

## CHANGE NOTICE FOR MANUAL

**DATE:** September 2, 2011  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO.:** 5-2011

**SUBJECT:** October 2011 Mass Change

**EFFECTIVE DATE:** October 1, 2011

### I. BACKGROUND

The purpose of this change notice is to provide instructions for the October 2011 Mass Change. Changes are made to the Maximum Gross and Net Income limits; the SUA, BUA and TUA amounts; the Standard Deduction; the Excess Shelter Deduction and the Maximum Allowable Resource limit for households with a member age 60 or older or disabled. The Maximum Benefits will remain the same.

### II. SPECIFIC CHANGES

#### A. Section 250, Resources

Section 250.01 updated the Resource Limit for households with a member age 60 or older or disabled.

#### B. Section 280, Income Deductions

Section 280.03 updated the Standard Deduction Chart.

#### C. 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 Maximum Allowable Resource limits for households with a member age 60 or older or disabled has been updated in Section 285.01, D.
4. The Excess Shelter Deduction amount has been updated in Section 285.01, F.
5. The Maximum Monthly Income amounts have been updated in Section 285.02, A. This includes the 200% increase that was effective 04/2011.
6. The Income Standards for Separate FNS Unit Status amounts have been updated in Section 285.03.
7. Updates and corrections have been made to Figure 285-1.

**III. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS KEYED ON OR BEFORE SEPTEMBER 30, 2011.**

- A. Enter "SLUP" on the menu screen.
- B. Enter the "application date" (field 8 of the DSS-8590). The application month must be 9/11 or earlier.
- C. Enter the "start issuance date" (field 14 of the DSS-8590). The month must be 9/11 or earlier.
- D. If **eligible based on the old standards on screen SLUP**, FSIS determines the allotment for 9/11 (and earlier) using the old standards.
- E. If certified through 10/11 (or later), FSIS recalculates automatically on September 30th the 10/11 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 10/01/11 to determine eligibility for 10/11.
  - 2. Enter "SLUP" on the menu screen.
  - 3. Change the "start issuance month" (field 14 on the DSS-8590) to 10/11. FSIS uses the new standards to calculate the allotment.

**IV. IMPLEMENTATION INSTRUCTIONS FOR RECERTIFICATIONS/CHANGES KEYED ON OR BEFORE SEPTEMBER 30, 2011, WHICH ARE EFFECTIVE OCTOBER 1, 2011.**

- 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 10/11 to see if eligible under new standards. If ineligible, no further action required. If eligible using new standards, rekey the DSS-8590 on 10/1/11.

**V. IMPLEMENTATION INSTRUCTIONS FOR SEPTEMBER (OR EARLIER) APPLICATIONS/ RECERTIFICATIONS/CHANGES KEYED AFTER SEPTEMBER 30, 2011.**

- A. Complete the DSS-8590 for benefits with start issuance of 9/11 using the "**SLUP Screen.**"
- B. If the case is **ineligible for 09/11 based on the old standards evaluate for eligibility for 10/11.**

**VI. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS/RECERTIFICATIONS/CHANGES TAKEN ON OR AFTER OCTOBER 1, 2011.**

- 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/chq/>
2. Click on Change No. 5-2011
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:

<b>Remove</b>			<b>Insert</b>	
<b>Section</b>	<b>Pages</b>		<b>Section</b>	<b>Pages</b>
250	1		250	1
280	1		280	1
285	1-2		285	1-2
285	<b>Figure 285-1</b>		285	<b>Figure 285-1</b>

If you have any questions regarding this information, please contact your FNS State Support Team directly via email.

Sincerely,



Dean Simpson, Chief  
Economic and Family Services Section

DS/tb

[FSs250](#)  
[FSs280](#)  
[FSs285](#)  
[FSs285f1](#)