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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: New EDRS Screen

EFFECTIVE DATE: For determinations completed on or after 07/08/2025

Effective 07/08/2025, the new Electronic Disqualified Recipient System (EDRS) screen will display in AZTECS for Elderly Simplified Application Project (ESAP) renewal applications.

The EDRS screen captures information from the electronic Disqualified Recipient System (eDRS) every time an ESAP renewal application is submitted via MyFamilyBenefits (MFB).

FAA must verify the accuracy of the information before taking action to disqualify the participant.

ESAP renewal applications require additional keying on the EDRS screen. For ESAP renewal cases, key **one** of the following in the RESOLVED field on EDRS:

- DA when the Intentional Program Violation (IPV) information has been verified.
- UD when the participant fails to provide clarification or verification regarding the eDRS information.
- RD when **one** of the following occurs:

EDRS shows the disqualification period has ended.

Verification provided by the participant indicates the disqualification has been resolved or is incorrect.

Policy reference(s) revised due to this change:

FAA1.D01C – [Elderly Simplified Application Project \(ESAP\)](#)

[Prior Policy 07/08/2025](#)

Added eDRS information for ESAP renewal application submitted via MyFamilyBenefit (MFB). (Effective with all eligibility determinations made on or after 07/08/2025)

FAA6.E07I – [IPV – electronic Disqualified Recipient System \(eDRS\)](#)

[Prior Policy 07/08/2025](#)

Added new EDRS screen in AZTECS. (Effective with all eligibility determinations made on or after 07/08/2025)

Change: Ineligible Institution Addresses

EFFECTIVE DATE: For eligibility determinations completed on or after 07/08/2025

When an ineligible address is keyed on ADDR in AZTECS, new and renewal applications cannot be approved.

The Policy Support Team (PST) monitors, verifies, and maintains the addresses for **all** of the following:

- Authorized Institutions
- Unauthorized Institutions
- Unauthorized Institutions with special considerations
- Non-Institutions

Participants who reside at unauthorized institutions are not eligible for NA unless the institution offers the participant special considerations.

In AZTECS, when an ineligible address is keyed in the RESIDENTIAL ADDRESS or MAILING ADDRESS fields on ADDR, FSAD does not allow FAA staff to approve the benefits for a new or renewal application. The following message displays on FSAD:

ERROR NOT ELIGIBLE – ADDRESS MATCHES INELIGIBLE INSTITUTION ADDRESS

When the error message displays on FSAD, FAA staff must review the PST Institutions List. When the participant disagrees with the information on the PST Institutions List, contact the facility to determine whether a change in services has occurred. When a change is needed to the institutions list, follow the procedures for elevating institutions to PST.

It is not necessary to wait for the NA 30-day timely denial date when using the RI Denial Closure Reason Code on FSED.

Policy reference(s) revised due to this change:

FAA3.D09 – [Residents of Institutions for NA](#)

[Prior Policy 06/30/2025](#)

Added procedures for the Ineligible Institution Address hard stop on FSAD. Added NOTE that it is not necessary to wait for the NA 30-day timely denial date when using the RI Denial Closure Reason Code on FSED. (Updated as of 06/30/2025)

Reminder: NA Medical Expenses and Deduction

Medical expenses are allowable as a deduction for NA budgetary units with participants who are elderly or have a disability. Medical expenses and deductions must be explained to the participant during the interview and at renewals.

Documented or collateral contact verification is needed to verify the obligation to pay NA medical expenses out-of-pocket when **any** of the following occur:

- A new application is submitted or changes in out-of-pocket medical expenses is reported during the approval period:

When a budgetary unit is potentially eligible for the Standard Medical Deduction (SMD) verification of at least \$35.01 must be provided.

When the budgetary unit is potentially eligible for actual medical expenses, which exceed the SMD, all medical expenses must be verified.

- Renewal applications:

Changes of more than \$25 in actual medical expenses which exceed the SMD amount must be verified.

NOTE Participant statement verification is allowed as the primary source of verification at the time of the renewal interview, unless it is questionable, when **one** of the following occurs:

- The budgetary unit is receiving the SMD.
- Changes to medical expenses are less than \$25 when the budgetary unit is receiving their actual medical expenses in excess of the SMD amount
- The expense amount is questionable.

See [FAA5.I03E](#) titled NA Medical Expenses and Deductions for more information.

Reminder: ESAP Shelter Expenses and Deduction

A review of the Elderly Simplified Application Project (ESAP) cases was completed by Food and Nutrition Service (FNS). 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 on the ESAP Renewal (X091) notice is unclear, contact the participant for clarification. Use the participant's statement, when the information is 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 Deductions for more information.

General Information: Forms Update

Changes to Forms – 06/24/2025 through 06/27/2025

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):

- No revisions to marketing materials were made 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.