

What's Changed on 02/21/2023**What's Changed on 02/21/2023**[Change: Interest Payments](#)[Change: Pascua Yaqui Sanction Notices](#)[Change: Child Care Stabilization Grant](#)[Reminder: QC District X Process](#)[General Information: Contracted Third-Party Non-Merit Staff Functions](#)[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 [What's Changed History](#) of the CNAP Manual.

The above list summarizes the information on this page. Each item listed above links to the corresponding section below.

The information on 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: Interest Payments

EFFECTIVE DATE: For interviews completed on or after 02/21/2023

The keying of interest payments in AZTECS is clarified.

Interest payments are considered unearned income and are treated differently based on how the income is received. Key interest payments using one of the following Unearned Income Codes on UNIN for the following cases:

- For NA-only cases, the IR ND Unearned Income Code
- For CA-only cases, key one of the following:
 - IR PY when the interest payment is countable
 - IR ND when the interest payment is not countable
- For NA and CA combination cases, key one of the following:
 - IR ND when the interest payment is countable for NA and not countable for CA
 - IR PY when the interest payment is countable for both NA and CA

Policy reference(s) revised due to this change:

FAA4.H03AA – [Interest Payments](#)[Archived 02/21/2023](#)

Revised for clarity when keying countable and not countable interest payments for NA and CA.
(Effective for interviews completed on or after 02/21/2023)

Change: Pascua Yaqui Sanction Notices

EFFECTIVE DATE: The CNAP Manual has been updated as of 02/21/2023

The procedure for first-time noncompliance is updated with the correct notice numbers.

FAA determines benefits for Pascua Yaqui (PY) Tribal TANF. When a participant fails to comply with any of the PY Personal Responsibility Agreement (PRA) requirements, the PY Tribal Yoemem Organization for Employment and Member Enhancement (YOEME) Services Compliance Office notifies FAA.

FAA reviews the sanction history on the PRAP screen in AZTECS to determine the sanction level of the noncompliance.

For a first-time noncompliance, staff sends the following notices:

- The PY YOEME Tribal TANF Requirement (A634) notice that informs the participant that they have 10 calendar days to comply.
- The PY YOEME 25% Sanction Warning (A633) notice when the participant fails to respond to the A634 notice. The participant has 10 calendar days to comply before a 25% reduction in benefits is incurred.
- The Your CA Will Be Cut 25% Tribal NEW-PY (A784) notice when the participant fails to respond to the A633 notice within 10 calendar days. Staff keys the Sanction Reason Code in the RSN field on the DISA screen in AZTECS for the correct sanction month. AZTECS reduces the CA benefits by 25%.

Inform the PY YOEME Services Office of any notices sent, or actions taken. Complete and email the Tribal Turn Around Document (TAD) (FAA-1125A) form to TANF-Yoeme@pascuayaqui-nsn.gov. When email is unavailable, fax the TAD to the appropriate PY YOEME office using the Fax Cover Sheet (FAA-1078A) form. YOEME office contact information is listed in [FAA6.M95](#) titled PY Tribal Yoemem Organization for Employment and Member Enhancement Services – Compliance Office.

See [FAA6.106D.10](#) titled Sanctions – Pascua Yaqui Tribal TANF for information on second-time and third-time noncompliance procedures.

Policy reference(s) revised due to this change:**FAA6.106D.10 – [Sanctions – Pascua Yaqui Tribal TANF](#)**[Archived 02/21/2023](#)

The notice numbers for sanctions were corrected for clarity. (The CNAP Manual has been updated as of 02/21/2023)

Change: Child Care Stabilization Grant

EFFECTIVE DATE: For eligibility determinations completed on or after 02/21/2023

The policy reference for Child Care Stabilization Grant (CCSG) has been revised to include information on when to budget CCSG funds as countable or not-countable income.

When a participant reports income from the CCSG, ask the participant what types of expenses are being paid with the funds provided by the CCSG.

When the participant uses the funds from the grant to pay business-related expenses, the income is not countable.

Business-related expenses include any of the following:

- Personnel costs
- Recruitment and retention costs
- Rent, mortgage, utilities, and insurance payments of the business
- Facility maintenance and improvements
- COVID-19 related expenses, including personal protective equipment and cleaning supplies
- Equipment and supplies to respond to COVID-19
- Goods and services necessary to maintain or resume childcare services
- Mental health support for children and employees
- Health and safety training for staff

When the participant uses the funds from the grant to pay non-business related expenses, the income is countable as self-employment.

Non-business related expenses include any of the following scenarios:

- The funds are used to pay for daily living expenses such as rent or mortgage.
- The amount of the funds received exceeds the amount of the actual expenses incurred. The excess amount is countable income.

More information regarding the CCSG is available at FAA4.J05F titled Child Care Stabilization Grant.

Policy reference(s) revised due to this change:

FAA4.J05C – [Babysitting](#)

[Archived 02/21/2023](#)

Added information regarding the Child Care Stabilization Grant (CCSG). (Effective for interviews completed on or after 02/21/2023)

FAA4.J05F – [Child Care Stabilization Grant](#)

[Archived 02/21/2023](#)

The CCSG policy reference has been revised to include guidance on the budgeting of CCSG assistance payments when it is determined that any portion of the income is used as a reimbursement. (Effective for interviews completed on or after 02/21/2023)

Reminder: QC District X Process

The Policy Support Team (PST) is issuing a reminder of the Quality Control (QC) District X (10) process and the right to request a District X for a QC error they believe was out of their control.

This is due to errors that are cited as a result of changes to the Standard Utility Allowance (SUA) and Limited Utility Allowance (LUA) policy.

When an FAA office is cited for an NA QC error is a result of the recent changes to the SUA and LUA policy implementations, the Region Program Manager (RPM) or designated staff of the FAA office may submit a District X request and the entity as PST.

All QC-100s received must be reviewed by the FAA office's RPM.

The RPM or designated staff submits a District X request and completes all of the following:

- Sends an email to the PST management at FAAPolicyMgmt@azdes.gov
- Copies all of the following on the email:
 - Program Administrator (PA)
 - Region Program Manager (RPM)
 - Office of Program Evaluation (OPE) at OPEManagement@azdes.gov
- Includes the following in the email:
 - The entity to which the region is requesting the District X transfer
 - An explanation of why the transfer is being requested
 - Sufficient documentation to support the request
 - CNAP Manual references

The QC-100 must be attached to the email.

Once a final decision is reached, an Interoffice Memo (IOM) is sent outlining the reason for the decision. The IOM is sent to all parties outlined in the policy.

See [FAA6.F04F](#) titled QC District X – Overview for more information on District X process.

General Information: Contracted Third-Party Non-Merit Staff Functions

Contracted Third-Party Non-Merit Staff are non-state employees who assist FAA with functions approved by the Food and Nutrition Service (FNS).

See [FAA6.Q01C.32](#) titled Contracted Third-Party Staff Definition, for a list of functions that non-merit staff perform.

General Information: Forms Update

Changes to Forms – 02/11/2023 through 02/17/2023

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

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials were created during the specified period

Forms Archived from the Document Center

- No forms were archived from the Document Center