

CHANGE NOTICE FOR MANUAL

DATE: June 09, 2022
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services,
Food and Nutrition Services Income Maintenance Caseworkers,
Managers and Supervisors
CHANGE NO: 03-2022
SUBJECT: Policy Updates
EFFECTIVE: July 01, 2022

I. BACKGROUND

The purpose of this change notice for the Food and Nutrition Services (FNS) manual is to update the Hearings sections. The sections have been revised to reflect updates requested by state legal counsel, correct references, and reformat manual sections. Outdated references have been removed and any prior Administrative Letters and Dear County Director Letters have been incorporated. Administrative Letters and Dear County Director Letters issued for these manual sections prior to this notice are now obsolete.

II. SPECIFIC CHANGES

FNS 700 Fair Hearings

700.02 TIMELY ACTION ON HEARINGS

Updated to include county workers must complete the mode section on the DSS-1473 form before submitting.

700.05 LOCAL CONFERENCE

Updated to include a local conference can be held in person, remote telephone conference or by remote video conference.

700.06 AGENCY CONFERENCES

Updated to include an agency conference can be held in person, remote telephone conference or by remote video conference.

700.08 (A) HEARING REQUEST

Updated to include county workers must complete the mode section on the DSS-1473 form before submitting.

700.08 (C) HEARING REQUEST

Updated to include the original DSS-1473 must be sent to Hearing and Appeals.

700.12 REDUCTION OR TERMINATION PRIOR TO HEARING DECISION

Updated to include instructions regarding how to enter information if the FNS unit requests a fair hearing regarding an over-issuance claim.

700.14 NOTIFICATION OF TIME AND PLACE OF HEARING

Updated to include a hearing can be held in person, remote telephone conference or by remote video conference.

700.14 (A, B, C, and D) NOTIFICATION OF TIME AND PLACE OF HEARING:

Updated to include a description of what the State Hearing Notices represent (advises, specifies, includes, and explains).

700.15 (A) ARRANGEMENTS FOR THE HEARING

Updated to include how the appellant/representative may request to have a hearing and the State Hearing Officer participating can be remotely by telephone.

700.15 (B)

Updated to include county workers must complete the mode section on the DSS-1473 form before submitting.

700.15 (B)(2)

Updated to include which documents must be included that is related to the appeal.

700.25 NOTIFICATION OF TENTATIVE DECISION

Updated to include the information that must be included and how to submit a disagreement regarding the decision.

FNS 705 Administrative Disqualification Hearing

705.03 TIMELY ACTION ON ADMINISTRATIVE DISQUALIFICATION HEARINGS

Updated to include the timeframe the household has to postpone the scheduled hearing.

705.05 ADVANCE NOTICE OF LOCAL ADMINISTRATIVE DISQUALIFICATION HEARING:

Updated to include when the household can turn in the DSS-8588 and DSS-8556.

705.05 (A)

Updated to include where the DSS-8556 must be attached.

705.05 (B)(1)

Updated to include cancel and open new Legal Detail and how this will reset the 90-day disqualification clock.

705.05 (B)(2)

Updated to include where the new DSS-8556 must be attached.

705.06 (B) WAIVER OF LOCAL DISQUALIFICATION HEARING

Updated to include where the DSS-8588 and DSS-8587 must be attached.

705.06 (C)

Updated to include when the household can turn in the DSS-8588 and DSS-8556.

705.09 PARTICIPATION WHILE AWAITING A HEARING

Update to include when the Decision Date must be entered.

705.10 ARRANGEMENTS FOR THE LOCAL AGENCY HEARING

Updated to include a hearing can be held in person, remote telephone conference or by remote video conference.

705.13 (L) THE FOOD AND NUTRITION SERVICES (FNS) UNIT MEMBER

Updated to include where a decision must be attached and manual notices.

705.20 (B) LOCAL AGENCY LEVEL DECISION

Updated to include where the DSS-8558 must be attached.

705.20 (B) (1)

Updated to include which tab to print the DSS-8554.

705.20 (B) (2)

Updated to include the correct manual sections.

705.21 (A) STATE APPEAL AFTER LOCAL ADMINISTRATIVE DISQUALIFICATION HEARING

Updated to include e-mail an appeal by ZixMail.

705.21 (D)

Update to include when a disqualified hearing will be scheduled.

705.22 STATE LEVEL DECISION

Updated to include when and where to submit a disagreement regarding the state level decision.

705.22 (B)(1)

Updated to include county notice

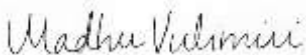
705.22 (B)(2)

Updated to include the correct manual sections.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective July 01, 2022. If you have any questions, please submit them to the Continuous Quality Improvement Team (CQI) dss.policy.questions@dhhs.nc.gov.

Sincerely,



Madhu Vulimiri, MPP
Deputy Director
Division of Child and Family Well-Being



Carla West,
Senior Director for Economic Security Division of Social Services,
Economic and Family Services
MV/CW/vd

Attachments:

FNS 700 Hearings
FNS 705 Administrative Disqualification Hearing

FNS-CN-03-2022