

What's Changed on 11/17/2025

[Clarification: Participant Statement Verification](#)

[Reminder: ESAP Shelter Expenses and Deduction](#)

[Reminder: Transitional Benefit Assistance \(TBA\)](#)

[General Information: Forms Update](#)

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: Participant Statement Verification

As of 09/02/2025, participant statement verification is no longer considered verification for any eligibility factors or deductions for the NA and CA programs. **All** of the following policy references have been updated to remove the use of participant statement verification:

- [FAA1.C03B](#) titled Data Collection
- [FAA2.M07C.01](#) titled LIBL/STBL Time Limit Extension – School Attendance
- [FAA4.H01B.02](#) titled Alimony Payments
- [FAA4.H01B.32](#) titled Grants, Loans, Awards, and Scholarships
- [FAA4.H01B.60](#) titled Reimbursements
- [FAA4.H01B.75](#) titled Tips and Gratuities

For more information on acceptable verification sources, see each policy reference.

Reminder: ESAP Shelter Expenses and Deduction

A review of the Elderly Simplified Application Project (ESAP) cases was completed by the 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:

- For new ESAP applications, verification is required for all expenses.
- When the information on the ESAP Renewal (X091) notice is unclear, request verification from the participant.
- Carefully review documented verification and discuss with the participant whether the shelter obligation includes utilities or expenses that are not allowed. When the shelter expense is

itemized and contains utility expenses or expenses that are not allowed, key only the allowable shelter expense.

- Review all documents in the case file before keying the EXNS screen.
- Key only expenses that have been verified by documented or collateral contact verification and document how the expenses were verified.

See [FAA5.I03A](#) titled Shelter Expenses and Deduction for more information.

Reminder: Transitional Benefit Assistance (TBA)

Certain eligible NA budgetary units who no longer meet eligibility for Cash Assistance (CA), transition to NA Transitional Benefit Assistance (TBA). TBA budgetary units are potentially eligible to receive up to five consecutive months of TBA benefits.

It is important for FAA staff to verify the timeliness of information reported that would cause a CA case to be closed.

When income that would cause a CA case to exceed the income limit is reported untimely, the UT Verification Code must be keyed in the VR field on the appropriate income screen. Keying the UT Verification Code ensures that the NA does not transition into TBA.

For additional information, see [FAA5.I01E](#) titled NA Transitional Benefit Assistance (TBA).

General Information: Forms Update

Changes to Forms – 11/08/2025 through 11/14/2025

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:

- Arizona Voter Registration Form (DES-1232A) English/Spanish

The “A” that stands for assistance agencies was added to the Box for Office Use Only. Please destroy the old forms and use the form that has the “S 00 A” on it. The revision date has stayed the same.

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.

- No forms were created during the specified period.

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.