

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 4-2010**  
**Multiple Applications for the Same Household (January 21, 2010)**  
**(Food and Nutrition Services)**

**TO:** County Directors of Social Services

**ATTENTION:** Food and Nutrition Services Managers & Supervisors

**SUBJECT:** Multiple Applications for the Same Household

**DATE:** January 21, 2010

**I. GENERAL INFORMATION**

As we increase opportunities for households to apply for Food and Nutrition Services, it is possible for counties to have more than one application for the same household. The United States Department of Agriculture has provided the following instructions for when this occurs.

**II. IMPLEMENTATION INSTRUCTIONS**

The instructions for handling multiple applications are:

- A. For additional applications received prior to disposition of the first application, document the receipt of additional applications. Do not enter the additional applications in FSIS. Honor the date of the original application. Review the additional applications to determine if the household's circumstances have changed. Determine eligibility and/or benefit level using the combined information. All known changes in situation become part of the eligibility determination process.
- B. Review applications received after a household has been determined eligible to determine if the household's circumstances have changed. If a reportable change is in the new application, consider that application a change report and react accordingly. To prevent dual participation send a DSS-8551, Notice of Eligibility, Denial, or Pending Status, to deny the new application. Do not key the new application in FSIS. Document the file.
- C. Review SNAP applications received after the automated SNAP conversion. If the individual or authorized representative reports a change that affects the SNAP benefit amount or eligibility, react to the reported change. Follow policy in Sections 600.07 and 600.08.
- D. The county must act on any application that the household submits after the date of a denial notice, provided the application contains a name, address, and signature.

If you have any questions regarding this information, please contact the Economic and Family Services Help Desk at 919-334-1100 or by email at [DSS.EFSHD@dhhs.nc.gov](mailto:DSS.EFSHD@dhhs.nc.gov).

Sincerely,



Dean Simpson, Chief  
Economic and Family Services Section

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