

What's Changed on 05/20/2024

# What's Changed on 05/20/2024

[Reminder: QC - Agency-Caused Income Error Series – Converting Income](#)

[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: QC - Agency-Caused Income Error Series – Converting Income

This reminder is being issued to inform and educate staff of the trends identified from the QC agency-caused errors for the Wages and Salaries Error Element and how to avoid future QC errors.

When earned income is received more often than monthly, the income must be converted. AZTECS automatically converts income keyed on the EAIC screen when a Frequency Code is entered. Staff must key the correct Frequency Code to ensure the correct amount of income is budgeted for the household.

### QC Income Error Example:

The QC review below was cited to the agency for using the incorrect conversion for the earned income. The participant's income was budgeted using the semi-monthly (SM) Frequency Code, but the participant is paid on a bi-weekly basis.

The submitted application indicates the participant is paid twice a month (semi-monthly), as follows:

Income Details					
Name	Income Type	Amount	Frequency	Payer	Expected Change
[REDACTED]	Earnings from Job	\$872.93	Two times a month	[REDACTED]	No

  

Earnings from Job Details					
	Payer	Date Received	Hours	Amount	Reason Less than Full Month
[REDACTED]	[REDACTED]	04-04-2022	70.00	\$811.36	N/A
[REDACTED]	[REDACTED]	03-18-2022	70.00	\$934.50	N/A

The participant provided the following income verification:

[REDACTED]		19	PAY PERIOD		03/09/2022	03/18/2022	3/18/2022
Employee Name		Period	Pay Cycle		End Date	Pay Date	Deposit Date
Federal: Head of Household, Exe: 0			State: AZ 3.6% of taxable wages				
<b>EARNINGS</b>	Reg Hrs	O/T Hrs	Rate	Amt	Over time	FTD	YTD
HEALTH ADE	70.00	0.00	13.35	934.50	0.00	3,514.86	3,514.86
<b>EARNINGS Total:</b>	70.00	0.00		934.50		3,514.86	3,514.86
<b>EMPLOYEE DEDUCTIONS</b>		Amount		YTD			

[REDACTED]		18	PAY PERIOD		02/23/2022	03/04/2022	3/4/2022
Employee Name		Period	Pay Cycle		End Date	Pay Date	Deposit Date
Federal: Head of Household, Exe: 0			State: AZ 3.6% of taxable wages				
<b>EARNINGS</b>	Reg Hrs	O/T Hrs	Rate	Amt	Over time	FTD	YTD
HEALTH ADE	6.71	0.00	13.35	89.58	0.00	0.00	0.00
HEALTH ADE	70.00	0.00	13.35	934.50	0.00	2,600.36	2,600.36
<b>EARNINGS Total:</b>	61.71	0.00		811.36		2,600.36	2,600.36

The following is the case documentation to support the income budgeted:

Comments: Earned Income Template  
 Employee Name: [REDACTED]  
 Employer Name: [REDACTED]  
 Employer's Address:  
 Income Period Used: 03/05/2022 - 04/03/2022  
 Frequency of Pay (BW, WK, SM, AC, MO): BW  
 Hourly Rate: 13.35  
 Normal Range of Hours (Per Pay Period): 70  
 Are all checks within normal range? Yes/No (If no, explain budget below.)  
 Is OT normal? no  
 If yes, what is the range of OT hours per pay period?: no OT  
 Tips, Commissions, or Bonuses? (Type, amount, and frequency received): no  
 Garnishments or Deductions? (Amounts and what for): no  
 Income New, Ongoing, or One Time?: Ongoing  
 Are there any unusual pay types on the check stubs? (Explain any unusual pay types in the budget section.) unknown  
 How was the earned income information verified? Pending Verification  
 When a system interface was used as verification, did the client agree with the income? n/a  
 For MA, was reasonable compatibility used to budget the income? no  
 Explain budget/ Other details: EMVI do not show income information.  
 04/01/2022 - missing  
 03/18/2022 70.00 934.50 Per HC  
 03/04/2022 61.79 811.36 Per HC

The following is the income budgeted for the household:

INC TYPE: WA    FREQ: SM    NUMBER OF PERIODS:

PERIOD	DATE PAID	HOURS	HR. RATE	GROSS AMOUNT
01	031822	70.00	13.35	934.50
<b>CONVERTED TOTAL:</b>		<b>HOURS 140.00</b>		<b>\$ 1869.00</b>

The case documentation and the income verification provided indicates the participant is paid on a bi-weekly basis and not semi-monthly. The correct Frequency Code to select would be BW.

Ensure that the correct income conversion is used by reviewing the verified income and having a discussion with the participant.

For more information on the conversion of income, see [FAA4.H02F](#) titled Income Budgeting Frequency Codes.

**General Information: Forms Update**

## Changes to Forms – 05/11/2024 through 05/17/2024

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.

### 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