

Participants & Rosters: Households & Participants: Moving Participants to Different Households



Participants can be moved to different households at any time. However, when a claim is processed, a participant's income eligibility status (A-Free, B-Reduced or C-Paid) is determined by the income form associated with the household they were in **at the time of the claim processing**. So take care in moving participants to different households if they have been included in a claim.

Also note that if a household does not have any participants listed in it, it will be automatically deleted. If you are moving the only participant in a household to another household, take care that this action is desired as the household will be deleted after the move.

To move a participant to a different household:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the participant's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Click on the orange "Change Household" button to bring up a list of households.
- Select the household that you want to move the participant to, scroll down to the bottom and click "Save".

Change Household

Participant: Roger Daniels
Current Household: 1111 Main Street S. Minneapolis MN

Select New Household

Select	Guardian	Address
<input type="radio"/>	Barry Andersen	444 Main St Fresno CA 98765
<input type="radio"/>	Jerry Garcia	222 Main St Hanford CA 80808
<input type="radio"/>	Mary Jones	333 First St Madera CA 90919
<input type="radio"/>	James Smith	111 Main St Merced CA 12345