

What's Changed on 06/03/2024

What's Changed on 06/03/2024

[Clarification: Income Budgeting Basics](#)

[Clarification: Duplicate Participation](#)

[Reminder: Quality Control \(QC\) Income Error Series – Documentation Requirements](#)

[Reminder: Arizona Summer Nutrition \(SUN Bucks\) Program](#)

[General Information: Forms Update](#)

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](#))

Clarification: Income Budgeting Basics

When the gross income amount includes **any** of the following types of countable income expected to continue, a separate income budget may be required:

- Bonuses and incentives
- Flex credits
- Leave pay
- Reimbursements
- Tips and gratuities

When a participant receives one of the above income types that is not subject to hours or rate of pay, determine the number of hours to key in the AZTECS income screens using **one** of the following:

- One hour for income received weekly, bi-weekly, semi-monthly, or monthly
- Three hours for income received quarterly
- Six hours for income received semi-annually
- Twelve hours for income received annually

NOTE When the income is not expected to continue, remove the income for ongoing months.

For more information, see **any** of the following CNAP Manual references:

- [FAA4.H01B.11](#) titled Bonuses and Cash Incentives
- [FAA4.H01B.28](#) titled Flex Credits
- [FAA4.H01B.40](#) titled Leave and Severance Pay
- [FAA4.H01B.58](#) titled Reimbursements
- [FAA4.H01B.73](#) titled Tips and Gratuities
- [FAA4.H02A](#) titled Income Budgeting Basics

Clarification: Duplicate Participation

Duplicate participation is when a budgetary unit is currently receiving benefits in another case or another state.

When NA benefits from out of state or from another case stop after the NA application date, use the same NA application for **one** of the following:

- During the first 30 calendar days, prorate benefits to the first day of the month after benefits stop.
- After the NA timely denial date, complete **all** of the following:
 - Deny the application using the OC Denial Closure Reason Code.
 - Send the appropriate denial closure notice.
 - Reopen the application on REPT using the 60IN REPT Reason Code.
 - Change the benefit proration date to the first day of the month after benefits from out of state stop.

See [FAA3.D07](#) titled Duplicate Participation for more information on procedures to follow for duplicate participation.

Reminder: Quality Control (QC) Income Error Series – Documentation Requirements

Due to an image caching issue that we are working to resolve, please press the Shift key and the F5 key on your keyboard at the same time before continuing.

This reminder is being issued to inform and educate staff of the trends identified by the QC agency-caused errors for the 311 – Wages and Salaries Error Element and how to avoid future QC errors.

Per CNAP Manual reference FAA4.H02A titled Income Budgeting Basics, documentation must explain discrepancies and support the decision made. **All** of the following information must be included when documenting income and budgeting:

- The income period used.
- How the income was determined.

- Deductions such as earned income tax credits (EITC), child support, etc.
- The reason why the income on the application is higher or lower than the amount budgeted, when applicable.
- When applicable, the reason why the pay stubs in the case file were not used.
- The reason why less than the gross income was budgeted, when applicable.

QC Income Error Example:

The participant submitted an initial NA application. The participant's income was verified through the Employment Verification (EMVI) screen. For the review month of March 2022, the participant's income was verified as follows:

Pay Period Summary

Period End	Date Paid	Hours Worked	Gross	Net
02/26/2022	03/03/2022	39.92	754.49	533.58
02/19/2022	02/24/2022	51.45	1080.62	785.79
02/12/2022	02/17/2022	39.90	754.11	546.17
02/05/2022	02/10/2022	51.85	1091.96	794.10
01/29/2022	02/03/2022	40.02	756.57	547.97

The first child's income was budgeted using the following income:

INC TYPE: WA FREQ: WK NUMBER OF PERIODS:

PERIOD	DATE PAID	HOURS	HR. RATE	GROSS AMOUNT
01	030322	39.92	18.90	754.49
02	022322	51.45	21.00	1080.62
03	021722	39.90	18.90	754.11
CONVERTED TOTAL:		HOURS 188.12		\$ 3711.20
DOC: HEA REFERRAL FROM TIPS				

The second child's income was budgeted using the following:

INC TYPE: CX FREQ: SM NUMBER OF PERIODS:

PERIOD	DATE PAID	HOURS	HR. RATE	GROSS AMOUNT
01	030722	40.53	13.00	526.89
02	022222	49.62	13.00	645.06
03				
CONVERTED TOTAL:		HOURS 90.14		\$ 1171.94
DOC: EMVI				

All of the following was documented In HEAplus notes used to support the income budgeted:

Keyed thru AZTECS screen. Fixed income as CX for the child as under 18 in school, income is not countable. Used last 30 day IRP for income from the employer for as countable for the child used client statement to key expenses screen. Household is over income.

There was no documentation to support the income period used and there was no documentation to support why the child 1's paycheck for 02/10/2022 was not included in the budget. Additionally, the child 1's income was budgeted using the WA Income Type but the application indicated that child 1 attends school. There was no documentation to support this was explored. Child 2's income was keyed using the CX Income Type but there was no verification to support school attendance.

Ensure the documentation explains the discrepancies and supports the determination.

For more information on documentation requirements for budgeting income, see [FAA4.H02A](#) titled Income Budgeting Basics.

Reminder: Arizona Summer Nutrition (SUN Bucks) Program

A [SUN Bucks Bulletin](#) was emailed on 05/31/2024 informing staff that the Department of Economic Security (DES) in partnership with the Arizona Department of Education (ADE), and in collaboration with the AZ Food Bank Network is implementing the Arizona Summer Nutrition (SUN Bucks) Program. SUN Bucks is a program that provides grocery-buying benefits to low-income families with school-aged children during the summer when schools are closed.

Families with eligible children already receiving NA or CA benefits can expect benefits to be issued, beginning 06/02/2024. Benefits will be issued by the last name on the case, the same as we issue NA benefits. The benefit will be paid to the existing NA or CA case and participants will receive a letter later in June about the benefit.

For all other eligible SUN Bucks children, benefits will be issued starting in 07/2024 and new EBT cards and letters will be received in the mail in mid-07/2024.

AHCCCS eligible children aged 6 through 16, who are below 185% of the current Federal Poverty Level, have streamlined eligibility for the SUN Bucks program.

Families meeting SUN Bucks eligibility requirements receive a one-time payment of \$120 for each eligible child. An eligible child includes any child aged 6 through 16 years old who meets any of the following at any time during the school Fiscal Year 2023:

- Participated in NA or CA
- Participated in the Food Distribution Program on Indian Reservations (FDPIR)
- Any age enrolled in the National School Lunch Program (NSLP) or the School Breakfast Program (SBP) and getting free or reduced lunch
- Are an unhoused, foster, runaway, or migrant student

Children aged 6 through 16 who are not streamlined eligible for automatic SUN Bucks enrollment, but attend an eligible NSLP or Community Eligibility Provision (CEP) school will be able to visit <https://www.azed.gov/SUNBucks> or <https://des.az.gov/sunbucks> to apply for the benefit starting in mid-06/2024.

Families that apply and meet the eligibility requirements will receive SUN Bucks effective 07/2024 and letters will be received in the mail mid-07/2024. Participating in SUN Bucks does not impact the child's ability to participate in the Summer Meals program.

Staff may receive phone calls from interested families or participants with questions regarding this program. Standard Work has been created and a SUN Bucks flyer was attached to the Bulletin.

Notices were created and will be mailed out to notify participants of the availability of the SUN Bucks benefits. DES established a toll free number at 1 (833) 648-4406 for customer support.

SUN Bucks will be paying benefits per family whenever possible. Participants should expect one card per household in most cases. The covered Summer-EBT period for Summer 2024 is 05/24/2024 through 07/31/2024.

Benefits will be expunged 122 days after being issued. The EBT vendor has made the SUN Bucks benefits the first spent benefits on any EBT card, before regular NA benefits. Families should keep their EBT card as it will be used again for the Summer-EBT period 2025, when the family is still eligible.

General Information: Forms Update

Changes to Forms – 05/25/2024 through 05/31/2024

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.

Revised forms:

- Grant Diversion Supervisor's Approval Checklist (FAA-1411A) form
The special Grant Diversion payment calculations were removed. The format and verbiage of the questions on the form were modified to match the Grant Diversion FAA Worker Approval Checklist (FAA-1580A) form.
- Grant Diversion FAA Worker Approval Checklist (FAA-1580A) form
The special Grant Diversion payment calculations were removed. The format and verbiage of the questions on the form were modified to match the FAA-1411A.
- This Notice is about Your Appeal and Information Needed (FAA-1657A) form (English)
The data entry fields have been expanded.
- This Notice is about Your Appeal and Information Needed (FAA-1657A-S) form (Spanish)
The data entry fields have been expanded.

Revised Marketing Materials (Posters, Pamphlets, Flyers):

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

Newly created forms:

- No forms were created during the specified period

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials were created during the specified period

Forms Archived from the Document Center:

- No forms were archived from the Document Center