

CHANGE NOTICE FOR MANUAL

DATE: July 30, 2021
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO: 09-2021
SUBJECT: Policy Updates
EFFECTIVE: August 9, 2021

I. BACKGROUND

The purpose of this change notice is to update the Application section of the Food and Nutrition Services manual. Manual sections 300 have been renumbered to the 400 section, reformatted for consistency and clarification as well as removing outdated references. There is no new or changed policy in this manual update. Current policies issued via Administrative Letters or Dear County Director Letters have been addressed and incorporated in these policy updates. Administrative and Dear County Director letters relating to application section of the FNS manual issued prior to the effective date of this letter are obsolete.

II. SPECIFIC CHANGES

FNS 400 How to Apply for FNS
Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters. Sections added to define state approved applications, how to submit, and who may submit applications.
FNS 405 Applicant Responsibilities
Information regarding applicant responsibilities moved from multiple sections and organized in one section for easier reference. Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 410 County Responsibilities
Information regarding county responsibilities moved from multiple sections and organized in one section for easier reference. Note added regarding correct usage of the “add app” function in NC FAST. Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 415 Interviewing
Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 420 Normal Application Processing
Information regarding normal application processing reorganized in one section. Clarification added to definition of timely processing. New section added to explain normal application processing timeliness measures. Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.

FNS 425 Expedited Service Processing
Information regarding expedited service application processing reorganized in one section. Clarification added to definition of timely processing. New section added to explain expedited service application processing timeliness measures. Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 430 Changes Prior to Disposition
Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 435 Determining Eligibility
Sections added to incorporate requirement to make two requests for required information. Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 440 Application Disposition
Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 450 Social Security Administration Application
Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective August 9, 2021. Submit any questions regarding this policy to DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,



Carla West,
Senior Director for Economic Security Division of Social Services,
Economic and Family Services
CW/rc

Attachments:

- FNS 400 How to Apply for FNS
- FNS 405 Applicant Responsibilities
- FNS 410 County Responsibilities
- FNS 415 Interviewing
- FNS 420 Normal Application Processing
- FNS 425 Expedited Service Processing
- FNS 430 Changes Prior to Disposition
- FNS 435 Determining Eligibility
- FNS 440 Application Disposition
- FNS 450 Social Security Administration Application