

## 01 Changes Overview

**REVISION 09**  
(07/01/09 – 09/30/09)

The Changes chapter explains the change reporting responsibilities of both the participant and **FAA**. This chapter also explains time frames and procedures for effecting changes.

Changes in circumstances may be reported in any of the following ways:

- Directly by the participant
- Discovered through system reports
- Reported by a third party

Budgetary units are subject to Standard Reporting or Simplified Reporting, or a combination of both, depending on the program involvement. The budgetary unit is assigned to reporting requirements for each program based on the following:

### **WARNING**

To ensure the budgetary unit receives all information and notices that may affect their eligibility, the PI or Representative should report changes in their address to FAA and the [U.S Postal Service](#) when assigned to either Standard Reporting or Simplified Reporting.

- [Standard Reporting](#):  
Budgetary units that include any of the following are subject to Standard Reporting requirements:
  - CA budgetary units including the following:  
All CA participants are receiving NA assigned to Standard Reporting  
All participants are receiving **TPEP**
  - NA budgetary units including the following:  
All participants are [elderly or disabled](#) and do NOT receive earned income

**NOTE** For cases that have multiple programs attached, the MA participants are always subject to Standard Reporting. The CA and NA budgetary units are subject to either Simplified Reporting or Standard Reporting as stated in policy.

- [Simplified Reporting](#): Simplified reporting applies when the budgetary unit is not subject to standard reporting.

NOTE Reporting requirements do not change until the next renewal, including when CA is approved after NA has been assigned.

Policy and procedures regarding changes are outlined as follows:

- [Reporting Methods](#)
- [Reporting Changes for Combination Cases](#)
- [Documenting Changes](#)
- [Request for Withdrawal](#)
- [FAA Initiated Changes](#)
- [Change Notice Requirements](#)
- [FAA Responsibilities](#)
- [Multiple Changes](#)
- [Multiple Case Changes](#)
- [Effecting Changes](#)
- [Standard Reporting Requirements](#)
- [Simplified Reporting Requirements](#)