

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 5-2010
Averaging Work Hours for Employed Students (January 25, 2010)
(Food and Nutrition Services)**

TO: County Directors of Social Services
ATTENTION: Food and Nutrition Services Managers and Supervisors
DATE: January 25, 2010
SUBJECT: Averaging Work Hours for Employed Students
EFFECTIVE: February 1, 2010

I. GENERAL INFORMATION

In current Food and Nutrition Services policy, employed students are required to work a minimum of 20 hours per week in order to be considered eligible. USDA has approved a waiver for North Carolina that will allow students whose employment hours fluctuate from week to week to be considered eligible as long as they maintain an average of 20 hours per week, or 80 work hours per month and meet all other eligibility requirements. The purpose of this letter is to outline the procedures for this change.

II. POLICY PROCEDURES

Effective February 1, 2010, employed students' base period work hours can be an average of 20 hours per week, or 80 hours per month. This should be done at each application, reapplication, and recertification.

County social services staff will average the students' hours over the week or month, whichever is applicable.

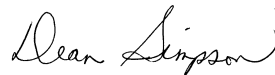
EXAMPLE 1:		EXAMPLE 2:	
Week 1	15 hrs	Week 1	0 hrs
Week 2	30 hrs	Week 2	30 hrs
Week 3	20 hrs	Week 3	20 hrs
Week 4	20 hrs	Week 4	10 hrs
		Week 5	10 hrs
85 total hours divided by 4 = 21.25		70 total hours divided by 5 = 14	
This student is eligible.		This student is not eligible.	

III. IMPLEMENTATION INSTRUCTIONS

This policy is effective February 1, 2010. This change is effective with each application, reapplication, or recertification taken or processed on or after February 1, 2010.

If you have any questions, please contact the Economic and Family Services Help Desk at (919) 334-1100 or email DSS.EFSHD@dhhs.nc.gov.

Sincerely,



Dean Simpson, Chief
Economic and Family Services