

What's Changed on 08/12/2024

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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.

Clarification: What are ABAWD Document Types?

FAA Systems created a new ACTS alert on 07/16/2024 titled ABAWD Eligibility Change ACTS Alert.

When an Able Bodied Adult Without Dependents (ABAWD) participant reports eligibility information, they may regain eligibility after receiving three months of NA benefits. The ACTS alert is initiated to redetermine eligibility when **any** of the following notices or forms are uploaded to OnBase:

- NA ABAWD Denial/Closure (F231 and F231S) notice
- ABAWD Time Limit (X635 and X635S) notice
- NA ABAWD Closure (X636 and X636S) notice
- ABAWD Benefit Change (X638 and 638S) notice
- ABAWD Participant and Referral (F035 and F035S) notice
- Nutrition Assistance Able Bodied Adults Without Dependents (ABAWD) Time Limits (FAA-1530A and FAA-1530A-S) form

ABAWD eligibility documents are not limited to forms and notices. Handwritten documents with information related to **any** of the following participants' circumstances may also be used:

- Residing with a child
- Mental or physical health

- Pregnancy
- Homelessness
- Care for an incapacitated person
- Became a student
- Started receiving Unemployment Insurance
- Is a veteran
- A person formerly in foster care
- Any work or employment-related information
- Any work program or employment training activities

See [FAA6.A04B.10](#) (internal use only) titled ABAWD Eligibility Change ACTS Alert for information about action to be taken for the alert.

For more information about the ABAWD work requirements, see [FAA2.M09A](#) titled ABAWD Time Limits and Work Requirements.

For more information about ABAWD exemptions, see **all** of the following:

- [FAA2.M09B](#) titled ABAWD Exemptions
- NA Work Requirements Exemptions at [FAA6.B01](#) titled NA Work Requirements

Clarification: NA Lead Participant Disqualified For Noncompliance

When an NA lead participant is disqualified for noncompliance with the NA work requirements, the NA benefits stop for the entire budgetary unit. The disqualification includes **one** of the following periods:

- One calendar month for the first violation.
- Three calendar months for the second violation.
- Six calendar months for all additional violations.

When an NA participant who is not the lead participant is disqualified for noncompliance with the NA work requirements, the participant is removed from the benefits. The remaining eligible members continue to receive benefits.

A good cause reason has to be explored before imposing an NA disqualification for **any** of the following:

- Quitting a job
- Reducing work hours
- Refusing a job offer
- NA UI-comparable disqualification

When the disqualification is discovered at a new application interview, deny the application when the NA lead participant does not have a good cause reason. When ending the disqualification, **one** of the following applies:

- Another application is needed when the disqualification is for more than one calendar month.
- The same application and interview can be used when the disqualification is for one calendar month.

For a non-lead participant, when the budgetary unit requests that the participant be added back to the NA benefits, **all** of the following apply:

- Update the participant's work status and screen for a Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) referral.
- Add the participant to the benefits when otherwise eligible and the disqualification period has ended.
- Redetermine the budgetary unit's eligibility, including that of the disqualified participant.

For information about disqualification, see **any** of the following:

- [FAA2.A09](#) titled Disqualified Participants
- [FAA6.B03](#) titled NA Lead Participant Selection
- [FAA6.B04](#) titled Work Requirements Disqualification

Clarification: Discrimination Reasons Have Been Updated

Discrimination policy has been updated to include pregnancy.

All applicants and participants have the right to nondiscrimination. Anyone who feels discriminated against has the right to file a complaint.

It is a violation of the law to discriminate against anyone for **any** of the following reasons:

- Age
- Color
- Genetics
- Having a disability
- Marital status
- National origin
- Political beliefs or affiliations
- Previous civil rights complaints
- Race
- Religious creed

- Sex (Including gender identity, sexual stereotypes, pregnancy, and sexual orientation)
- Veteran Status

For more information on discrimination complaints, see [FAA1.C01L.01](#) titled Discrimination Complaint.

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.

General program information about the Tuberculosis Control (TC) Program has been added to FAA1.D titled Programs Administered by FAA.

When a person has or is suspected to have Tuberculosis, they are required to go to the Arizona State Department of Health Services (DHS). DHS assists the participant with the TC application.

In the event the participant turns in a paper application in an FAA office, procedures identify how to transfer the application and supporting verification to the DES on the Spot (DOTS) staff. DOTS staff register and process applications that contain TC program requests.

For more information about the TC program, see [FAA1.D03](#) titled Tuberculosis Control (TC) Program.

General Information: Forms Update

Changes to Forms – 08/03/2024 through 08/09/2024

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:

- EBT Card Out of State Usage Questionnaire (FAA-1596A) form
Question five was clarified to ask, "Are you moving out of Arizona?".

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