

## What's Changed on 03/11/2024

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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.

### Reminder: SNAP CAN

In Arizona, Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) is a free employment and training service for NA participants. SNAP CAN is designed to help NA participants gain job skills and find employment.

At each interview, explain **all** of the following free SNAP CAN services available to NA participants:

- Educational services include **all** of the following:

Adult Basic Education

English as a Second Language

High school equivalency

- Vocational training includes **all** of the following, and not limited to:

Construction

Culinary

Forklift certification

Auto Tech

- Job readiness services include **all** of the following:

Career exploration and planning

Job search techniques

- Job retention services include **all** of the following:

Clothing  
Equipment  
Transportation

To receive SNAP CAN services, an NA participant must be screened by an FAA worker to determine whether a referral to SNAP CAN is appropriate.

See [Becoming a SNAP CAN Participant](#) on the Arizona Department of Economic Security (DES) website, [des.az.gov](http://des.az.gov), for more information about SNAP CAN.

For more information about SNAP CAN screening and referral, see [FAA6.B02](#) titled Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN).

### **Reminder: Legal Guardian Appointment as an Authorized Representative**

The [Urgent Bulletin](#) emailed on 03/07/2024 informed staff that the CNAP Manual will be updated with guidance for situations where a participant is applying for benefits and the participant has been appointed a legal guardian due to being incapacitated.

A legal guardian may complete the Authorized Representative (AR) form to appoint themselves as an AR without requiring a signature from the participant when legal documentation verifying the guardianship is provided.

#### **Verification of Legal Guardianship**

Legal documentation includes **any** of the following documents:

- Court Order
- Letter of Acceptance of legal guardianship

NOTE A petition is not acceptable.

#### **Forms**

Staff will be notified once the forms have been updated via the FAA Policy Support Weekly Post. NOTE FAA staff should not use the OnBase Unity form when a legal guardian is appointed as an AR as there is currently no way to bypass the requirement for the participant's signature.

#### **Documentation**

Documentation must include **all** of the following:

- The participant has been appointed a legal guardian.
- The type of legal documentation provided to verify the guardianship.

The CNAP Manual reference FAA2.A04 titled Authorized Representatives will be revised to reflect these updates.

### **General Information: Daylight Saving Time Started**

Daylight Saving Time (DST) began 03/10/2024. Most of Arizona does not observe DST. However, offices on or near the Navajo Nation do participate. The time in the following offices is one hour later than most of Arizona:

- 315C

- 324C
- 332C
- 365C

For other locations that do not observe DST, see [FAA6.Q01D.02](#) titled Daylight Saving Time (DST) Definition.

## **General Information: Forms Update**

Changes to Forms – 03/02/2024 through 03/08/2024

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:

- 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