

## .02 Optional NA Participants

REVISION 19  
(01/01/12 - 03/31/12)

Participants not required to be in the same budgetary unit as other persons who live in the home may request to be considered in separate NA cases.

Verify two or more separate NA budgetary units with any one of the following documents:

- A completed and signed [official application](#) that includes a listing of all persons who buy and cook their food separately from the PI's NA budgetary unit.
- A completed and signed Separate Household Status (FA-255) form.
- A completed and signed Separate Household Statement (F002) notice.
- A [participant statement](#) verifying who in the PI's home buys and cooks food separately from the PI's NA budgetary unit. The participant statement must be signed by one of the following:

PI

[Representative](#)

Adult participant in the PI's NA budgetary unit

**NOTE** When the PI does not provide a written statement at time of the application or during the interview, verify the purchase and prepare via collateral contact. The collateral call **MUST** be documented in the case file. (See [Required Documentation](#)) Documentation must include the name of persons who buy and cook food separately from the PI's NA budgetary unit.

The PI must verify separate NA budgetary units when any of the following occur:

- New application interview.
- Renewal interview when any of the following are discovered:  
Change of address

Change in the budgetary unit

Change in persons residing in the home

Break in benefits

The original FA-255 or participant's statement is not in the [case file\(g\)](#)

- There is a reported change in any of the following:

Address

Budgetary unit

Persons residing in the home

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

The following may be considered separately:

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

The participant has a disability that prevents them from buying and cooking food.

The participant has others buy and cook their food separately for them.

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

**NOTE** When currently receiving benefits, consider adult children eligible for separate NA case status the month after the month of their 22nd birthday.

- Brothers and sisters, 18 and over, not living with their parents when they buy and cook their food separately.
- Participants residing in separate dwellings on the same property. These participants may buy and cook their food together and still be considered separate NA budgetary units.
- A child or sibling may be living in a separate dwelling or vehicle on the property of parents or siblings. When the separate

dwelling is their primary residence, they may be considered a separate NA budgetary unit.

### EXCEPTION

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 a camp who buy food together for the camp cook to prepare. This is only when the families are not actually living together.
- Native American families living on the reservation who buy and cook their food together but live in separate dwellings.
- A foster care child or adult, when the NA budgetary unit does not choose to include them. Consider the foster care child or adult as a [boarder](#). For more information see [Foster Individuals-NA](#).
- A [spouse\(g\)](#) who works or attends school away from home is ONLY considered a separate NA budgetary unit when BOTH of the following have occurred:

The spouse has been out of the home at least 30 calendar days.

The spouse has established a permanent residence away from the family (e.g. an apartment or house, not a motel). Consider a separate residence of a spouse as questionable, and verify the residence of the spouse.

- Participants who are both elderly (60 or over) AND disabled (and their spouse) may normally buy and cook food with others and be a separate NA budgetary unit. For this to occur, the following conditions must be met:

The elderly AND disabled participant must be unable to buy and cook meals because of either of the following:

- A permanent disability. (See [Elderly or Disabled NA Participants](#) for permanent disability requirements)
- A non-disease related, severe, permanent disability. (See [Medically Qualified Sources\(g\)](#))

When the participant has no documentation from [SSA](#) or [VA](#), disability may be verified by a statement from a [medically qualified source\(g\)](#).

The income of the others living with the elderly AND disabled participant must be at or less than [165% of federal poverty level](#). This does not include the income of the elderly AND disabled participant and their spouse.

The elderly AND disabled participant must cooperate in obtaining all required verification for those with whom they live. This includes income verification.

**WARNING**

Give special consideration to disabled participants or those required to buy or cook food as a group. (See [Residents of Institutions-NA, GLA, Drug and Alcohol Treatment Centers](#))

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 case. Key SH in the PT field on SEPA.

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. The residential address is the PO Box of the shelter, or when no PO Box, the local office. (See [Domestic Violence Emergency Shelters](#))