

B Arizona simplified Nutrition Assistance Program (AZSNAP)



The AZSNAP project is designed to strengthen access to NA benefits for persons that are elderly and are receiving SSI.

Policy

Arizona Simplified Nutrition Assistance Program (AZSNAP) participants are required to meet **all** of the following:

- 65 years old or older
- Arizona resident
- Does not live in an assisted living facility or group home
- Receives the maximum Supplemental Security Income (SSI) amount (See [SSI Maximum Benefit Amount](#))
- Does not receive NA
- Lives alone or buys and prepares food separately from others

NOTE A spouse is a mandatory participant. When the participant lives with their [spouse\(g\)](#) they are not eligible for AZSNAP benefits, even when the spouse is also receiving SSI.

- Does not receive Tribal Food Distribution. (See [Food Distribution Program on Indian Reservations \(FDPIR\)](#) for additional information)

A monthly interface between FAA and the Social Security Administration (SSA) identifies participants who meet the above criteria. FAA mails the AZSNAP Application for NA notice and registers the application using the notice mail date. Instructions in the notice informs the participant where to return the completed AZSNAP application.

When no response to the notice is received, the application is denied on the 30th [calendar day\(g\)](#) and the Second AZSNAP Application for NA notice is sent to the participant allowing an additional 30 calendar days to respond. The application remains in denied status unless the participant responds to the notice during the second 30 calendar days.

Participants are not eligible for AZSNAP benefits when they are disqualified for, and not limited to, **any** of the following reasons:

- They are a fleeing felon
- They have a disqualifying drug conviction
- They have an intentional program violation

For a full list of disqualification reasons and how to have a disqualification removed, see [Disqualified Participants](#).

AZSNAP participants are not required to complete **any** of the following:

- An Interview
- Income verification
- Expense verification
- Report changes

A single lottery or gambling winning equal to or more than the winnings reporting amount must be reported. See [Winnings Reporting Amount](#) for the amount that is required to be reported.

AZSNAP participants do not qualify for expedited NA benefits.

Procedures

AZSNAP Procedures

When the participant responds to the AZSNAP Application for NA (X001) or the Second AZSNAP Application for NA (X002) during the second 30 calendar days (Days 31 to 60) the AZSNAP worker reverts the case to open and prorates the benefits to the first day of the month the notice being responded to is mailed.

When the participant returns either the X001 or X002 after the 60th calendar day, treat the application as a new AZSNAP application. The date the participant returns the X001 or X002 notice after the 60th calendar day is the new application date, and the proration date is the first day of the month that the notice is received by FAA.

When the participant submits the Application For Benefits (FAA-0001A), they are applying for regular NA benefits. The FAA-0001A cannot be used for AZSNAP benefit processing.

The AZSNAP participant can designate an authorized representative in writing on **any** of the following:

- The AZSNAP Application for NA (X001) notice
- The Second AZSNAP Application for NA (X002) notice
- The AZSNAP Renewal Application (X004) notice
- The AZSNAP Application (FAA-1740A) form
- The Authorized Representative Request (FAA-1493A) form
- Nutrition Assistance (NA) Authorized Representative Request (FAA-1826A) form
- Correspondence to the FAA

The AZSNAP process starts when a participant responds to the X001, X002 (new applications), or the X004 (renewal application) notice. Only the AZSNAP workers can determine the participant's eligibility and benefit amount.

When a participant contacts FAA to apply for AZSNAP benefits, complete **all** of the following:

- Verify the case is assigned to site code 845C on CARC. Do not transfer cases out of 845C.

- Review OnBase and NOHS in AZTECS to verify that the participant was sent an X001, or X002 new application notice, or an X004 renewal application notice.
- Discuss with the participant their option to apply for AZSNAP or regular NA benefits. Document the [casefile\(g\)](#) with the participant's choice.
- Ask the participant how much they are paying in monthly medical expenses.

AZSNAP does not allow medical expenses as a deduction. When the participant has more than \$35 in medical expenses, let them know they may be eligible for more benefits under the regular NA program. See [Elderly Simplified Application Project \(ESAP\)](#) for application instructions when all budgetary unit participants are 60 years old or older.

When the AZSNAP application notice is submitted in person at an FAA office, complete **all** of the following:

- Review the application to ensure all questions are answered and the application is signed
- Upload the application to OnBase, under Group: Applications /Document Type (X001, X002 or X004)
- Send an email to the AZSNAP unit at ahccsmss@azdes.gov that contains **all** of the following:
 - ‘Uploaded AZSNAP Application’ in the Subject line
 - AZTECS case name, case number, and the date the application was uploaded in the body of the email

When a participant responding to an AZSNAP application notice contacts FAA and has not completed the application form, use the AZSNAP Application (FAA-1740A) form to complete **all** of the following:

- Ask the participant all the questions and record their responses.
- Obtain the participant's signature. (See, [Signing the Application and Other Documents](#) for acceptable signatures.)
- Upload the completed FAA-1740A to OnBase.
- Send an email to the AZSNAP unit at ahccsmss@azdes.gov that contains **all** of the following:
 - ‘Uploaded AZSNAP Application’ in the Subject line
 - AZTECS case name, case number, and the date the application was uploaded in the body of the email

When a participant prefers to mail the AZSNAP application, provide them with **all** of the following address information:

- AZSNAP Unit
- PO Box 19009

- Phoenix, AZ 85005-9009

When the participant is applying for regular NA benefits, **all** of the following apply:

- Contact the AZSNAP unit at: (602) 774-5749.
- The AZSNAP worker denies the AZSNAP application and transfers the case out of site code 845C.
- Once the application is denied, register the application, using the application date of the X001 or X002 as the regular application date in HEAplus.
- Complete the regular NA application process.

When the participant is approved for AZSNAP **all** of the following apply:

- An Electronic Benefit Transfer (EBT) card is mailed to the participant.
- The participant is given a 36-month approval period.
- The AZSNAP Approval (F103) notice is sent. The notice states that the participant is not required to report changes but are encouraged to report changes of address and any change in shelter expenses.
- The participant receives a specific benefit allotment amount based on their shelter costs and utility allowance.
- Benefit allotments come in four tiers. (See [AZSNAP Allotment Amounts](#))
- When an alert is received for a change to an AZSNAP case, document the case file and alert the AZSNAP unit by telephone at (602) 774-5749 or email at ahccsmss@azdes.gov. When emailing the AZSNAP unit add **all** of the following:
In the subject line: 'Change to an AZSNAP Case'
In the body: Case name, Case number, what type of change it was, the date of receipt for the change alert and that the case file is documented.
- When the participant no longer meets the criteria for AZSNAP during the approval period, the AZSNAP worker terminates the benefits. The worker sends the AZSNAP Denial Closure (F203) notice letting them know their AZSNAP case is closed. The notice also lets them know that there is potential eligibility for regular NA benefits and how they can apply.
- Two months prior to the end of the 36-month approval period, the X004 notice is sent. The renewal application is not automatically registered. The AZSNAP unit registers the renewal application when the X004 notice is received and then completes the renewal process.

Legal Authorities

- 7 CFR 247.2(a)
- 7 CFR 273.1(b)(2)
- 7 CFR 273.2(j)(2)(i)

FAA1.D Programs Administered by FAA : 01 NA Programs : B Arizona Simplified Nutrition Assistance Program (AZSNAP)

7 CFR 273.10

7 CFR 274.3(c)(3)

7 CFR 281.2(c)(1)

Combined Application Project (CAP)

Waiver Arizona Supplemental Nutrition Assistance Program (AZSNAP), effective date October 1, 2019

[Prior Policy](#)

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