

**What's Changed on 12/27/2021**

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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: Able Bodied Adult Without Dependents (ABAWD) Policy**

EFFECTIVE DATE: For determinations made for the benefit month of 01/2022 and after

This change was made to inform FAA staff to make an ABAWD work requirement or an ABAWD exemption determination for all NA participants, for all interviews and reported change; 2022 starts a new three-year period, and about the 2022 ABAWD time limit waiver.

The able bodied adult without dependents (ABAWD) is limited to three months of NA benefits in three years unless the ABAWD participant meets an ABAWD work requirement or an ABAWD exemption.

On 01/01/2022, a new three-year period begins for ABAWD participants in Arizona. The three years continue without interruption until the end of the 36th month when FAA Systems assigns another three years. FAA Systems sets all ABAWD benefits counters to zero at the start of each three years.

The Food and Nutrition Service (FNS) approved an Arizona statewide ABAWD time limit waiver for 2022. Under this new waiver, the ABAWD participants can receive more than the three-month limit.

Starting on 01/01/2022 for all applications and changes, FAA workers need to determine the ABAWD status for all NA participants. FAA workers must complete the WERE screen according to each participant's circumstances.

When an ABAWD participant meets a work requirement, key in the EXPT RSN FS field on the WERE screen with one of the following Work Requirement Codes:

- EM - Meets the work requirement
- EM - Meets the definition of a seasonal migrant farmworker
- EM - Meets a good cause reason.
- EV - Unpaid work such as Voluntary and in-kind work
- WN - Active participant in the CA Jobs Program
- PC - Active participant in a work program

When an ABAWD participant does not meet a work requirement, key in the EXPT RSN FS field on the WERE screen with one of the following exemption codes:

- 1) Age - No code on WERE.
- 2) CH - Residing with a Minor Child (Under Age 18)
- 3) UF - Unfit for work
- 4) PG - Pregnant
- 5) Exempt from the NA Work Requirements
- 6) GE - Geographical: Only use the Geographical Exemption when the participant meets no other exemption. This exemption is active for the entire state during the 2022 ABAWD time limit waiver.

AZTECS displays an asterisk on WERE next to the participant's name when there is no month and year in the TI-BEGIN date on the CODF screen. To key the TI-BEGIN date on CODF for all applications and changes, complete the following:

- On the WERE screen, key Y next to a participant under the column, FED LIMIT DISPL in the FS field. Then press ENTER to access the CODF screen.
- Key the month and year (MMYYYY) of the first whole month of NA benefits issued on or after 01/01/2022 in the TI-BEGIN date field on CODF.
- Press Enter to return to the WERE screen.
- Repeat this process for each participant, one participant at a time.

After the TI-BEGIN date on CODF, key the appropriate ABAWD work requirement or exemption code for each participant.

For all applications during the interview, FAA Workers must have a conversation with the responsible person and review the case file to determine the ABAWD status for each NA participant. For changes, determine how the change affects the ABAWD work requirement or exemption for the participants.

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**Policy reference(s) revised due to this change:**

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FAA2.M11 – [NA Able Bodied Adult Without Dependents \(ABAWD\)](#) [Prior Policy](#)

Re-instate ABAWD work requirements policy and procedures for 2022 with the ABAWD waiver. (Effective for determinations made for the benefit month of 01/2022 and after)

FAA3.C01C.02 – [NA Work Requirements Good Cause Reasons](#) [Prior Policy](#)

Archived  
01/01/2022

Added Able bodied adults without dependents (ABAWD). (Effective for determinations made for the benefit month of 01/2022 and after)

FAA5.A02A.04 – [NA Work Requirement Exemption - Addiction](#) [Prior Policy](#)

Added direction for keying WERE for the ABAWD exemption. (Effective for determinations made for the benefit month of 01/2022 and after)

FAA5.A02A.06 – [NA Work Requirement Exemption - Caretaker](#) [Prior Policy](#)

Added direction for keying WERE for the ABAWD exemption. (Effective for determinations made for the benefit month of 01/2022 and after)

FAA5.A02A.07 – [NA Work Requirement Exemption - Refugee](#) [Prior Policy](#)

Added direction for keying WERE for the ABAWD exemption. (Effective for determinations made for the benefit month of 01/2022 and after)

FAA5.A02A.08 – [NA Work Requirement Exemption - Tribal](#) [Prior Policy](#)

Added direction for keying WERE for the ABAWD exemption. (Effective for determinations made for the benefit month of 01/2022 and after)

FAA5.A02A.09 – [NA Requirements Exemption-Student](#) [Prior Policy](#)

Archived  
01/01/2022

Added direction for keying WERE for the ABAWD exemption. (Effective for determinations made for the benefit month of 01/2022 and after)

FAA5.A02A.10 – [NA Work Requirement Exemption - Unemployment](#) [Prior Policy](#)

Added direction for keying WERE for the ABAWD exemption. (Effective for determinations made for the benefit month of 01/2022 and after)

**Change: SRP-MIC LEARN and Site Code 196C**

EFFECTIVE DATE: For all applications received on or after 12/27/2021

Changes have been made to the designation of Site Code 196C.

The Salt River Pima Maricopa Indian Community (SRP-MIC) Life Enhancement and Resource Network (LEARN), Site 196C only serves participants applying for or receiving SRP-MIC Tribal TANF benefits. The SRP-MIC Tribal TANF cases are processed in AZTECS by SRP-MIC LEARN tribal staff.

Site code 196C is no longer designated as an FAA Office. Nutrition Assistance with a pending or active SRP-MIC TANF case are to be processed by any FAA office that serves the participant's residential ZIP code area. When FAA works an NA case with a pending or active SRP-MIC Tribal TANF case the site code 196C must not be changed.

The 196C site code is now designated as a virtual DOTS location. The office now serving regular CA, NA, or MA participants living in the residential ZIP Code of 85203 is 757C.

New policy regarding the exchange of information between SRP-MIC and FAA has been added to the Cash and Nutrition Assistance Policy Manual.

For additional information see [FAA6.I07](#) titled, Salt River Pima Maricopa Indian Community LEARN (SRP-MIC LEARN).

### Policy reference(s) revised due to this change:

FAA6.I07 – [Salt River Pima-Maricopa Indian Community LEARN \(SRP-MIC LEARN\)](#) [Prior Policy](#)

Revised to clarify the Salt River Pima-Maricopa Community (SRP-MIC LEARN) Tribal TANF Program. Removed information that applies to only SRP-MIC LEARN eligibility staff. (Effective with all applications received on or after 12/27/2021)

FAA6.I07A – [Referral Process – SRP-MIC](#) [New Policy](#)

Created new reference for the application referral process between FAA and Salt River Pima-Maricopa Community LEARN. (Effective with all applications received on or after 12/27/2021)

FAA6.I07B – [Information Exchange – SRP-MIC](#) [New Policy](#)

Created a new reference for the information exchange between FAA and Salt River Pima-Maricopa Community LEARN policy. (Effective with all applications received on or after 12/27/2021)

### **Change: Third-Party Payroll Verification Sources**

EFFECTIVE DATE: Policy was clarified as of 12/27/2021

This change was made to clarify what Third-Party Payroll Verification Sources are and when they can be used to verify earned income information.

Third-Party Payroll Verification Sources include, but are not limited to the following:

- Corporate Cost Control (CCCVerify) when the employer is participating
- Verify Advantage (formerly known as VerifyDirect) when the employer is participating

Third Party Payroll Verification Sources are companies that provide employment information and can only be used as earned income verification in the following situations:

- When the employer only uses the third-party payroll verification source as its legal agent to provide payroll services or respond to inquiries about employee records
- When the third-party payroll verification source has a Data Sharing Agreement with DBME/FAA
- To verify information already provided by a participant (in writing or verbally) when the information is unclear or questionable

Examples of third-party payroll verification sources include but are not limited to any of the following:

- Equifax/EMVI
- Corporate Cost Control (CCCVerify)
- Verify Advantage (formerly known as VerifyDirect)

The types of earned income information verification provided by third-party payroll verification sources include, but are not limited to any of the following:

- Earned Income
- Hours worked
- How often paid
- Last day worked and last day paid
- Leave hours and pay

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#### Policy reference(s) revised due to this change:

FAA4.I05A – [Sources of Earned Income Verification](#)

[Prior Policy](#)

Added information on Third-Party Payroll Verification Sources regarding when they can be used. Removed examples of Third-Party Payroll Verification Sources and added them to the new definition reference. (Policy was clarified as of 12/27/2021)

FAA6.Q01T.05 – [Third-Party Payroll Verification Sources Definition](#)

New Policy

Added information on Third-Party Payroll Verification Sources and when they can be used. Provided examples of information that Third-Party Payroll Verification Sources may provide. (Policy was clarified as of 12/27/2021)

#### **Reminder: Employee Benefits Unit (EBU)**

When an employee has an NA or CA case, their case is assigned to the Employee Benefit Unit (EBU). The employee must contact the EBU to provide information, complete an interview, receive help, or to ask questions regarding their case. The customer service line cannot access a case assigned to the EBU.

The EBU can be contacted Monday through Friday, 8:00 am to 5:00 pm:

Phone: 1 (844) 493-8879

Fax: (928) 373-9223

Email: [FAAEmployeeBenefitUnit@azdes.gov](mailto:FAAEmployeeBenefitUnit@azdes.gov)

## Reminder: Interview and Telephonic Signature Waivers

An [Urgent Bulletin](#) was emailed on 12/22/2021 to inform staff that the interview and telephonic signature waivers are extended into January 2022 and are in effect until further notice.

An interview is required for all Hopi Tribal TANF applications. For more information regarding not waiving interviews for Hopi see the [Urgent Bulletin](#) that was emailed on 11/16/2021.

For more information regarding the Waiver of the Interview Requirement, see the amended [Urgent Bulletin](#) that was emailed on 10/01/2021.

For more information regarding the Telephonic Signature Waiver, see the [Urgent Bulletin](#) emailed 10/09/2020.

## Reformat Update

The CNAP and CNAP+ Manuals are going through a reformatting project to change the look and feel, move the Table of Contents out of an AZTECS roadmap flow, and reduce the number of references to make it easier to find what is needed. (For additional information regarding the new format, see the [Reformat Introductory Video](#)(mp4) or the [Reformat Introductory Transcript](#)(pdf).)

The ABAWD reference mentioned above has been added using the new page format.

## General Information: Forms Update

Changes to Forms – 12/18/2021 through 12/23/2021

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