

**What's Changed on 06/14/2021****What's Changed on 06/14/2021**

Change: Hopi Family Assistance Program Tribal TANF Office Reopening

Change: Translation Requirements of Hard Copy Documents

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 [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. This page must be discussed during the weekly [policy dissemination](#) in every office which determines eligibility, reviews eligibility, or answers questions regarding eligibility. ([Current week's FAA-1215A](#))

***Change: Hopi Family Assistance Program Tribal TANF Office Reopening***

EFFECTIVE DATE: With all pending applications and applications received on or after 06/14/2021

The Hopi Family Assistance Program (HFAP) Tribal TANF office has reopened, and staff have returned to normal business hours.

All documents intended for the HFAP office are to be sent via email to [ENasewytewa@hopi.nsn.us](mailto:ENasewytewa@hopi.nsn.us), including requests for an appeal hearing.

When HFAP sends the Hopi Tribal TANF Referral Notice (FAA-1459A) form or the Tribal - Turn Around Document (TAD) (FAA-1125A) form to FAA, they are sent via email to [FAAHFAPTeam@azdes.gov](mailto:FAAHFAPTeam@azdes.gov).

When the only pending item of a Tribal TANF case is the pre-compliance with HFAP the worker is not required to give the participant an Information Request and Pending Information Agreement (FAA-0077A) form during an in-person interview.

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Policy reference(s) revised due to this change:

FAA6.I04D.03 – [Employment Referrals – Hopi Tribal TANF](#) [Prior Policy](#)

Revised to indicate that all documents sent to HFAP are now sent via email. Clarified that these procedures are for new applications. Removed the Exception box and the banner. Removed the FAA-0077A procedure. Clarified procedures. (Effective with all pending applications and applications received on or after 06/14/2021)

FAA6.I04D.07 – [Lifetime Benefit Limit \(LIBL\) – Hopi Tribal TANF](#) [Prior Policy](#)

Revised to indicate that all documents sent to HFAP are now sent via email. Added email address for HFAP to send documents to FAA. (Effective with all pending applications and applications received on or after 06/14/2021)

FAA6.I04D.09 – [Sanctions – Hopi Tribal TANF](#) [Prior Policy](#)

FAA0.104D.09 – [Sanctions - Hopt Tribal TANF](#) [Prior Policy](#)

Revised to indicate that all documents sent to HFAP are now sent via email. Added email address for HFAP to send documents to FAA. (Effective with all pending applications and applications received on or after 06/14/2021)

### **Change: Translation Requirements of Hard Copy Documents**

EFFECTIVE DATE: For all interviews completed on or after 06/14/2021

This change was made to reduce the amount of time field staff spend when completing translations.

Staff are not required to translate every mark included on a hard copy document. In response to an inquiry from the field, translation policy in the Cash and Nutrition Assistance Policy (CNAP) Manual has been revised. Staff are directed to translate only the information on a document that does or may verify an eligibility factor.

Legal documents, for example, may include notations that apply to the document, but are not relevant to any benefit determination. When this occurs, the information that is not useful to FAA does not need to be translated.

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Policy reference(s) revised due to this change:

FAA1.A09A – [Translation Services for Written Verification](#) [Prior Policy](#)

Clarified what information on Hard Copy must be translated. (Effective for all interviews completed on or after 06/14/2021)

### **General Information: Forms Update**

Changes to Forms – 06/05/2021 through 06/11/2021

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:

- Verbal Hearing Request (FAA-0098B) form (ENG)
- Illegal Drug Use Statement (FAA-1415A) form (ENG)
- Tuberculosis Control – Agency Action Up-Held (FAA-1487A-S) form (SPAN)
- This Notice is About Your Appeal and Information Needed (FAA-1657A-S) form (SPAN)

Newly created forms:

- Equipment Check In & Check Out Form (FAA-1800A)
- Earned Income Worksheet 2027 -Training (FAA-1303A-2027) form (ENG)

Revised Marketing Materials (Posters, Pamphlets, Flyers):

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

Forms That Have Been Removed (Archived):

- Tuberculosis Control Approval of Benefits (FAA-1480A) form (ENG)
- Tuberculosis Control Approval of Benefits (FAA-1480A-S) form (SPAN)
- Did Not Complete Interview (TC) (FAA-1481A) form (ENG)
- Did Not Complete Interview (TC) (FAA-1481A-S) form (SPAN)
- Tuberculosis Control Additional Benefits (FAA-1483A) form (ENG)
- Tuberculosis Control Additional Benefits (FAA-1483A-S) form (SPAN)
- Tuberculosis Control Increase to Benefits (FAA-1484A) form (ENG)
- Tuberculosis Control Increase to Benefits (FAA-1484A-S) form (SPAN)
- Tuberculosis Control Decrease to Benefits (FAA-1484A) form (ENG)
- Tuberculosis Control Decrease to Benefits (FAA-1485A-S) form (SPAN)
- Tuberculosis Control Benefits Ending (FAA-1488A) form (ENG)
- Tuberculosis Control Benefits Ending (FAA-1488A-S) form (SPAN)

#### Unity forms New and Revised

- FAA0155B Determining the Primary Wage Earner (PWE)
- FAA1523A Personal Responsibility Agreement