

What's Changed on 09/20/2021**What's Changed on 09/20/2021**

Change: ACTS Alert ADDR Change – X006

Change: Inform Participants of General Delivery Service

General Information: Salt River Pima-Maricopa Indian Community TANF Program

General Information: Pandemic Funding under the Chafee Foster Care Program

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: ACTS Alert ADDR Change – X006

EFFECTIVE DATE: With all changes worked on or after 09/20/2021

This alert is generated when the HEAplus Residential Address on the Main Contact's Home Address page is updated by a participant, worker, assistor, or the PMMIS Postback.

When a participant reports a change of address to a medical provider, the HEAplus contact information is updated by the PMMIS Postback process. On the day after the address change is made, the Address Verification (X006) notice is sent to the participant.

Complete the ACTS alert based on whether the participant was assigned to Simplified Reporting or Standard Reporting requirements.

Policy reference(s) revised due to this change:

FAA6.A04B.02 – [ADDR CHANGE – X006](#) (internal use only)

Added that the alert is generated when HEAplus contact information is updated by a participant, worker, assistor, or the PMMIS Postback. Added that when a participant reports an address change to a medical provider, HEAplus is updated by the PMMIS Postback. Added on the next day the X006 notice is sent to the participant. Added to take the appropriate action before closing the alert based on the reporting requirements assigned to the participant. (Effective with all changes completed on or after 09/20/2021)

Change: Inform Participants of General Delivery Service

EFFECTIVE DATE: With all interviews completed on or after 09/20/2021

This change was made to ensure participants who do not have a valid mailing address are informed of the USPS General Delivery Service.

Participants who do not have a valid residential address must provide to FAA a valid mailing address. When a participant does not have a mailing address, the participant needs to select a United States Postal Service (USPS) General Delivery Service office. When necessary, FAA workers must help participants find a USPS General Delivery office. Failure to sign-up for General Delivery Service could result in FAA receiving returned mail. When USPS returns mail to FAA, benefits may stop.

Prior to adding a General Delivery Service mailing address, the worker must provide General Delivery information to the participant, including the following:

- Inform participants without a valid mailing address to sign up with the USPS for General Delivery service.
- Inform participants that only certain USPS offices provide General Delivery Services.
- Help the participant locate an agreeable USPS office with General Delivery Service.
- Ensure the participant understands that important notices about their application and benefits will be mailed to them at a General Delivery USPS Office address.
- Provide the participant with the USPS Form, when helping a participant in-person.
- Advise the participant to sign-up for General Delivery at the USPS office selected. USPS General Delivery does require a photo identification.

Policy reference(s) revised due to this change:

FAA2.C07D – [Keying General Delivery Service on ADDR](#) [Prior Policy](#)

Revised to indicate when the participant does not have a valid mailing address, before using General Delivery as a mailing address, the participant must be informed that General Delivery will be used. Added to assist participant in locating a USPS office with General Delivery. Added link to Homeless receiving Notices, which provides the directions about residency. Changed homeless to without a valid mailing address. (Effective with all interviews completed on or after 09/20/2021)

FAA2.J06E.06 – [Homeless Receiving Notices](#) [Prior Policy](#)

Added to inform homeless participant they need to have a valid mailing address or sign up for USPS General Delivery. Document a description of the location where the participant resides. (Effective with all interviews completed on or after 09/20/2021)

General Information: Salt River Pima-Maricopa Indian Community TANF Program

This is a reminder that the Salt River Pima-Maricopa Indian Community (SRP-MIC) TANF Program is determined by the SRP-MIC LEARN Tribal TANF workers. Regular CA and the NA and MA program determinations are completed by FAA workers.

AZTECS must be able to identify the SRP-MIC TANF case to complete a correct eligibility determination. Review the reservation code field on ADDR to determine if the case is an SRP-MIC TANF case.

Key SA in the RESERVATION field on ADDR when the budgetary unit is living on the SRP-MIC reservation. Delete the SA code from the RESERVATION field when the budgetary unit no longer

lives on the SRP-MIC reservation.

The following message is documented on CADO by the SRP-MIC LEARN eligibility staff as a reminder to FAA staff:

Important – Please Read

This is a SRPMIC (SA –Site Code 196) AF case to be worked by SRPMIC Tribal TANF Eligibility Workers only. Do Not take actions on AF.

General Information: Pandemic Funding under the Chafee Foster Care Program

The Pandemic Funding under the Chafee Foster Care Program also known as the Chafee Program may be used when both of the following apply:

- To provide services and assistance to otherwise eligible youth or young adult who experienced foster care at age 14 or older
- Has not yet attained age 27

This benefit provides targeted payments and supports to assist youth and young adults to assist them in meeting their needs during the pandemic.

The assistance can be provided in any of the following ways:

- As a onetime, non-recurring, lump sum payment
- As a direct payment to a vendor

When the assistance is provided as a one-time, non-recurring, lump sum payment, it is not countable for NA and CA.

Key the OX Unearned Income Type Code in the INC TYPE field on UNIC.

Key any money remaining as a resource for the subsequent months.

When the assistance is provided as a direct payment to a vendor, the payment is not countable as income for NA and CA.

Key the VP Unearned Income Code in the INC TYPE field on UNIC.

General Information: Forms Update

Changes to Forms – 09/11/2021 through 09/17/2021

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:

- Hopi Tribal TANF Referral Notice (FAA1459A) form
- Information Needed for Tuberculosis Control (FAA-1479A) form (English)
- Information Needed for Tuberculosis Control (FAA-1479A-S) form (Spanish)
- Income Limits and Allotment Amounts (DNAP) (FAA-1368A) form

- Appendix 6 Arizona DNAP packet (FAA-1359A)
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Newly created forms:

- Foster Care Aged Out Referral (1097A) form
NOTE This form replaces the YATI Referral form (FAA-1097A)
- Foster Care Aged Out Tribal Referral (1097B) form
NOTE This form replaces the YATI Tribal Referral (FAA-1297T) form
- Standard Medical Deduction Worksheet (FAA-1813A) form (English)
- Standard Medical Deduction Worksheet (FAA-1813A-S) form (Spanish)
- National Voter Registration Act Voter Preference Question (DES-1231A) form (English)

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- No revisions to marketing materials were made during the specified period

New Marketing Materials (Posters, Pamphlets, Flyers):

- Lottery and Gambling Poster (FAA-1727A) (English)
- Lottery and Gambling Poster (FAA-1727A-S) (Spanish)

Forms Archived from the Document Center

- NVRA Offer of Voter Registration (FAA-1699A) (English)
- NVRA Offer of Voter Registration (FAA-1699A-S) (Spanish)