

04 **Arizona Residency - Overview**

REVISION 47
(01/01/19 –12/31/19)

An Arizona resident is someone who has established Arizona as their permanent home, and when temporarily away from Arizona, intends to return. Verify Arizona residency for all participants in the budgetary unit.

All applicants and participants must meet Arizona residency requirements for benefits. They must have the intent of making Arizona their home and not be in Arizona for a temporary purpose. (See [Verification of Arizona Residency](#) and [Intent to Remain](#))

For NA the participant must live in Arizona at the time of application but is not required to intend to remain in Arizona to be potentially eligible.

This includes the following:

- Students who return to Arizona during school break.
- Arizona residents who spend a portion of the year living in another state.

Consider the following when determining residency requirements:

- There is no time limit requirement for living in Arizona. (See [Intent to Remain](#))
- Applicants are not residents when they are in Arizona for any of the following purposes:
 - Vacation
 - [Visitor](#)
 - Student from out of state

For program specific requirements, see the following:

- [CA Arizona Residency](#)
- [NA Arizona Residency](#)

05 **CA Arizona Residency Requirements**

Residency requirements for CA are outlined as follows:

- [Dependent Child Residency](#)
- [Loss of Residency - CA](#)
- [Migrant and Seasonal Farm Workers - CA](#)

- [Retaining AZ Residency Out of State - CA](#)

A Dependent Child Residency Requirements - CA

The residency of the dependent child is the same as the [specified relative](#) with whom the child lives on a permanent basis.

A dependent child retains Arizona residency while attending school or participating in Job Corps out of the state. This remains true as long as the specified relative retains Arizona residency.

B Loss of Residency - CA

A CA applicant may lose Arizona residency when out of Arizona for more than 30 consecutive days. (See [TEOA - CA New Applications](#))

A participant in an active CA case may meet Arizona residency requirements when temporarily out of Arizona past 30 days. (See [TEOA - CA Active Cases](#))

When a participant no longer resides in Arizona, stop CA benefits. Follow the appropriate notice requirements. (See [NOAA](#))

D Retaining AZ Residency - CA

A budgetary unit or a participant in the budgetary unit may retain Arizona residency and receive Arizona benefit payments when they are temporarily out of state. The budgetary unit must not be out of state for more than 30 days.

Close the case when the budgetary unit has not returned to Arizona within the 30 days. Follow the appropriate [NOAA](#) requirements.

NOTE When a participant leaves the budgetary unit to reside elsewhere, see [Removing a Participant](#) for policy and procedures.

When the budgetary unit reports the intent to establish residency outside of the state, close the case. Key RS in the DENIAL CLOSURE REASON field on AFED.

06 NA Arizona Residency Requirements

REVISION 48
(01/01/20 - 12/31/20)

NA applicants cannot participate in more than one NA budgetary unit per

month.

The one budgetary unit per month requirement does not apply to a resident of a domestic violence emergency shelter when the person who abused them was included in the budgetary unit.

When the budgetary unit received benefits in another state within the last three months, verify that benefits have stopped in that state. (See [Duplicate Participation](#))

When FAA receives information that the entire budgetary unit moved out of state and are no longer Arizona residents, stop benefits the first month after the month of the reported move. Key RS in the Denial Closure Reason field on FSED. No notice is required.

Specific policy and procedures apply to the following NA applicants:

- [Boarders](#)
- [Foster Individuals](#)
- [Homeless – NA](#)
- [Migrant and Seasonal Farm Workers](#)
- [Residents of an Institution](#)

07 Arizona Residency Verification

[REVISION 50](#)
(01/01/22 - 12/31/22)

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](#))

When the [Primary Informant\(g\)](#) 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.

A participant may be homeless, have a [non-traditional residential address\(g\)](#), or have a residential address without a valid USPS mailing address. Document the [case file\(g\)](#) with a participant's statement, including all of the following:

- A description of the location.
- Directions to the location.
- The participant understands that FAA notices must be sent to a USPS General Delivery office

See [Non-Traditional Residential Addresses Example](#) for examples of directions and location descriptions.

See [Keying General Delivery](#) on ADDR for special keying instructions.

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 form. 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.

A Intent to Remain for CA

REVISION 27
(12/01/13 - 01/31/14)

Intent to remain is defined to include all of the following:

- The applicant considers Arizona their permanent home.
- The applicant has established residency in Arizona.
- The applicant has [abandoned residency](#) in another state or country.

NA EXCEPTION

Intent to remain does not apply to NA.

There is no durational time limit requirement for living in Arizona. No durational time limit means either of the following:

- An applicant may meet Arizona residency requirements on the day they move to Arizona.
- An applicant may be living in Arizona, but does not meet Arizona residency requirements.

Once Arizona residency has been established the participant is considered a resident until the day they leave Arizona to establish residency in another state or country.

B Questionable Arizona Residency

REVISION 12
(04/01/10 –06/30/10)

An applicant may have just moved to Arizona or gives information that makes Arizona residency [questionable\(g\)](#). When this occurs, the intent to remain must be resolved before approving CA benefits. Intent to remain in Arizona is not a requirement for NA benefits.

Resolve questionable Arizona residency on a case-by-case basis. Questionable information regarding residency includes, but is not limited to, the following:

- Driver's license or identification card from another state or country.
- Owning or maintaining a home outside of Arizona.
- The PI's spouse or children are residing in another state or country.
- Maintaining financial accounts in a financial institution outside of Arizona.
- Working in Arizona, but no verification of Arizona residency.
- Filing out-of-state tax returns.
- Information provided during the application or change process is inconsistent.

[Primary AZ Residency Verification](#) is required to verify Arizona residency for each adult applicant.

When primary verification sources are not available, use [Secondary AZ Residency Verification](#) sources. Document thoroughly to support the use of secondary verification.

When denying or closing a case because the applicant does not meet Arizona residency requirements, document the [case file\(g\)](#) with all the actions taken.

WARNING

When questionable circumstances are identified, resolve discrepancies prior to approval.

Documentation must support the eligibility decision.