on 09/26/2002. At the interview, Maria stated she entered the United States (U.S.) in 09/1995. She intends to remain in Arizona. Maria provided a written statement from her landlord to confirm Arizona residency since 09/26/2002.

Maria provided her I-551 card showing the LPR entry date of 08/21/2000.

School records were provided that verified that Ben attended school in Tyler since 09/1995 with Maria shown as Ben's parent and guardian. Maria also provided a letter from her pastor in Tyler stating that she taught Sunday school classes from 01/1996 to 06/2002.

Maria provided a written statement that she has never been out of the U.S. for longer than 30 continuous days and the total of all absences is fewer than 90 days.

Maria successfully supported her statement that she has been continuously residing in the U.S. from 09/1995 through 08/21/2000 by providing the following:

- School records showing Maria as Ben's parent and guardian from 09/1995 to 06/2002.
- Letter from Maria's pastor stating she taught Sunday school from 01/1996 to 06/2002.
- LPR card showing entry date of 08/21/2000.

Maria has verified that she has been continuously residing in the U.S. before 08/22/1996 through her LPR entry date of 08/21/2000. Therefore, Maria is potentially eligible for CA.

DBME BEST Job Aids

[Noncitizen Job Aid](#)

Legal Authorities

7 CFR 273.2(b)(1)(iii)

7 CFR 273.2(f)(1)(ii)(A)

7 CFR §273.4(a)

7 CFR 273.4(a)(1)-(3)

7 CFR 273.4(a)(5)

7 CFR 273.4 (a)(6)

7 CFR 273.4 (a)(6)(i-iii)

7 CFR 273.4(a)(6)(i)(H)

7 CFR 273.4(a)(6)(ii)(a)(1-2)

7 CFR 273.4(a)(7)

7 CFR 273.4(c)

8 CFR §204.2

45 CFR 233.50

AAC R6-12-305C

AAC R6-12-506B

ARS 46-292A.1(b)-(d)

ARS 46-292.B.1(a)

62 FR 61344

HR1 Section 10108

Public Law 104-193

Public Law 104-208

PRWORA Section 401 & 402

TANF State Plan

[Prior Policy](#)

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