

CHANGE NOTICE FOR MANUAL

DATE: April 10, 2014
MANUAL: Food and Nutrition Services Manual
TO: County Directors of Social Services
CHANGE NO: 1-2014
SUBJECT: Policy Updates and Clarification
EFFECTIVE: Upon Receipt

I. BACKGROUND

The purpose of this change notice is to provide updates and clarifications to the Food and Nutrition Services Certification Manual.

II. SPECIFIC CHANGES

A. Section 120, Non-Discrimination Policy

Contact information has been updated in Section 120.01

B. Section 125, Complaint Procedures

Contact information has been updated in Section 125.01, 125.03 and 125.04

C. Section 210, Household Concept

Responsibilities of the ADTC when participating in the Food and Nutrition Services Program has been updated in Section 210.12, D. (3) b.

D. Section 280, Income Deductions

Standard deduction amounts have been updated in Section 280.03

Sentence regarding LSO amount has been omitted in Section 280.19, H.

E. Section 290, Controlled Substance Felons

Instruction on how to code disqualified person has been deleted from Section 290.01

Added clarification regarding individual convicted of a Class H or I felony to Section 290.02, A.

The NOTE in Section 290.02 (2) was revised regarding co-payment for services

F. Section 315, Application Time Frames

Clarification regarding how to locate pending application reports in NC FAST has been added in Section 315.02

Procedure for keying applications and recertifications in NC FAST has been revised in Section 315.04

G. Section 600, Simplified Nutrition Assistance Program

Allotment amounts have been updated in Section 600.02 C. (1) and (2)

H. Section 705, Fair Hearings

State policy can be used in group hearings has been added in Section 705.07

Timeframe for completing the DSS-1473, Request for State Appeal forms has been revised in Section 705.08, B.

Reference to Federal Regulations has been added in Sections 705.08, E. and 705.14, C.

Preparing information presented to the Hearing Officer has been revised Section 705.15 B.

Section header has been revised in Section 705.20

Information Hearing Office explains has been clarified in Section 705.20, A. (2)

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, change in situation, or recertification upon receipt.

IV. 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. 1-2014.
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:

<u>Remove</u>			<u>Insert</u>	
<u>Section</u>	<u>Pages</u>		<u>Section</u>	<u>Pages</u>
120	1		120	1
125	All		125	1 - 2
210	1, 11-13		210	1, 11-13
280	1 and 21		280	1 and 21
290	1 - 2		290	1 - 2
315	All		315	1
600	1		600	1
705	All		705	1 - 10

If you have any questions regarding this information, please contact your FNS State Support Team directly via email.

Sincerely,



David Locklear, Acting Section Chief
Economic and Family Services Section

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