What's Changed on 06/10/2024

[Clarification: Work Requirement Disqualifications](#)

[Reminder: Federal Voter Registration Forms](#)

[Reminder: Quality Control (QC) Income Error Series – Removing Terminated Income](#)

[General Information: DCS Fast Pass Referral Process](#)

[General Information: Forms Update](#)

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](#))

Clarification: Work Requirement Disqualifications

FAA reduces or stops benefits when a reason for disqualification happens without good cause. Based on when the work requirement disqualification occurs, benefits are reduced or stopped during **any** of the following time frames:

- Within the 30 calendar days before the date of the most current application for benefits.

- Any time between the application date and before the eligibility determination is completed.

- Any time during a benefit approval period.

For more information see [FAA6.B04](#) titled Work Requirement Disqualifications.

Reminder: Federal Voter Registration Forms

Completed Federal voter registration forms, when submitted to an FAA office, must be mailed to the appropriate County Recorder's office by FAA staff.

For more information on voter registration policy and procedures, see [FAA1.C03F](#) titled Voter Registration.

Reminder: Quality Control (QC) Income Error Series – Removing Terminated Income

This reminder is being issued to inform and educate staff of the trends identified from the Quality Control (QC) agency-caused errors for the 311 – Wages and Salaries Element and how to avoid future QC errors.

When verified terminated income is not expected to continue, delete the income budget for ongoing months. Income is considered a terminated income source when it meets **all** of the following conditions:

- Income has been or is expected to be received in the budget month being determined.

- No further income is expected to be received in any following month.

QC Income Error Example:

The QC review below was cited to the agency for failing to remove terminated income for ongoing months at the time of the certification action.

The participant's income was verified through the Employment Verification (EMVI) system. **All** of the following was documented in the HEAplus notes:

> Type of Income: Wages
>
> Last Day Worked: (blank)
>
> Last Day Paid/Income Received: 07/08/2022
>
> Gross Pay of Last Check/Income Received: 450.30
>
> Was the CC attempted successful? No
>
> Per EMVI keyed last check received income as AC. Used statement for term date as best info available took HC from clients.

The case documentation supports verification the participant's income was terminated.

The participant's income for the review month of 07/2022 was budgeted as follows:

```
        INC TYPE:  WA        FREQ: AC      NUMBER OF PERIODS:

 PERIOD        DATE PAID      HOURS        HR. RATE        GROSS AMOUNT
   01            070822       34.30          13.12            450.30
   02
```

The participant's paycheck for 07/08/2022 was not deleted for ongoing months, which resulted in an incorrect determination for ongoing months.

Ensure the terminated income is deleted for ongoing months when the income is not expected to continue.

For more information on budgeting earned income, see FAA4.H02A titled Income Budgeting Basics and FAA4.H02D.01 titled Procedure: Budgeting Terminated Income.

General Information: DCS Fast Pass Referral Process

The list of approved licensed agencies who can assist with the Department of Child Safety (DCS) Fast Pass application process has been updated.

Christian Family Care and Youth Villages have been added to the list of licensed agencies who are able to assist with applying for NA and CA benefits through the DCS Fast Pass Referral process.

See [FAA2.D02](#) titled DCS Fast Pass Referrals for a complete list of licensed agencies.

General Information: Forms Update

Changes to Forms – 06/01/2024 through 06/07/2024

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