What's Changed on 03/27/2023

[Change: Releasing Confidential Information](#)

[Reformat Update](#)

[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: Releasing Confidential Information

EFFECTIVE DATE: Law enforcement requests for participant information on or after 03/27/2023

The DES Governance and Innovation Administration (GIA) clarified that law enforcement must submit a request for participant information to the DES Public Records Request Coordinator.

FAA offices do not release participant information to law enforcement. Refer requests for information from the state or federal law enforcement agencies to the DES Public Records Request Coordinator. The DES Public Records Request Coordinator works with FAA and reviews and completes all requests.

For contact information, see [FAA6.M47](#) titled DES Records Request.

Policy reference(s) revised due to this change:

FAA1.C01B – [Right to Confidential Case Information](#)   [Archived 03/27/2023](#)
Clarified that law enforcement agencies must submit a DES Public Records Request when requesting confidential information regarding an FAA participation. (Law enforcement requests for participant information on or after 03/27/2023)

Reformat Update

The CNAP Manual is going through a reformatting project to complete all of the following:

- Change the look and feel by moving the Table of Contents out of an AZTECS roadmap flow.

- Reduce 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).

At this time, using Search may help with navigation. Anything that has been reformatted will generally show higher in the search results than references in the old format.

The changes made toward the reformatting project effective this week are as follows:

- All of the following have moved to [Participant Rights] in FAA1.C01:

  Agency Principles from FAA1.A03

  Interpreter and translator information from FAA1.A08

- All of the following have moved to a new chapter called [Programs Administered by FAA] which is temporarily located at FAA1.D:

  Programs Administered by FAA from FAA1.A10

  Arizona Simplified Nutrition Assistance Program (AZSNAP) from FAA1.A14

  Elderly Simplified Application Project (ESAP) from FAA1.A16

  Grant Diversion from FAA5.D05

  NOTE The AZSNAP and ESAP links have not changed.
- Information from all of the following chapters has moved to a new chapter called [Determining CA Benefits] which is temporarily located at FAA5.I02:

  FAA5.B titled Cash Assistance Income Maximum Test (AFIM)

  FAA5.C titled Cash Assistance Need and Net Income Test (AFNN)

  FAA5.D titled Cash Assistance Payment Determination (AFPD) except Grant Diversion information from FAA5.D05

  FAA5.F titled Cash Assistance Eligibility Determination (AFED)

- All of the following have moved to a new chapter called [Using Benefits] which is temporarily located at FAA5.K:

  Farmer's Market Project from FAA1.A12

  Restaurant Meals Program from FAA1.A13

  The glossary regarding EBT Online Purchasing

  Using NA Benefits from FAA5.I01F

  NOTE The link to Using NA Benefits has changed because the reference is now called General EBT Usage for NA.

Reminder: FAA staff must use the CNAP+ version of the CNAP Manual to avoid procedural errors.

Temporary links to the reformatted references were added to the old references listed above to help staff who use the table of contents for navigation. These links will be removed after four weeks. Also, be aware that during this reformat process, reformatted references will change reference numbers, but will stay in the same volume (i.e., FAA1, FAA2, etc.) unless mentioned in this What's Changed section.

NOTE It is recommended to use the Internet favorites only for references in the new format because links to the references in the old format will move while under construction.

General Information: Forms Update

Changes to Forms – 03/18/2023 through 03/24/2023

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 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