

What's Changed on 04/01/2024

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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: ABAWD Discretionary Exemption Procedures

EFFECTIVE DATE: For determinations completed on or after 04/01/2024

The Employee Benefit Unit (EBU) updates CODF when an Able Bodied Adult Without Dependents (ABAWD) participant receives more than three countable months of NA benefits.

FAA staff no longer need to contact the FAA Systems Helpdesk when it is discovered an ABAWD participant has received more than three countable months of NA benefits. EBU receives a report from FAA Systems that identifies all ABAWD participants who have received more than three countable months of NA benefits. EBU is responsible for updating CODF.

AZTECS displays discretionary exemption months on CODF with the F indicator.

Also, AZTECS allows the ABAWD discretionary exemption for a participant aged 50 through 52 to receive more than three months of NA benefits when the participant meets the discretionary exemption requirements.

During the NA interview, when the budgetary unit includes a nonexempt ABAWD participant, FAA staff must explain the ways a participant can meet the ABAWD work requirements.

- See [Discretionary Exemption Requirements](#) under ABAWD Exemptions for details.

Policy reference(s) revised due to this change:

FAA2.M09A – [ABAWD Time Limits and Work Requirements](#)

[Prior Policy 04/01/2024](#)

Added clarifying language. (Clarified as of 04/01/2024)

FAA2.M09B – [ABAWD Exemptions](#)

[Prior Policy 04/01/2024](#)

Removed the instructions for staff to call the FAA Systems Helpdesk when discovering that an ABAWD participant has received more than three countable months of NA benefits. Added FAA Systems provides a report with participants who received more than three countable months of NA benefits to the Employee Benefits Unit (EBU). EBU reviews the cases on the report for any possible ABAWD exemption before updating CODF with the F indicator. Added clarification for discretionary exemption. (Updated as of 04/01/2024)

Change: Legal Guardian Appointment as Authorized Representative

EFFECTIVE DATE: For applications received on or after 04/01/2024

Guidance has been added for situations where a participant is applying for NA or CA benefits and the participant has been appointed a legal guardian.

When the only adult participant in the budgetary unit has been appointed a legal guardian, the participant's signature is not required to designate an authorized representative.

Verification of the legal guardianship is required for a legal guardian to designate themselves as an authorized representative.

Policy reference(s) revised due to this change:

FAA2.A04 – [Authorized Representatives](#)

[Prior Policy 04/01/2024](#)

Added information regarding the appointment of a legal guardian as an authorized representative. (For applications received on or after 04/01/2024)

Clarification: Homeless Shelter Expenses and Deductions

All of the following has been clarified:

- License plate fees, on a vehicle that the participant is living in, are not an allowable expense for homeless budgetary units.
- Vehicle insurance is not a mortgage expense. Key vehicle insurance when the participant is living in the vehicle on EXNS using the Insurance (IN) expense code.
- A payment booklet or receipts of payments on a vehicle used as a shelter can be used as verification of a mortgage expense for homeless budgetary units.

For more information about homeless budgetary units, see [FAA2.A07](#) titled Budgetary Units with Special Circumstances.

For more information about keying expenses, see [FAA5.I03A](#) titled Shelter Expenses and Deduction.

Clarification: Replacement Requests for Used NA Benefits

When a participant requests the replacement of NA benefits due to a disaster or misfortune verbally, FAA staff complete the OnBase Unity form titled FAA1842A Disaster NA Replacement

Request. The form is completed with the participant or authorized representative over the phone or in person. A signature is also required and can be obtained in **one** of the following ways:

- Signature pad when the participant or authorized representative is present in the office
- Voice signature recording when the participant or authorized representative is on the phone

A participant can also submit a completed Replacement of Nutrition Assistance (NA) Benefits – Food Destroyed in a Disaster or Misfortune (FAA-1842A) form. The form must be signed by the participant or authorized representative.

NOTE When the OnBase Unity form is unavailable, the participant is required to provide a completed and signed FAA-1842A form.

See [FAA5.J02B](#) titled Replacement Issuance of Used NA Benefits for more information.

Clarification: Who Can Apply

When a PI is incompetent or incapacitated, the application may be completed by someone acting responsibly on behalf of the applicant for CA only.

Reformat Update

The CNAP Manual is going through a reformatting project to complete **all** of the following:

- Change the look and feel by moving the Table of Contents out of an AZTECS roadmap flow.
- Reduce the number of references to make it easier to find what is needed.

For additional information regarding the new format, see the [Reformat Introductory Video](#)(mp4) or the [Reformat Introductory Transcript](#)(pdf).

At this time, using Search may help with navigation. Anything that has been reformatted will generally show higher in the search results than references in the old format.

The changes made toward the reformatting project effective this week include **all** of the following:

- In order to put everything about notices into one reference, the notice information from **all** of the following has moved to Agency Responsibilities at FAA1.C03D titled Notifying Participants of Actions Regarding Their Benefits:

FAA5.H titled Notice Request (NORE CLNR)

FAA6.L titled Notice List

NOTE The link to the Notice Listing PDF document is found at the top of the procedures section. Select 'Procedures' from the top menu for quick access. (See [Notifying Participants of Actions Regarding Their Benefits](#) for notice information.) The Legal References section has been removed from the CNAP Manual because the legal references are embedded in the notice.

- Poster information from FAA6.H has moved to the procedures section of an agency responsibility at FAA1.C03F titled Communicate with the Public. The policy section of this reference also includes links to areas where public information for NA and CA is provided and stored. (See [Communicate with the Public](#) for more information.)

NOTE This reference has been set up so the page can be printed and the bulleted items can be used as a checklist when checking the posters currently displayed.

- USDA Nondiscrimination from FAA6.H has been incorporated into the Participant's right to file a complaint policy at FAA1.C01L.01 titled Discrimination Complaint. (See [Discrimination Complaint](#) for the changes made.)
- Region and site code information from FAA6.M04 and FAA6.M05 has moved to FAA8.C01 titled Site Code and FAA Office Information. See **any** of the following:

[Specialty Site Codes](#)

[DES On the Spot \(DOTS\) Site Codes](#)

[FAA Hospital Offices](#)

[FAA Offices by Site Code](#)

[FAA Region Offices](#)

NOTE FAA8.C is only available in the CNAP+ Manual for staff. The public must use the DES Office Locator webpage to locate their nearest FAA office. (See [How to Submit an Application](#) in person at any FAA office for instructions on finding a nearby DES office.)

Temporary links to the reformatted references were added to the old references listed above to help staff who use the table of contents for navigation. These links will be removed after four weeks. Also, be aware that during this reformat process, reformatted references will change reference numbers, but will stay in the same volume (i.e., FAA1, FAA2, etc.) unless mentioned in this What's Changed section.

NOTE It is recommended to use the Internet favorites only for references in the new format because links to the references in the old format will move while under construction.

General Information: Forms Update

Changes to Forms – 03/23/2024 through 03/29/2024

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