

What's Changed on 07/07/2025

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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: ABAWD Exemption Verification

Staff must attempt to confirm a claim of unfit for work for an exemption from the able bodied adult without dependents (ABAWD) time limit. When case file information and the State Verification Exchange System support the claim, no further verification is required. When staff cannot confirm an unfit for work claim, staff needs to request verification from a medically qualified source from the participant.

When possible, participants can use the Nutrition Assistance Verification of Unfitness for Work (FAA-1533A) form, completed by a medically qualified source. Participants can print the FAA-1533A form located in the Documents Center on the Department of Economic Security website.

For pregnancy as an exemption from the ABAWD time limit, participants need to verify pregnancy with a written statement or a collateral contact by a medically qualified source.

Participants and staff can find more information about exemptions from the ABAWD time limit in FAA2.09B titled ABAWD Exemptions, or by typing ABAWD Exemptions in the Search field on the CNAP Manual Tool Bar.

Clarification: Discrimination Complaint

A discrimination complaint requires a person's written or electronic signature. Telephonic and verbal signatures are not acceptable.

When a person makes a complaint verbally, and for any reason the signature is unavailable, FAA completes **any** of the following:

- For NA, because Office of Equal Opportunity (OEO) does not investigate Nutrition Assistance discrimination complaints, a designated staff member completes **one** of the following:

Encourages the person to file the discrimination complaint with the United States Department of Agriculture (USDA) by email or mail.

Assists the person in completing the USDA Discrimination Complaint (AD-3027) form at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>. The worker or the person can email the form to program.intake@usda.gov.

Emails the USDA with all the information needed. For a list of what needs to be included in the complaint, refer to FAA1.C01L.01 titled Discrimination Complaint.

- For CA, a designated staff member completes **one** of the following:

Emails all the information to OEO at OfficeofEqualOpportunity@azdes.gov.

When the person is not available to provide a written or electronic signature, mails a Discrimination Complaint Clients, Applicants, and Contractors (J-020) form to the person.

See FAA1.C01L.01 titled [Discrimination Complaint](#) for more information.

Reminder: Loans

Any portion of a loan payment received by the budgetary unit as interest is treated as an interest payment in the month it is received.

For more information see **any** of the following:

- [FAA4.H01B.37](#) titled Interest Payment for more information on how to budget interest payments.
- [FAA4.H01B.42](#) titled Loans for more information on budgeting loan income.

General Information: Forms Update

Changes to Forms – 06/28/2025 through 07/04/2025

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.