

What's Changed on 06/16/2025

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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: Application Requirements

When an additional application is turned in by a participant while a prior application is pending, review both applications for any changes and complete **one** of the following:

- When a renewal is due, or the participant is applying for an additional program, register the renewal or the additional program.
- When a renewal is not due and no additional programs are requested, treat the additional application as a change. When no changes are reported, document that there were no changes reported on the application.

When an application has been registered and an application with an earlier submission date is found in the case file, complete **one** of the following:

- When the registered application is pending, delete the application on DECA in AZTECS and register the application using the earlier date.
- When the later application has been approved, complete a hand budget to determine whether eligibility exists before the current effective date.

For additional information, see [FAA2.A01](#) titled Application Requirements.

Clarification: Budgeting Terminated Income

When terminated income is received in the budget month and is not expected to continue, **one** of the following applies:

- Income is converted when a full month of income has been received and all checks are considered normal.
- Actual income is used when **any** of the following occur:
 - Less than a full month of income is received.

A full month of income is received and one or more of the checks is considered not normal.

NOTE When a paycheck is received on or anticipated for all regularly scheduled pay dates during the calendar month, it is considered a full month of income.

For further information, see [FAA4.H02D](#) titled Actual Income.

Reminder: Verifying Shelter and Utility Expenses for NA

Verify shelter and utility expenses when **any** of the following occur:

- New application is received.
- Renewal application is received.
- When a reported change in the expense or address is received.
- When the expense amount is questionable.

Participant statement verification can be used as the primary source of verification for shelter and utility expenses when no other verification is available at the time of the interview or change, except when **any** of the following occur:

- The expense is in another person's name who is outside the budgetary unit.
- The participant's statement is questionable.

See [FAA5.I03A](#) titled Shelter Expenses and Deductions and [FAA5.I03D](#) titled NA Utility Expenses and Allowances for more information.

Reminder: The ABAWD Three Year Period

NA participants not qualifying for an exemption or meeting an Able Bodied Adult without Dependents (ABAWD) work requirement are subject to the ABAWD time limit. The ABAWD time limit is three full months of NA benefits.

Anytime in a fixed three-year period, these participants can receive three full months of benefits. The three-year period is the same three years for all NA budgetary units in Arizona.

The current ABAWD three-year period began on 01/01/2025 and ends on 12/31/2027.

General Information: Forms Update

Changes to Forms – 06/07/2025 through 06/13/2025

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:

- Nutrition Assistance Drug Testing Agreement (FAA-1565A) form (English)

Added the verbiage that a new request needs to be completed for any convictions received after the agreement is put in place.
- Nutrition Assistance Drug Testing Agreement (FAA-1565A-S) form (Spanish)

Added the verbiage that a new request needs to be completed for convictions received after the agreement is put in place.
- Verification of New/Current Employment (FAA-0053A) form

The top section of the form was revised to update the verbiage and design.
- Appendix 6 Arizona Disaster Nutrition Assistance Program (DNAP) Forms and Desk Aids (FAA-1359A) (English/Spanish)

The Hearing Request (FAA-0098A) forms and the DNAP poster (FAA-1375A) packet were replaced with the new versions.

Newly created forms:

- No forms were created during the specified period.

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Nutrition Assistance Posters (English/Spanish) DNAP posters

The posters were rebranded and the new DES logo was added.
- Register to vote (English/Spanish) (FAA-1810A) poster

The poster was rebranded and the new DES and AHCCCS logos were added.
- Register to vote (English/Spanish/Navajo) (FAA-1810B) poster

The poster was rebranded and the new DES and AHCCCS logos were added.
- Register to vote (English/Spanish/Apache) (FAA-1810C) poster

The poster was rebranded and the new DES and AHCCCS logos were added.

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.