

What's Changed on 07/06/2020

Reminder: Renewal Process, Mid Approval Contacts and Signature Waiver

Reminder: Extension to Supplemental NA Benefits

Reminder: Reinstatement of the Interview, PRA, DCSS and the GD Agreement Requirements

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.

Reminder: Renewal Process, Mid Approval Contacts and Signature Waiver

An [Urgent Bulletin](#) was emailed on 07/01/2020 to inform staff that the Nutrition Assistance (NA) Renewals and Mid Approval Contacts (MAC) will resume for the month of 08/2020. The Food and Nutrition Service (FNS) waiver to extend NA Renewal and MAC requirements remains in effect through 07/31/2020. The FNS waiver to allow customer attestation as an acceptable application signature is extended through 07/31/2020.

FAA Systems is completing the following:

- Querying all SNAP certification periods set to expire in 07/2020 and extend the certification period for one month to 08/2020. Sending the X049 notice to these households informing them of the extension. For combination cases, the CA approval period will be aligned with the NA approval period.
- Suspending the MAC requirement and all notices involved in the MAC process for the MAC notification job for 07/2020. Sending the X029 notice to the effected households.

NOTE Do not take adverse action based on failure to complete a MAC until the benefit month of 08/2020.

The renewal process will restart for the month of 08/2020 with early renewal applications being received in 07/2020. The MAC process will restart for the month of 08/2020 with the first X027 being mailed on 07/01/2020.

All applications must have an acceptable signature effective 08/01/2020. The signature waiver allows customer attestation as an acceptable application signature is ending on 07/31/2020.

Reminder: Extension to Supplemental NA Benefits

An [Urgent Bulletin](#) was emailed on 06/30/2020 to inform staff that Supplemental NA benefits as

An [Urgent Bulletin](#) was emailed on 06/30/2020 to inform staff that Supplemental NA benefits, as mentioned in the [Urgent Bulletin](#) emailed 04/10/2020, have been extended through 07/2020. Households receiving benefits for the benefit month of 07/2020 will receive an emergency supplement to increase the NA benefit amount for July to the maximum monthly allotment for NA. The supplement is added to AZTECS with an adhoc report from FAA Systems. Do not create emergency supplements providing maximum monthly allotments for NA.

The emergency supplements in July will be issued with the household's regular NA benefits during the normal NA Monthly Issuance Cycle.

NOTE The emergency supplement for cases with the last name starting with A-B will be added on 07/02/2020.

When reviewing the FSBH and FSIH screens, the emergency supplement will display separate from the household's regular July allotment. The allotment is identified as *CMAX on FSBH.

```
0420 03 ECE Y 1290 167 258 0 0 0 0 RE 249 0 249 PM
0420 *CMAX 260 0 260 PD
```

For changes that are processed for the months of 04/2020 through 07/2020 which would normally have caused an increase in NA benefits, review the FSBH screen before authorizing any supplements. When the regularly issued allotment and the emergency supplement amount total the maximum allotment for the household size, no additional benefits should be authorized on UNAU. The change should be processed through the current system month in order for the correct benefit amount to be issued for the month of 08/2020.

For changes that are processed for the months of 04/2020 through 07/2020 which would normally have caused a decrease in NA benefits, the worker must process the change in the current system month in order for the correct benefit amount to be issued for the month of 08/2020. The household must be mailed a Notice of Adverse Action (NOAA) for 08/2020.

For changes that result in ineligibility for NA, timely action must be taken to close the case allowing for NOAA.

When the household reports an increase in the household size and the previously issued supplement was for a smaller household size, contact the FAA Systems Help Desk to issue the additional emergency supplement. Do not create emergency supplements providing maximum monthly allotments. FAA Systems must create these payments with a special code for federal reporting purposes.

For examples on processing reported changes and supplements on UNAU, see the [Urgent Bulletin](#) emailed on 04/15/2020 being aware that the process was extended through the benefit month of 07/2020.

Reminder: Reinstatement of the Interview, PRA, DCSS and the GD Agreement Requirements

An [Urgent Bulletin](#) was emailed on 06/29/2020 to inform staff that effective with all applications registered on or after 07/01/2020, the requirement to complete an interview is reinstated. Effective 07/01/2020, the DCSS Pre-Approval Cooperation requirement is reinstated and the PRA and GD agreements requirement is reinstated.

Applications registered prior to 07/01/2020 will follow the [Case Processing During FNS Interview Waiver Period](#) standard work. All applications registered on or after 07/01/2020 will follow regular processing SW and must complete an interview.

FAA Systems are restarting the Interview Request Notices (X004 and X002) to prevent outfill of the

FAA Systems are restarting the interview Request notices (X904 and X902) to prevent autofill of the interview completed indicator on the INDA screen.

The Grant Diversion, Personal Responsibility, and DCSS Pre-Approval Cooperation requirements are reinstated as of 07/01/2020. The following must be completed:

DCSS Pre-Approval Cooperation:

Effective 07/01/2020, the DCSS Pre-Approval Cooperation requirement is reinstated. The DCSS pre-approval cooperation interview is conducted virtually. The CNAP Manual has been revised with this information. All new CA participants who are required to cooperate with DCSS must complete this requirement before their benefits can be authorized.

A phone number must be included on the A000 DCSS Requirement notice. Locate the phone number, based on the participant's current residential ZIP Code, on the [DCSS Pre-Approval Cooperation Contact List by ZIP Code](#) (internal use only) in the SharePoint.

Personal Responsibility Agreement (PRA):

The requirement for participants applying for Cash Assistance (CA) to sign and comply with the Personal Responsibility Agreement (PRA) at their first CA application, resumes for all applications registered on or after 07/01/2020.

The CA approval notices have been modified to include this information.

Grant Diversion Process:

All cases approved for Grant Diversion on or after 07/01/2020 will require the signed Grant Diversion Script and Applicant Agreement (FAA-1410) form.

General Information: Forms Update

Changes to Forms – 06/27/2020 through 07/03/2020

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:

- Continuation of Benefits (FAA-1656A) form
- Continuation of Benefits (FAA-1656A-S) form
- Appeal Information Needed (FAA-1657A) form

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

