
FOOD AND NUTRITION SERVICES CERTIFICATION
ELIGIBILITY REQUIREMENTS
FNS 205 IDENTITY

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Change #6-2021
July 12, 2021

205.01 IDENTITY REQUIREMENT

- A. At each application or at any point an individual's identity is found questionable, **verify the identity of the following individuals:**
1. The identity of the person filing the application, this does not have to be the Head of Household.
 2. An authorized representative that applies on behalf of a Food and Nutrition Services (FNS) unit. In this situation the identity of both the authorized representative and the head of the FNS unit must be verified. **Verify the identity of any new or changed authorized representative that applies on behalf of a FNS unit at a change or recertification.**
 3. **Do not require verification of identity for any individuals other than those listed in 1 and 2 above.**

205.02 VERIFICATION

- A. Accept **any** document that reasonably establishes the applicant's identity.

Examples of acceptable verifications include but **are not** limited to:

- Driver's license
- Work or school ID
- ID for health benefits
- Voter registration card
- Wage stubs
- Birth certificate
- Citizenship requirement
- Verification of receipt of other social services programs such as but not limited to Medicaid and Work First Family Assistance. There is no timeframe to the receipt of the other programs as long as receipt of the other program can reasonably verify their identity.

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- B. Request missing verification using the DSS-8650 FNS Notice of Information Needed. Do not request a specific type of document to verify identity, such as a driver's license, accept **any** verification that reasonably verifies identity.
- C. If documentary evidence is not available, use a collateral contact.

205.03 DOCUMENTATION

- A. Scan the verification document into North Carolina Families Accessing Services through Technology (NC FAST) at the Person level using the appropriate taxonomy as outlined in NC FAST help.
- B. Once scanned into NC FAST the individual does not need to provide Identification at subsequent applications. The information stored in NC FAST can be used to verify identity.