What's Changed on 02/26/2024

[Clarification: Full Month of Income Definition](#)

[Reminder: FAA Staff Must Use the CNAP+ Manual](#)

[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](#))

Clarification: Full Month of Income Definition

When a paycheck is received on or anticipated for all regularly scheduled pay dates during the calendar month, it is considered a full month of income.

For more information on how to budget income when less than a full month of income is received, see [FAA4.H02D](#) titled Actual Income.

Reminder: FAA Staff Must Use the CNAP+ Manual

There are two versions of the CNAP Manual. FAA staff must use the CNAP Plus Procedures (CNAP+) version of the manual to avoid procedural errors.

Shortly, the site codes with associated ZIP Codes are going to only be available in the CNAP+ Manual. The public must use the DES Office Locator webpage found at https://des.az.gov/find-your-local-office to find their nearest FAA office.

Use the information in the [Which is Which.pdf](#) to confirm that you are using the correct version of the CNAP Manual.

FAA Staff: A CNAP+ Manual shortcut has been placed on the desktop of FAA staff members. When you don't have a link to the CNAP+ Manual, send a Cherwell ticket requesting the CNAP+ Manual link be added to your desktop.

General Information: Forms Update

Changes to Forms – 02/17/2024 through 02/23/2024

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:

- No forms were created during the specified period

Revised forms:

- No forms were revised during the specified period

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials 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