

## A Adding a Participant to TMA

The following [eligible TMA participants](#) may be added to TMA when they move into the home during the TMA eligible period:

- A natural, adoptive, or step parent who returns to the home during a TMA period.

NOTE When a child in common is born into an eligible TMA family, the birth does not qualify the stepparent who is in the home, but not 1931 eligible, to be added to TMA.

- A full, half, or step sibling when under 18 (or meets [MA student criteria](#), when 18).

### EXCEPTION

Participants living in the home who were 1931 ineligible at the time the budgetary unit became T1 eligible may be added to TMA in either of the following situations:

- A participant who was noncompliant with DCSS and is now in compliance.
- A participant who was receiving MA based on SSI eligibility and is no longer SSI eligible.

When it is reported someone moved in with the TMA budgetary unit, complete the following:

- Determine whether the participant would be included in the budgetary unit if they were applying for 1931 today.
- Verify all [eligibility factors](#) have been met when adding a participant to the case. (See [Verification Cooperation](#) and [Adding Participants](#))

- When it is determined that the participant cannot be added and does not qualify for any other category, code the participant OU on SEPA. Send the appropriate [MA denial notice](#).
- When the participant can be added, complete the following:  
Add the participant, and process the application in AZTECS up to MADA. MADA displays the results of the eligibility determination.  
Authorize the eligibility determination on MADA. Participants may remain eligible for the TMA period with the addition of the new participant.

**NOTE** When a participant is added to TMA, AZTECS adds their income (as keyed on EAIN or SEEI) to the total earned income on TMDA. Review TMDA to ensure that the correct amount of income is budgeted.

**WARNING**

When adding a participant whose income causes TMA ineligibility, DO NOT close the TMA case. The following apply:

- Earned income changes are not required to be reported until the end of the current TMA period.
- Participants whose income causes TMA ineligibility are not required to be added until the end of the current TMA period.
- Key the add-on participant OU on SEPA.
- Key the income of the participant who is being added as OA for CA or OF for NA to allow TMA to continue until the renewal.
- Set an alert on EWAL to add the participant and count the income at renewal. Document the actions taken on CADO or the CADO Extension Form (CEF).