

DSS ADMINISTRATIVE LETTER NO. EFS_FNS_AL-25-2016
ECONOMIC AND FAMILY SERVICES
FNS Policy Reminders and Procedural Requirements (December 15, 2016)

(Food and Nutrition Services)

TO: County Directors of Social Services

ATTENTION: Food and Nutrition Services Managers and Supervisors

DATE: December 15, 2016

SUBJECT: FNS Policy Reminders and Procedural Requirements

EFFECTIVE: Upon receipt

I. GENERAL INFORMATION

The purpose of this letter is to provide policy reminders and procedural requirements as a result of the Food and Nutrition Services (FNS) Management Evaluation conducted by the United States Department of Agriculture (USDA).

II. POLICY PROCEDURE

A. Scheduling an Interview

The DSS-8650, Food and Nutrition Services (FNS) Notice of Information Needed, must be provided to households who are not interviewed on the same day they apply for benefits which includes the official appointment date and time. (Refer to FNS Manual Section 310.03 and NC FAST Job Aid Scheduling an Interview).

B. Recertification Procedures

FNS units are required to have a face-to-face or telephone interview once every 12 months. The "method" selected in NC FAST at each application/recertification will determine which Recertification Form (DSS-2435) is sent for the **next recertification**, refer to FNS Manual Section 425.01.

C. Processing Recertification Forms

A recertification form (DSS-2435) is timely when submitted by the 15th calendar day of the last month of the certification period. Process the timely recertification by the last work day of the month, if all of the required verification is provided, refer to FNS Manual Section 425.04.

A recertification form (DSS-2435) is untimely when submitted between the 16th and the last calendar day of the month. Process the untimely

recertification no later than 30 days from the date the recertification is received, refer to FNS Manual Section 425.05.

A recertification form (DSS-2435) is late when submitted in the month following the last month of the certification period. Screen for expedited benefits, refer to Manual Section 320. Process the late recertification no later than 30 days from the date the recertification is received, refer to FNS Manual Section 425.06.

If you have any FNS policy questions, please contact DHHS Operational Support Team (OST) at ost.policy.questions@dhhs.nc.gov.

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is written in a cursive style with a large initial "D".

David Locklear, Chief
Economic and Family Services Section

DL/vd