

What's Changed on 02/09/2026

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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: How to Screen for NA Work Responsibilities

EFFECTIVE DATE: For eligibility determinations completed on or after 02/23/2026

The Food and Nutrition Service (FNS) recently cited Arizona for inadequate case documentation for **all** of the following:

- The NA Work Requirements and exemptions.
- Able-Bodied Adults without Dependents (ABAWD) work requirements and exemptions.
- Referral for the employment and training program, Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN).

FAA Systems created the new Screen for NA Work Responsibilities Unity form to help staff with these new documentation requirements. The Screen for NA Work Responsibilities Unity Form is found in OnBase.

Starting on 02/23/2026, screening for the NA work responsibilities and completion of the Screen for NA Work Responsibilities Unity Form is a procedure that is mandatory for every interview and reported change process. The screening applies to **all** of the following and must be completed in the following order:

- NA Work Requirements and Exemptions
- ABAWD Work Requirements, Exemptions, and Time Limit
- SNAP CAN Referral

FAA staff complete the Screen for NA Work Responsibilities Unity form at the end of the interview process to allow more time to get to know each budgetary unit member's situation. Begin the

screening process by stopping on WERE.

The information to complete the unity form is gathered during the interview. To avoid overburdening participants and extending the interview time, FAA staff first use information already gathered during the interview about each budgetary unit member from **any** of the following:

- The application
- The case file
- A conversation with the participant
- Data matches
- Verification

All of the following resources are available to staff to help complete the screen for work responsibilities:

- For policy, see [FAA Screens for NA Work Responsibilities](#) at FAA6.B01 titled NA Work Requirements.
- For procedures, see [How to Screen for NA Work Responsibilities](#) at FAA6.B01 titled NA Work Requirements. (For staff use only)
- [Keying WERE/WORW](#) DBME BEST Job Aid (For staff use only)

Policy reference(s) revised due to this change:

FAA2.M09A – [ABAWD Time Limits and Work Requirements](#)

[Prior Policy 02/23/2026](#)

Added Screening for NA Work Responsibilities to the Policy section. (Updated as of 02/09/2026; Effective 02/23/2026)

FAA2.M09B – [ABAWD Exemptions](#)

[Prior Policy 02/23/2026](#)

A note about participation in SNAP CAN was added at the end of the list of exemptions. Added procedures for completion of Screening for NA Work Responsibilities. (Updated as of 02/09/2026; Effective 02/23/2026)

FAA6.B01 – [NA Work Requirements](#)

[Prior Policy 02/23/2026](#)

Added FAA Screening for NA Work Responsibilities to Policy section and How to Screen for NA Work Responsibilities to the Procedures. (Updated as of 02/09/2026; Effective 02/23/2026)

FAA6.B02 – [Supplemental Nutrition Assistance Program Career Advancement Network \(SNAP CAN\)](#)

[Prior Policy 02/23/2026](#)

Added information to the policy and procedures sections about the Screen for NA Work Responsibilities Unity form. (Updated as of 02/09/2026; Effective 02/23/2026)

Clarification: NA Work Requirements UI Exemption

A participant who has applied for or is not yet receiving Unemployment Insurance (UI) meets the criteria for the UI NA Work Requirement Exemption. This includes, and is not limited to, **any** of the following reasons:

- Any waiting week.
- A UI determination has not been made as of the date of the NA determination.

When the participant meets the criteria for the UI NA Work Requirement Exemption, the participant is also exempt from the Able Bodied Adult Without Dependents (ABAWD) time limit.

For additional information, see [FAA6.B01](#) titled NA Work Requirements.

Clarification: Nontraditional and Home-Based Interview Requests

Based on feedback from the FAA offices, the Policy Support Team (PST) is providing clarification regarding requests for home-based and nontraditional interviews.

Participants may be unable to call or come into an FAA office during normal business hours. When this occurs, the participant may request a home-based interview or an interview during nontraditional hours by visiting any FAA office or by calling the Customer Service Center at (855) 432-7587.

For more information, refer to [FAA2.B01](#) titled Interview Requirements.

General Information: Forms Update

Changes to Forms – 01/31/2026 through 02/06/2026

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 revised 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 revisions to marketing materials were made 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.