

What's Changed on 08/15/2022

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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 [What's Changed History](#) of the CNAP Manual.

The above list summarizes the information on this page. Each item listed above links to the corresponding section below.

The information on 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: 36-Month NA Approval Periods

EFFECTIVE DATE: Policy has been clarified as of 08/15/2022

The CNAP reference FAA5.E05B titled Assigning Nutrition Assistance Approval Periods has been revised to clarify that Arizona Simplified Application Program (AZSNAP) and Elderly Simplified Applications Project (ESAP) budgetary units are assigned a 36-month approval period.

AZSNAP and ESAP budgetary units are not required to complete the Mid Approval Contact (MAC). AZTECS automatically assigns a 36-month NA approval period to AZSNAP and ESAP budgetary units.

Policy reference(s) revised due to this change:

FAA5.E05B – [Assigning Nutrition Assistance Approval Periods](#)

[Prior Policy](#)

Clarified policy to indicate that AZSNAP and ESAP budgetary units are assigned a 36-month approval period. (Policy has been clarified as of 08/15/2022)

Reminder: Changes to Posters Required to be in the Lobby

Several changes have occurred to the mandatory posters displayed in FAA office lobbies.

The Policy Support Team (PST) has updated the CNAP Manual list of mandatory posters. PST has added two new posters, the Elderly Simplified Application Project (ESAP) (FAA-1824A) and Spread the Word (FAA-1055A). Both posters are also available in Spanish. Additionally, PST has added new revision dates for the posters that have changed since 04/2022.

Management must ensure that the posters (both English and Spanish) are displayed in the lobbies.

For more information, see [FAA6.H01B.01](#) titled Posters in the Lobby in the CNAP Manual.

Reminder: Elevating Policy Clarifications (PC), Field Inquiries (FI), and Suggestions

Prior to elevating PCs or FIs to the Policy Support Team (PST), staff must review the Communications Library. Use the Communications Library search feature to find previous PCs and FIs stored in the “Clarification from PST” section of the Communication Library.

NOTE Each contact within the elevation process must review the request to determine whether the answer is already found in the CNAP Manual or previous PST communications.

Once it has been determined that the question has not been answered, the PC or FI Request must be completed on the Request for Policy Clarification/Field Inquiry (FAA-1512A) form. Once the FAA-1512A is completed, designated staff must send the request to FAAPolicyMgmt@azdes.gov

Recently, staff have not been reviewing the Communications Library for previously answered questions. Failure to check the Communications Library prior to elevating a question to PST may cause the following:

- A delay in case processing
- A duplication of work

For more information, see FAA1.A02C titled CNAP Manual – Request for Policy Clarification or Field Inquiry.

Suggestions for notices, forms, policy, or links, are not to be elevated as PCs or FIs on the FAA-1512A form. Send an email request to FAAPolicyMgmt@azdes.gov, with one of the following subject lines:

- For notice change suggestions, “Notice Issue”
- For form change suggestions, “Forms Suggestions”

NOTE Forms include posters and pamphlets

- For CNAP Manual verbiage or links, “CNAP Manual Suggestions”

For more information, see FAA6.M92 titled Policy Support Team (PST).

Reminder: Prior What's Changed Pages

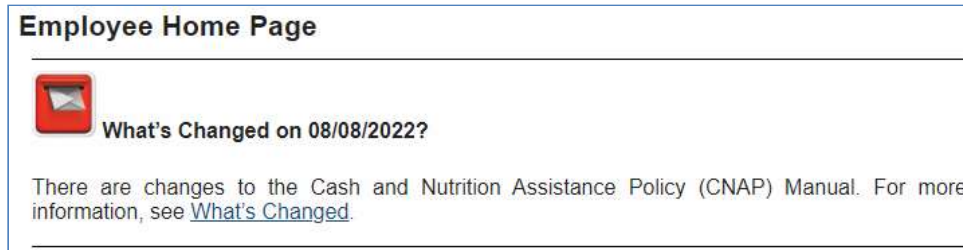
This is a reminder on how to review What's Changed pages from prior weeks.

As indicated in the first paragraph of the weekly What's Changed page, each of the What's Changed pages are added to the What's Changed History page at the end of the week.

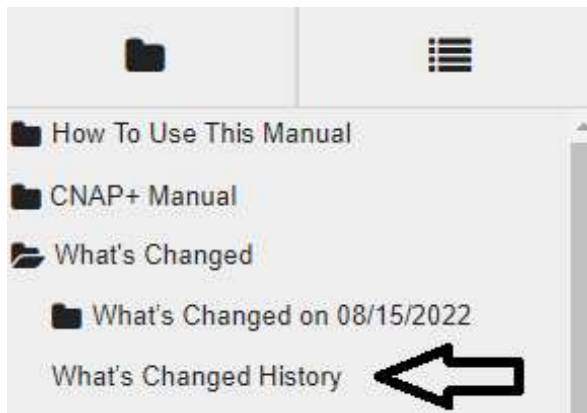
To find the What's Changed History page, complete one of the following:

- Click on the What's Changed History link on the weekly What's Changed page

NOTE FAA staff are required to use the CNAP Plus Procedures (CNAP+) version of the CNAP Manual which includes a link to the weekly What's Changed page on the Employee Home Page. Contact your supervisor when you need the link to the CNAP+ Manual.






- When using the Table of Contents, the What's Changed History page is in the What's Changed volume directly below the weekly What's Changed page.



The What's Changed History page displays all of the following:

- A link to the PDF copy of the What's Changed page for the identified date.
- The subject headers, for search purposes, of what is displayed on the PDF document.
- Forms listed in the Updated Forms section, for search purposes, of what is displayed on the PDF document, when applicable.

<ul style="list-style-type: none"> • 07/11/2022 	 Link to PDF copy	List of updated forms for  searching purposes
Reminder: NA Interview – Authorized Representative		
General Information: Forms Update includes the following:		
<ul style="list-style-type: none"> • EBT Emergency Benefits/Cancellation of Benefits (FAA-1003A) form • Request for Nutrition Assistance Replacement/Supplement (FAA-1362A) form (English) • Request for Nutrition Assistance Replacement/Supplement (FAA-1362A-S) form (Spanish) • ABAWD Participation and Referral Notice (FAA-1530A) (English) 		
<ul style="list-style-type: none"> • 07/05/2022 	<ul style="list-style-type: none"> Change: Social Security Number (SSN) Verification Change: Elderly Simplified Application Project (ESAP) Verification Reminder: Waiver of the Interview Requirement General Information: End of TANF PEAFF Payments 	Section titles for searching purposes  No forms this week

Search the page by pressing the Ctrl key and the F key at the same time (Ctrl+F) and entering what is being searched in the search window at the top of the page.

Changes to a subject may occur on more than one date. Refer to the policy reference indicated on the What's Changed PDF document for current policy and procedures.

NOTE Blue, underlined words on the PDF documents do not link to the CNAP Manual.

Reformat Update

The CNAP Manual (both the public version and CNAP Plus Procedures (CNAP+) staff-only version) 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).)

NOTE FAA staff are required to use the CNAP Plus Procedures (CNAP+) version of the CNAP Manual which contains procedures. Contact your supervisor when you need the link to the CNAP+ Manual.

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:

- A new chapter titled 'The Renewal Process (Renewals)' has been added as [FAA6.S](#). This chapter includes anything about renewals.

NOTE FAA6.S will move within FAA6 without notice as chapters are removed from FAA6. Internet favorites to this section should not change, even when the chapter number changes.

- Citizenship information from FAA2.K moved to the nonfinancial eligibility factors chapter at [FAA3.D04](#).
- NA Students from FAA4.G04 moved to the nonfinancial eligibility factors chapter at [FAA3.D01](#) titled Adult Student Eligibility for NA.

- [Application Screening](#) from FAA1.E moved to The Application chapter in FAA2.A.
- [What's Changed History](#) has moved from FAA6.R to the What's Changed volume.

NOTE FAA6.R is temporarily renamed to Policy Dissemination until it is reformatted.

- A new page section is being implemented into the CNAP+ version of the CNAP Manual called "DBME Job Aids in SharePoint". When a link to a job aid from the DBME Job Aids SharePoint page is added, this section title is displayed in the top menu.

[DBME Job Aids in SharePoint](#)

[Legal Authorities](#)

Temporary links to the reformatted references (except What's Changed History) 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 four weeks. 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 – 08/06/2022 through 08/12/2022

As a reminder, it is important not to save documents on your desktop or a folder. It is better to download 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

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials were created during the specified period

Forms Archived from the Document Center

- No forms were archived from the Document Center

