

What's Changed on 01/23/2023

[Change: CA Approval Periods](#)

[Change: Viewing Notices in OnBase](#)

[Change: Change to the EBCM Screen](#)

[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: CA Approval Periods

EFFECTIVE DATE: The CNAP Manual has been updated as of 01/23/2023

AZTECS automatically assigns a 12-month approval period for the following CA Child Only budgetary units:

- Kinship Foster Care Child Only
- Kinship Care cases in which the non-parent caretaker relative is coded OU on SEPA
- Parent is coded OU on SEPA due to receipt of Supplemental Security Income (SSI) benefits

AZTECS assigns a six-month approval period to all other CA cases.

Policy reference(s) revised due to this change:

FAA5.D08 – [Cash Assistance Approval Periods](#)

[Archived 01/23/2023](#)

Corrected 12-month and 6-month CA approval periods. (The CNAP Manual has been updated as of 01/23/2023)

Change: Viewing Notices in OnBase

EFFECTIVE DATE: The CNAP Manual has been updated as of 01/23/2023

As of 11/15/2022, the procedure for viewing mailed notices has changed and FAA staff are no longer able to view the content of notices mailed from AZTECS on the NOHS screen.

For notices mailed on or after 11/15/2022, notice content is available in OnBase.

Mailed notices show on the NOHS screen in AZTECS for four months. FAA staff are required to review NOHS and OnBase while conducting Priors. Review the date the notice was mailed to determine whether the notice is viewable on NOHS or in OnBase.

When a copy of a notice is requested on the DARS AZTECS screen, a PDF copy of the requested notices is placed directly into OnBase on the following Monday.

The CNAP Manual has been updated to include this information.

A note has been added to the following references:

- [FAA1.A14](#) titled Arizona Simplified Nutrition Assistance Program (AZSNAP)
- [FAA2.B03](#) titled Conducting the Interview (Internal Use Only)
- [FAA2.E06D.01](#) titled Imposing a New CA Sanction
- [FAA2.E06D.02](#) titled Imposing an Ongoing CA Sanction
- [FAA2.E06E](#) titled Sanction Notice Requirements
- [FAA2.E06E.02](#) titled Sanction Notices – Jobs Program Noncompliance
- [FAA2.E06I.02](#) titled DCSS Recompliance
- [FAA2.E07C.01](#) titled Imposing Tribal NEW Sanctions – Active Cases
- [FAA2.E07C.03](#) titled Imposing Ongoing Tribal NEW Sanctions
- [FAA2.E07D](#) titled Tribal NEW Sanction Notices
- [FAA2.M07G.10](#) titled LIBL/STBL Time Limit Extension – Keying Procedures for Closures
- [FAA6.C01](#) titled REPT - Purpose
- [FAA6.E02C](#) titled FAA Office Overpayment Responsibilities – Overpayment Verification
- [FAA6.L01](#) titled Notice List - Overview
- [FAA6.S](#) titled The Renewal Process (Renewals)

Change: Change to the EBCM Screen
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EFFECTIVE DATE: The CNAP Manual has been updated as of 01/23/2023

On 12/09/2022, a change to the EBCM screen was made to better identify when a card was lost, stolen, or damaged.

The EBT card status code 11–Undeliverable is no longer valid on EBCM.

The following codes can now be used on EBCM to status an old EBT card when the current card status is 01-Active:

- 02-Card Lost
- 03-Card Damaged
- 04-Card Stolen
- 09-Cancelled/Deactivated

For more information, see FAA5.J05 titled Electronic Benefits Transfer (EBT Screens).

Policy reference(s) revised due to this change:

Updated the EBT Card Status EBCM screen to include the codes that staff can use to update the status of a card. (Effective for EBT cards issued on or after 12/09/2022)

General Information: Forms Update

Changes to Forms – 01/14/2023 through 01/20/2023

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 newly created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- No revised marketing materials were created 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