

# CHANGE NOTICE FOR MANUAL

DATE: April 14, 2008

**MANUAL:** Food and Nutrition Services Certification Manual  
**CHANGE NO.:** 2-2008  
**TO:** County Directors of Social Services  
**EFFECTIVE:** **May 1, 2008**, make the following changes to the Food and Nutrition Services Certification Manual

## I. BACKGROUND

The purpose of this change notice is to add clarifications and make corrections to the Food and Nutrition Services Certification Manual as reflected in updated interpretations from the United States Department of Agriculture (USDA).

## II. SPECIFIC CHANGES

### A. Section 263, Sources of Income

1. Adds clarification for verifying terminated income at application and recertification to Section 263.01, Sources of Income.
2. Adds income of temporary census employees as countable income to Section 263.02 CHART 1, Sources of Income.

### B. Section 400, Standard Recertification Category

Adds reacting to changes when WFFA benefits terminate due to non-compliance or failure to meet an eligibility requirement as an "Exception" to Section 400.11, Situations When Benefits Can Not Be Increased.

### C. Section 450, Semi-Annual Recertification Category

1. Adds clarification for reacting to a change reported by WFFA when the WFFA payment amount changes to Section 450.05, Changes During the Certification Period.
2. Adds reacting to changes when WFFA benefits terminate due to non-compliance or failure to meet an eligibility requirement as an "Exception" to Section 450.11D, Situations When Benefits Can Not Be Increased.

## III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, change in situation, or recertification taken or processed on or after May 1, 2008.

## IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD and NUTRITION SERVICES MANUAL

<u>Section</u>	<u>REMOVE</u>	<u>Pages</u>	<u>Section</u>	<u>INSERT</u>	<u>Pages</u>
263		1-6, 21-22	263		1-6, 21-22
400		1-2, 5-6	400		1-2, 5-6
450		1-15	450		1-15

If you have any questions, please contact your Food and Nutrition Services & Energy Programs Representative.

Sincerely,

A handwritten signature in black ink that reads "Dean Simpson". The signature is written in a cursive style with a large, prominent "D" and "S".

Dean Simpson, Chief  
Economic Services Section

DS/vw