

CHANGE NOTICE FOR MANUAL

DATE: January 6, 2011
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO.: 1-2011

SUBJECT: Policy Updates and Clarifications

EFFECTIVE DATE: February 1, 2011

I. BACKGROUND

The purpose of this change notice is to make changes regarding the Standard and Utility Allowance deductions, the FRR matches and to include updates and clarifications to the Food and Nutrition Services Certification Manual.

II. SPECIFIC CHANGES

A. Section 285, Determining Benefit Levels

1. Policy in Section 285.01A has been changed to state that roomers, boarders and foster children who are not included in the FNS unit and ineligible students are not included in the unit size for calculation of the standard allowance for utilities.
2. Policy in Section 285.01B has been changed to state that only eligible FNSU members will be included in the household size for calculation of the standard deduction.
3. Section 285.01D has been updated to clarify that the maximum allowable resource limits are for Non-Categorically Eligible households.
4. Figure 285-1 has been updated.

B. Section 605, Automated Inquiry and Match Procedures

Policy in Section 605.05 has been changed to state that the Financial Resource Report (FRR) match is conducted on Non-Categorically Eligible FNS units.

C. Appendix 3300 Glossary

Clarifications and updates have been made to this section.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application or recertification taken or processed on or after February 1, 2011. This may also include benefits with an effective date prior to February 2011.

On the night of January 31, 2011 FSIS will perform a mass change to update the Standard and Utility Allowance deductions for certified cases affected by this change.

On January 13, 2011, a notice will be mailed to all affected FNS households notifying them of the potential change in their benefits.

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.: 1-2011.
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:

Remove		Insert	
Section	Pages	Section	Pages
285	1	285	1
	Figure 285-1		Figure 285-1
605	1, 5	605	1, 5
Appendix 3300	1 – 12, 14	Appendix 3300	1 – 12, 14

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.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/tb
Attachments

[FSs285](#)
[FSs285f1](#)
[FSs605](#)
[FSx3300](#)