

What's Changed on 11/27/2023

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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: TANF Benefit Amount Increase

EFFECTIVE DATE: With the benefit month of 12/2023

Beginning 12/01/2023, TANF CA participants receive an increased monthly benefit.

This change applies to **all** of the following CA Programs:

- CA TANF
- Grant Diversion (GD)
- Two Parent Employment Program (TPEP)

The CNAP Manual has been updated with these changes.

The details of the change and procedure changes are also outlined in the [Urgent Bulletin](#) titled TANF Rollback FAQs sent on 11/16/2023.

Policy reference(s) revised due to this change:

FAA1.D02D – [Grant Diversion](#)

[Prior Policy 11/20/2023](#)

Added additional instructions for calculating the Grant Diversion payment amount due to the monthly benefit increase. (Effective for the benefit month of 12/2023)

FAA6.J02A.01 – A1 Payment Standards

Added the payment standard amounts due to the increase that is effective for the benefit month of 12/2023 and a note that the Grant Diversion (GD) amount is calculated based on the monthly amount for the three-month GD period. (Effective for the benefit month of 12/2023)

FAA6.J02A.02 – A2 Payment Standards

Added the payment standard amounts due to the increase that is effective for the benefit month of 12/2023 and a note that the Grant Diversion (GD) amount is calculated based on the monthly amount for the three-month GD period. (Effective for the benefit month of 12/2023)

Clarification: Ineligibility Determination

Clarification has been added to the CNAP Manual regarding verification of ineligibility determinations.

Do not pend a case for verification of ineligibility. Deny the application at the time of interview or at any time after, when there is sufficient information and documentation to establish ineligibility.

For more information on procedures to follow when denying an application, see [FAA1.B06](#) titled Application Denials – Overview.

Clarification: Authentication Definition

PST has revised the Authentication Definition for clarity. The Interactive Voice Response (IVR) system does not authenticate the caller. The IVR information has been removed. The following information is needed to authenticate a caller, before giving out case information:

- Name of the person to ensure that the person is participating in the case or is an Authorized Representative.

NOTE Do not disclose any confidential information when a caller does not want to disclose their name or provides a name that does not match the PI, a person participating in the case, or an Authorized Representative.

- Date of Birth (DOB) of the PI(g) or the participant calling
- Address of the PI to include full residential and mailing address, when applicable.
- Telephone Number (for updating purposes only)
- The last four digits of a budgetary member's Social Security Number (SSN).

NOTE When a participant does not want to disclose an SSN or any portion of an SSN, staff must use other identifying data verification.

For more information, see [FAA6.QR01A](#) titled Authentication Definition.

Reminder: TANF Benefit Amount Increase

An [Urgent Bulletin](#) was emailed on 11/16/2023 to inform staff that effective for the benefit month of 12/2023, the CA payment standards are no longer reduced by 20% in AZTECS. AZTECS has been updated with this change for 11/20/2023.

Beginning 12/01/2023, TANF CA participants receive an increased monthly benefit. This change applies to **all** of the following CA Programs:

- CA TANF
- Grant Diversion (GD)
- Two Parent Employment Program (TPEP)

Tribal TANF Programs are not affected by this change. Affected budgetary units will be sent **one or more** of the following notices:

- Agency Action on CA Benefits (X605)
- Agency Action on NA Benefits (X606)
- Supplemental Benefits-GD (A705)

FAA Systems will run a mass change in AZTECS to increase the monthly CA benefit amount for the benefit month of 12/2023 on CA and TPEP cases that were authorized before 11/17/2023. The X605 notice is sent to participants to notify them of the increase.

Another mass change occurs in AZTECS for the NA program effective 11/20/2023. This mass change occurs in order to affect the change in income caused by the increase in CA benefits. Budgetary units may see a decrease in NA benefits when the change is affected. FAA is not required to give participants advance notice of the change in NA benefits since this is considered a mass change. The X606 notice will be sent to affected budgetary units advising them of the change in NA benefits.

Grant Diversion cases are included in this change. Some GD cases will need supplements due to the budgetary unit receiving the one-time payment before the change was implemented in AZTECS. FAA Systems will run an AdHoc report to identify GD cases which may be affected and will be processed by a designated team.

All of the following forms have been updated:

- Grant Diversion FAA Worker's Approval Checklist (FAA-1580A)

NOTE Formerly known as PSE GD Approval Checklist

- Grant Diversion Supervisor's Approval Checklist (FAA-1411A)

General Information: Forms Update

Changes to Forms – 11/18/2023 through 11/24/2023

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.

Newly created forms:

- No forms were created during the specified period

Revised forms:

- No forms were revised 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 revisions to marketing materials were made during the specified period

Forms Archived from the Document Center

- No forms were archived from the Document Center