

What's Changed on 05/16/2022

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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 [FAA6.R01](#) of the CNAP Manual.

The above list summarizes the information on this page. Within the CNAP Manual, each item listed above links to screens below. This page must be discussed during the weekly [policy dissemination](#) in every office which determines eligibility, reviews eligibility, or answers questions regarding eligibility. ([Current week's FAA-1215A](#))

Change: National Directory of New Hires (NDNH) Report

EFFECTIVE DATE: For eligibility determinations completed on or after 05/16/2022

The addition of the NDNH policy was made to provide staff with information regarding the NDNH process. The NDNH process is reviewed annually by the Food and Nutrition Service (FNS).

The NDNH report is a computerized matching program which compares FAA's active NA and CA participant information with new employment information.

This report is worked by a specialized unit. The specialized unit reviews the information from NDNH report. When there is a discrepancy between the NDNH report and the case file, workers in the specialized unit send the Employment Discrepancy NDNH Only (C038) notice. The C038 must be sent for each new employer and terminated income.

When the specialized unit receives the requested information, a new determination is made on the case.

The specialized unit takes the appropriate actions when the information is not returned.

Policy reference(s) revised due to this change:

FAA6.A02E – [National Directory of New Hires \(NDNH\)](#) New Policy

Added subject for the National Directory New Hire Food and Nutrition Service audit. (For eligibility determinations completed on or after 05/16/2022)

Change: Time Limit Changes for RRP Benefits

EFFECTIVE DATE: This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021

The time limit for receiving certain Refugee Resettlement Program (RRP) benefits has changed.

Refugees with an arrival date into the U.S. on or after 10/01/2021 are eligible for some RRP benefits for 12 months. The new 12-month time frame has been approved by the Office of Refugee Resettlement (ORR).

Refugees who arrived before 10/01/2021 are not eligible for the 12-month time frame. They are eligible for the previous eight month time frame.

The 12-month time frame applies to the following RRP benefits:

- Refugee Cash Assistance (RCA)
- TANF Differential Payment - When refugee budgetary units are approved for CA, they may be eligible to receive the TANF Differential Payment

These benefits are available to refugees of all national origins. For the purpose of the RRP program, participants with the following status are all referred to as refugees:

- Refugees
- Asylees
- Amerasians
- Cubans or Haitian Entrants
- Special Immigrant Visa (SIV) Holders
- Trafficking Victims

Refugee cases, regardless of the refugee's country of origin are seen by the following FAA refugee offices during their first 12 months in the U.S.:

- 285C - Applications received in Pima County
- 169C - Applications received in all other counties

After the first 12 months are completed, refugee participants' applications are processed at any FAA office.

NOTE Before referring cases to the refugee offices, it must be ensured that the refugees are still in their 12 months arrival period. For asylees, the 12-month maximum eligibility period begins from the month the asylee status is granted, not the month of U.S. entry. When the arrival date is over 12 months, any FAA office must process that case.

For detailed information regarding handling Refugee cases, see [FAA2.K09](#) titled Refugee Resettlement Program (RRP) in the CNAP Manual.

Policy reference(s) revised due to this change:

FAA2.K08A – [Qualified Noncitizens](#)

[Prior Policy](#)

Added a separate bullet for Amerasian policy. (Effective on or after 05/16/22)

FAA2.K08A.01 – [Asylee](#)**[Prior Policy](#)**

Added legal reference. Updated policy that Asylee cases are seen by the FAA Refugee Offices during their first 12 months in the U.S. (This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021)

FAA2.K08A.03 – [Cuban or Haitian Entrant](#)**[Prior Policy](#)**

Updated policy that Cuban or Haitian Entrant cases are seen by the FAA Refugee Offices during their first 12 months in the U.S. (This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021)

FAA2.K08A.07 – [Refugees](#)**[Prior Policy](#)**

Added legal reference. Updated title. Updated policy that Refugee cases are seen by the FAA Refugee Offices during their first 12 months in the U.S. (This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021)

FAA2.K08A.08 – [Amerasian](#)**New Policy**

Added legal reference and created a separate policy for Amerasians. (This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021)

FAA2.K08A.09 – [Victim of Severe Trafficking](#)**[Prior Policy](#)**

Added legal reference. Updated policy that Victim of Severe Trafficking cases are seen by the FAA Refugee Offices during their first 12 months in the U.S. (This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021)

FAA2.K08A.10 – [Special Immigrant Visa Holder](#).**[Prior Policy](#)**

Added legal reference. Updated policy that Special Immigrant Visa Holder cases are seen by the FAA Refugee Offices during their first 12 months in the U.S. (This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021)

FAA2.K09 – [Refugee Resettlement Program \(RRP\)](#)**[Prior Policy](#)**

Updated new RRP benefit timeframe. Linked each refugee group to the designated policy. (This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021)

FAA4.H03E.23 – [Refugee Cash Assistance \(RCA\) Payments](#)**[Prior Policy](#)**

Updated new RCA benefit timeframe. (This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021)

FAA4.H03E.24 – [TANF Differential Payment](#)**[Prior Policy](#)**

Updated RRP benefits timeframe for refugees. (This is effective for refugees with an arrival date into the United States (U.S.) on or after 10/01/2021)

Reminder: Case and Procedural Error Rate (CAPER)

As of 05/10/2022, for the Federal Fiscal Year (FFY) 2022, the Quality Control (QC) CAPER error rate is 34.65%. This means that over one-third of cases that are closed, denied, or approved for zero pay, are incorrect.

To reduce the current CAPER error rate, the following reminders are being provided:

- Confirm the address of the budgetary unit to ensure notices are being sent to the correct address.
- Document the reason why the living arrangement is questionable.
- Ensure that the income documentation is clear and supports the budget used for the determination.
- Thoroughly check the case file for any verification that has been provided before denying or closing a case.
- Do not list anything on the denial or closure notice that was provided or not requested.
- Follow the AZTECS Monthly Production Schedule (AMPS) to ensure timely completion of determinations.

General Information: Forms Update

Changes to Forms – 05/07/2022 through 05/13/2022

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:

- Rights and Responsibilities (FAA-1573A) form (English)
- Rights and Responsibilities (FAA-1573A-S) form (Spanish)
- NA and CA Noncitizen Script (FAA-1710A) (English)
- NA and CA Noncitizen Script (FAA-1710A-S) (Spanish)
- Appeal Decision (FAA-1655A) form (English)
- Appeal of Appeal Decision (FAA-1655B) (English)
- This Notice is about Your Benefit with the Department of Economic Security and Your Appeal Request (FAA-1656A) form (English)

Newly created forms:

- No forms 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