

## What's Changed on 01/03/2022

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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 [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: Battered Noncitizen Policy**

EFFECTIVE DATE: Policy was clarified as of 01/03/2022

The Policy Support Team (PST) has clarified what makes a qualified and eligible battered noncitizen potentially eligible for Cash and Nutrition Assistance benefits.

To be a qualified battered noncitizen, they must have a Prima Facie determination petition, approved or pending, for immigration status in one of the following categories:

- Form I-130 (Petition for Alien Relative) filed by their spouse or the child's parent
- Form I-130 petition as a widow(er) of a U.S. citizen
- Self-petition under the Violence Against Women Act (including those filed by a parent on behalf of an abused child)
- Application for cancellation of removal or suspension of deportation filed as a victim of domestic violence

For potential eligibility, qualified battered noncitizens must have five (5) years in a qualified noncitizen status, unless they meet one of the following exemptions:

- Lawful Permanent Resident with 40 quarters (their own, their parents prior to 18th birthday, spouse when married or widowed not after divorce)
- Asylee
- Refugee
- Deportation withheld
- Cuban or Haitian entrant

- Amerasian
- Military connection – Veteran, active, spouse or dependent child
- Receiving benefits or assistance for blindness or disability
- For NA - Lawful noncitizen children under the age of 18 automatically meet citizenship status.
- For CA - A qualified battered noncitizen must have entered the U.S. prior to 08/22/1996. When they entered the U.S. prior to 08/22/1996, they must provide all documentation verifying continuous residency in the U.S.

Prior to sending the request to the PST for potential eligibility of a battered noncitizen be sure the following things have been completed:

- The case file has been document with the facts
- The participant has provided a statement regarding the request
- The petition and other legal documents have been uploaded to OnBase

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

FAA2.K08A.02 – [Battered Noncitizen](#)

[Prior Policy](#)

Revised to clarify who qualifies as a battered noncitizen, the requirements, and what needs to be provided to determine eligibility. (Policy was clarified as of 01/03/2022)

**Change: NA Waiver of Overpayment**

EFFECTIVE DATE: The change affects the Overpayment Writers only effective 12/01/2021

The change was made due to a decrease in the amount of the NA Waiver of Overpayment.

Effective 12/01/2021, the amount of an NA Waiver of Overpayment is reduced from \$300 to \$200.

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

FAA6.E03A – [Overpayment Unit Responsibilities – NA Waiver of Overpayment](#)

[Prior Policy](#)

Updated the amount of overpayment waived that is reduced from \$300 to \$200. (The change affects the Overpayment Writers only effective 12/01/2021)

**Reminder: Extension to Supplemental NA Benefits**

An [Urgent Bulletin](#) was emailed on 12/30/2021 to inform staff that supplemental NA benefits, as mentioned in the [Urgent Bulletin](#) emailed 04/10/2020, have been extended through 01/2022. Households receiving benefits for the benefit month of 01/2022, excluding zero-pay households, will receive an emergency supplement.

NOTE AZSNAP participants also receive emergency supplements.

The supplement amount added to AZTECS by FAA Systems will be the higher of the following:

- The maximum monthly allotment for January for the household size minus the household's NA benefit amount for January
- A minimum supplement amount of \$95

The emergency supplements in January will be issued:

- On 01/04/2022 for cases with the last name starting with A-F
- With the household's regular NA benefits during the normal NA Monthly Issuance Cycle for cases with the last name starting with G-Z

NOTE The supplements are added to the EBT card by close of business on the issuance day and may not be on the EBT card first thing in the morning.

When reviewing the FSBH and FSIH screens, the emergency supplement will display separately from the household's regular January allotment. The allotment is identified as \*CMAX on FSBH.

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0420 03 ECE Y 1290 167 258 0 0 0 0 RE 249 0 249 PM
0420 *CMAX 260 0 260 PD
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For changes that are processed for the months of 04/2020 through 01/2022 which would normally have caused an increase in NA benefits, review the FSBH screen before authorizing any supplements. When the regularly issued allotment and the emergency supplement amount total the maximum allotment for the household size, no additional benefits should be authorized on UNAU. The change should be processed through the current system month in order for the correct benefit amount to be issued for the month of 02/2022.

For changes that are processed for the months of 04/2020 through 01/2022 which would normally have caused a decrease in NA benefits, the worker must process the change in the current system month in order for the correct benefit amount to be issued for the month of 02/2022. The household must be mailed a Notice of Adverse Action (NOAA) for 02/2022. For changes that result in ineligibility for NA, timely action must be taken to close the case allowing for NOAA.

FAA Systems completes a 'catch-up' job each month going back four months to issue any NA emergency allotment (EA) benefits that may not have been issued. The most common scenarios for issuance during this 'catch-up' job are:

- Cases that are reopened after EA issuance
- Cases with older application dates that are processed after EA issuance

Do not create emergency supplements providing maximum monthly NA allotments for benefit months 09/2021 through 01/2022.

For examples on processing reported changes and supplements on UNAU, see the [Urgent Bulletin](#) emailed on 04/15/2020 and the [Urgent Bulletin](#) emailed on 07/27/2021 being aware of the following:

- The process was extended through the benefit month of 01/2022.
- The emergency supplements must be elevated through Region Management unless the change occurred during the 'catch-up' job duration which goes back four months (09/2021 through 01/2022).
- The allotment amount may be higher than the maximum NA allotment effective the benefit month of 04/2021; therefore, do not send an overpayment referral when the NA benefits for

the household exceeds the maximum NA allotment due to the \$95 minimum supplement.

- For benefit month 01/2021 and ongoing, use the Thrifty Food Plan at [FAA6.J10](#) to identify the maximum NA allotment amount.

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### IMPORTANT

Elevate supplement requests through Region Management when one or more of the following occur:

- The household reports an increase in the household size and the previously issued supplement was for a smaller household size.
- The household was previously in zero-pay status.
- NA benefits less than the NA maximum monthly allotment for the household size have been authorized for a benefit month that is more than four months in the past (04/2020 through 08/2021).

### General Information: Forms Update

Changes to Forms – 12/25/2021 through 12/31/2021

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:

- Change Report (FAA-0412A) form (English)
- Change Report (FAA-0412A-S) form (Spanish)
- Authorized Representative Request (FAA-1493A-S) form (Spanish)
- Nutrition Assistance Budget Worksheet (FAA-1077A) (English)

Newly created forms:

- Earned Income Worksheet 2022 (FAA-1269B) form
- Absent Calendar 2022 (FAA-1293A) form

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Time Saving Tips (FAA-1513A) flyer (English)
- Time Saving Tips (FAA-1513A-S) flyer (Spanish)
- Don't Take a Chance...Report a Change! (FAA-1759A) flyer (English)

New Marketing Materials (Posters, Pamphlets, Flyers):

- Arizona State Minimum Wage 2022 (AZ Minimum Wage Eng)
- Arizona State Minimum Wage 2022 (AZ Minimum Wage Spa)

## Forms Archived from the Document Center

- No forms were archived from the Document Center