

## C TBA Changes

**REVISION 07**  
(01/01/09 – 03/31/09)

The **TBA** budgetary unit is NOT required to report changes for NA. The ONLY changes processed during the TBA approval period are the following:

- FAA receives notification that a participant has left the budgetary unit. When this occurs [remove the participant](#) from the case. Send NOAA. (See 5. [Delete Client from Program](#))
- The Federal Government makes changes to applicable Nutrition Assistance rules. AZTECS processes these changes.

When the participant's situation changes and the participant wants to have eligibility redetermined using regular NA policy, the participant may withdraw from TBA. To withdraw from TBA, the participant must turn in a written statement requesting that TBA benefits be stopped and a new application.

When the participant turns in the request to stop TBA, and a new application, complete the following:

- Close the TBA case for the first month possible allowing for NOAA.
- Register a new application.
- Schedule an interview.

When the interview is conducted, complete the following:

- Document the case record indicating the reason the participant requested TBA benefits stop.
- Review the participant's circumstances.
- Determine eligibility using the regular NA policy.

The budgetary unit may be eligible for less NA benefits under the regular NA policy than they are receiving under TBA. When this occurs the budgetary unit is not eligible to return to TBA.