

What's Changed on 11/18/2024

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[Clarification: Anticipating Self-Employment Income](#)

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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.

Clarification: Anticipating Self-Employment Income

When self-employment exists for less than one month and new income begins, complete *all* of the following:

- For the budget month the income starts, budget the amount of income received and all income anticipated to be received.
- For ongoing months, based on the conversation with the participant, convert the income amount to a monthly amount for the approval period.

For more information on converting income, see [FAA4.H02F](#) titled Income Budgeting Frequency Codes. For more information on budgeting self-employment income when it exists for less than one month, see [FAA4.H02E.03](#) titled Procedures: Budgeting Self-Employment Income.

General Information: Forms Update

Changes to Forms – 11/09/2024 through 11/15/2024

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.

Revised forms:

- Electronic Benefit Theft Replacement Request Form (FAA-1847A) (English)
The expiration date for the replacement of stolen benefits has been extended to 12/20/2024.
- Electronic Benefit Theft Replacement Request Form (FAA-1847A-S) (Spanish)
The expiration date for the replacement of stolen benefits has been extended to 12/20/2024.
- Nutrition Assistance Budget Worksheet (FAA-1077A) (English)

Information was added to explain when the prorated income and expenses are used.

- Nutrition Assistance Budget Worksheet (FAA-1077A-S) (Spanish)

Information was added to explain when the prorated income and expenses are used.

- Application Signature Pages (FAA-1724A) (English)

The form was revised to align with the HEAplus Declaration Pages.

- Application Signatures Pages (FAA-1724A-S) (Spanish)

The form was revised to align with the HEAplus Declaration Pages.

- Grant Diversion Supervisor's Approval Checklist (FAA-1411A) form

The Grant Diversion payment (three months) is auto calculated when the payment standard is entered.

- Grant Diversion FAA Worker's Approval Checklist (FAA-1580A) form

The Grant Diversion payment (three months) is auto calculated when the payment standard is entered.

Revised Marketing Materials (Posters, Pamphlets, Flyers):

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

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