

J Changes in Primary Informant - Standard Reporting

Once a case has been registered and a [PI\(g\)](#) assigned in **AZTECS**, that participant must remain the **PI** of the AZTECS case. When the PI moves with some or all of the other budgetary unit participants, see [Change in Address](#), [Changes in Participants](#), and [Living Arrangements](#).

CA/MA WARNING

When the PI leaves a budgetary unit, see [CA EBT Representative](#) and [MA Emergency Representative](#) procedures in special situations.

When the PI is no longer a participant in the AZTECS case, complete the following:

- Send a notice to the PI. (See [Change Notices](#)) The notice must inform the remaining participants that to continue receiving benefits in a new AZTECS case, an application must be turned in.
- Close the case, allowing for [NOAA](#).