

09 Disqualified Participants



Procedures

Drug Conviction Disqualification

NA or CA cases must be closed or denied when **either** of the following occurs:

- The only participant in the budgetary unit has a verified disqualifying felony drug conviction. Research and Analysis (R&A) approval is required before closing or denying the NA or CA case.
- The participant fails to respond to a request for verification of a drug felony. R&A approval is not required before closure or denial of the case.

Review SEPA for the DF Participation Code and PRAP for the FD Alert Code at application or reapplication. NA participants who meet all NA eligibility criteria and the NA drug disqualification removal requirements may avoid a disqualification or have a prior drug disqualification removed.

See [Removal of an NA Drug Disqualification](#), for information on NA removal requirements for a disqualifying felony drug conviction.

For a participant who meets the NA drug disqualification removal requirements, see [NA Drug Disqualification FD EXCEPT](#) to allow the NA disqualified participant to receive benefits.

When conducting an interview with a previously disqualified participant and they meet all NA expedite criteria, postpone all verification including the NA Drug Testing Agreement (FAA-1565A) form.

When not in compliance with probation or parole, certain felony convictions make-up a special class of fleeing felons. This special class of fleeing felons are automatically ineligible for benefits, and no other verification is needed. For NA, disqualify the participant and document the [case file\(g\)](#). See [NA Special Class of Fleeing Felons](#) for more information.

When a possible disqualification for a felony drug conviction is discovered, **all** of the following apply:

- Participants who are convicted of a felony offense that has actual possession, use, or distribution of a controlled substance as an element of the crime are disqualified. The crime must have been committed and the participant convicted on or after August 23, 1996.
- Ask the participant about the conviction and document the results. The Drug Conviction Information section of the R&A Drug Conviction Checklist OnBase E-Form may be used as a guide for questions to ask. For instructions on how to use the OnBase E-form, see [Accessing OnBase E-Forms](#).

- Advise the participant that the disqualification may be avoided or removed when all NA eligibility criteria and the NA Drug Disqualification Removal Requirements are met. Provide the participant the opportunity to remove the felony drug conviction. For more information, see [Removal of an NA Drug Disqualification](#).
- When more information is needed for the felony drug conviction, use the Information Request and Pending Information Agreement (FAA-0077A) form or send **one** of the following notices:

C020

F011

- Budgetary units with a possible disqualifying drug conviction are still potentially eligible for expedited NA service.

When the participant fails to respond to the notice or the Information Request and Pending Information Agreement (FAA-0077A) form, see [Drug Conviction Case Denial Closure Procedures](#).

When the drug conviction is verified as a disqualifying felony, complete **all** of the following:

- Priority upload all the information obtained to [OnBase\(g\)](#).
- Elevate the facts of the case to R&A using the R&A Drug Conviction Checklist OnBase E-Form.
- When directed by R&A that a felony drug conviction exists disqualify the participant on SEPA. Deny or close the case when the only participant is disqualified.

NOTE For NA, do not disqualify the participant when they have met the requirements for a NA drug disqualification removal. The date the requirement was met must be after the date of the offense.

When a conviction was set aside, vacated, or expunged in another state, elevate the details of the conviction to the Policy Support Team (PST). The PST contacts the Attorney General's (AG) office to determine that the conviction is disqualifying.

Verification

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

Verification that can be used to meet the criteria for removal of an NA drug disqualification has to be either a collateral contact or hard copy. A participant's statement cannot be used. Forms of verification include, and are not limited to **any** of the following:

- Court records indicating the participant completed or is following all terms of probation for the drug charge
- Completed treatment certificates for the drug charge that display the date the

treatment was completed

- Letters from a probation officer
- Letters from a medical provider
- Letters from a drug treatment center that the participant is on a waiting list for treatment for the drug charge

AZTECS Keying Procedures

Disqualified NA and CA participants are keyed differently, depending on the reason they have been disqualified. See **all** of the following for a description of each Disqualification Code:

- [NA Participants Keyed as DF](#)
- [NA Participants Keyed as DI](#)
- [NA Participants Keyed as DE](#)
- [CA Participants Keyed as DF](#)
- [CA Participants Keyed as DI](#)

An Alert Code must be keyed on PRAP. Participants who are disqualified remain disqualified when applying in a separate case. **One** of the following Participant Disqualification Alert Code types must be keyed in the third alert type field on PRAP next to the disqualified participant:

- FD – Felony Drug Conviction
- FF – Fleeing Felon
- IP – IPV

NOTE Keying these alert types in the first or second alert type field on PRAP next to the disqualified elderly participant or person with a disability incorrectly allows the budgetary unit special considerations.

For more information regarding keying PRAP, see, [PRAP - Purpose](#).

Removal of an NA Drug Disqualification

The conviction is considered removed when a participant with a disqualifying felony drug conviction signs the NA Drug Testing Agreement and meets one of the removal requirements. Key the Participation Code of IN on SEPA. For more information on completing the removal, see [NA Drug Disqualification Removal Requirements](#) and [NA Drug Disqualification FD EXCEPT](#).

Disqualified NA participants

Disqualified NA participants are keyed differently, depending on the reason they have been disqualified. Key **one** of the following Disqualification Codes on SEPA for NA participation:

- DF

- DI
- DE

NA Participants Keyed as DF

The following participants may not receive NA benefits due to a disqualification. Key DF in the PT field on SEPA in **all** of the following situations:

- Participants who commit fraud or an intentional program violation (IPV).
NOTE When an IPV sanction is imposed by another state the same IPV sanction time frames apply in Arizona. See [Electronic Disqualified Recipient System](#) (eDRS) for procedures to identify disqualified NA participants from other states.
- Participants convicted of making fraudulent statements concerning their residence or identity, in order to receive multiple NA benefits.
- Participants on the jail cross match report who confirm or fail to respond to the request for information notice.
- Participants convicted of trading NA benefits for controlled substances or controlled substances for NA benefits.
- Participants convicted of trafficking NA benefits.
- Participants convicted of a felony offense that has actual possession, use, or distribution of a controlled substance as an element of the crime. The crime must have been committed and the participant convicted on or after August 23, 1996.
- Participants who are fleeing to avoid prosecution or custody, for a crime, or an attempt to commit a crime, that would be classified as a felony. The participant is ineligible for NA benefits while the participant continues to flee.
- Participants, who are violating a condition of probation or parole imposed by a federal or state law. The participant is ineligible for NA benefits while the participant continues to violate a condition of probation or parole.

When not in compliance with probation or parole, certain felony convictions make-up a special class of fleeing felons. This special class of fleeing felons are automatically ineligible for benefits. Additional verification is not required before taking disqualification action. See [NA Special Class of Fleeing Felons](#) for more information.

When the disqualified participant is the only budgetary unit participant, key PRAP with the appropriate Participant Disqualification Alert Code and deny the case using the FF Denial Closure Reason Code on FSED or AFED.

NA Participants Keyed as DI

The following participants may not receive NA benefits due to a disqualification. Key DI in the PT field on SEPA for participants who meet **any** of the following criteria:

- Disqualified for noncompliance with SSN enumeration requirements

- Do not meet citizenship or qualified noncitizen requirements
- Have questionable citizenship and verification is pending (For information on pending citizenship verification, see [Nongualified Noncitizens](#).)
- Disqualified from the Food Distribution Program on Indian Reservations (FDPIR)
- Have not attested to citizenship or noncitizen status
- Able Body Adults Without Dependents (ABAWD) participants not meeting the work requirement or an exemption reason

NA Participants Keyed as DE

NA non lead participants are disqualified from receiving NA benefits when **any** of the following occurs without good cause:

- Voluntarily quit a job
- Reduced their work effort
- Refused a job offer
- UI comparable disqualification (Participants who are disqualified from receiving unemployment insurance.)

Before disqualifying a participant, review whether the participant has a work requirement disqualification exemption or good cause. (See [Work Requirement Disqualifications](#) for additional information.)

When an exemption or good cause does not apply, key DE in the PT field on SEPA

NOTE The resources of the DE participant count in full.

Disqualified CA Participants

Disqualified CA participants are keyed differently, depending on the reason they have been disqualified. Key **one** of the following Disqualification Codes on SEPA for CA participation:

- DF
- DI

CA Participants Keyed as DF

The following participants may not receive CA benefits due to a disqualification. Key DF in the PT field on SEPA in **either** of the following situations:

- A participant has committed fraud or an intentional program violation (IPV).

NOTE When an IPV sanction is imposed by another state the same IPV sanction time frames apply in Arizona. Contact the state in which benefits were received when the participant reports receipt of benefits in another state. Inquire into whether the participant was disqualified for committing an IPV.

- A participant has been convicted of making fraudulent statements concerning

their residence. The participant has made these statements to receive benefits in two or more states at the same time.

CA Participants Keyed as DI

The following participants may not receive CA benefits due to a disqualification. Key DI in the PT field on SEPA for **all** of the following:

- Participants who complete a drug test with positive results.
- Participants who do not meet citizenship or qualified noncitizen status requirements.
- Participants who are noncitizens and sponsored by a group or organization. For CA, the resources of the sponsor are countable toward the sponsored LPR. Request the resources of the sponsor. Count the sponsor's resources, minus \$1500 toward the sponsored LPR.
- Participants who have not complied with SSN enumeration.
- Participants fleeing to avoid prosecution, custody, or confinement after conviction of a felony or those violating a condition of probation or parole imposed by a federal or state law. The participants are ineligible for CA benefits as long as they are fleeing or violating a condition of probation or parole.

NOTE When the disqualified participant is the only budgetary unit participant, key PRAP with the appropriate Participant Disqualification Alert Code and deny the case using the FF Denial Closure Reason Code on AFED or FSED.

- Participants on the jail cross match report who confirm or fail to respond to the request for information notice.
- Participants who voluntarily quit or reduce their work effort.
- Participants who are convicted of a felony offense that has actual possession, use, or distribution of a controlled substance as an element of the crime. The crime must have been committed and the participant convicted on or after August 23, 1996.
- Participants who do not comply with or pass the CA drug test requirements. This includes **all** of the following participants:

Those who do not provide a completed Illegal Drug Use Statement (A002 or X005) notice.

Those who do not complete a drug test when it is required by FAA.

Those who complete a drug test with positive results.

Drug Conviction Case Denial Closure Procedures

NA or CA cases must be closed or denied when **either** of the following occurs:

- The only participant in the budgetary unit has a verified disqualifying felony drug conviction. Research and Analysis (R&A) approval is required before closing or

denying the NA or CA case.

- The participant fails to respond to a request for verification of a drug felony. R&A approval is not required before closure or denial of the case.

To close or deny NA or CA complete **all** of the following:

- Close or deny the case for the first month possible allowing for NOAA.
- Key **one** of the following:

Key FE in the DENIAL CLOSURE REASON field on AFED or FSED when the participant fails to provide requested information on the felony drug conviction

Key FD in the DENIAL CLOSURE REASON field on AFED or FSED when the only participant in the budgetary unit has a verified disqualifying felony drug conviction.

- Send the appropriate notice to inform the PI of the case closure or denial.

When the disqualified participant is the only budgetary unit participant, key PRAP with the appropriate Participant Disqualification Alert Code and deny the case using the FF Denial Closure Reason Code on AFED or FSED.

NOTE For NA, send the NA – Ineligible (F210) notice when the case is denied or closed using the FD or FF Denial Closure Reason Code.