

**What's Changed on 04/15/2024**

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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: DCS Fast Pass Referral Process**

EFFECTIVE DATE: Updated as of 04/15/2024

The list of approved licensed agencies to assist with the Department of Child Safety (DCS) Fast Pass application process has been updated.

The following agencies to the list of licensed agencies able to assist with applying for NA and CA benefits through the DCS Fast Pass Referrals:

- Casey Families
- Lutheran Social Services

For a complete list of approved agencies, see [FAA2.D02](#) titled DCS Fast Pass Referrals.

### **Policy reference(s) revised due to this change:**

FAA2.D02 – [DCS Fast Pass Referrals](#)

[Prior Policy](#)

Added a licensed agency to who can assist with DCS with the application process. (Updated as of 04/15/2024)

### **Change: Refugee Policy Updates**

EFFECTIVE DATE: Effective with all interviews completed on or after 04/15/2024

A new Refugee arrival program has been added that assists Americans to welcome refugees to the United States (U.S.). Additional qualified noncitizens have been added to the list of qualified noncitizens who are potentially eligible for NA and CA.

Welcome Corps is a U.S. Department of State program that assists Americans to welcome refugees arriving through the U.S. Refugee Admissions Program using sponsorship groups.

The definition of the Unfit for Work (UF) ABAWD Exemption Reason now clearly defines physical and mental unfitness.

Additional Class of Admissions Codes and information regarding eligibility for NA and CA has been added for **all** of the following qualified noncitizens:

- Afghani Special Immigrant Parolees
- Afghani Non-Special Immigrant Humanitarian Parolees
- Cuban and Haitian Entrants
- Cuban Family Reunification Parolees
- Haitian Family Reunification Parolees
- Noncitizens Paroled into the United States
- Ukrainian Refugees

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### Policy reference(s) revised due to this change:

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FAA2.D01 – [General Referrals](#) [Prior Policy 04/15/2024](#)

Added information about the Welcome Corp (WC) sponsorship program and clarified which qualified noncitizens are served by the Voluntary Agencies (VOLAGs) or the WC. (Effective with all interviews completed on or after 04/15/2024)

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FAA2.D03 – [Refugee Resettlement Program \(RRP\) Referrals](#) [Prior Policy 04/15/2024](#)

Added information about the Welcome Corp (WC) sponsorship program. Updated AZTECS Keying Procedures. (Effective with all interviews completed on or after 04/15/2024)

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FAA2.M06 – [CA Family Benefit Cap Period \(FBCP\) - Overview](#) [Prior Policy 04/15/2024](#)

Removed Refugee Resettlement Program CA and Pascua Yaqui Tribal TANF, programs no longer administered by FAA, and updated Salt River Pima-Maricopa Indian Community (SRP-MIC) Tribal TANF. (Effective with all interviews completed on or after 04/15/2024)

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FAA2.M06A – [Parent's 60 Month FBCP](#) [Prior Policy 04/15/2024](#)

Removed Refugee Resettlement Program CA and Pascua Yaqui Tribal TANF, programs no longer administered by FAA, and updated Salt River Pima-Maricopa Indian Community (SRP-MIC) Tribal TANF. (Effective with all interviews completed on or after 04/15/2024)

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FAA2.M09B – [ABAWD Exemptions](#) [Prior Policy 04/15/2024](#)

Added clarification for the ABAWD Unfit for Work (UF) Exemption Reason Code. (Effective with all interviews completed on or after 04/15/2024)

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FAA3.B05C – [DCSS Cooperation Exemptions](#)

[Prior Policy 04/15/2024](#)

Updated policy to clarify after the initial 12 months, the qualified noncitizen is required to comply with the DCSS. Added link to FAA2.D03 Refugee Resettlement Program (RRP) Referrals. (Effective with all interviews completed on or after 04/15/2024)

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FAA3.B05H – [Good Cause for Noncooperation](#)

[Prior Policy 04/15/2024](#)

Added that there is no good cause exemption for refusal to sign the assignment of rights. Clarified that the G4 good cause code is for a qualified noncitizen, receiving services through the FAA Refugee Unit. (Effective with all interviews completed on or after 04/15/2024)

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FAA3.D06B – [Qualified Noncitizens](#)

[Prior Policy 04/15/2024](#)

Updated policy for clarity. Added information about Unaccompanied Refugee minors (URMs) and additional Class of Admissions Codes. (Effective with all interviews completed on or after 04/15/2024)

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FAA3.D10 – [Social Security Number \(SSN\)](#)

[Prior Policy 04/15/2024](#)

Updated for clarity and added information about the Verification of SSN Application for Noncitizens (FAA-1854A) letter for qualified noncitizens without employment authorization. (Effective with all interviews completed on or after 04/15/2024)

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FAA4.H01B.06 – [Assistance Income Types](#)

[Prior Policy 04/15/2024](#)

Updated information about Reception and Placement (R&P) Grants, Refugee Cash Assistance (RCA), and TANF Differential Payments for clarity. (Effective with all interviews completed on or after 04/15/2024)

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FAA4.H01B.30 – [Gifts and Contributions](#)

[Prior Policy 04/15/2024](#)

Updated the policy regarding the reception and placement of financial assistance. Linked to Assistance Income Types for policy and procedure. (Effective with all interviews completed on or after 04/15/2024)

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FAA4.H01B.45 – [Matching Grant \(MG\) Program Income](#)

[Prior Policy 04/15/2024](#)

Updated the policy and added for clarity. Added Afghani Special Immigrant Visa (SIV) holders and Victims of severe trafficking to MG Program financial and employment related services. (Effective with all interviews completed on or after 04/15/2024)

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**Change: Empowerment Scholarship Account**

EFFECTIVE DATE: The CNAP Manual has been updated as of 04/15/2024

An Arizona Empowerment Scholarship Account (ESA) has been clarified to be considered an inaccessible resource.

An ESA is a state-funded scholarship awarded to qualified students (kindergarten through grade 12) who withdraw from Arizona public schools for other schooling options.

ESA funds are deposited quarterly into an account administered by the Office of the Arizona State Treasurer or by a third party with whom the Treasurer has contracted. ESA funds can only be used for education-related expenses. Cash withdrawal from the ESA is prohibited.

ESA is considered an inaccessible resource and is not countable. Funds deposited into or withdrawn from the ESA are not considered income.

Key the OX Resource Type Code in the ACCT TYPE field on FIAC.

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### Policy reference(s) revised due to this change:

FAA4.E03C – [Inaccessible Resources](#)

[Prior Policy 04/15/2024](#)

Added Empowerment Scholarship Account information and updated keying instruction for the inaccessible resources. (Updated in the CNAP Manual on 04/15/2024)

### Reminder: Site Code and Region Contact Information

FAA Staff: Site code and region office contact information from the CNAP+ Manual and from the FAA Directory must not be shared with the public, including participants. This information is made available to be used by FAA staff only.

Recently, the state cell phone number of an FAA office supervisor listed in the FAA Directory was wrongly shared with a participant.

The public, including participants, must use the DES Office Locator webpage at <https://des.az.gov/find-your-local-office> to find their nearest FAA office.

Public Refugee Office contact information is found in the policy section of FAA2.D03 titled Refugee Resettlement Program (RRP) Referrals. (See [RRP](#) for contact information.)

### Clarification: Anticipating Pay Rate Changes

When there is a change in the rate of pay and the number of work hours fluctuates, to anticipate income, complete **all** of the following:

- Verify the change in rate of pay and the hours the participant works.
- Determine an average number of work hours reasonably expected during a pay period. Drop the third number after the decimal point.
- For the budget month, include all verified gross amounts for the pay dates already received and any anticipated pay checks at the new pay rate.
- Convert a full month of income based on the frequency of pay.
- For ongoing months, remove pay checks at the old pay rate.
- Anticipate ongoing months using only the anticipated pay checks with the new pay rate and averaged hours.

For more information see, [FAA4.H02C.02](#) titled Procedure: Anticipating Hourly and Pay Rate Changes. (For internal use only)

### General Information: Forms Update

Changes to Forms – 04/06/2024 through 04/12/2024

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:

- No forms were revised during the specified period

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