

What's Changed on 07/19/2021**What's Changed on 07/19/2021**

Change: NA Expedite Postponed Verification – Closure
Reminder: Elevating Institutions to PST
Reminder: Requesting Issuance of Emergency Benefits
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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: NA Expedite Postponed Verification – Closure</i>
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EFFECTIVE DATE: With all closure actions taken on or after 07/19/2021

The change was made based on a clarification provided by the Food and Nutrition Service (FNS).

NA expedited benefits may be stopped at any time on the 30th calendar day from the date of application when required postponed verification is not provided. There is no requirement to wait until after the close of business on the 30th calendar day from the date of application, or the next workday to stop benefits. Reopen the case when the verification is provided by the close of business on the 30th calendar day from the date of application and the participant is eligible.

NOTE Do not send an NA closure notice. The F121 notice states benefits are stopped when required postponed verification is not provided.

Policy reference(s) revised due to this change:

FAA1.B04D – [NA Expedite Applications with Postponed Verification](#)

[Prior Policy](#)

Clarified policy for NA expedite closures when mandatory postponed verification is not provided. The closure may be keyed at any time on the 30th calendar day from the date of application. (Effective with all closure actions taken on or after 07/19/2021)

<i>Reminder: Elevating Institutions to PST</i>

The Policy Support Team (PST) maintains a list of all institutions which have been reviewed for eligibility. When a participant resides in an institution listed as approved on the PST Institution List, the participant is potentially eligible for NA benefits.

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Only facilities which meet the definition of an institution should be elevated to PST. To meet the definition of an institution, the facility must provide more than 50% of three meals daily as part of the facility's normal services. When the facility does not provide more than 50% of meals, the participant is potentially eligible, and the facility does not have to be elevated to PST for review.

For more information, see [FAA2.J06G.01](#) in the CNAP Manual.

Reminder: Requesting Issuance of Emergency Benefits

This is being issued to remind staff of the process for requesting issuance of emergency benefits. Emergency issuance of benefits can include, but not limited to the following situations:

- Expedited NA benefits that must be available by the seventh calendar day.
- The agency deauthorized benefits and the participant has an urgent need
- The application was processed untimely

The benefits must be authorized through the current system month and the reason for the emergency issuance must be approved by the Supervisor.

Once approved, the worker completes the EBT Emergency Benefits/Cancellation e-form through OnBase.

When OnBase is not accessible, complete the EBT Emergency Benefits/Cancellation (FAA-1003A) form and send the form via email to both of the following:

- FAACCEBTIssuanceCancel@azdes.gov
- The Office Manager or designee

Document the case file indicating the reason for the emergency issuance.

The EBT Emergency Unit makes benefits available on the day the request is received.

Reminder: Child Tax Credit Payments

Effective July 15, 2021, some FAA program participants may begin to receive advance monthly Child Tax Credit payments issued by the Internal Revenue Service (IRS). Both Advance Monthly Child Tax Credit payments and one-time only lump-sum Child Tax Credit payments do not count as income or a resource for Cash Assistance and Nutrition Assistance.

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. (Age is determined by the child's age as of 12/31/2021.)
 - Up to \$3000 per year for each child age six through 17. (Children turning 18 during 2021 are not eligible.)
- The IRS is automatically issuing Advance Monthly Tax Credit payments to individuals that are eligible based on their 2020 tax return or 2019 tax return. The payment amounts are as

eligibility based on their 2020 tax return or 2019 tax return. The payment amounts are as follows:

Up to \$300 per month for children under age six.

Up to \$250 per month for children age six through 17.

- When the participant is eligible, the remainder of the Child Tax Credit for the year is paid in 2022 after their tax return for 2021 is processed by the IRS.
- Participants may opt out of Advance Monthly Tax Credit payments through the IRS Child Tax Credit Portal. There are multiple reasons a participant may wish to opt out including but not limited to the following:

The preference to receive all the money in one lump sum payment when they file their tax return for 2021.

They no longer qualify due to changes in income.

Some participants may have joint custody arrangements or claim a child on their tax return in alternate years. Opting out may avoid an overpayment.

Participants that are not required to file a tax return may utilize the IRS Child Tax Credit Non-Filer Sign-up tool to update their information with IRS.

See the [What's Changed Summary](#) issued on 06/07/2021 for additional information.

Reminder: NA Timely Denial Requirements

This is being issued to remind staff of NA timely denial requirements. For initial and renewal applications, the application may be denied on the last day to provide information in order to meet the timely denial or timely recert denial processing deadline. It is not necessary to wait until the end of the day or the following workday to deny the application.

The case must be reopened, and a determination completed when the requested verification is provided before the close of business (COB) on the timely denial date.

NOTE See AMPS for the timely denial dates for new and renewal applications.

General Information: Forms Update

Changes to Forms – 07/10/2021 through 07/16/2021

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:

- Request to Verify Eligibility of an Institution (FAA-1789A) form
- Verbal Request to Voluntarily Withdraw from an Appeal (FAA-1693A) form (English)
- Verbal Request to Voluntarily Withdraw from an Appeal (FAA-1693A-S) form (Spanish)
- Redetermination (FAA-1792A) form (English)
- Redetermination (FAA-1792A-S) form (Spanish)
- AZSNAP Application (FAA-1740A) form (English)
- AZSNAP Application (FAA-1740A-S) form (Spanish)

- Nutrition Assistance (NA) Work Registration (FAA-1786A) script (English)
- Nutrition Assistance (NA) Work Registration (FAA-1786A-S) script (Spanish)

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

Archived forms:

- Electronic Benefit Cap Determination (FAA-1583A) form