

What's Changed on 04/29/2024

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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.

Clarification: Anticipating Semi-Monthly Income

Income received or expected to be received twice a month is considered semi-monthly.

Semi-monthly pay dates are generally the same dates of the month. When a participant receives income on the same dates twice a month, budget the income as semi-monthly. Key the income using the SM Income Frequency Code on the appropriate AZTECS income screen.

Manually calculate semi-monthly income when **one or more** of the following applies:

- At the start of a new source of income.
- There is an anticipated change.
- One or more paychecks in the 30-day income period do not represent the participant's ongoing income.

When any of the semi-monthly checks are not normal, do not use any check unless it is received in the budget month. For ongoing months, only use the anticipated semi-monthly gross amount.

See [FAA4.H02C.03](#) titled Procedure: Anticipating Semi-Monthly Income for complete details. (For internal use only.)

Clarification: Residents of Institutions for NA

Due to a field inquiry and potential fraud issues found on the Ineligible Institutions Report, **all** of the following information has been added:

- When the participant reports residing in a residential facility, a participant's statement cannot be used to verify **any** of the following:

Meals

Special considerations offered

Participant's eligibility for special considerations

Permission to use an unauthorized institution's address for mailing purposes

- The 90-day residency requirement for determining homelessness does not apply when the participant is residing in an unauthorized institution
- Verification of residency and meals from a facility must be on the organization's letterhead when collateral contact attempts are unsuccessful
- Procedures for denying or stopping NA when a participant is a resident in an authorized drug and alcohol treatment center or group living arrangement
- A halfway house that provides the majority of meals (over 50% of three meals daily) is an institution

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

- [FAA1.C02A](#) titled Providing Verification
- [FAA2.A07](#) titled Budgetary Units With Special Circumstances
- [FAA2.M07F.04](#) titled LIBL/STBL Hardship Extension – Homeless Verification
- [FAA3.D09](#) titled Residents of Institutions for NA

Reminder: COA Codes Added to AZTECS

All of the following Class of Admissions (COA) Codes have been added to AZTECS:

- CHE – Cuban Haitian Entrant
- CHP – Cuban Humanitarian Parolee
- RCU – Cuban Family Reunification Parolee
- HHP – Haitian Humanitarian Parolee
- RHT – Haitian Family Reunification Parolee

Per the Employment Authorization Document (EAD) provision of law, the C09 and C11 COA Codes are used for certain noncitizens. These COA Codes have been added to the COA Table in AZTECS.

Noncitizens with the COA Codes, C09 and C11 are not eligible for benefits except for **any** of the following:

- Cuban Haitian Entrant
- Cuban Humanitarian Parolee
- Cuban Family Reunification Parolee
- Haitian Humanitarian Parolee
- Haitian Family Reunification Parolee

- Afghan
- Ukrainian
- Parolees who meet **one or more** of the following criteria:
 - Granted for at least one year
 - Granted under 212(d)(5) of the Immigration and Naturalization Act (INA)

General Information: Forms Update

Changes to Forms – 04/20/2024 through 04/26/2024

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