

**What's Changed on 10/10/2023****What's Changed on 10/10/2023**

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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: Adult Student Eligibility for NA**

EFFECTIVE DATE: The CNAP Manual is updated effective 10/10/2023

An NA student assigned to or placed in an institution of higher education through a Career and Technical Education (CTE) Program may be potentially eligible for NA benefits.

The CTE Program must meet the requirements of the Carl D. Perkins Career and Technical Education Act, including **all** of the following:

- The program is designed to be completed in four years, or less.
- The program is completed at an [institution of higher education\(g\)](#).

As a reminder, an NA student is not enrolled in an institution of higher education, when only enrolled in a special program. Special programs include, and are not limited to, **any** of the following:

- English as a Second Language (ESL) courses
- Adult basic education courses
- Literacy courses

- GED courses
- Community education courses

For more information on NA student eligibility, see [FAA3.D01](#) titled Adult Student Eligibility.

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

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FAA3.D01 – [Adult Student Eligibility for NA](#)

[Prior Policy 10/10/2023](#)

Updated exemptions under employment and training programs to include a Career and Technical Education Program (CTE). (The CNAP Manual has been updated as of 10/10/2023)

**Clarification: Filing an Appeal**

Clarification has been added to the CNAP Manual with how a participant or authorized representative can request to file an appeal.

Any of the following can be used to request an appeal hearing:

- Online through HEAplus at <http://www.healthearizonaplus.gov/>
- Hearing Request (FAA-0098A) form
- Hearing form included with any decision notice
- Written statement from the participant or authorized representative
- Verbal request

Additionally, when a participant files an appeal through HEAplus, the client is provided with step-by-step guidance on how to complete the appeal request.

For more information on how to request an appeal hearing, see [FAA6.F03A](#) titled Appeal Hearings – Request Requirements.

**Clarification: NA Compliance After Closure for MAC**

Clarification has been added to the CNAP Manual regarding NA Compliance After Closure for the MAC process.

When a household complies with the MAC requirements within 30 calendar days after the effective date of closure and there is at least one month remaining in the approval period, **all** of the following are applied:

- A new application is not required.
- Reopen the NA benefits on REPT using the NAWA REPT Code.
- When there is a reported change on the MAC form, request additional information, as needed.
- Stop the NA benefits allowing for adequate notice when requested verification is not provided.

For more information on MAC requirements, see [FAA6.A02A.01](#) titled NA 12-Month or 24-Month Approval Period MAC Requirement. For more information on requirements for NA Compliance After Closure, see [FAA6.C03](#) titled NA Compliance After Closure.

**Clarification: Grant Diversion**

Clarification has been added to the CNAP Manual regarding the requirement to key certain Absent Parent (AP) screens when the Grant Diversion (GD) option is selected.

For the GD option, the worker is required to key the GD Deprivation Code or the UP Deprivation Code, when both parents are in the home, on the SPRD. Keying the APPD is not required.

For more information on the GD policy and procedures, see [FAA1.D02D](#) titled Grant Diversion.

**Clarification: Residents of Institutions for NA**

Clarification has been added to the CNAP Manual for **all** of the following program requirements related to participants residing in an institution:

- Authorized drug and alcohol treatment center (DAATC) and group living arrangement (GLA) authorized representative requirements
- Authorized DAATC and GLA requirement to submit a Designation of EBT Alternate Card Holder (FAA-1004A) form signed by the participant
- Authorized DAATC and GLA requirement to submit any unclaimed EBT cards to FAA by the last day of the calendar month that the resident left the facility, to be deactivated and destroyed by FAA
- Procedures for FAA when the authorized DAATC or GLA reports that the NA authorized representative or EBT alternate card holder for the facility has changed
- Requirement for FAA to restrict NA benefits for the EBT Primary Payee when the participant is a resident in an authorized DAATC
- Food and Nutrition Service (FNS) authorization requirements for homeless and domestic violence (DV) shelters
- Verifying special considerations offered by an unauthorized institution is completed to determine each participant's eligibility separately
- Reasons the Request to Verify Eligibility of An Institution (FAA-1789A) form can be returned by the Policy Support Team (PST) to the FAA worker for correction.
- Added meals provided by FNS authorized institutions to the list of NA allowable purchases

For more information see [FAA3.D09](#) titled Residents of Institutions for NA.

**Reminder: Domestic Violence Awareness Month**

October is Domestic Violence Awareness Month, and this reminder is to advise FAA staff of additional resources that help keep victims of domestic violence and their families safe.

Resources include **all** of the following and are not limited to:

- The Address Confidentiality Program (ACP) is a program that is available for victims of domestic violence. The ACP helps protect our participants and their families by ensuring that the victim's residential address is kept confidential. Special instructions for keying these cases are available at [FAA1.A04H](#) titled Handling Special Cases - Address Confidentiality Program (ACP).
- Arizona Coalition to End Sexual and Domestic Violence at [FAA6.M17](#)
- National Domestic Violence Hotline at [FAA6.M75](#)

When a participant moves into a domestic violence shelter, the participant may be eligible to receive NA benefits twice in the same month when **all** of the following apply:

- The participant received NA benefits with the person who abused them.
- The participant no longer resides with the abusive person.
- The participant applies for NA benefits without the abusive person.

As with all new applications, the NAX screening process is followed when a participant submits an application in the same month benefits were previously received when the participant resided with the abusive person.

More information regarding Domestic Violence Shelters is available in the CNAP Manual at [FAA3.D09](#) titled Residents of Institutions for NA.

Please keep this resource in mind as you work with your participants daily. Providing references to resources beyond the ones DES provides is vital to help meet our participants' needs.

### **General Information: Forms Update**

Changes to Forms – 09/30/2023 through 10/06/2023

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.

Newly created forms:

- No newly created forms were created during the specified period

Revised forms:

- No revised forms were created during the specified period

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- No revised marketing materials were created during the specified period

Forms Archived from the Document Center

- No forms were archived from the Document Center