

## What's Changed on 07/15/2024

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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: Updates to the NOPED Codes

EFFECTIVE DATE: For all NOPED overpayments completed on or after 07/22/2024

At the request of the Overpayment Unit, several of the No Overpayment Established (NOPED) Codes have been updated in the CNAP Manual and AZTECS.

The Overpayment Unit uses NOPED Codes on the Overpayment Tracker (OVTR) to identify when a referred overpayment is not pursued for repayment.

**All** of the following changes were made in the CNAP Manual and AZTECS:

- The BC NOPED Code has been reactivated with FBCP DOES NOT APPLY-CA identified as the reason.
- **All** of the following NOPED Code reasons have been updated in AZTECS:
  - HH – The reason was updated from HOUSEHOLD NOT REQ TO REPORT CH to HH NOT REQ TO REPORT CHANGE.
  - PO – The reason was updated from POLICY – DO NOT COLLECT to POLICY – DO NOT ESTABLISH.
- **All** of the following NOPED codes are no longer available in AZTECS:
  - BC - FBCP DOES NOT APPLY-NA
  - CS - NO NA OP/CAHH FAILS TURN IN CS
  - RP - REVISED PREVIOUS OP

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

FAA6.E03A.02 – [NOPED Codes and Reasons](#)

[Prior Policy 07/22/2024](#)

Changes in some of the OP NOPED Codes were completed. BC -FBCP DOES NOT APPLY -NA, NOP NA/CAHH, RP have been deactivated. BC—FBCP DOES NOT APPLY – CA reactivated and HH and PO NOPE Codes updated in AZTECS. (Effective for all NOPED overpayments completed on or after 07/22/2024)

### **Clarification: Acceptable Verification for Living Arrangements**

When verifying living arrangements, also known as household composition (HHC), a statement from a landlord is only acceptable when the landlord is a nonrelative of the budgetary unit. See **all** of the following references for the clarifications in policy:

- [FAA2.A06](#) titled Determining Budgetary Units
- [FAA6.A03N](#) titled Participants Living in the Household - Effecting Changes

Definitions for nonrelative and relative have been added to the glossary. See **all** of the following policies for further information:

- [FAA6.QR01R](#) titled Glossary Terms Beginning with R for the definition of a relative
- [FAA6.QR01N](#) titled Glossary Terms Beginning with N for the definition of a nonrelative

### **Clarification: Uploading Verification**

All verification utilized during the interview needs to be uploaded or documented in the case file. The types of verification that are documented and uploaded to the case file include, and are not limited to, **any** of the following:

- Collateral contact verification
- Documented verification
- Employment verification information (EMVI)
- Participant statement verification
- State verification exchange system (SVES)
- Visually viewed verification

For further information on the types of verification, see [FAA1.C02A](#) titled Providing Verification.

### **Clarification: Right to Reasonable Accommodations**

When a participant requests an accommodation due to an impairment, staff must complete **all** of the following:

- Discuss the individual needs and the preferred accommodation with the participant.
- Key the appropriate Person Alert Code in AZTECS when applicable.
- When available, provide the participant with the preferred accommodation.

- When the preferred accommodation is not readily available, provide an interim accommodation that is acceptable to the participant.

For more information on the procedures to follow, see [FAA1.C01G](#) titled Right to Reasonable Accommodations.

## **General Information: Forms Update**

Changes to Forms – 07/06/2024 through 07/12/2024

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.

Revised forms:

- No forms were revised during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- No revisions to marketing materials were made during the specified period

Newly created forms:

- No forms were created 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