

What's Changed on 10/31/2022

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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: Third Party Payroll Verification Sources

EFFECTIVE DATE: Policy has been clarified as of 10/31/2022

This is being issued to clarify when a third party payroll verification source can be used. An employer may use an outside company as it's legal agent to provide payroll services or respond to inquiries about employee records. That company is considered a third party payroll verification source.

Third party payroll verification sources used by an employer must be approved by FAA before they can be added to the list of approved third party payroll verification sources. Once approved, FAA can contact that company for verification of employment and income without the participant being present.

NOTE When the employer uses a third party payroll verification source that does not have a Data Sharing Agreement with DBME/FAA, the participant can obtain and provide a printout from that source. This is acceptable earned income verification.

Approved third party payroll verification sources include the following:

- Equifax/EMVI
- Corporate Cost Control (CCCVerify)
- Verify Advantage (formerly known as VerifyDirect)

When a new company wants to be approved as a third party payroll verification source for FAA, send the company information via email to the Policy Support Team at FAApolicymgmt@azdes.gov.

Policy reference(s) revised due to this change:

FAA4.I05A – [Sources of Earned Income Verification](#)**[Prior Policy](#)**

Clarified when a third party payroll verification source can be contacted by FAA and when information can be provided by the participant. (Effective: Policy is clarified as of 10/31/2022.)

Change: EBT Online Purchasing

EFFECTIVE DATE: EBT Online Purchasing has been moved to its own glossary definition as of 10/31/2022.

The EBT Online Purchasing reference has been moved from its previous location in the FAA Pilot Programs definition, and new online retailers have been added to this list.

Cardenas Markets and Whole Foods Market have been added to the list of retailers that accept online EBT purchasing with NA and CA benefits. Information regarding Amazon Prime membership discounts for government assistance recipients has also been added to the reference.

The new reference and the complete list of online retailers that accept EBT can be found at FAA6.Q01E.02, titled EBT Online Purchasing.

Policy reference(s) revised due to this change:

FAA6.Q1E.02 – [EBT Online Purchasing](#)**[Prior Policy](#)**

A new reference was created to house all retailers in Arizona that accept EBT online purchasing. (EBT Online Purchasing has been moved to its own glossary definition as of 10/31/2022)

Reformat Update

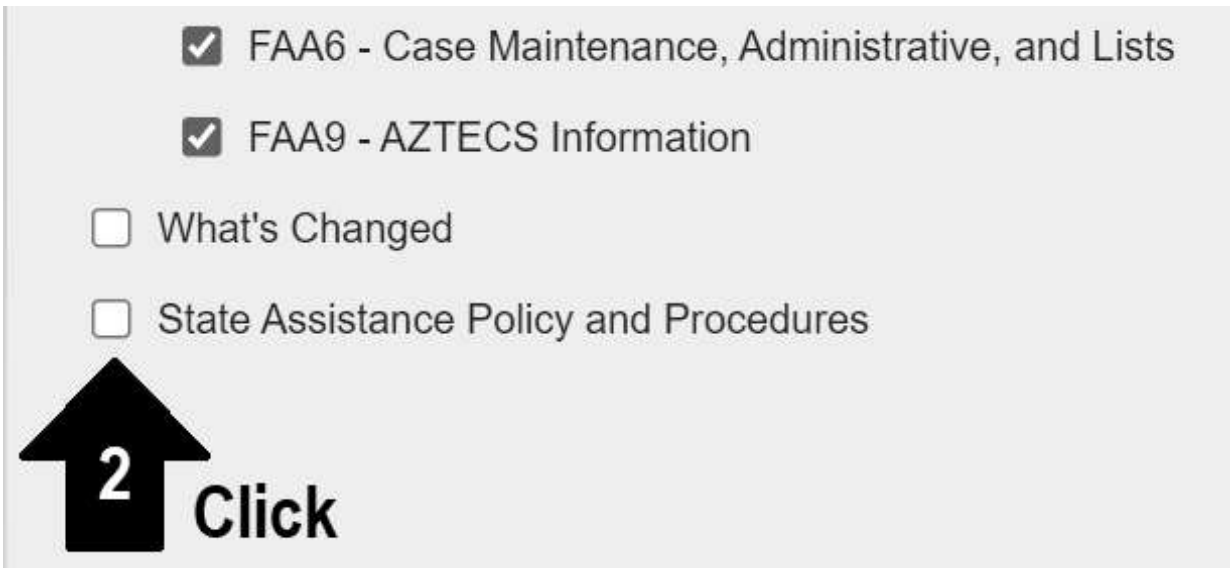
The CNAP Manual is going through a reformatting project to change the look and feel by moving the Table of Contents out of an AZTECS roadmap flow and reducing the number of references to make it easier to find what is needed. (For additional information regarding the new format, see the [Reformat Introductory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

There will be times when a chapter must be moved, but not reformatted. This is in order to align the chapters and the volumes. The State Assistance Policy and Procedures volume has moved outside of the CNAP Manual and moved out of the default search scope. The State Assistance information has not been reformatted.

When searching for State Assistance information, click the box in front of 'State Assistance Policy and Procedures' in the search scope.



Click for Search Scope



General Information: Forms Update

Changes to Forms – 10/22/2022 through 10/28/2022

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:

- 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