

## 05 Policy Dissemination Process – Overview

**REVISION 46**  
(01/01/18 - 12/31/18)

The [Policy Support Team](#) (PST) is responsible for coordination of policy changes with revisions to the Cash and Nutrition Policy (CNAP) Manual.

Situations arise between revisions that require staff to be issued immediate notification from the PST.

Prior to 11/04/2019, this information is disseminated to staff via the following broadcasts:

- Policy Change Alerts (PCA)
- News Flash (NF)
- Check This Out! (CTO)
- HEAplus Updates

Effective 11/04/2019, this information is disseminated to staff via the [What's Changed](#) page in the CNAP Manual.

The information disseminated by the use of these types of communication is time sensitive. (See [Broadcasts](#) and [What's Changed History](#))

Staff have the responsibility for ensuring that they are aware of and understand current and changing policy.

Office Managers and Supervisors are responsible for all of the following:

- Ensuring all broadcasts are reviewed and discussed with office staff within one month from the date of issuance.
- Clarifying, explaining and, when necessary, elevating unclear or incomplete information through the Region liaison.
- Obtaining written confirmation on the Policy Dissemination Review/Training Confirmation ([FAA-1215A](#)) form, acknowledging receipt and review of all broadcasts within one month from the date of issuance.