

What's Changed on 10/05/2020**What's Changed on 10/05/2020**

Reminder: Extension to Supplemental NA Benefits

General Information: Utility Installation Fees

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: Extension to Supplemental NA Benefits

An [Urgent Bulletin](#) was emailed on 10/01/2020 to inform staff that supplemental NA benefits, as mentioned in the [Urgent Bulletin](#) emailed 04/10/2020, have been extended through 10/2020. Households receiving benefits for the benefit month of 10/2020 will receive an emergency supplement to increase the NA benefit amount for October 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 October will be issued:

- On 10/02/2020 for cases with the last name starting with A-B
- With the household's regular NA benefits during the normal NA Monthly Issuance Cycle for cases with the last name starting with C-Z

When reviewing the FSBH and FSIH screens, the emergency supplement will display separate from the household's regular October 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 10/2020 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 11/2020.

For changes that are processed for the months of 04/2020 through 10/2020 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 11/2020. The household must be mailed a Notice of Adverse Action (NOAA) for 11/2020.

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

IMPORTANT

Elevate supplement requests through Region Management when one or more of the following occur:

- The household reports an increase in the household size and the previously issued supplement was for a smaller household size.
- The household was previously in zero-pay status.

Prior to issuance of the supplement, Region Management must contact FAA Systems Help Desk for direction and to be sure the case is documented for federal reporting.

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 10/2020 and emergency supplements must be elevated through Region Management.

General Information: Utility Installation Fees

Utility installation fees may be an allowable expense in the month the utility expense is billed. The utility installation fees must be for an initial installation and installed by the provider. One-time deposits are not included.

Utility installation fees can include, but are not limited to, the following:

- Electrical wiring
- Gas pipes
- Septic Tank
- Solar panels
- Water pipes

For more information, see [FAA4.K09F](#) in the CNAP Manual.

General Information: Forms Update

Changes to Forms – 09/26/2020 through 10/02/2020

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:

- No forms were revised during the specified period

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