

## 02 Adding A Participant - Overview

**REVISION 01**  
(07/01/07 - 09/30/07)

When adding a participant, complete the following:

- Review the [case file\(g\)](#) and ALL AZTECS screens.
- Complete **ININ** inquiries for ALL participants, including the participant being added.
- Determine how the [change](#) affects benefits.
- Verify [eligibility factors](#) that affect program eligibility and benefit level.
- Review **PRAP**, DISA and HOSC.

When adding a participant who has legally changed their identity due to violence or abuse, and they are known to AZTECS under a former identity, see [I.D. Change-Violence or Abuse](#).

Policy and procedures regarding adding a participant are outlined as follows:

- [Adding a Deemed Newborn to MA](#)
- [Adding a Participant Currently Receiving Benefits](#)
- [Adding a Participant to a Pending Application](#)
- [Adding a Participant - Child was Born in the Application Month](#)
- [Adding a Participant to an Active Case](#)
- [Effective Date for Adding a Participant](#)
- [Determining Whether a 1931 Case Remains Eligible](#)
- [When Adding a Participant Causes a Benefit Increase](#)
- [Adding More Than One Participant to a CA or NA Case](#)
- [Adding a Participant to a S.O.B.R.A. Woman's Budgetary Unit](#)
- [Adding a Participant to Transition Medical Assistance \(TMA\)](#)
- [Adding a Participant to Four-Month Continued Coverage](#)
- [Determining 1931 for a Deemed Newborn](#)
- [Adding a New Able-Bodied NA Participant to an Active Case](#)
- [AZTECS Procedures for Adding a Participant](#)