

What's Changed on 12/11/2023

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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.

Change: NA Work Requirement Exemption - Refugee

EFFECTIVE DATE: With all eligibility determinations completed on or after 12/11/2023

The Refugee exemption for NA work requirements has changed. To be eligible to receive the refugee exemption, the participant is required to meet **all** of the following:

- Eligible for the Refugee Resettlement Program (RRP).
- Subject to the work or training programs provided by the RRP private sector providers or the Refugee Job Service.

The Job Aid NA Work Requirements will also be updated with this information.

For more information, see [FAA6.B01](#) titled NA Work Requirements.

Policy reference(s) revised due to this change:

FAA6.B01 – [NA Work Requirement](#)

[Prior Policy 12/11/2023](#)

Changed the requirements for the NA Refugee Exemption. To be eligible for the refugee exemption, the participant must be eligible for the RRP and subject to the work or training programs provided by the RRP private sector providers or the Refugee Job Service. (Effective with all eligibility determinations completed on or after 12/11/2023)

Reminder: The CA Job Program Exemption Code HC

Cuban or Haitian Entrants with the approved parolee status are eligible to apply for employment authorization. To apply for an Employment Authorization Document (EAD), the United States

Citizenship and Immigration Services (USCIS) I-765 Form (Application for Employment Authorization) must be submitted.

Due to the USCIS backlog in processing EAD applications, Cuban or Haitian Entrants may take longer than expected to receive an EAD. Cuban or Haitian Entrants who have the EAD and are CA mandatory Jobs referrals are referred to the Jobs Program using the RP Jobs Referral Code.

Cuban or Haitian Entrants who do not have the EAD and are CA mandatory Jobs referrals are temporarily exempt from being referred to the Jobs Program. Use the HC Exemption Code on WORW.

NOTE The participant must inform FAA no later than the tenth calendar day following the month after receiving an EAD. Upon receiving the confirmation, FAA staff must change the HC Exemption Code to the RP Jobs Referral Code. The participant must comply with the Jobs Program.

See [FAA5.A03C](#) titled CA Jobs Exemptions and [FAA5.A03C.06](#) titled CA Jobs Exempt – Cuban or Haitian Entrants.

Clarification: Anticipating Semi-Monthly Income Procedures

When the participant identifies that both of the last two consecutive semi-monthly paychecks in the budgeting income period are normal, project the semi-monthly income by using both checks in the budget.

However, when one or more of the paychecks is high or low, none of the paychecks are used except when received in the budget month. The pay is anticipated. Semi-monthly income is also anticipated when there is a new source of income or there is a change of income reported.

When the average work hours for a pay period is known, AZTECS calculates the semi-monthly paycheck when the average work hours for the pay period and the rate of pay are keyed.

To calculate an anticipated semi-monthly paycheck amount when weekly hours are known, complete **all** of the following:

- Multiply the average weekly hours by the hourly pay rate. This is the anticipated weekly gross income.
- Multiply the weekly gross income by 4.3 to determine the gross monthly income.
- Divide the gross monthly income by two to get the anticipated semi-monthly paycheck amount.
- Key the pay date, anticipated semi-monthly paycheck amount, and the hourly pay rate. AZTECS calculates the hours.

The Anticipating Semi-Monthly Income procedures, AZTECS keying procedures, and examples have been revised to provide clarification. Also, the Semi-Monthly Job Aid has been revised and a link to the job aid has been added to the CNAP Manual. (See [FAA4.H02C.03](#) (internal use only) titled Procedure: Anticipating Semi-Monthly Income for more information.)

General Information: Forms Update

Changes to Forms – 12/02/2023 through 12/08/2023

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.

Newly created forms:

- No forms were created during the specified period

Revised forms:

- No forms were revised during the specified period

New Marketing Materials (Posters, Pamphlets, Flyers):

- No new marketing materials were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- No revisions to marketing materials were made during the specified period

Forms Archived from the Document Center

- No forms were archived from the Document Center