

B Change of Address - Out of State

[REVISION 27](#)
(12/01/13 - 01/31/14)

Consider participants to have left the state when any of the following apply to the **PI**:

- They report that they have moved out of Arizona.
- It is discovered they have moved out of Arizona (e.g., forwarding address).
- They apply for benefits in another state. (e.g., [PARIS Interstate Match Report](#)).

Complete the following when a participant reports that all the participants in the budgetary unit have moved out of state:

- Key the out of state address on **ADDR**.
- Stop all benefits the first month after the month of the reported move.

NA EXCEPTION

[No notice](#) is required when all budgetary unit participants move out of state. Stop NA benefits the first month possible after the reported move. NOAA is not required.

- Key the actual date the participants were no longer residents of Arizona on the eligibility determination screen for each active program.
- Key the RS Denial or Closure Reason Code.
- When the actual date of the move is not known, key the date the change is reported, and document the [case file\(g\)](#).

NOTE For NA, key the first day of the month and year that the participant became prospectively ineligible.

- Deny pending applications.
- Send adequate notice when adequate notice requirements are met. Otherwise, NOAA must be allowed.

Use the signed or documented Change Report ([FAA-0412A](#)) as verification of the move out of state. (See [Verification Cooperation](#))