

## What's Changed on 03/29/2021

Change: Fax Cover Sheet (DES-1078A)

Reminder: Reinstatement of the NA/CA Renewal Process

Reminder: Extension of the Temporary 15% Increase to the Thrifty Food Plan and NA Minimum Allotment

General Information: Forms Update

This page notifies 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. This page must be discussed during the weekly [policy dissemination](#) in every office which determines eligibility, reviews eligibility, or answers questions regarding eligibility. ([Current week's FAA-1215A](#))

### ***Change: Fax Cover Sheet (DES-1078A)***

EFFECTIVE DATE: For applications received on or after 03/29/2021.

This change was made to ensure the appropriate form is used when faxing confidential information.

All information in any DBME record is confidential and protected by confidentiality rules, laws, and policies. The Cash and Nutrition Assistance Policy (CNAP) Manual has been revised to include the Fax Cover Sheet (DES-1078A) form when FAA staff are instructed to send a fax.

When faxing any information containing confidential information the DES-1078A must be used. The DES-1078A contains the following disclaimer:

This fax may contain CONFIDENTIAL protected health and identifying personal information. It is intended for the named recipient(s) only. If you have received this fax and are not the named, intended recipient, please do not read any attachments. Also, please inform the sender of the error (calling collect if necessary) so re-transmittal to the intended recipient may occur. If you are not the intended recipient of this fax, do not copy/share the contents of this transaction. We request that you destroy these documents. Thank you.

Confidential information can include, but is not limited to, the following:

- Name
- Date of birth
- Social Security number (SSN)
- Address
- Telephone number

- telephone number
- Benefit amount and participation
- Child support information
- Employer information (employer name and address, salary amount, leave accrual, etc.)
- Any information obtained through the HOSC screens
- Medical or health information for participants and DES staff
- Any information not generally available to the public

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Policy reference(s) revised due to this change:

FAA1.A03E – [Agency Principles - Right to File a Discrimination Complaint](#) [Prior Policy](#)

Added the Fax Cover Sheet (DES-1078A) form and moved policy out of a warning box. (Effective for all applications received on or after 03/29/2021)

FAA1.A03G – [Agency Principles - Right to File a General Complaint](#) [Prior Policy](#)

Added FAA acronym. Moved policy out of warning box. Changed local office to FAA office. (Effective for all applications received on or after 03/29/2021)

FAA1.A04C.03 – [Confidentiality - Court Order or Subpoena to Release Information](#) [Prior Policy](#)

Added the Fax Cover Sheet (DES-1078A) form. (Effective for all applications received on or after 03/29/2021)

FAA1.A04C.04 – [Confidentiality - Participant Review of Case Information](#) [Prior Policy](#)

Added the Fax Cover Sheet (DES-1078A) form and moved policy out of exception and warning boxes. (Effective for all applications received on or after 03/29/2021)

FAA1.A07A – [Handling Special Cases – DBME Employees](#) [Prior Policy](#)

Moved policy out of Exception and Warning boxes. (Effective for all applications received on or after 03/29/2021)

FAA1.A07B.03 – [Handling DBME Employee Cases - Submitting Verification – Contractors, Volunteers, or Temporary Employees](#) [Prior Policy](#)

Added the Fax Cover Sheet (DES-1078A) and change LOM to Office Manager. (Effective for all applications received on or after 03/29/2021)

<p><b><i>Reminder: Reinstatement of the NA/CA Renewal Process</i></b></p>
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An [Urgent Bulletin](#) was emailed on 03/24/2021 to inform staff that the Nutrition Assistance (NA) and Cash Assistance (CA) renewal requirement will be reinstated effective for the renewal month of 05/2021 for any household who has already received a one-time six-month certification extension.

The Food and Nutrition Service (FNS) waiver to extend certification periods for some NA households, and the agency's decision to align the CA program, is expiring.

The agency will reinstate sending notifications to participants regarding the renewal requirements.

The notification will inform them that they must submit an application and complete the renewal process to continue to receive benefits.

The NA Benefits Ending (X009) notice and the CA Renewal (X050) notice will be mailed to households when both of the following occur:

- The benefit(s) are set to expire on 05/31/2021 or 06/30/2021
- The household has already received a one-time six-month extension of their certification period since 11/2020

The X009 and X050 notices will mail for all households whose benefit(s) are set to expire 07/31/2021 or later.

Staff should be prepared to begin to see early renewal applications at the beginning of 04/2021.

**Reminder: Extension of the Temporary 15% Increase to the Thrifty Food Plan and NA Minimum Allotment**

An [Urgent Bulletin](#) was sent on 03/26/2021 to inform staff that the Thrifty Food Plan (TFP) 15% increase has been extended to 09/30/2021. (Please see the [Urgent Bulletin](#) issued on 01/08/2021). This extension is granted by the approval of the American Rescue Plan Act of 2021 (PL 117-2).

NOTE The extension to the increase does not apply to participants receiving AZSNAP benefits.

This increase is temporary and effective until 09/30/2021.

This increase may change the amount of NA benefits a household receives.

The following chart displays the maximum allotment for each household size:

NA Budgetary Unit Size	10/2020 Thrifty Food Plan	Temporary Thrifty Food Plan 01/01/2021 through 09/30/2021
1	\$204	\$234
2	\$375	\$430
3	\$535	\$616
4	\$680	\$782
5	\$807	\$929
6	\$969	\$1114
7	\$1071	\$1232
8	\$1224	\$1408
Each Additional Participant Add	\$153	+\$176

Prior to the end of the temporary NA increase, households will be notified in 09/2021 via mass mailing, that the temporary increase expires with their 10/2021 allotment.

Any increase to a participant's benefits as a result of this temporary change to the TFP must be disregarded when determining the amount of a potential overpayment.

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

Changes to Forms – 03/20/2021 through 03/26/2021

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