

## What's Changed on 07/01/2024

[Clarification: Child or Cash Medical Support Income](#)

[Clarification: SSN Requirements for Newborns](#)

[Clarification: Voluntarily Participating in SNAP CAN](#)

[Clarification: Budgeting Income of a Dependent Child Turning 18](#)

[Reminder: Quality Control \(QC\) Income Error Series – Budgeting High or Low Paychecks](#)

[General Information: Flyers Are On The Way](#)

[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: Child or Cash Medical Support Income**

Key support income next to the participant who is court-ordered to receive the support payment.

NOTE The participant who is court-ordered to receive the support payment is a parent or a legal guardian who receives the funds on the child's behalf.

For more information, see [FAA4.H01B.16](#) titled Child or Cash Medical Support Income.

### **Clarification: SSN Requirements for Newborns**

A budgetary unit with a newborn must provide the newborn's Social Security number (SSN) or proof of an SSN application by the *later* of the following:

- The next renewal
- Six months from the newborn's date of birth

FAA3.D10 titled Social Security Number (SSN) has been updated with this clarification.

### **Clarification: Voluntarily Participating in SNAP CAN**

An NA participant can voluntarily participate in a Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) component anytime while receiving NA benefits. A

participant must receive a referral from FAA in order to receive employment and training services from SNAP CAN.

When a participant contacts FAA for a referral to participate in SNAP CAN, the participant is considered an appropriate referral. FAA completes the SNAP CAN referral during the participant contact.

NOTE No further information is needed.

See [FAA6.B02](#) titled Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) for more information about how the SNAP CAN helps NA participants gain employment and training.

**Clarification: Budgeting Income of a Dependent Child Turning 18**

Income of a dependent child is countable for NA in the month following the month they turn 18 regardless of student status. For ongoing cases, AZTECS deauthorizes benefits and generates the alert for the benefit month after the child turns 18 for NA.

For more information, see [FAA3.D02](#) titled Age of a Participant.

**Reminder: Quality Control (QC) Income Error Series – Budgeting High or Low Paychecks**

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

Per CNAP Manual policy reference FAA4.H02B.03 titled Projecting with High and Low Paychecks, budget unusually high or low checks in the month the unusual income is received. For ongoing months, only budget the paychecks representing the income reasonably certain to continue.

QC Income Error Example:

The participant reported a change on 02/16/2022 that they returned to work. The income request period used was 01/15/2022 to 02/15/2022. The participant’s income was verified through the Employment Verification (EMVI) screen and verified as follows:

PAY PERIOD SUMMARY						
BEGIN DT	END DT	PAY DT	HOURS	PP GROSS	PP NET	YTD GROSS
00000000	20220129	20220203	22.50	302.63	268.68	0.00
00000000	20220115	20220120	24.00	322.80	284.93	0.00
00000000	20220101	20220106	23.25	297.60	264.63	0.00

The participant’s income was budgeted using the following income:

Pay date 01/20/2022 - \$322.80 gross, 24.00 hours

Pay date 02/03/2022 - \$302.63 gross, 22.50 hours

**All** of the following was documented in HEAplus notes to support the income budgeted:

Income Period Used: 02/15/22 – 01/17/22

Frequency of Pay: BW

Hourly Rate: \$13.45

Normal Range of Hours (Per Pay Period): 16-18 per week

Are all checks within normal range? No

Explain budget/ Other details: PI stated she has been working for her employer but they are dropping her hours down due to her not being able to work all week because she helps her husband stated she will be working 2 times per week 8 hour shifts. Used EMVI for previous 30 days checks. Requesting written statement from employer.

The participant is paid bi-weekly, and all checks received in the income request period were verified. A written statement from the employer verifying the participant will be working 16 hours per week was provided. Paychecks 01/20/2022 and 02/03/2022 were unusually low per the employer statement, which verifies the participant's normal work hours per pay period as 32 hours. There is no documentation to support why both paychecks were used to anticipate the participant's ongoing income.

For more information on budgeting high or low paychecks, see [FAA4.H02B.03](#) titled Procedure: Projecting with High or Low Paychecks. For more information on what is considered a high or low check, see [High or Low Checks Definition](#) at FAA6.QR01H titled Glossary Terms Beginning with H.

### **General Information: Flyers Are On The Way**

On 06/21/2024, the Policy Support Team (PST) mailed each lobby office 25 English and 25 Spanish copies of the following flyer:

- More than a Job (FAA-1869A) (English)
- More than a Job (FAA-1869A-S) (Spanish)

When FAA Office Managers receive these flyers, complete **all** of the following:

- Place these flyers somewhere that is accessible to participants.
- Return the enclosed receipt to PST via email at [faapolicymgmt@azdes.gov](mailto:faapolicymgmt@azdes.gov) by close of business on Friday, 07/05/2024.

Please contact PST by 07/05/2024 at [faapolicymgmt@azdes.gov](mailto:faapolicymgmt@azdes.gov) when the flyers are not received, or the receipt is missing.

Additional flyers can be ordered through the warehouse.

### **General Information: Forms Update**

Changes to Forms – 06/22/2024 through 06/28/2024

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:

- No forms were revised during the specified period

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):

- More than a Job (FAA-1869A) flyer (English)
- More than a Job (FAA-1869A) flyer (Spanish)
- Nutrition Assistance Programs for Eligible Participants (FAA-1853A) infographic (English) Color
- Nutrition Assistance Programs for Eligible Participants (FAA-1853A-S) infographic (Spanish) – Color
- Nutrition Assistance Programs for Eligible Participants (FAA-1853A) infographic (English) Black and White
- Nutrition Assistance Programs for Eligible Participants (FAA-1853A-S) infographic (Spanish) Black and White

Forms Archived from the Document Center

- No forms were archived from the Document Center