

What's Changed on 08/31/2020

Change: Budgeting Unearned and Earned Income

Change: Verification of Birth and Death Certificates

Reminder: Extension of the Telephonic Signature Waiver

Reminder: Confirmation of Signed PRA at CA Renewal

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: Budgeting Unearned and Earned Income

EFFECTIVE DATE: Effective for all applications received on or after 08/31/2020.

The reason for this change is to clarify income budgeting policy by separating the budgeting of unearned income from the budgeting of earned income.

A new section titled Budgeting Unearned Income has been added to the Cash and Nutrition Assistance Policy (CNAP) Manual.

Policies relating to unearned income have been removed from the Earned Income - Overview and the Budgeting Earned Income sections of CNAP and added to the new section, Budgeting Unearned Income.

The policy pertaining to changes in unearned income has been moved from the Unearned Income – Overview to Changes in Unearned Income.

Policy reference(s) revised due to this change:

FAA4.H02 – [Unearned Income - Overview](#) [Prior Policy](#)

Removed policy that is now included in a new reference. (Effective for 08/31/2020)

FAA4.H06 – [Budgeting Unearned Income](#) [New Policy](#)

Created a new section for budgeting unearned income to be consistent with other budgeting sections. (Effective for 08/31/2020)

FAA4.H07 – [Changes in Unearned Income](#) [Prior Policy](#)

Moved policy relating to changes from the Unearned Income – Overview to this section of policy. (Effective for 08/31/2020)

Removed policy pertaining to only unearned income and added the policy to the new Budgeting Unearned Income – Overview section. (Effective 08/31/2020.)

Change: Verification of Birth and Death Certificates

EFFECTIVE DATE: Effective for all interviews completed on or after 08/31/2020.

This change was made to update the directions on how a person may obtain birth and death certificates.

Arizona no longer requests birth or death certificates on behalf of clients. Due to this change and some forms being retired, policy has been revised.

When an Arizona birth or death certificate is needed, the participant visits the Arizona Department of Health Services - Office of Vital Records web site at <https://www.azdhs.gov/licensing/vital-records/index.php>.

When an out of state birth or death certificate is needed, the participant visits the Center for Disease Control - Where to Write Vital Records web site at <http://cdc.gov/nchs/w2w.htm>.

The following forms have been retired and are no longer in the Document Center:

- Government Agency Request for Copies of Birth or Death (FAA-1214A) form
- Request for Verification of Birth/Death (FAA-0076B) form

Policy reference(s) revised due to this change:

FAA2.L04D – [Requesting Verification of Birth or Death](#)

[Prior Policy](#)

Removed the FAA-1214 form and included a new method of verification because Arizona no longer requests birth/death certificates for applicants. (Effective for all interviews completed on or after 08/31/2020)

FAA2.L04D.01 – Requesting Verification – Within Arizona

[Prior Policy](#)

Removed entire reference because Arizona no longer requests birth/death certificates for applicants. (Effective for all interviews completed on or after 08/31/2020)

FAA2.L04D.02 – Requesting Birth or Death Verification from Another State

[Prior Policy](#)

Removed entire reference because Arizona no longer requests birth/death certificates for applicants. (Effective for all interviews completed on or after 08/31/2020)

FAA2.L04D.03 – Requesting Verification – When Verification is Returned

[Prior Policy](#)

Removed entire reference because Arizona no longer requests birth/death certificates for applicants. (Effective for all interviews completed on or after 08/31/2020)

FAA3.A02B – [Death of a Parent](#)

[Prior Policy](#)

Removed the obsolete FA-076B and FAA-1214A forms.. (Effective for all interviews completed on or after 08/25/2020)

FAA6.M122 - [Vital Statistics Offices](#)

PO Box for the Arizona Department of Health Services changed. (Effective for all interviews completed on or after 08/31/2020)

Reminder: Extension of the Telephonic Signature Waiver

An [Urgent Bulletin](#) was emailed on 08/24/2020 to inform staff that the Food and Nutrition Services (FNS) has approved an extension of the waiver to allow for a verbal attestation in lieu of a signature on the application form for the month of 09/2020.

The signature waiver applies to all CA and NA application determinations and will remain in effect through September 30, 2020. For additional information, see the [Verbal Attestation of Signature Desk Aid](#).

Future extension approvals will be issued on a month to month basis.

Reminder: Confirmation of Signed PRA at CA Renewal

An [Urgent Bulletin](#) was emailed on 08/26/2020 to inform staff that all CA applications approved during the suspension of the Personal Responsibility Agreement (PRA) requirement must have a signed PRA in the case file prior to approving a renewal of benefits.

The requirement for customers to sign and comply with the PRA was suspended for the months of April, May, and June 2020. The PRA requirement has been reinstated effective for all CA applications registered on or after July 1, 2020.

Staff are required to complete a thorough review of the case file for all CA renewal applications received between now and November 2020 to verify that there is a signed PRA on file. When no signed PRA is found in the case file, the participant must sign and comply with the PRA before their CA renewal can be approved.

NOTE CA Jobs compliance remains suspended until further notice.

For additional instructions related to CA renewal procedures, please refer to policy [FAA5.D08A](#) in the Cash and Nutrition Assistance Policy (CNAP) Manual.

General Information: Forms Update

Changes to Forms – 08/22/2020 through 08/28/2020

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:

- Language Notification Flyer (FAA-1208A)
- Request for Verification of Meal Provision to the Homeless (FAA-0127A) form
- Hearing Request (FAA-0098A) form (English)

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