

What's Changed on 11/04/2024

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[Clarification: Disqualified Participant's Effect on the NA Benefit Amount](#)

[Clarification: Voter Registration](#)

[General Information: Daylight Saving Time Ends](#)

[General Information: Poster Changes](#)

[General Information: Forms Update](#)

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.

Clarification: Disqualified Participant's Effect on the NA Benefit Amount

Information was added to explain the calculations that AZTECS completes when the income and expenses of some disqualified participants must be prorated.

Income and expenses are prorated to the remaining eligible participants in the budgetary unit when a participant is disqualified for **any** of the following reasons:

- Noncompliance with the Social Security number requirement
- Nonqualified noncitizen participants with **any** of the following statuses:
 - Lawful Permanent Residents (LPRs) who are subject to and not meeting the five-year residency requirement
 - Parolees
 - Special agricultural workers admitted for temporary residence

When a participant is disqualified from NA for any of the reasons listed above, AZTECS prorates **all** of the following expense types:

- Child Support
- Dependent Care
- Shelter

When the income and expenses for a participant keyed as DI require proration, AZTECS calculates the prorated share.

See **all** of the following for more information on disqualifications, proration, and to review examples:

- [FAA2.A09](#) titled Disqualified Participants
- [FAA5.I01C](#) titled Disqualified Participant's Effect on the NA Benefit Amount

Clarification: Voter Registration

All FAA locations must provide the Arizona Voter Registration Form and Federal Voter Registration form to the participant for in-person transactions.

FAA offices must also ensure that both Arizona and Federal Voter Registration forms are available.

For more information on the updated voter registration policy and procedures, see [FAA1.C03G](#) titled Voter Registration.

General Information: Daylight Saving Time Ends

Daylight Saving Time ended on 11/03/2024. All FAA offices are now in the same time zone.

See [FAA6.QR01D](#) titled Daylight Saving Time (DST) for more information.

General Information: Poster Changes

All of the following posters were revised and need to be ordered through WISP:

- Americans with Disabilities Act Grievance Notice (POX-248A) (English) (05/01/2024)
- Americans with Disabilities Act Grievance Notice (POX-248A-S) (Spanish) (05/01/2024)
- Title VI/ADA Non-Discrimination Notice to the Public (OEO-1009A) (English/Spanish) (08/01/2024)

Benefit Eligibility Managers will receive an email with a receipt attached. Once these posters are ordered and received, sign and send the receipt to faapolicymgmt@azdes.gov. In the event that you already have these posters, please sign and return the receipt.

All of the following posters were revised:

- Changes – What You Need to Know (FAA-1760A) (English) (10/01/2024)
- Changes – What You Need to Know (FAA-1760A-S) (Spanish) (10/01/2024)

The FAA-1760A and FAA1760A-S were mailed to the individual offices on 09/17/2024.

General Information: Forms Update

Changes to Forms – 10/26/2024 through 11/01/2024

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:

- Verification of New/Current Employment (FAA-0053A) (English)
A box (other) was added to the Employee is paid sections.
- Verification of New/Current Employment (FAA-0053A-S) (Spanish)
A box (other) was added to the Employee is paid sections.

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