

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.

An individual acting as a representative for, or on behalf of, a CA PI may be named as an emergency Alternate Card Holder. (See [Reasons to Assign a CA EBT Alternate Card Holder](#))

When a CA EBT Alternate Card Holder is not named, complete the following:

- Key the OU Participation Code in the PT field on SEPA next to the PI.
- Key the DH Ineligible Reason Code in the INELIG RSN field on SEPA.
- Key the DH Denial Closure Reason Code on AFED and stop the benefits allowing for [NOAA](#).

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

- Key the PO Denial Closure Reason Code on FSED.
- Stop benefits allowing for NOAA.
- Send the PI No Longer In Home-Deny/Closure (F205) notice. This notice informs the remaining participants that an application must be submitted to continue receiving benefits.

When NA is closed with the PO Denial Closure Reason Code and the budgetary unit needs access to the remaining NA benefits, an EBT Alternate Card Holder may be established. The following individuals 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 and provides the following information:
Verification of [Living Arrangements](#)
Personal identification

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