

03 *Changes in Primary Informant*

REVISION 48
(01/01/20 - 12/31/20)

Once a case has been registered and a [PI\(g\)](#) assigned in **AZTECS**, that participant must remain the **PI** of the AZTECS case.

When the death of the entire budgetary unit becomes known, key the **DH** Denial Closure Reason Code on AFED or FSED for the correct month. No notice is required. The EBT Primary Payee card is deactivated on the date the denial or closure is keyed.

When the death of the NA PI is reported and there are remaining participants in the budgetary unit complete the following:

- Key **OU** in the PI's **PT** field on SEPA for the correct month.
- Key **PO** in the **INELIG REASON** Code field on SEPA.
- Key the **PO** Denial Closure Reason Code on FSED.
- Close the case allowing for [NOAA](#).
- Send the PI No Longer In Home-Deny/Closure (F205) notice. This notice informs the remaining participants that to continue receiving benefits, an application must be submitted.

CA WARNING

When the PI leaves a budgetary unit, see [CA EBT Representative](#) procedures in special situations.

When NA is closed with the **PO** code and the budgetary unit needs access to the remaining NA benefits, an EBT Alternate Card Holder may be established. The following persons may be established as an [EBT Alternate Card Holder](#).

- An adult budgetary unit member
- A non-participant adult who has parental control of the remaining budgetary unit members

A non-participant adult who has parental control must provide the following to be established as an EBT Alternate Card Holder:

- Verification of [Living Arrangements](#)
- Personal identification

When PI moves with some or all of the other budgetary unit participants, see [Change in Address](#), [Changes in Participants](#), and [Living Arrangements](#).

ARCHIVED (Valid until 03/09/20)