

CHANGE NOTICE FOR MANUAL

DATE: May 28, 2012 (**Amended 6/15/12**)
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO.: 3-2012

SUBJECT: Policy Updates and Clarifications

EFFECTIVE DATE: June 1, 2012

I. BACKGROUND

The purpose of this change notice is to make changes regarding United States Citizenship and Alien Status, Resources, Whose Income is Counted, Sources of Income, Expedited Service, Special Budgeting Procedures and Hearings requirements. This change also provides updates and clarifications to the Food and Nutrition Services Certification Manual.

II. SPECIFIC CHANGES

A. Section 225, United States Citizenship and Alien Status

1. Section 225.06, A. 1. has been updated to remove Figure 225.3
2. Section 225.06, A. 2. has been updated to add clarification of the definition of a Sponsor
3. Section 225.06, B. 7. has been updated to add an additional sponsored alien exemption
4. Section 225.06, C. has been updated to remove references to Affidavits of Support signed or resigned before December 19, 1997. This section has been renumbered

B. Section 250, Resources

1. Section 250.01, B. 3. has been updated to remove references to Affidavits of Support signed or resigned before December 19, 1997.
2. A clarification regarding loans has been added to the chart in section 250.05

C. Section 260, Whose Income Is Counted

Section 260.01, H. has been updated to remove references to Affidavits of Support signed or resigned before December 19, 1997.

D. Section 263, Sources of Income

Pell Grants and Scholarships received from Civic Groups, Educational Institutions, and Athletic Scholarships have been removed from the chart in Section 263.02

E. Section 273, Special Budgeting Procedures

1. Section 273.01 has been updated to remove references to Affidavits of Support signed or resigned before December 19, 1997. This section has been renumbered
2. Section 273.02 has been updated to clarify countable educational assistance

F. Section 705, Hearings

Section 705.10, E. 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, 2012.

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/chq/>.
2. Click on Change No. 3-2012.
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:

Remove		Insert	
Section	Pages	Section	Pages
225	1, 11, 13-22	225	1, 11, 13-22
	Figure 225-3		
250	1, 5	250	1, 5
260	1, 3	260	1, 3
263	1, 13, 15	263	1, 13, 15

273	All		273	1-9
705	1-9		705	1-10

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

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/tb
Attachments

[FSs225](#)
[FSs250](#)
[FSs260](#)
[FSs263](#)
[FSs273](#)
[FSs705](#)