

## CHANGE NOTICE FOR MANUAL

**DATE:** August 9, 2013  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO.:** 3-2013

**SUBJECT:** Policy Clarifications

**EFFECTIVE DATE:** Upon Receipt

### I. BACKGROUND

This change contains clarifications to policy in sections 115 Electronic Benefit Transfer, 220 Authorized Representative, 230 Students, 285 Determining Benefit level, 400 Simplified Reporting Category, 450 Simplified Reporting Changes during the Certification Period, 550 Transitional FNS.

### II. SPECIFIC CHANGES

Changes have been made to the following sections:

#### **Section 115 Electronic Benefit Transfer**

Remove references to FSIS and pinning within the agency.

#### **Section 205 Identity**

Removed examples that are duplicated in policy.

#### **Section 220 Authorized Representative.**

References to FSIS removed.

#### **Section 230 Students**

Clarification has been added about appropriate use of the Student Income Verification Form, DSS-8654.

#### **Section 285 Determining Benefit Levels**

Clarification of when to prorate a migrant or seasonal FNSU has been added.

**Section 400 Simplified Reporting Category &  
Section 450 Simplified Reporting Changes During The Certification Period**

Clarification of “known to agency”.

**Section 550 Transitional Food and Nutrition Services Benefits**

Reference to moving out of county has been removed.

**III. IMPLEMENTATION INSTRUCTIONS**

These changes are effective with applications, recertifications, and changes upon receipt.

**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. 3-2013
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>
115	All		115	1-2
135	All		135	1
205	All		205	1
220	All		220	1-3
230	1, 4		230	1, 4
285	1 - 5		285	1 - 5
400	All		400	1-2
450	All		450	1-6
550	All		550	1-3

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

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is written in a cursive style with a large initial 'D'.

David Locklear, Assistant Chief  
Economic and Family Services Section

DL/rc

- [FSs115](#)
- [FSs135](#)
- [FSs205](#)
- [FSs220](#)
- [FSs230](#)
- [FSs285](#)
- [FSs400](#)
- [FSs450](#)
- [FSs550](#)