

What's Changed on 02/22/2021**What's Changed on 02/22/2021**

Change: Job Participants Training Related Expense (TRE) Reimbursement Payments

Change: Emergency Rental Assistance Program

Change: Grant Diversion Cases Must Be Reviewed the Next Business Day.

Reminder: Definition of an Institution Clarified

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 [FAA6.R01](#) of the CNAP Manual.

The above list summarizes the information on this page. Within the CNAP Manual, each item listed above links to screens below. 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: Job Participants Training Related Expense (TRE) Reimbursement Payments

EFFECTIVE DATE: For eligibility determinations completed on or after 02/22/2021

This change was made to identify the types of TRE reimbursements for Job participants and where the verification can be found.

CA participants that are active in the Jobs program may receive a Training Related Expense (TRE) reimbursement payment. TRE reimbursements payments are paid to CA participants when they are participating in the Jobs program and have incurred expenses to participate. The TRE reimbursement payment is issued to households on their EBT card.

The TRE reimbursement payment is not countable for NA and CA. Key TRE reimbursement payments on EAIC using the TR Earned Income Code.

Verification of the TRE reimbursement payment is displayed on the EBT Transaction History as follows:

CATE - JOBS TRE TANF Example:

12222020 20:09:07 UNKNOWN - AUT CATE 50XXXXXXXXXXXXXXXXX 80.00

CATX - TRE TANF Exempt Example:

12232020 05:00:00 UNKNOWN - AUT CATX 50XXXXXXXXXXXXXXXXX 80.00

CAAR - TRE at Risk Exempt Example:

12292020 20:09:07 UNKNOWN - AUT CAAR 50XXXXXXXXXXXXXXXXX 40.00

CATF - TRE Food Stamps Example:

12302020 05:00:00 UNKNOWN - AUT CATF 50XXXXXXXXXXXXXXXXX 40.00

CAFL - TRE FLSA Example:

01062021 20:09:09 UNKNOWN – AUT CAFL 50XXXXXXXXXXXXXXXXX 40.00

Policy reference(s) revised due to this change:

FAA4.I03L– [Training Related Expense Income](#) [Prior Policy](#)

Added verification of the TRE reimbursement payment and moved WARNING to a note. (Effective for all eligibility determinations completed on or after 02/22/2021)

Change: Emergency Rental Assistance Program

EFFECTIVE DATE: With all applications received on or after 02/23/2021

This change was made to notify staff of the launch of the Emergency Rental Assistance Program.

The Consolidated Appropriations Act of 2021 (PL116-260) provided additional funding and the expansion of an Emergency Rental Assistance Program (ERAP).

The ERAP makes available \$492 million to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. The funds are provided directly to States, U.S. Territories, local governments, and Indian tribes. These agencies will use the funds to aid eligible households through existing or newly created rental assistance programs. DES is administering a new rental assistance program as allowed under the Consolidated Appropriations Act and will begin accepting applications starting February 23, 2021.

Available Assistance

Eligible households may receive up to 12 months of assistance, plus an additional three months when the agency determines

the extra months are needed to ensure housing stability and grantee funds are available. Assistance must be provided to reduce an eligible household's rental arrears before the household may receive assistance for future rent payments.

Eligibility Criteria

An "eligible household" is defined as a renter household in which at least one or more individuals meets the following criteria:

- Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19
- Demonstrates a risk of experiencing homelessness or housing instability
- Has a household income at or below 80 percent of the area median

Rental assistance provided to an eligible household should not be duplicative of any other federally funded rental assistance provided to such a household. Households and landlords should not submit applications for assistance under this program to any other agency.

The payment of existing housing-related arrears that could result in the eviction of an eligible household is prioritized. Eligible households that include an individual who has been unemployed for 90 days before the application for assistance, and households with income at or below 50 percent of the area median are also prioritized for assistance.

Household income is determined as either the household's total income for the calendar year 2020 or the household's monthly income at the time of application. For household incomes determined using the latter method, income eligibility must be redetermined every three months.

Impact on Eligibility

This assistance is not countable as income or a resource for any other state or federal assistance program.

Application Process

An application for rental assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household. Households and landlords located within the 12 partnering counties must apply through the ERAP, established by DES, at des.az.gov/ERAP. In general, funds will be paid directly to landlords and utility service providers. When a landlord does not wish to participate, funds may be paid directly to the eligible household.

Keying Process

Key ERAP funds on UNIN. Key UI in the TY field and OX in the SUB TYP field. Document the case file with the following:
Budgeted HR 133 Emergency Rental Assistance

Additional Resources – When it becomes necessary to educate an applicant or participant on related topics, the following resources may be useful:

- [Short-Term Crisis Services \(STCS\) Program](#)

- [Community Action Agencies](#)
- [Utility Assistance](#)
- [211 Arizona](#)

Policy reference(s) revised due to this change:

FAA4.H03E.22 – [Emergency Rental Assistance Program](#)

New Policy

Added new policy for the Emergency Rental Assistance Program. (Effective with all applications received on or after 02/23/2021)

Change: Grant Diversion Cases Must Be Reviewed the Next Business Day.

EFFECTIVE DATE: For eligibility determinations completed on or after 02/22/2021

This change was made to clarify the actions taken by staff during the processing of Grant Diversion (GD) benefits.

A Supervisor or Office Manager releases the GD benefits and the CA Grant Diversion Approval (A111) notice from hold on the BENH screen. AZTECS mails the A111 notice the next business day. AZTECS also auto-releases GD benefits and the A111 notice on the fifth day of benefit hold or 45 days from the CA application date, whichever comes first.

To avoid the auto release, the Supervisor or Office Manager must review and approve the GD benefits no later than the next business day after the completed case was placed on the tracker by the worker.

GD policy has been clarified to avoid unnecessary requirements for workers, and to reflect the actions taken by the AZTECS system.

Policy reference(s) revised due to this change:

FAA5.D05B – [Grant Diversion \(GD\) Process](#)

[Prior Policy](#)

Clarified GD benefit release process. (Effective for eligibility determinations completed on or after 02/22/2021)

FAA5.D05C – [Grant Diversion \(GD\) Keying Procedures](#)

[Prior Policy](#)

Clarified GD keying process. (Effective for eligibility determinations completed on or after 02/22/2021)

Reminder: Definition of an Institution Clarified

An institution is a facility that provides housing and the majority of three meals daily for residents as normal services.

Residents of the following institutions are potentially eligible to participate in the NA program:

- Federally subsidized housing for the elderly
- Drug and alcohol treatment centers
- Domestic violence emergency shelters
- Group Living Arrangement facilities
- Shelters for homeless persons

When a participant resides in an ineligible institution, they are not qualified to participate in the NA program.

For more information, see [FAA2.J06G](#) in the CNAP Manual.

General Information: Forms Update

Changes to Forms – 02/13/2021 through 02/19/2021

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:

- Disaster Nutrition Program (FAA-1359) Packet
- Tribal FAA – Turn Around Document (TAD) (FAA-1125A) form

Newly created forms:

- No forms were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Authorized Representative – Rights & Responsibilities (FAA-1492A) pamphlet (English)

NOTE English pamphlets are available in the warehouse