What's Changed on 03/04/2024

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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.

Change: PIN Signatures via Text Message or Email

EFFECTIVE DATE: The CNAP Manual has been updated as of 03/04/2024

The Personal Identification Number (PIN) signature method has been added as an acceptable signature method.

Applications in HEAplus can be signed using a PIN signature. Assistance from FAA staff is required for signatures to be obtained via text message or email. The PIN signature option requires the PIN to be sent to the participant via email or text message. The participant must provide the PIN to FAA staff within the allotted time frame of ten minutes to complete the signature process.

Policy reference(s) revised due to this change:

FAA2.A05 – [Signing the Application and Other Documents](#)   [Prior Policy 03/04/2024](#)

Added the new signature method for using a PIN to sign the application via text message and email. (Effective: 03/04/2024)

Change: Keying Addresses on ADDR

EFFECTIVE DATE: For all addresses keyed on or after 03/04/2024

Effective 03/04/2024, FAA Systems has made updates to the ADDR screen to expand the address fields and allow for longer addresses to be keyed. ADDR allows 40 characters for the street address field and 20 characters for the city field.

Policy reference(s) revised due to this change:

FAA2.C07B – [Keying Addresses on ADDR](#)   [Prior Policy 03/04/2024](#)

Updated verbiage regarding how many characters are allowed in the CITY Field on ADDR and removed the city names that no longer need to be keyed specifically. (Effective for all addresses keyed on or after 03/04/2024.)

FAA6.A03C – Address – Effecting Changes   Prior Policy 03/04/2024

Updated verbiage regarding how many characters are allowed in the CITY Field on ADDR and removed the city names that no longer need to be keyed specifically. (Effective for all addresses keyed on or after 03/04/2024.)

Clarification: Individual Development Accounts (IDA)

References related to an Individual Development Account (IDA) are updated to clarify *all* of the following:

- Participants must be receiving both NA and CA to be eligible for an IDA.

- Deposits of earned income made by participants in the budgetary unit may not exceed $200 per month.

See *all* of the following for more information about IDAs:

- FAA4.A05C titled Individual Development Account (IDA)

- FAA4.A05C.02 titled Individual Development Account (IDA) Deposits

- FAA4.H01B.33 titled Individual Development Account (IDA)

- FAA6.Q01I.14 titled Individual Development Account (IDA) Definition

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General Information: Forms Update

Changes to Forms – 02/24/2024 through 03/01/2024

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:

- Application for Benefits Addendum (FAA-0001B) form (English)

- Application for Benefits Addendum (FAA-0001B-S) form (Spanish)

Revised forms:

- Grant Diversion FAA Worker Approval Checklist (FAA-1580A) form (English)

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