

## CHANGE NOTICE FOR MANUAL

**DATE: February 10, 2009**  
**(Corrected February 20, 2009)**

**DATE:** February 10, 2009  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO.:** 1-2009

**SUBJECT: Updates and Clarifications**

**EFFECTIVE DATE: March 1, 2009**

### **I. BACKGROUND**

The purpose of this change notice is to obsolete Administrative Letters 2-2008, 3-2008, 05-2008, 6-2008, and 9-2008 and incorporate into current policy. This change also updates Food Stamps to Food and Nutrition Services as well as the new section name to Economic and Family Services and provides clarifications and interpretations.

### **II. SPECIFIC CHANGES**

#### **A. Section 225, United States Citizenship and Alien Status**

1. Section 225 is updated to reflect the new name of BCIS to U. S. Citizenship and Immigration Services (USCIS).
2. Sections 225.03 and 225.07 are updated to reflect contact information for USCIS.
3. Section 225.04 has been updated to remove Figures 225-1 thru 225-9.
4. Section 225.05 is updated to clarify which Qualified Aliens are subject to a waiting period and to include Time Limited Exceptions.
5. Section 225.08 is updated to reflect instructions for G-845 "Third Step Responses".
6. Section 225.14 is updated to reflect earning credits for 2007 thru 2009.

#### **B. Section 230, Students**

Sections 230.01 and 230.02 are updated to delete reference to age in the definition of a student.

#### **C. Section 250, Resources**

1. Section 250.06, Countable/Excludable Reference List of Resources Chart is updated with additional resources.
2. Section 250.07 is updated to clarify vehicle exclusions.
3. Section 250.10 is updated to clarify exclusion of retirement plans/accounts.
4. Section 250.20 is updated to clarify ownership of bank accounts of servicepersons deployed overseas.

**D. Section 260, Whose Income is Counted?**

Section 260.01 is updated to delete reference to age in the definition of a student in higher education and to clarify when to count the income of an 18 year old high school student, fleeing felon, or Probation/Parole violator.

**E. Section 280, Income Deductions**

1. Section 280.04 is updated to allow deduction of actual dependent care transportation expenses.
2. Section 280.06 is updated to allow deduction of Real Property Assessments.
3. Section 280.13 is changed to allow full household deductions when a household contains a Fleeing Felon or Probation/Parole Violator.
4. Section 280.14 is updated to include as non-allowable medical expenses any expense reimbursed through a Medicare Set-Aside Arrangement.
5. Section 280.20 is changed to include instructions to prorate health insurance premiums when the policy includes a non-custodial child(ren) and household members.

**F. Section 800, Claims**

Section 800 is changed to correct the spelling of investigation in 800.06C.

**G. Section 810, Administrative Error (AE) Claims**

1. Section 810.06 clarifies that the DSS-8554, Letter of Overissuance, is mailed to each debtor.
2. Section 810.06 also changes the definition of Stale or Dormant EBT benefits to benefits that have not been accessed for 6 months instead of 90 days.

**H. Section 815, Inadvertent Household Error (IHE) Claims**

Section 815.07 change the definition of Stale or Dormant EBT benefits to benefits that have not been accessed for 6 months instead of 90 days.

**I. Section 820, Intentional Program Violation (IPV) Claims**

1. Section 820.01 updates information regarding when an adult household member is not considered a debtor on a claim.
2. Section 820.02 is changed to delete reference to establishing a claim as an IHE while pending for an IPV determination.
3. Section 820.05 is updated to reflect the removal of the dependent care cap.
4. Section 820.09 changes the definition of Stale or Dormant EBT benefits to benefits that have not been accessed for 6 months instead of 90 days.

**J. Section 825, Intention Program Violation (IPV) Disqualifications**

A hyper link is corrected in Section 825.

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, change in situation, or recertification taken or processed on or after March 1, 2009.

### VI. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD and NUTRITION SERVICES MANUAL

**To maintain your current hard copy of the Food and Nutrition Services User's Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at  
<http://info.dhhs.state.nc.us/olm/manuals/dss/ei-30/chg/>
2. Click on Change No. 1-2009
3. Click on the attachment links at the bottom of the page to print the changed sections and attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

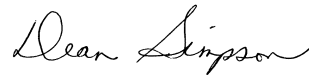
Note: Adobe Reader may be downloaded for free at <http://www.adobe.com>

To update your current copy of the manual:

	<b>REMOVE</b>			<b>INSERT</b>	
<b>Section</b>		<b>Pages</b>		<b>Section</b>	<b>Pages</b>
225		1-23		225	1-26
230		1-4		230	1-3
250		1-22		250	1-21
260		1-4		260	1-4
280		1-23		280	1-23
800		1-6		800	1-6
810		1-6, 9-12		810	1-6, 9-12
815		1-2, 9-18		815	1-2, 9-18
820		1-24		820	1-24
825		1-6		825	1-6

If you have any questions, please contact your Food and Nutrition Services & Energy Programs Representative.

Sincerely,



Dean Simpson, Chief  
Economic and Family Services Section

DS/sd