

What's Changed on 09/08/2020**What's Changed on 09/08/2020**

Reminder: CA Approval Periods

Reminder: Keying Addresses on ADDR

Reminder: Extension to Supplemental NA Benefits

Reminder: FSAD Modified for Cases with Extended Certification Dates

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: CA Approval Periods

AZTECS assigns six-month approval periods for CA cases. CA cases must be reviewed at least every six months after approval.

The following CA cases are exceptions and are assigned 12-month approval periods:

- Child only cases (Kinship Foster Care Child Only component)
- Kinship Care cases in which the PI is an [NPSR\(g\)](#) of all the children in the budgetary unit who have a PT field code IN on SEPA, and the PI has a PT field code of OU on SEPA
- CA applications in which the PI is the parent of all children in the budgetary unit who have a PT field code of IN on SEPA, and the PI has a PT field code of OU on SEPA due to receipt of SSI benefits
- CA applications in which both parents are in the home and have PT field code of OU on SEPA due to receipt of SSI benefits

For additional information, see [FAA5.D08](#) regarding the CA renewal process and [FAA5.D08B](#) regarding the CA approval periods.

Reminder: Keying Addresses on ADDR

This reminder is provided because PO Box mailing addresses are being incorrectly keyed as residential addresses.

When keying the residential and a mailing address fields on the ADDR screen consider the following:

- Key the RESIDENTIAL ADDRESS field with the physical address where the budgetary unit (BU) resides.
- Key the MAILING ADDRESS field with a PO Box, General Delivery, or another mailing address

that is different from the BU's residential address.

NOTE General Delivery or PO Box addresses must only be keyed in the MAILING ADDRESS field on ADDR.

Please see [FAA2.C07B](#) titled Keying Addresses on ADDR, for additional information about keying the ADDR screen.

Reminder: Extension to Supplemental NA Benefits

An [Urgent Bulletin](#) was emailed on 09/01/2020 to inform staff that supplemental NA benefits, as mentioned in the [Urgent Bulletin](#) emailed 04/10/2020, have been extended through 09/2020. Households receiving benefits for the benefit month of 09/2020 will receive an emergency supplement to increase the NA benefit amount for September to the maximum monthly allotment for NA. The supplement is added to AZTECS with an adhoc report from FAA Systems. Do not create emergency supplements providing maximum monthly allotments for NA.

The emergency supplements in September will be issued:

- On 09/03/2020 for cases with the last name starting with A-D
- With the household's regular NA benefits during the normal NA Monthly Issuance Cycle for cases with the last name starting with E-Z

When reviewing the FSBH and FSIH screens, the emergency supplement will display separate from the household's regular September allotment. The allotment is identified as *CMAX on FSBH.

```
0420 03 ECE Y 1290 167 258 0 0 0 0 RE 249 0 249 PM
0420 *CMAX 260 0 260 PD
```

For changes that are processed for the months of 04/2020 through 09/2020 which would normally have caused an increase in NA benefits, review the FSBH screen before authorizing any supplements. When the regularly issued allotment and the emergency supplement amount total the maximum allotment for the household size, no additional benefits should be authorized on UNAU. The change should be processed through the current system month in order for the correct benefit amount to be issued for the month of 10/2020.

For changes that are processed for the months of 04/2020 through 09/2020 which would normally have caused a decrease in NA benefits, the worker must process the change in the current system month in order for the correct benefit amount to be issued for the month of 10/2020. The household must be mailed a Notice of Adverse Action (NOAA) for 10/2020.

For changes that result in ineligibility for NA, timely action must be taken to close the case allowing for NOAA.

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IMPORTANT

Elevate supplement requests through Region Management when one or more of the following occur:

- The household reports an increase in the household size and the previously issued supplement was for a smaller household size.
- The household was previously in zero-pay status.

Prior to issuance of the supplement, Region Management must contact FAA Systems Help Desk for direction and to be sure the case is documented for federal reporting.

For examples on processing reported changes and supplements on UNAU, see the [Urgent Bulletin](#) emailed on 04/15/2020 being aware that the process was extended through the benefit month of 09/2020 and emergency supplements must be elevated through Region Management.

Reminder: FSAD Modified for Cases with Extended Certification Dates

The [Urgent Bulletin](#) emailed on 09/03/2020 was to notify staff that FAA Systems has taken steps to realign the renewal dates of households that received a certification extension to their original yearly timeframe. This modification is effective 09/04/2020.

For the months of 03/2020 through 06/2020, FAA received approval from FNS to extend certification periods by an additional six-months. This effort was undertaken to provide additional support and breakdown barriers to service during the beginning of the pandemic.

This change created a workload 'bubble' for the later part of the year and without intervention, this 'bubble' would potentially exist for years to come.

Effective 09/04/2020 FSAD has been modified to give a six-month certification period at renewal instead of a 12-month certification period to all cases that received an extension of their original certification period. All other cases will follow normal certification processing.

General Information: Forms Update

Changes to Forms – 08/29/2020 through 09/04/2020

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