

What's Changed on 02/05/2024

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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: NA Mid Approval Contact (MAC)

EFFECTIVE DATE: The CNAP Manual has been updated as of 02/05/2024

FAA Systems has automated the process for the Mid Approval Contact (MAC) for budgetary units assigned to a 36-Month approval period.

The policy located at FAA6.A02A.02 titled NA 36-Month Approval Period MAC Requirement has been removed from the CNAP Manual. The process for the 36-Month MAC Requirement has been automated and aligns with the MAC process for the 12-Month and 24-Month approval period MAC Requirements.

The 36-Month MAC requirement information has been added to the policy located at FAA6.A02A titled NA Mid Approval Contact (MAC).

For more information, see [FAA1.D01C](#) titled Elderly Simplified Application Project (ESAP) and [FAA6.A02A](#) titled NA Mid Approval Contact (MAC).

Policy reference(s) revised due to this change:

FAA1.D01C – [Elderly Simplified Application Project \(ESAP\)](#)

[Prior Policy 02/05/2024](#)

Updated the link and policy reference regarding cases changing from ESAP to Regular NA and the MAC Requirement. Also added examples for the ESAP Changes/Conversions. (Effective: 02/05/2024)

FAA6.A02A – NA Mid Approval Contact (MAC)

Prior Policy 02/05/2024

Title changed from NA 12-month or 24-month Approval Period MAC Requirement. Reference changed from FAA6.A02A.01. Added policy for the 36-month Approval Period MAC Requirement to the policy for the 12-month and 24-month Approval Period MAC. (Effective: 02/05/2024)

FAA6.A02A.02 – NA 36-Month Approval Period MAC Requirement

Prior Policy 02/05/2024

Removed entire reference. Added policy for the 36-month Approval Period MAC Requirement to the policy for the 12-month and 24-month Approval Period MAC Requirement. (Effective: 02/05/2024)

Change: Returned Mail Process

EFFECTIVE DATE: The CNAP Manual has been updated as of 02/05/2024

The Returned Mail process has been updated.

Address updates are no longer made when FAA receives returned mail with a forwarding address. This information is from a third-party source and is considered unclear information. The AZTECS Keying Procedures have been updated. When a budgetary unit member, the primary informant, or the authorized representative reports a change of address, FAA updates the address by the close of business on the day the change is reported.

For more information, see *all* of the following:

- FAA6.A03C titled Address – Effecting changes
 - FAA6.A03B titled Verifying Reported Changes
 - FAA2.C06 titled Returned Mail Procedures
 - FAA6.A04B.65 titled Returned Mail ACTS Alert
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Policy reference(s) revised due to this change:

FAA2.C06 – Returned Mail Procedures

Prior Policy 02/05/2024

Removed the procedure to update the mailing address when returned mail is received. (The CNAP Manual has been updated as of 02/05/2024)

FAA6.A03C – Address Effecting Changes

Prior Policy 02/05/2024

Added verbiage to the AZTECS Keying Procedures for open cases to include when an authorized member of the budgetary unit reports an address change. (The CNAP Manual has been updated as of 02/05/2024)

Clarification: American Sign Language Interpreting

The Deaf Services Unlimited (DSU) does not provide in-person interpreting services.

For more information, see FAA1.C01M titled Right to Request Translation Services.

Reminder: Refugee Resettlement Program Humanitarian Parolees

FAA staff must refer **any** of the following humanitarian parolees to one of the FAA Refugee Units during their first 12 calendar months in the United States.

- Cuban and Haitian Entrants
- Ukrainian refugees that qualify as a reunification
- Afghan parolees that qualify as a reunification

NOTE To qualify as a reunification, the participant's relationship with a Ukrainian refugee or Afghan parolee, who entered the United States before 09/30/2023, must be verified as **one** of the following:

- Parent
- Spouse
- Child

All other humanitarian parolees do not qualify for refugee services and are not processed by a refugee unit.

For more information about the policy and procedures for referring participants to the FAA Refugee Unit, see [FAA2.D03](#) titled Refugee Resettlement Program (RRP) Referrals.

For more information about the policy and procedures for processing humanitarian parolees, see [FAA3.D06B](#) titled Qualified Noncitizens.

Reminder: ABAWD Time Limit Closures and REPT

The [Urgent Bulletin](#) emailed on 02/02/2024 informed staff of the procedures to follow when an ABAWD participant's NA case is closed, and they provide information about meeting an exemption or a work requirement.

A new application may not be necessary for NA benefits that close for the ABAWD time limit. NA benefits may be reopened when **all** of the following requirements are met:

- Information about an ABAWD exemption or work requirements is provided.
- The information is provided within 30 days after the effective date of closure.
- All outstanding verification is provided.
- There is at least one full month remaining in the approval period.

Depending on when the information is received, complete **one** of the following:

- When information is provided after the case is closed and before the effective date of closure, complete **all** of the following:

REPT NA benefits using the OTHR REPT Code.

Update the EXPT RSN field on WERE with the appropriate codes in the benefit month that has not been paid out.

Authorize the NA benefit up to and including the current system month.

When NOHS displays a Notice of Adverse Action (NOAA) has been mailed to the PI, the Resume Benefits - Information Provided (C502) notice must be sent to inform the PI their NA benefits have been reopened.

- When information is provided within 30 days of the effective date of closure, complete **all** of the following:

REPT NA benefits using the NAWA REPT Code.

On REPT, key the date the information was provided in the DATE PROVIDED field.

Update the EXPT RSN field on WERE with the appropriate codes in the month the benefits were reopened.

Authorize the NA benefits up to and including the current system month.

When NOHS displays a Notice of Adverse Action (NOAA) has been mailed to the PI, the Resume Benefits - Information Provided (C502) notice must be sent to inform the PI their NA benefits have been reopened.

For ABAWD exemptions, participant statement verification can be used unless it is questionable. Verification is needed for work program participation, income, and work hours to meet work requirements.

When an ABAWD participant is disqualified, and the remaining budgetary unit members continue to be eligible for NA benefits, treat any reported ABAWD eligibility information as a reported change. For more information about adding a participant to an active case, see FAA6.D02D titled Effective Date for Adding a Participant.

For more information about reverting a program to open, see **all** of the following:

[FAA1.B07](#) titled NA Participant Complies in the Second 30-day Period

[FAA6.S](#) titled The Renewal Process (Renewals)

[FAA6.C03](#) titled NA Compliance After Closure

[FAA6.C02A](#) titled Reopening Reasons

General Information: Forms Update

Changes to Forms – 01/27/2024 through 02/02/2024

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:

- Grant Diversion Supervisor's Approval Checklist (FAA-1411A)

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Assistance Programs, What You Need to Know (FAA-0001C) (English)
- Assistance Programs, What You Need to Know (FAA-0001C-S) (Spanish)

Forms Archived from the Document Center

- No forms were archived from the Document Center