

THIS LETTER APPLIES TO THE FOLLOWING COUNTIES ONLY:

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|---------|------------|----------|-------------|
| Bertie | Camden | Caswell | Currituck |
| Gates | Graham | Greene | Halifax |
| Hyde | Jones | Mitchell | Northampton |
| Pamlico | Perquimans | Polk | Surry |
| Swain | Tyrrell | Warren | |

DSS ADMINISTRATIVE LETTER NO. ECONOMIC SERVICES 4-2004, Food Stamp Work

Registration Code Change (June 24, 2004)

(Food Stamps)

TO: County Directors of Social Services

ATTENTION: Food Stamp Supervisors

DATE: June 24, 2004

SUBJECT: Food Stamp Work Registration Code Change

EFFECTIVE

DATE: July 1, 2004

I. GENERAL INFORMATION

The United States Department of Agriculture (USDA) recently notified the Division of Social Services of the requirement that all mandatory food stamp participants must be registered for work, including those individuals living in the two Workfare counties and the seventeen counties considered “geographically remote.” Currently, there are no work registration requirements for participants living in those counties. The USDA has also advised that the term “geographically remote” for counties without an Employment Security Commission is no longer valid. Effective immediately, all North Carolina counties, except Workfare counties, will be Food Stamp Employment and Training counties subject to E&T requirements; however, not all counties will have contract services with the Employment Security Commission. Individuals in your county will remain exempt from work requirements, but not from work registration. A Dear County Director letter dated March 19, 2004, described the option of caseworkers completing a work registration form during the application process to comply with the registration requirement. However, the Division’s automation section has the ability to change the work registration code

electronically, saving caseworker time and effort. A paper work registration form is not required. Work registered individuals, including ABAWDs, in these counties continue to be exempt from work requirements in Section 240 of the Food Stamp Certification Manual.

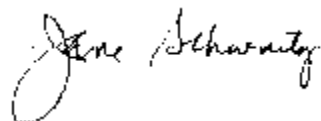
II. POLICY PROCEDURES

On the night of June 30, 2004, a mass change will be performed on active cases, cases in suspense, and forms on hold in the Food Stamp Information System (FSIS). All individuals with work registration code "J" (screened out based on geography) will be electronically converted to "R." (registered). All individuals currently coded "P" (Workfare participant) in Workfare counties will be electronically converted to "R." A report entitled "DHRSLA WORK REGISTRATION CD CONV" will be generated and available in NCXPTR the day after the conversion. A DSS-8590 will not be generated.

Work registration requirements must be discussed with participants during the application process and the appropriate code used for mandatory participants. For ongoing cases, at the next recertification or change in situation, the caseworker should evaluate participants for possible work registration exemption and make the code change on the DSS-8590.

If you have questions, please feel free to contact David Prince at 919-733-4570, or your Food Assistance and Energy Programs Representative.

Sincerely,

A handwritten signature in cursive script that reads "Jane Schwartz".

Jane Schwartz, Chief

Economic Services Section

dp

cc: Food Assistance and Energy Programs Representatives