

02 ***Adding A Participant - Overview***

To add a participant complete the following:

- Review the case file and AZTECS screens.
- Complete system inquires for ALL participants, including the person being added.
- Determine how the add-on will affect ALL benefits. (See [Changes](#) for additional policy)
- The participant MUST provide ALL [mandatory verification](#).
- Review PRAP and DISA. (See [Progressive Sanction](#) and [Program Disqualification](#) for additional policy)

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](#).

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

- [Adding a Deemed Newborn](#)
- [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](#)
- [Determining Whether a 1931 Case Remains Eligible](#)
- [When Adding a Participant Causes a Benefit Increase](#)
- [Adding More Than One Participant to a CA or FS Case](#)
- [Adding a Participant to a S.O.B.R.A. Woman's Budgetary Unit](#)
- [Adding a Participant to Transition Medical Assistance \(TMA\)](#)
- [Adding a Participant to Four-Month Continued Coverage](#)
- [Determining 1931 for a Deemed Newborn](#)
- [Adding a New Able-Bodied FS Participant to an Active Case](#)
- [AZTECS Procedures for Adding a Participant](#)