

What's Changed on 10/03/2022**What's Changed on 10/03/2022**[Change: Mid Approval Contact \(MAC\) Changes](#)[Change: Cost-of-Living Adjustments \(COLA\)](#)[Change: Keying the Appropriate Relationship Code on SEPA](#)[Change: Proration of First Month's Benefits](#)[Reminder: CNAP Manual Reformat Survey](#)[General Information: Child Tax Credit Payments](#)[General Information: Arizona Voter Registration Form \(DES-1232A\) Update](#)[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 [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: Mid Approval Contact (MAC) Changes

EFFECTIVE DATE: For eligibility determinations completed on or after 10/01/2022

Changes have been made to the NA Mid Approval Contact (MAC) forms and policy.

Effective 10/01/2022, the lottery and gambling winnings reporting question has been added to the following Mid Approval Contact forms:

- In MyFamilyBenefits
- The OnBase Unity Form
- The X027 and F027 Notices
- The FAA-1108A form
- The FAA-0001A application

The lottery and gambling question added to the above listed forms, is:

“Has anyone in your household received lottery or gambling winnings of \$4250 or more in a single game?”

For policies and procedures, see FAA6.A02A.01 titled NA 12-Month or 24-Month Approval Period MAC Requirement.

Until further notice, the Smart Action Voice MAC will not include the lottery and gambling winnings question. When all questions are responded to with a “no”, any other further action is not required.

When the participant responds with a yes to any of the questions the call is routed to the Benefit Eligibility Specialist taking the call and will be prompted to ask the lottery and gambling question.

Document the case file with the participant’s response.

Policy reference(s) revised due to this change:

FAA6.A01A – [Standard Reporting](#)

[Prior Policy](#)

Added link to new policy section and revised the gross income MAC question. (For eligibility determinations completed on or after 10/01/2022)

FAA6.A02A.01 - [NA 12-Month or 24-Month Approval Period MAC Requirement](#)

[Prior Policy](#)

Added link to new policy section and a new MAC question. Added a note regarding an exception to the IVR Smart Action lottery and gambling question. (For eligibility determinations completed on or after 10/01/2022)

FAA6.J13 – [Winnings Reporting Amount](#)

[Prior Policy](#)

Updated the Winning Reporting Amount. This amount can change each Federal Fiscal Year. (For eligibility determinations completed on or after 10/01/2022)

FAA6.J14 – [Income Reporting Amount](#)

New Policy

Added a separate policy for the Income Reporting Amount. This amount can change each Federal Fiscal Year. (For eligibility determinations completed on or after 10/01/2022)

Change: Cost-of-Living Adjustments (COLA)

EFFECTIVE DATE: For the benefit month of 10/2022

The Federal Fiscal Year (FFY) 2023 Cost-of-Living Adjustments (COLA) has changed several income standards, deductions, and limits.

The Food and Nutrition Service (FNS) makes annual changes to standards based on the Federal Poverty Level (FPL). COLA changes income limits, deductions, and benefits at the start of the FFY 2023 on 10/01/2022.

The FFY 2023 COLA changes affect the following:

- AZSNAP Allotment
- CA Needy Family Test and NA Net Monthly Income Eligibility Standard (100% FPL)

- CA Needy Family Test and NA Gross Monthly Income Eligibility Standard (130% FPL)
- NA Elderly or Has a Disability Eligibility Standard (165% FPL)
- NA Expanded Categorical Eligibility Standard (185% FPL)
- NA Minimum Allotment
- NA Maximum Resource Limit
- NA Shelter and Homeless Shelter Deductions
- NA Standard Deduction
- NA Thrifty Food Plan
- Overpayment Compromise (200% FPL)
- Standard Utility Allowance (SUA) and Telephone Allowance
- Winnings Reporting Amount

These updates will be available in the CNAP Manual starting 10/01/2022. Determinations for benefit months prior to 10/2022 are subject to the previous FFY 2022 standards.

Policy reference(s) revised due to this change:

FAA6.J03A.04 – [CA Needy Family Test Income Standards](#)
(100% FPL)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J03A.05 – [CA Needy Family Test Income Standards](#)
(130% FPL)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J03B.01 – [NA Gross Monthly Income Eligibility Standard](#)
(130% FPL)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J03B.02 – [NA Net Monthly Income Eligibility Standard](#)
(100% FPL)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J03B.03 – [NA Elderly or Has a Disability Eligibility Standards](#) (165% FPL)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J03B.04 – [NA Expanded Categorical Eligibility Standard](#)
(185% FPL)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J03B.05 – [200% of Federal Poverty Level \(Compromise Overpayment\)](#)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J04A – [NA Homeless Shelter Deduction Amount](#)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J04B – [Standard Deduction Amount](#)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J04C – [Shelter Deduction Amount](#)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J06 – [Minimum NA Allotment](#)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J09 – [Thrifty Food Plan \(NA\)](#)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J07B – [Maximum NA Resource Limit](#)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J10 – [Utility Allowance Current Amount](#)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

FAA6.J12 – [AZSNAP Allotment Amounts](#)

Updates for FFY 2023 COLA. (Effective with the benefit month of 10/2022)

Change: Keying the Appropriate Relationship Code on SEPA

EFFECTIVE DATE: For determinations completed on or after 10/03/2022

Policy was updated to remove the instruction to key the NE (Not Established) Relationship Code due to increased number of participants approved for benefits with no established relationship.

Reports provided by FAA Systems indicate that there is a statewide issue with participants coded IN on SEPA with a Relationship Code of NE (Not Established). The participant's relationship to the PI must be determined correctly to ensure that all mandatory participants are included in the budgetary unit.

The NE code should only be keyed during application registration in AZTECS when the participant's relationship to the PI is unknown. When the NE relationship code is discovered, it should be corrected prior to benefit authorization. When the participant is Not Related to the PI, key the NR (Not Related) relationship code.

Policy reference(s) revised due to this change:

FAA2.A06 – [Determining Budgetary Units](#)

[Prior Policy](#)

Updated Keying Procedures for the NE Relationship Code. For eligibility determinations completed on or after 10/03/2022)

Change: Proration of First Month's Benefits

EFFECTIVE DATE: Policy has been clarified as of 10/03/2022

The CNAP references regarding Proration of First Month's Benefits have been revised for clarity.

The approval period in some states may not begin on the first day of each month. In those states, approval periods vary for each household depending on the date a household files an application. In Arizona, the approval period is based on a calendar month.

For NA, when a budgetary unit that applies in Arizona is receiving benefits in another state, FAA prorates benefits from the later of the two following dates:

- The date following the expiration date in the former state
Example: A budgetary unit's benefit expiration date in the former state is 07/09/2022. They applied in Arizona, on 07/09/2022. Their benefit proration date in Arizona is 07/10/2022.
- The date of the application
Example: The same budgetary unit applies in Arizona on 07/15/2022. The benefit proration date is 07/15/2022.

For CA, FAA prorates benefits from the date of the application.

Policy reference(s) revised due to this change:

FAA3.D07 – [Duplicate Participation](#)

[Prior Policy](#)

Added procedure regarding Proration of First Month's Benefits. (Policy has been clarified as of 10/03/2022)

FAA5.E03E – [Proration of First Month's Benefits](#)

[Prior Policy](#)

Revised verbiage regarding how the proration of benefits works in Arizona. (Policy has been clarified as of 10/03/2022)

Reminder: CNAP Manual Reformat Survey

The CNAP Manual Reformat Survey closes at 5:00 p.m. on Friday, 10/07/2022.

Please complete the survey at the following link when you use the CNAP Manual (either the public or staff version) and have not already taken the survey:

https://docs.google.com/forms/d/e/1FAIpQLSe5gvtShdCy3kBkB_AteA4NhgPXsZ8VOiZTEiMkOZvIWOM8ww/viewform?usp=sf_link

The FAA Policy Support Team wants the feedback of everyone that uses the CNAP Manual. Please, don't delay. Take the survey today.

General Information: Child Tax Credit Payments

Inform families with minor children that have not yet filed their 2021 taxes that they still have time to receive their full 2021 Child Tax Credit. According to the Internal Revenue Service website, taxpayers requesting an extension have until 10/17/2022 to file a return. Families must file a 2021 tax return to receive the full Child Tax Credit.

For families with qualifying children who had not turned 18 before the start of 2022, the 2021 Child Tax Credit could provide the family with up to \$3,000 or \$3,600 per child, based on the child's age. Even those who received part of their Child Tax Credit as monthly payments last year can still receive their remaining Child Tax Credit; however, they must file their 2021 taxes.

To help determine 2021 Child Tax Credit eligibility and find free resources to help file for the Child Tax Credit, see <https://www.childtaxcredit.gov>.

With only weeks remaining to file a tax return this year, families should act as soon as possible in order to claim the full amount of 2021 Child Tax Credit.

For more information about the Child Tax Credit, see the [What's Changed from 07/19/2021](#).

General Information: Arizona Voter Registration Form (DES-1232A) Update

The Arizona Voter Registration Form (DES-1232A) was updated based on recent legislation regarding Arizona residency and voter registration guidelines.

The new language that was added to the Additional Information section is as follows, "If you permanently move to another state after registering to vote in Arizona, your voter registration in Arizona will be canceled. Please contact your County Recorder's Office to inform them of your move."

The updated DES-1232A is now available in the Document Center with a revision date of 09/2022. Discontinue the use of the previous form immediately. Please destroy any prior versions of the DES-1232A in circulation.

General Information: Forms Update

Changes to Forms – 09/24/2022 through 09/30/2022

As a reminder, it is important not to save documents on your desktop or in 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:

- Arizona Voter Registration Form (DES-1232A)

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