

CHANGE NOTICE FOR MANUAL

DATE: July 23, 2009
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO.: 5-2009
SUBJECT: Simplified Reporting
EFFECTIVE DATE: August 1, 2009

I. BACKGROUND

The purpose of this change notice is to provide new procedures, as a result of the 2008 Farm Bill, for Simplified Reporting Policy to the Food and Nutrition Services Certification Manual. Effective August 1, 2009 all Food and Nutrition Services (FNS) households are subject to Simplified Reporting requirements except for Transitional Food and Nutrition Services Benefits (TFNS) and Simplified Nutritional Assistance Program (SNAP) cases. This change deletes all references to Semi-annual (SR), Standard and Simplified recertification categories. This change also updates Food Stamps to Food and Nutrition Services as well as the new section name to Economic and Family Services.

II. SPECIFIC CHANGES

A. Section 110, Purpose and Authority of the Food and Nutrition Services Program

1. Section 110.02 updates Food Stamp Act of 1977 to Food and Nutrition Act of 2008
2. Section 110.03 deletes reference to Semi-Annual Reporting requirements

B. Section 210, Household Concept

1. Section 210.07 adds Food Distribution Program on Indian Reservations (FDPIR) Recipients
2. Section 210.10 clarifies policy regarding the need for a signed statement to verify separate household status
3. Section 210.12 clarifies policy regarding verification of drug treatment programs

C. Section 215, Residence

1. Section 215.02 clarifies policy regarding verification for categorically eligible households and addresses residency verification that may not be reasonably accomplished
2. Section clarifies policy regarding move by the FNSU within the state and client requested terminations

D. Section 220, Authorized Representative

1. Section 220.02 deletes reference to the DSS-8550 SR
2. Section 220.04 deletes reference to SR and adds Simplified Reporting

E. Section 265, Variable Income

1. Section 265.03 changes reference to Section 400.11 to 450.05
2. Section 265.05 and 265.07 delete reference to changes

F. Section 268, Budgeting Stable Income

1. Adds to policy child support received by direct deposit of ncKIDScard
2. Section 268.02 and 268.03 deletes reference to Sections 400 and 500
3. Section 268.04 deletes reference to Sections 400 and 500 and clarifies policy regarding treatment of terminated stable income

G. Section 270, Budgeting Fluctuating Income

1. Section 270.01 and 270.02 adds to policy child support received by direct deposit of ncKIDScard
2. Section 270.03 deletes reference to Sections 400 and 500

H. Section 273, Special Budgeting Procedures

Section 273.03 deletes reference to Sections 400 and 500

I. Section 280, Income Deductions

1. Section 280.04 updates child care to dependent care
Adds clarification to example A
Adds incapacitated adult
Adds clarification to E example
2. Section 280.05 updates deductions to exclusion
3. Section 280.14 deletes reference to Sections 400 and 500, Standard and Simplified Recertification cases and SR cases
4. Section 280.21 is clarifies when a client fails to report a deduction.

J. Section 290, Controlled Substance Felons

1. Section 290.01 clarifies the date a felony is committed.
2. Section 290.02 deletes reference to the DSS-8213 Addendum.
Deletes reference to Semi-Annual reporting household.
Deletes reference to Sections 400 and 500.

K. Section 320, Expedited Service

1. Section 320.05 clarifies residency verification that may not be reasonably accomplished
Adds new example to B
Deletes reference to ABAWD work provision.
2. Section 320.06 adds reference to Section 450
3. Section 320.07 deletes reference to Sections 400 and 500

L. Section 325, Social Security Administration Applications

1. Section 325.07 add reference to Section 450.16
Deletes reference to recertification category
2. Section 325.08 deletes reference to Simplified Recertification

M. Section 345, Changes Prior to Disposition

1. Section 345.01 removed reference to anticipated recertification category
2. Section 345.02 added reference to Section 450
3. Section 345.03 removed reference to Sections 400 and 500

N. Section 450, Simplified Reporting

Section 450 adds new Simplified Reporting policy

O. Section 550, Transitional Food and Nutrition Services Benefits

Section 550.05 adds policy regarding the Food and Nutrition Services Notice of Expiration and Interview Recertification Form, DSS-2435I

P. Section 605, Automated Inquiry and Match Procedures

1. Section 605.01 deletes reference to actions regarding ESC, BENDEX, SDX, BEER and FDR paper matches
2. Section 605.02 4 deletes reference to SSI/SSA mail-in
3. Section 605.03 deletes reference to SSI/SSA mail-in
4. Section 605.04 deletes reference to SSI/SSA mail-in and deletes reference to Section 400 in third paragraph
5. Section 605.06 deletes first sentence from first paragraph, and removes entire second paragraph.
6. Section 605.08 updates policy regarding action taken at recertification
Deletes reference to Sections 400 and 500

Q. Section 610, Inactive Electronic Benefits Transfer (EBT) Accounts Report

Section 610.01 clarifies policy regarding FNS cases that appear on the Aged Authorization Detail Report.

Section 610 deletes reference to Standard, Simplified, and SR information

R. Section 635, Changes Within The Certification Period, Notices

1. Section 635.04 deletes reference to Section 400 and adds 450
2. Section 635.05 deletes reference to Section 400.06, 500.06, and adds Section 550.04
3. Section 635.07 deleted
4. Section 635.08 deletes reference to Semi-Annual Reporting

S. Section 805, Requirements for Establishing Claims

Section 805.03 and 805.05 delete reference to 400 through 550, adds Section 450 and date

T. Section 810, Administrative Error (AE) Claims

Section 810.02 add policy regarding over issuances effective August 1, 2009

U. Section 815, Inadvertent Household Error (IHE) Claims

Section 815.04 adds new Simplified Reporting policy

V. Section 820, Intentional Program Violation (IPV) Claims

Section 820.05 adds new Simplified Reporting policy

W. Section 825, Intentional Program Violation (IPV) Disqualifications

Section 825.06 adds clarification regarding new policy.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application or recertification taken or processed on or after August 1, 2009. Apply new policy to any change in situation that will be effective on or after August 1, 2009

Effective August 8, 2009, Recert Status Codes 'E', 'H', 'S' and 'X' are invalid for entry and will no longer be system populated. Counties have the option of manually mailing the appropriate DSS-2435R/I. Recert Status Codes 'R' or 'I' will require manual entry. Tracking the 12-month recertification interview in the Special Review Field is no longer required. FSIS will allow the Recert Status Code to be changed when completing a TC 8. On the night of August 7, 2009 all active cases with a Recert Status code E, 'H', 'S' and 'X' will be converted to the Recert Status code 'I', this includes suspended cases. Two reports will be created and displayed in NCXPTR.

1. CASES UPDATED – CONVERSION OF RECERT STATUS and PROJECT CODE 'S', will show cases updated in the conversion.
2. CASES NOT UPDATED (FORM ON HOLD) – CONVERSION OF RECERT STATUS and PROJECT CODE 'S', will show cases not included in the conversion. The Recert Status code 'I' will require manual entry once the form is processed.

The reports will be sorted by county, worker number, and in alphabetical order by Head of Household last name.

In August, FNS cases with a certification ending date of September 30, 2009 and a Recert Status code of 'R' will be selected and mailed the DSS-2435R. FNS cases with a certification ending date of September 30, 2009 and a Recert Status code of 'I' or 'T' will be selected and mailed the DSS-2435I. Case managers will have to determine if an interview is required.

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. 5-2009
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:

	REMOVE			INSERT	
Section		Pages		Section	Pages
Table of Contents		1-2		Table of Contents	1-2
110		1-6		110	1-6
210		1-12		210	1-13
215		1-2		215	1-2
220		1-3		220	1-3
265		1-10		265	1-10
268		1-7		268	1-6
270		1-8		270	1-7
273		1-11		273	1-11
280		1-23		280	1-24
290		1-4		290	1-4
320		1-2, 5-9		320	1-2, 5-9
325		1-4		325	1-4
345		1-2		345	1-2
400		1-15		400	Nothing to Insert
Figure 400-1		1		Figure 400-1	Nothing to Insert
450		1-15		450	1-15
Figure 450-1		1		Figure 450-1	1
500		1-11		500	Nothing to Insert
Figure 500-1		1		Figure 500-1	Nothing to Insert
550		1-3		550	1-3
605		1-2, 7-12		605	1-2, 7-12
610		1-2		610	1-2
635		1-4		635	1-4
805		1-2, 7-9		805	1-2, 7-9
810		1-2		810	1-2
815		1-2, 5-20		815	1-2, 5-20
Figure 815-3		Nothing to Remove		Figure 815-3	1
820		1-2, 7-24		820	1-2, 7-26
825		1-2, 5-6		825	1-2, 5-6

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

Sincerely,

A handwritten signature in cursive script that reads "Dean Simpson".

Dean Simpson, Chief
Economic and Family Services Section

DS/tb/ej