

CHANGE NOTICE FOR MANUAL

DATE: September 21, 2012
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO.: 5-2012

SUBJECT: Policy Updates and Clarifications

EFFECTIVE DATE: October 1, 2012

I. BACKGROUND

The purpose of this change notice is to make changes regarding Voluntary Quit and Voluntary Reduction, Expedited Service and Authorizing Benefits in the Food and Nutrition Services Certification Manual.

II. SPECIFIC CHANGES

A. Section 243, Voluntary Quit and Voluntary Reduction

1. Section 243.01 has been updated to change the time period for evaluating voluntary quit/reduction.
2. Section 243.05 has been updated to change the time period for evaluating voluntary quit/reduction. This section has also been updated to change the period for evaluating hours for fluctuating income.

B. Section 320, Expedited Service

1. Policy regarding processing of applications dated between the 1st and 15th or applications dated after the 15th of the month. References to NC FAST have been included throughout the section.
2. Policy regarding issuance of benefits when the household is ineligible for the month of application has been removed from Section 320.03, E. and is now addressed in Section 320.03 F.
3. Section 320.05 E. has been updated to clarify Social Security requirements for expedited cases.
4. Policy has been updated to clarify the time frame for releasing ongoing benefits when postponed verification is received.
5. Section 320.09, C. has been updated to add policy regarding Variable Allotments for applications made after the 15th of the month.

C. Section 365, Authorizing Benefits

Section 365.02 has been updated to clarify that an initial month's allotment of less than \$10 will not be issued to any household. The statement regarding allotments of \$1, \$3, and \$5 has been removed from this section.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application or recertification taken or processed on or after October 1, 2012.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD and NUTRITION SERVICES MANUAL

To maintain your current hard copy of the Food and Nutrition Services User's Manual:

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-30/chq/>.
2. Click on Change No. 5-2012.
3. Click on the attachment links at the bottom of the page to print the changed sections and attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Reader may be downloaded for free at <http://www.adobe.com>.

To update your current copy of the manual:

<u>Remove</u>			<u>Insert</u>	
<u>Section</u>	<u>Pages</u>		<u>Section</u>	<u>Pages</u>
243	1, 4		243	1, 4
320	All		320	1 - 11
365	1		365	1

If you have any questions regarding this information, please contact your FNS State Support Team directly via email.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/tb
Attachments

[FSs243](#)
[FSs320](#)
[FSs365](#)