A **Adding a Participant Currently Receiving Benefits**

When a participant is currently receiving benefits in another case, add the participant effective the month they are removed from the other case. Before adding the participant, take the following actions:

- Report the change in participants to the worker or FAA office that serves the other case.

- Document the change in the case file(g) including the date the participant(s) moved out and the cross-reference case number.

The receiving office must complete the following:

- Review the reported change report and verification received.

- Request additional verification, when applicable.

- Remove the participant allowing for NOAA.