

## CHANGE NOTICE FOR MANUAL

**DATE:** May 8, 2013  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO.:** 2-2013

**SUBJECT:** Policy Updates and Clarifications

**EFFECTIVE DATE:** June 1, 2013

### I. BACKGROUND

The purpose of this change notice is to make changes regarding Residence, Sources of Income, Variable Income, Budgeting Income, Special Budgeting Procedures, Income Deductions, Determining Benefit Levels, Changes Prior To Disposition, Case Disposition, Simplified Reporting, SNAP, Automated Inquiry and Match Procedures and to make updates and clarifications to the Food and Nutrition Services Certification Manual.

### II. SPECIFIC CHANGES

References to the Food Stamp Eligibility System (FSIS) and the DSS-8590 have been removed from policy addressed with this change.

#### **Section 215, Residence**

1. Section 215.01 has been updated to add procedures for handling applications received or taken for a household which lives outside of the county.
2. Section 215.05 has been updated to include procedures for transfer of cases.

#### **Section 263, Sources of Income**

1. References to budgeting stable and fluctuating income have been removed from this section.
2. The Chart in Section 263.02 has been updated to:
  - a. Remove the "NOTE" under Child Support.
  - b. Clarify that foster care payments belong to the child.
  - c. Change Severance Pay from earned income to unearned income.

#### **Section 265, Variable Income**

1. References to budgeting stable and fluctuating income have been removed from the section. References to Section 450 have been removed from this section.

2. Section 265.02, C. has been updated to clarify and reference the appropriate section when the WFFA benefits are reduced, terminated or not issued. The "NOTE" has been removed from Section 265.02.
3. Section 265.07 has been updated to state that Child Support is considered income to the child; not the parent and the "NOTE" has been removed.
4. The "Note" in section 265.26 has been removed.

### **Section 268, Budgeting Stable Income**

This section is obsolete.

### **Section 270, Budgeting Income**

This section has been updated to include budgeting procedures, base periods and budgeting for changed and/or terminated income. References to fluctuating income have been removed from this section.

### **Section 273, Special Budgeting Procedures**

1. Policy regarding deeming of income of the sponsor and spouse, which was removed in error, has been added back to Section 273.01.
2. Clarification has been added to Section 273.03, A.1. regarding the inclusion of mileage in business records.
3. Reference to Section 450.04 has been removed from Section 273.03, B.4.

### **Section 280, Income Deductions**

1. All references to rounding have been removed from this section and replaced with instructions to use actual amounts.
2. Section 280.09, K, Vulnerability has been removed.

### **Section 285, Determining Benefit Levels**

1. Rounding procedures for calculations have been removed from Section 285.04, C. and the section renumbered.
2. The "NOTE" in the renumbered Section 285.04, C. has been removed.
3. Rounding down of the allotment has been added to section 285.05, D.19.

### **Section 345, Changes Prior to Disposition**

1. Procedures for reacting to changes in situation that are reported by the FNS unit or changes that become known to the agency have been added to Section 345.02. Reference to Section 210.03 has been added. References to Section 450, Simplified Reporting, have been removed. The section has been renumbered.

2. Section 345.03, Reacting to Changes in Recertification Applications, has been removed and instructions are included in Section 425, Simplified Reporting Recertifications.

### **Section 350, Case Disposition**

A statement regarding certification periods has been added to Section 350.02.

### **Section 400, Simplified Reporting**

Section 450 has been divided into three sections. Section 400, includes policy regarding the Simplified Reporting Category, Certification Periods, Household Reporting Requirements and County Responsibilities.

Additions to this section are:

1. A "Note" has been added to Section 400.03, regarding reacting to changes known to the agency.
2. Section 400.04 has been updated to include changes entered into NC FAST and changes reported by a third party.
3. Section 425.02 has been updated to clarify that the DSS-2435 can be signed by an adult member of the household.

### **Section 425, Simplified Reporting Recertifications**

Section 450 has been divided into three sections. Section 425, includes policy regarding the Simplified Reporting Recertification Procedures, DSS-2435 Mail In Recertification Procedures, Reacting to Changes for Recertification/Reapplications, Processing Timely DSS-2435 Forms, Processing Untimely DSS-2435 Forms and Processing Late DSS-2435 Forms.

Additions to this section are:

1. NC FAST has been added to Section 425 and procedures have been added regarding households that move during the last two months of the certification period.
2. Section 425.02 has been updated to clarify when to send a DSS-8650 if unable to contact the household when the DSS-2435 is incomplete due to unchecked blocks. Policy has been updated to make the change effective with the month of application when verification of expenses is received within 30 days of the application. Reference to Section 400.02, Certification Periods, has been added.
3. Section 425.03 has been added to clarify procedures for reacting to changes in situation that occur during the recertification period.
4. Processing procedures for handling changes in situation received after receipt of the DSS-2435 and procedures to follow when the DSS-8650 10-day period expires after the appropriate processing deadline have been added to Sections 425.05, 425.06 and 425.07

### **Section 450, Simplified Reporting Changes During the Certification Period**

Section 450 has been divided into three sections. Section 450 includes policy regarding Changes During the Certification Period; all other sections have been removed.

Additions to this section are:

1. Section 450.01 has been updated to include policy regarding changes that can not be reacted to and clarification has been added regarding what is considered "verified Upon Receipt".
2. Clarification regarding completing on-line matches for verification has been added to Sections 450.01, 450.03 and 450.04.
3. Reacting to changes known to the agency has been added to Section 450.07.
4. References to Medicaid has been added to Section 450.08.
5. References to reportable change have been removed from Section 450.09.
6. Reporting of ABAWDs has been added to Section 450.10.

### **Section 600, SNAP**

1. Moving out of County has been removed from Section 600.08, 1.D and Section 600.08, 1.G has been added to address moving to another county.
2. Changes in rent, mortgage and/or lot expenses has been added to Section 600.08, 2.D.

### **Section 605, Automated Inquiry and Match Procedure**

Section 605.01, B. has been updated to state that matches can be completed to verify changes in situation. The "NOTE" has been removed.

## **III. IMPLEMENTATION INSTRUCTIONS**

These changes are effective with each application, recertification or change in situation taken or processed on or after June 1, 2013.

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

**To maintain your current hard copy of the Food and Nutrition Services User's Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-30/chg/>
2. Click on Change No. 2-2013
3. Click on the attachment links at the bottom of the page to print the changed sections and attached documents.

4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

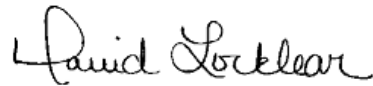
Note: Adobe Reader may be downloaded for free at <http://www.adobe.com>.

To update your current copy of the manual:

<b>Remove</b>			<b>Insert</b>	
<b>Section</b>	<b>Pages</b>		<b>Section</b>	<b>Pages</b>
215	ALL		215	1 - 3
263	1, 3 - 5, 8, 16		263	1, 3 - 5, 8, 16
265	ALL		265	1 - 9
268	ALL			
270	ALL		270	1 - 7
273	ALL		273	1 - 9
280	1, 3 - 4, 7, 10 - 25		280	1, 3 - 4, 7, 10 - 24
285	1, 3 - 6		285	1, 3 - 5
285	Figure 285f1		285	Figure 285f1
345	ALL		345	1 - 2
350	ALL		350	1 - 4
			400	1 - 2
			425	1 - 6
450	ALL		450	1 - 6
600	1, 4 - 6		600	1, 4 - 6
605	1 - 10		605	1 - 10

If you have any questions regarding this information, please contact your FNS State Support Team directly via email.

Sincerely,



David Locklear, Assistant Chief  
Economic and Family Services Section

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[FSs215](#)  
[FSs263](#)  
[FSs265](#)  
[FSs270](#)  
[FSs273](#)  
[FSs280](#)  
[FSs285](#)  
[FSs285f1](#)  
[FSs345](#)  
[FSs350](#)  
[FSs400](#)  
[FSs425](#)  
[FSs450](#)  
[FSs600](#)  
[FSs605](#)