



Arizona Department of Economic Security  
Arizona Health Care Cost Containment System

**Right to File an Application and Relationship Verification**

**06/30/2016**

The Policy Support Team is issuing this NEWS FLASH to inform and remind staff of two very important principles of our service to the people and communities we serve.

1. Staff must never interfere with an applicant’s right to file an application for benefits for any reason.
2. There is no relationship verification required for Nutrition Assistance (NA) Benefits.

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1. Staff must never interfere with an applicant’s right to file an application for any benefits for any reason.

If we do not give a customer the opportunity to complete an application, DES will have taken away their legal rights to a fair hearing on the subject. We are required to accept any and all applications and process them accordingly. We must accept an application for benefits, even if the person may be obviously ineligible.

For more information on the Right to File an Application, see FAA1.A05B of the FAA Policy Manual (Index: Right to file an application).

2. There is no relationship verification required for Nutrition Assistance (NA) Benefits.

A court order showing guardianship IS NOT a requirement to receive Nutrition Assistance (NA) benefits for children. Custody orders or court orders are not required to receive Nutrition Assistance (NA) and staff MAY NOT request them.

Minor children living in a home with adults that are receiving NA benefits are mandatory participants in either of the situations listed below.

- When they normally buy and cook their food together regardless of their relationship.
- The children under age 18 are under parental control of a nonparent adult.

For more information on Mandatory NA Participants, see FAA2.G05B.01 of the FAA Policy Manual (Index: Mandatory NA participants).

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at [FAAPolicyMgmt@azdes.gov](mailto:FAAPolicyMgmt@azdes.gov) with any questions or concerns regarding this broadcast.  
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(16-1155)