

## What's Changed on 03/23/2026

[Change: AZSNAP Employee Benefit & Overpayment \(AZSN EMP OP\) Unit](#)

[Change: NA Expanded Categorical Eligibility](#)

[Reminder: Budgetary Unit Verification](#)

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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: AZSNAP Employee Benefit & Overpayment (AZSN EMP OP) Unit**

EFFECTIVE DATE: The CNAP Manual has been updated as of 03/23/2026.

Effective 01/23/2026, the Employee Benefit Unit (EBU) and the Overpayment Unit (OPU) have merged into a single unit and are now the AZSNAP Employee Benefit & Overpayment (AZSN EMP OP) Unit.

The CNAP Manual has replaced all references of EBU and OPU with AZSN EMP OP Unit.

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

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FAA6.M01 – [Contact Information - Overview](#)

Removed EBU from list and added AZSN EMP OP Unit.

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FAA6.M23 – [AZSNAP Employee Benefit & Overpayment \(AZSN EMP OP\) Unit](#)

Added new reference for AZSN EMP OP Unit contact information.

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FAA6.M57 – FAA Employee Benefits Unit (EBU)

Removed entire reference for EBU contact information.

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FAA6.M87 – Overpayment Unit (OPU)

Removed entire reference for OPU contact information.

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FAA6.Q010.08 – Overpayment Unit (OPU) Definition

Removed entire reference for OPU definition.

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FAA8.D01D.03 – FAA Site 121C  
Updated reference of OPU to AZSN EMP OP.

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FAA8.D01D.16 – FAA Site 166C  
Added new reference for AZSN EMP OP Unit site code.

### **Change: NA Expanded Categorical Eligibility**

EFFECTIVE DATE: For the benefit month of 03/2026 and ongoing

To reduce errors, the Federal Poverty Level (FPL) standard used to determine NA Expanded Categorical Eligibility (ECE) has changed.

The gross income limit for the NA ECE has changed from 185% of the FPL to 200% of the FPL.

NOTE The gross income limit for the NA ECE change from 185% of the FPL to 130% of the FPL, announced on 02/23/2026, has been recalled.

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

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FAA3.D06D.01 – [Sponsored and Non-sponsored LPRs](#) [Prior Policy 03/01/2026](#)

The NA Expanded Categorical Eligibility Standard changed from 185% of the Federal Poverty Level (FPL) to 200% of the FPL. (Updated as of 03/23/2026; Effective 03/01/2026)

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FAA5.I01A – [NA Eligibility and Benefit Determination](#) [Prior Policy 03/01/2026](#)

The NA Expanded Categorical Eligibility Standard changed from 185% of the Federal Poverty Level (FPL) to 200% of the FPL. (Updated as of 03/23/2026; Effective 03/01/2026)

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FAA5.I01B – [NA Categorical Eligibility](#) [Prior Policy 03/01/2026](#)

The NA Expanded Categorical Eligibility Standard changed from 185% of the Federal Poverty Level (FPL) to 200% of the FPL. (Updated as of 03/23/2026; Effective 03/01/2026)

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FAA6.A03J – [NA Categorical Eligibility – Effecting Changes](#) [Prior Policy 03/01/2026](#)

The NA Expanded Categorical Eligibility Standard changed from 185% of the Federal Poverty Level (FPL) to 200% of the FPL. (Updated as of 03/23/2026; Effective 03/01/2026)

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FAA6.J02B.04 – [NA Expanded Categorical Eligibility Standard \(130%\)](#) [Prior Policy 03/01/2026](#)

The NA Expanded Categorical Eligibility Standard changed from 185% of the Federal Poverty Level (FPL) to 200% of the FPL. (Updated as of 03/23/2026; Effective 03/01/2026)

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### **Reminder: Budgetary Unit Verification**

An [Urgent Bulletin](#) was emailed on 03/17/2026 to inform staff that, effective 03/17/2026, verification of household composition (HHC) and purchasing and preparing (P&P) separately is only required when the information provided by the household is questionable.

Information is considered questionable when it appears to be altered or fraudulent, or is inconsistent with **any** of the following:

- Information available in the case file.
- Information on the current or previous applications.
- Written or verbal statements made by the budgetary unit or by a third-party source.

NOTE Staff must consider all circumstances when deciding whether the information is questionable and must utilize the prudent person concept. (Refer to the Prudent Person Concept Definition for more information.)

When verification is required, and all attempts to obtain the verification are unsuccessful, staff must apply the best available information policy. Use of best available information is acceptable when approved by the Region Program Manager or Program Administrator. (Refer to FAA1.C02A titled Providing Verification for additional information.)

Documentation must support determinations of eligibility and benefit amounts and contain sufficient detail to allow a reviewer to decide that the determination is reasonable and accurate. When completing documentation for HHC and P&P, staff must include **all** of the following:

- Whether HHC is questionable and why that decision was made. (Include what information in the case file assisted with the decision.)
- Whether P&P is questionable and why that decision was made. (Include what information in the case file assisted with the decision.)
- When not questionable, that no verification is required.
- When questionable, **all** of the following:

What attempts were made to resolve any discrepancies.

When needed, what verification was requested.

- When best available information was used, **all** of the following:

The participant's attempts to obtain the missing verification.

FAA's attempts to obtain the missing verification.

The reasons why best available information should be used.

The use of best available information was approved and by whom.

NOTE Do not use acronyms in documentation.

The CNAP+ Manual policy reference FAA2.A06 titled Determining Budgetary Units will be updated to include this clarification. Once completed, staff will be notified through the weekly What's Changed page.

## General Information: Forms Update

Changes to Forms – 03/14/2026 through 03/20/2026

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:

- Time Saving Tips (FAA-1513A) flyer (English and Spanish)

Household composition was added, as well as clarification of employment verification.

- Verification of Living Arrangements/Residential Address (FAA-0065A) form (English and Spanish)

The address of the person filling out section two was added. Also, the directions were clarified to address who fills out each section.

### 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.