

## CHANGE NOTICE FOR MANUAL

**DATE:** September 16, 2010  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO.:** 6-2010  
**SUBJECT:** October 2010 Mass Change  
**EFFECTIVE DATE:** October 1, 2010

### I. BACKGROUND

The purpose of this change notice is to provide instructions for the October 2010 Mass Change. Changes are made to the SUA, BUA and TUA amounts; the Standard Deduction and the Excess Shelter Deduction. The Maximum Benefits and Maximum Income Limits that were effective October 1, 2009 will remain the same.

As a result of the mass change implemented on September 30, 2010, some active Food and Nutrition Services cases will now meet the criteria of categorical eligibility. If their categorical eligibility status is the result of meeting the 200% income limit these households must be provided information regarding available TANF funded services. To meet this requirement the attached notice must be displayed upon receipt in all waiting areas of your agency. Post this notice on an ongoing basis to ensure that the notification requirements for categorical eligibility are met whenever a change in situation occurs. A Spanish version of this notice will be provided when it becomes available.

### II. SPECIFIC CHANGES

#### A. Section 280, Income Deductions

Section 280.03 updated the Standard Deduction Chart.

#### B. Section 285, Determining Benefits Levels

1. The SUA, BUA and TUA amounts have been updated in Section 285.01, A.
2. The Standard Deduction amounts have been updated in Section 285.01, B.
3. The Excess Shelter Deduction amount has been updated in Section 285.01, F.
4. The note has been removed from Section 285.04, E, 18.
5. Section 285.05, Coupon Issuance Tables, has been removed. The note and reference to one and two-person FNSU's has been added to Section 285.04, E., 19.
6. Updates and corrections have been made to Figure 285-1.

### III. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS KEYED ON OR BEFORE SEPTEMBER 30, 2010.

- A. Enter "SLUP" on the menu screen.
- B. Enter the "application date" (field 8 of the DSS-8590). The application month must be 9/10 or earlier.
- C. Enter the "start issuance date" (field 14 of the DSS-8590). The month must be 9/10 or earlier.

- D. If **eligible based on the old standards on screen SLUP**, FSIS determines the allotment for 9/10 (and earlier) using the old standards.
- E. If certified through 10/10 (or later), FSIS recalculates automatically on September 30th the 10/10 allotment using the new standards.
- F. If **ineligible based on the old standards** on screen SLUP, close the case. FSIS sends the Notice of Denial.
  - 1. Rekey a SLAW screen on 10/01/10 to determine eligibility for 10/10.
  - 2. Enter "SLUP" on the menu screen.
  - 3. Change the "start issuance month" (field 14 on the DSS-8590) to 10/10. FSIS uses the new standards to calculate the allotment.

**IV. IMPLEMENTATION INSTRUCTIONS FOR RECERTIFICATIONS/CHANGES KEYED ON OR BEFORE SEPTEMBER 30, 2010, WHICH ARE EFFECTIVE OCTOBER 1, 2010.**

- A. Enter "SLUP" on the menu screen.
- B. Enter the "start issuance month" (field 14 on the DSS-8590). If eligible, FSIS sends the Notice of Action Taken. No further action is required.
- C. If ineligible, close the case. FSIS sends the Notice of Denial.
- D. Complete a **SLAW Screen** for 10/10 to see if eligible under new standards. If ineligible, no further action required. If eligible using new standards, rekey the DSS-8590 on 10/1/10.

**V. IMPLEMENTATION INSTRUCTIONS FOR SEPTEMBER (OR EARLIER) APPLICATIONS/ RECERTIFICATIONS/CHANGES KEYED AFTER SEPTEMBER 30, 2010.**

- A. Complete the DSS-8590 for benefits with start issuance of 9/10 using the "**SLUP Screen.**"
- B. If the case is **ineligible for 09/10 based on the old standards evaluate for eligibility for 10/10.**

**VI. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS/RECERTIFICATIONS/CHANGES TAKEN ON OR AFTER OCTOBER 1, 2010.**

- A. Follow the normal procedures for direct worker entry.
- B. FSIS will automatically apply the new standards.

**VII. 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. 6-2010
- 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:

<b>Remove</b>			<b>Insert</b>	
<b>Section</b>	<b>Pages</b>		<b>Section</b>	<b>Pages</b>
280	1		280	1
285	1, 5 and 6		285	1, 5 and 6
285	Figure 285-1			Figure 285-1

If you have any questions regarding this information, please contact your FNS State Support Team directly via email. If the FNS State Support Team is unavailable the Economic and Family Services Help Desk can be contacted at 919-334-1100 or by email at [DSS.EFSHD@dhhs.nc.gov](mailto:DSS.EFSHD@dhhs.nc.gov).

Sincerely,



Dean Simpson, Chief  
Economic and Family Services Section

DS/tb

[FSs280](#)

[FSs285](#)

[FSs285f1](#)

[CATEGORICAL ELIGIBILITY NOTICE TO FNS RECIPIENTS 9-2010](#)