

CHANGE NOTICE FOR MANUAL

DATE: June 15, 2010

MANUAL: Food and Nutrition Services Certification Manual

TO: County Directors of Social Services

CHANGE NO.: 4-2010

SUBJECT: **Categorical Eligibility, Resources, Income Deductions, Simplified Reporting Policy Changes and Other Policy Updates and/or Clarifications**

EFFECTIVE DATE: July 1, 2010

I. BACKGROUND

The purpose of this change notice is to make changes regarding Categorical Eligibility requirements, Resources, Income Deductions, Simplified Reporting and to make updates or clarifications to the Food and Nutrition Services Certification Manual.

II. SPECIFIC CHANGES

A. Section 250, Resources

1. Policy in Section 250.01 has been updated to address resources of categorically eligible households.
2. Policy in Section 250.02 has been updated to address resources of non-categorically eligible households and "Boats" have been removed; which resulted in renumbering within the section.
3. Section 250.05 has been updated and no longer addresses policy regarding "Reference to Participating FNS Units", which resulted in Section 250.06 being renumbered.
4. Child Tax Credit has been added to the chart in Section 250.05 and is now addressed in Section 250.07.
5. NCKIDS debit cards have been added to the chart in Section 250.05 and is now addressed in Section 250.08.
6. A Note has been added to Section 250.09 regarding treatment of funds released from retirement accounts/plans.
7. The chart in Section 250.05 and policy in Section 250.16 has been updated to reflect that boats are not a countable resource.
8. Section 250.07 has been updated and no longer addresses policy regarding "Boats", which resulted in Sections 250.08 through 250.22 being renumbered.

B. Section 268, Budgeting Stable Income

1. Section 268.01G has been updated to begin with “If verification is required”.
2. Section 268.02C has been updated by removing policy regarding reporting a change of more than \$100 in gross monthly earned or unearned income, which resulted in renumbering within this section.

C. Section 270, Budgeting Fluctuating Income

Section 270.01I has been updated to begin with “If verification is required”.

D. Section 280, Income Deductions

1. Policy in Section 280.04 has been updated and clarified regarding the allowable deduction for dependent care related transportation.
2. Policy in Section 280.09D has been updated to state that eligibility for the SUA extends to any member of the LIEAP household that receives an energy assistance payment.
3. Policy in Sections 280.09G through 280.09I has been updated regarding accepting the client’s statement, unless questionable, for eligibility of the SUA, BUA or TUA.
4. Policy in Section 280.14B has been clarified regarding allowable medical transportation expenses and a link to the IRS mileage rate has been added.
5. Policy in Section 280.20A has been clarified regarding allowing the child support exclusion prior to the maximum gross income screening.

E. Section 285, Determining Benefit Levels

1. The chart in Section 285.02A has been updated to include the 200% Maximum Allowable Gross Income Limit.
2. Corrections were made to the example in Section 250.04F, 3c and the \$14 payment in Section 285.05 has been updated to \$16.

F. Section 310, Interviewing

Section 310.02 has been updated to include providing households the information regarding TANF funded services.

G. Section 450, Simplified Reporting Category

1. Updates have been made throughout Section 450 to refer to Section 605.01 to determine when on-line matches can be conducted.

2. Section 450.02 has been renamed “Household Change Reporting Requirements”. The reporting requirements have been clarified and the examples have been removed.
3. Section 450.03 has been updated to address indicating on the DSS-8550, Change Report Form, when the household has no further reporting requirements. Clarification has been added to Section 450.03 regarding the household size for reporting changes.
4. Section 450.04 has been renamed “Reacting to Changes During the Certification Period”. Prior policy in Sections 450.04 and 450.05 have been updated regarding when changes are reacted to and these sections have been combined. This resulted in Sections 450.06 through 450.22 being renumbered.
5. The term “federal poverty guideline” has been updated to “maximum allowable gross income limit” in Sections 450.10 and 450.13.
6. Figure 450-1 in Section 450.21 has been updated to accept the client’s statement for the utility deduction and reference to boats has been eliminated.

H. Section 605, Automated Inquiry and Match Procedures

1. Section 605.01 has been updated regarding when on-line matches can be conducted.
2. The policy in Section 605.02 has been combined under one heading.
3. Section 605.11 has been updated and no longer addresses “Department of Transportation (DOT) Inquiry, which resulted in Sections 605.12 and 605.13 being renumbered.

I. Section 620, Categorical Eligibility

1. Policy in Section 620 has been updated to include the new 200% maximum allowable gross income limit criteria and the term “food stamp” has been updated to Food and Nutrition Services.
2. Section 620.02 has been renamed “Verification of WFFA, Work First Employment Services, or SSI”.
3. Section 620.03 is now “Verification of TANF Funded Services, which resulted in the renumbering of current Sections 620.03 through 620.05.
4. Section 620.05 has been updated to address the termination of categorically eligible households that suspend and the treatment of existing cases that were suspended prior to July 1, 2010.
5. Policy has been updated in Section 620.06 to include the 200% maximum allowable gross income limit criteria and as to when a household loses categorical eligibility status. Policy is also updated regarding the consideration of resources when categorical eligibility status is lost.

III. IMPLEMENTATION INSTRUCTIONS

For all applications, reapplications, recertification and changes in situation processed on or after July 1, 2010, the DSS-8550, Change Report Form, revised July 1, 2010, should be provided. This is to provide FNS households with the TANF funded service information and to identify for the household if they have income reporting requirements.

These changes are for each application, reapplication and recertification taken or processed on or after July 1, 2010. For applications, reapplications, recertifications taken in June and processed in July, evaluate June benefits under old policy; if the household is ineligible evaluate July benefits using policy effective July 1, 2010.

These changes are for any changes in situations that will be processed on or after July 1, 2010; this includes currently suspended cases. If applicable, when reacting to changes prior to July 1, manually calculate to determine if the household income is between the 130% and 200% maximum allowable gross income limit. If the household is categorically eligible based on the 200% limit, complete a SLAW budget, indicate the household is categorically eligible to calculate the payment change in order to issue the adverse action. If the income exceeds the 200% limit, these actions can be entered into FSIS.

The changes in FSIS are not active until July 1, 2010. Eligible households whose income is between the 130% and 200% can not be keyed prior to July 1, 2010.

VI. 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. 4-2010.
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>.

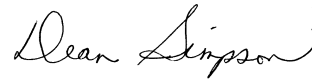
To update your current copy of the manual:

Remove		Insert	
Section	Pages	Section	Pages
250	All	250	1 - 20
268	All	268	1 - 6
270	All	270	1 - 7
280	All	280	1 - 24
285	1 - 3, 5 - 6	285	1 - 3, 5 - 6
Figure 285-1a	1 - 2	Figure 285-1	1 - 2

Figure 285-1b	1 - 2			
Section	Pages		Section	Pages
310	1		310	1
Figure 310-1	1 - 2			
450	All		450	1 - 15
			Figure 450-1	1
605	1 - 10		605	1 - 10
620	All			1 - 6

If you have any questions regarding this information, please contact your FNS State Support Team directly via email. If the FNS State Support Team is unavailable the Economic and Family Services Help Desk can be contacted at 919-334-1100 or by email at DSS.EFSHD@dhhs.nc.gov.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/tb
Attachments

[FSs250](#)
[FSs268](#)
[FSs270](#)
[FSs280](#)
[FSs285](#)
[FSs285f1](#)
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