

CHANGE NOTICE FOR MANUAL

DATE: October 1, 2016
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO: 3-2016

SUBJECT: Policy Updates

EFFECTIVE: Upon Receipt

I. BACKGROUND

The purpose of this change notice is to make changes and clarifications to the Food and Nutrition Services Certification Manual.

II. SPECIFIC CHANGES

A. Section 800, Claims

Revised policy to clarify the date of discovery in Section 800.

Revised policy to clarify Front End Referrals in Section 800.01.

Updated policy to reflect the change in using the referral type "T" for trafficking referrals instead of "S" in Section 800.05.

Revised policy for calculating allotments in determining the amount of the overissuance in Section 800.06, D, 3.

Revised policy in regards to viewing FNS benefits in NCFAST in Section 800.06, D, 4.

Updated policy to reflect that claims must be paid within 36 months, clarification on the 60 month hardship, and the \$25.00 monthly minimum requirement in Section 800.06, F, 3.

B. Section 805, Requirements for Establishing Recipient Claims

Revised policy in regards to good cause being determined by the State Office/Program Integrity in Section 805.04, A, 2.

Updated policy to clarify the definition and procedures of a "fleeing" felon in Section 805.04, J.

Revised policy to show that an Agency Error may result from incorrect information being entered into NCFAST in Section 805.05, A, 4.

Policy clarification regarding an IPV claim must be established within 180 days even if a “U” or “P” is entered into EPICS in Section 805.05 C,8.

Revised policy to reflect cash payments instead of cash installments in regards to a Voluntary Repayment Agreement in Section 805.06, B.

C. Section 810, Administrative Error (AE) Claims

Revised policy to reflect Simplified Reporting Category from Semi Annual Reporting in Section 810.02, A.

Revised policy to reflect change from EIS to NCFAST in Section 810.02, B, 2.

Revised ESC to reflect name change to Division of Employment Security (DES) in Section 810.02, B 4.

Revised policy to reflect change in regards to checking FNS benefits in NCFAST in Section 810.03, A.

Revised policy to reflect change in regards to referring to Section 280.09 to the change to referring to Section 4080.22 in the NC Intergrated Eligibility Manual for utility expenses in Section 810.03, B.

Revised policy for using the Program Integrity trial budget for calculating allotments in determining the amount of the overissuance in Section 810.03, B.

Revised Example #1 to reflect the change to enter calculations into NCFAST in regards to overissuances in Section 810.03, B.

Revised policy in regards to the change in Example #2 to reflect the change from FSIS to NCFAST in determining overissuances in Section 810.03, B.

Revised ESC to reflect name change to Division of Employment Security (DES) in Section 810.03, C.

Revised policy in regards to dependent care costs in Section 810.03, E.

Revised policy to reflect the change to use the Program Integrity trial budget for calculations on the [DSS-1682](#) in Section 810.03, M, 3.

Removed Section 810.03, P.

Revised policy to reflect the change from FSIS to NCFAST in regards to restored benefits in Section 810.06, A, 4.

Revised policy to reflect the change from FSIS to NCFAST in allotment reductions in Section 810.06, B, 4.

Revised policy to reflect the change from FSIS to NCFAST in allotment reductions in Section 810.06, B, 5.

Revised policy to reflect cash payments instead of cash installments in regards to a Voluntary Repayment Agreement in Section 810.06, D, 2.

Revised policy to reflect the change from FSIS to NCFAST in regards to allotment reduction in Section 810.06, D, 3.

Revised policy to reflect the change of using PDC numbers instead of FSIS numbers in Section 810.08, C, 2.

D. Section 815, Inadvertent Household Error (IHE) Claims

Updated policy to define date of discovery in Section 815.01, D, 1.

Removed Section 815.02, Determining The First Month Of Overissuance Prior To February 1, 2007. The old Section 815.04, Determining The First Month Of Overissuance is now Section 815.02.

Removed Sections 815.03, Determining The First Month Of Overissuance Between February 1, 2007 And July 31, 2009. The old Section 815.05, Determining The Overissuance Amount is now Section 815.03.

Removed Section 815.04, Determining The First Month Of Overissuance Effective August 1, 2009. The old Section 815.06, Determining The Overissuance Amount When Verification Cannot Be Obtained is now Section 815.04.

Revised policy in regards to viewing FNS benefits in NCFAST in Section 815.03, A.

Revised policy to reflect the change in counting utility deductions in Section 815.03, B.

Revised policy to reflect the change to use the Program Integrity trial budget for calculations in Section 815.03, B in the Exception.

Revised policy to reflect the change to use the Program Integrity trial budget for calculations in Section 815.03, B in the Example.

Revised ESC to reflect the name change of ESC to Division of Employment Security (DES) in Section 815.03, C.

Revised policy in regards to allowing dependent care expenses in Section 815.03, E.

Revised policy to reflect the change to use the Program Integrity trial budget for calculations in overissuances in Section 815.03, M, 3.

Removed Section 815.03, S.

Revised policy regarding restoring benefits in Section 815.06, A, 4.

Revised policy regarding increasing the amount of recoupment beyond the standard amounts in Section 815.06, B, 3.

Revised policy regarding allotment reduction in Section 815.06, B, 4.

Revised policy in regards to cash payments in Section 815.06, D, 2.

Revised policy regarding recouping the entire allotment in Section 815.06, D, 3.

Revised policy in regards to terminating claims in Section 815.06, G, 1.

Revised policy regarding using PDC number instead of FSIS numbers in Section 815.08, C, 2.

Revised address to send requests for claim closures in Section 815.08.

E. 820, Intentional Program Violation (IPV) Claims

Updated policy to define the date of discovery in Section 820.01, D.

Policy clarification regarding an IPV claim must be established within 180 days even if a "U" or "P" is entered into EPICS in Section 820.01, D, 6.

Removed Section 820.03, Determining The First Month Of Overissuance Prior To February 1, 2007. The old Section 820.05 Determining The First Month Of Overissuance Effective August 1, 2009 is now Section 820.03, Determining The First Month of Overissuance.

Removed Section 820.04, Determining The First Month Of Overissuance Between February 1, 2007 And July 31, 2009. The old Section 820.06, Determining The Overissuance Amount is now Section 820.04, Determining The Overissuance Amount. Updated policy to reflect change from Semi Annual Reporting to Simplified Reporting Category in Section 820.03, A.

Revised policy regarding determining the first month of overissuance in Section 820.03, B.

Updated policy to reflect the change from the FSIS System to checking benefits in NCFAST in Section 820.04, A.

Revised policy to reflect the change in counting utility deductions in Section 820.04, B.

Revised policy to reflect the change to use the Program Integrity trial budget for calculations in Section 820.04, B in the Exception.

Revised policy to reflect the change to use the Program Integrity trial budget for calculations in Section 820.04, B in the Example.

Revised using the name ESC to reflect the current name change to Division of Employment Security (DES) in Section 820.04, C.

Revised policy regarding allowing dependent care expenses in Section 820.04, E.

Revised policy to reflect the change to use the Program Integrity trial budget for calculations in Section 820.04, N, 3.

Removed Section 820.04, R.

Policy clarification regarding disqualification date in Section 820.07, F.

Revised policy to reflect the change from FSIS to NCFAST in regards to restored benefits in Section 820.08, A, 4.

Policy clarification regarding entering the Post Hearing Repayment Notice date in EPICS in Section 820.08, B, 2, C, 2.

Revised policy to reflect the change from FSIS to NCFAST in regards to allotment reductions in Section 820.08, B, 4.

Revised policy to reflect the change from cash installments to cash payments in Section 820.08, D, 2.

Revised policy to reflect the change from FSIS to NCFAST in regards to allotment reductions in Section 820.08, D, 3.

Revised using the name ESC to reflect the current name change to Division of Employment Security (DES) in Section 820.08, D, 4.

Revised policy to reflect change from FSIS to NCFAST in regards to terminating claims in Section 820.08, G, 1.

Revised policy to reflect change from FSIS number to PDC Number in Section 820.10, B, 2.

Updated policy regarding record retention for IPV claims in Section 820.12, C.

F. 825, Intentional Program Violation (IPV) Disqualifications

Revised policy to reflect the change regarding viewing disqualifications in NCFAST in Section 825.02.

Removed Section 825.02, A, 2.

Removed Section 825.02, B, 2.

Updated contact information for Program Integrity Consultant information in Section 825.02, C.

Revised policy to reflect the change regarding viewing disqualifications in NCFAST in Section 825.04.

Revised policy to reflect the change regarding viewing disqualifications in NCFAST in Section 825.05.

Updated policy in regards to record retention for IPV files in Section 825.05 under important note.

G. 830, EBT Recipient and Retailer Fraud

Revised email address for Program Integrity Consultant in Section 830.03, C.

Updated policy to reflect the new referral Type "T" and resource code "41" in EPICS for trafficking referrals from a charge letter in Section 830.04, C.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with all referrals and claims upon receipt.

If you have any Program Integrity questions for Food and Nutrition Services, please contact dss.energy.pi.questions@dhhs.nc.gov .

Sincerely,



David Locklear, Acting Chief
Economic and Family Services Section

DL/kc

[FSs800](#)

[FSs805](#)

[FSs810](#)

[FSs815](#)

[FSs820](#)

[FSs825](#)

[FSs830](#)