

**What's Changed on 07/24/2023****What's Changed on 07/24/2023**

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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: DCSS Good Cause Claim Routing Process**

EFFECTIVE DATE: With all CA interviews completed on or after 07/24/2023

This is to notify staff that procedures for routing information and forms regarding claims of good cause for noncooperation have been updated.

The Notice of Good Cause for Non-Cooperation with Division of Child Support Services (FAA-0176A) form is discontinued.

When routing the information regarding the DCSS Good Cause Claim to the Office of Special Investigation (OSI), the referral is completed using the fraud reporting link on the DES homepage.

When submitting the referral from the DES homepage, select the good cause reason, enter the explanation of good cause in the narrative, and in the narrative include where the support documents are located.

For more information on DCSS good cause, see [FAA3.B05H](#) titled Good Cause for Noncooperation.

**Policy reference(s) revised due to this change:**

FAA3.B05H – [Good Cause for Noncooperation](#)

[Prior Policy 07/24/2023](#)

Updated information regarding routing the DCSS noncooperation good cause claim information. (Effective with all interviews completed on or after 07/24/2023)

**Change: Documents Not Included in the Appeals Packet**

EFFECTIVE DATE: The CNAP Manual has been updated with this clarification as of 07/24/2023

The CNAP Manual has been updated to clarify what information must not be included when preparing an Appeals Packet.

The documents that must be removed from the case file are different than the documents that must not be included in the Appeals Packet.

The following information must not be included when preparing an Appeals Packet:

- The nature or status of a pending criminal prosecution.
- The names of confidential complaint sources who have provided information to FAA without the participant's knowledge.

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**Policy reference(s) revised due to this change:**

FAA1.C01B – Right to Confidential Case Information      Prior Policy 07/24/2023

Identified in the procedures which information must not be included in an Appeals Packet.  
(Clarified as of 07/24/2023)

**Clarification: CA Supportive Services**

Clarification has been added to the CNAP Manual to identify who is eligible for CA Supportive Services.

The following budgetary units are eligible to receive CA supportive services:

- Budgetary units who are approved for CA benefits.
- Two parent employment program (TPEP) budgetary units.
- Grant Diversion budgetary units.
- Unwed minor parents.
- Budgetary units who do not receive a cash benefit payment but are approved for CA.

For more information on CA Supportive Services, see FAA1.D02C titled CA Supportive Services.

**Reminder: Elderly Simplified Application Project (ESAP)**

The Elderly Simplified Application Project (ESAP) is a demonstration project that allows FAA to simplify the NA application and verification process for budgetary units when all participants are 60 years old or older with no earned or self-employment income.

NOTE In-kind is not considered income for ESAP.

When all participants in the NA case are age 60 or older and no income is keyed on EAIN or SEEI except in-kind income, AZTECS completes **all** of the following to the NA case:

- Assigns a 36-month approval period.
- Assigns to Simplified Reporting requirements.

- Automatically assigns the case to Site Code 705C.

For AZTECS to make a correct ESAP determination, delete any optional or non-participants from the case prior to approving the NA benefits.

Effective 07/25/2023, AZTECS is going to be modified not to allow assigning ESAP cases to site codes other than Site Code 705C.

NOTE On 07/08/2023, FAA Systems completed a mass change to increase the Standard Medical Deduction amount. At the same time, AZTECS assigned all ESAP cases that were not in Site Code 705C to 705C.

## **General Information: Forms Update**

Changes to Forms – 07/15/2023 through 07/21/2023

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:

- 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 Marketing Materials were revised 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