B**Removing Participants - SEPA**

A participant may leave the budgetary unit. (For program specific policy see Removing a Participant) When a participant must be removed, take the following steps:

- Key OU in the participant's PT field for the correct month.

- Key the appropriate INELIG REASON Code. (See Denial or Closure Reference Links)

WARNING

AZTECS removes the participant from the case at monthly rollover or when the copy details function is used, the month following the month the participant is keyed as OU for all programs. One of the following Denial or Closure Reason Codes must be keyed:

- AD - Adoption Final

- DH - Death

- RI - Resides in an Institution

- RJ - Resides in Jail or Prison

- RS - Arizona Residency Not Established

- VR - Moved Out or Location Unknown

When a participant is coded OU for one program with one of the previously listed Denial or Closure Reason Codes, they must be coded OU for all programs.

- Key the date of denial or closure in the INELIG DATE field as applicable for the appropriate program, using the following criteria:

  CA Ineligible Date

  NA Dates of Ineligibility

  MA Ineligible Date

- Redetermine eligibility for the month.

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EXCEPTION

When the PI leaves a CA or MA budgetary unit, see the following for procedures:

- CA EBT Representative

- MA Emergency Representative

- Changes in PI

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When a participant becomes disqualified, see PRAP for the duration of the disqualification. To remove the participant, complete the following steps:

- Key the proper code in the PT field (See Disqualified CA Participants, or Disqualified NA Participants)

- Key the proper codes on PRAP

- Redetermine eligibility for the month

- Send any required notices on NORE.

- Set any necessary alerts on EWAL.

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WARNING

Participants may be keyed as OU in one case and IN in another. When this occurs, do not change or remove any information relating to a participant keyed as OU. The updated information affects that participant's OPEN case.

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