

## CHANGE NOTICE FOR MANUAL

**DATE:** March 01, 2024  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO:** 01-2024  
**SUBJECT:** Policy Clarification  
**EFFECTIVE:** March 01, 2024

### I. BACKGROUND

The purpose of this change notice is to update the Normal Application Processing and Expedited Service Processing section of the Food and Nutrition Services manual. Manual sections 260 updated formatting, 420 and 425 have been updated to include the processing time for normal applications and expedited applications.

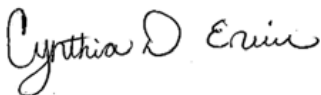
### II. SPECIFIC CHANGES

<b>FNS 260 Able-Bodied Adults without Dependents</b>
260.00 Updated formatting
<b>FNS 420 Normal Application Processing</b>
420.02 Clarification added to update the processing time for normal applications to 25 calendar days.
<b>FNS 425 Expedited Service Processing</b>
425.02 Clarification added to update the processing time for expedited service applications to four calendar days.
425.03 Clarification added to update the processing time for expedited service applications to four calendar days.

### III. IMPLEMENTATION INSTRUCTIONS

These clarifications are effective March 01, 2024. If you have any questions, please submit them to the Continuous Quality Improvement Team (CQI) [dss.policy.questions@dhhs.nc.gov](mailto:dss.policy.questions@dhhs.nc.gov).

Sincerely,



Cynthia Ervin, Assistant Director  
Division of Child and Family Well-Being,  
Food and Nutrition Services Section

CE/vb

#### **Attachments:**

FNS 260 Able-Bodied Adults without Dependents  
FNS 420 Normal Application Processing  
FNS 425 Expedited Service Processing