

What's Changed on 08/25/2025

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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: Self-Employment for Less than One Year

To budget self-employment for a business that has been in operation for less than one year, complete **all** of the following:

- Average the total self-employment income received over the months the business has been operating.
- Exclude **any** of the following months of income from the average when the months are partial:
 - The initial month of self-employment income
 - The current month
- Discuss with the participant whether the averaged amount reflects the monthly income reasonably certain to be received during the approval period.

When the averaged amount accurately reflects the participant's expected income, budget the averaged amount.

Complete information is available in the CNAP Manual at FAA4.H02E.03 titled Procedure: Budgeting Self-Employment Income, including **all** of the following:

- Projecting Self-Employment
- Annualizing Self-Employment
- Self-Employed for Less Than One Year

- Anticipating Self-Employment
- Terminated Self-Employment

General Information: Verbal Explanation of the NA Work Responsibilities

One of the primary purposes of the NA program is to help participants secure meaningful employment and achieve self-sufficiency.

In order to fulfill this purpose, staff are required to provide a verbal explanation of how each of the NA work responsibilities applies to each NA participant at **all** of the following times:

- New application interviews.
- Renewal application interviews.
- Reported changes, when possible.

By explaining the NA work responsibilities verbally at the interview, participants become more knowledgeable about the program rules and the additional opportunities available to them through the program.

Staff need to use the NA ABAWD and Work Requirements Script (FAA-1786A), which provides a guideline to explain each of the NA participants' work responsibilities, including **all** of the following:

- The Able Bodied Adult Without Dependents (ABAWD) time limit
- ABAWD work requirements and exemptions
- NA work requirements and exemptions
- NA work disqualifications

The SNAP CAN Referral Script (FAA-1878A) provides an opportunity to explain to NA participants the employment and training services offered by SNAP CAN. The FAA-1878A includes, and is not limited to, **all** of the following employment and training services provided by SNAP CAN:

- Employment Assessment
- Work experience opportunities
- Job readiness
- Education
- Vocational training

Be sure to complete the SNAP CAN referral for participants who meet the referral criteria, which include **all** the following:

- All NA work registrants
- All NA participants who do not object to a referral

Staff need to familiarize themselves with SNAP CAN services listed on the FAA-1878A to have open conversations with participants about their employment and career interests. SNAP CAN services available to NA participants to help achieve employment goals include, and are not limited to, **all** of the following:

- Transportation-related expenses
- Test fees
- Training materials
- Clothing
- Uniforms
- Dental
- Housing and utility assistance
- Cell phone and laptop purchases

Reading the scripts word-for-word is not required. Explaining the NA work responsibilities during an interview should not unduly consume the allotted time for the interview and should not burden the participant. The correct time during the interview to verbally explain the NA work responsibilities is before keying WERE and WORW. At this point in the interview, there is sufficient accumulated information to facilitate a brief yet meaningful conversation with the participant about the NA work responsibilities.

Staff can find complete details about each of the NA work responsibilities in the CNAP Manual at **all** of the following references:

- FAA2.M09A titled Time Limits and Work Requirements
- FAA2.M09B titled ABAWD Exemptions
- FAA6.B01 titled NA Work Requirements
- FAA6.B02 titled Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN)
- FAA6.B04 titled Work Requirement Disqualifications

General Information: FFY 2026 NA COLA

The Food and Nutrition Service (FNS) makes annual changes to standards based on the Federal Poverty Level (FPL). The Cost-of-Living Adjustment (COLA) changes income limits, deductions, and benefits for the 2026 Federal Fiscal Year (FFY) that starts on 10/01/2025.

The monthly rollover for the Current System Month (CSM) of 10/2025 occurs on 08/30/2025. Benefits approved after 08/30/2025 must be authorized through the CSM of 10/2025.

FAA Systems is completing a mass change on 09/06/2025. NA cases not in the CSM of 10/2025 are not updated with the mass change. FAA staff must authorize benefits through the CSM of 10/2025 to ensure participants receive the correct benefit amounts.

NA cases not in the CSM of 10/2025 must be reworked, including cases authorized in the month of 11/2025 or later.

The list of changes to the CNAP Manual for the FFY 2026 COLA changes, effective 10/01/2025, will be provided on a future What's Changed notification.

General Information: MyDES Connect

MyDES Connect notifications are personalized text and email messages sent by DES to help participants through the NA and CA application process. MyDES Connect keeps participants informed of when and how to complete **all** of the following:

- A renewal
- An interview
- Provide a Mid Approval Contact (MAC) form

To sign up for MyDES Connect, participants need to have a cell phone number and email address entered in AZTECS. Participants can find more information and instructions on how to sign up for MyDES Connect on the Customer Home Page of Arizona's Cash and Nutrition Assistance Policy (CNAP) Manual.

During contact with participants, FAA staff must confirm participants' most current cell phone numbers and email addresses.

FAA staff can find procedures for updating participants' information in AZTECS at **any** of the following CNAP Manual references:

- FAA2.C06 titled Keying ADDR
- FAA2.C06B titled Keying Address on ADDR
- FAA1.C01B.02 titled Address Confidentiality Program (ACP)

General Information: Forms Update

Changes to Forms – 08/16/2025 through 08/22/2025

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 and Marketing Materials Archived from the Document Center:

- No forms were archived from the Document Center.