

DSS ADMINISTRATIVE LETTER ECONOMIC AND FAMILY SERVICES

EFS_FNS_AL-05-2017

(Food and Nutrition Services)

TO: County Directors of Social Services

ATTENTION: Food and Nutrition Services Managers and Supervisors

DATE: October 6, 2017

SUBJECT: Treatment of Households Receiving Puerto Rico's Nutrition Assistance Program (PR NAP)

EFFECTIVE DATE: Upon Receipt

I. GENERAL INFORMATION

North Carolina may experience an influx of families who are displaced from Puerto Rico due to Hurricanes Irma and Maria. This letter provides policy for assisting those families who may be receiving benefits under Puerto Rico's NAP that come to local agencies seeking food assistance. The displaced residents cannot use NAP benefits outside of Puerto Rico. This guidance must be used to assist these self-declared displaced Puerto Rico residents during this difficult time. Many of these households cannot readily close their NAP case but are in need of food assistance. It is not necessary to contact Puerto Rico to determine if the household is a current recipient.

II. POLICY PROCEDURES

Apply the following guidelines to determine eligibility:

- Complete a regular Food and Nutrition Services (FNS) application in NCFAST
- Process the FNS application under the regular eligibility rules
 - One exception is that households can be separate from any non-displaced persons sheltering them, even if the household purchases and prepares meals together.
- Applicants receiving NAP are **required** to sign the attached affidavit stating the household understands benefits may not be received from both NAP and SNAP, and the household will close the NAP case as soon as possible
- Upload the signed affidavit to the Income Support case in NC FAST
- Consult with the applicant to determine how long the household anticipates staying in North Carolina. Applicant's statement will determine what certification period to apply.
 - If the applicant is unsure of the length of their stay, process the case with a normal certification period.
 - If the applicant is certain they will be leaving North Carolina in less than six months. Shorten the certification period to the specific month they state they are leaving North Carolina.
- For reporting purposes, prior to disposing of the application, caseworkers **must** document **PR NAP**, using the exact acronym, in the Notes of Income Support Application.

Thank you for your cooperation during this difficult time. Submit any questions regarding this policy to the DHHS Operational Support Team (OST) via the Policy Questions link located in the Integrated Eligibility Manual, <https://economicbenefits.nc.gov>.

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Locklear, Deputy Director
Economic and Family Services
Division of Social Services

DL/vd

Attachment (2):

[Affidavit against duplicate participation](#)

[Affidavit against duplicate participation SP](#)