



201-3 Adding/Removing Members

Supersedes:	TANF 201-3 (07/01/07)
References:	ARM 37.78.102; .206; .208 and .227
Overview:	<u>GENERAL RULE</u> —When a required filing unit member moves in or out of the household, or makes application for benefits, eligibility and/or benefits must be redetermined based on the new filing unit.
ADDING MEMBERS	When it is discovered/reported that an individual, who is a required filing unit member, has entered the household, eligibility must be prospectively determined for the new filing unit. If eligibility continues, the new member is added to the benefits the first of the next benefit month.
EXCLUDING MEMBERS	When a required filing unit member remains in the household but becomes a recipient of SSI, is disqualified, or no longer meets an eligibility requirements, (such as age), his/her needs are excluded effective the first of the next benefit month. Timely notice must be given.
REMOVING MEMBERS FROM CASE	<p>The information provided will be used to make a determination of whether or not the member is considered to be temporarily absent. (TANF 302-1)</p> <p>If the household member does not meet the criteria to be considered temporarily absent from the home, his/her needs are removed effective the first of the next benefit month. The individual is removed from the case. However, if notification cannot be provided timely, <u>the situation does not meet the exceptions to timely notice</u> (TANF 1503-1) or the action is taken after 10 day, benefits must be issued at the prior level (including individual who is no longer in the filing unit/home). No overpayment is established.</p>
IN MORE THAN ONE ASSISTANCE UNIT/PROGRAM	<p>An individual cannot be included as a member of more than one assistance unit in the same month.</p> <p>Sometimes a child may move from one household to another within a benefit month and can be a required filing unit member in each household as an “eligible child”, but cannot receive benefits in both households for the same benefit month.</p> <p>Sometimes an adult may move from one household to another within a benefit month. Notice must be given to remove him/her from the household before adding to another household.</p>
Date Revised	January 1, 2008