

**What's Changed on 03/02/2020****What's Changed on 03/02/2020**

Change: Child Support Expense Verification

Change: Real Property – CA Six Month Exclusion Policy Updated

Change: Married Minor Parent (MMP)

Reminder: Restored Benefits vs. Supplemental Benefits

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: Child Support Expense Verification***

EFFECTIVE DATE: For determinations completed on or after 03/02/2020

This revision was due to recent Quality Control (QC) Errors

Acceptable types of child support expense verification have been revised. Verification of benefits received from the Social Security Administration (SSA), which are reduced to collect child support, can be used as verification of a child support expense.

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Policy reference(s) revised due to this change:

FAA4.K11A.01 – [Child Support Expense Verification](#)     [Prior Policy](#)

Verification of Social Security Administration (SSA) benefits can be used as verification of a child support expense. (Effective for all eligibility determinations completed on or after 03/02/2020)

***Change: Real Property – CA Six Month Exclusion Policy Updated***

EFFECTIVE DATE: For interviews completed on or after 03/02/2020

The Real Property – CA Six Month Exclusion policy was outdated and did not include a reference to the FAA-1712A that has been available in the Document Center since May 2019.

The following changes have been made to the CNAP Manual:

- When a CA applicant owns real property that is for sale, FAA staff must obtain a copy of the real property deed and have the property owner complete the FAA-1712A. The form must be notarized.
- The completed FAA-1712A and copy of the deed must be sent via email to the FAAPOLMGT email address requesting confirmation of the recorded lien agreement from the County Recorder's Office.
- CA approval may be completed when the recorded FAA-1712A lien form is returned to the FAA Office from the Policy Support Team.

FAA4.D03K.06 – [Real Property - CA Six Month Exclusion](#)

[Prior Policy](#)

Revised to remove reference to three forms which were consolidated into the Agreement to Establish Lien (FAA-1712A) form. Added that a copy of the deed must be provided. Clarified the procedures to be taken by FAA staff and the Policy Support Team. (Effective for all interviews completed on or after 03/02/2020)

### **Change: Married Minor Parent (MMP)**

EFFECTIVE DATE: For determinations completed on or after 03/02/2020

The reason for this change is that the PST no longer makes the decision to determine whether an annulled marriage constitutes emancipation.

When the marriage ends in a legal annulment FAA staff are able to determine when the participant is considered emancipated.

The reference to elevate facts to the PST has been removed from section FAA3.A05 CA Married Minor Parent (MMP) – Overview of the Cash and Nutrition Assistance Policy Manual.

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Policy reference(s) revised due to this change:

FAA3.A05 – [Married Minor Parent \(MMP\) - Overview](#) [Prior Policy](#)

Removed reference for FAA staff to send the annulment cases to PST. PST no longer handles these assignments. Removed exception box, the applicable program should be indicated in the policy. Added CA to the title. (Effective for all interviews completed on or after 03/02/2020.)

FAA3.A05B – [Marital Status Requirement](#) [Prior Policy](#)

Added the applicable program and changed title to MMP Marital Status Requirement. (Effective for all interviews completed on or after 03/02/2020.)

**Reminder: Restored Benefits vs. Supplemental Benefits**

The CNAP Manual has been revised to clarify when an NA underpayment is considered a restored benefit or a supplemental benefit.

Restored benefits are when a budgetary unit receives less benefits than they were entitled to from past months. A warning has been added to clarify that 100 percent of restored benefits is to be used to offset an overpayment before any balance is paid to the budgetary unit.

Supplemental benefits are when a budgetary unit is entitled to receive more benefits for the current or future months. A warning has been added to clarify that ten percent of the supplemental payment is to be used to offset an overpayment and any remaining balance is paid to the budgetary unit.

The CNAP Manual has also been revised that when the Office of Account Receivable and Collections (OARC) recoups more benefits than what is stated in the overpayment, OARC notifies Research and Analysis (R&A) that a supplement needs to be issued.

**General Information: Forms Update**

Changes to Forms – 02/22/2020 through 02/28/2020

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 created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

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