

10 **Programs Administered by FAA - Overview**

Policy and procedures regarding programs administered by FAA are outlined as follows:

- [Cash Assistance \(CA\)](#)
[Supportive Services](#)
[Foster Care Cash Assistance](#)
[Two-Parent Employment Program \(TPEP\)](#)
[Grant Diversion \(GD\)](#)
- [Nutrition Assistance \(NA\)](#) formerly known as the Food Stamp (FS) Program

For policy and procedures regarding State Assistance programs, including Tuberculosis Control (TC), see [State Assistance](#).

A **Programs Administered by FAA - Cash Assistance (CA) - Overview**

[REVISION 49](#)

(01/01/21 – 12/31/21)

FAA is responsible for determining state CA eligibility and eligibility for some [Tribal TANF Programs](#). Policy and procedures outlined in the Tribal TANF Programs should be used to determine what actions must be taken for individuals living in a Tribal Service Delivery Area (SDA).

Deprivation for the dependent child is the primary eligibility factor for CA. When the dependent child is deprived of parental care or support, the [mandatory CA participants](#) with whom the child resides, may be eligible to receive CA.

The purpose of the CA program is to provide temporary cash assistance and [supportive services](#) to eligible participants included in the following groups:

- Single parents or caretaker relatives with dependent children under age 19 who are in their care
- Two parent budgetary units (See [Two-Parent Employment Program](#))
- Parents of a child who receives Supplemental Security Income (SSI)
- Nonparent caretaker relatives when a dependent child is placed in their custody (See [CA Foster Care \(FC\)](#))

- Refugees (See [Refugee Resettlement Program](#))

When CA participants have the potential to become self-supporting with a onetime payment, [Grant Diversion](#) (GD) must be offered as an option. All CA applications must be screened for potential GD eligibility. To screen for GD eligibility, use the Grant Diversion Screening Guide (FAA-1579A) form during the [priors](#) and place the form in the [case file\(g\)](#).

When the participant accepts or declines the GD option, one of the following must be completed, signed and retained in the case file:

- Grant Diversion Script and Applicant agreement (FAA-1410A) form
- GD Applicant Agreement and Script (A029) notice
- OnBase DBME Grant Diversion Unity form when the voice signature option is available

The amount of CA or GD benefit that may be received is based on [Federal Poverty Level \(FPL\) income standards](#).

CA benefits are accessed through the Electronic Benefit Transfer (EBT) process. EBT cards can be used as follows:

- Automated Teller Machine (ATM) to withdraw cash
- At a retailer's Point of Sale (POS) device to make purchases or request cash back
- Authorized online vendors to make purchases (See [FAA Pilot Programs\(g\)](#))

EBT cards cannot be used to purchase lottery tickets or to withdraw money from ATM or POS devices at the following locations:

- Liquor stores
- Casinos
- Horse or dog racing facilities
- Medical marijuana dispensaries
- Adult entertainment establishment

.03 Programs Administered by FAA - CA - Supportive Services

Participants who are ineligible for a cash payment due to specific policies, may be eligible to receive Supportive Services. Supportive

Services include the following:

- [Child Care Benefits](#)

NOTE Participants must work with Jobs Program staff who will refer them to the Child Care Administration.

- [Job Opportunities and Basic Skills Program \(Jobs\)](#)
- [Tribal Native Employment Works \(NEW\)](#)

NOTE The Jobs and NEW programs are education, training and employment programs. These services are provided free of charge to help each participant overcome long or short-term dependence on benefits.

.04 Programs Administered by FAA - CA Foster Care (FC)

Foster care is directed by the Department of Child Safety (DCS), a Tribal Court or a Tribal Child Welfare Agency.

The Comprehensive Medical and Dental Program (CMDP) is administered by DCS and pays the foster care medical bills.

FAA's responsibility is to share information with DCS and CMDP so they can decide whether a child is eligible for foster care.

.05 Programs Administered by FAA - CA Introduction to the Two-Parent Employment Program (TPEP)

The Two-Parent Employment Program (TPEP) is an employment program for financially needy families composed of both parents and their dependent child. TPEP assists the family with cash payments to help meet their needs until the parents return to work. (See [Two-Parent Employment Program](#) (TPEP) for policy and procedures)

.06 Programs Administered by FAA - CA Introduction to Grant Diversion

REVISION 48

(01/01/20 –12/31/20)

[Grant Diversion \(GD\)](#) is a nonrecurring lump-sum Cash Assistance (CA) benefit. The GD benefit is equal to three times the maximum monthly CA for which the budgetary unit would be eligible. The GD benefit provides financial assistance for an adult participant in securing full-time employment within the three-month GD period.

Participants may be eligible to receive GD when the participant has not received GD in the 12 months before the application month.

B Programs Administered by FAA - Combination Cases

An application may include a request for more than one program. When this occurs, the following apply to determining eligibility for combination cases:

- A single [official FAA application](#) may be used for multiple month determinations and multiple programs based on the participant's circumstances.
- A single interview is conducted for all FAA programs.
- The budgetary unit must provide information required for each program and is subject to the penalties of each program for false statements.
- Do not delay determining eligibility for a program for which all information and verification is available.
- When CA is authorized, only the portion intended for the budget month is counted as unearned income to the NA budgetary unit. Count CA intended for previous months as a lump sum.
- Count CA benefits when determining NA benefits.

When the amount and date of receipt of the CA benefit has not been determined and cannot be reasonably anticipated, treat receipt of CA as a change. (See [Changes Requiring No Notice for NA](#) for whether [NOAA](#) is required)

The amount and date of receipt of the CA benefit may be able to be anticipated but the benefit not available until a subsequent month. When this occurs, adjust the NA benefit according to the anticipated receipt of CA and inform the budgetary unit on the [NA Approval Notice](#).

11 Program Eligibility Factors - Overview

Eligibility for all programs requires specific eligibility requirements to be met, outlined as follows:

- [Eligibility Factors Table](#)
- [Mandatory Verification](#) for Program Requirements
- [Verification Process](#)
- [NA Categorical Eligibility](#) (Basic or Expanded)

12 Farmers' Market Project - Overview

Use of Arizona's Electronic Benefits Transfer (EBT) card at farmers' markets is

a collaborative effort. The intent is to help low-income people increase their access to healthy foods while building community and economic assets through FAA food production and distribution.

The Farmers' Market Project provides wireless Point of Sale (POS) terminals to EBT approved farmers' markets throughout Arizona. POS terminals enable NA participants to shop for NA eligible products with their EBT cards. The ability to shop at farmers' markets expands the participants' food choices. Participants also experience the additional benefits of shopping at a farmers' market.

Community Food Connection provides POS terminals and pays for monthly service fees and wireless charges to approved markets. Credit and debit cards can also be accepted; however, service fees for credit and debit cards must be covered by the market.

The following is the process for purchasing products from the farmers' markets:

- The NA participant shops for eligible NA items.
- The vendor writes the amount on a piece of paper.
- The NA participant then takes the paper to the POS terminal. (The POS terminal is operated by the market host or hostess).
- The NA participant swipes their EBT card through the terminal, takes their receipt to the vendor and collects their purchases.

The funds from the purchase go directly into the market's bank account. At the end of the market day, the market manager tallies up individual vendor sales in order to pay the vendors.

The Community Food Connection provides posters for the FAA office lobby and brochures for market locations.

For the web address for additional information regarding the Farmers' Market Project and for a list of EBT approved farmers' markets, see [Community Food Web Site](#).

13 Restaurant Meals Program

REVISION 25

(07/01/13 – 09/30/13)

The Restaurant Meals Program (also known as the hot meals program) is a Nutrition Assistance (NA) program that allows certain participants to use their Electronic Benefit Transaction (EBT) card to purchase prepared meals from participating restaurants. This may include the deli section of a participating

grocery store.

This program is available when all participants in the NA budgetary unit meet one of the following eligibility requirements:

- Disabled – (see [Elderly or Have a Disability - NA Special Considerations](#))
- Elderly – 60 years of age or older
- [Homeless\(g\)](#)

See [Meals Program Restaurants.pdf](#) for a list of participating Arizona restaurants and retailers.

ARCHIVED (Valid until 03/27/23)

B Arizona Simplified Nutrition Assistance Program (AZSNAP)



The AZSNAP project is designed to strengthen access to NA benefits for persons that are elderly and are receiving SSI.

Policy

Arizona Simplified Nutrition Assistance Program (AZSNAP) participants are required to meet **all** of the following:

- 65 years old or older
- Arizona resident
- Does not live in an assisted living facility or group home
- Receives the maximum Supplemental Security Income (SSI) amount (See [SSI Maximum Benefit Amount](#))
- Does not receive NA
- Lives alone or buys and prepares food separately from others

NOTE A spouse is a mandatory participant. When the participant lives with their [spouse\(g\)](#) they are not eligible for AZSNAP benefits, even when the spouse is also receiving SSI.

- Does not receive Tribal Food Distribution. (See [Food Distribution Program on Indian Reservations \(FDPIR\)](#) for additional information)

A monthly interface between FAA and the Social Security Administration (SSA) identifies participants who meet the above criteria. FAA mails the AZSNAP Application for NA notice and registers the application using the notice mail date. Instructions in the notice informs the participant where to return the completed AZSNAP application.

When no response to the notice is received, the application is denied on the 30th [calendar day\(g\)](#) and the Second AZSNAP Application for NA notice is sent to the participant allowing an additional 30 calendar days to respond. The application remains in denied status unless the participant responds to the notice during the second 30 calendar days.

Participants are not eligible for AZSNAP benefits when they are disqualified for, and not limited to, **any** of the following reasons:

- They are a fleeing felon
- They have a disqualifying drug conviction
- They have an intentional program violation

For a full list of disqualification reasons and how to have a disqualification removed, see [Disqualified Participants](#).

AZSNAP participants are not required to complete **any** of the following:

- An Interview
- Income verification
- Expense verification
- Report changes

A single lottery or gambling winning equal to or more than the winnings reporting amount must be reported. See [Winnings Reporting Amount](#) for the amount that is required to be reported.

AZSNAP participants do not qualify for expedited NA benefits.

Procedures

AZSNAP Procedures

When the participant responds to the AZSNAP Application for NA (X001) or the Second AZSNAP Application for NA (X002) during the second 30 calendar days (Days 31 to 60) the AZSNAP worker reverts the case to open and prorates the benefits to the first day of the month the notice being responded to is mailed.

When the participant returns either the X001 or X002 after the 60th calendar day, treat the application as a new AZSNAP application. The date the participant returns the X001 or X002 notice after the 60th calendar day is the new application date, and the proration date is the first day of the month that the notice is received by FAA.

When the participant submits the Application For Benefits (FAA-0001A), they are applying for regular NA benefits. The FAA-0001A cannot be used for AZSNAP benefit processing.

The AZSNAP participant can designate an authorized representative in writing on **any** of the following:

- The AZSNAP Application for NA (X001) notice
- The Second AZSNAP Application for NA (X002) notice
- The AZSNAP Renewal Application (X004) notice
- The AZSNAP Application (FAA-1740A) form
- The Authorized Representative Request (FAA-1493A) form
- Nutrition Assistance (NA) Authorized Representative Request (FAA-1826A) form
- Correspondence to the FAA

The AZSNAP process starts when a participant responds to the X001, X002 (new applications), or the X004 (renewal application) notice. Only the AZSNAP workers can determine the participant's eligibility and benefit amount.

When a participant contacts FAA to apply for AZSNAP benefits, complete **all** of the following:

- Verify the case is assigned to site code 845C on CARC. Do not transfer cases out of 845C.
- Review OnBase and NOHS in AZTECS to verify that the participant was sent an X001, or X002 new application notice, or an X004 renewal application notice.
- Discuss with the participant their option to apply for AZSNAP or regular NA benefits. Document the [casefile\(g\)](#) with the participant's choice.
- Ask the participant how much they are paying in monthly medical expenses.

AZSNAP does not allow medical expenses as a deduction. When the participant has more than \$35 in medical expenses, let them know they may be eligible for more benefits under the regular NA program. See [Elderly Simplified Application Project \(ESAP\)](#) for application instructions when all budgetary unit participants are 60 years old or older.

When the AZSNAP application notice is submitted in person at an FAA office, complete **all** of the following:

- Review the application to ensure all questions are answered and the application is signed
- Upload the application to OnBase, under Group: Applications /Document Type (X001, X002 or X004)
- Send an email to the AZSNAP unit at ahccsmss@azdes.gov that contains **all** of the following:
‘Uploaded AZSNAP Application’ in the Subject line
AZTECS case name, case number, and the date the application was uploaded in the body of the email

When a participant responding to an AZSNAP application notice contacts FAA and has not completed the application form, use the AZSNAP Application (FAA-1740A) form to complete **all** of the following:

- Ask the participant all the questions and record their responses.
- Obtain the participant's signature. (See, [Signing the Application and Other Documents](#) for acceptable signatures.)
- Upload the completed FAA-1740A to OnBase.
- Send an email to the AZSNAP unit at ahccsmss@azdes.gov that contains **all** of the following:
‘Uploaded AZSNAP Application’ in the Subject line
AZTECS case name, case number, and the date the application was uploaded in the body of the email

When a participant prefers to mail the AZSNAP application, provide them with **all** of the following address information:

- AZSNAP Unit
- PO Box 19009
- Phoenix, AZ 85005-9009

When the participant is applying for regular NA benefits, **all** of the following apply:

- Contact the AZSNAP unit at: (602) 774-5749.
- The AZSNAP worker denies the AZSNAP application and transfers the case out of site code 845C.
- Once the application is denied, register the application, using the application date of the X001 or X002 as the regular application date in HEAplus.
- Complete the regular NA application process.

When the participant is approved for AZSNAP **all** of the following apply:

- An Electronic Benefit Transfer (EBT) card is mailed to the participant.
- The participant is given a 36-month approval period.
- The AZSNAP Approval (F103) notice is sent. The notice states that the participant is not required to report changes but are encouraged to report changes of address and any change in shelter expenses.
- The participant receives a specific benefit allotment amount based on their shelter costs and utility allowance.
- Benefit allotments come in four tiers. (See [AZSNAP Allotment Amounts](#))
- When an alert is received for a change to an AZSNAP case, document the case file and alert the AZSNAP unit by telephone at (602) 774-5749 or email at ahccsmss@azdes.gov. When emailing the AZSNAP unit add **all** of the following:

In the subject line: 'Change to an AZSNAP Case'

In the body: Case name, Case number, what type of change it was, the date of receipt for the change alert and that the case file is documented.

- When the participant no longer meets the criteria for AZSNAP during the approval period, the AZSNAP worker terminates the benefits. The worker sends the AZSNAP Denial Closure (F203) notice letting them know their AZSNAP case is closed. The notice also lets them know that there is potential eligibility for regular NA benefits and how they can apply.
- Two months prior to the end of the 36-month approval period, the X004 notice is sent. The renewal application is not automatically registered. The AZSNAP unit registers the renewal application when the X004 notice is received and then completes the renewal process.

Legal Authorities

7 CFR 247.2(a)

FAA1.A Background and Introduction: 14 Arizona Simplified Nutrition Assistance Program (AZSNAP)

7 CFR 273.1(b)(2)

7 CFR 273.2(j)(2)(i)

7 CFR 273.10

7 CFR 274.3(c)(3)

7 CFR 281.2(c)(1)

Combined Application Project (CAP)

Waiver Arizona Supplemental Nutrition Assistance Program (AZSNAP), effective date
October 1, 2019

Prior Policy

last revised 1/17/2023

ARCHIVED (Valid until 03/27/23)

16 Elderly Simplified Application Project (ESAP)



A streamlined Nutrition Assistance application, verification, and approval process for the elderly.

Policy

The Nutrition Assistance (NA) Elderly Simplified Application Project (ESAP) is a demonstration project approved by the Food and Nutrition Service (FNS). The goal is to increase NA participation among the elderly population by streamlining **all** of the following processes:

- Application
- Interview
- Verification

All participants of the ESAP budgetary unit must meet **both** of the following:

- 60 years old or older
- No earned or self-employment income

NOTE In-kind is not considered income for ESAP. (See [In-kind Income](#) for the definition of in-kind income)

ESAP participants must meet the same eligibility requirements as NA participants who are elderly or have a disability. (See [Elderly or Have a Disability - NA Special Considerations](#) for additional information.)

In addition to special considerations for elderly participants, ESAP eligible budgetary units receive **all** of the following considerations:

- A 36-month approval period
- A Mid Approval Contact (MAC) is not required
- A renewal interview is not required unless **one** of the following occurs:
 - Requested by the participant, see [Interview Requirements](#) when the participant requests special accommodations
 - Prior to denying a renewal application
 - When information provided by the participant or authorized representative is [questionable\(g\)](#) or incomplete
- Assigned to Simplified Reporting (See [Simplified Reporting](#) for the types of changes that must be reported)
- Simpler and shorter ESAP Application (FAA-1821A)
- Designated ESAP telephone and FAX numbers for the interview and verification

(See [FAA Site Code 705C](#) for contact information)

ESAP participants are not eligible for benefits when disqualified for, and not limited to, **any** of the following:

- They are a fleeing felon
- They have a disqualifying drug conviction
- They have an intentional program violation

For a full list of disqualification reasons, see [Disqualified Participants](#).

ESAP Application

All official application forms submitted are screened for ESAP eligibility. (See [Application Requirements](#) for a list of acceptable applications.) The ESAP Nutrition Assistance Application (FAA-1821A) form is used for ESAP and is only used when applying for NA. The Application for Benefits (FAA-0001A) or the HEAplus online is completed, when **one** of the following applies:

- The NA participant is applying for other programs
- The NA participant is not eligible for ESAP

NOTE When an NA participant submits an ESAP application and is not eligible for ESAP, the ESAP application is used to preserve the application date.

All [new applications\(g\)](#) screened as eligible for ESAP must also be screened for potential eligibility for NA expedited services. (See [Requirements for NA Expedited Services \(NAX\)](#) for NA expedite criteria.) To comply with NA expedite time frames, the Expedited NA – Postponed Verification (F121) notice is sent when authorizing expedited benefits with postponed verification. (For policy and procedures regarding NA expedited services with postponed verification, see [NA Expedite Applications With Postponed Verification](#).)

ESAP Interview Process – New Application

An interview is required for all ESAP new applications. When an ESAP participant is not interviewed on the same day, the ESAP Appointment Notice (X096) is sent.

ESAP participants who do not complete an interview by the deadline provided in the appointment notice are responsible to contact FAA as soon as possible to complete their interview.

When an interview is not completed by the eligibility determination time frame, the application is denied. A new application is not required when an interview is completed by the 30th calendar day after the application is denied.

The ESAP Notice of Missed Interview (X036) is sent when the participant fails to complete an interview by the deadline provided by the X096.

ESAP Interview Process – Renewal Application

The ESAP Notice of Expiration (NOE) is sent when it is time to reapply. (See [NA Notice](#)

[of Expiration](#) for the NOE mail date.)

The ESAP Notice of Expiration (X091) notice includes the ESAP renewal application. The ESAP participant must complete and return the form or any official application to FAA to continue receiving benefits.

FAA reviews the renewal application. An ESAP renewal interview is not required when the information in the application matches the information obtained from system interface. An interview may be required when the information or verification provided by the participant or authorized representative is questionable or discrepant. FAA sends the ESAP Appointment (F046) notice requesting the participant to contact FAA to complete an interview.

FAA does not deny a renewal application without first attempting to schedule an interview unless the ESAP budgetary unit is obviously ineligible based on the information on the renewal application.

ESAP Changes/Conversions

Changes in circumstances may be reported by the budgetary unit, through systems reports or reported by a third-party. For polices on changes, see [When to Effect Changes](#)).

Changes in budgetary unit composition, age (turning 60), earned income, or self-employment income may result in **one** of the following conversions:

- From regular NA to ESAP. When the budgetary unit is now eligible for the considerations offered by ESAP, **all** of the following applies to the budgetary unit:
 - The budgetary unit retains its approval period
 - No longer required to complete the MAC
- From ESAP to regular NA. When the budgetary unit is no longer eligible for ESAP considerations, **all** of the following applies to the budgetary unit:
 - Retains the 36-month approval period
 - Requires completion of the Mid Approval Contact (MAC) (For additional information, see [NA 36-Month Approval Period MAC Requirement](#).)

ESAP Categorical Eligibility

When an ESAP budgetary unit is NA categorically eligible, all participants who are included and eligible to receive NA are categorically eligible. ESAP categorical eligibility includes **each** of the following household types:

- ESAP Basic Categorical Eligibility (ESB) (See [Basic Categorical Eligibility](#) on how basic categorical eligibility is determined)
- ESAP Expanded Categorical Eligibility (ESE) (See [Expanded Categorical Eligibility](#) on how expanded categorical eligibility is determined)
- ESAP Regular (ESA)

NOTE NA Categorical Eligibility (Basic or Expanded) does not exist when a participant is disqualified for participation.

Procedures

Identifying ESAP Cases

When NA benefits are authorized, an ESAP case displays **both** of the following:

- An ES in the FS TYPE field on CAP2
- An ESB, ESE, or ESA in the HOUSEHOLD TYP field on FSBH

ESAP Notices

The following notices are used for the ESAP Project:

- ESAP Appointment Notice (F046 or X906)
- ESAP Approval Notice (F125)
- ESAP Conversion to NA (F712)
- ESAP Mass Conversion Notice (X038)
- ESAP More Information is Needed (F013)
- ESAP NOE with Renewal Application (X091)
- ESAP Notice of Missed Interview (X036)
- ESAP Renewal Approval (F126)
- NA Conversion to ESAP (F711)

NOTE When the required notice is not listed above, send the regular NA notice. For notice listing, see [Notice List-Overview](#).

ESAP Interview

An interview is required for all ESAP [new applications\(g\)](#). When an ESAP participant is not interviewed on the same day, AZTECS sends the ESAP Appointment Notice (X096) through the [TIPS transfer\(g\)](#) process and assigns the case to 705C. AZTECS sends the ESAP Notice of Missed Interview (X036) when an interview is not completed by the deadline provided in the X096 notice.

A renewal interview is not required, unless the information provided on the application or from system interface is questionable, incomplete, or discrepant. A renewal application cannot be denied without first attempting to conduct an interview, unless the budgetary unit is obviously ineligible based on the information provided on the application.

When completing a renewal determination complete **all** of the following:

- Review the renewal application
- Update AZTECS, when needed
- Review system interface

- When the budgetary unit is obviously ineligible based on the information provided on the application, complete **all** of the following:

Deny the renewal application using the appropriate Denial Closure Reason Code. (See [Denial Closure Reason Reference Links](#) for the applicable Denial Closure Reason Code.)

Send the applicable notice

Document the [casefile\(g\)](#)

- When the budgetary unit is potentially eligible, complete **either** of the following:

When the information provided on the application matches the information obtained from the system interface, complete **all** of the following:

- Authorize the NA benefits
- Send the ESAP Renewal Approval (F105) notice
- Assign the case to site code 705C

When the information provided on the application or information obtained from the system interface is questionable, incomplete or discrepant, attempt to contact the participant and complete **either** of the following:

- When contact with the participant is successful and all discrepancies are clarified, complete **all** of the following:

Authorize the NA benefits

Send the ESAP Renewal Approval (F105) notice

Assign the case to site code 705C

- When the attempt to contact the participant is unsuccessful, send the ESAP Appointment (F046) notice.

NOTE AZTECS sends the X036 notice when an interview is not completed by the deadline provided in the F046 Notice

ESAP Changes/Conversions

Changes in budgetary unit's composition, earned income, self-employment income, or age (turning 60) may result in **one** of the following conversions:

- From regular NA to ESAP. When this occurs, complete **all** of the following:

Redetermine benefits

Send the appropriate change notice allowing for [NOAA\(g\)](#)

Send the NA Conversion to ESAP (F711) notice

Assign the case to 705C

- From ESAP to regular NA. When this occurs, complete **all** of the following:

Redetermine benefits

Send the appropriate change notice allowing for NOAA

Send the ESAP Conversion to NA (F712) notice

When the change causing the conversion is processed before the 17th month of the 36-month approval period, add a free form alert for the first workday of the 17th month. Type ESAP TO REGULAR MAC SEND F027 as the reason for the alert. (See [Adding Free From Alerts](#) for instructions.)

NOTE Do not set the alert when the change causing the conversion is processed during or after the 17th month. (See [How to Determine the 17th Month](#) (pdf 99 kb))

Assign the case to the appropriate site code

AZTECS ESAP Determination

AZTECS determines ESAP eligibility by **either** of the following:

- Caseload
- Food Stamp Allotment Determination (FSAD). When an NA case is keyed, AZTECS completes **all** of the following:
 - Reviews the date of birth and participation codes of all persons in the case
 - Reviews the earned and self-employment screens

AZTECS determines whether the NA case meets ESAP eligibility when **all** of the following are met:

- All persons in the case, regardless of the participation codes, are age 60 or older
- No income is keyed in EAIN
- No income is keyed in SEEI except for in-kind income

For AZTECS to make a correct determination, delete any optional or non-participants from the case. Do not use the participation code of OU to remove these participants. (See [FUNCTION 5. DELETE CLIENT FROM PROGRAM](#) for instructions on how to delete a person from a program).

NOTE Do not delete an ineligible student. Use the participation code of OU to remove these participants.

When an NA case meets ESAP eligibility, **both** of the following occurs when the case is processed through FSAD:

- A 36-month approval period is assigned
- The budgetary unit is assigned to simplified reporting

Specialized ESAP Unit

FAA Site Code 705C is designated as the ESAP Unit. Assigning all ESAP cases to 705C is important to ensure case maintenance is assigned to the correct workload. Case maintenance includes **all** of the following:

- Working ACTS Alerts
- Processing renewal applications
- Processing changes

ESAP Eligibility is Discovered During an Interview

When ESAP eligibility is discovered during the interview, complete the interview. Educate the participant about ESAP and the considerations offered by the project. Complete **one** of the following:

- When additional verification is needed, send the ESAP More Information (F013) notice allowing 10 calendar days for the participant to provide the information. Assign the case to Site Code 705C.
- When no additional verification is required and the budgetary unit is eligible, complete **all** of the following:
 - Authorize the NA benefits.
 - Send either the ESAP Approval Notice (F125) or the ESAP Renewal Approval (F105) notice.
 - Assign the case to Site Code 705C.
- When the budgetary unit is not eligible, complete **all** of the following:
 - Deny the application using the appropriate Denial Closure Reason Code.
 - Send the appropriate denial notice.
 - Assign the case to the appropriate site code.

Verification

System interface and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have identified the participant has already verified the eligibility factor.

When system interface is unable to verify eligibility factor, the ESAP Demonstration Project allows the use of participant statement verification unless the statement is unclear, questionable, or discrepant.. Documentation must support the use of a participant's statement.

Verification required is determined by the eligibility factor or expense being verified. For the ESAP Demonstration Project, participant statement verification can be used as the primary source of verification for **any** of the following:

- Identity
- Income
- Shelter expenses
- Telephone expense
- Utility expenses

AZTECS Keying Procedures

When it is determined that the case is an ESAP eligible, assign the case to site code 705C by keying 705 in the SITE CODE field on CARC. When it is determined that the case is not ESAP eligible key on CARC the site code that serves the participant's residential ZIP Code.

When a renewal interview is needed, send the ESAP Appointment (F046) Notice and complete **all** of the following:

- Change the INDA INTERVIEW DATE to the last day of the date indicated in the F046 Notice
- Remove the Y in the COMPLETED field

When an ESAP participant is working in exchange for room, board or other needs, complete **all** of the following:

- Key Y in the WS field to access EAIC
- Type the name of the person on the EMPLOYER field the participant is performing the in-kind work for
- Key IK in the INC TYPE field
- Key the frequency in the FREQ field
- Key the date the participant is paid in the DATE PAID field
- Key the number of hours the participant spends performing the in-kind work in the HOURS field
- Key the value of the in-kind work in the GROSS AMOUNT field
- Press ENTER. AZTECS automatically fills the HR. RATE field

HEAplus Procedures

All paper applications received are data entered into HEAplus to allow for automatic interface with the federal and state hubs.

Legal Authorities

ESAP Demonstration Project Waiver

7 CFR 273.12(a)(5)(i)

[Prior Policy](#)

last revised 11/28/2022