

What's Changed on 12/05/2022

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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 [What's Changed History](#) of the CNAP Manual.

The above list summarizes the information on this page. Each item listed above links to the corresponding section below.

The information on 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: Change to the Application Requirements

EFFECTIVE DATE: For all applications received on or after 12/05/2022

This change is to remove the requirement to provide a copy of page 1 of the paper application when no request for a copy has been made.

When the participant is in an FAA office handing in the Application for Benefits (FAA-0001A), it is not necessary to copy page 1 of the identifiable application and give it to the participant as proof of providing an application.

When the participant is handing in their application, they may request a copy of the application. When this occurs, print the application, and give it to the participant.

Policy reference(s) revised due to this change:

FAA2.A01 – [Application Requirements](#)

[Prior Policy](#)

Removed the requirement to copy Page 1 of the identifiable application and give it to the participant as proof of application. Added that staff may provide a copy of the paper application to the participant when requested. (Effective: For all applications received on or after 12/05/2022)

Change: Proration of Benefits to the Third Month

EFFECTIVE DATE: Policy is clarified as of 12/05/2022

This is being issued to clarify that an NA application can be prorated to the third month when the application is denied for currently receiving benefits from another state or in another case.

It may be necessary to prorate a new NA application to the third month when the budgetary unit already received benefits from another state or in another case. The proration date cannot exceed the 60th calendar day NA application requirement.

A system change was made to the Other Coverage (OC) Denial Closure Reason Code. An NA application denied for OC can now be prorated to the third month when the budgetary unit received benefits in another state, or in another case. Reopen the case using the 60IN REPT Reason Code and prorate the application to after the benefits in the other state or case are stopped. The proration date cannot exceed the 60th calendar day requirement for new NA applications.

An NA application can be reopened and prorated past the 60th calendar day timeframe when denied for one of the following:

- Failure to provide verification
- Failure to complete the interview

Policy reference(s) revised due to this change:

FAA3.D07 – [Duplicate Participation](#)

[Prior Policy](#)

Added instruction for denying the application using the OC Denial Closure Reason Code for duplicate benefits and re-opening using the 60IN REPT code. Cases can be prorated to the third month when appropriate. (Effective: Policy is clarified as of 12/05/2022)

FAA5.E03F – [Nutrition Assistance First Month's Eligibility](#)

[Prior Policy](#)

Added the possibility of prorating to the third month. Removed that an NA new application cannot be prorated to the third month unless it has been denied for failure to provide or failure to complete the interview. (Effective: Policy is clarified as of 12/05/2022)

FAA6.C02A – [Reopening Reasons](#)

[Prior Policy](#)

Added that the 60IN REPT code can be used when the reason for denial was receiving benefits in another state or case, and the case must be reopened to prorate benefits correctly. (Effective: Policy is clarified as of 12/05/2022)

General Information: F200 and F210 Denial Closure Notices

FAA is currently reviewing and updating notices. Changes were made and a new notice created to help staff know when it is appropriate to reopen a case or when a participant must reapply. The following actions have been taken:

- The F200 Denial Closure Notice is modified to be sent when the Denial Closure Reason Code is one that allows the case to be reopened when the participant complies within 30 days of closure.
- The creation of the F210 Denial Closure Notice for when the Denial Closure Reason is one that does not allow the case to be reopened after closure. The participant must reapply.

General Information: Forms Update

Changes to Forms – 11/26/2022 through 12/02/2022

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:

- Participant Statement Verification Worksheet (FAA-1111A) form (English)
- Participant Statement Verification Worksheet (FAA-1111A-S) form (Spanish)
- Elderly Simplified Application Project (ESAP) Application (FAA-1821A) form (English)
- Elderly Simplified Application Project (ESAP) Application (FAA-1821A-S) form (Spanish)

Newly created forms:

- No forms were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Lottery and Gambling (FAA-1727A) Poster (English)
- Lottery and Gambling (FAA-1727A-S) Poster (Spanish)

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials were created during the specified period

Forms Archived from the Document Center

- No forms were archived from the Document Center