

## CHANGE NOTICE FOR MANUAL

**MANUAL:** Food Stamp Certification Manual  
**CHANGE NO.:** 2-2007  
**DATE:** January 24, 2007  
**TO:** County Directors of Social Services  
**EFFECTIVE:** February 1, 2007, make the following changes to the Food Stamp Certification Manual

### I. BACKGROUND

The purpose of this change notice is to add clarifications and make corrections to the Food Stamp Certification Manual as reflected in updated interpretations recently received from the United States Department of Agriculture (USDA) and changes in federal regulations regarding households subject to Semi-Annual Reporting. A Food Stamp Unit must report when their income exceeds the gross income limit for its household size. This includes the income of new household members.

A waiver has been approved for North Carolina to align the change reporting time frames for change reporting households. This change will permit Standard, Simplified, and Semi-Annual households to report changes by the 10th of the month, following the month of the change. This waiver also aligns reporting for changes that occur after the application interview. Changes which occur after the interview but before the notice of eligibility shall be reported by the 10th of the month, following the month of the receipt of the notice of eligibility.

### II. SPECIFIC CHANGES

#### A. Section 320, Expedited Service

Section 320.06 is updated to reflect the new change reporting time frame.

#### B. Section 345, Changes Prior to Disposition

This section is updated to reflect the new change reporting time frame and reacting to changes prior to disposition at application.

#### C. Section 400, Standard Recertification Category

Sections 400.03 and 400.06 are updated to reflect the new change reporting time frame and reacting to changes prior to disposition at recertification.

#### D. Section 450, Semi-Annual Recertification Category

This section updates 450.03, 450.04, and 450.06 to clarify whose income is budgeted to determine if a Semi-Annual household exceeds the gross income limit for its household size.

This section is also updated to reflect the new change reporting time frame and reacting to changes prior to disposition at recertification.

#### E. Section 500, Simplified Recertification Category

Sections 500.03 and 500.06 are updated to reflect the new change reporting time frame and reacting to changes prior to disposition at recertification.

**F. Section 815, Inadvertent Household Error (IHE) Claims**

This section is updated to reflect the new change reporting time frame and adds section 815.03 Determining the First Month of Overissuance, Effective February 1, 2007.

This section is also renumbered.

**G. Section 820, Intentional Program Violation (IPV) Claims**

This section is updated to reflect the new change reporting time frame and adds section 820.04 Determining the First Month of Overissuance, Effective February 1, 2007.

This section is also renumbered.

**III. IMPLEMENTATION INSTRUCTIONS**

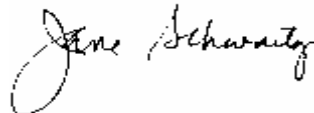
These changes are effective with each application, change in situation, or recertification taken or processed on or after February 1, 2007. Interviewers must inform households of their responsibility to report changes.

**IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL**

<b>Section</b>	<b>Remove</b>	<b>Pages</b>		<b>Section</b>	<b>Insert</b>	<b>Pages</b>
320		1-2, 7-8		320		1-2, 7-8
345		1		345		1-2
400		1-4, 11-12		400		1-4, 11-12
450		1-12		450		1-13
500		1-4, 9-11		500		1-4, 9-11
815		1-15		815		1-18
820		1-22		820		1-24

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,



Jane Schwartz, Chief  
Economic Services Section

JS:vw  
Attachments