



POLICY CHANGE ALERT #16-036F

TITLE: FAA POLICY MANUAL REVISION 43

ISSUE DATE: 08/04/2016

EFFECTIVE DATE: SEE EACH SECTION BELOW

Summary

Programs Impacted: NA and CA

This Policy Change Alert is being issued to inform staff that the FAA Policy Manual revision for 08/01/2016 to 09/30/2016 is now available.

All changes made in Revision 43 can be found in the Archived Policy portion of the FAA Policy Manual.

Policy Change Alerts Added

The changes announced in the following Policy Change Alerts (PCAs) were made to the FAA Policy Manual.
The effective dates of these changes are listed below.

<u>Policy Change Alert</u>	<u>Title</u>	<u>Effective Date</u>
PCA 16-017F	Pascua Yaqui YOEME Services Referrals	05/17/16
PCA 16-019F	San Carlos Apache Tribal TANF Nnee Bich'o Nii Changes	05/16/16
PCA 16-020F	Release of Confidential Information	05/17/16

For additional information regarding the Policy Change Alerts listed above, see FAA6.R02 of the FAA Policy Manual (Index: Policy change alerts).

Revision Details

The FAA Policy Manual has been updated to include the following changes.
These changes are effective for applications and changes received on or after 08/01/2016.

Note: Links to the FAA Policy Manual pages have been added for easier access to the changes. When a link below is used, only one volume of the manual is opened. For that reason, some of the links on the manual page will not work until the page is closed and the entire FAA Policy Manual is re-opened.

POLICY REFERENCE: FAA6.D02E.01 - EFFECTIVE DATE FOR ADDING A PARTICIPANT - CA AND NA

https://extranet.azdes.gov/faapolicymanual/FAA6/6.D_Participant_Maintenance.05.11.html

Added instruction to review the date of the reported change when adding a newborn to NA and CA.

POLICY REFERENCE: FAA6.D04 - NEWBORN PARTICIPANT MAINTENANCE

https://extranet.azdes.gov/faapolicymanual/FAA6/6.D_Participant_Maintenance.05.41.html

Added clarification of date to be used for CA and NA change when adding a newborn child.



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POLICY REFERENCE: FAA6.E01 - OVERPAYMENTS – OVERVIEW

https://extranet.azdes.gov/faapolicymanual/FAA6/6.E_Overpayments.06.02.html

Added that the overpayment policy may also be found with the procedures for the overpayment writer.

POLICY REFERENCE: FAA6.E02A - LOCAL OFFICE OVERPAYMENT RESPONSIBILITIES - DISCOVERY OF POTENTIAL OVERPAYMENT

https://extranet.azdes.gov/faapolicymanual/FAA6/6.E_Overpayments.06.04.html

Added that the FA-526 must be sent to the OP unit. Removed the reference to the FA-529.

POLICY REFERENCE: FAA6.E02B - LOCAL OFFICE OVERPAYMENT RESPONSIBILITIES - ESTABLISHING THE MONTHS OF THE OVERPAYMENT

https://extranet.azdes.gov/faapolicymanual/FAA6/6.E_Overpayments.06.05.html

Added that the OP unit will determine the amount the BU was entitled to receive and the warning to not make changes to AZTECS.

POLICY REFERENCE: FAA6.E02B.07 - ESTABLISHING NA OVERPAYMENT MONTHS - BUDGETARY UNIT ERROR

https://extranet.azdes.gov/faapolicymanual/FAA6/6.E_Overpayments.06.12.html

Removed the reference to the FA-529 and what must be included on the report.

POLICY REFERENCE: FAA6.E02D - LOCAL OFFICE OVERPAYMENT RESPONSIBILITIES - POTENTIAL OVERPAYMENT REFERRAL

https://extranet.azdes.gov/faapolicymanual/FAA6/6.E_Overpayments.06.15.html

Removed reference to stamping the case file and to copying documents. Added direction to ensure documents are in OnBase or HEAplus. (Reference changed from FAA6.E02E)

FAA6.E02E - LOCAL OFFICE OVERPAYMENT RESPONSIBILITIES - RETENTION OF OVERPAYMENT RECORDS

https://extranet.azdes.gov/faapolicymanual/FAA6/6.E_Overpayments.06.16.html

Moved to OVP volume and incorporated changes that files are now stored electronically. (Reference changed from FAA6.E02I)

POLICY REFERENCE: FAA6.E02G - LOCAL OFFICE OVERPAYMENT RESPONSIBILITIES - WAIVER OF OVERPAYMENTS

https://extranet.azdes.gov/faapolicymanual/FAA6/6.E_Overpayments.06.18.html

Moved to OVP volume and indicated that the overpayment is waived by the OP writer. (Reference changed from FAA6.E02K)



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POLICY REFERENCE: FAA6.E06 - OVERPAYMENT TRACKING (OVTR) – OVERVIEW

https://extranet.azdes.gov/faapolicymanual/FAA6/6.E_Overpayments.06.63.html

Moved out of the local office responsibilities. Added WARNING regarding adding or editing information on OVTR. (Reference changed from FAA6.E02D)

POLICY REFERENCE: FAA6.E06A - OVTR - CASE INFORMATION SECTION

https://extranet.azdes.gov/faapolicymanual/FAA6/6.E_Overpayments.06.64.html

Moved out of the local office responsibilities and added the Referral Information and Local Office Section Descriptions. Changed title of reference to Section Descriptions. (Reference changed from FAA6.E02D.01)

POLICY REFERENCE: FAAOVP.A07C - TIME FRAME TO COMPLETE THE REPORT OF CASH ASSISTANCE/FOOD STAMP OVERPAYMENT (FA-529)

https://extranet.azdes.gov/faapolicymanual/FAAOVP/OVP.A_Overpayments_Policy_and_Procedures.2.040.html

Moved out of the local office responsibilities and moved to the OVP volume. (Reference changed from FAA6.E02F)

POLICY REFERENCE: FAAOVP.A07D - COMPLETING THE REPORT OF CASH ASSISTANCE/FOOD STAMP OVERPAYMENT (FA-529)

https://extranet.azdes.gov/faapolicymanual/FAAOVP/OVP.A_Overpayments_Policy_and_Procedures.2.041.html

Moved out of the local office responsibilities and moved to the OVP volume. (Reference changed from FAA6.E02G)

POLICY REFERENCE: FAAOVP.A07E - ROUTING THE REPORT OF CASH ASSISTANCE/FOOD STAMP OVERPAYMENT (FA-529)

https://extranet.azdes.gov/faapolicymanual/FAAOVP/OVP.A_Overpayments_Policy_and_Procedures.2.042.html

Moved out of the local office responsibilities and moved to the OVP volume. (Reference changed from FAA6.E02H)

POLICY REFERENCE: FAAOVP.A07E.01 - ROUTING THE FA-529 - FAA OR NON-IPV BUDGETARY UNIT ERROR

https://extranet.azdes.gov/faapolicymanual/FAAOVP/OVP.A_Overpayments_Policy_and_Procedures.2.043.html

Moved out of local office responsibilities and moved to the OVP volume. (Reference changed from FAA6.E02H.01)

POLICY REFERENCE: FAAOVP.A07E.02 - ROUTING THE FA-529 - POTENTIAL IPV ERROR

https://extranet.azdes.gov/faapolicymanual/FAAOVP/OVP.A_Overpayments_Policy_and_Procedures.2.044.html

Moved out of local office responsibilities and moved to the OVP volume. (Reference changed from FAA6.E02H.02)

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.

Please consider the environment before printing this broadcast.

(16-0783)