

## What's Changed on 01/06/2020

Change: The Policy Dissemination Process

Change: Hopi Family Assistance Program Income Exceptions

Reminder: NA Compliance After Closure Due to Failure to Return the Mid Approval Contact (MAC) Form

General Information: Forms Update

This page relays to staff and the public of changes to the Cash and Nutrition Assistance Policy (CNAP) Manual regarding policy, procedures, and forms. Reminders and general information may also be displayed on this page. Prior What's Changed pages are listed in [FAA6.R01](#) of the CNAP Manual.

The above list summarizes the information on this page. Within the CNAP Manual, each item listed above links to screens below.

### ***Change: The Policy Dissemination Process***

EFFECTIVE DATE: For all policy disseminations completed on or after 01/06/2020

The policy dissemination process and form were changed because emailed broadcasts have been replaced with the weekly publication of the What's Changed page in the CNAP Manual.

Effective 11/04/2019, changes to the CNAP Manual are disseminated to staff via the What's Changed page in the CNAP Manual. The What's Changed page is updated on a weekly basis and is available to staff on the first workday of the week. When a change must be communicated to staff outside of this schedule, an Urgent Bulletin email is sent. The information in the Urgent Bulletin is displayed on the What's Changed page at a later time. Changes on the What's Changed page are effective the date they are communicated to staff. To ensure accuracy, staff are responsible to review the What's Changed page of the CNAP Manual on the first workday of each week.

Along with the monthly policy dissemination process, Office Managers or Supervisors are to review changes that effect eligibility determinations from the What's Changed page and Urgent Bulletins with staff by the end of the next workday.

When there are questions during the policy dissemination that cannot be answered, Office Managers or Supervisors may elevate questions to the Policy Support Team via email at [FAAPolicyMgmt@azdes.gov](mailto:FAAPolicyMgmt@azdes.gov).

After completion of the Policy Dissemination Review/Training Confirmation (FAA-1215A) form, the FAA-1215A is to be retained in the FAA Office for 12 months from the date the policy and procedures are reviewed. The FAA-1215A form was changed to reflect these changes.

Policy reference(s) revised due to this change:

FAA6.R05 – [Policy Dissemination Process](#)

[Prior Policy](#)

Changes were made because broadcasts sent by email were retired on 11/04/2019

and the What's Changed CNAP Manual page replaced them. (Effective for all policy disseminations completed on or after 01/06/2020)

FAA6.R05A – [Policy Dissemination Review/Training Confirmation \(FAA-1215A\)](#) [Prior Policy](#)

Changes were made because broadcasts sent by email were retired on 11/04/2019 and the What's Changed CNAP Manual page replaced them. (Effective for all policy disseminations completed on or after 01/06/2020)

### ***Change: Hopi Family Assistance Program Income Exceptions***

EFFECTIVE DATE: For all eligibility determinations completed on or after 01/06/2020

This change was made based on the Hopi Family Assistance Program (HFAP) amendment to their Tribal Family Assistance Plan (TFAP).

In addition to the income exceptions listed in FAA6.I04D.05 for Hopi Family Assistance Program (HFAP) determinations, the following types of income are not counted:

- Claims Judgment Funds
- Summer Component Program
- Youth WIOA Program Income
- Census Income
- Temporary Community service work stipends (not to exceed three months)

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Policy reference(s) revised due to this change:

FAA6.I04D.05 – [Income and Resource Exceptions - Hopi Tribal TANF](#) [Prior Policy](#)

Additional income exclusions were added based on the Hopi Family Assistance Program (HFAP) amendment to their Tribal Family Assistance Plan (TFAP). (Effective for all eligibility determinations completed on or after 01/06/2020)

### ***Reminder: NA Compliance After Closure Due to Failure to Return the Mid Approval Contact (MAC) Form***

Staff are to utilize the policy and procedures at [FAA6.A06A.04](#) (NA Mid Approval Contact Process – Noncompliance Failure to Return the X027) when the participant complies with the MAC process prior to the effective date of closure.

As an additional reminder, this reopen process is available during other situations outside of the MAC process. See [FAA6.C03](#) (NA Compliance After Closure) for more information.

### ***General Information: Forms Update***

Changes to Forms – 12/28/2019 through 01/03/2020

As a reminder, it is important not to save documents on your desktop or a folder. It is better to use the form you need directly from the [Document Center](#). Forms are frequently updated and sometimes the current form must be used for programming purposes.

Revised forms:

- FAA-0075A Verification of School Attendance

Newly created forms:

- No forms were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- No revisions to marketing materials were made during the specified period