
**FOOD AND NUTRITION SERVICES MANUAL
GENERAL PROCEDURES & REQUIREMENTS
FNS 100 FOOD & NUTRITION SERVICES MANUAL MAINTENANCE AND PUBLIC ACCESS**

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Change #1-2021
May 1, 2021

100.01 THE FOOD AND NUTRITION SERVICES CERTIFICATION MANUAL

- A. The Food and Nutrition Services (FNS) certification manual provides instructions for determining eligibility and the level of benefits for the FNS Program.
- B. The FNS certification manual contains instructions for program areas directly related to the FNS eligibility process.
- C. The FNS certification manual contains interpretations of federal and state laws, regulations, and rules governing the FNS Program.
- D. The FNS certification manual is the primary tool for the caseworker. Like any tool, skill in its use depends on sound training and experience.
- E. The Table of Contents should be used to locate general topics or subject areas.
- F. All material is arranged numerically by section and numerically within sections. Individual sections are also numbered by page. Examples of required or suggested formats are shown as figures at the end of each section.

100.02 MAINTENANCE OF THE MANUAL

- A. The Department of Health and Human Services (DHHS), Department of Social Services (DSS) is responsible for maintaining and updating the FNS certification manual online.
- B. The DHHS, DSS will issue consecutively numbered manual change notices when the manual is revised. The change notice will include the section number, change notice number, and the revised date.
- C. County Department of Social Services have responsibility to review the change notice and ensure understanding of:
 - 1. The effective date of the material.
 - 2. Implementation of the new or changed material.
- D. It is suggested that county offices maintain one electronic or paper copy of the certification manual for use in situations when the on-line manual is unavailable.

100.03 PUBLIC ACCESS TO THE FNS CERTIFICATION MANUAL

- A. The FNS Certification Manual is a public document.

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1. Upon request the county department of social services must inform the public of the location to view the FNS certification manual online.
 2. The county department of social services must make the manual available for examination by the public on regular workdays during regular office hours.
 3. Current copies of this manual and other policy issuance are available from DHHS upon request and without charge to welfare groups, community action groups, legal aid offices, and other groups or organizations that meet the following criteria:
 - a. The requested material is for the purpose of serving the welfare public;
 - b. Groups or organizations who are centrally located and publicly accessible to the welfare public they serve; and
 - c. Groups or organizations that agree to accept responsibility for filing all amendments and changes forwarded by the agency.
- B. The county department of social services evaluates requests for complete manuals or policy issuance because the county is best qualified to determine if a group or an organization meets the above criteria. Once the county department determines that the above criteria is met, the county forwards the requests to the DHHS, DSS, Economic & Family Services Section.
- C. Federal regulations, federal procedures contained in FNS notices and policy memos, and State Plans of Operation (including specific planning documents such as Corrective Action Plans) are available upon request for examination by members of the public during regular office hours at the State Office, as well as at FNS Regional and National Offices.