

CHANGE NOTICE FOR MANUAL

DATE: September 6, 2007

MANUAL: Food and Nutrition Services Certification Manual

CHANGE NO.: 5-2007

TO: County Directors of Social Services

EFFECTIVE: **September 10, 2007**, make the following changes to the Food and Nutrition Services Certification Manual.

I. BACKGROUND

The purpose of this change is to share with county staff a revised DSS-8590 to accommodate a change required by Lifeline/Link-up. A customer's 10 digit phone number and other phone information must be entered on the form.

II. SPECIFIC CHANGES

Section 630 – Lifeline/Link-up Assistance Programs

Enter a recipient's 10 digit phone number, phone company code and landline or cell phone indicator on Field 22 of the DSS-8590. The phone company codes are located on the back of the DSS-8168-I. Also, references to food stamps in this section have been changed to Food and Nutrition Services.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, change in situation, or recertification taken or processed on or after September 10, 2007.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD AND NUTRITION SERVICES CERTIFICATION MANUAL

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
630	1-2	630	1-2

If you have any questions about this policy, please contact your Food and Nutrition Services & Energy Programs Representative.

Sincerely,

/S/

Adonica Hampton, Assistant Chief
Economic Services Section

AH:dp