

**What's Changed on 11/28/2022**

## What's Changed on 11/28/2022

[Change: Simplified Reporting](#)

[Change: Standard Utility Allowance](#)

[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: Simplified Reporting**

EFFECTIVE DATE: For new applications received on or after 12/01/2022

NA budgetary units in which all participants are elderly or have a disability and do not receive earned income are now assigned to Simplified Reporting.

The following budgetary units are assigned to Simplified Reporting requirements:

- All NA, except for the Arizona Simplified Nutrition Assistance Program (AZSNAP), and the Transitional Benefit Assistance (TBA) budgetary units.
- All CA, except for participants in the Two Parent Employment Program (TPEP).

For NA budgetary units assigned to Simplified Reporting, the participants are required to report all of the following:

- When the combined gross income of all participants included in the budgetary unit exceeds 130% of the current Federal Poverty Level (FPL). This includes income of disqualified NA participants.
- Lottery or gambling winnings from a single game that meets or exceeds the winnings reporting amount of \$4250.

For CA budgetary units assigned to Simplified Reporting, the participants are required to report both of the following:

- When the combined gross monthly income of all participants included in the CA budgetary unit exceeds 36% of the 1992 FPL (A1 payment standard). This includes income of disqualified participants.

- When a dependent child moves out or is removed from the CA budgetary unit by a state or federal agency.

For CA TPEP budgetary units assigned to Standard Reporting, see [FAA6.A01A](#) titled Standard Reporting in the CNAP Manual for the types of changes that participants are required to report.

Prior to ending an interview, explain to the participant their change reporting requirement and how to report a change. Failure to report required changes may result in a participant caused Quality Control (QC) error.

FAA Systems will run an Ad Hoc Report to identify NA cases that are currently assigned to Standard Reporting and will complete both of the following:

- Convert the reporting requirement from Standard to Simplified
- Send the Conversion to Simplified (X115) notice informing the participants of their new reporting requirements

---

### Policy reference(s) revised due to this change:

---

FAA1.A16 – [Elderly Simplified Application Project \(ESAP\)](#) [Prior Policy](#)

Removed references made regarding Standard and Simplified Reporting. (Effective for new applications received on or after 12/01/2022)

---

FAA4.H03CCC – [Lottery or Gambling Winnings](#) [Prior Policy](#)

Clarified Simplified Reporting requirements and information regarding other programs. (Effective for new applications received on or after 12/01/2022)

---

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

Removed references regarding Standard Reporting. Added the 5-month approval period for budgetary units eligible for TBA. (Effective for new applications received on or after 12/01/2022)

---

FAA6.A01A – [Standard Reporting](#) [Prior Policy](#)

Removed references regarding NA Standard Reporting. (Effective for new applications received on or after 12/01/2022)

Assignment Number: 22-2204D Dolores/cc

---

FAA6.A01B – [Simplified Reporting](#) [Prior Policy](#)

Clarified and removed NA Standard Reporting reference. (Effective for new applications received on or after 12/01/2022)

---

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

Removed Standard Reporting. All NA cases are assigned to Simplified Reporting. (Effective for new applications received on or after 12/01/2022)

---

FAA6.A03B – [Address – Effecting Changes](#)[Prior Policy](#)

Removed NA Standard Reporting reference. (Effective for new applications received on or after 12/01/2022)

## FAA6.A03L – Participation Status – Effecting Changes

[Prior Policy](#)

Removed the entire subject since this policy is about reporting changes for CA Standard Reporting. The removed policy is combined with FAA6.A01A. (Effective for new applications received on or after 12/01/2022)

**Change: Standard Utility Allowance**

EFFECTIVE DATE: For interviews conducted on or after 11/28/2022 for the benefit month of 01/2023 and ongoing

The eligibility for the Standard Utility Allowance and the utility allowance tiers are changing.

Budgetary units billed separately for utility expenses are allowed one of the following utility allowances.

- Standard Utility Allowance (SUA).

The budgetary unit is eligible for SUA, when **any** of the following is met:

- Obligated to pay a heating or cooling utility expense separately from rent or mortgage
- Receives Low Income Home Energy Assistance Programs (LIHEAP)
- The heating or cooling expenses exceed their Energy Assistance payment

- Limited Utility Allowance (LUA).

The budgetary unit is eligible for LUA, when obligated to pay at least two non-heating or non-cooling utility expenses.

NOTE When determining eligibility for LUA, a telephone expense can be used as one of the two non-heating or non-cooling expense

- Telephone Utility Allowance (TUA).

The budgetary unit is eligible for TUA when they have an obligation to pay only a telephone expense.

During the interview, it is important to explore with the participant how their home is heated or cooled to ensure the budgetary unit receives the appropriate utility expense deduction.

The following utility expenses are considered heating sources when used to produce heat for the home:

- Electricity
- Gas or propane
- Coal, wood, or oil

Cooling sources for the home include any of the following:

- Room air conditioners
- Central air conditioners

- Evaporative coolers

When the utility expense is used for a heating or cooling source, key the HC (Heating or Cooling) Expense Subtype Code in the SUB field on EXNS. The HC Expense Subtype Code allows AZTECS to deduct the SUA amount from the budgetary unit's countable income.

Effective 10/01/2022, the Utility Allowance current amounts are as follows:

- Standard Utility Allowance (SUA)
  - \$325 for a budgetary unit with 1 to 3 participants not coded OU on SEPA
  - \$441 for a budgetary unit with 4 or more participants not coded OU on SEPA
- Limited Utility Allowance (LUA)
  - \$143 for a budgetary unit with 1 to 3 participants not coded OU on SEPA
  - \$192 for a budgetary unit with 4 or more participants not coded OU on SEPA
- Telephone Utility Allowance (TUA)
  - \$47

NOTE LUA is effective the benefit month of 01/2023. Budgetary units eligible for LUA for benefit months prior to 01/2023 receive SUA instead of LUA.

On 12/01/2022, FAA Systems will key the HC (Heating or Cooling) Expense Subtype Code in the SUB field on EXNS when any of the following Expense Type Codes are keyed on EXNS:

- EL (Electricity)
- GS (Gas or propane)
- CW (Coal, wood, or oil)

Do not remove the HC Expense Subtype Code unless it has been verified that the expense is not used for heating or cooling.

---

#### Policy reference(s) revised due to this change:

FAA2.A03 – [Requirements for NA Expedited Services \(NAX\)](#)

[Prior Policy](#)

Added when the budgetary unit is billed for two non-heating or non-cooling utility expenses, they are eligible for LUA. The LUA amount is used to determine eligibility for NAX. (Effective for interviews conducted on or after 11/28/2022 for the benefit month of 01/2023 and ongoing)

FAA5.I03D – [NA Utility Expenses and Allowances](#)

[Prior Policy](#)

Added information about LUA, the primary source of heating or cooling, and expenses that are not eligible for SUA. Budgetary units that are eligible for the ERAP are eligible for a utility allowance. (Effective for interviews conducted on or after 11/28/2022 for the benefit month of 01/2023 and ongoing)

**General Information: Forms Update**

## Changes to Forms – 11/19/2022 through 11/25/2022

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