

What's Changed on 09/09/2024

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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: FFY 2025 NA COLA Updates

EFFECTIVE DATE: For eligibility determinations made for the benefit month of 10/2024 and after

The Food and Nutrition Service (FNS) makes annual changes to standards based on the Federal Poverty Level (FPL). Effective 10/01/2024, the 2025 Federal Fiscal Year (FFY) Cost-of-Living Adjustments (COLA) changes allotments, income eligibility standards, and deductions.

An AZTECS mass change was completed on 09/07/2024 to redetermine the NA benefits of all NA budgetary units. FAA is sending impacted budgetary units notices this week informing them that their benefit amount is changing because of the COLA. The notices may cause participants to be confused and, in the past, have increased the number of calls about the benefit amount changes. To help reduce calls, a message has been added to the DES website and Social Media. The message directs the reader to the public CNAP Manual webpage that has the FFY 2025 NA COLA changes. The public webpage is located at https://dbmefaapolicy.azdes.gov/FAA5/FFY_2025_NA_COLA_Changes.html.

NOTE The FFY 2025 NA COLA Changes webpage is also found by searching for COLA in the CNAP Manual Search Box.

The FFY 2025 COLA updates are now available in the CNAP Manual. Determinations for benefit months before 10/2024 are subject to the previous FFY 2024 standards that were effective before 10/01/2024.

See *any* of the following policy references revised due to the FFY 2025 COLA:

- [FAA6.J02A.04](#) titled CA Needy Family Test Income Standards (100% FPL)
- [FAA6.J02A.05](#) titled CA Needy Family Test Income Standards (130% FPL)

- [FAA6.J02B.01](#) titled NA Gross Monthly Income Eligibility Standard (130% FPL)
- [FAA6.J02B.02](#) titled NA Net Monthly Income Eligibility Standard (100% FPL)
- [FAA6.J02B.03](#) titled NA Elderly or Disability Eligibility Standard (165% FPL)
- [FAA6.J02B.04](#) titled NA Expanded Categorical Eligibility Standard (185% FPL)
- [FAA6.J02B.05](#) titled 200% of Federal Poverty Level (Compromise Overpayment)
- [FAA6.J03A](#) titled NA Homeless Shelter Deduction Amount
- [FAA6.J03B](#) titled NA Standard Deduction Amount
- [FAA6.J03C](#) titled NA Shelter Deduction Amount
- [FAA6.J06B](#) titled Maximum NA Resource Limit
- [FAA6.J08](#) titled Thrifty Food Plan (NA)
- [FAA6.J09](#) titled Utility Allowance Current Amount
- [FAA6.J12](#) titled Winnings Reporting Amount

Clarification: DCSS Date of Cooperation

An automated process updates the DATE OF AF COOPERATION field on APPD in AZTECS when the Division of Child Support Services (DCSS) enters the cooperation date in the Arizona Case Record System (AZCARES). The automated process may take up to three workdays to complete.

NOTE Staff need to review CADO for documentation from DCSS before denying a CA case for failure to cooperate with DCSS.

All of the following have been updated to reflect this change:

- [FAA3.B01](#) titled Absent Parent Requirements
- [FAA3.B05A](#) titled Interview Requirements for DCSS Cooperation
- [FAA3.B05D](#) titled DCSS Responsibilities for DCSS Cooperation
- [FAA3.B05G](#) titled Failure or Refusal to Cooperate with DCSS

Clarification: Anticipating Self-Employment Income - Exists Less Than One Month

Anticipate self-employment income when a participant's self-employment exists for less than one month and the receipt of income begins in the budget month. Staff must complete *all* of the following:

- For the budget month, budget the actual amount of income received and all income anticipated to be received for the budget month.
- For ongoing months, based on the conversation with the participant, convert the weekly amount to a monthly amount for the approval period.

For more information on budgeting self-employment income, see [FAA4.H02E.03](#) titled Procedure: Budgeting Self-Employment Income.

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.

At this time, using Search may help with navigation. Anything that has been reformatted will generally show higher in the search results than references in the old format.

FAA5.B titled Benefit Calculation Amounts is a new chapter in volume FAA5. This chapter currently includes a new informational webpage about annual NA Cost-of-Living Adjustments (COLA) changes. (See [FFY 2025 NA COLA Changes](#) for more information.) The federal poverty levels, deductions, and standards from FAA6.J will move into this chapter on a later date.

General Information: Forms Update

Changes to Forms – 08/31/2024 through 09/06/2024

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