

**What's Changed on 03/10/2025**

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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.

### **Reminder: ABAWD Exemption Changes Effective the Benefit Month of 04/2025**

The updated [Urgent Bulletin](#) emailed on 03/04/2025 informed staff that beginning with the benefit month of 04/2025, FAA no longer uses the ABAWD Discretionary Exemption (DE) Code.

On 02/27/2025, FAA Systems migrated the change that updated AZTECS to put an end date on the DE Code as of 12/31/2024. The reason for that date is that a new 36-month ABAWD clock started. All ABAWD participants are eligible for three full-countable months in 2025 when they don't have an exemption or meet an ABAWD work requirement.

Beginning 01/01/2025, the ABAWD time limit of three full months of benefits applies to NA participants aged 18 to 54 who do not meet **any** of the following:

- An ABAWD exemption.
- An NA work requirement exemption.
- An ABAWD work requirement.

FAA Systems is running two ad hoc reports to identify **all** of the following:

- 1) NA budgetary units, including all members who are ABAWD participants who have received their three full countable ABAWD months (January, February, March) and do not have an allowable ABAWD exemption or ABAWD work requirement keyed on WERE.

NOTE AZTECS sends the NA ABAWD Closure (X636) notice to inform them that their NA benefits are going to stop on 03/31/2025 unless they contact us and report another ABAWD exemption or compliance with an ABAWD work requirement.

2) NA budgetary units where one or more, but not all, members are ABAWD participants who have received their three full countable ABAWD months (January, February, March) and do not have an allowable ABAWD exemption or ABAWD work requirement keyed on WERE.

NOTE AZTECS sends the NA ABAWD Benefit Change (X638) notice telling them those members will be removed from their NA benefits as of 04/01/2025 unless they contact us and report another ABAWD exemption or compliance with an ABAWD work requirement.

**Important:** When an NA participant contacts FAA to report that they are meeting a work requirement or an exemption after the NA benefits stopped and before the last day of the month following the effective date of closure, a new application may not be necessary. When all the requirements of benefit reinstatement are met, the NA benefits may be reopened when the participant is eligible. FAA2.M09C titled ABAWD Continued Eligibility includes more information about regaining eligibility after three countable months of NA benefits have been received. When the ABAWD participant is in an open case, follow the procedures for adding a participant.

**For internal use only:** See [ABAWD Continued Eligibility](#) in the CNAP+ Manual.

NOTE WERE and WORW must be updated when the NA ABAWD participant reports a change in the ABAWD requirements.

**All** of the following apply when completing determinations for NA ABAWD participants:

- Beginning with the benefit month of 04/2025, BES staff must determine the number of countable months the participant has used since 01/2025. When the participant has used three countable months and does not have an exemption or has not met the work requirement as listed in the table below, key NE on WERE. When BES staff key the DE Code on WERE, an AZTECS ERROR message appears.

ABAWD Exemptions ONLY	ABAWD Work Requirements
UF - Unfit for Work. FC - Foster Care. LO - Homelessness. VA - Veterans. PG - Pregnant. AG - Participants under 18 years old or 55 years or older. CH - The Participant resides with a minor child.	PC - Participates and complies with the requirements of a work program, averaging 20 hours a week. EM - Works 20 hours a week or an average of 80 hours a month. EV - The Participant meets a good cause reason or works as a volunteer for 80 or more hours per month.

NOTE The Policy Support Team (PST) is revising the CNAP Manual to align with this change. In the interim, staff must use the Job Aid for [Keying WERE for ABAWD](#) (internal use only) to determine the appropriate code to key on WERE.

- At every interview, inform NA ABAWD participants of **all** of the following:

The ABAWD work requirements and exemptions.

The NA ABAWD participant is responsible for reporting changes in employment, work program participation, and exemption status.

- When an NA ABAWD participant receives more than three countable benefit months without an exemption or meeting a work requirement, complete a potential overpayment referral.

The Program Support Administration (PSA) is updating all training materials.

DBME Standard Work is being updated accordingly.

### **Reminder: Update WERE and WORW**

When a participant reports a change, the participant's NA work requirement and ABAWD time limit requirements can change. Change reports can include, and are not limited to, **any** of the following:

- Loss of employment.
- Gain of employment.
- Becoming disabled.
- Recovering from a temporary disability.
- Changes in the household composition.
- Moving to a geographically exempt area.

When a reported change results in a participant losing their NA Work Requirement exemption, complete **all** of the following:

- Determine whether the participant meets another Work Requirement Exemption.
- Update WORW with the new Work Requirement Exemption Code.
- Document the case file with the reason for the new exemption.
- When the participant does not meet another exemption, the participant is considered a work registrant.
- Update WORW when the participant is longer exempt from the NA work requirements with the Work Registrant Code.
- When possible, complete the SNAP CAN screening and referral process with the participant.

When the participant meets a work requirement exemption and is 18 through 54 years of age, determine the correct ABAWD exemption. Update WERE with the correct ABAWD exemption and document the case file with the reason for the new exemption.

NOTE When the participant voluntarily quits or reduces work hours, explore the reason with the participant to determine whether there is a good cause reason.

See **any** of the following for additional information:

- [FAA2.M09B](#) titled ABAWD Exemptions for more information about ABAWD time limit exemptions.
- [FAA6.B01](#) titled NA Work Requirements to determine whether a participant is a work registrant or is exempt from the NA work requirements.
- [FAA6.B04](#) titled Work Requirement Disqualifications for Good Cause Reasons.

## 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 change of address procedures from FAA2.C05 have been removed because the procedures are also in FAA6.A03C titled Address – Effecting Changes.

A temporary link to FAA6.A03C was added to FAA2.C05 to help staff who use the table of contents for navigation. This link will be removed after four weeks.

## General Information: Daylight Saving Time Started

Daylight Saving Time (DST) began on 03/09/2025. Arizona, except the Navajo Nation, does not observe DST. **All** of the following offices are one hour ahead:

- 315C.
- 324C.
- 332C.
- 365C.

See [Daylight Saving Time Definition](#) for other locations that do not observe DST.

## General Information: Forms Update

Changes to Forms – 03/01/2025 through 03/07/2025

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.

Newly created forms:

- No forms were created during the specified period.

### Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Emergency Nutrition Assistance Benefits (FAA-1356A) poster (English).  
The DES logo and branding were updated.
- Emergency Nutrition Assistance Benefits (FAA-1356A-S) poster (Spanish).  
The DES logo and branding were updated.
- Fraud Hotline (OSI-1004APOSNA) poster (English).  
The DES logo and branding were updated.
- Fraud Hotline (OSI-1004APOSNA-S) poster (Spanish).  
The DES logo and branding were updated.

### 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.