What's Changed on 11/25/2024

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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.

Reminder: Participant Disagrees with Wage Information

When the participant disagrees with wages showing on the National Directory of New Hires (NDNH) report, Employment Verification Information (EMVI), or any other interface complete **all** the following:

- Check the case file for Social Security number (SSN) verification.

- Review CLIENT PROFILE (CLPR) for SSN validation.

- Discuss with the participant why they disagree with the wages showing.

During the discussion, complete **all** the following:

- When possible, obtain a participant's written statement with an explanation of why the participant disagrees with the information provided.

- Complete a collateral contact with the employer to attempt to verify employment for the participant.

- When possible, obtain the participant's signature on the Verification of Employment History (FAA-0053A) form and send it to the employer.

- Document the discussion with the participant in the case file.

For more information, see **all** of the following policy references:

- [FAA2.A02](#) titled Application Screening

- [FAA3.D10](#) titled Social Security Number (SSN)

- [FAA6.A02F](#) titled National Directory of New Hires (NDNH)

General Information: Grant Diversion Payment Standards

New tables are available to assist staff with avoiding potential calculation errors when determining the Grant Diversion (GD) Payment amount. The GD payment is calculated by multiplying the appropriate A1 or A2 Payment Standard by three.

GD is three months of CA received in one lump sum payment. Participants do not apply for GD but may be determined eligible for GD during the interview, when *all* of the following apply:

- An adult participant in the budgetary unit is immediately available for full time employment and any of the following requirements is confirmed by the Primary Informant:

  Has employment or self-employment income history in the application month or within the 12 months before the application month and reasonably anticipates being gainfully employed.

  Has successfully completed an educational, vocational, or job training program in the application month or the six months before the application month.

- The budgetary unit is eligible for at least $1 of CA in the application month or the following month.

- An adult is included in the benefit amount.

- The budgetary unit has not received GD in the 12 months before the application month.

For more information and to view the new tables, see *all* of the following:

- FAA1.D02D titled Grant Diversion

- FAA6.J02A.01 titled A1 Payment Standards

- FAA6.J02A.02 titled A2 Payment Standards

General Information: Forms Update

Changes to Forms – 11/16/2024 through 11/22/2024

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:

- No forms were revised during the specified period

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