02   Adding A Participant - Overview

When adding a participant, complete the following:

- Review the case file(g) and all AZTECS screens.

- Complete ININ inquiries for ALL participants, including the participant being added.

- Determine how the change affects benefits.

- Verify eligibility factors that affect program eligibility and benefit level.

- Review PRAP, DISA and HOSC.

When adding a participant who has legally changed their identity due to violence or abuse, and they are known to AZTECS under a former identity, see I.D. Change-Violence or Abuse.

WARNING

Do not add additional participants to a case registered at site code 940C. Cases that are registered at 940C are to be used only by Department of Child Safety (DCS) units.

Policy and procedures regarding adding a participant are outlined as follows:

- Adding a Participant Currently Receiving Benefits

- Adding a Participant to a Pending Application

- Adding a Participant - Child was Born in the Application Month

- Adding a Participant to an Active Case

- Effective Date for Adding a Participant

- When Adding a Participant Causes a Benefit Increase

- Adding More Than One Participant to a CA or NA Case

- AZTECS Procedures for Adding a Participant