

## CHANGE NOTICE FOR MANUAL

**DATE:** May 12, 2021

**MANUAL:** Food and Nutrition Services Certification Manual

**TO:** County Directors of Social Services

**CHANGE NO:** 03-2021

**SUBJECT:** Policy Updates

**EFFECTIVE:** June 1, 2021

### I. BACKGROUND

The purpose of this change notice is to relocate manual sections 605, 610, 625, 630, and 635 to the FNS Manual Section 100, General Procedures and Requirements. There are no policy changes associated with this change notice, the manual sections have been reformatted for consistency and clarification as well as removing outdated references. In addition, any current policy from Administrative Letters or Dear County Director Letters have been incorporated. These sections have been rearranged to group like topics together and free up sections for future updates.

### II. SPECIFIC CHANGES

Old Manual Section	New Manual Section	Change
<b>605 Automated Inquiry and Match Procedures</b>		
FNS 605.01	FNS 160.01	References to Food Stamps, FSIS, and other systems updated to current terminology. Sections reformatted.
FNS 605.02	FNS 160.02	
FNS 605.03	FNS 160.03	
FNS 605.04	FNS 160.04	
FNS 605.05	FNS 160.05	
FNS 605.06	FNS 160.06	
FNS 605.07	FNS 160.07	
FNS 605.08	FNS 160.08	
FNS 605.09	FNS 160.09	
FNS 605.10	FNS 160.10	
FNS 605.11	FNS 160.11	
FNS 605.12	FNS 160.12	
<b>610 Inactive Electronic Benefit Transfer (EBT) Accounts</b>		
FNS 610.00	FNS 165.00	References to Food Stamps, FSIS, and other systems updated to current terminology. Sections reformatted.
FNS 610.01	FNS 165.01	
FNS 610.02	FNS 165.02	
FNS 610.03	FNS 165.03	
<b>625 Commodities</b>		

FNS 625.01	FNS 150.01	References to Food Stamps, FSIS, and other systems updated to current terminology. Sections reformatted.
FNS 625.02	FNS 150.02	
FNS 625.03	FNS 150.03	
<b>630 Lifeline/Link-up Assistance Programs</b>		
FNS 630.01	FNS 155.01	References to Food Stamps, FSIS, and other systems updated to current terminology. Sections reformatted.
FNS 630.02	FNS 155.02	
FNS 630.03	FNS 155.03	Policy updated to reflect county's current responsibilities.
<b>635 Notices</b>		
	FNS 170.01	Section updated to include requirement to send notices to FNS households.
FNS 635.01	FNS 170.02	Section updated to include requirements to provide notices to FNS households.
FNS 635.02	FNS 170.03	References to Food Stamps, FSIS, and other systems updated to current terminology. Sections reformatted.
FNS 635.03	FNS 170.04	
FNS 635.04	FNS 170.05	
FNS 635.05	FNS 170.06	
FNS 635.06	FNS 170.07	
FNS 635.07	FNS 170.08	
	FNS 170.09	Section added to include requirements to send DSS-8650, FNS Notice of Information Needed.
<b>635 Notices</b>		
FNS 220	FNS 175	References to Food Stamps, FSIS, and other systems updated to current terminology. Sections reformatted.

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective June 1, 2020. Submit any questions regarding this policy to [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov).

Sincerely,



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

#### Attachments:

FNS 150 Commodities  
FNS 155 Lifeline Link-Up Assistance Programs  
FNS 160 Automated Inquiry and Match Procedures  
FNS 165 Inactive Electronic Benefit Transfer (EBT) Accounts Report  
FNS 170 Notices  
FNS 175 Authorized Representatives