

What's Changed on 02/24/2025

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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.

Clarification: Adult Only CA Cases

An adult only CA case may exist when **any** of the following applies to the dependent child:

- Receives Supplemental Security Income (SSI).
- Receives Foster Care benefits and the caretaker relative is a licensed or unlicensed foster care provider.
- Received CA in another case in the month the caretaker relative requests benefits.
- Is not eligible for CA due to the Family Benefit Cap.

See [FAA3.A03B](#) titled Adult Only CA Cases for more information.

Clarification: DCS Fast Pass Referral

The Department of Child Safety (DCS) Fast Pass application process has been updated to include a new referral code.

The DCS Fast Pass Referral process is a streamlined application process for families receiving help from DCS. Any family referred by DCS is eligible for the Fast Pass application processing, including families that are not child-only.

The new Interstate Contact of Children Referral Code (IC) has been added to track DCS Fast Pass referrals when the caretaker relative of the child resides outside of Arizona and are in the process of moving to Arizona.

The DCS specialized Fast Pass unit keys the IC Referral Code on RESE.

See [FAA2.D02](#) titled DCS Fast Pass Referrals for more information on the fast pass process.

Clarification: NA Expedite Application with Postponed Verification

When an application is submitted on or before the 15th calendar day of the month, copy the details into the second month. Benefits are not to be authorized for the second month until the requested verification is provided.

When an application is submitted after the 15th calendar day of the month, issue benefits for the second month as an aggregate allotment and copy details into the third month. Benefits are not to be authorized for the third month until the requested verification is provided.

For more information, see [FAA1.B04D](#) titled NA Expedite Application with Postponed Verification.

Clarification: TPEP Work Program Requirements

When one or both parents are required to participate in the CA Jobs Program, the number of employment or training participation hours per week varies depending on **any** of the following:

- When the household receives subsidized childcare, the parents shall collectively complete an average of 55 hours per week each month.
- When the household does not receive subsidized childcare, the parents shall collectively complete an average of 35 hours per week each month.

See the TPEP Work Requirements section of [FAA1.D02E](#) titled Two Parent Employment Program (TPEP).

General Information: NA Program Purpose Update

The Food and Nutrition Service (FNS) updated the purpose of the NA program.

The purpose of the NA Program includes **all** of the following:

- To provide food benefits to low-income families by supplementing their grocery budget to afford nutritious food essential to health and well-being.
- To assist eligible participants in obtaining employment and training to increase the participants' earnings.

For more information, see [FAA1.D01A](#) titled The Nutrition Assistance Program.

Completing the Supplemental Nutrition Assistance Program Career Advancement (SNAP CAN) screening and referral process at the interview is a vital component of the NA Program. SNAP CAN provides employment and training opportunities to participants who are eligible for NA. (For more information about SNAP CAN, see [FAA6.B02](#) titled SNAP CAN and the FAA website at <https://des.az.gov/snapcan-participants>.)

The Division of Employment and Rehabilitation Services (DERS) manages several employment and training programs available to participants. See [FAA8.A01D](#) titled Workforce Development, Rehabilitation Services, and Unemployment Insurance Programs for a comprehensive list.

General Information: Forms Update

Changes to Forms – 02/15/2025 through 02/21/2025

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.