

06 Determining Budgetary Units



Everyone who lives in the home is required to be on the application so FAA can determine who are the mandatory participants required to be included in the eligibility determination.

Policy

The relationship of each person in the home is used to determine who has to be included in the [budgetary unit\(g\)](#). The Primary Informant (PI) is responsible to inform FAA of everyone in the home even when they are not requesting benefits. The [PI\(g\)](#) should include everyone in the home on the application along with their age and relationship to the PI.

NOTE It is not necessary to provide citizenship information and social security numbers for nonqualified noncitizens or for anyone not requesting benefits unless they are required to be included in the budgetary unit.

FAA is responsible for determining who is a mandatory participant at each new and renewal application or when a change is reported.

Who is living in the home (also known as household composition or living arrangements) is used to determine **all** of the following:

- Optional and mandatory participants (Those who can or are required to be included in the eligibility determination.)
- Deprivation (deprived of parental care or support) for a dependent child
- CA Needy Family Test (The CA Needy Family Test is used to determine whether the dependent child resides in a needy family household. For more information, see [CA Needy Family Test](#).)

For NA, verification of relationship and living arrangements is only required when questionable.

For CA, the relationship of a [caretaker relative\(g\)](#) or a [nonparent caretaker relative\(g\)](#) to each child in the budgetary unit is required to be verified and is used when determining eligibility.

See **all** of the following for NA participation requirements:

- [NA Case Participation](#)
- [Mandatory NA Participants](#)
- [Optional NA Participants](#)
- [NA Nonparticipants](#)
- [Joint Physical Custody – NA](#)
- [Marital Status](#)

See **all** of the following for CA participation requirements:

- [CA Case Participation](#)
- [Mandatory CA Participants](#)
- [Optional CA Participants](#)
- [CA Nonparticipants](#)
- [Marital Status](#)

NA Case Participation

When determining eligibility, certain persons living with an NA participant are required to be included in the NA budgetary unit. An application is not denied solely because the participant signs a statement claiming separate NA budgetary unit status when others in the household are mandatory participants. The PI has an opportunity to apply for everyone who is a mandatory participant.

Mandatory NA Participants

All of the following are considered mandatory NA participants:

- Participants who normally purchase and prepare their food together regardless of their relationship.

NOTE There may be situations when participants reside with others and purchase and prepare food together but are not mandatory NA participants. See [budgetary units with special circumstances](#) and [institutions](#) for more information.

- Participants who live in the home and receive more than half of their meals in the home.
- A participant and their [spouse\(g\)](#), when living together. The marriage may be legal or recognized as common law. **All** of the following participants are considered married for the NA program:

Those who present themselves as husband and wife, or present themselves as married to their friends, neighbors, and the community.

Participants who use the same name or sign a contract, such as a lease or rental agreement, as husband and wife.

Same-sex spouses when the marriage is legally recognized.

- Siblings (full or half) who live together, and do not live with their parents. This only applies when all of the siblings are under age 18.
- A participant under age 18 in the [parental control\(g\)](#) of a nonparent adult. This also applies when the participant has a child of their own living in the home.
- Regardless of the child's marital status, parents and their children under age 22 when living together. The child is considered a mandatory NA participant through the month of their 22nd birthday when living with their parent. The children under

age 22 and their parents, when living together includes **all** of the following:

Biological Parents

Adoptive Parents

Stepparents (The stepparent relationship continues even when the biological or adoptive parent is absent for any reason e.g., deceased, divorced.)

NOTE The relationship between a biological parent and a child is severed when the biological parent puts the child up for adoption and the adoption is finalized. When a parent of a child outside the home has joint custody, see [Joint Physical Custody – NA](#) for additional factors.

- Children who attend a boarding school.

NOTE These children do not need to receive more than half of their meals in the home to be considered mandatory NA participants.

- Boarders living in the household who are paying less than “reasonable compensation” for room and meals are not considered boarders and are therefore mandatory participants. These participants, along with a spouse or children living with them, are considered members of the budgetary unit. The boarder cannot be a separate NA budgetary unit. **All** of the following apply to reasonable compensation:

For persons whose board arrangement is for more than two meals per day, “reasonable compensation” must be an amount that equals or exceeds the maximum SNAP allotment for the appropriate size of the boarder household.

For persons whose board arrangement is for two meals or less per day, “reasonable compensation” must be an amount that equals or exceeds two-thirds of the maximum SNAP allotment for the appropriate size of the boarder household.

NOTE Participants that pay for lodging but not meals, may participate as separate households.

Optional NA Participants

Participants living together in the same home may not be required to be in the same budgetary unit when they do not meet the requirements for mandatory participants. See [mandatory participants](#). These types of participants are considered optional NA participants and may request to be considered in separate NA cases.

All of the following may be considered as separate NA budgetary units or as nonparticipants:

- Participants who live together and who purchase and prepare their food separately.
- Participants who are unable to purchase and prepare their own food when **all** of the following apply:

The participant has a disability that prevents them from purchasing and preparing food.

The participant has others purchase and prepare their food for them.

- Parents and adult children, age 22 and over, when they live together and purchase and prepare their food separately.

NOTE Adult children are eligible for separate NA case status the month after the month of their 22nd birthday.

- Siblings, 18 and over, not living with their parents when they purchase and prepare their food separately.
- Participants residing in separate dwellings on the same property. These participants may purchase and prepare their food together and still be considered separate NA budgetary units.
- A child or sibling living in a separate dwelling or vehicle on the property of parents or siblings, when the separate dwelling or vehicle is considered the primary residence of the child or sibling.

NOTE Separate NA budgetary units cannot be allowed when the child or sibling uses the bathroom or kitchen within the home of the parent or sibling on a regular basis.

- Migrant families living in separate dwellings in a camp setting who purchase and prepare their food together.
- Native American families living in separate dwellings on Tribal Land who purchase and prepare their food together.
- NA participants who temporarily reside away from home due to work or attending school may or may not be included in the budgetary unit. To be included, a participant is expected to return to the home during the NA approval period.
- Participants who are both elderly (60 or over) and have a disability may normally purchase and prepare food with a household and be allowed as a separate NA budgetary unit (including their spouse, when applicable). For this to occur, **all** of the following conditions are required:

The elderly participant who has a disability is unable to purchase and prepare meals because of **any** of the following:

- A disability considered permanent under the Social Security Act
- A non-disease-related, severe, permanent disability

The income of the others living with the participant who is elderly and has a disability are at or less than 165% of the federal poverty level (FPL). For information and amounts, see [165% of the FPL](#). This does not include the income of the elderly participant who has a disability or their spouse.

The elderly participant who has a disability cooperates in obtaining all required verification.

- **Any** of the following participants may be included in the budgetary unit when the PI chooses to include them:

[Boarders\(g\)](#) living with the budgetary unit and paying for lodging and meals. The boarder cannot be a separate NA budgetary unit.

[Foster Care\(g\)](#) participants under the care of the PI or a responsible adult in the budgetary unit. This applies even when the foster care participant is related to the NA participant. When the foster care participant is included, foster care payments are countable. The foster care participant cannot be a separate NA budgetary unit.

NA Nonparticipants

All of the following are not included in the applying NA budgetary unit, but may have a separate NA case when otherwise eligible:

- Nonrelated persons over age 18 who live together when a statement that they purchase and prepare food separately is provided.
- Related participants, who are not mandatory participants, when a statement that they purchase and prepare food separately is provided.
- Participants serving in the military who are stationed outside of Arizona.
- A migrant or seasonal farm worker may be out of the home following the crops. In this case, they are not an NA case participant. They may visit during the month and not be considered part of the budgetary unit when they do not receive most of their meals from the NA budgetary unit.
- Roomers who pay for a room from the other NA participants but not meals.
- Live-in attendants who live with an NA participant to provide medical, housekeeping, childcare or other similar services.
- Students who do not meet the requirements of an eligible student for NA benefits. (See [NA Student Eligibility](#))
- Unborn child regardless of the trimester.
- A participant is no longer considered a budgetary unit participant when **any** of the following has occurred:
 - No longer lives with the NA budgetary unit
 - Has been out of the budgetary unit's home for 30 consecutive calendar days or more
 - Has set up a home away from the budgetary unit
- Participants who live away from home and receive more than half of their meals away from home. See [Mandatory NA Participants](#) for information regarding children who are in boarding school.

NOTE Participants may be forced to live in a public or private shelter to protect themselves from abuse. When this occurs, they are considered a separate NA budgetary unit.

Joint Physical Custody – NA

When parents share joint physical custody of a child and only one parent has applied for NA benefits, the child is considered an NA mandatory participant in the budgetary unit of the parent applying.

When a budgetary unit has been determined for the child, the child remains with that budgetary unit for the entire approval period, unless circumstances change, and the child resides with a different budgetary unit.

Joint physical custody means that both parents have an equal share in the care and control of the child. Each parent has the same rights and responsibilities, unless there are exceptions included in the final court order.

A child can only be included in one budgetary unit. When both parents apply for the child and cannot decide which budgetary unit should include the child, FAA determines the budgetary unit.

CA Case Participation

Everyone living in the home of the dependent child is required to be listed on the application, even when they are not requesting CA benefits.

NOTE It is not necessary to provide citizenship and social security numbers for anyone not requesting benefits, until or unless they are determined to be a CA mandatory participant.

Proper relationship and age requirements are required between the participant and the dependent child for whom CA benefits are being requested. Once this has been established, FAA determines which of the others listed on the application are required to be included.

An adult only CA case can exist for a caretaker relative of children who meet **any** of the following:

- Receive SSI
- Receive Foster Care
- Benefit Cap children
- Received CA in another budgetary unit within the month the parent requests CA

Before determining eligibility for CA benefits, the CA Needy Family Test is conducted. Once it has been determined that the child or eligible adult resides in a needy family household, the CA eligibility and benefit determination can be completed. The CA Needy Family Test is based on the earned and unearned income of the [family\(g\)](#) of the caretaker relative. For more information on needy family requirements, see [CA Needy Family Test](#).

NOTE For purposes of the CA Needy Family Test, a family is based on the caretaker relative who exercises responsibility for the dependent child. The needy family includes the PI and everyone the PI is responsible for, including their spouse and children. The needy family and the budgetary unit may include different participants.

When relationship to the child cannot be established, the child is considered a CA

nonparticipant. When there is no eligible adult or dependent child in the budgetary unit, CA is denied.

Mandatory CA Participants

Certain persons living with a CA participant are required to be included in the CA budgetary unit when determining eligibility and the CA benefit amount.

All of the following are mandatory CA participants:

- The dependent child
- Natural or adoptive parents (including the legally presumed father) of the dependent child

NOTE A parent that does not live with their dependent child is a mandatory CA participant when the parent is only away from home due to active military duty.
- Brothers and sisters of the dependent child, who meet **all** of the following conditions:

Full, half, biological, or adopted siblings.
Siblings under age 19, and when 18, meet the CA student criteria.
- All otherwise mandatory participants, who are in a non-pay status for Supplemental Security Income (SSI).

Optional CA Participants

A nonparent caretaker relative (NPCR) may choose to be in the CA case when it is to the participant's advantage or at their request.

When more than one [NPCR\(g\)](#) are living with dependent children who are siblings, only one NPCR can be included in the budgetary unit.

More than one NPCR may be living with dependent children who are not siblings. In this situation, it is to the participants' advantage to have FAA create separate CA cases.

When a parent and an NPCR are living in the home, only the parent may participate in the CA case.

Both the parent and the NPCR may choose to participate in the CA case only when **one** of the following are applying for CA benefits:

- A parent who is determined to be a dependent child.
- A parent and NPCR with another child in common who is deprived because of unemployment or underemployment.
- A parent (18 and over) who is prevented from functioning as the caretaker relative because of a verified physical or mental condition.

When the dependent child's parents are out of the home, a stepparent may apply for CA for the child. When this occurs, the stepparent may be an optional participant and

choose to be included or not included in the CA budgetary unit.

NOTE An unwed minor parent (UMP), and children of the UMP who are ineligible for CA, are still potentially eligible for [CA supportive services\(g\)](#). Supportive services include assistance from the Jobs Program and childcare. UMP policies do not apply to Tribal TANF.

CA Nonparticipants

All of the following persons are not eligible for either CA or CA supportive services:

- Minor children with no deprivation. This includes children that are not financially deprived of parental support and both parents are in the home. See [Deprivation for CA](#) for policy regarding a deprived dependent child.
- Ineligible (nonqualified) noncitizen minor children.
- Persons who do not meet eligibility requirements and who are not required to be included. For more information on who is a mandatory participant, see [Mandatory CA Participants](#).
- Minor children absent from the home for 30 consecutive calendar days at new application and 180 nonconsecutive calendar days during the approval period and at renewal.
- Married children, under age 18 being applied for by their parent. The married minor is no longer a dependent child. Their spouse is financially responsible.
- Parents and siblings of a dependent child when a Legal Permanent Guardian (LPG) has been granted guardianship of the child.

NOTE The absent parent who returns to the home is not eligible for CA when the child remains in the care and custody of the LPG.

- An LPG who is not related to the child for whom benefits have been requested.

NOTE An LPG may apply for the child for whom they have been granted Legal Permanent Guardianship and the child's parent is in the home. When this occurs, the parent and any siblings not under the care of the LPG cannot participate in the LPG's CA budgetary unit. The parent and any siblings not under the care of the LPG may have their own CA case when eligible.

- Adults or children receiving Supplemental Security Income (SSI) payments.
- Children or adults who have received CA benefits in another case in the month the caretaker relative requests CA. They are potentially eligible in the first month they no longer receive CA benefits in another case.
- An unborn child, regardless of the trimester.
- Children who receive Foster Care payments when the payment is intended to meet all the Foster Care child's needs. See [Foster Care Payments](#) for more information.
- A person related to the mandatory dependent child but is not a mandatory participant of the budgetary unit for whom benefits are being requested.

Marital Status

The participant's marital status can be **any** of the following:

- Divorced
- Legally Separated
- Married, which may refer to **any** of the following:
 - Legally married
 - Married by Common Law
 - NA participants presenting themselves as husband and wife or married
- Never Married
- Separated
- Widowed

In Arizona, participants who present themselves as husband and wife or married are treated as married and when requesting NA, considered mandatory NA participants. (See [NA Case Participation](#))

Hopi tribal members may be considered legally married when they have participated in a Hopi traditional wedding ceremony.

Common Law Marriage

Participants may state they have a common law marriage and may meet legally married requirements.

In some states, couples who live together are considered legally married even though no wedding ceremony was performed. Common law marriages are legal only in certain states.

States in which persons can be married by common law are **all** of the following:

- Alabama
- Colorado
- District of Columbia
- Georgia (when common law relationship was established prior to 01/01/97)
- Idaho (when common law relationship was established prior to 01/01/96)
- Iowa
- Kansas
- Montana
- Ohio (when common law relationship was established prior to 01/01/91)
- Oklahoma (when common law relationship was established prior to 11/01/98)

- Pennsylvania
- Rhode Island
- South Carolina
- Texas
- Utah

Navajo tribal members may be considered married by common law.

The common law relationship continues when the participant moves to Arizona or when they move off the Tribal Land.

Participants who move to Arizona from another state may be considered married by common law when **all** of the following occurred in **any** common law state:

- The participants reside together.
- The participants are adults (18 years and older).
- The participants are not legally married to another person at the same time.
- The participants present themselves to the community as married. This may include, and is not limited to, using the same last name, or filing a joint income tax return.
- The participants express their intent to marry.
- The participants established the common law relationship in accordance with time frames specified by the common law state.

When it is determined that a participant is considered married by common law in a common law state or on Navajo Tribal Land, FAA recognizes the common law relationship as married. This includes participants who were considered common law married prior to becoming Arizona residents and common law married Navajo tribal members who move off the Navajo Tribal Land.

Procedures

FAA is responsible for determining who is to be included at each new and renewal application or when a change is reported.

For NA, verify living arrangements when [questionable\(g\)](#). Document the [case file\(g\)](#) with the reason the living arrangements are questionable.

NOTE Do not verify living arrangements for NA participants who are [homeless\(g\)](#), with no residential address, even when questionable.

When verification of questionable living arrangements is requested and not obtained or provided, deny the application or stop benefits allowing for [NOAA\(g\)](#). For NA, document the case file with the reason the living arrangements are questionable. (For more information on living arrangements, see [Example 1](#) and [Example 2](#))

Possible changes to the NA budgetary unit must be explored by the worker when **any** of the following occur:

- A new application interview
- A renewal interview when **any** of the following are discovered:
 - Change of residential address
 - Change in the budgetary unit
 - Change in persons residing in the home
- A reported change in **any** of the following:
 - Residential address
 - Budgetary unit
 - Persons residing in the home

Do not deny an NA application solely because the participant signs a statement claiming separate NA status when they must be considered one NA budgetary unit. Provide the PI an opportunity to apply for everyone who must be in the NA case together. (See [Mandatory NA Participants](#))

For CA, the relationship of a [caretaker relative\(g\)](#) or a [nonparent caretaker relative\(g\)](#) to each child in the budgetary unit must be verified using documented verification. Living arrangements must be verified to determine who is required in the CA Needy Family Test and whether deprivation exists. The CA Needy Family Test requirement does not apply to Kinship Foster Care or Tribal TANF cases. For more information, see [CA Needy Family Test](#), [Deprivation for CA](#) and [Kinship Foster Care – Child Only Cases](#).

Joint Physical Custody – NA

When parents share joint physical custody of a child and only one parent applies for NA benefits, the child is a participant in the NA budgetary unit of that parent.

When both parents have applied for NA benefits, follow the order below to determine the budgetary unit with whom to include the child. Stop at the first circumstance that applies and do not consider **any** remaining situations:

- The child is included with the budgetary unit of the parent who applies first unless questionable information is provided.
- When the other parent applies for the same child and both parents have pending applications, allow the parents to decide which budgetary unit with whom to place the child.
- When the parents cannot reach an agreement, use the court order establishing joint legal decision-making authority as verification to establish the budgetary unit with whom to place the child.
- When a court order does not exist, use other information that establishes the residential address of the child, such as school records or leases.

CA 50/50 Custody

For CA, when parents share 50/50 physical custody of a child, there is no deprivation. The child is not eligible for CA.

Information identified on SEPA

SEPA is used to display and allow keying or changing of participant information. The information identified on SEPA includes **all** of the following:

- Who lives with the participant
- How each participant is related to the PI
- The position number of a participant's parent or [spouse\(g\)](#)
- The programs a participant is requesting
- Whether a participant is disqualified
- A participant, who is no longer eligible, is identified by a Denial Closure Reason Code. The date of denial closure may also be keyed or displayed on SEPA.

NOTE When it is determined that all household members were not listed on the application, ensure sufficient documentation is completed to establish whether the missing household members are mandatory participants. See [Mandatory NA Participants](#) and [Mandatory CA Participants](#) for additional information regarding mandatory participants.

Inclusion of an optional CA participant

When the inclusion of an optional CA participant results in a denial, closure, or decrease in benefits for the CA budgetary unit, complete **all** of the following:

- Determine the eligibility with the optional CA participant removed from the CA budgetary unit.
- Inform the PI of the results and allow the PI to decide whether to include the optional CA participant in the CA budgetary unit.
- Document the [case file\(g\)](#).

Adding Participants

When the addition of a participant is reported, determine how changes affect the case.

Participants must be added to a case on CLIM. When adding a disqualified participant to a case, ensure the correct disqualified Participation Code is used on SEPA. When the disqualification ends, add the previously disqualified participant to the case the month after the disqualification ends. For more information, see [Disqualified NA Participants](#) and [Disqualified CA Participants](#). Follow the appropriate procedure for effecting changes. (See [Effecting Changes](#) for additional procedures.)

A participant may leave the budgetary unit. When this occurs, see [Removing Participants](#) in AZTECS keying procedures.

Marital Status Procedures

Determine and verify the marital status, of each participant, when applicable.

Consider the participant's statement and the state where they lived when determining whether they are legally married. Common law marriages are legal only in certain states.

Verify common law status when [questionable\(g\)](#).

For information and instructions on changes in marital status, see [Change in Marital Status](#).

Verification

System interfaces and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified any of the nonfinancial or financial eligibility factors. Information provided through the State Verification Exchange System (SVES) by the primary source of the information is considered [verified upon receipt\(g\)](#).

The participant has the primary responsibility for providing verification. See [Participant Responsibilities – Providing Verification](#) for additional policy.

Examples of what can be used for proof of marital status include, and are not limited to, **any** of the following:

- System interface that FAA has with other agencies for verification purposes.
NOTE System interface cannot verify every situation.
- 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

Verifying Living Arrangements for CA or for NA When Questionable

Use the following sources to verify living arrangements also known as Household Composition (HHC):

- Group home records
- Landlord
- Manager
- Neighbors or other nonrelatives
- Other sources not living in the same home

When the previous listed sources are not available, use the following secondary sources:

- Relatives
- Roommates
- School Records

Verification can be provided in **any** of the following forms:

- Written statement

NOTE The written statement must include the name of the person providing the statement, the signature, and a contact number.

- Through collateral contact
- Visually viewed

NOTE When using visually viewed verification, ensure the required documentation or form is in the case file, see [Providing Verification](#).

Verifying relationship for CA or for NA when questionable

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

- Completed Acknowledgement of Paternity (CS-127) forms
- Adoption records
- AHCCCS Deemed Newborn Reports (CR600)
- Artificial insemination records
- Baptismal records (when issued before age five)
- Bio Data Sheets provided by refugees
- Bureau of Vital Statistics records
- Census records
- Certificates of Indian Blood (CIB)
- Certified birth certificates
- Correspondences (letters, email, etc.) from a person to the child, or to others about the child, referring to the child as the person's own
- Court orders for Kinship Foster Care
- Court records
- Church records, including a statement from a priest, etc.
- Dependency hearing or proceeding court documents for Legal Permanent Guardianship (LPG)

- Genetic testing results
- Hospital or public records of birth
- Insurance policies
- Juvenile court records
- Marriage licenses and abstract Marriage Certificates
- Military records
- Minute entries for Kinship Foster Care court cases
- Marital Status and Family Profiles provided from Navajo Nation
- Outpatient care records maintained by a hospital, clinic, or doctor
- Paternity records
- Records maintained by the Division of Child Support Services (DCSS)
- Records maintained by the Department of Child Safety (DCS)
- Verification of School Attendance (FAA-0075A) form
- School records
- Completed Tribal Records Request (FAA-0061A) form
- Collateral contact verification may be used only to verify relationship between an unwed minor parent (UMP) and **any** of the following when documented verification cannot be obtained:
 - A Nonparent Caretaker Relative (NPCR)
 - A Legal Guardian (LG)
- Participant statement may **only** be used to verify relationship between an unmarried minor parent (UMP) and a nonparent caretaker relative (NPCR) or legal guardian (LG) when **all** of the following apply:
 - Documented and collateral contact verification cannot be obtained
 - The NPCR or LG is not requesting CA for themselves
 - The NPCR or LG is not requesting to be the CA payee

Verifying Purchase and Prepare Separate for NA

Examples of what can be used to verify purchase and prepare separate statements include, and are not limited to, **any** of the following:

- A completed official application when the purchase and prepare separate question is answered and the application is signed by the participant.
- A participant statement.

NOTE For more information when using a participant statement as a verification factor, see [Providing Verification](#).

- The Separate Household Status Statement (FAA-0255A) form.
- The Separate Household Statement (F002) notice.

AZTECS Keying Procedures

Marital Status Procedures

When participants are considered legally married, complete **all** of the following:

- Key SP in the REL field on SEPA
- Key the position numbers of each spouse to spouse on SEPA
- Key MA in the MAR STA field on MAST

Reporting that a participant is pregnant is not required. However, pregnancy is keyed on the MAST screen. When a participant is known to be pregnant, complete **all** of the following:

- Key MAST for the pregnant NA participant
- Register an Unborn to the NA case

The participant is not required to verify pregnancy unless the pregnancy is [questionable\(g\)](#).

Keying the Participation Code

A Participation Code is assigned to each person listed on the application for benefits. The Participation Code identifies how AZTECS treats the person in the eligibility determination. Key **one** of the following Participation Codes in the PT field on SEPA:

- BC ([Benefit Cap Child](#))

NOTE A BC child may be receiving SSI. When this occurs, key SS in the PT field on SEPA for the child.

- DE, DF, or DI (Disqualified)

For detailed policy on DE, DF, or DI Participation Codes, see [Disqualified Participants](#).

- FC (Foster Care)

For NA, when the participant chooses to include the foster child or adult, key IN in the PT field on SEPA. When the foster care child or adult is not included, key OU in the PT field on SEPA.

For CA, children who receive Foster Care payments to meet all of their needs are not eligible. Key FC in the PT field on SEPA. Children who receive Foster Care payments as a small allowance are either IN or OU depending on whether CA benefits are being applied for them.

- IN (Included)

The IN Participation Code is used for all participants included in the budgetary unit when no other participation code applies.

- OU (Out)

The OU Participation Code is used for all NA and CA Nonparticipants when no other Participation Code applies. For more information, see [NA Nonparticipants](#) and [CA Nonparticipants](#).

- SH (Shelter)

The SH Participation Code allows the abused participant to receive NA in the same month that they received NA in another case when they resided with the abusive person. (See [Domestic Violence Emergency Shelters](#).)



For the safety of the participant, do not upload any document that shows the actual address of an Address Confidentiality Program (ACP) participant. Any person who intentionally obtains or discloses information regarding the physical address of an ACP participant is potentially guilty of a class one misdemeanor.

- SS (SSI Child)

- ST (Stepparent CA Only)

The ST Participation Code is used for a stepparent to a dependent child being applied for when the stepparent is not receiving benefits with the stepchild and the stepparent's spouse (the child's parent) is in the home.

NOTE Key the stepparent IN in the PT field on SEPA when eligible for TPEP.

- UB (Unborn)

- UM (Unwed Minor Parent or Child of the UMP)

NOTE The CO (Contact) Participation Code displays in all fields that have not yet been keyed with the appropriate Participation Code. When the relationship of the participant to the PI is cousin, the CO Relationship Code is keyed in the REL field on SEPA.

More than one Participation Code may apply to an NA or CA participant in the budgetary unit. When this occurs, **all** of the following apply:

- DF takes priority over all other Participation Codes
- DI takes priority over all other Participation Codes except DF
- SS takes priority over BC for a Benefit Cap child receiving SSI

For CA, when there is no eligible dependent child or adult in the budgetary unit, deny or close CA. Key DC in the DENIAL/CLOSURE REASON field on AFED in AZTECS.

When closing an open CA case allowing for [NOAA\(g\)](#), key the actual date of ineligibility in the INELIG DATE field.

The caretaker relative may still receive CA when the only deprived dependent child is keyed as BC or SS. The caretaker relative must still meet all other eligibility requirements. (See [CA Adult Only Case](#))

More than one Nonparent Caretaker Relative (NPCR) may be living with dependent children who are siblings. In this situation, only one NPCR may be keyed IN in the PT field on SEPA. (See [Example 3](#))

More than one NPCR may be living with dependent children who are not related. In this situation, it is to the participants' advantage to create separate AZTECS cases. (See [Example 4](#))

When a parent and an NPCR are living in the home, only the parent may participate in the CA case. Key the parent IN and the NPCR as OU in the PT field on SEPA.

When both the parent and the NPCR choose to participate in the CA case, and they meet the requirements, key both participants IN in the PT field on SEPA. For more information, see [Optional CA Participants](#).

For NA, when a mandatory participant is disqualified, see [Disqualified Participants](#) for the applicable Participation Code to key in the PT field on SEPA.

When participants are legally married, key the POS SPOUSE field on SEPA.

A Relationship Code is assigned to each person listed on SEPA. The Relationship Code identifies the PI and the relationships to the PI. Relationship Codes are also used for a CA [caretaker relative\(g\)](#), who is a [nonparent caretaker relative\(g\)](#) (NPCR) of a dependent child. For each participant in the case, key **one** of the following Relationship Codes in the REL field on SEPA:

- AP (Absent parent)
- AS (Alien sponsor)
- AU (Aunt or uncle)
- CH (Child)
- CO (Cousin)
- EX (Ex-spouse)
- FC (Foster child)
- GC (Grandchild)
- GR (Grandparent)
- NE (Not established at registration)

NOTE The NE (Not established at registration) Relationship Code should only be keyed at AZTECS registration when a participant's relationship to the PI is unknown. Replace any NE with the correct code prior to authorizing benefits.

- NN (Niece or nephew)

- NR (Not related)
- OR (Other related)
- PA (Parent)
- PI (Primary information person)
- SB (Sister or brother)
- SC (Stepchild)
- SE (Self)
- SP (Spouse)
- ST (Stepparent)
- UB (Unborn)

Do not deny a participant under age 22 who lives with their parent and applies for NA on their own. Give the participant the opportunity to apply for all mandatory NA participants. Request all necessary information from the participant.

When the participant, who is under age 22, chooses not to include all mandatory participants, complete **all** of the following:

- Deny the application using the SH Denial Closure Reason Code.
- Send the NA – Ineligible (F210) notice.
- Document the [case file\(g\)](#) with the separate household status.

Removing Participants

A participant may leave the budgetary unit. (For program specific policy see [Removing a Participant](#).) When a participant leaves the budgetary unit, take **all** of the following steps:

- Key OU in the participant's PT field on SEPA for the correct month.
- Key the appropriate code in the INELIG REASON field on SEPA.
- Key the date of denial closure in the INELIG DATE field on SEPA as applicable for the appropriate program, using **all** of the following criteria:

[NA Ineligibility Date](#)

[CA Ineligibility Date](#)

- Redetermine eligibility for the month.

To remove a disqualified participant, complete **all** of the following:

- Key the appropriate code in the PT field on SEPA (See [NA and CA Disqualifications](#), or [Disqualified CA Participants](#) and [Disqualified NA Participants](#).)
- Key the appropriate codes on PRAP (For information on PRAP, see [PRAP Purpose](#).)

- Redetermine eligibility for the month
- Send any required notices on NORE

When a participant is coded OU on SEPA with **one** of the following Denial Closure Reason Codes, they must be coded OU for all programs:

- AD – Adoption Final
- DH – Death Other than PI
- RI – Resides in an Institution
- RJ – Resides in Jail or Prison
- RS – Arizona Residency Not Established
- VR – Moved Out or Location Unknown

AZTECS removes the participant from the case at monthly rollover or when the copy details function is used by the worker.

Examples

- 1) April reapplies for NA after being denied for excessive income. April is applying for **all** of the following:

- Herself
- Destiny (April's daughter)

April's original application included her husband John (Destiny's father), whose income caused the denial. April states at the interview that John moved out and she does not know where John lives.

Verification of questionable living arrangements is requested to determine whether John is in the home.

April does not provide verification by the information due date.

Deny NA benefits for April and Destiny for failure to verify living arrangements.

- 2) Mandi completed a renewal interview for NA and CA for **all** of the following:

- Mandi
- Jordan (Mandi's daughter)

Information is received after the interview indicating Jordan's father, Bob may be in the home. Mandi is not married to Jordan's father. Verification of questionable living arrangements is requested to determine whether Jordan's father is in the home.

Mandi does not provide the verification by the information due date.

Stop NA and CA benefits for all participants for failure to verify living arrangements, allowing for NOAA.

- 3) Three sisters are living with their adult aunt and uncle. Both adults are caretaker

relatives to the children.

This scenario cannot have two cases with a different adult caretaker relative for each case. Key the participating caretaker relative IN and the nonparticipating caretaker relative OU on SEPA.

- 4) Greta lives with her boyfriend Herman and their common child, Ignacio (age four). Greta, Herman, and Ignacio do not qualify for TPEP. Greta's niece, Barbie (age 12) and Herman's cousin, Ken (age 11) also live with Greta. Greta is Barbie's nonparent caretaker relative (NPCR), and Herman is Ken's NPSR.

Create two AZTECS cases for the deprived dependent children and their NPCR. The NPCR in each case is an optional CA participant. This allows each budgetary unit a potentially higher CA benefit amount.

Legal Authorities

AAC R6-12-102

AAC R6-12-310

ARS 41-165E

ARS 41-1959

45 CFR 206.10(a)(1)(vii)

45 CFR 233.10(b)(2)(ii)(a)

7 CFR 273.1

7 CFR 273.1(b)

7 CFR 273.1(b)(2)

7 CFR 273.1(b)(3)

7 CFR 273.1(b)(4)

7 CFR 273.1(b)(5)

7 CFR 272.1(c)(1)

7 CFR 273.2(d)

7 CFR 273.2(f)

7 CFR 273.2(f)(1)(x)

7 CFR 273.2(k)(1)

7 CFR 273.21(f)(2)(v)

[Prior Policy](#)

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