

## What's Changed on 10/02/2023

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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: Semi-Monthly Income Budgeting Process**

EFFECTIVE DATE: For semi-monthly income budgeting completed on or after 10/02/2023

In order to make a semi-monthly budget more accurate, minor changes have been made.

When the last 30 days (last two consecutive pay periods) of semi-monthly pay are normal, use that pay to project the ongoing budget.

However, when one or more of the two semi-monthly pay periods are either lower or higher than normal, complete **all** of the following:

- Anticipate the budget month based on normal hours either per pay period or per week.  
NOTE When anticipating, previous pay received is not used except in the budget month that it is received.
- When the hours per pay period are provided, key the average hours per pay period and the

rate of pay for each pay period in AZTECS. AZTECS calculates the gross income amount.

- When weekly hours are provided, calculate the anticipated semi-monthly gross income by completing **all** of the following:

Determine the average work hours per week.

Multiply the average work hours per week by the hourly pay rate. This amount is the anticipated weekly gross income.

Multiply the anticipated weekly gross income by 4.3. This amount is the anticipated monthly income.

Divide the anticipated monthly income by two. (Drop the third number after the decimal point, when needed.) This amount is the anticipated semi-monthly gross income for one semi-monthly pay period.

Key the anticipated semi-monthly gross income and the rate of pay in AZTECS. AZTECS calculates the hours.

NOTE When the hours and rate are the same for each pay period, only one pay period needs to be keyed. AZTECS does the same mathematical procedure.

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

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FAA4.H02C.03 – [Procedure: Anticipating Semi-Monthly Income](#) (Staff only)

New

Changed procedure to always anticipate semi-monthly pay when one or more of the two semi-monthly pay periods are not normal. (Effective 10/02/2023)

**Change: Leave and Severance Pay**

EFFECTIVE DATE: For determinations completed on or after 10/02/2023

To reduce mathematical errors, it is no longer required to key leave and severance pay separate from the wages when the participant is still employed. However, leave pay when the participant is no longer employed has special keying procedures. (See [Leave and Severance Pay](#) for keying information.)

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

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FAA4.H01B.40 – [Leave and Severance Pay](#)

[Prior Policy 10/02/2023](#)

Changed procedure that leave pay while still employed no longer needs to be keyed separately in AZTECS. (Reference reformatted using the information from multiple income references.) (Effective 10/02/2023)

**Change: Changes to ABAWD Policy**

EFFECTIVE DATE: With all applications received on or after 10/01/2023

The statewide ABAWD time limit waiver ended on 09/30/2023. FAA staff must follow the policy and AZTECS keying procedures to correctly identify NA participants subject to the ABAWD time limits. FAA uses the script to review the ABAWD work requirements and time limits with all budgetary units containing one or more participant who does not meet an ABAWD exemption.

The NA Work Requirements and SNAP CAN Script (FAA-1786A) form now contains information relating to ABAWD. The script has been renamed the NA ABAWD and Work Requirements and

SNAP CAN Referral Script (FAA-1786A) form.

Starting 10/01/2023, **all** of the following changes have been made to the ABAWD policy and procedures:

- FAA staff must screen all NA participants 18 years of age through 52 years of age to determine whether the participant is subject to the ABAWD work requirements.
- The ABAWD age exemption is changing from 51 years of age or older to 53 years of age or older.
- The ABAWD geographical exemption applies to participants who reside in **any** of the following areas:
  - All American Indian reservations regardless of the county
  - All Arizona counties except Maricopa County

DBME Job Aids have been added to the CNAP policy for staff use.

As a reminder, new ABAWD exemptions have been added for **all** the following:

- Participants experiencing homelessness.
- Veterans who served in the United States Armed Forces, regardless of the discharge or release status.
- Former foster care youth 24 years of age or younger who was in the custody of foster care when they turned age 18, or a higher age when the maximum age for foster care is higher than 18.

All ABAWD exemptions can be verified using participant statement verification, unless questionable. When a participant claims an ABAWD exemption that is questionable, the participant has the primary responsibility for providing verification of the exemption. Examples of verification that can be used for ABAWD exemptions have been added to the CNAP Manual.

Policy has been added to the CNAP Manual to explain when a participant who has received three countable months of NA benefits may potentially qualify for additional months of NA benefits. Continued eligibility for NA benefits may be approved when any of the following apply:

- The ABAWD three-year period restarts on 01/2025
- The participant regains eligibility
- The participant qualifies for a three-month extension

A participant subject to ABAWD time limits can regain eligibility when an exemption or the work requirement is met. There is no limit to the number of times a participant can regain eligibility.

The participant may qualify for a one-time extension of three-months of NA benefits when the participant met the ABAWD work requirement and is no longer meeting the ABAWD work requirement.

For more information on ABAWD policies and procedures see **all** of the following CNAP references:

- FAA2.M09A titled [ABAWD Time Limits and Work Requirements](#)

- FAA2.M09B titled [ABAWD Exemptions and Tracking](#)
- FAA2.M09C titled [ABAWD Continued Eligibility](#)

Reference titles have changed. Please check your internet browser favorites and make needed changes.

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

FAA2.M09A – [ABAWD Time Limits and Work Requirements](#)

[Prior Policy 10/02/2023](#)

Title changed from ABAWD Eligibility and Requirements. Updated the geographical exemption, as the ABAWD time limit waiver expired 09/30/2023. Added information regarding the ABAWD time limit waiver. All American Indian Reservations are covered under the geographic waiver. Updated ABAWD reporting requirements. Moved Migrant seasonal farmwork exemption from ABAWD work requirements to NA Work requirements. Updated keying procedures for participants subject to ABAWD time limits. (Effective with all applications received on or after 10/01/2023)

FAA2.M09B – [ABAWD Exemptions and Tracking](#)

[Prior Policy 10/02/2023](#)

Title changed from Exemptions from ABAWD Work Requirement and Time Limit. Revised age exemption from 51 to 53. Updated the geographical exemption, as the ABAWD time limit waiver expired 09/30/2023. Beginning 10/01/2023 all areas of the state except Maricopa county are covered by the ABAWD time limit waiver. All American Indian Reservations are covered under the geographic waiver. Updated keying procedures for participants subject to ABAWD time limits. (Effective with all applications received on or after 10/01/2023)

FAA2.M09C – [ABAWD Continued Eligibility](#)

New Policy

Added a new section to include information related to ABAWD extensions, regaining eligibility, and the AZTECS counter display. (Effective with all applications received on or after 10/01/2023)

FAA6.B01 – [NA Work Requirement](#)

[Prior Policy 10/02/2023](#)

Added when a participant 18 through 52 years of age is a work registrant, the participant may be subject to the ABAWD time limits. (Effective with all applications received on or after 10/01/2023)

FAA6.B02 – [Supplemental Nutrition Assistance Program Career Advancement Network \(SNAP CAN\)](#)

[Prior Policy 10/02/2023](#)

Added to procedures that when the X640 notice has not automatically been sent, FAA sends the F040 NA Work Requirement notice. (Clarified as of 08/28/2023) Added instructions for provider determinations received for a participant subject to ABAWD time limits. (Effective with all applications received on or after 10/01/2023)

**Clarification: SSA Benefits**

Clarification is provided for the following Social Security Administration (SSA) benefits keyed on UNIN:

- Black lung benefits are countable as unearned income.

Key the SS OT Unearned Income Type Code in the TYPE and SUB TYP fields.

- Plan for Achieving Self Support (PASS) benefits are countable as unearned income. Key the SS OT Unearned Income Type Code in the TYPE and SUB TYP fields.

For more information, see [FAA4.H01B.69](#) titled Social Security Benefits.

### **Reminder: ABAWD Time Limit Notices**

The [Urgent Bulletin](#) emailed on 09/21/2023 informed staff that FAA Systems is mailing the NA Able Bodied Adults Without Dependents (ABAWD) Time Limit Notice (X635) to budgetary units containing participants that are subject to ABAWD time limits.

To prepare for the statewide ABAWD time limit waiver ending on 09/30/2023, FAA Systems is updating ABAWD Exemption Codes for all NA participants ages 18 through 52 years old. NA participants who do not meet an exemption and are not meeting the ABAWD work requirements are subject to ABAWD time limit rules beginning 10/01/2023.

The notice explains **all** of the following:

- The ABAWD time limit restricts the number of months a participant can receive NA benefits.
- The ABAWD exemptions and work requirements.
- Who in the budgetary unit is subject to the ABAWD time limit.
- When the participant meets an ABAWD exemption or the ABAWD work requirement, the included form should be completed and returned to FAA.
- A participant subject to ABAWD time limits will receive countable months beginning 10/01/2023.
- After receiving three countable months of NA benefits, the NA participant loses NA benefits unless they meet the ABAWD extension, ABAWD exemption, or the ABAWD work requirement.

When an NA participant contacts FAA regarding their ABAWD status, review WERE and complete **all** of the following:

- When a participant has GE in the EXPT RSN FS field on WERE, review the ABAWD exemptions to determine whether the participant meets any other exemption or the ABAWD work requirement.
- When a participant has NE in the EXPT RSN FS field on WERE, review the ABAWD exemptions to determine whether the participant meets an exemption or the ABAWD work requirement.
- Update the EXPT RSN FS field on WERE when needed.
- Review WORW for each participant with RA in the PAR/EXEM field.
- Determine whether a change needs to be made to the PAR/EXEM field on WORW for any of the participants on the case.

When the participant states they meet an ABAWD exemption, participant statement verification may be used, unless it is questionable. When the ABAWD exemption claimed is questionable, request verification of the exemption. When a participant subject to ABAWD time limits meets an exemption, apply the exemption that allows for the longest period.

NOTE The geographical exemption can only be applied when the participant doesn't meet any other exemption and lives in an area that is geographically exempt.

When the participant states they are meeting the ABAWD work requirement and the information is not already documented in the case file, request verification of the work requirement being met.

The new job aid titled Keying WERE for ABAWD is located on the DBME SharePoint. Use the job aid to assist in determining the correct keying procedure.

The Policy Support Team (PST) is in the process of updating **all** of the following ABAWD policies and keying procedures, which will be finalized by 10/02/2023:

- FAA2.M09A - [ABAWD Time Limits and Work Requirements](#)
- FAA2.M09B - [ABAWD Exemptions and Tracking](#)
- FAA2.M09C - [ABAWD Continued Eligibility](#)

[Reference titles have changed. Please check your internet browser favorites and make needed changes.](#)

#### **Reminder: ABAWD FAQs**

The [Urgent Bulletin](#) emailed on 09/26/2023 informed staff that Able Bodied Adults Without Dependents (ABAWD) time limits are returning to Arizona on 10/01/2023.

An NA participant is considered an ABAWD when they meet **all** of the following:

- Are age 18 through 52
- Not living with a child under the age of 18
- Physically and mentally able to work

The ABAWD time limit is a federal requirement that limits NA benefits for three full months in a three-year period. The ABAWD time limit does not apply to participants who meet **any** of the following exemptions:

- 17 years of age or younger
- 53 years of age or older
- Mentally or physically unfit for work
- Residing in an NA budgetary unit where a member is age 17 or younger
- Pregnant
- Homeless
- Veteran who served in the United States Armed Forces
- Former foster care youth 24 years of age or younger
- Living in a geographically exempt area (on an American Indian Reservation, or outside of Maricopa County)
- An NA work requirement exemption

It is critical that FAA staff follow the policy and AZTECS Keying procedures to correctly identify NA participants subject to the ABAWD time limits.

All ABAWD exemptions can be verified using participant statement verification, unless questionable. When a participant claims an ABAWD exemption that is questionable, the participant has the primary responsibility for providing verification of the exemption. Examples of verification that can be used for ABAWD exemptions have been added to the CNAP Manual.

The new Job Aid titled [Keying WERE for ABAWD – Job Aid](#) is located on the DBME SharePoint. Use the Job Aid to assist in determining the correct keying procedure.

As a reminder, please refer to **all** of the following recent updates, for more information regarding changes to ABAWD policy:

- What's Changed on 09/18/2023
- Urgent Bulletin titled ABAWD Time Limit Notices issued on 09/21/2023

All FAA staff must complete the mandatory CBT titled DEFA3010 – ABAWD, located in TraCorp, on or before 09/29/2023.

The Policy Support Team (PST) is in the process of updating **all** of the following ABAWD policies and keying procedures, which will be finalized by 10/02/2023:

- FAA2.M09A - [ABAWD Time Limits and Work Requirements](#)
- FAA2.M09B - [ABAWD Exemptions and Tracking](#)
- FAA2.M09C - [ABAWD Continued Eligibility](#)

Reference titles have changed. Please check your internet browser favorites and make needed changes.

#### **Reminder: NA Work Requirements Script**

An [Urgent Bulletin](#) emailed on 09/29/2023 informed staff that FAA must screen all NA participants 18 years of age through 52 years of age to determine whether the participant meets an exemption to the Able Bodied Adults Without Dependents (ABAWD) time limits.

The NA Work Requirements and SNAP CAN Script (FAA-1786A) has been renamed the NA ABAWD and Work Requirements and SNAP CAN Referral Script (FAA-1786A) and now contains information relating to ABAWD. The NA Work Registration pre-recorded script is being updated to include information related to ABAWD. Until further notice, FAA staff should use the FAA-1786A when a participant in the budgetary unit does not meet an exemption to NA Work Requirements or ABAWD time limits.

#### **Reminder: Potential Federal Government Shutdown**

An [Urgent Bulletin](#) emailed on 09/29/2023 informed staff that we are aware of a potential federal government shutdown.

If this federal government shutdown happens at midnight on September 30, 2023, there is no anticipated impact on the October 2023 SNAP or TANF benefits.

Additional information will be issued on Tuesday, October 3, 2023, **ONLY** if the federal government shutdown happens.

#### **Reformat Update**

The CNAP Manual is going through a reformatting project to complete **all** of the following:

- Change the look and feel by moving the Table of Contents out of an AZTECS roadmap flow.
- 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).

At this time, using Search may help with navigation. Anything that has been reformatted will generally show higher in the search results than references in the old format.

Everything about unearned, earned, educational, and self-employment income has been reformatted. The changes made toward the reformatting project effective this week are as follows:

- The following chapters have been removed and most of the information from these chapters has moved to FAA4.H titled Income Eligibility Factor:
  - FAA4.G titled Unearned Income Education (UNIE EDWO)
  - FAA4.H titled Unearned Income (UNIN UNIC)
  - FAA4.I titled Earned Income (EAIN EAIC)
  - FAA4.J titled Self-Employment Income (SEEI SEEW)
- Budgeting for all income types has moved to FAA4.H02 titled Income Budgeting (See [Income Budgeting](#) for everything about budgeting income.)
- Policy, procedures, and AZTECS keying procedures that are unique to specific income types have moved to FAA4.H01B titled Income Types.
 

(The income types are no longer separated. For example, there is now only one reference for Military Income that includes both unearned and earned income policy and procedures. See [Income Types](#) for a list of the specific income types listed in the CNAP Manual.)
- Requirements about income eligibility have moved to FAA4.H01A titled Income Eligibility Requirements. (See [Income Eligibility Requirements](#) for more information.)
- Any references discussing how to handle changes to income have moved to FAA6.A03 titled Effecting Changes. (See [Effecting Changes](#) for income change instructions.)
- The two references for 'Special Consideration of Income' have moved to Determining Benefits in FAA5. (See [Disqualified NA Participants Effect on the NA Benefit Amount](#) and [Whose Income Effects the CA Benefit Amount](#) for more information.)
- The financial eligibility factor about investigating how expenses exceed income (EEI) moved to its own chapter at FAA4.G. (See [Expenses Exceed Income](#) for EEI information.)
- The financial eligibility factor about strikers moved to its own chapter at FAA4.J. (See [Striker Eligibility Requirements](#) for more information about strikers.)
- The reference about how to handle self-employment resources moved to a new chapter titled Resource Eligibility Factor at FAA4.I. (See [Self-Employment Resources](#) for more information.)

See **any** of the following to help navigate through the income chapter:

- For staff, there are guidelines called 'What Budgeting Method to Use' found in the Procedures section of [Income Budgeting Basics](#) to help find the correct budgeting policy and procedure.



Budgeting has been broken into the following four categories:

- Projecting
- Anticipating
- Actual
- Averaging

The budgeting guide helps identify which of the categories to use for each budgeting situation.

- For staff, the main menu of each category includes a link to the corresponding procedures. For example, [Averaging Income](#) has a link to 'Procedure: Budgeting Self-Employment Income'.

<a href="#">Policy</a>
<a href="#">Procedures</a>
<a href="#">Verification</a>
<a href="#">AZTECS Keying Procedures</a>
<a href="#">Examples</a>
<a href="#">Legal Authorities</a>
<a href="#">Procedure: Budgeting Contract Income</a>
<a href="#">Procedure: Budgeting Educational Income</a>
<a href="#">Procedure: Budgeting Self-Employment Income</a>
<a href="#">Procedure: Budgeting Child, Medical, and Spousal Support</a>
<a href="#">Procedure: Budgeting Foster Care and Adoption or Guardian Subsidies</a>

- Links to the specific income types listed in the CNAP Manual are on the main menu of [Income Types](#). Also, there are links to the specific income types under **any** of the following income glossaries:

[Educational Income\(g\)](#)

[Earned Income\(g\)](#)

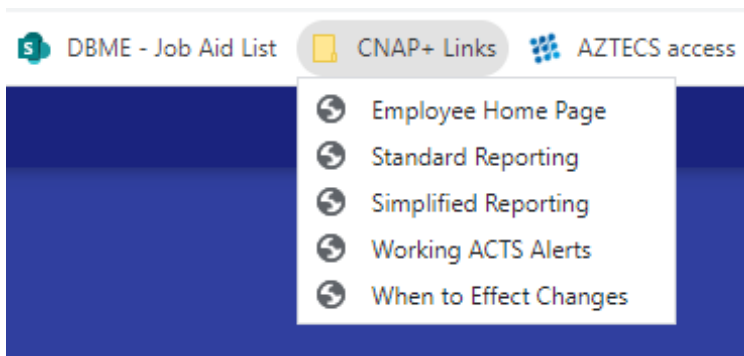
[Self-Employment Income\(g\)](#)

[Unearned Income\(g\)](#)

When it is known that the income is considered earned income, going to the earned income glossary may help identify and get to the needed income type reference faster.

- For staff, all AZTECS Frequency Codes are on one reference titled [Income Budgeting Frequency Codes](#).
- Want to see budgeting procedures, but don't want to leave the income type reference? Did you know that you can open another copy of the CNAP Manual by right clicking on any link? You can choose to open the link in a 'new window' or in a 'new tab' of your current internet browser.
- For staff, it is recommended to add internet browser favorites for frequently used CNAP+ Manual references that have been reformatted.

Example of CNAP+ Manual favorites in Google Chrome:



NOTE Do not add links to the references in the old format because they will move while under construction.

## General Information: Forms Update

Changes to Forms – 09/23/2023 through 09/29/2023

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.

Newly created forms:

- NA ABAWD and Work Registration and SNAP CAN Referral Script (FAA-1786A) (English)  
NOTE This replaces the NA Work Registration and SNAP CAN Script (FAA-1786A) (English)
- NA ABAWD and Work Registration and SNAP CAN Referral Script (FAA-1786A-S) (Spanish)  
NOTE This replaces the NA Work Registration and SNAP CAN Script (FAA-1786A-S) (Spanish)

Revised forms:

- Overpayment Pre-Hearing Summary/Discussion (FAA-1702A) form

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Don't Take a Chance...Report a Change! (FAA-1760A) poster (English)
- Don't Take a Chance...Report a Change! (FAA-1760A-S) poster (Spanish)
- Assistance Programs, What You Need to Know (FAA-0001C) (English)
- Assistance Programs, What You Need to Know (FAA-0001C-S) (Spanish)

Forms Archived from the Document Center

- No forms were archived from the Document Center