

What's Changed on 04/10/2023

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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)

Clarification: Conducting the Interview JPPO Compliance

The procedures for conducting an interview that includes CA have been updated. FAA staff are required to complete CA Jobs Program Preliminary Orientation (JPPO) during the interview, when applicable.

JPPO does not need to be completed for **any** of the following CA programs:

- Two Parent Employment Program (TPEP)
- Grant Diversion (GD)
- Tribal TANF
- Participants with a Jobs Exemption

For more information on JPPO compliance, see [FAA5.A04A](#) titled CA Jobs Program Preliminary Orientation (JPPO).

Clarification: LLC Partnership Income Verification

When a Limited Liability Company (LLC) is a partnership, taxes are filed using the Internal Revenue Service (IRS) U.S. Return of Partnership (1065) form. **Any** of the following schedules of the 1065 form can be used to verify the LLC partnership income:

- Schedule B-1
- Schedule C
- Schedule D

- Schedule K
- Schedule K-1
- Schedule K-2
- Schedule K-3
- Schedule M-3

For more information, see [FAA4.J09](#) titled Self Employment Verification and [FAA6.Q01L.13](#) titled Limited Liability Company (LLC) Definition.

Clarification: Dependent Child Self-Employment Income

Clarification has been added to explain how self-employment income of a dependent child must be budgeted.

For a dependent child who is self-employed, the dependent child must meet the guidelines outlined in the policy reference [FAA4.I03C](#) titled Dependent Child Income to determine whether the income is countable or not countable.

The dependent child self-employment income is keyed using **one** of the following SEEI Income Codes on SEEI:

- OX for income that is not countable for NA and CA
- OF for income that is countable for NA only

For dependent child self-employment income that is countable for NA and CA, the income should be keyed according to the type of self-employment. For a list of self-employment types, see [FAA4.J05](#) titled Types of Self-Employment Income.

General Information: Forms Update

Changes to Forms – 04/01/2023 through 04/07/2023

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:

- AZSNAP Application (FAA-1740A) (English)
- AZSNAP Application (FAA-1740A-S) (Spanish)

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

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