



POLICY CHANGE ALERT #15-032F

TITLE: TEMPORARILY OUT OF THE HOME

ISSUE DATE: 09/21/2015

EFFECTIVE DATE: EFFECTIVE IMMEDIATELY

Summary

Programs Impacted: NA and CA

This Policy Change Alert is being issued to provide clear guidelines of when to remove participants from the case.

A participant who is temporarily residing out of the home for at least 30 calendar days is no longer eligible to participate with the remaining household members.

NOTE This does not apply to CA active cases where the minor child is temporarily absent from the home. See FAA2.K05A of the FAA Policy Manual (Index: Temporary out of home: absent child) for additional information.

Revision Details

The FAA Policy Manual will be updated to include the information in this Policy Change Alert during one of the next bimonthly revisions. Until then, an alert will be placed in each revised section with a link to this document as a reminder of the policy change.

POLICY REFERENCE: FAA2.F04C - Temporary out of State Address

When **one or more** participants are residing temporarily out of state for at least 30 calendar days, the participant is ineligible. Remove the ineligible participant and redetermine benefits allowing for Notice of Adverse Action ([NOAA](#)). (See [Removing A Participant](#))

EXCEPTION

When a [spouse\(g\)](#) in the budgetary unit is temporarily residing out of state and **has established a permanent residence away from the home (e.g. an apartment or house, not a motel)**, remove the spouse and redetermine benefits allowing for NOAA.

When ALL participants in the budgetary unit are [temporarily out of state](#) for at least 30 calendar days, close the case allowing for NOAA.

POLICY REFERENCE: FAA2.K01 - TEOA – Purpose

TEOA is the **AZTECS** screen used to key temporary addresses of participants who are living out of the home temporarily, but still in Arizona.



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NOTE When the participant is temporarily out of the home and [out of Arizona](#), document the address information on CADO or the **Electronic CADO Extension Form (eCEF)**.

NA EXCEPTION

Do not key TEOA. (See [NA Case Participation](#) and [Residency Requirements](#) for policy regarding NA case participation)

POLICY REFERENCE: FAA2.K05B - Temporary Absent Specified Relative at CA Renewal or Change

When the specified relative is temporarily out of the home, CA eligibility can exist as long as the specified relative is expected to return to the home.

The budgetary unit may **continue to** be eligible when ALL of the following are met:

- The absence is **not more than 30 calendar days**
- **The specified relative is in a hospital, rehabilitation center, or school**
- The specified relative maintains a home for the child
- The specified relative continues exercising responsibility for the care and custody of the child

POLICY REFERENCE: FAA2.K03 - Temporarily Out of the Home at CA New Application

When a new application is turned in, eligibility may exist for a child **or specified relative** temporarily not living **in the home**. When this occurs, the following conditions **MUST** be met:

- The child **or specified relative** is expected to return to the home of the specified relative within 30 days of the date the first CA payment is issued.
- The child **or specified relative** is not an inmate in a penal facility that is **providing** all of **their** [basic needs\(g\)](#).

Document verification of the temporary absence with the following:

- A written statement from the PI stating the date the child **or specified relative** is expected to return home.
- **Proof of where the child or specified relative is temporarily staying.**

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

Please consider the environment before printing this broadcast.

(15-1618)