

## What's Changed on 11/10/2025

[Change: Third-Party Payroll Verification Source](#)

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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: Third-Party Payroll Verification Source**

EFFECTIVE DATE: For determinations completed on or after 11/17/2025

The list of approved third party payroll verification sources has been updated to include the Unemployment Cost Management (UCM) Specialists.

Staff can access UCM Specialists through the [ucmspecialists.com](http://ucmspecialists.com) website. [www.ucmspecialists.com](http://www.ucmspecialists.com) When requesting employment verification, staff submit the Government/Non-Profit Verification Request form on the website.

When requesting payroll and wage information, a consent form is required. The signature page on the Application for Benefits (FAA-0001A) is acceptable as a consent form. When additional clarification is needed for the payroll or wage information, staff can contact the representative via email for further questions.

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### **Policy reference(s) revised due to this change:**

FAA1.C02A – [Providing Verification](#)

[Prior Policy 11/10/2025](#)

UCM Specialists have been added as an approved third-party payroll source. (Effective 11/17/2025)

### **Change: District X Process**

EFFECTIVE DATE: For all QC Review Disagreements occurring on or after 11/17/2025.

The District X process (pronounced District Ten) has been updated to enable the requester to submit the request directly to the appropriate FAA section. This allows for a quick resolution through the collaboration of the two sections regarding the request for the District X transfer.

When the Region Program Manager (RPM) or designated staff agrees that a Quality Control (QC) error cited exists, but that the error should be cited to another section, the RPM or designated staff must submit a District X within ten days of receiving the Quality Control Review Report (QC-100).

The RPM or designated staff sends an email to the appropriate FAA section at the appropriate email below requesting that the QC error be redirected to **one** of the following:

- Centralized Document Services (CDS) at FAA117CDistrictXTransfers@azdes.gov
- FAA Systems at FAAPCR@azdes.gov
- Office of Program Evaluation (OPE) at OPEManagement@azdes.gov
- Other, when the entity is not listed at FAAPolicyMgmt@azdes.gov
- Policy Support Team (PST) at FAAPolicyMgmt@azdes.gov
- Quality Support Team (QST) at OPEManagement@azdes.gov

NOTE The requesting office's email to the FAA section must include **all** of the following representatives:

- Program Administrator (PA)
- RPM when the request is sent by the designated staff
- OPE

The District X email must include **all** of the following:

- An explanation of why the transfer is being requested.
- Sufficient documentation to substantiate the request.
- The CNAP Manual policy references reviewed.
- The QC-100 document.

When the District X request is received by the District X designated representative, **all** of the following are completed within ten calendar days of receiving the request:

- Review the email request from FAA staff.
- Review the details of the QC-100 and all supporting documents.
- Review the case file documents and case actions.
- Make a determination on the transfer request.
- Complete an Interoffice Memo. (See the [District X Interoffice Memo \(IOM\) Template](#) located in the FAA Policy Support SharePoint Site Doc Library.)

The IOM is emailed to **all** of the following:

- PA

- RPM
- OPE
- All parties included in the initial email

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**Policy reference(s) revised due to this change:**

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FAA1.C02D – [Cooperating with Quality Control \(QC\)](#) [Prior Policy 11/10/2025](#)  
The District X Request process has been revised. (Effective 11/17/2025.)

**Change: Elevating Suggestions to PST**

EFFECTIVE DATE: For all issues or suggestions elevated to PST on or after 11/10/2025

To ensure thorough and concise elevations, the FAA Policy Support Team (PST) is implementing a new elevation process utilizing a newly created Google Form.

FAA staff should elevate suggestions or issues to their supervisor for **any** of the following:

- Notices
- Forms, posters, flyers, or pamphlets
- CNAP Manual verbiage or links

Authorized staff (supervisors or higher), see the [PST Suggested Changes Form](#) to elevate issues or suggestions to PST.

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**Policy reference(s) revised due to this change:**

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FAA1.C03E – [Rules and Regulations](#) [Prior Policy 11/10/2025](#)  
Updated the section ‘Sending Suggestions to PST’ to add the newly created PST Google form for elevating suggestions to PST. (Effective 11/10/2025.)

**General Information: Forms Update**

Changes to Forms – 11/01/2025 through 11/07/2025

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 Able Bodied Adult Without Dependents (ABAWD) Time Limits (FAA-1530A) form (English)  
Updates were made to align it with the ABAWD policy that has changed with the new federal rules.
- Nutrition Assistance Able Bodied Adult Without Dependents (ABAWD) Time Limits (FAA-

## 1530A-S) form (Spanish)

Updates were made to align it with the ABAWD policy that has changed with the new federal rules.

### **Newly created forms:**

- No forms were created during the specified period.

### **Revised Marketing Materials (Posters, Pamphlets, Flyers):**

NOTE When a mandatory poster is listed below, offices must order the mandatory poster through the warehouse. Refer to FAA1.C03F titled Communicate with the Public for more information about posters.

- Changes – What You Need to Know (FAA-1760A) poster (English)

The ABAWD age limit was changed in the Simplified Reporting – Nutrition Assistance section. The current revision of this mandatory poster is 10/01/2025.

- Changes – What You Need to Know (FAA-1760A-S) poster (Spanish)

The ABAWD age limit was changed in the Simplified Reporting – Nutrition Assistance section. The current revision of this mandatory poster is 10/01/2025.

### **New Marketing Materials (Posters, Pamphlets, Flyers):**

NOTE When a new mandatory poster is listed below, offices must order the mandatory poster through the warehouse. Refer to FAA1.C03F titled Communicate with the Public for more information about posters.

- 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.