

## CHANGE NOTICE FOR MANUAL

**DATE:** January 09, 2023  
**MANUAL:** Food and Nutrition Services Manual  
**TO:** County Directors of Social Services  
**CHANGE NO:** 01-2023  
**SUBJECT:** **Corrections** Policy Updates  
**EFFECTIVE:** **Correction Only**

### I. BACKGROUND

The purpose of this change notice for the Food and Nutrition Services (FNS) manual is to **correct** the income sections regarding base period, instead of the month prior, the base period for requesting income is **30 calendar days prior** to the date of application or recertification. Income that will be available to the household during the certification period must be used to assist in determining eligibility.

**Note:** The budgeting procedures for child support and **self-employment** will remain the same.

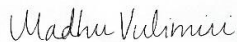
### II. SPECIFIC CHANGES

<b>FNS 305 Rules for Budgeting Income</b>
<b>305.01 (F) General Rules for Budgeting Income</b> Added manual section to reference budgeting Supplemental Security Income (SSI).
<b>305.02 (1) a &amp; b Base Periods</b> Corrected to state the base period for income is 30 calendar days prior to the date the application is received and the example of the chart was corrected.
<b>FNS 310 Budgeting New, Change, and Terminated Income</b>
<b>310.02 (A) Budgeting New or Changed Income Received During Base Period</b> Correct to include the base period for income is 30 calendar days prior.
<b>310.03 (A) Budgeting New or Changed Income Received During Month of Application or Recertification</b> Corrected to include the base period for income is 30 calendar days prior to the date the application is received.
<b>FNS 510 Simplified Reporting Recertifications Procedures</b>
<b>510.02 (D)(2:c) Untimely Recertification Procedures</b> Added clarity to processing denials on non-business days.
<b>510.03 (F)</b> Corrected to include the base period for income is 30 calendar days prior to the date the application for recertification is received and the example of the chart was corrected.

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective upon receipt. 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,



Madhu Vulimiri, MPP  
Deputy Director  
Division of Child and Family Well-Being

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#### Attachments (3)

FNS 305 Rules for Budgeting Income  
FNS 310 Budgeting New, Change, and Terminated Income  
FNS 510 Simplified Reporting Recertifications Procedures