

What's Changed on 08/02/2021**What's Changed on 08/02/2021**

Reminder: Emergency Allotment \$95 Minimum Clarification

Reminder: Extension to Supplemental NA Benefits

General Information: Forms Update

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](#))

Reminder: Emergency Allotment \$95 Minimum Clarification

An [Urgent Bulletin](#) was emailed on 07/27/2021 to inform staff that, effective the benefit month of 04/2021, the agency is required to issue a minimum emergency allotment (EA) amount of \$95. (See [Urgent Bulletin](#) emailed 04/10/2020 for additional information regarding Supplemental NA benefits.)

NOTE When a household is eligible to receive an EA, \$95 is the minimum amount that can be issued per month. The \$95 is not 'in addition to' the EA amount.

For example, in 06/2021 the maximum NA allotment amount for a household of three is \$616; therefore, the following applies:

- A household of three that is already eligible for the maximum NA allotment amount of \$616 would receive the minimum EA amount of \$95.
- A household of three that is normally eligible for \$550 also receives an EA amount of \$95. (\$616 minus \$550 equals an EA amount of \$66. An additional \$29 of EA benefits are added because \$66 is less than the \$95 minimum.)
- A household of three that is normally eligible for \$450 receives an EA amount of \$166. (\$616 minus \$450 equals an EA amount of \$166. No EA benefits are added because the EA amount is higher than the \$95 minimum.)

Addressing Supplements

Elevate supplement requests through Region Management following normal procedures 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 but due to a change is now eligible for a benefit amount. The household is now eligible to receive an EA.
- NA benefits less than the NA maximum monthly allotment for the household size have been

authorized for a benefit month that is more than four months in the past (04/2020 through 12/2020)

What Does FAA Help Desk do to Confirm the EA Amount?

The EA amount is identified as *CMAX on FSBH for reporting purposes.

FAA Help Desk does not add the *CMAX amount when the household was in zero pay in a month within the FAA Systems 'catch-up' job. The 'catch-up' job is run monthly and goes back four months to issue any NA EA benefits that may not have been issued.

FAA Help Desk confirms the new amount the household would have received by adding the new allotment to the new *CMAX amount. When the new amount is less than or equal to what was already issued, no supplement is added. However, when the new amount is higher, the difference between the new amount and what was already paid is the supplement amount. When the new *CMAX amount is higher than the *CMAX amount already paid, the difference between the *CMAX amounts is reduced from the supplement and keyed separately as *CMAX for reporting purposes.

Reminder: Extension to Supplemental NA Benefits

An [Urgent Bulletin](#) was emailed on 07/29/2021 to inform staff that supplemental NA benefits, as mentioned in the [Urgent Bulletin](#) emailed 04/10/2020, have been extended through 08/2021. Households receiving benefits for the benefit month of 08/2021, excluding zero-pay households, will receive an emergency supplement.

NOTE AZSNAP participants also receive emergency supplements.

The supplement amount added to AZTECS by FAA Systems will be the higher of the following:

- The maximum monthly allotment for August for the household size minus the household's NA benefit amount for August
- A minimum supplement amount of \$95

The emergency supplements in August will be issued:

- On 08/03/2021 for cases with the last name starting with A-D
- With the household's regular NA benefits during the normal NA Monthly Issuance Cycle for cases with the last name starting with E-Z

NOTE The supplements are added to the EBT card by close of business on the issuance day and may not be on the EBT card first thing in the morning.

When reviewing the FSBH and FSIH screens, the emergency supplement will display separately from the household's regular August 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 08/2021 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 09/2021.

For changes that are processed for the months of 04/2020 through 08/2021 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 09/2021. The household must be mailed a Notice of Adverse Action (NOAA) for 09/2021. For changes that result in ineligibility for NA, timely action must be taken to close the case allowing for NOAA.

FAA Systems completes a 'catch-up' job each month going back four months to issue any NA emergency allotment (EA) benefits that may not have been issued. The most common scenarios for issuance during this 'catch-up' job are:

- Cases that are reopened after EA issuance
- Cases with older application dates that are processed after EA issuance

Do not create emergency supplements providing maximum monthly NA allotments for Do not create emergency supplements providing maximum monthly NA allotments for benefit months 04/2021 through 08/2021.

For examples on processing reported changes and supplements on UNAU, see the [Urgent Bulletin](#) emailed on 04/15/2020 and the [Urgent Bulletin](#) emailed on 07/27/2021 being aware of the following:

- The process was extended through the benefit month of 08/2021.
- The emergency supplements must be elevated through Region Management unless the change occurred during the 'catch-up' job duration which goes back four months (03/2021 through 08/2021).
- The allotment amount may be higher than the maximum NA allotment effective the benefit month of 04/2021; therefore, do not send an overpayment referral when the NA benefits for the household exceeds the maximum NA allotment due to the \$95 minimum supplement.
- For benefit month 01/2021 and ongoing, use the Thrifty Food Plan at [FAA6.J10](#) in the CNAP Manual to identify the maximum NA allotment amount.

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.
- NA benefits less than the NA maximum monthly allotment for the household size have been authorized for a benefit month that is more than four months in the past (04/2020 through 03/2021).

General Information: Forms Update

Changes to Forms – 07/24/2021 through 07/30/2021

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

Forms Archived from the Document Center

- No forms were archived from the Document Center