

## What's Changed on 04/22/2024

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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: PRAP Alert Code Update

EFFECTIVE DATE: (The CNAP Manual has been updated as of 04/22/2024)

Several alert codes that are no longer in use have been removed from AZTECS and the CNAP Manual.

**All** of the following Person and Program Alert Type Codes are no longer available on the Program and Person (PRAP) screen in AZTECS:

- AV – Afghani Special Immigrant
- CP – DCSE – Exempt PG Woman
- DB – Diabetic
- DR – Disaster Recovery
- EP – Epileptic
- FH – Fair Hearing Pending
- FT – Convicted FS Trafficker
- IV – Iraqi Special Immigrant
- MC – Medical Continue
- VI – Failed to Verify Income

The codes have been removed for **one** of the following reasons:

- The code was created for a program that is no longer active in AZTECS

- The information related to the code is captured on a different screen in AZTECS and does not need to be duplicated on PRAP
- The information is no longer required to be captured on PRAP

Additional clarification has been added for keying active alert codes on PRAP.

For more information, see **all** of the following:

- [FAA2.E05A](#) titled Program ONLY Alerts
- [FAA2.E05B](#) titled Person ONLY Alerts
- [FAA2.E05C](#) titled Program and Person Alerts
- [FAA2.E05D](#) titled Mandatory Alerts

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

FAA1.C01G – [Right to Reasonable Accommodations](#) [Prior Policy 04/22/2024](#)  
 Added instructions to the AZTECS Keying Procedures for keying the Difficulty in Reading (RD) Person Alert Code on PRAP. (Updated as of 04/22/2024)

FAA1.C01M – [Right to Request Translation Services](#) [Prior Policy 04/22/2024](#)  
 Added instructions to the AZTECS Keying Procedures to key the Limited English (LE) Person Alert Code on PRAP. (Updated as of 04/22/2024)

FAA1.C03C – [Providing a Safe Environment](#) [Prior Policy 04/22/2024](#)  
 Added instructions to the AZTECS Keying Procedures to key the Caution (CA) Person Alert Code on PRAP. (Updated as of 04/22/2024)

FAA1.D02D – [Grant Diversion](#) [Prior Policy 04/22/2024](#)  
 Added instructions to the AZTECS Keying Procedures to key the Grant Diversion (GD) or Grant Diversion TPEP Combination (GT) Program Alert Code on PRAP. (Updated as of 04/22/2024)

FAA1.D02E – [Two Parent Employment Program \(TPEP\)](#) [Prior Policy 04/22/2024](#)  
 Added instructions to the AZTECS Keying Procedures to key the Two Parent Employment Program (TP) Program Alert code on PRAP. (Updated as of 04/22/2024)

FAA2.A09 – [Disqualified Participants](#) [Prior Policy 04/22/2024](#)  
 Added instructions to the AZTECS Keying Procedures to key the Caution (CA) Person Alert Code on PRAP. (Updated as of 04/22/2024)

FAA2.B03 – [Conducting the Interview](#) [Prior Policy 04/22/2024](#)  
 Added instructions to the AZTECS Keying Procedures to key the Home Visit (HV) Alert code on PRAP. (Updated as of 04/22/2024)

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FAA2.E05A – Program ONLY Alerts Prior Policy 04/22/2024  
Added clarification for Program ONLY Alerts. (Updated as of 04/22/2024)

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FAA2.E05B – Person ONLY Alerts Prior Policy 04/22/2024  
Updated information about current Person ONLY Alert codes and removed codes no longer in AZTECS. (Updated as of 04/22/2024)

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FAA2.E05C – Program and Person Alerts Prior Policy 04/22/2024  
Updated information about current Program and Person Alert codes and removed codes no longer in AZTECS. (Updated as of 04/22/2024)

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FAA2.E05D – Mandatory Alerts Prior Policy 04/22/2024  
Updated information about Mandatory Alert codes. (Updated as of 04/22/2024)

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FAA2.E06D.01 – Imposing a New CA Sanction Prior Policy 04/22/2024  
Added instructions for keying PRAP when imposing a new CA sanction. (Updated as of 04/22/2024)

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FAA3.A03C.02 – Kinship Care Special Considerations Prior Policy 04/22/2024  
Added instructions to key the Kinship Care (KS) Alert Code on PRAP. (Updated as of 04/22/2024)

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FAA3.B05G – Failure or Refusal to Cooperate with DCSS Prior Policy 04/22/2024  
Added instructions to key the DCSS Noncompliance (CS) Alert Code on PRAP. (Updated as of 04/22/2024)

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FAA3.E02B – CA PRA School Attendance Good Cause for Noncompliance Prior Policy 04/22/2024  
Added instructions to key the School Attendance Noncompliance (SA) Alert code on PRAP. (Updated as of 04/22/2024)

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FAA3.E02C.02 – School Attendance Noncompliance for Renewal Applications Prior Policy 04/22/2024  
Added instructions to key the School Attendance Noncompliance (SA) Alert Code on PRAP. (Updated as of 04/22/2024)

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FAA3.E03C.02 – CA PRA Immunization Noncompliance for Renewal Applications Prior Policy 04/22/2024  
Added instructions to key the Immunization Noncompliance (IM) Alert Code on PRAP. (Updated as of 04/22/2024)

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FAA6.F05D.02 – Acting on OSI Reports of Investigation – Potential Violations Found Prior Policy 04/22/2024  
Added instructions to key the Under Investigation (UI) Alert Code on PRAP. (Updated as of 04/22/2024)

Added instructions to key the Office of Special Investigations (OS) Alert Code on PRAP. (Updated as of 04/22/2024)

### **Reminder: SNAP CAN Referral Requirements**

To receive Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) services, an NA participant is screened by an FAA worker to determine whether a referral to SNAP CAN is appropriate.

NOTE CA participants are not referred to SNAP CAN.

To participate in SNAP CAN, a participant must meet **all** of the following:

- Be eligible for NA benefits
- Receive a referral to SNAP CAN
- Be aged 16 or older

Screen NA participants to determine whether a referral to SNAP CAN is appropriate at **one or more** of the following:

- When the participant requests a referral to SNAP CAN.
- During new and renewal interviews.
- When a participant reports a change.

A referral to SNAP CAN is appropriate when an NA participant answers **yes** to **all** of the following questions:

- Would any of the assistance offered by SNAP CAN help to reduce any barriers you have to participate in the program or gain employment?
- Would any of the services offered by SNAP CAN meet your needs now or in the future?

When a participant is an appropriate referral to SNAP CAN, complete **all** of the following:

- Provide the participant with contact information for SNAP CAN.
- Explain that the participant can contact any SNAP CAN provider to request employment and training services.

When benefits are approved, explain that FAA sends a notice with information about the NA Work Requirements and SNAP CAN contact information.

To find a SNAP CAN provider, see Becoming a SNAP CAN Participant on the Arizona Department of Economic Security (DES) website ([des.az.gov](http://des.az.gov)) and click Find a Provider.

See [FAA6.B02](#) titled Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) for more information about SNAP CAN referrals.

## 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.

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.

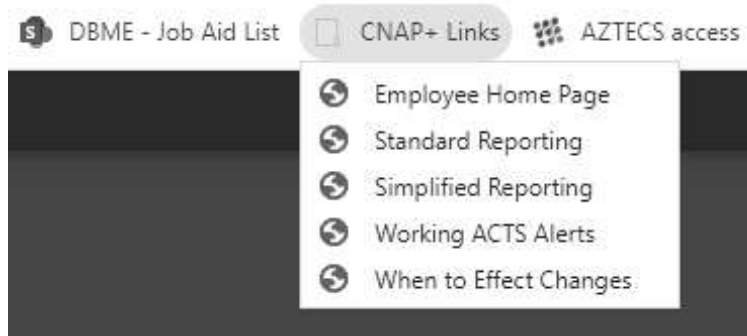
Everything about Quality Control from FAA6.F has moved to FAA1.C02D titled Cooperating with Quality Control (QC).

NOTE The reference title to FAA1.C02D has changed. Any links to this reference have changed and must be relinked.

A temporary link to the reformatted reference was added to FAA6.F04 to help staff who use the table of contents for navigation. This link will be removed after four weeks.

FAA Staff: It is recommended to add Internet favorites for frequently used CNAP+ Manual references that have been reformatted.

Example of CNAP+ Manual favorites in Google Chrome:



NOTE Do not add links to the references in the old format because they will move while under construction.

## General Information: Forms Update

Changes to Forms – 04/13/2024 through 04/19/2024

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