

CHANGE NOTICE FOR MANUAL

DATE: April 5, 2021

MANUAL: Food and Nutrition Services Certification Manual

TO: County Directors of Social Services

CHANGE NO: 01-2021

SUBJECT: Policy Updates

EFFECTIVE: May 1, 2021

I. BACKGROUND

The purpose of this change notice is to update the Manual Section 100, General Procedures and Requirements. There are no policy changes associated with this change notice, the manual sections have been reformatted for consistency and clarification as well as removing outdated references. Some sections have been rearranged to group like topics together and free up sections for future updates.

II. SPECIFIC CHANGES

Old Manual Section	New Manual Section	Change
100 Food and Nutrition Services Manual Maintenance and Public Access		
FNS 100.01	FNS 100.01	References to Food Stamps replaced with Food and Nutrition Services.
FNS 100.02	FNS 100.02	References to Food Stamps and printing copies removed.
FNS 100.03	----	Section deleted as obsolete.
FNS 100.04	FNS 100.03	References to Food Stamps replaced with Food and Nutrition Services.
105 Prudent Person Concept		
FNS 105.01	FNS 105.01	Section reformatted
110 Purpose and Authority of the Food and Nutrition Services Program		
FNS 110.01	FNS 110.01	Section reformatted
FNS 110.02	FNS 110.02	Section reformatted
FNS 110.03	FNS 115.01, 115.02, 115.03	Information reformatted and relocated.
FNS 110.04	FNS 110.03	Section renumbered and reformatted
FNS 110.05	FNS 110.04	Section renumbered and reformatted
FNS 110.06	FNS 110.05	Section renumbered and reformatted
115 Administration of the Food and Nutrition Services Program		
FNS 115.01	FNS 115.05	Section reformatted
120 Complaints and Fair Hearing Process		

FNS 120.01	FNS 115.04	Information reformatted and relocated.
FNS 120.02	FNS 115.02	Information reformatted and relocated.
125 Complaint Procedures		
FNS 125.01	FNS 120.01	Information reformatted and relocated.
FNS 125.02	FNS 120.02	Information reformatted and relocated.
FNS 125.03	FNS 120.03	Information reformatted and relocated.
FNS 125.04	FNS 120.04	Information reformatted and relocated.
130 Disclosure of Information		
FNS 130.01	FNS 125.01	Information reformatted and relocated.
FNS 130.02	FNS 125.02	Information reformatted and relocated.
135 Retention of Records		
FNS 135.01	FNS 130.01	Information reformatted and relocated.
140 Personnel Requirements and Training		
FNS 140.01	FNS 140.01	Information reformatted and relocated.
FNS 140.02	FNS 140.02	Information reformatted and relocated.
FNS 140.03	FNS 140.03	Information reformatted and relocated.
FNS 140.04	FNS 140.04	Information reformatted and relocated.
FNS 140.05	FNS 140.05	Information reformatted and relocated.
----	FNS 140.06	This section was added to incorporate information previously issued on administrative letters and to provide instructions for separation of duties while administering the FNS program
----	FNS 140.07	
145 Division of Responsibilities		
FNS 145.01	FNS 140.06	Information reformatted and relocated.
FNS 150 Second Party Review		
FNS 150.01	FNS 135.01	Information reformatted and relocated.
155 Claims		
FNS 155.01	FNS 145.01	Information reformatted and relocated.
160 Quality Control		
FNS 160.01	FNS 135.02	Information reformatted and relocated.
165 Identification Cards		
FNS 165.01	FNS 110.08	Information reformatted and relocated.
FNS 165.02	-----	Section deleted as obsolete.
FNS 165.03	FNS 110.07	Information reformatted and relocated.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective May 1, 2021. Submit any questions regarding this policy to DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,



Carla West,
Senior Director for Economic Security Division of Social Services,
Economic and Family Services
CW/rc

Attachments (10):

- FNS 100 Food and Nutrition Services Manual Maintenance
- FNS 105 Prudent Person Concept
- FNS 110 Purpose and Authority of FNS Program
- FNS 115 Administration of the FNS Program
- FNS 120 Complaints and Fair Hearings
- FNS 125 Disclosure of Information and Inquiries
- FNS 130 Records Retention, Ownership, and Documentation
- FNS 135 Second Party Review & Quality Control
- FNS 140 Personnel Requirements
- FNS 145 Claims