

What's Changed on 12/23/2019

Change: Unwed Minor Parent (UMP) Clarification

Change: NA Optional and NA Nonparticipants

Change: Calculating ABAWD Work Requirements and NA E&T Registration Employment Exemptions

General Information: Forms Update

This page relays to 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 [FAA6.R01](#) of the CNAP Manual.

The above list summarizes the information on this page. Within the CNAP Manual, each item listed above links to screens below.

Change: Unwed Minor Parent (UMP) Clarification

EFFECTIVE DATE: For all applications received on or after 12/23/2019

Concerns were received from FAA staff about when an Unwed Minor Parent (UMP) lives with a parent or a relative because the policy was not clear and needed clarification.

The policy regarding an UMP living with a parent or adult caretaker relative was revised as follows:

- An UMP living in a separate dwelling on the same property as a parent or an adult [caretaker relative\(g\)](#), is considered living with either the parent or the adult caretaker relative.
- The designated payee can be the UMP or the parent when the UMP lives with a parent.
- The designated payee can be the UMP or the adult caretaker relative when the UMP lives with an adult caretaker relative.
- Only the resources of the UMP's budgetary unit count toward CA resource limit when living with either a parent or an adult caretaker relative who is not receiving Cash Assistance.
- All members of the [family\(g\)](#) of the caretaker relative must be registered to the AZTECS case to complete the [CA Needy Family Test](#).
- The parent or adult caretaker relative is referred to the Jobs Program when either the parent or the adult caretaker relative of the UMP are included in the Cash Assistance budgetary unit.

Policy reference(s) revised due to this change:

FAA2.M08B – [UMP – Living with Parent or Relative](#) [Prior Policy](#)

Revised for clarity and to update the language. (Effective for all applications received on or after 12/23/2019)

Change: NA Optional and NA Nonparticipants

Change: NA Optional and NA Nonparticipants

EFFECTIVE DATE: For all eligibility determinations completed on or after 12/23/2019

Due to a Policy Clarification received from FAA staff, guidelines have been provided to identify whether a participant residing out of the home can be included in the budgetary unit.

Revision of Optional NA participants includes the following changes:

- Foster children or adults cannot be a separate NA budgetary unit when not included with the budgetary unit with whom they live.
- NA participants who temporarily reside away from home may be included in the budgetary unit when they are expected to return to the home during the approval period.

Revision of NA nonparticipants includes the following changes:

- A participant is no longer considered a budgetary unit member when any of the following has occurred:
 - No longer lives with the NA Budgetary Unit
 - Moved out the of home of the budgetary unit
 - Has been out of the budgetary unit's home for 30 consecutive days or more
 - Set up a home away from the budgetary unit
- When the household claims a family member has moved out and separate residency is questionable, verify the residency.

Policy reference(s) revised due to this change:

FAA2.D05B.02 – [Optional NA Participants](#) [Prior Policy](#)

Provided clarification of when a participant temporarily resides away from the home and can be considered a member of the budgetary unit. Removed definition of a nonparticipant. Clarified the foster child or adult can not be a separate budgetary unit. (Effective for all eligibility determinations on or after 12/30/2019)

FAA2.D05B.03 – [NA Nonparticipants](#) [Prior Policy](#)

Defined when a participant has moved out of the home and is now an NA nonparticipant. (Effective for all eligibility determinations on or after 12/30/2019)

Change: Calculating ABAWD Work Requirements and NA E&T Registration Employment Exemptions

EFFECTIVE DATE: Effective for all interviews completed on or after 12/23/2019.

This change was done to clarify how the work hours or earnings for ABAWD work requirements and the NA E&T registration exemption are calculated.

Policy concerning calculating hours and earnings has been clarified for ABAWD Work Requirements and exemption from NA E&T registration, as follows:

- Clarified that when the ABAWD work requirement hours fluctuate, conversion factors are not used to determine the 20 hours per week. Average the hours to determine if the participant is working an average of 20 hours per week.

- Clarified that conversion factors are not used when calculating the weekly earnings for the ABAWD work requirements. Calculate the federal minimum wage multiplied by 30 hours to determine the weekly earnings requirement. When earnings fluctuate, average the earnings to determine if the ABAWD work requirements have been met.
- Clarified that when calculating the NA E&T work hours registration exemption, conversion factors are not used to determine the 30 hours per week. Average the hours to determine if the participant is working an average of 30 hours per week.
- Clarified that conversion factors are not used when calculating the weekly earnings for NA E&T registration exemption. Calculate the federal minimum wage multiplied by 30 hours to determine the weekly earnings requirement. When earnings fluctuate, average the earnings to determine if the NA E&T registration exemption due to earnings have been met.
- A link to the Federal minimum wage glossary term has been added to ABAWD Work Requirements and NA E&T Registration Exemption – Employed sections of policy.
- Added NA E&T employment registration exemption examples to assist in determining when a participant meets an exemption due to work hours or earnings.

Policy reference(s) revised due to this change:

FAA2.M10A – [ABAWD - Work Requirements](#)

[Prior Policy](#)

Updated policy to clarify how to determine when a participant meets work requirements. (Effective for all interviews completed on or after 12/23/2019)

FAA5.A08D.05 – [NA E&T Registration Exemption - Employed](#)

[Prior Policy](#)

Revised to clarify that conversion factors are not used to calculate exemption hours or wages. Added examples for determining an employment exemption. (Effective for all interviews completed on or after 12/23/2019)

General Information: Forms Update

Changes to Forms – 12/14/2019 through 12/20/2019

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:

- FAA-1215A Policy Dissemination/Training Confirmation
- FAA-1530A ABAWD Participation and Referral Notice
- FAA-0051A Verification of Financial Accounts
- FAA-1440A Cash Assistance Benefit Limit Extension Request

Newly created forms:

- No forms were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- No revisions to marketing materials were made during the specified period