

What's Changed on 02/01/2021**What's Changed on 02/01/2021**

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This page notifies 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. This page must be discussed during the weekly [policy dissemination](#) in every office which determines eligibility, reviews eligibility, or answers questions regarding eligibility. ([Current week's FAA-1215A](#))

Change: Verifying Eligibility of Homeless Shelters

EFFECTIVE DATE: For application received on or after 02/01/2021

The Policy Support Team (PST) is now responsible for verifying the eligibility of homeless shelters.

Staff must complete the Request to Verify Eligibility of an Institution (FAA-1789A) form and email it to PST in order to request a homeless shelter be reviewed for eligibility.

Policy reference(s) revised due to this change:

FAA 2106E 02 [Homeless Shelter Resident](#)

[FAA2.J06E.02 – Homeless Shelter Resident Eligibility](#)

[Prior Policy](#)

Updated title for clarity. Changed responsibilities from Region to PST. Removed information about FNS Homeless Meal Providers and moved to appropriate policy. (Effective with all applications received on or after 02/01/2021)

[FAA2.J06E.05 – FAA Verification of Homeless Meal Providers](#)

[Prior Policy](#)

Added information about Homeless Meal providers. Changed all Region responsibilities to PST. (Effective with all applications received on or after 02/01/2021)

Change: Clarification of NA Student Eligibility Exemptions

EFFECTIVE DATE: For applications received on or after 02/01/2021

Clarification for applying the caretaker exemption to NA students was received from the Federal Food and Nutrition Service (FNS).

The Food and Nutrition Service (FNS) reviews a quarter of the state Quality Control (QC) investigations that are completed by the Office of Program Evaluation (OPE). When FNS disagrees with a QC finding, a Federal Finding is cited.

A Federal Finding was cited on a QC Review. The NA budgetary unit included the student, their spouse, and three common children under the age of six. The student and spouse shared responsibility for the care of the children. OPE determined that since the spouse was available to care for the children, the student did not meet the caretaker exemption requirement.

OPE received clarification from FNS on how to apply a student exemption when more than one responsible caretaker lives in the home.

FNS explained that every student, responsible for the care of a child under the age of 12 may be eligible for this exemption. The exemption applies for every dependent child per eligible NA student living in the home.

A single caretaker student meets the exemption when the student is responsible for a dependent child under age 12. When more than one responsible caretaker student lives in the same home with another responsible caretaker student, both students meet the exemption when there is more than one dependent child in the NA budgetary unit.

When an NA Student does not meet one of the NA Student Employment, Work Study, or Work Program requirements, review the NA Student Exemptions.

When a participant meets the Unfit for Work NA Work Requirement Exemption, consider the participant an NA Eligible Student. Key the ET Exemption Reason Code in the STUDENT EXEM field on SSDO.

For additional information on Federal Findings, review policy at [FAA6.F04G](#) titled QC Federal Findings-Overview.

Policy reference(s) revised due to this change:

FAA4.G04E.04 – [NA Student Eligibility-Exemptions](#) [Prior Policy](#)

Removed Warning and clarified caretaker exemption eligibility requirements when there are multiple students. (Effective for all applications received on or after 02/01/2021)

Change: Individual Development Account Procedures

EFFECTIVE DATE: For all applications received on or after 02/01/2021

This change was made to clarify the new procedures regarding Individual Development Accounts (IDA).

IDAs are no longer reported to the Policy Support Team and participants are no longer required to go through Bank of America to open an IDA.

An IDA is an interest-bearing savings account that allows eligible participants receiving both CA and NA to save money for any of the following:

- Education
- First Home Purchase
- Training
- Business Capitalization

When a participant reports having an IDA account, review the Individual Development Account Agreement (FAA-0257A) form with the participant. The FAA-0257A is to ensure that the participant understands the purpose and requirements of an IDA and to authorize FAA to verify IDA information from the financial institution. Upload the FAA-0257A to OnBase and, when possible give a copy to the participant.

The FAA worker discusses the anticipated use of the IDA with the participant in order to project future circumstances that may affect eligibility.

Verification and documentation must include the following:

- Name and branch of the financial institution

- Date the account was opened
- Current balance in the account
- All IDA financial institution statements received since opening of the account
- All IDA deposits, (including amounts, interest), and the source of the deposited funds
- All IDA withdrawals, including the manner and reason for the withdrawals
- The amounts that are not countable as a resource and the reason not countable
- The amounts that are countable as a resource and the reason countable
- The total accumulative deposits throughout the lifetime of the IDA

The FAA worker completes the following when determining whether IDA funds are countable or not countable as a resource:

- Reviews for status changes
- Reviews the history of deposits and withdrawals that have occurred
- Resolves any discrepancies between the participant's statements and the IDA financial account statements

Treat the IDA as a regular savings account when there is a break of one full month in CA or NA benefits or the IDA holder has been convicted of program fraud or an Intentional Program Violation.

Policy reference(s) revised due to this change:

FAA4.A05D – [Individual Development Accounts \(IDA\)](#)

[Prior Policy](#)

Revised to explain the purpose of an IDA and moved the rule out of the exception box. Added that both CA and NA must be active when determining whether an IDA is not countable as resource. (Effective for all applications received on or after 02/01/2021)

FAA4.A05D.01 – Individual Development Account (IDA) - Requirements

[Prior Policy](#)

Removed entire section. There is no longer an agreement with Bank of America for opening IDAs. (Effective for all applications received on or after 02/01/2021)

FAA4.A05D.02 – Individual Development Account (IDA) - Screening for Eligibility

[Prior Policy](#)

Removed entire section. There is no longer an agreement with Bank of America for opening IDAs. (Effective for all applications received on or after 02/01/2021)

FAA4.A05D.03 – Opening an Individual Development Account (IDA)

[Prior Policy](#)

Removed entire section. There is no longer an agreement with Bank of America for opening IDAs. (Effective for all applications received on or after 02/01/2021)

FAA4.A05D.04 – [Individual Development Account \(IDA\) - Renewals](#)

[Prior Policy](#)

Changed title from Monitoring the Individual Development Account (IDA). Revised this section to address requirements for renewals. Monitoring of IDAs during the approval period is not required. (Effective for all applications received on or after 02/01/2021)

FAA4.A05D.13 – Individual Development Account (IDA) Status Changes – Notifying Bank of America

[Prior Policy](#)

Removed entire section. There is no longer an agreement with Bank of America, this section is no longer applicable. (Effective for all applications received on or after 02/01/2021)

Change: When Do You Screen CA Applications for Grant Diversion?

EFFECTIVE DATE: For all applications received on or after 02/01/2021

This change was made to clarify policy on when to screen CA applications for Grant Diversion.

The Policy Support Team (PST) have added the answer to the following question, “When do you complete the Grant Diversion Screening Guide (FAA-1579A) form?”. The screening guide is filled out during the priors on every CA application and placed in the case file. The PST is currently revising this form to update the questions.

Policy reference(s) revised due to this change:

FAA5.D05 – [Grant Diversion - Overview](#)

[Prior Policy](#)

Clarified when the FAA-1579A is to be used when screening for Grant Diversion eligibility. (Effective for all applications received on or after 02/01/2021)

Change: DCS Fast Pass Applications

EFFECTIVE DATE: For all applications received on or after 02/01/2021

This change was made to policy since the Department Of Child Safety (DCS) Fast Pass applications have been moved from the Call Centers to the FAA Hospital Region

the San Centers to the FAA Hospital Region.

Effective 02/01/2021, the DCS Fast Pass application will be handled by the FAA Hospital Region. DCS has also contracted three agencies to assist them with the application process.

The following are the DCS licensed agencies:

- Jewish Family & Child Services
- Southwest Human Development
- Human Resource Training (HRT)

The new site code for DCS Fast Pass application is 171C.

Key one of the following in the UNIT and CASELOAD fields on CARC based on the status of the case:

- Kinship Foster Care Case Pending/No Show: UNIT K CASELOAD 01 (K-01)
- Pending Interview: P-01
- Pending Verification: V-01
- Expedite: X-01
- Authorized (Inform DCS or licensed agency Specialist): 5-55
- Denied/Closed: 7-77

Policy reference(s) revised due to this change:

FAA2.I04A – [DCS Fast Pass Application Process](#) [Prior Policy](#)

Added three agencies licensed to assist DCS with the Fast Pass application process. (Effective with all applications received on or after 02/01/2021)

FAA2.I04A.01 – [DCS Fast Pass – DCS or Licensed Agency Specialist Responsibilities](#) [Prior Policy](#)

Included licensed agency specialist in the DCS Specialist title and verbiage. (Effective with all applications received on or after 02/01/2021)

FAA2.I04A.02 – [DCS Fast Pass – FAA Responsibilities](#) [Prior Policy](#)

Added new site code and case load information (Effective with all applications received on or after 02/01/2021)

Reminder: Applications Received in an FAA Office

When an application is received in the FAA office, determine whether the application should be treated as a change.

For more information, see [FAA6.A02](#) in the CNAP Manual.

General Information: Job Participants Training Related Expenses (TRE) Reimbursement Payments

CA participants that are active in the Jobs program may receive a Training Related Expense (TRE) reimbursement payment. TRE reimbursements payments are paid to CA participants when they are participating in the Jobs program and have incurred expenses to participate. The TRE reimbursement payment is issued to households on their EBT card and displays on the EBT Transaction History.

The TRE reimbursement payment is not countable for NA and CA. Key TRE reimbursement payments on EAIC using the TR Earned Income Code.

Verification of the TRE reimbursement payment is displayed on the EBT Transaction History as follows:

CATE - JOBS TRE TANF Example:

12222020 20:09:07 UNKNOWN - AUT CATE 50XXXXXXXXXXXXXXXXX 80.00

CATX - TRE TANF Exempt Example:

12232020 05:00:00 UNKNOWN - AUT CATX 50XXXXXXXXXXXXXXXXX 80.00

CAAR - TRE at Risk Exempt Example:

12292020 20:09:07 UNKNOWN - AUT CAAR 50XXXXXXXXXXXXXXXXX 40.00

CATF - TRE Food Stamps Example:

12302020 05:00:00 UNKNOWN - AUT CATF 50XXXXXXXXXXXXXXXXX 40.00

CAFL - TRE FLSA Example:

01062021 20:09:09 UNKNOWN – AUT CAFL 50XXXXXXXXXXXXXXXXX 40.00

General Information: Forms Update

Changes to Forms – 01/23/2021 through 01/29/2021

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

Unity Forms in OnBase:

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