

What's Changed on 03/31/2025

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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.

Change: Budgeting Varied Support Income

EFFECTIVE DATE: For all interviews completed on or after 04/07/2025.

This change was made to clarify the procedure for budgeting support income that varies from month to month.

FAA staff apply the prudent person concept to determine which months to average when support income varies monthly. This average is then used to determine the ongoing amount of support income budgeted.

A new glossary term has been added for the prudent person concept. The prudent person concept refers to a decision-making (also known as critical thinking) process that strengthens the worker's policy knowledge, confidence, and decision-making capabilities within FAA.

References to the Child Support Payment History (CHSP) screen have been removed. This change is due to CHSP being temporarily disabled until further notice as of 12/16/2024.

Policy reference(s) revised due to this change:

FAA2.A02 – [Application Screening](#)

[Prior Policy 04/07/2025](#)

Removed references to CHSP. (Updated as of 04/07/2025)

FAA4.H01B.02 – [Alimony Payments](#)

[Prior Policy 04/07/2025](#)

Removed references to CHSP. (Updated as of 04/07/2025)

FAA4.H01B.16 – [Child or Cash Medical Support Income](#)

[Prior Policy 04/07/2025](#)

Clarified the procedure for budgeting support income that varies. Added references to the prudent person concept and information regarding lump sum support payments. Removed references to CHSP. (Updated as of 04/07/2025).

FAA4.H02E – [Averaging Income](#)

[Prior Policy 04/07/2025](#)

Updated the section related to budgeting child, medical, and spousal support by applying the prudent person concept when determining which months to average.. (Updated as of 04/07/2025).

FAA4.H02E.04 – [Procedure: Budgeting Child, Medical, and Spousal Support](#)

[Prior Policy 04/07/2025](#)

Clarified the procedure for budgeting support income that varies. Added references to the prudent person concept. Removed references to CHSP.. (Updated as of 04/07/2025).

Clarification: NA Work Requirements – Student Exemption

High school is a recognized school. A participant who meets **all** of the following is exempt from NA work requirements and the ABAWD work requirements:

- Enrolled in any recognized school, including high schools, training programs, or institutions of higher education.
- Attending at least half-time, as defined by the institution.

See [FAA6.B01](#) titled NA Work Requirements for more information on NA work requirement exemptions.

Reminder: ESAP Shelter Expenses

A review of the Elderly Simplified Application Project (ESAP) cases was completed. The Food and Nutrition Service (FNS) expressed concerns regarding Arizona shelter deduction errors.

To ensure shelter expenses are budgeted correctly, staff must complete **all** of the following:

- When provided, use current hard copy verification instead of the participant statement.
- When the information provided on the ESAP Renewal (X091) notice is unclear, contact the participant to clarify the information and use the participant statement when not questionable.
- When a lease is provided, carefully review all itemized expenses on the lease and determine whether each itemized expense is an allowable expense before budgeting.
- Review all documents in the case file before keying the EXNS screen.
- Document how the expenses were verified.

See [FAA5.I03A](#) titled Shelter Expenses and Deduction for more information regarding budgeting shelter expenses.

General Information: Updates to the Application for Benefits

Updates have been made to **all** of the following forms:

- The Application for Benefits (FAA-0001A) (English).
- The Application for Benefits (FAA-0001A-S) (Spanish).

Orders placed may not be filled with the updated versions until they are available in the warehouse.

All of the following updates have been made to the FAA-0001A and FAA-0001A-S forms:

- The signature line for the spouse (NA and CA only) has been removed.
- Fields were added to the earned income section to capture **all** of the following information for current employment:

Rate of pay.

Hours per week.

Gross amount of pay in the past 30 days.

An official application form is any application for benefits approved by FAA, regardless of the date shown on the document.

Any official application that meets the criteria for an identifiable application must be accepted and registered. Do not require a new application to be completed when the form is an older version of the Application for Benefits (FAA-0001A). See [FAA2.A01](#) titled Application Requirements for more information.

General Information: Forms Update

Changes to Forms – 03/22/2025 through 03/28/2025

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:

- Application for Benefits (FAA-0001A) form (English)
See the Updates to the Application for Benefits entry above.
- Application for Benefits (FAA-0001A-S) form (Spanish)
See the Updates to the Application for Benefits entry above.
- AZSNAP Application (FAA-1740A) form (English)
The revised NA Authorized Representative Request form has been added.
- AZSNAP Application (FAA-1740A-S) form (Spanish)
The revised NA Authorized Representative Request form has been added.
- Nutrition Assistance (NA) Authorized Representative Request (FAA-1826A) form (English)

The verbiage and formatting were revised to provide clarity.

- Nutrition Assistance (NA) Authorized Representative Request (FAA-1826A-S) form (Spanish)

The verbiage and formatting were revised to provide clarity.

Newly created forms:

- No forms were created during the specified period.

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Nutrition Assistance Frequently Asked Questions (FAA-0126A) poster (English)

The poster was rebranded and the logo updated.

- Nutrition Assistance Frequently Asked Questions (FAA-0126A-S) poster (Spanish)

The poster was rebranded and the logo updated.

- How can I complete my interview? (FAA-1643A) poster (English)

The poster was rebranded and the logo updated.

- How can I complete my interview? (FAA-1643A-S) poster (Spanish)

The poster was rebranded and the logo updated.

- Add us to Your Contacts So You Know When to Answer (FAA-1866A) flyer (Eng/Spa)

The flyer was rebranded and the logo updated. There were also some verbiage changes to make it easier to read.

- Mid Approval Contact (FAA-1714A) poster (English)

The poster was rebranded and the logo updated. There were also verbiage changes to reflect the current policy.

- Mid Approval Contact (FAA-1714A-S) poster (Spanish)

The poster was rebranded and the logo updated. There were also verbiage changes to reflect the current policy.

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.