

What's Changed on 06/07/2021**What's Changed on 06/07/2021**

Change: Child Tax Credit and State Tax Refunds
Reminder: CARD ISSUE code on EBPM
Reminder: P-EBT Administrative Review
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](#))

<i>Change: Child Tax Credit and State Tax Refunds</i>
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EFFECTIVE DATE: For all Eligibility Determinations Completed on or after 06/07/2021

This change was made because of changes to Federal law.

Several changes were made to the existing Child Tax Credit because of the American Rescue Plan Act of 2021. The changes in the law affect the 2021 tax year only. Some of the significant changes are as follows:

Several changes were made to the existing Child Tax Credit because of the American Rescue Plan Act of 2021. The changes in the law affect the 2021 tax year only. Some of the significant changes are as follows:

- The Child Tax Credit maximum amounts are increased as follows:
 - Up to \$3600 per year for each child under age six.
 - Up to \$3000 per year for each child age six through their 18th birthday.
- Eligible tax filers may choose to receive advance monthly payments for the months of July 2021 through December 2021 as follows:
 - Up to \$300 per month for children under age six.
 - Up to \$250 per month for children age six through their 18th birthday.

The remainder of the Child Tax Credit is paid to eligible participants as a lump sum in 2022 after their tax return for 2021 is processed.

Federal tax refunds and Child Tax Credits are not countable as a resource in the month of receipt and the 12 months after the month of receipt.

Key OX on the LIQUID ASSETS screen in AZTECS.

State income tax refunds are countable as a resource when the NA budgetary unit is not categorically eligible under any of the following criteria:

- Basic Categorical Eligibility (BCE)
- Expanded Categorical Eligibility (ECE)
- Special Basic Categorical Eligibility (SBC)
- Special Expanded Categorical (SEC)

State tax refunds are also countable as a resource for CA. Key OT on the LIQUID ASSETS screen in AZTECS.

Federal and State Tax refunds are not countable as income.

Key TR on the UNEARNED INCOME (UNIN) screen in AZTECS.

Child Tax Credits, whether received monthly as an advance payment or as a one-time lump-sum payment are not countable as income.

Key TR on the UNIN screen in AZTECS.

Policy reference(s) revised due to this change:

FAA4.B03V – [Federal and State Tax Refunds -Child Tax Credit – Liquid Assets](#) [Prior Policy](#)

Updated subject title and added policy for State tax refunds and Child Tax Credits, treatment as a resource. (For all Eligibility Determinations Completed on or after 06/07/2021)

FAA4.H03XX – [Federal and State Tax Refunds – Child Tax Credit – Unearned Income](#) [Prior Policy](#)

Changed the title for the subject to add the treatment for State tax refunds and Child Tax Credits as unearned income. (For all Eligibility Determinations Completed on or after 06/07/2021)

Reminder: CARD ISSUE code on EBPM

This is a reminder that the card issue code on EBPM defaults to an M (mail out). This code should not be changed to an O (over-the-counter issuance) unless the card is issued, and the card number is updated on EBCM before benefits pay on the case.

Additional Information: When the M default was implemented, FAA Systems also put in an additional modification. When a card number is not present by the time benefits are issued, AZTECS automatically sends an EBT card mail request to Fidelity Information Services (FIS). The following applies to the additional modification:

- Ensures that an EBT card will be issued for all cases
- Eliminates the need to review and work the Cases with No EBT Card\Daily SARS (PA3079) report

Can cause a delay in the mailing of the participant's EBT card and access to their benefits

- Can cause a delay in the mailing of the participant's EBT card and access to their benefits.

For more information, see [FAAEBT.A03A](#) in the CNAP Manual.

Reminder: P-EBT Administrative Review

An [Urgent Bulletin](#) was emailed on 06/04/2021 informing staff to please disregard the Urgent Bulletin emailed on 06/01/2021 titled P-EBT Appeals. P-EBT recipients do not have appeal rights, but instead they have the right to dispute any action or inaction related to P-EBT benefits.

When a P-EBT recipient disagrees with an action or inaction related to P-EBT they can request an Administrative Review of the circumstances. The Administrative Review is completed by the Client Liaison Unit (CLU).

When a P-EBT dispute is received, staff must gather the P-EBT recipient information using the P-EBT Escalation Request form found at <https://forms.gle/zGbExSyu3kMqG38P6>. (Form is for internal use only.)

When selecting the primary P-EBT issue, select Administrative Review.

Choose

- Client needs new EBT card.
- Unable to locate AZTECS case number.
- Located AZTECS case number but P-EBT benefits did not pay with staggered issuance date.
- Add/Remove children from case.
- Update the client that is primary on the case file.
- Update child's date of birth or other demographics.
- Missing school information, parent information, learning model, or other information.
- Research denial.
- Underpayment.
- Overpayment.
- Aged benefits.
- PEBT refused.
- Administrative Review.**
- P-EBT mail dispute (CLU use only).

Any field on the form with an asterisk (*) must be filled in before clicking the submit button at the bottom of the form. An error message displays when a required field is not filled in.

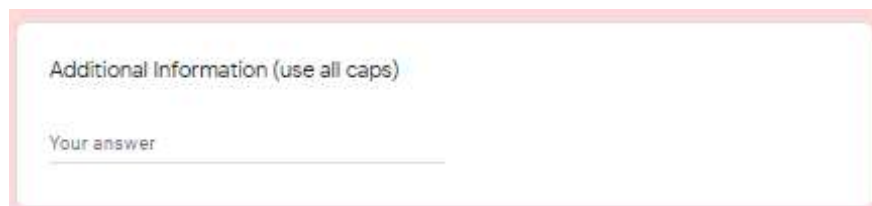
D-Number or Conduent ID *

Your answer

This is a required question

When completing a field that needs words or names, enter the information in ALL CAPS. It is

recommended to put Caps Lock on during the completion of the P-EBT Escalation Request form.



Additional Information (use all caps)

Your answer

When the form is completed and submitted, it is routed to the CLU who contact the P-EBT recipient and complete the Administrative Review process.

For additional instructions, see [Standard Work](#) in SharePoint. (For internal use only)

General Information: Forms Update

Changes to Forms – 05/29/2021 through 06/04/2021

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