

DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 2-2013
Out of County Food and Nutrition Services Applications/Recertifications
(March 18, 2013)

(Food and Nutrition Services)

TO: County Directors of Social Services
ATTENTION: Food and Nutrition Services Managers and Supervisors
DATE: March 18, 2013
SUBJECT: Out of County Food and Nutrition Services
Applications/Recertifications
EFFECTIVE: Upon Receipt

I. GENERAL INFORMATION

The purpose of this letter is to provide updates and clarification of policy procedures regarding applications/recertifications taken or received in a county in which the applicant household does not reside.

Reacting to changes in situation for active FNS cases will continue to be the responsibility of the county in which the household is an active recipient.

II. POLICY PROCEDURES

Households should apply in the county in which they reside; however, if a county determines after taking an application that the household resides in another North Carolina county, the application must be processed and transferred to the household's county of residence upon disposition. Follow transfer procedures in DSS Administrative Letter No. Economic and Family Services 5-2013.

Applications submitted by mail, fax or dropped off in a county in which the household does not reside must be faxed to the county of residence within one business day.

When a household requests an application via phone the receiving county is responsible for meeting this request. The county should offer the applicant a choice of receiving the DSS-8207, Application for Food and Nutrition Services, or explain to them the process of applying with ePASS if the household has access to a computer and the internet. Instruct the household to submit the application to the DSS agency in which they reside.

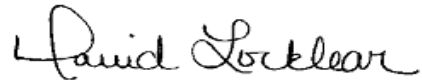
Recertifications received outside the county of residence must be date stamped with the receipt date and faxed to the active county within one business day. The county DSS agency in which the household is active is responsible for processing the recertification. Refer to DSS Administrative Letter No. Economic and Family Services 5-2013 for recertifications received by a county in which the household has moved.

III. IMPLEMENTATION INSTRUCTIONS

Apply this policy to all FNS applications/recertifications upon receipt.

If you have any questions, please contact your Food and Nutrition Services & Energy Programs Regional Support Team directly via email.

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is written in a cursive, flowing style.

David Locklear, Assistant Chief
Economic and Family Services Section

DL/tb