

What's Changed on 09/30/2024

What's Changed on 09/30/2024

[Reminder: Federal Voter Registration Forms](#)

[Reminder: Overpayment Noncompliance](#)

[Reformat Update](#)

[General Information: ABAWD Time Limit Waiver Approval](#)

[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.

Reminder: Federal Voter Registration Forms

An [Urgent Bulletin](#) was emailed on 09/25/2024 to inform staff that effective 09/26/2024, for in-person transactions, staff must now give the customer the Federal Voter Registration Form (English or Spanish) when they give the customer the Arizona Voter Registration Form.

FAA offices must ensure that both Arizona and Federal Voter Registration Forms are available in public-facing areas in both English and Spanish.

Staff can access and print the Federal Voter Registration Form from the following website:

<https://www.eac.gov/voters/national-mail-voter-registration-form>

Provide the following information to the customer when asked about the differences in the forms:

The **Arizona Voter Registration Form** is a full ballot, which includes all federal, state, county, and local elections. Proof of citizenship is required with the completed voter registration form or by 5:00 p.m. on the Thursday before Election Day. When a customer is updating their name, party affiliation, or address after moving within the state, proof of citizenship is not required when the proof was submitted with the original voter registration form.

The **Federal Voter Registration Form** is only for federal elections and does not include any state, legislative, or local elections.

NOTE Each designated FAA staff member in each local office must collect all voter registration forms (Arizona and Federal) and ensure the forms are sent to the appropriate County Recorder's office no later than the next workday.

This CNAP Manual will be updated with this new requirement for dissemination of Voter Registration forms.

For more information on the DBME Voter Registration policy, see [FAA1.C03G](#) titled Voter Registration in the CNAP Manual.

Reminder: Overpayment Noncompliance

An [Urgent Bulletin](#) was emailed on 09/25/2024 to inform staff that FAA Systems has programmed AZTECS to prevent a case from being approved when the \$\$ Alert Code is keyed on the AZTECS PRAP screen unless the case is expedited.

When the participant does not provide the information requested by the Overpayment unit (OPU), the \$\$ Alert Code is keyed in the FS ALERT field on PRAP.

When the participant does reapply and the \$\$ Alert Code is keyed on PRAP, AZTECS does not allow the case to be approved until all the requested information is provided. Review the case file for the information requested on the Overpayment Unit Information Needed (C030) notice.

When the information has not been provided, complete **one** of the following using the information requested on the C030 notice:

- Send the Information Needed (F011) notice
- Send the Expedite NA - Postponed Verification (F121) notice when the household is a potential NA expedite

When the requested verification for overpayment information is not provided, send the appropriate Denial or Closure notice. The notice must include all requested information not provided.

When all the overpayment verification is provided, workers must email FAAOPUNIT@azdes.gov, stating that all the verification has been provided and uploaded into the casefile. OPU contacts the FAA Systems Help Desk to remove the \$\$ Alert Code on PRAP and continues processing the overpayment.

Once OPU has the \$\$ Alert Code is removed, the worker can process the case.

The Cash and Nutrition Assistance Policy Manual reference FAA6.E02C titled FAA Office Overpayment Responsibilities – Overpayment Verification has been revised.

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.

FAA1.G titled Display Table Values has been reformatted and moved to FAA9.B06 titled SYSM under AZTECS Screen Information. See [SYSM](#) (internal use only) for AZTECS display table information.

NOTE There are two versions of the CNAP Manual. FAA staff must use the CNAP Plus Procedures (CNAP+) version of the manual to avoid procedural errors.

A temporary link to SYSM was added to FAA1.G to help staff who use the table of contents for navigation. This link will be removed after four weeks on 10/28/2024.

General Information: ABAWD Time Limit Waiver Approval

The Food and Nutrition Service approved the request for an Able Bodied Adult Without Dependents (ABAWD) time limit waiver effective 10/01/2024, for certain areas in Arizona.

The ABAWD time limit waiver includes **all** of the following areas in Arizona:

- All counties outside of Maricopa County.
- The Cities of Apache Junction and Buckeye.
- All tribal lands in Arizona.

Always determine a correct ABAWD exemption based on a participant's circumstances regardless of where in Arizona a participant resides.

The ABAWD exemptions include **all** of the following:

- Age
- Residing with a minor child
- Mentally or physically unfit for work
- Pregnancy
- Homelessness
- Veterans
- Former Foster care youth aged 24 and under

Some NA work requirement exemptions are also ABAWD exemptions, including **all** of the following:

- Alcohol or drug treatment
- Care for an incapacitated person
- Refugee
- Student
- Unemployment Insurance

NOTE Key ABAWD exemptions on WERE.

Use the discretionary exemption for **all** of the following 2024 benefit months for Maricopa County residents not residing on tribal land and the participant does not meet an ABAWD or NA work requirement exemption:

- September
- October
- November
- December

NOTE Beginning in January 2025, a new ABAWD three-year period starts. Continue to use the discretionary exemption as directed in the [Urgent Bulletin](#) titled ABAWD Discretionary Exemption emailed on 08/29/2024 until further notice.

Use the geographical exemption when a participant does not meet an ABAWD or NA work requirement exemption and resides outside Maricopa County, in the City of Apache Junction, in the City of Buckeye, or on tribal land.

See [FAA2.M09B](#) titled ABAWD Exemptions, and [FAA6.B01](#) titled NA Work Requirements, for all the requirements for each ABAWD exemption.

General Information: Forms Update

Changes to Forms – 09/21/2024 through 09/27/2024

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.

These changes are effective 10/01/2024.

Revised forms:

- Information Request and Pending Information Agreement (FAA-0077A) (English)
 - The Lottery and Gambling amount was changed to \$4500.
- Information Request and Pending Information Agreement (FAA-0077A-S) (Spanish)
 - The Lottery and Gambling amount was changed to \$4500.
- Your Rights and Responsibilities (FAA-1573A) (English)
 - The 130% FPL table has changed due to the increase for the federal fiscal year 2025. The lottery and gambling amount was changed to \$4500.
- Your Rights and Responsibilities (FAA-1573A-S) (Spanish)
 - The 130% FPL table has changed due to the increase for the federal fiscal year 2025. The lottery and gambling amount was changed to \$4500.
- AZSNAP Application (FAA-1740A) (English)
 - The Lottery and Gambling amount was changed to \$4500.
- AZSNAP Application (FAA-1740A-S) (Spanish)
 - The Lottery and Gambling amount was changed to \$4500.
- Change Report (FAA-0412A) (English)
 - The Lottery and Gambling amount was changed to \$4500 and the resource limits were

increased for NA.

- Change Report (FAA-0412A-S) (Spanish)

The Lottery and Gambling amount was changed to \$4500 and the resource limits were increased for NA.

- Elderly Simplified Application Project (ESAP) Nutritional Assistance Application (FAA-1821A) (English)

The Lottery and Gambling amount was changed to \$4500.

- Elderly Simplified Application Project (ESAP) Nutritional Assistance Application (FAA-1821A-S) (Spanish)

The Lottery and Gambling amount was changed to \$4500.

- Able Bodied Adult Without Dependents (ABAWD) Time Limits (FAA-1530A) (English)

The ABAWD age limit changed to 54. The GE Exemption Code exceptions were changed (Tribal Land, Cities of Buckeye and Apache Junction, or outside of Maricopa County).

- Able Bodied Adult Without Dependents (ABAWD) Time Limits (FAA-1530A-S) (Spanish)

The ABAWD age limit changed to 54. The GE Exemption Code exceptions were changed (Tribal Land, Cities of Buckeye and Apache Junction, or outside of Maricopa County).

- Income Limits and Allotment Amounts (FAA-1368A) (English)

The Disaster Nutrition Assistance Program (DNAP) limits and amounts were increased for the federal fiscal year 2025.

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- Assistance Programs What You Need to Know (FAA-0001C) (English) pamphlet

The Lottery and Gambling amount was changed to \$4500 and the ABAWD age limit changed to 54.

- Assistance Programs What You Need to Know (FAA-0001C-S) (Spanish) pamphlet

The Lottery and Gambling amount was changed to \$4500 and the ABAWD age limit changed to 54.

- Changes What You Need to Know (FAA-1760A) (English) poster

The Lottery and Gambling amount was changed to \$4500.

- Changes What You Need to Know (FAA-1760A-S) (Spanish) poster

The Lottery and Gambling amount was changed to \$4500.

- Able Bodied Adult Without Dependents (ABAWD) Changes (FAA-1858A) (English) flyer

The ABAWD age limit changed to 54. The GE Exemption Code exceptions were changed (Tribal Land, Cities of Buckeye and Apache Junction, or outside of Maricopa County).

- Able Bodied Adult Without Dependents (ABAWD) Changes (FAA-1858A-S) (Spanish) flyer

The ABAWD age limit changed to 54. The GE Exemption Code exceptions were changed (Tribal Land, Cities of Buckeye and Apache Junction, or outside of Maricopa County).

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