

What's Changed on 05/08/2023

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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: Completing the JPPO

EFFECTIVE DATE: The CNAP Manual has been updated as of 05/08/2023

Two references on the Jobs Program Preliminary Orientation (JPPO) have been combined for clarity.

New CA participants must cooperate with the JPPO requirement before CA approval, unless **any** of the following apply:

- The participant meets a CA Jobs Exemption
- JPPO is not required as part of the CA program for **any** of the following:
 - Two Parent Employment Program (TPEP)
 - Grant Diversion
 - Hopi Family Assistance Program (HFAP)
 - Salt River Pima-Maricopa Indian Community (SRP-MIC) Life Enhancement and Resource Network (LEARN)

Complete the JPPO compliance with the participant at the interview using **one** of the following:

- Jobs Program Preliminary Orientation (JPPO) (FAA-1808A) Video
- Jobs Program Preliminary Orientation (JPPO) (FAA-1807A) Audio

- Jobs Program Preliminary Orientation (JPPO) (FAA-1806A) Script

The JPPO video, audio, and script are located in the DES Document Center in English and Spanish.

When the JPPO is completed, document “JPPO Pre-compliance completed” in CADO. Jobs staff are not able to view documentation in HEAplus.

Policy reference(s) revised due to this change:

FAA5.A04A – Jobs Preliminary Orientations (JPPO) Prior Policy 05/08/2023

The FAA Responsibilities reference was consolidated into the overview for clarity. (The CNAP Manual has been updated as of 05/08/2023)

FAA5.A04A.01 – JPPO FAA Responsibilities Prior Policy 05/08/2023

Removed entire reference because it was merged with JPPO FAA Procedures. (Effective 05/08/2023)

FAA5.A04A.01 – JPPO FAA Procedures Prior Policy 05/08/2023

The FAA Responsibilities reference was consolidated into the overview for clarity. (The CNAP Manual has been updated as of 05/08/2023)(Reference changed from FAA5.A04A.02)

Clarification: Procedures for Disqualified Participants

Information has been added to clarify how to process cases when there are participants in the budgetary unit that have a drug conviction disqualification. **All** of the following must be considered:

- When there is only one participant in the budgetary unit and the participant fails to respond to a request for verification of a drug conviction disqualification, the case must be closed or denied. Key FE in the DENIAL CLOSURE REASON field on AFED or FSED.
- When there are multiple participants in the budgetary unit, before coding the participant who does not meet the NA drug disqualification removal requirements DF, Research and Analysis (R&A) approval is required. All remaining qualified participants are coded IN on SEPA to allow for an accurate determination of benefits.
- When all participants in the budgetary unit have a disqualifying drug conviction and none of the participants provide the requested verification, key FE in the DENIAL CLOSURE REASON field on AFED or FSED and close or deny the case.

Clarification: CA Benefits in Another State

A participant is not eligible for CA benefits in Arizona (AZ) when they are receiving CA benefits in another state because the participant is not considered an AZ resident for CA.

Before 03/28/2022, a participant was eligible for the difference between AZ CA benefits and the other state’s CA benefit amount when the AZ benefits were higher. As of 03/28/2022, this procedure is no longer valid.

When a CA participant is not an AZ resident because they are receiving CA in another state, see FAA3.D07 titled Duplicate Participation for CA policy and procedures.

General Information: Navajo Chapter House

The definition of a chapter house is now added to the glossary.

A chapter house is an official meeting place for the Navajo people at a local level. At the chapter house, Navajo people publicly meet to discuss opinions on the business and governance of the Navajo Nation.

The Navajo Nation Department for Self-Reliance (NND SR) determines CA eligibility for tribal members living in the NND SR Service Delivery Area (SDA) and non-tribal members living on Navajo tribal lands. The NND SR office that serves CA applicants is often determined by the nearest chapter house to the residence of the budgetary unit.

General Information: Forms Update

Changes to Forms – 04/28/2023 through 05/06/2023

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:

- Unwed Minor Parent Abuse/Neglect Claim (FAA-0259A) form (English)
- Unwed Minor Parent Abuse/Neglect Claim (FAA-0259A-S) form (Spanish)
- Tribal/FAA - Turn Around Document (TAD) (FAA-1125A) 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

- No forms were archived from the Document Center