What's Changed on 07/29/2024

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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.

Reminder: MAC Notice Enhancements

An [Urgent Bulletin](#) was emailed on 07/25/2024 informing staff that the Mid Approval Contact Form (X027) notice has been modified in an effort to improve the accuracy of the information the participant provides and reduce the number of second X027 notices sent.

Effective Wednesday, 07/24/2024, the modified X027 notice is being sent to SNAP participants. The modified X027 notice includes a summary of the most current information reported by the participant.

Below is an example of the "Summary of Current Information" section which displays on page two of the X027 notice.

Summary of Current Information

Please review the information below before answering the questions on page 3.

1. Current Residential Address: If blank, refer to question 1 on page 3 and provide an update.	3443 N CENTRAL AVE PHOENIX, AZ 85012
2. Who is included in the household: See question 2 below.	04
3&4. Income Source / Monthly Amounts: See questions 3 and 4 below.	CAMELBACK — $1750 SELF EMPLOYMENT — $60 OTHER INCOME — $100 OTHER INCOME — $100 WALMART — $1720
5. Child or Medical Support you are paying. See question 5 below.	Child/Medical Support: $ 400
7. Hours Worked Per Month: See question 7 below.	Name: Hours: NOVEMBER MAC 103 MAC AGE 172

All of the following identify what is included in each section of the summary:

- **Current Residential Address:** Residential Address as keyed in AZTECS. The address does not display when the Residential Address is **any** of the following:

Confidential

See Mailing

Same

PO Box

Homeless

- **Who is Included in the Household:** Number of participants that are not coded out (OU) on SEPA.

- **Income Sources / Monthly Amounts:** Displays up to 10 income sources.

  Earned Income displays "Employer Name."

  Unearned Income displays "Other Income."

  Self-Employment Income displays "Self-Employment."

- **Child or Medical Support Expenses:** The combined total of all Child or Medical support paid by any participant.

- **Hours Worked Per Month:** This only displays when the budgetary unit includes a participant meeting an Able Bodied Adult Without Dependents (ABAWD) work requirement. When a participant has the exemption reason EM keyed in the EXPT RSN FS field on WERE the participant's name and total monthly hours display. This section displays up to five participants.

When assisting a participant in completing the X027 complete *all* of the following:

- Locate the X027 notice found in OnBase under DBME AZTECS Notices mailed to the participant.

- Review the Summary of Current Information on the X027 notice and complete the OnBase Mid Approval Review Unity Form with the participant.

  NOTE When the Mid Approval Review Unity Form is unavailable, the Nutrition Assistance (NA) Mid Approval Contact Form (FAA-1108A) should be used. Review the Summary of Current information on the X027 notice with the participant while completing the FAA-1108A.
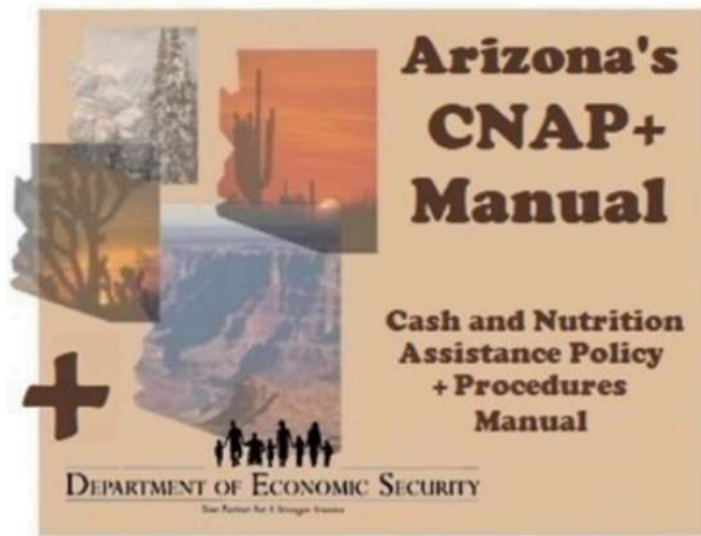
Reformat Update

The CNAP Manual is going through a reformatting project to complete *all* of the following:

- Change the look and feel by moving the Table of Contents out of an AZTECS roadmap flow.

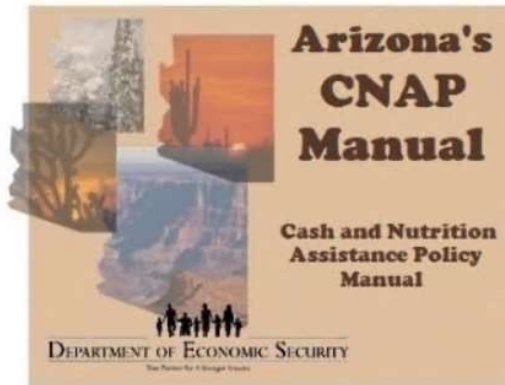- Reduce the number of references to make it easier to find what is needed.

The Employee Home Page and the Customer Home Page have been updated with new images to make it clearer that you are using the correct version of the CNAP Manual.

Reminder: FAA staff must use the CNAP+ Manual to avoid procedural errors.

Notice the multiple plus signs on the image to identify the CNAP+ Manual.

The public must use the CNAP Manual which includes consolidated information that the public needs.

Also, to help with navigation within the CNAP+ Manual, a top menu has been added to the Employee Home Page.

This menu allows quicker access to the different sections of the Employee Home Page including, and not limited to, *any* of the following:

- Reminders & Shortcuts that include links to the DBME Best Google Job Aids and the DBME Standard Work Library.

- Quick Links going to commonly used areas of the CNAP+ Manual including the AMPS calendar webpage and the list of AZTECS notices called NoticeListing.pdf.

General Information: Forms Update

Changes to Forms – 07/21/2024 through 07/26/2024

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