

CHANGE NOTICE FOR MANUAL

DATE: July 1, 2009
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO.: 4-2009
SUBJECT: Work Requirements
EFFECTIVE DATE: July 1, 2009

I. BACKGROUND

The purpose of this change notice is to provide new procedures for the Employment and Training (E&T) program and the Work Requirements Policy to the Food and Nutrition Services Certification Manual. Effective July 1, 2009 the E&T program will become an all volunteer program and the Career Start Program will be eliminated.

II. SPECIFIC CHANGES

A. Section 240, Work Requirements

Updates and/or clarifies policy regarding the work registration process; work requirement disqualifications; work registration exemptions; and loss of exemption status

Eliminates references to the Community College (CC) and the Career Start Program. Removes policy regarding work registration deferrals, unemployment insurance benefits and workers compensation insurance from the section

Adds work deregistration and fair hearings policy to the section

B. Section 241, Employment and Training (E&T) Work Program

Updates policy regarding voluntary participation in an E&T program, and deletes reference to ABAWDs being required to participate

Updates procedure for referring volunteers to the Employment Security Commission (ESC), curing non-compliance and county action regarding moves from an E&T county

Eliminates references to the Community College (CC) and the Career Start Program. Removes policy regarding client rights and responsibilities, registration/deregistration instructions, requests for redetermination, non-compliance requirements and fair hearing

Adds termination of volunteer status procedures and Workers Compensation Insurance policy to the section

C. Section 242, Workfare

Updates and/or clarifies policy regarding the work registration process; work requirement disqualifications; work registration exemptions; and loss of exemption status

Clarifies that Workfare is a component of the E&T Program

Updates policy regarding voluntary participation in Workfare

D. Section 243, Voluntary Quit and Voluntary Reduction

Adds Reduction of wages to less than minimum wage times 30 hours per week

E. Section 245, Able-Bodied Adults Without Dependents (ABAWDs)

Updates policy to show the current 36-month period and ABAWD work registration codes

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, change in situation, or recertification taken or processed on or after July 1, 2009

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/chg/>
2. Click on Change No. X-2009
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:

Section	REMOVE	Pages		Section	INSERT	Pages
240		All		240		1-8
Figure 240-1		1		Figure 240-1		1
241		All		241		1-6
Figure 241-1		1		Figure 241-1		1
Figure 241-2		1		Figure 241-2		1
242		All		242		1-9
				Figure 242-1		
				Figure 242-2		
243		All		243		1-5
245		All		245		1-7
Figure 245-1		1		Figure 245-1		1
Figure 245-2		1		Figure 245-2		1

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

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section