

## What's Changed on 06/08/2020

Reminder: Extension of Interview and Signature Waivers

Reminder: Refugee Cash Assistance (RCA) Time Limit Extension

General Information: AMPS Format Change

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.

### ***Reminder: Extension of Interview and Signature Waivers***

An Urgent Bulletin was issued on 06/02/2020 to inform staff that the Food and Nutrition Services (FNS) has approved an extension of the waivers to disregard the requirement for an interview and the signature.

The interview and signature waivers apply to all CA and NA application determinations and will remain in effect through June 30, 2020.

Follow the [Case Processing Without Interview Standard Work](#) when processing these applications.

For additional information, see the [Verbal Attestation of Signature Desk Aid](#) and the [Application Processing without Interview Flowchart](#).

### ***Reminder: Refugee Cash Assistance (RCA) Time Limit Extension***

On 06/01/2020, an Urgent Bulletin was issued to inform staff that effective 04/24/2020 the Refugee Cash Assistance (RCA) eligibility period was extended to 18 months. The extension is not to exceed eligibility through 09/30/2020 for clients arriving after 04/01/2019.

The RCA Time Limit Extension Waiver has been approved by the Office of Refugee Resettlement (ORR) pursuant to ORR Policy Letter 20-03, COVID-19 Extended Assistance for ORR Populations. The approved waiver only applies to time limit eligibility. Other eligibility criteria remain the same.

#### **WARNING**

RCA cases are processed only by the FAA Refugee Units  
(Site Codes 169C and 285C)

RCA cases that were closed due to receiving maximum months of benefits between April and May of 2020 will be re-opened and extended through 09/30/2020. The FAA Refugee Unit and FAA Systems are working together to re-open these cases and automatically extend the eligibility for each case through 09/30/2020.

Clients in RCA cases closed between April 2019 through March 2020 will be notified through the R075 Notice about the opportunity to reapply to have their eligibility re-evaluated. Once it is determined that eligibility is met, the RCA approval period will be extended to 09/30/2020.

When a refugee related application is received in an FAA office other than a specified FAA Refugee Unit or through HEAplus, transfer the application to the appropriate FAA Refugee Unit within one workday and complete one of the following:

- Upload paper applications into OnBase and notify the FAA Refugee Unit via email to faarefugeunit@azdes.gov
- Fax paper applications to (623) 931-5676
- Transfer on CARC to one of the following:
  - RCA applications received in Pima County to site 285
  - RCA applications received in all other counties to site 169 when the case is already keyed

NOTE When an RCA application is received without a referral from a Voluntary Agency (VOLAG), the FAA Refugee Unit worker notifies the appropriate VOLAG during the application process.

### **General Information: AMPS Format Change**

Starting with the July 2020 AZTECS Monthly Production Schedule (AMPS), the following format changes were completed:

- Items related to MA were removed from all pages
- The NA Monthly Issuance Cycle was added to the AZTECS Production Calendar
- A legend was added to the AZTECS Production Calendar to identify the difference between the 'S' and 'CL' dates

To see the new format, see the July 2020 Monthly Production Schedule at [FAA6.P01](#).

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

Changes to Forms – 05/30/2020 through 06/05/2020

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