What's Changed on 12/21/2020

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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: PST Approving and Monitoring GLAs

EFFECTIVE DATE: (Effective for all applications received on or after 12/21/2020.)

The Policy Support Team (PST) is taking over approving and monitoring Group Living Arrangement (GLA) facilities.

Prior to certifying any GLA residents, the Policy Support Team (PST) must verify the GLA is authorized by FNS or is certified by the appropriate agency and verify that it is a nonprofit organization. GLAs listed on the Institutions List in HEAplus do not need to be elevated as they have already been verified.

Policy reference(s) revised due to this change:

FAA2.J06D.01 – GLA Eligibility Requirements   Prior Policy

Updated agency titles and added a note about personalized meals. (Effective for all applications received on or after 12/21/2020.)

FAA2.J06D.02 – Eligibility Determinations of GLA Residents   Prior Policy

Changed title from Eligibility of GLA Residents. Updated needed steps prior to approving benefits. Combined with FAA2.J06D.03. (Effective for all applications received on or after 12/21/2020.)

FAA2.J06D.03 – GLA Filing of Applications   Prior Policy

Removed entire reference and combined with another. (Effective for all applications

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FAA2.J06D.05 – GLA Responsibilities   Prior Policy

Updated local office responsibilities to PST. Reference changed to FAA2.J06D.04. Updated procedures when GLA has to contact PST and when the GLA can no longer act as an NA Representative. (Effective for all applications received on or after 12/21/2020.)

FAA2.J06D.06 – FAA Responsibilities Regarding   Prior Policy
GLAs

Updated title. Updated responsibilities from region/local office to PST. Reference changed to FAA2.J06D.05 (Effective for all applications received on or after 12/21/2020.)

FAA2.J06D.07 – Disqualifications of GLAs   Prior Policy

Updated for clarity. Updated PST responsibilities. Reference changed to FAA2.J06D.06. (Effective for all applications received on or after 12/21/2020.)

Reminder: Policy Dissemination Process

Effective 01/04/2021, the Policy Dissemination process will change from a monthly process to a weekly process.

Discussion of the subjects on the What's Changed page and completion of the Policy Dissemination Review/Training Confirmation (FAA-1215A) form must be done weekly by close of business on one of the following days:

- Wednesday on standard weeks
- Thursday on weeks where Monday is a holiday

Please plan your office schedules accordingly.

More details about this change will be available on the What's Changed page on 01/04/2021.

General Information: 2021 ABAWD Changes

The Food and Nutrition Service (FNS) approved a waiver for Able Bodied Adult Without Dependents (ABAWD). The ABAWD time limit and work requirements are suspended for 2021 for all of Arizona. The effective date of the ABAWD waiver is 01/01/2021.

The Families First Coronavirus Response Act (FFCRA) suspension of the ABAWD work requirements continues until the effective date of the approved waiver.

Before 01/01/2021, FAA Systems is running an ad hoc report, changing current ABAWD Exemption Codes to the WE Exemption Code in the WERE EXPT RSN FS field. After the change, AZTECS automatically assigns the WE Exemption Code for ABAWD age participants that do not yet have an exemption code.

When the WE Exemption Code is in the WERE EXPT RSN FS field do not change the code.

The TI-Begin Date on CODF must be reviewed. When it does not contain a month and year, key the month and year that the first full month of NA benefits are issued for the current application.

NOTE   The AZTECS WORW screen must continue to be completed. The SNA E&T Program
          continues to help NA participants find employment and training.

The Cash and Nutrition Assistance Policy (CNAP) Manual has been updated to document the 2021
ABAWD suspension.

General Information: EBT card Replacements for Itinerant Site Interviews

This change was made to clarify EBT card replacement procedures during Itinerant site interviews.

Workers conducting Itinerant site interviews should be prepared to issue EBT card replacements. The
worker must take an extra supply of unassigned EBT cards, based on the anticipated number of
expedite interviews to be conducted.

When conducting the interviews, the worker asks the participant with a pre-existing EBT account
whether they require an EBT card replacement. When the participant requires an EBT card
replacement, issue one of the unassigned EBT cards and update the FAA-1007A. When returning to
the office the worker turns in the FAA-1007A and any remaining EBT cards.

- Deactivates and destroys EBT cards pre-assigned to participants who fail to appear for the
  interview.
- Indicates on the FAA-1007A each card that is voided.
- Reviews and keys the appropriate information on EBPM and EBCM.
- Keys an O in the CARD ISSUE field for each participant issued an EBT card replacement
  during the itinerant site interview.
- Deactivates and destroys EBT cards pre-assigned to participants who failed to appear for the
  interview.

General Information: Show Low Office Move

Effective 12/14/2020 the Show Low office has closed and moved to the new Pinetop office at the
following location:

- FAA Site 336C

  20 E White Mountain Blvd

  Mail Drop 3324

  Lakeside AZ 85929

Phone and fax numbers remain the same.

General Information: CA Approval Periods

AZTECS assigns the CA approval period based on the budgetary unit's circumstances. Approval
periods begin the first day of the first eligible month.

AZTECS automatically assigns a six-month approval period for the following:
Phone and fax numbers remain the same.

- All Hopi Tribal TANF cases

- Kinship Care cases in which the non-parent caretaker relative (NPCR) is coded IN on SEPA
- Parent(s) is coded OU on SEPA for a reason other than receipt of SSI benefits
- TPEP cases

AZTECS assigns a 12-month approval period to all other cases.

General Information: Certification Extension Process for Reopened Cases

Contact FAA Systems Helpdesk to align the certification period with the extended cert end date in the chart below when all the following apply:

- An NA or CA case is closed for the benefit month of 11/2020 or later
- The certification period end date is within 60 days of the REPT action
- The case has been reopened on REPT
- The case is not exempt from the renewal extension process
- The certification period does not match the extended cert end date

The following NA/CA cases are exempt from the renewal extension process:

- Transitional Benefit Assistance (TBA)
- Grant Diversion (GD)
- Refugee Cash Assistance (RCA)
- Hopi Tribal TANF
- Salt River Pima-Maricopa Indian Community (SRP-MIC) Tribal TANF

Refer to the following chart when contacting FAA Systems Helpdesk:

HOUSHOLDS	ORIGINAL CERT END DATE	EXTENDED CERT END DATE
All Non-exempt NA/CA renewals	11/30/2020	05/31/2021
All Non-exempt NA/CA renewals	12/31/2020	06/30/2021
All Non-exempt NA/CA renewals	01/31/2021	07/31/2021
All Non-exempt NA/CA renewals	02/28/2021	08/31/2021
All Non-exempt NA/CA renewals	03/31/2021	09/30/2021
All Non-exempt NA/CA renewals	04/30/2021	10/31/2021
Any Non-exempt NA/CA renewal not already extended	05/31/2021	11/30/2021
Any Non-exempt NA/CA renewal not already extended	06/30/2021	12/31/2021

General Information: Forms Update

Changes to Forms – 12/12/2020 through 12/18/2020

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