



CNAP Manual

Did You Know?

Navigational help to find what you are looking for in the Cash and Nutrition Assistance Policy (CNAP) Manual.

Table of Contents & Index Image Change

11/14/2018

Did you know that the CNAP Manual is a living document? What is a living document, you may ask? A living document is a body of work that is continuously changing. The CNAP Manual goes through many different types of revisions. Some are minor and focus on grammar changes to add clarity. Some are visual and focus on the interface you see when using the manual and finally, some are revisions and focus on policy that has changed. This summary will focus on several upcoming changes to the CNAP Manual, their benefit to all staff members and any visual references that will accompany them.

Do you know what purpose the images below serve?



These are the current images for the CNAP Manual Table of Contents (ToC) and Index. As a part of continuous improvement for the CNAP Manual, the Policy Support Team (PST) listened to your feedback and made changes to the images, effective 11/13/18.



This image represents the Table of Contents

Did you know that you can use the Table of Contents to locate actual policy references such as FAA4.I06A? Just click on the ToC icon, click the Policy Manual folder and you will see each CNAP Manual Volume available to search through.



This image now represents the Index

Did you also know that you can use the Index to find index terms such as Address Confidentiality Program? Just click on the Index icon to display index terms in alphabetical order sorted by volume.



The video and the “How to Use the CNAP Manual” section of the CNAP Manual have been updated. These items are available for viewing in the Navigation section of the Employee Homepage. They explain the purpose of the CNAP Manual, how to navigate the CNAP Manual, the available search tools available in the CNAP Manual and other helpful hints about the CNAP Manual (check out the part on embedded synonyms).



Navigation

[How to Use the CNAP Manual](#)

[Welcome to the CNAP Manual! \(Video\)](#)

There is a Policy Navigational Helpdesk available to assist you. When you are having trouble navigating the CNAP Manual or during times that the manual is not accessible to you, Policy Specialists are available to assist. The Policy Support Navigational Helpdesk should not take the place of utilizing the CNAP Manual or resources available to you in your office. To reach the navigational helpdesk, please call 602-774-5523 during normal business hours and a Policy Specialist will assist you.

Let us know what you think. The bottom of each page in the CNAP Manual contains the telephone number to the Policy Support Navigational Helpdesk, the e-mail address to FAA Policy Support, and a link to a survey for comments and suggestions on how to improve the CNAP Manual. The survey is anonymous.

[CNAP Manual Survey - Comments and Suggestions Needed](#)

Can't find what you are looking for?

☎ (602) 774-5523

✉ FAAPolicyMgmt@AZDES.gov

Please contact the FAA Policy Support Team by phone at **(602) 774-5523** or by e-mail at **FAAPolicyMgmt@azdes.gov** with any questions or concerns regarding this broadcast.

This communication will be placed in the How to Use This Manual volume of the CNAP Manual.

Please consider the environment before printing this broadcast.

