

What's Changed on 11/07/2022

What's Changed on 11/07/2022

[Change: Keying INDA](#)

[Reminder: Employment and Training State Plan Changes for FFY 2023](#)

[Reminder: November MAC Notice Delay](#)

[General Information: Daylight Saving Time \(DST\) has Ended](#)

[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: Keying INDA

EFFECTIVE DATE: For all interviews completed on or after 11/07/2022

The following change was made to provide continuity between various information resources on how to treat INDA when a participant starts and does not complete the interview.

The AZTECS Procedures section of The Renewal Process (Renewals) was updated with information about keying INDA.

When a participant begins an interview and does not complete the interview for any reason, the COMPLETED field on INDA is left blank. AZTECS auto-populates the COMPLETED field with an N and sends the appropriate missed interview notice to the primary informant. Do not change the interview DATE and TYPE fields. Contact the AZTECS Help Desk to change INDA as needed.

Policy reference(s) revised due to this change:

FAA6.S – [The Renewal Process \(Renewals\)](#)

[Prior Policy](#)

Changed to leave INDA COMPLETED field blank when a participant does not complete the interview for any reason. (Effective for all interviews completed on or after 11/07/2022)

Reminder: Employment and Training State Plan Changes for FFY 2023

This is being issued to remind staff of the [Urgent Bulletin](#) that was emailed on 11/03/2022 informing staff that the process of referring NA participants to the Supplemental Nutrition

Assistance Program Career Advancement Network (SNAP CAN) has changed. Beginning the Federal Fiscal Year (FFY) of 2023 FAA must screen all NA participants before referring the participant to SNAP CAN.

The NA Work Registration and SNAP CAN (FAA-1786A) Script has been revised to include the screening questions FAA uses to determine when a referral to SNAP CAN is made.

NOTE When an NA participant requests to participate in SNAP CAN, determine whether a referral to SNAP CAN is appropriate.

Use the FAA-1786A script to screen NA participants and provide required referral information.

The Volunteer field on WORW has been changed to the Referral field. Key Y in the REF Y/N field on WORW to refer an NA participant to SNAP CAN, when appropriate.

An NA participant aged 16 to 59, who does not meet an NA Work Requirement Exemption is a Work Registrant. Work registrants are registered for work by FAA and are required to comply with NA work requirements. When a work registrant does not comply with the NA work requirements, disqualifications are imposed.

The Work Registrant WR code must be keyed in the PAR/EXEM field on WORW to identify an NA participant as a Work Registrant. The Registered and Referred RR code has been discontinued.

NOTE Staff are no longer required to document the work registration in the case notes, this information is captured on WORW.

The Provider Determination process occurs when a SNAP CAN provider determines that the Employment and Training component the NA participant is enrolled in, is not suitable for the participant. The SNAP CAN provider completes and sends the Provider Determination (FAA-1828A) form to the FAA Research and Analysis (R&A) Unit. R&A uploads the FAA-1828A form to OnBase and documents the case file that a Provider Determination form was received. At the next renewal interview, NA work registration exemptions are reviewed, and all NA participants are screened before a referral to SNAP CAN is made.

When a participant reports a change in circumstances or requests that FAA review the provider determination sooner than the next renewal, complete **all** of the following:

- Determine whether the participant's NA Work Requirement Exemption needs to be updated.
- Screen the participant to determine whether a referral to SNAP CAN is made.

For more information, see the following policy references:

- FAA5.A02 titled [NA Work Requirements – Overview](#)
- FAA5.A02A titled [NA Work Requirement Exemptions](#)
- FAA5.A02B titled [NA Work Registration](#)
- FAA5.A07B titled [SNAP CAN Provider Determinations](#)
- FAA5.A07C titled [Referrals to SNAP CAN](#)
- FAA5.A07E titled [SNAP CAN Referral Screening](#)

Reminder: November MAC Notice Delay

This is being issued to remind staff of the [Urgent Bulletin](#) that was emailed on 11/03/2022 informing staff that the Mid Approval Contact (MAC) notices, (X027) for November, have been delayed. The following are the new mailing dates for the November MAC X027 notices:

- 11/04/2022 - First X027
- 11/10/2022 - Second X027

The Mid Approval Contact Closure (X026) notice will be mailed on the normal mail date of 11/23/2022.

Reminder About MAC Compliance After Closure

When the NA case is closed for failure to complete the MAC process, and the MAC process is completed within 30 days of case closure, REPT the case when **all** of the following requirements are met:

- The household reported and verified all changes in circumstances that occurred following the effective date of ineligibility.
- The household provided all outstanding verification that resulted in the most recent closing of the household's case.
- The household fulfilled these requirements within 30 days after the case closed.
- The household has at least one full month remaining in the certification period following the date of compliance.
- The household is eligible for benefits during the reinstatement month and the remaining months of the certification period.

Do not reopen the case unless all of the above are met. For more information, see FAA6.C03 titled NA Compliance After Closure in the Cash and Nutrition Assistance Policy Manual.

General Information: Daylight Saving Time (DST) has Ended

Daylight Saving Time ended on 11/06/2022. All FAA offices are now in the same time zone.

See FAA6.Q01D.02, titled Daylight Saving Time (DST) Definition, for more information.

General Information: Forms Update

Changes to Forms – 10/29/2022 through 11/04/2022

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:

- Authority to Release Student Information (FAA-0060A) form
- Merchant Restaurant Meals Program (FAA-1549A) packet.

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