

## CHANGE NOTICE FOR MANUAL

**DATE:** August 17, 2022  
**MANUAL:** Food and Nutrition Services Manual  
**TO:** County Directors of Social Services  
**CHANGE NO:** 04-2022  
**SUBJECT:** Policy Updates  
**EFFECTIVE:** August 17, 2022

### I. BACKGROUND

The purpose of this change notice for the Food and Nutrition Services (FNS) manual is to update the Income sections regarding base period. The sections have been updated to reflect verified Federal Regulation requirements. Depending on the type of income, instead of the month prior, the base period for requesting income is **30 calendar days prior** to the date of application or recertification. The 30-day base period is the date the application or recertification form is received in the agency. 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 will remain the same.

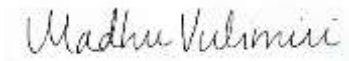
### II. SPECIFIC CHANGES

<b>FNS 305 Rules for Budgeting Income</b>
<b>305.02 (1) a &amp; b Base Periods</b> Updated to include the base period for income is 30 calendar days prior to the date of application.
<b>FNS 310 Budgeting New, Change, and Terminated Income</b>
<b>310.02 A Budgeting New or Changed Income Received During Base Period</b> Updated 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> Updated to include the base period for income is 30 calendar days prior.

### 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

MV/vd

#### Attachments (2)

FNS 305 Rules for Budgeting Income  
FNS 310 Budgeting New, Change, and Terminated Income