What's Changed on 12/12/2022

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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: Converting TPEP to CA

EFFECTIVE DATE: With all eligibility determinations completed on or after 12/12/2022

Additional instruction was added to the procedures for converting TPEP to CA when there is a parent with a disability.

The budgetary unit may no longer be eligible to receive Two Parent Employment Program (TPEP) benefits when any of the following changes occur:

- The two parents no longer have a child in common residing in the home
- There is a parent with a disability anticipated to last 30 days or longer
- One of the parents no longer resides in the home

When a budgetary unit is still eligible for CA and there is a parent with a disability, complete all of the following:

- Remove the U and P indicators from the AA/AF field on SSDO and key a D on the AA/AF field for the appropriate participant.
- Change the UP Deprivation Code on SPRD to the appropriate code for each child.
- Process through all AZTECS screens, including WORW to ensure that a new referral to Jobs is generated for any Jobs mandatory participants.

NOTE Do not change the Participation Code on SEPA for the parent with a disability.

Policy reference(s) revised due to this change:

FAA3.A06V – Converting TPEP to CA   Prior Policy

Additional instructions were added when there is a parent with a disability in the budgetary unit and TPEP must be converted to CA. (Effective with all eligibility determinations completed on or after 12/12/2022)

Change: LIBL/STBL Exempt Months

EFFECTIVE DATE: Policy was clarified as of 12/12/2022

CA benefits received from 03/2020 through 05/2022 are not countable towards the budgetary unit's Lifetime Benefits Limit (LIBL) and State Benefit Limit (STBL).

The months that were normally considered countable were waived due to the Declaration of Public Health Emergency caused by the Coronavirus (COVID-19).

When CA is received in any benefit month from 03/2020 through 05/2022, AZTECS displays the @ symbol in the AZ Tracking Display for Cash (AZTD) screen. The @ symbol denotes that the month is not countable towards LIBL/STBL.

Policy reference(s) revised due to this change:

FAA2.M07B – Not Countable LIBL/STBL Months   Prior Policy

Added to the list of non-countable months, any month when received during the period of 03/2020 through 05/2022 due to COVID-19. (Policy has been clarified as of 12/12/2022)

FAA2.M08 – Arizona Tracking Display (AZTD) for CA - Overview   Prior Policy

Added the @ symbol that denotes a non-countable month due to COVID-19. (Policy has been clarified as of 12/12/2022)

Reminder: TPEP Benefit Time Limits

An Urgent Bulletin was emailed on 12/06/2022 informing staff that the Two-Parent Employment Program (TPEP) Time Limit counter resumed for the benefit month of 07/2022. Unless the participants qualify for an extension, the first benefit month meeting the six-month limit over a 12-month timeframe is 01/2023.

When a TPEP case is approved for a one-time three-month extension, DERS staff informs FAA by sending an email with TPEP Extension Alert in the subject line to FAAchange@azdes.gov. Designated FAA staff receive the TPEP extension approval from DERS by the 20th day of the 5th month. Designated staff then upload all TPEP extension approvals to OnBase using the 'Jobs TPEP Extension Approval' document type.

Designated staff will process the first round of TPEP time limit closures or extensions effective for the benefit month of 01/2023. Designated staff are required to take action beginning in the benefit month of 12/2022 to ensure that the TPEP cases meeting the six-month time limit are closed effective for the benefit month of 01/2023. The CR300 report is programmed to include a separate column that shows the TPEP counter.

NOTE Only designated staff are to work on the TPEP extensions or closures for the benefit month of 01/2023. Beginning with the benefit month of 02/2023, eligibility staff will work the TPEP extensions or closures during the CA renewal process.

The UE Denial Closure Reason Code is active in AZTECS for the benefit month of 01/2023 and ongoing. Negative case determinations for the benefit month of 01/2023 and later can be completed using the UE Denial Closure Reason Code.

When no extension information is received by the required timeframe, staff must take the required actions to approve or deny regular CA and close the TPEP case allowing for NOAA.

Reminder: Posters are on the Way (Amended)

The What's Changed from 11/14/2022 is being amended to correct the form number that was listed for the 988 Suicide & Crisis Lifeline Spanish language poster.

On 11/03/2022 the Policy Support Team (PST) mailed the following posters to the FAA offices that have lobbies:

- Lottery and Gambling (FAA-1727A) poster (English)
- Lottery and Gambling (FAA-1727A-S) poster (Spanish)
- 988 Suicide & Crisis Lifeline (FAA-1834A) poster (English)
- 988 Suicide & Crisis Lifeline (FAA-1834A-S) poster (Spanish)

General Information: Forms Update

Changes to Forms – 12/03/2022 through 12/09/2022

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:

- Application for Benefits (FAA-0001A) form (English)
- Application for Benefits (FAA-0001A-S) form (Spanish)
- Change Report (FAA-0412A) (English) form
- Change Report (FAA-0412A-S) form (Spanish)
- Verification of Living Arrangements/Residential Address (FAA-0065A) form (English)
- Information Request and Pending Information Agreement (FAA-0077A) form (English)
- Nutrition Assistance (NA) Mid Approval Contact Form (FAA-1108A) (English)
- Rights and Responsibilities (FAA-1573A) form (English)

Newly created forms:

- Absentee Calendar 2023 (FAA-1269B) form

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Assistance Programs What You Need to Know (FAA-0001C) brochure (English)

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