

07 Arizona Residency Verification

REVISION 22
(10/01/12 - 12/31/12)

To meet Arizona residency requirements for eligibility, the participant must establish Arizona residency.

For CA the participant must [intend to remain](#) in Arizona.

Key the date the participant established Arizona residency in the AZ RES DATE field on RESE only when the participant has established Arizona residency during the month of application.

At the interview, request verification that the participant moved to Arizona with the intent to remain in Arizona. Documents provided for other verification requirements may be used to verify Arizona residency. (See [Address Verification](#))

WARNING

When the PI is a participant in the [Address Confidentiality Program \(ACP\)](#), do not request verification of the actual residential address. When a document contains the actual residential address of the participant the address must be redacted prior to uploading to OnBase or HEAplus.

When the participant is homeless and has no residential address, obtain [participant statement verification](#) of the following:

- A description of the location.
- Directions to the location.

When the participant cannot provide residency verification at the interview complete the following:

- Call a verification source and document the information received on the Verification of Living Arrangements/Residential Address (FAA-0065A) form.
- A phone number may not be available. When the participant is in the FAA office, have the participant sign the FAA-0065A. Send it to the landlord or other acceptable verification source.

The participant's Arizona residency must be verified for the budgetary unit to be eligible. The following apply to the specific program:

- For CA, when a homeless budgetary unit cannot provide proof, accept the participant's statement.
- For NA, when the budgetary unit is not able to provide proof, obtain Supervisor approval to use the participant's statement as verification when not questionable. Document the actions taken in the [case file\(g\)](#). Residency must be verified before approval of the renewal application.

Do not impose a requirement for a specific type of verification. Accept any document that reasonably establishes the applicant's residency.

A PO Box or other mailing address different from the residential address may be used by the participant. Document the reason the different mailing address is used. For procedures when using a mailing address different from the PI's residential address, see [Mailing Address](#).

When using bills as Arizona residency verification, the bills must include the following:

- The name of the applicant.
- The Arizona residential address of the participant.