

CHANGE NOTICE FOR MANUAL

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

SUBJECT: Disaster Food and Nutrition Services Manual

EFFECTIVE DATE: October 1, 2009

I. BACKGROUND

The purpose of this change notice is to update the Disaster Food and Nutrition Services Certification Manual. This change also updates Food Stamps to Food and Nutrition Services and adds new forms for use with a Disaster Food and Nutrition Services Program.

II. SPECIFIC CHANGES

Part II, Disaster Preparation

1. Adds that counties may receive EBT cards in boxes that contain 250 cards.
2. Adds instructions for destroying Disaster FNS EBT cards

Part V, FSIS Disaster Instructions and Screens

Adds the new Disaster Indicator Type and Number for keying Disaster FNS Applications

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective October 1, 2009. This document serves only as a guide, counties are strongly encouraged to develop disaster procedures that will serve the residents of their county in the most effective and efficient manner possible. In the event of a Disaster Food and Nutrition Services Program, an Administrative Letter is issued with specific eligibility instructions.

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

To maintain your current hard copy of the Disaster 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-70/man/>
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:

	REMOVE				INSERT	
Section		Pages		Section		Pages
TOC		TOC		TOC		TOC
I-VI		2-42		I-VI		2-42

If you have any questions, please contact the Economic and Family Services Help Desk at (919) 334-1100.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/dl

[Food Stamp Disaster Manual](#)