

What's Changed on 10/14/2025

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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: Equifax Usage

For additional clarity of sources considered verified upon receipt, Equifax/EMVI (a.k.a. The Work Number) was added to the list of sources that meet this definition.

Additional verification to effect changes to benefits is not needed when the Equifax verification service provides employment or income information.

The language in the Verified Upon Receipt glossary term was updated as of 10/06/2025.

Clarification: HOSC Employment Verification Requirements

The Household System Check (HOSC) screen in AZTECS interfaces with other systems and provides information regarding the income a participant may be currently receiving or has received in the past.

When an employer displays on HOSC, FAA staff determine whether the employment needs to be verified as current or terminated.

All employers must be verified as current or terminated employment, when **all** of the following occur on HOSC:

- Income is displayed in any quarter with an asterisk.
- Verification is not already in the case file.

When zero (\$.00) is displayed for an employer on all quarters with an asterisk, HOSC can be used as verification the participant is no longer employed, unless **any** of the following occurs:

- The participant indicates they have returned to working for the employer.
- HEAplus hubs indicate the participant is currently receiving income from the employer.

FAA staff can locate additional information in the Procedures section of FAA2.A02 titled Application Screening.

Clarification: An Elderly Participant with a Disability and Their Spouse

A participant, and their spouse, who normally purchase and prepare food with a household, may be allowed to be a separate NA budgetary unit when the participant is both elderly (60 or older) and has a disability.

An elderly participant with a disability has to meet **one** of the following conditions:

- Considered a permanent disability under the Social Security Act.
- A non-disease-related, severe, permanent disability.

The income of the household with whom the elderly and disabled participant purchases and prepares food must be at or below 165% of the federal poverty level (FPL).

For more information about determining budgetary units, see [FAA2.A06](#) titled Determining budgetary Units.

For the 165% of the FPL amounts, see [FAA6.J02B.03](#) titled NA Elderly or Disability Eligibility Standard (165%).

Reminder: Reasonable Accommodations

When a participant requests accommodation due to impairment and the preferred accommodation is not readily available, FAA staff elevate the request for accommodation to **one** of the following:

- For visual impairment, to the FAA Client Liaison Unit (CLU).
- For any other impairment, to the DES ADA Coordinator at dbmeadaaccomodations@azdes.gov.

Please note that the DES ADA Coordinator email address has changed to dbmeadaaccomodations@azdes.gov. The CNAP Manual has been updated with the new email address.

Reminder: Appeal Hearing – Verbal Request

When a verbal appeal request is received, FAA completes and submits the Verbal Hearing Request (FAA-0098B) form, following the instructions outlined on the FAA-0098B.

For further information, see [FAA6.F03A](#) titled Appeal Hearings – Request Requirements.

General Information: Forms Update

Changes to Forms – 10/04/2025 through 10/10/2025

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 (NA) Authorized Representative Request (FAA-1826A) form (English)
The age of who is an ABAWD changed from 18-54 to 18-64.
- Nutrition Assistance (NA) Authorized Representative Request (FAA-1826A-S) form (Spanish)
The age of who is an ABAWD changed from 18-54 to 18-64.
- NA ABAWD and Work Requirements Script (FAA-1786A) (English)
All the retired ABAWD exemptions have been removed, and the new exemptions have been added.
- NA ABAWD and Work Requirements Script (FAA-1786A) (Spanish)
All the retired ABAWD exemptions have been removed, and the new exemptions have been added.

Newly created forms:

- No forms were created during the specified period.

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Able Bodied Adult Without Dependents (ABAWD) Time Limit (FAA-1858A) flyer (English)
This flyer was redesigned to add all the changes that have happened with the exemptions.
- Able Bodied Adult Without Dependents (ABAWD) Time Limit (FAA-1858A) flyer (Spanish)
This flyer was redesigned to add all the changes that have happened with the exemptions.
- Time Saving Tips (FAA-1513A) flyer (English)
Removed the statement about not needing verification of your expenses at renewal.
- Time Saving Tips (FAA-1513A) flyer (Spanish)
Removed the statement about not needing verification of your expenses at renewal.

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.