

## B Address – Effecting Changes



This policy explains how changes are effected when the death of a participant who is not the [primary informant\(g\)](#) is reported.

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### Policy

NA and CA participants must report a change of address when they are assigned Standard Reporting.

NOTE Reporting the address change may result in a change of shelter costs. (See [Shelter Costs - Effecting Changes](#) for additional procedures when a change in shelter costs is reported with the change of address.)

Though it is not required to report a change of address when assigned Simplified Reporting, it is suggested to report a change of address to FAA and the U.S. Postal Service to ensure the budgetary unit receives all information and notices that may affect their eligibility. In order for participants to receive notices and EBT cards, the address in the case file must be correct.

When a change of address is reported, FAA must update the information in the eligibility operating system as follows:

- By the close of business on the day the change is received.
- For the appropriate benefit month when the move is in the future.

NOTE Returned Mail is not verification that a participant has moved.