What's Changed on 04/24/2023

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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: NA Renewal Compliance Update

EFFECTIVE DATE: For all NA Renewal compliances on or after 04/24/2023

The NA Renewal Compliance AZTECS keying procedures are updated. A new Revert Program to Open Reason Code has been created and added to the list.

Use the RENW for denied NA renewals when the participant provides the required verification or completes the NA renewal interview within 30 calendar days after the approval period ends. On REPT complete *all* of the following:

- Key FS in the PROGRAM TO REVERT TO OPEN field.
- Key the RENW in the REASON field.
- Key the DATE PROVIDED (FS ONLY) field with the date the participant provides verification or completes the interview.

    NOTE The date entered on REPT displays on SEPA in the START DATE field.

On APEM, in the MONTH field, key the month of compliance and complete all AZTECS screens with current case information.

See [FAA6.S](#) titled The Renewal Process (Renewals) for more information about NA Renewal Compliance After Closure.

Policy reference(s) revised due to this change:

FAA6.C02A – <u>Reopening Reasons</u>   <u>Prior Policy 04/24/2023</u>
   Added the reopening reason RENW for NA Renewal Compliance. (Effective for all NA Renewal compliances on or after 04/24/2023)

FAA6.S – <u>The Renewal Process (Renewals)</u>   <u>Prior Policy 04/24/2023</u>
   Added AZTECS updates for NA Renewal Compliance. (Effective for all NA Renewal compliances on or after 04/24/2023)

Clarification: Self-Employment Verification

Participant statement verification may be used for self-employment expenses. It can also be used for self-employment income when *any* of the following apply:

- Other attempts to obtain verification have failed.

- Obtaining documented or collateral contact information may cause harm or undue hardship for the participant.

The Eligibility Factors Table (EFT) has been updated to clarify when a participant statement can be used to verify self-employment expenses and income.

Another example of self-employment verification is the Internal Revenue Service (IRS) Schedule C, Profit or Loss From Business. When budgeting self-employment income from the most recent Schedule C, consider *all* of the following:

- Use the amount listed on line 1, "Gross receipts and sales," to budget self-employment income.

- Do not use line 7, "Gross income," to budget self-employment income. Line 7 includes deductions that are already considered in the 40% self-employment expense deduction.

See <u>FAA4.J09</u> titled Self-Employment Verification for a list of potential verification sources.

Clarification: Lottery or Gambling Winnings

Winnings from lotteries, or any other form of gambling, are countable as unearned income in the month received. When FAA receives verification of lottery winnings after the month of receipt, the income is not keyed for the past month.

The current Winnings Reporting Amount is $4250 or more in a single game.

Key the WN Unearned Income Code in the INC TYPE field on UNIC.

When any participant in an NA budgetary unit receives lottery or gambling winnings equal to or more than the Winnings Reporting Amount in a single game, the entire budgetary unit is no longer eligible to receive NA benefits.

When the budgetary unit reapplies, any remaining lottery or gambling winnings are countable as a resource. The budgetary unit must pass the NA resource limit to be considered eligible for NA benefits again.

Key any money remaining as a resource. When the test displays PASS in the FS Resource Determination (FSRD) AZTECS screen, continue to key all applicable AZTECS screens to process the eligibility determination.

For more information, see FAA4.H03.CCC titled Lottery or Gambling Winnings

Clarification: Non-Relative and Landlord Statements

Clarification has been added to the CNAP Manual when referencing the use of a non-relative or landlord statement.

The use of a landlord or non-relative statement as a form of verification must include the non-relative's or landlord's signature and phone number.

## Clarification: CNAP Manual Search Results and Navigation

When a word or phrase is entered in the CNAP Manual search box, the search results display the first few sentences of each reference. On reformatted pages, the beginning of the search results includes a short description of what is found on that reference.

The first reference listed in the search results is what the CNAP Manual search determines is the probable top match. The match is based on the number of times the searched word or phrase shows in the reference. The CNAP Manual search results highlight the searched word or phrase on the search results page only when the word or phrase is in the title or first few sentences of the reference. The first reference listed in the search results may be the correct reference, even when the search word or phrase is not highlighted in the search results because the word or phrase may be lower on the page.

When unsure whether the link to the reference listed in the search results goes to the correct reference based on the title, read the search results description to help with the decision. When still unsure, select the link to the first reference listed in the search results and scroll or use Ctrl-F to search the reference.

Example:
Out of state contact information is in the Procedures section of Duplicate Participation (staff only). The underlined description in the image below helps staff identify that this is the correct reference.
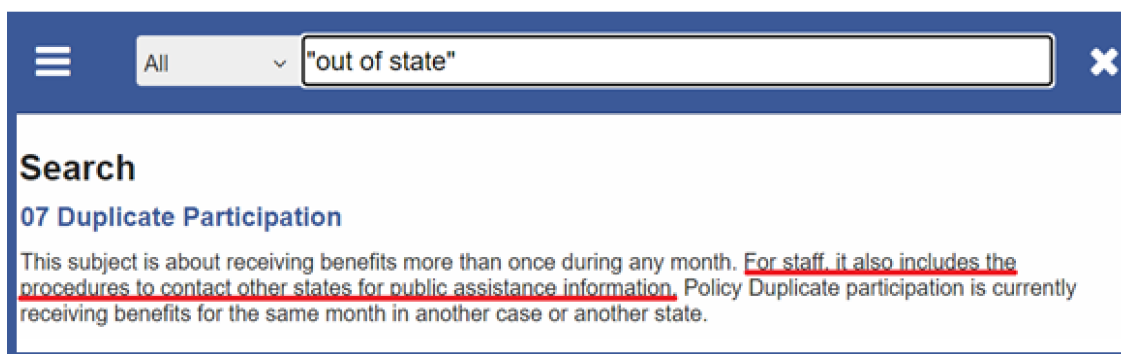

As a reminder, when a phrase is entered in the CNAP Manual search box without quotes, the CNAP Manual search looks for each word individually. To assist searching full phrases, put quotes around the phrase.

For example, when looking for the Public Assistance State Contacts in the staff only CNAP+ version of the CNAP Manual, entering "state contact" without quotes in the CNAP+ Manual search

box finds references with the word "state", or the word "contact", or both of the words. The CNAP Manual highlights the words individually on the search results and the reference when the link is taken. The display of the reference starts with the first instance of one of the words.
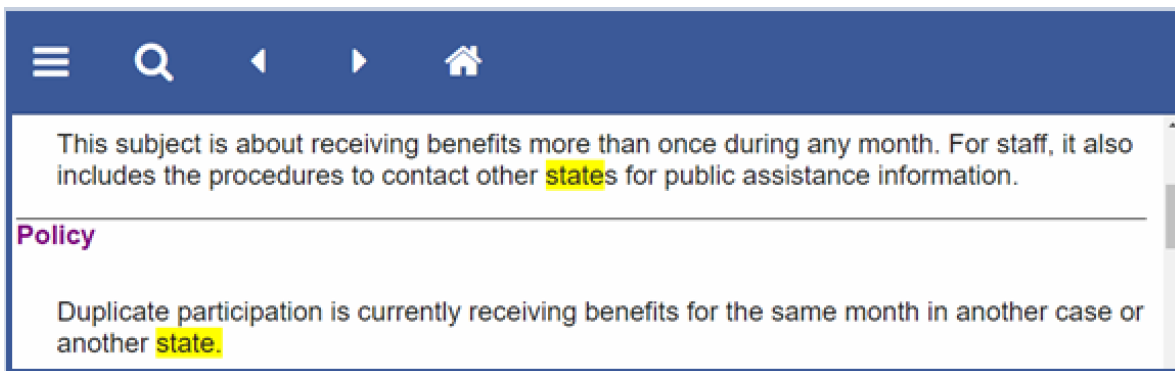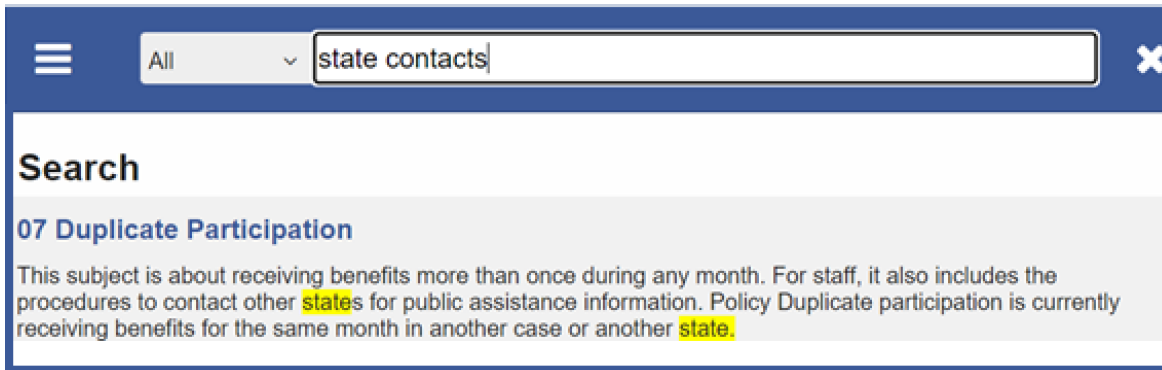
However, when entering "state contact" in quotes, the CNAP+ Manual search finds references with both words together as keyed. Only the phrase is highlighted on the search results and reference. The display of the reference starts with the first instance of both words together as keyed.
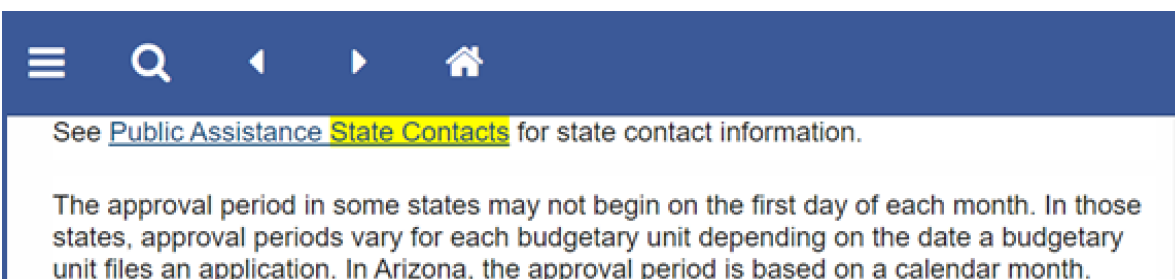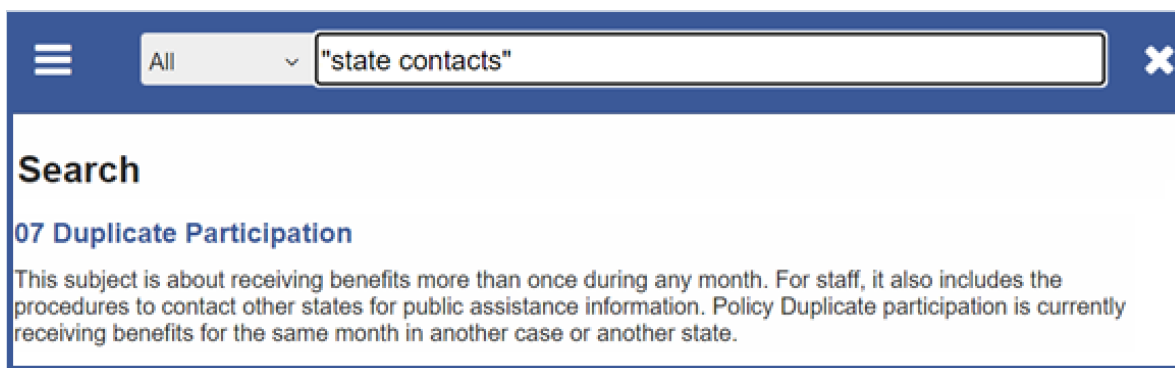
Note that Duplicate Participation is found as the top match whether quotes were or were not used. However, with quotes, the display of the reference starts at the link to the Public Assistance State

Contacts section.

General Information: Forms Update

Changes to Forms – 04/15/2023 through 04/21/2023

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:

- Authority to Release Student Information (FAA-0060A) form

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

- Student Flyer (FAA-1815A) (English)
- Student Flyer (FAA-1815A-S) (Spanish)