

D Death of a Participant – Effecting Changes



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

Policy

When the deceased participant is the primary informant, see [Primary Informant - Effecting Changes](#).

Benefits cannot be issued for any participants who are deceased. When FAA is notified by a participant in the budgetary unit or has received verification of death from a third-party source, the deceased participant is removed from the case. [Notice of Adverse Action\(g\)](#) is sent to inform the budgetary unit when benefits are decreased or stopped.

Procedures

See **any** of the following based on the program and the case status for the specific procedures:

- [Removing a Participant from a Pending NA Application](#)
- [Removing a Participant from a Pending NA Renewal Application](#)
- [Removing a Participant from an Active NA Case](#)
- [Removing a Participant from a Pending CA application](#)
- [Removing a Participant from an Active CA Case](#)

NOTE The CA procedures also apply when processing a CA renewal application.

When FAA receives notification of a deceased participant from a Crossmatch Report, see [Crossmatch Reports](#).

Verification

System interface and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified the information.

The participant has the primary responsibility for providing verification. (See [Participant Responsibilities – Providing Verification](#) for additional policy.)

Documents that may be used to verify the death of a participant include, and are not limited to, **any** of the following:

- A letter from an out-of-state vital statistics agency
- Death Certificate
- Birth certificate
- Hospital records

- In Memoriam card
- Indian census records
- Institutional records
- Insurance company records
- Minister statement
- Newspaper obituaries
- Policy records
- Signed funeral director's statement
- VA or military service records

AZTECS Keying Procedures

In AZTECS, complete **all** of the following:

- On the SEPA screen, key OU in the participant's PT field for the correct month for all programs
- On the SEPA screen, key DH in the INELIG REASON field
- On the AFED or FSED screen, key the date of denial or closure in the INELIG DATE field as applicable for the appropriate program. For more information about program ineligible dates, see the links below:

[CA Ineligible Date](#)

[NA Dates of Ineligibility](#)

Legal Authorities

7 CFR 272.14 (c)(1)

7 CFR 273.13

[Prior Policy](#)

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