

N Participants Living in the Household – Effecting Changes



This section includes information about what happens when a budgetary unit member leaves the household or is added to the household.

Policy

For NA and CA subject to Standard Reporting, participants must report when **any** of the following occurs:

- The birth of a baby
- The death of a participant (See [Death of a Participant – Effecting Changes](#) for policy and procedures.)
- When a participant moves into the home
- When a participant moves out of the home

NOTE Participants subject to Simplified Reporting are not required to report these changes.

For CA, deprivation of a child in the home may change when a parent moves in or out of the home or dies. For additional procedures, see [Deprivation of a Dependent Child – Effecting Changes](#).

Procedures

When a participant is added to or removed from a case, the participant with their income and resources must be reviewed to determine the effect adding or removing the participant may cause to the case.

Using the guidelines in the policy, redetermine eligibility and the current benefit level for the appropriate month. (For guidelines regarding the appropriate month, see [When to Effect Changes](#).)

Verification

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

Documents that may be used to verify who lives in the home (household composition) include, and are not limited to, **any** of the following:

- Lease Agreement
- Landlord Statement which includes signature and phone number
- Statement from a non-relative which includes a signature and phone number
- Completed Verification of Living Arrangements/Residential Address (FAA-0065A) form

- Completed Newborn Information for CA/NA (X113) notice
- Auto CADO Documentation on Newborn when **all** of the following are displayed on CADO:

The DNB date of birth (DOB), AHCCCS ID, sex, and name of the newborn

The mother's AZTECS ID, Social Security Number, and name

Legal Authorities

7 CFR 273.12(a)(1)(ii)

7 CFR 273.12(a)(1)(iii)

[Prior Policy](#)

last revised 04/24/2023

ARCHIVED (Valid until 07/15/24)