

What's Changed on 07/31/2023

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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: Collection of Overpayments Disclosure

A new Data Sharing Agreement (DSA) has been completed between FAA, the Office of Accounts Receivable and Collections (OARC), and the Arizona Department of Gaming.

The purpose of the DSA is to assist OARC with the collection of overpayments. Participants may have lottery winnings withheld to repay an established overpayment.

This information has been added to the CNAP Manual.

Policy reference(s) revised due to this change:

FAA1.C01B – [Right to Confidential Case Information](#)

[Prior Policy](#)

Revised policy to indicate that FAA shares the participants SSN with the Arizona Department of Gaming and the Office of Accounts Receivable and Collections. The SSN is shared to assist in the collection of overpayments. (Clarified as of 07/31/2023)

Clarification: Elderly Simplified Application Project

The procedure regarding the Elderly Simplified Application Project (ESAP) renewal process is clarified.

The ESAP Notice of Expiration (NOE) is sent to the ESAP budgetary unit when it is time to reapply. The ESAP Notice of Expiration (X091) notice includes the ESAP renewal application. The ESAP participant is required to complete and return the form or any official application to FAA to continue receiving benefits.

A renewal interview is not required. However, a renewal application cannot be denied without first attempting to schedule an interview.

When a renewal application is received, FAA reviews the application, case information, and system interface, and completes **one** of the following:

- Authorizes the benefits when eligible and no discrepancies are found between the application, casefile, and system interface.
- Sends the ESAP appointment notice when **one** of the following occurs:
 - The participant requests to be interviewed.
 - The information provided in the application, obtained from the casefile or system interface is questionable, discrepant or may result in ineligibility.

When a decision is reached that an interview is required, complete **all** of the following:

- Send the ESAP Appointment Notice (F046). The participant is allowed ten calendar days to contact FAA to complete the interview.
- Change the INTERVIEW DATE to the last day indicated in the F046 notice.
- Remove the Y in the COMPLETED field on INDA.
- Document the casefile with the reason why an interview is required.

When an interview is not completed by the eligibility determination time frame, the renewal application is denied. (See [Missed Interview](#)) for additional policy and procedure regarding missed renewal interview process.)

Clarification: LIBL and STBL Hardship Extension Limits

The CNAP Manual has been updated to clarify the number of times a participant can apply for and be approved for a hardship extension.

For LIBL and STBL hardship extensions, there is no limit to the number of times a participant can apply for and be approved for a hardship extension.

For more information on LIBL and STBL hardship extension policy, see [FAA2.M07](#) titled Lifetime Benefit Limit (LIBL) and State Benefit Limit (STBL) – Overview.

General Information: Forms Update

Changes to Forms – 07/22/2023 through 07/28/2023

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:

- Treatment Center Monthly Roster (FAA-620C) form

Newly created forms:

- Supplemental Pages for the Treatment Center Monthly Roster (FAA-0620D) form

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- No Marketing Materials were revised 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