

**What's Changed on 05/15/2023**

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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 [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: Participant's Statement Usage**

EFFECTIVE DATE: For participant statement verification used on or after 05/15/2023

In FAA1.C02A titled Providing Verification, the qualifier 'both' was incorrectly used in the lead-in sentence of the following bulleted list regarding use of the participant's statement and has been changed to 'any':

FAA uses participant statement verification when **any** of the following occur:

- Other attempts to obtain verification have failed.
- Obtaining documented or collateral contact verification may cause harm or undue hardship for the participant.

This qualifier changed because a participant's statement may be used when other attempts to obtain verification have failed. However, the statement can also be used when obtaining documented or collateral contact verification may cause harm or undue hardship for the participant. It is not required that both be true.

One word can change the entire meaning of a bulleted list. For more information about lead-in sentences and qualifiers, see [How to Read Lead-in Sentences](#).

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

**FAA1.C02A – [Providing Verification](#)**

No archive

Changed the FAA uses participant statement verification bulleted list lead-in sentence from 'both' of the following occur to 'any' of the following occur. (Effective for participant statement verification used on or after 05/15/2023)

**Clarification: EE ACTS Alert**

When an EE ACTS alert is generated for programs that are subject to Simplified Reporting, no action is required. Close the alert. Expenses Exceed Income (EEI) is reviewed at the budgetary unit's next renewal.

See [FAA6.A04B.26](#) titled Expenses Exceeds Income ACTS Alert (EE) for additional information regarding the EE ACTS alert.

**Clarification: Ten-calendar Day Information Request Action**

When additional information is required, the participant or authorized representative is allowed ten calendar days to comply with the required information.

When working an ACTS alert that requires additional information, extend the ACTS alert for the workday after the information due date.

When the ten-calendar day timeframe is expired and any mandatory verification is not provided, complete **one** of the following:

- For open cases, increase, decrease, or stop benefits for the effective month, depending on when the verification is received and when the action is taken.
- For NA initial or untimely renewal application, deny the application on the Timely Denial date.
- For NA timely renewal application, deny the application on the Timely Recert Denial date.

NOTE When the ten-calendar day due date and the Timely Denial date or the Timely Recert Denial date are the same, it is not necessary to wait until the end of the day or the next workday to deny the application. The application can be denied on the tenth calendar day.

**Reminder: Ending the Temporary NA Student Exemption**

The [Urgent Bulletin](#) emailed on 05/11/2023 informed staff that the COVID-19 Public Health Emergency (PHE) expired at the end of the day on 05/11/2023. Due to the ending of the PHE, the temporary NA Student Eligibility Exemption is no longer applicable for students.

The Pandemic Student (PS) Exemption Reason Code was created in response to the PHE which expanded the eligibility for students enrolled at least half-time in an institution of higher education (IHE) and who met **any** of the following conditions:

- Expected Family Contribution (EFC) of \$0 for the current academic school year.
- Determined eligible but not actively participating in a work study program during the current academic school year.

Participants can continue to receive the PS Exemption Reason under certain conditions. **All** of the following are considered:

- **New Applications**

The temporary student exemption can no longer be applied when a new application is filed on or after the 30th calendar day following the end of the PHE.

For example, the PHE ends 05/11/2023, the temporary student exemption can continue to be applied to new applications filed on or before 06/09/2023. When eligible, the student can continue to receive the exemption until the next renewal. Any new applications submitted 06/10/2023 or later are screened for a non-temporary NA student exemption.

When a budgetary unit is closed for failure to submit a renewal application (OR Denial Closure Reason Code) for the renewal period beginning 06/01/2023 and then submits an application within the 30 calendar days after the end of the prior approval period, the temporary student exemption can continue to be applied to the student.

For example, the PHE ends 05/11/2023, the budgetary unit was closed effective 05/31/2023 for failure to renew benefits for the renewal approval period beginning 06/01/2023. The budgetary unit then submits an application on 06/20/2023, the temporary student exemption can continue to be applied to the student until the next renewal.

Ineligibility is based on the application filing date, not the processing date.

- **Renewal Applications**

The temporary student exemption can no longer be applied when the budgetary unit's renewal approval period begins at least 30 calendar days after the end of the PHE.

For example, the PHE ends 05/11/2023, the temporary student exemption can continue to be applied to budgetary units with a renewal approval period beginning 06/01/2023. When eligible, the student can continue to receive the exemption until the next renewal. Budgetary units with a renewal approval period beginning 07/01/2023 or later are screened for a non-temporary NA student exemption.

Ineligibility is based on the date the budgetary unit applies for renewal, not the processing date.

- **Mid Approval Contact (MAC) Changes**

Adult students are not required to report changes in their student status on their MAC form. When the budgetary unit reports that a student is no longer eligible for the temporary student exemption after the end of the PHE, FAA must act on the reported change and the student is screened for a non-temporary NA student exemption.

When the budgetary unit does not report the change, the student would be eligible for the exemption until their next renewal.

For example, the PHE ends 05/11/2023 and the budgetary unit reports the student no longer meets the temporary student exemption, the student is screened for a non-

temporary NA student exemption. When the student is not eligible for an exemption, they are determined not eligible for NA benefits.

The PS Exemption Reason Code is no longer applicable for students who met any of the temporary conditions based on the application types listed above. FAA Systems has incorporated the application restrictions into AZTECS. When the PS Exemption Reason Code is used outside of the perimeters, the system displays an ERROR message on SSDO indicating the code is no longer valid for the student. The student needs to be screened for a non-temporary exemption.

For more information on whether an adult student is eligible to participate in the NA program, see the CNAP Manual reference at [FAA3.D01](#) titled Adult Student Eligibility for NA.

## General Information: Forms Update

Changes to Forms – 05/06/2023 through 05/12/2023

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