

**What's Changed on 04/11/2022**

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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: Nonqualified Noncitizen Script**

EFFECTIVE DATE: Policy has been clarified as of 04/11/2022

This change was made to clarify when the Nonqualified Noncitizen Script must be read to the PI or representative.

The CA and NA Noncitizen Script (FAA-1710A) form title has been changed to the NA and CA Noncitizen Script to be consistent with policy. The NA and CA Noncitizen Script can be found in the Document Center.

The FAA-1710A provides an explanation of when DES has the responsibility to report discovered violations of federal immigration law. The CA and NA Noncitizen Script must be read to the PI or authorized representative when an application includes a nonqualified noncitizen. The worker must document the case file that the NA and CA Noncitizen Script is read to the PI or authorized representative when any of the following apply:

- The applicant does not have United States Citizen Immigration Services documents.
- The applicant does not want to provide noncitizen status.

When processing an application or change, review the documentation in the case file. When no documentation is found that the FAA-1710A has been read to the PI, the FAA-1710A must be read to the PI or representative during any of the following:

- When the new or renewal NA and CA interview is conducted
- Any time during the application or determination process
- While adding a nonqualified noncitizen to a case
- When a change from qualified to nonqualified noncitizen status is reported

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**Policy reference(s) revised due to this change:**FAA2.K08 – [Noncitizen Overview](#)[Prior Policy](#)

Revised to clarify when the Noncitizen Script is read to the participant. Title of the script has changed to NA and CA Noncitizen Script. (Policy has been clarified as of 04/11/2022)

**Change: Tucson Minimum Wage Increase**

EFFECTIVE DATE: Policy has been clarified as of 04/11/2022

Effective 04/01/2022, the City of Tucson passed an initiative ballot increasing the minimum wage to \$13.00 per hour.

Future minimum wage increases for Tucson are set for the following:

- \$13.50 by 01/01/2023
- \$14.25 by 01/01/2024
- \$15.00 by 01/01/2025
- Increased by the rate of inflation rounded to the nearest multiple of \$0.05 every January thereafter

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**Policy reference(s) revised due to this change:**FAA6.Q01M.19 – [Minimum Wage Federal and State Definition](#)

Added information regarding City of Tucson minimum wage. Removed exception box. (Policy has been clarified as of 04/11/2022)

**Reformat Update**

The CNAP and CNAP+ Manuals are going through a reformatting project to change the look and feel, move the Table of Contents out of an AZTECS roadmap flow, and reduce the number of references to make it easier to find what is needed. (For additional information regarding the new format, see the [Reformat Introductory Video](#)(mp4) or the [Reformat Introductory Transcript](#)(pdf).)

At this time, using Search in the CNAP Manual may help with navigation. Anything that has been reformatted will generally show higher in the Search results than references in the old format.

The changes made toward the reformatting project effective this week are as follows:

- The following have moved to FAA2.B in order to put everything about the interview into one chapter: (See [FAA2.B](#))

Interview information from FAA1.F

'Beginning the interview' information from FAA2.B01

'Ending the interview' information from FAA5.I

NOTE FAA2.B03 titled 'Conducting the Interview' is a procedure and is only available in the CNAP+ Manual for staff only. FAA staff that do not see FAA2.B03 titled 'Conducting the Interview' must contact their supervisor for the CNAP+ Manual link.

- The following have moved to a section about the application at FAA2.A:

Requirements for NA Expedited Services (NAX) from FAA1.F (Temporarily see [FAA2.A01](#))

'Ways to sign the application' from FAA5.I04A (Temporarily see [FAA2.A02](#))

NOTE FAA2.A is under construction and does not include everything about the application. More information will be added to this chapter during the reformat project.

- The rights and responsibilities previously in FAA2.B01C.01 have been moved to the FAA1.C. (See [FAA1.C01](#) for the current list of participant rights and [FAA1.C02](#) for the current list of participant responsibilities.)

NOTE FAA1.C is under construction and does not include all of the rights and responsibilities of the participant. More information will be added to this chapter during the reformat project.

- There will be times when a chapter must be moved, but not reformatted. This is in order to align the chapters and the volumes. This week, anything regarding the CA Personal Responsibility Agreement (PRA) that was listed in FAA2.B has temporarily moved to [FAA3.E](#) without being reformatted. PRA information will be reformatted at a later time.

Temporary links to the reformatted references were added to the old references listed above to help staff who use the table of contents for navigation. These links will be removed after a month. Also, be aware that during this reformat process, reformatted references will change reference numbers, but will stay in the same volume (i.e., FAA1, FAA2, etc.) unless mentioned in this What's Changed section.

NOTE It is recommended to use the Internet favorites only for references in the new format because links to the references in the old format will move while under construction.

## **General Information: Forms Update**

Changes to Forms – 04/02/2022 through 04/08/2022

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

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

#### Forms Archived from the Document Center

- No forms were archived from the Document Center