

What's Changed on 03/06/2023**What's Changed on 03/06/2023**

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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.

The information on 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: Closure Procedure for Continued Benefits While Pending an Appeal

EFFECTIVE DATE: The CNAP Manual has been updated as of 03/06/2023

The PH Denial Closure Reason Code was created to stop NA and CA benefits when benefits were continued while pending an appeal hearing.

For the benefit month of 10/2022 and ongoing, the Appeals Processing Unit (APU) uses the PH Denial Closure Reason Code to stop continued NA and CA benefits when any of the following occurs:

- The appellant fails to appear.
- The original action is affirmed.

For more information, see the CNAP Manual reference FAA6.F03D.05 titled Hearing Decision Implementation – Affirmed Decision.

Policy reference(s) revised due to this change:

FAA6.F03D.05 – [Hearing Decision Implementation - Affirmed Decision](#) [Archived 03/06/2023](#)

Added instruction to use PH Denial Closure Reason Code, when reducing or stopping benefits based on the original determination. Changed the exception to a note. (The CNAP Manual has been updated as of 03/06/2023)

Change: Employment Authorization Update for Certain Parolees

EFFECTIVE DATE: The CNAP Manual has been updated as of 03/06/2023

According to a United States Citizenship and Immigration Services (USCIS) announcement, effective on or after 11/21/2022, certain Ukrainian and Afghan parolees do not need the I-766, Employment Authorization Document, to be employment authorized.

This updated guidance applies to the following parolees when their parole has not expired or been terminated:

- Parolees who have an OAR (Operation Allies Refuge) Class of Admission (COA) Code.
- Parolees with the UHP (Ukrainian Humanitarian Parolee) COA Code.
- Ukrainian parolees with the DT COA Code when both of the following apply:
 - Paroled into the United States (U.S.) between 02/24/2022 and 09/30/2023.
 - The I-94 form indicates Ukraine as the country of citizenship.

These parolees can present a copy of their electronic I-94, Arrival/Departure Record, from the U.S. Customs and Border Protection (CBP) I-94 website at i94.cbp.dhs.gov. These parolees may also present one or more of the following documents:

- Paper I-94 with an OAR, UHP, or DT COA.
- Foreign passport with parole stamp that includes an OAR, UHP, or DT COA.
- I-766, Employment Authorization Document (EAD) with a C11 category, when they have applied for and received one.

The I-94 or parole stamp in a foreign passport also includes the date the individual was paroled into the United States.

When the information from I-94 or other documentation noted above matches federal immigration records, the Verified Legal Presence (VLP) in HEAplus provides an initial verification response of the parolee. The response also includes the parole start and end date and COA code. It should also include the country of citizenship and that the participant is employment authorized.

Additional verification of employment authorization is not required when any of the following apply:

- An initial VLP Parolee response with a UHP or OAR COA.
- A DT COA with a parole start date between 02/24/2022 and 09/30/2023, along with Ukraine as the country of citizenship.

NOTE Additional verification may be required in limited circumstances, such as when the participant information submitted does not match federal immigration records.

As mentioned in the [Urgent Bulletin](#) issued on 10/06/2022 titled CA Jobs Codes for Ukrainian Humanitarian Parolees (UHP), the RU temporary codes created for UHPs when they do not have employment authorization documents no longer apply.

UHPs who are CA mandatory Jobs referrals must have all of the following codes keyed:

For the NOCS screen:

- EA in the CI field
- UHP in the COA field
- EM in the Status field

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NOCS                                NON-CITIZEN STATUS                                030223 10:32
CASE NAME:                               CASE NUMBER:
      U.S. C.I.S. INFORMATION                SAVE  SEC  S  <  D  4  M
      NAME  RL  CI  CARD  COA  STAT  DATE  EXP  DATE  REQ  P  18  I  0  I
01  PI  EA                                UHP  EM  092322  100522  Y  N
      092322
02  SP  EA                                UHP  EM  092322  100522  Y  N
      092322
03  CH  EA                                UHP  EM  092322  100522  Y  N  Y
      092322
    
```

For the WORW screen:

- RP in the PAR/EXEM field
- HC or AG in the VR field

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WORW                                WORK REGISTRATION                                WIN 030223 10:34
CASE NAME:                               CASE NUMBER:                               JOB
      PAR/                                REF                RELIABLE           JOBS STATUS      START
      EXEM VR  PEND  Y/N REV  DATE  TRANSPORT  CODE  DATE  DATE
01  PI  AF  RP  AG                                N                103122
      FS  EM  AG                                021623
02  SP  AF  RP  AG                                N                103122
      FS  RF  AG                                100522
03  CH  AF  AG  AG                                N
      FS  AG  AG
    
```

Policy reference(s) revised due to this change:

FAA3.D06B – [Qualified Noncitizens](#)

[Archived 03/06/2023](#)

Added employment authorized verification information for Ukrainian and Afghan Parolees. Revised Parolee policy verbiage for clarity. (The CNAP Manual has been updated as of 03/06/2023)

Change: TPEP Referral Process for Refugee Budgetary Units

EFFECTIVE DATE: The CNAP Manual has been updated as of 03/06/2023

An update was made to reflect the use of email instead of fax, by FAA Refugee Units. Refugee units now send the Two Parent Employment Program (TPEP) pre-approval notices to the appropriate Voluntary Agency (VOLAGs) office instead of sending a fax. VOLAGs are also known as Resettlement Agencies (RAs).

When completing a TPEP conditional approval for a refugee budgetary unit, the FAA Refugee Unit emails a duplicate copy of one of the following to the appropriate VOLAG or RA Office:

- TPEP Pre-Approval (A140) notice
- Change In Case Status From CA to TPEP (A749) notice

VOLAG Office contact information has been updated.

Policy reference(s) revised due to this change:

FAA3.A06K.01 – [TPEP Referral Process](#)

[Archived 03/06/2023](#)

Added that Refugee Unit staff are to email TPEP Pre-Approval (A140) or Change in Case Status from CA to TPEP (A749) notices to the appropriate VOLAG or Resettlement Agency (RA) Office. Removed NOTE about faxing. (The CNAP Manual has been updated as of 03/06/2023).

FAA6.M128A – [Phoenix VOLAGs or RAs](#)

No Archive

Updated reference title to include RAs. Updated contact information for International Rescue Committee, Lutheran Social Services of the Southwest, and Catholic Charities. Updated instruction to review VOLAG or RA paperwork to determine the specific case manager for each budgetary unit. (The CNAP Manual has been updated as of 03/06/2023)

FAA6.M128B – [Tucson VOLAGs or RAs](#)

No Archive

Updated reference title to include RAs. Updated contact information for Lutheran Social Services of the Southwest and Catholic Community Services. Updated instruction to review VOLAG or RA paperwork to determine the specific case manager for each budgetary unit. (The CNAP Manual has been updated as of 03/06/2023)

Change: Viewing Notices in OnBase (Amended)

EFFECTIVE DATE: The CNAP Manual has been updated as of 03/06/2023

Effective 11/15/2022, the procedure for viewing mailed notices has changed. FAA staff are no longer able to view the content of notices mailed from AZTECS on the NOHS screen.

For notices mailed on or after 11/15/2022, notice content is available in OnBase.

Mailed notices display on the NOHS screen in AZTECS for four months. FAA staff are required to review NOHS while conducting the prior investigation and must review the date the notice was mailed to determine whether the notice is viewable on the NOHS screen in AZTECS or in OnBase.

When a copy of a notice mailed before 11/15/2022 is requested on the DARS AZTECS screen, the notice and content is displayed on NOHS screen the following Monday. FAA staff do not need to request DARS for notices mailed on or after 11/15/2022. The content of the notice must be viewed through OnBase.

NOTE Notices are temporarily available on NOHS due to a technical issue. Staff must continue viewing notices through OnBase, when able. Once the issue is resolved, the notices will be removed from NOHS without notice.

Policy reference(s) revised due to this change:

FAA6.L01 – [Notice List – Overview](#)

No Archive

Updated instructions to reflect only notices mailed prior to 11/15/2022 require a DARS request. Removed DARS from the NOTE about notices mailed on or after 11/15/2022. (The CNAP Manual has been updated as of 03/06/2023)

FAA9.A02 – [DARS Instructions](#)

No Archive

Updated instructions to reflect only notices mailed prior to 11/15/2022 require a DARS request. Added a NOTE that a DARS request is not required for notices mailed on or after 11/15/2022. (The CNAP Manual has been updated as of 03/06/2023)

General Information: Daylight Saving Time (DST) Begins

Daylight Saving Time begins on 03/12/2023. Most of Arizona does not observe DST, however, offices in the Navajo Nation do participate. The time in the following offices are going to be one hour later than most of Arizona starting on 03/12/2023:

- 315C
- 324C
- 332C
- 365C

For other locations that do not observe DST, see FAA6.Q01D.02 titled Daylight Saving Time (DST) Definition.

General Information: Forms Update

Changes to Forms – 02/25/2023 through 03/04/2023

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.

Revised forms:

- No forms were revised during the specified period

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

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