

## CHANGE NOTICE FOR MANUAL

**DATE:** December 21, 2006

**MANUAL:** Food Stamp Certification Manual  
**CHANGE NO.:** 1-2007  
**TO:** County Directors of Social Services  
**EFFECTIVE:** **January 1, 2007**, make the following changes to the Food Stamp Certification Manual.

### I. BACKGROUND

The purpose of this change notice is to add policy to the Food Stamp Certification Manual regarding North Carolina Education Lottery interception and update information regarding the Civil Rights section.

### II. SPECIFIC CHANGES

#### A. Section 120, Non-Discrimination Policy

This change notice clarifies that attendance records for civil rights training must be retained by counties for their Management Evaluations.

#### B. Section 125, Complaint Procedures

This change notice corrects the mailing address for filing a complaint.

#### C. Section 800, Requirements for Establishing Recipient Claims

This change includes North Carolina Education Lottery as a means of collecting a claim, and clarifies that original notices must be mailed to the person suspected of committing an IPV.

#### D. Section 805, Requirements for Establishing Recipient Claims

This change includes NC Education Lottery as a means of collection.

#### E. Section 815, Inadvertent Household Error (IHE) Claims

This change includes NC Education Lottery as a means of collection.

#### F. Section 820, Intentional Program Violation (IPV) Claims

This change includes NC Education Lottery as a means of collection.

#### G. Section 855, Claims discharged through Bankruptcy

This change includes instructions to block a debtor from NC Education Lottery interception when said debtor files bankruptcy.

#### H. Section 865, NC Education Lottery Interception

This section is added to policy with the rules and policy regarding NC Education Lottery interception, and how such payments are applied.

### III. IMPLEMENTATION INSTRUCTIONS

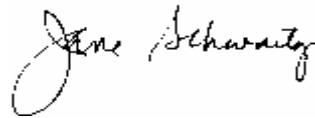
This change is effective with each application, change in situation, or recertification taken or processed on or after January 1, 2007.

### IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

<u>Section</u>	<u>REMOVE</u>	<u>Pages</u>	<u>Section</u>	<u>INSERT</u>	<u>Pages</u>
120		1-2	120		1-2
Figure 120-1		1	Figure 120-1		1
125		1-2	125		1-2
Figure 125-1		1	Figure 125-1		1
800		1-2, 5-6	800		1-2, 5-6
805		1-2, 9	805		1-2, 9
815		1-2, 13-15	815		1-2, 13-15
820		1-2, 17-22	820		1-2, 17-22
855		1	855		1
			865		1-3

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,



Jane Schwartz, Chief  
Economic Services Section

JS:sd/vw  
Attachments