

.08 Changes in Primary Informant - Standard Reporting

[REVISION 06](#)
(10/01/08 - 12/31/08)

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

CA WARNING

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

When the [PI](#) is no longer a participant in the [AZTECS](#) case, complete the following:

- Send a notice to the [PI](#). (See [Change Notices](#)) The notice must inform the remaining participants that to continue receiving benefits in a new [AZTECS](#) case, an application must be turned in.
- Close the case, allowing for [NOAA](#).