

What's Changed on 11/22/2021

[Change: NA Authorized Representative – Review Procedures](#)

[Reminder: Copying Cases Past the Current System Month](#)

[Reminder: Hopi and Pascua Yaqui YOEME Tribal TANF Interviews](#)

[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](#))

Change: NA Authorized Representative – Review Procedures

EFFECTIVE DATE: For applications received on or after 12/01/2021

The changes were made as a result of a recent Recipient Integrity Review completed by the Food and Nutrition Service (FNS). FNS indicated that FAA does not have policy and procedures that prevent an individual who is currently serving an NA disqualification for an IPV from acting as an authorized representative.

An individual disqualified from receiving NA due to an Intentional Program Violation (IPV) may not act as an NA authorized representative unless no other individual is available.

Individuals designated as an NA authorized representative must complete the following:

- Complete the authorized representative section on the Request for Authorized Representative (FAA-1493A) form or the Request for Authorized Representative (C034) notice.
- Check the appropriate box on the FAA-1493A form, or C034 notice to indicate whether they are currently serving an NA disqualification due to an IPV.
- Sign the form in the designated area.

NOTE When the PI has attested that the individual is the only one available to serve as the NA Authorized Representative on the FAA-1493A form or C-034 notice, the individual is not required to provide their date of birth.

FAA Staff must review the information to determine whether the individual selected as an authorized representative is serving a current NA disqualification due to an IPV. Determine whether the individual is eligible to act as an authorized representative as follows:

- When the selected authorized representative is currently serving an NA disqualification for an IPV, they are not eligible to act as the authorized representative unless the PI attested to the fact that no one else is available on the FAA-1493A form or C034 notice.
- When it is determined that the individual is not eligible to serve as an NA Authorized Representative, this must be documented in the case file.
- When the authorized representative states they are not currently serving a disqualification for an IPV, review information in AZTECS as follows:

Search on the Client Inquiry (CLIN) Screen using the individual's name and Date of Birth.

When the individual is keyed as DF in an active NA case, review AZTECS to determine whether they are disqualified for an IPV.

An IPV is indicated by an IP code displayed on the Program and Person Alerts (PRAP) screen.

- When the individual is serving a current disqualification period, inform the PI that the individual is ineligible to act as the authorized representative unless there is no one else who can serve as the authorized representative
- When the individual answers that they are not currently disqualified for an NA IPV they are eligible to serve as the authorized representative when one of the following occurs:

AZTECS data and case file documentation does not indicate the individual has been disqualified for an IPV.

The individual cannot be located in AZTECS.

Document the case file to indicate the individual is eligible to act as the NA authorized representative.

NOTE When the selected individual is currently serving a disqualification for an IPV and the PI names a different individual, the steps above must be repeated for the new individual.

Policy reference(s) revised due to this change:

FAA1.D05 – [Authorized Representatives - Overview](#)

[Prior Policy](#)

Clarified the policy to indicate that an individual cannot act as an NA authorized representative when they are currently serving a disqualification for an Intentional Program Violation unless no one else is available. (Effective for all applications received on or after 12/01/2021)

FAA1.D05B – [Authorized Representatives - NA](#)

[Prior Policy](#)

Added the requirement for FAA staff to review whether the NA representative is currently disqualified from receiving NA due to a disqualification for an Intentional Program Violation. (Effective for all applications received on or after 12/01/2021)

FAA1.D05B.01 – NA Authorized Representative – Disqualified Representative

[Prior Policy](#)

Removed reference as the policy is reviewed in other areas of the CNAP Manual. (Effective 11/22/2021)

Reminder: Copying Cases Past the Current System Month

This reminder is being issued due to an increase in the number of cases that are being copied past the Current System Month (CSM).

The CSM is the latest benefit month created by AZTECS at Monthly Rollover, which occurs on the last Saturday of each month.

For mass changes to be automatically implemented to all applicable cases in AZTECS, it is important all cases are in the CSM. The cases outside of the CSM will not be correctly affected when the mass change occurs.

Determine eligibility for all applicable months only up to the CSM. Known changes should not be worked past the CSM, instead, set an applicable ACTS alert so the change can be reviewed when the CSM changes. (See [Pre-defined Alert Type Codes](#))

Only copy cases past the CSM for the following reasons:

- It is necessary to determine benefits for a participant that is completing an early renewal
- Grant Diversion approval (CA only, NA must remain in CSM)
- Deauthorizing NA benefits in the third month when NAX is approved pending verification

For more information, see [Mass Changes](#) in the CNAP Manual.

Reminder: Hopi and Pascua Yaqui YOEME Tribal TANF Interviews

An [Urgent Bulletin](#) was emailed on 11/17/2021 to inform staff of an update to the amended [Urgent Bulletin](#) emailed on 11/16/2021, entitled Hopi Tribal TANF Interviews.

The 11/16/2021 bulletin guided FAA staff on the requirements of not waiving interviews for the Hopi Tribal TANF program. This bulletin provides a supplement to that guidance.

The Hopi and PY YOEME Tribal TANF programs are not waiving the Tribal TANF interviews. This change is effective immediately for any Hopi and PY YOEME Tribal TANF determinations completed on or after 11/17/2021.

General Information: Forms Update

Changes to Forms – 11/13/2021 through 11/19/2021

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