
FOOD AND NUTRITION SERVICES CERTIFICATION
APPLICATIONS
FNS 405 APPLICANT RESPONSIBILITIES

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Change #09-2021
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405.01 APPLICANT RESPONSIBILITIES

Households wishing to participate in the Food and Nutrition Services (FNS) Program must make this desire known and provide the county with enough information regarding household income, resources, and circumstances to make a determination of eligibility.

405.02 APPLICANT RIGHT TO APPLY

Each household has the right to file an application by mail, fax, email, or ePASS, and on the same day it visits the FNS office during office hours. The household wishing to file an application must provide the minimum information listed below to be considered a filed application:

- A. The applicant's name; **and**
- B. Address; **and**
- C. Signature of an adult member of the household or the household's authorized representative.
 - 1. The signing of the application form protects the date of application.
 - 2. Register the application in NC FAST, within three business days from the time the application form is received or signed in the agency.

405.03 APPLICANT COOPERATION AND REQUIREMENT TO PROVIDE INFORMATION

- A. Households must cooperate and provide the following information:
 - 1. The application form must be completed and signed; **and**
 - 2. The household or its authorized representative must be interviewed; **and**
 - 3. Certain information on the application must be verified.
- B. If the household refuses to cooperate with the county department in completing the above process, deny the application at the time of refusal.
 - 1. A determination of refusal to cooperate can be made if the household is able to cooperate, but clearly demonstrates that it will not take the required actions to complete the certification process.

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Example: A household must refuse to be interviewed or refuse to provide verification in order to be denied for refusal to cooperate. Failure to appear for an interview or failure to provide verification is not refusal to cooperate.

2. If there is any question as to whether the household has failed to cooperate versus refused to cooperate, do not deny the application.
3. Deny an application if the household refuses to cooperate in any subsequent review of its eligibility, including reviews generated by reported changes, recertifications, or as part of a quality control review. Once denied or terminated for refusal to cooperate, the household may reapply but cannot be determined eligible until it cooperates. Refer to Section 212 Household Composition Special Arrangements for instructions regarding QC reviews

405.04

APPLICANT RIGHT TO WITHDRAW AN APPLICATION

- A. A household may voluntarily withdraw its application at any time prior to the determination of eligibility.
- B. It is not necessary for the withdrawal to be in writing.
- C. Document the reason for withdrawal if the household has given a reason and that contact was made with the household to confirm the withdrawal.
- D. Advise the household of its right to reapply at any time following the withdrawal.