

What's Changed on 02/14/2022

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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: PY Tribal TANF Plan for the FFY of 2021 – 2024

EFFECTIVE DATE: For applications received on or after 02/14/2022

This change is being made to incorporate changes made to the Pascua Yaqui (PY) Tribal TANF Plan for 2021 – 2024.

A drug conviction is a permanent disqualification for a PY Tribal TANF participant, including children.

The first \$500 plus 50% of earned income received by a PY TANF participant from Jobs or Tribal NEW, including the following is disregarded:

- Jobs On-the-Job Training (OJT)
- Work Supplementation
- Community Work Experience Program (CWEP)
- Stipends and incentive payments provided for education and training purposes
- Full or part time employment resulting from participation in work programs

PY Tribal TANF Disregard Example:

Tom applies and is interviewed on October 19 for the PY Tribal TANF program. Tom participates in the PY YOEME work program. He provides his pay stubs for the prior 30 days:

- Tom is paid weekly on Friday

- He is paid \$12.00 per hour
- He is paid for 20 hours each week for a weekly gross pay of \$240.00

DATE PAID	HOURS	HR. RATE	GROSS AMOUNT
09/24	20	12.00	240.00
10/01	20	12.00	240.00
10/08	20	12.00	240.00
10/15	20	12.00	240.00

Budget the income as follows:

- Convert the income to a monthly amount
 $240.00 \times 4.3 = 1032.00$
- Disregard the first 500
 $1032.00 \text{ minus } 500.00 = 532.00 \text{ remaining balance}$
- Calculate 50% of the remaining balance
 $532.00 \text{ divided by } 2 = 266.00 \text{ (266.00 disregard and 266.00 countable)}$
- Calculate the total disregard:
 $500.00 + 266.00 = 766.00$

Key the 766.00 disregard as not countable earnings on EAIC using the OF Earned Income Code.

Key the 266.00 as countable earnings on EAIC using the OJ Earned Income Code.

The parent or caretaker relative must ensure children aged six through 18 are enrolled in and attending school or are home schooled full time and must ensure that the child is making progress in school.

The following two new notices have been added for PY YOEME Employment Services referrals:

- PY YOEME Tribal TANF Requirement (A633) notice advising the participant that they have 10 calendar days from the date of the notice to comply. FAA sends the A633 when the participant is referred to PY YOEME Employment Services.
- PY YOEME 25% Sanction Warning (A634) notice. PY YOEME will notify FAA of noncompliance by completing and sending the Tribal/FAA Turn Around Document (TAD) (FAA-1125A) form to FAA. When the FAA-1125A is received, FAA sends the A634 advising the participant that a 25% reduction in benefits will be incurred unless the participant complies within 10 calendar days from the date of the notice.

When the participant fails to comply by the deadline date indicated on the A634 notice, PY YOEME will notify FAA of noncompliance by completing and sending the TAD to FAA. When the TAD is received, FAA completes the following:

- Keys the Sanction Reason Code in the RSN CODE field on DISA for the correct sanction month. AZTECS reduces the total cash benefit by 25%.

- Sends the Your CA Will Be Cut 25%-Tribal NEW-PY (A784) notice, allowing for NOAA.
- Completes and emails the TAD to the PY YOEME office.
- Uploads the FAA-1125A TAD to OnBase.

All actions taken must be documented in the case file.

For the complete policies and procedures regarding PY Tribal TANF sanctions see FAA6.I06D.10 titled [Sanctions - Pascua Yaqui Tribal TANF Program](#).

Policy reference(s) revised due to this change:

FAA2.D05C.02 – [CA Participants Keyed as DI](#) [Prior Policy](#)

Revised to add that for the Pascua Yaqui Tribal TANF program, a drug conviction is a permanent disqualification. (Effective with applications received on or after 02/14/2022)

FAA4.I03F – [Jobs Administration Income](#) [Prior Policy](#)

Revised due to changes in the PY YOEME Tribal TANF plan. (Effective with applications received on or after 02/14/2022)

FAA6.I06D.02 – [Child Only Cases – Pascua Yaqui Tribal TANF](#) [Prior Policy](#)

Added a link to the NPCR definition and added and expanded the note to the bullet list. (Effective with applications received on or after 02/14/2022)

FAA6.I06D.05 – [Personal Responsibility Agreement \(PRA\) - Pascua Yaqui Tribal TANF](#) [Prior Policy](#)

School attendance requirement age has been changed from 19 to 18 due to changes in the PY YOEME Tribal TANF plan. Exception box removed and added to the policy. (Effective with applications received on or after 02/14/2022)

FAA6.I06D.10 – [Sanctions – Pascua Yaqui Tribal TANF](#) [Prior Policy](#)

Revised due to changes in the PY YOEME Tribal TANF plan. New notices have been included. (Effective with applications received on or after 02/14/2022)

Change: Foster Care Payments

EFFECTIVE DATE: For eligibility determinations completed on or after 02/14/2022

Instructions on the budgeting of Foster Care Payments has been added to the policy.

Foster Care Payments are based on a daily rate that varies depending on the age of the Foster Care child. These payments are intended to cover the Foster Care child's basic needs.

The amounts received also cover the number of days that the Foster Care child was in the home of a Foster Care provider in a specified month. For example, when the child was in the care of the Foster Care provider for 30 days, then 30 days are paid for the child's basic needs in the following month. When the child was in the home for 31 days, then 31 days are paid for the child's basic needs in the following month.

Use the FC Unearned Income type code when budgeting Foster Care Payments.

When the receipt of Foster Care Payments is normal and expected to continue, the following applies:

- When the daily rate does not vary, multiply the daily rate by 365 days and divide by 12 to determine the monthly amount that will be budgeted. Key the MO Income Frequency Code on UNIC.
- When the daily rate varies, review all income received in the past 30 calendar days, and calculate a daily average amount. Multiply the daily average amount by 365 days and divide by 12 to determine the monthly amount that will be budgeted. Key the MO Income Frequency Code on UNIC.

See [FAA4.106A](#) titled Projecting Income in the CNAP manual when the Foster Care Payments received from the past 30 calendar days or longer do not represent the participant's ongoing income.

Policy reference(s) revised due to this change:

FAA4.HO3S – [Foster Care Payments](#)

[Prior Policy](#)

Revised the policy to include the budgeting procedures of Foster Care Payments. (Effective with eligibility determinations completed on or after 02/14/2022)

Change: DBME Employee Cases – Permitted Activities

EFFECTIVE DATE: For all cases involving DBME employees, contractors, volunteers, or temporary employees on or after 02/14/2022

Policy was revised to clarify that DBME employees, contractors, and temporary employees must complete activities related to their own benefit case during their lunch hour or during approved leave time.

DBME staff must be on their lunch hour or approved leave when completing activities related to their own benefit case. Activities related to their own case cannot be completed during breaks, as breaks are considered work time. Staff may use their own State email account when contacting the Employee Benefit Unit (EBU) concerning their own case. All State policies regarding acceptable use of email must be observed.

Policy reference(s) revised due to this change:

FAA1.A07A – [Handling Special Cases – DBME Employees](#) [Prior Policy](#)

Revised policy to clarify that DBME Employees cannot complete activities related to their own benefit case during breaks as this is considered work time. (Effective 02/14/2022 for all cases involving DBME employees, contractors, volunteers, or temporary employees)

FAA1.A07A.03 – [Handling DBME Employee Cases – Submitting Verification](#)

[Prior Policy](#)

Revised policy to clarify that DBME Employees cannot utilize State equipment to submit verification for their own benefit case during break time. (Effective 02/14/2022 for all cases involving DBME employees, contractors, volunteers, or temporary employees)

FAA1.A07B – [Handling Special Cases – Contractors, Volunteers, or Temporary Employees](#)

[Prior Policy](#)

Revised policy to clarify that contractors, volunteers, or temporary employees cannot complete activities related to their own benefit case during break time. (Effective 02/14/2022 for all cases involving DBME employees, contractors, volunteers, or temporary employees)

FAA1.A07B.03 – [Handling DBME Employee Cases – Submitting Verification – Contractors, Volunteers, or Temporary Employees](#)

[Prior Policy](#)

Revised policy to clarify that DBME contractors, volunteers, or temporary employees cannot complete activities related to their own benefit case during break time. (Effective 02/14/2022 for all cases involving DBME employees, contractors, volunteers, or temporary employees)

Reminder: Keying the Correct Address in AZTECS and HEAplus

This is being issued to remind staff that all address information keyed into AZTECS and HEAplus must match each other and be correct.

When the participant is unable to receive mail at their residence and uses a different mailing address, document the case file describing how to locate the residence. Complete the following in AZTECS on ADDR:

- Key SEE MAILING ADDRESS in the STREET ADDRESS field under RESIDENTIAL ADDRESS.
- Key the CITY, STATE, ZIP, and COUNTY for the RESIDENTIAL ADDRESS fields where the participant resides.
- Key the MAILING ADDRESS fields.

Complete the following in HEAplus on the Main Contact screen:

- Key the ZIP CODE field.
- Key SEE MAILING ADDRESS in the ADDRESS 1 field.
- Key the CITY field.
- Select the state in the STATE field.
- Select “No” for, “Are the home and mailing addresses of the Main Contact the same?”
- Select the appropriate answer for “Is the Main Contact’s mailing address outside of the US?”
- Key the MAILING ADDRESS fields.

For more information, see [Keying Addresses on ADDR](#) in the CNAP Manual.

General Information: Forms Update

Changes to Forms – 02/05/2022 through 02/11/2022

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:

- No forms were revised during the specified period

Newly created forms:

- No forms 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