

What's Changed on 01/16/2024

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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.

Change: Race and Ethnicity Data Collection

EFFECTIVE DATE: With all applications completed on or after 01/16/2024

The United States Department of Agriculture's Food and Nutrition Service (FNS) published a final rule that changes how racial and ethnic data is collected for NA.

NA applications include the option for applicants to indicate their race and ethnicity. Currently, when the applicant chooses not to disclose this information, SNAP state agencies are required to record this information using alternative means, including visual observation, when reporting data to FNS. The final rule removes the option to use visual observation as an acceptable alternative when this information is not provided by the applicant.

Consider the race of a participant as unable to determine, when **all** of the following apply:

- The participant did not select an ethnicity or race on the application
- The participant refuses to identify an ethnicity or race during the interview

On RARE, key Y next to each participant's name under the UD - Unable to Determine Race Code.

NOTE When Y has already been keyed in one or more of the RACE fields, do not key Y in the UD RACE field.

For more information, see [FAA1.C03B](#) titled Data Collection.

Policy reference(s) revised due to this change:

Removed the instruction for staff to make a visual ethnicity and race data determination. Removed visual determination as an allowable source. (Effective: With all applications completed on or after 01/16/2024)

Clarification: Annualizing Self-Employment Income

Clarification has been added for budgeting annualized self-employment income when the most recent tax return is not available.

To determine the annual income when a tax return is not available, use the 12 full months of income for **one** of the following circumstances:

- For new applications, FAA staff need to determine which months to use for the 12-month budgeting period based on **one** of the following:
 - Use the 12 months prior to the application month when the interview is completed in the same month.
 - Use the 12 months prior to the interview month when the interview is completed after the application month.
- For renewal applications, use the 12 full months before the timely renewal interview month.

Clarification: Identifiable Application Address Requirements

When the participant does not have a valid residential or mailing address where they can receive mail, then mail must be sent to a United States Postal Service General Delivery location. At the interview, explain the general delivery process and help find a general delivery location close to where the participant stays.

The Application for Benefits (FAA-0001A) form is being updated to draw attention to the valid address requirement. The update instructs the applicant or participant to request help when they do not have an address where they can receive mail.

For more information on address requirements and the general delivery process see **all** of the following:

- [FAA2.A01](#) titled Application Requirements
- [FAA2.C04B](#) titled Mailing Address
- [FAA2.C07B](#) titled Keying Addresses on ADDR
- [FAA2.C07D](#) titled Keying General Delivery Service on ADDR
- [FAA6.Q01V.01](#) titled Valid Address Definition

Reminder: Changes in the Voter Registration Forms

The [Urgent Bulletin](#) emailed on 01/10/2024, informed staff of changes to the Batch Report for Voter Preference Question (DES-1230A) and National Voter Registration Act Voter Preference Question (DES-1231A) voter registration forms.

Effective 12/29/2023, the Department of Economic Security (DES) Voter Registration policy (DES 1-01-24) has been revised. The revised Voter Registration policy requires other DES divisions to

use the same Batch Report for Voter Preference Question (DES-1230A) form. The DES-1230A was revised to add other DES divisions to the form.

Family Assistance Administration (FAA) staff must check the DBME box when using the revised DES-1230A form.

In addition, the National Voter Registration Act Voter Preference Question (DES-1231A) form was revised to address all DES programs and services. A telephone number was added for questions about the voter registration process.

All of the following forms can be located in the Document Center:

- DES-1230A (1/1/24)
- DES-1231A (12/1/23)
- DES-1231A-S (12/1/23)

FAA staff will continue to use the Voter Registration policy and procedures in the CNAP Manual at [FAA1.C03F](#) titled Voter Registration.

General Information: 640C Office Move

Effective 01/22/2024, Site Code 640C moves to the following location:

2981 E Tacoma St
Mail Drop 33A5
Sierra Vista AZ 85635

There are no changes to the phone and fax numbers.

General Information: Forms Update

Changes to Forms – 01/06/2024 through 01/12/2024

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.

Newly created forms:

- No forms were created during the specified period

Revised forms:

- Batch Report for Voter Preference Question (DES-1230A) form
- National Voter Registration Act Voter Preference Question (DES-1231A) form (English)
- National Voter Registration Act Voter Preference Question (DES-1231A-S) form (Spanish)

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials 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