

THIS LETTER APPLIES TO THE FOLLOWING COUNTIES ONLY:

Alexander	Beaufort	Brunswick	Caldwell
Carteret	Cleveland	Craven	Davidson
Harnett	Hertford	Iredell	Lenoir
Mecklenburg	Moore	Nash	Onslow
Orange	Sampson	Stanly	Watauga
Wilkes			

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 4-2009
(Food and Nutrition Services)**

TO: County Directors of Social Services

ATTENTION: Food and Nutrition Services Managers and Supervisors

DATE: May 22, 2009

SUBJECT: Elimination of Food and Nutrition Services (FNS)
Employment and Training (E&T) Requirements

EFFECTIVE: **Immediately**

I. GENERAL INFORMATION

On June 30, 2009, contracts between the Division of Social Services and Employment Security Commission end in the above listed counties. This will end the Food and Nutrition E&T Program in the counties identified. The purpose of this letter is to outline the procedures for implementing this change.

II. POLICY PROCEDURES

Although there will no longer be a work program in the above listed counties, individuals subject to work requirements are not exempt from work registration. Work registration for both non-Able Bodied Adults without Dependents (ABAWDs) and ABAWDs will be accomplished by entering the appropriate work registration code in field 80 E of the DSS-8590, Client Record. Enter code Z in field 80-K to track the ABAWD.

Mandatory work registrants continue to be subject to voluntary reduction in hours, voluntary quit and the ABAWD provisions found in Section 243 and Section 245 of the Food Stamp Certification Manual. Due to the American Recovery and Reinvestment Act of 2009, all counties are under an ABAWD waiver through September 30, 2010.

III. CLOSE OUT DEADLINES AND PROCEDURES

Close-out deadlines and procedures have been developed and must be used when referring E&T participants to the Employment Security Commission (ESC). Coordinate these dates and procedures with your partners to effect a smooth and efficient transition.

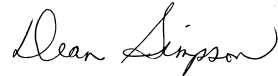
1. May 22nd is the last day for DSS to send to ESC
 - A DSS-2624 (Registration / Deregistration form) to refer a mandatory Able Bodied Adult without Dependents (ABAWD) or volunteer
 - A NCSES/CS-2625 (Information Transmittal form) to request a cure due to E&T
 - A NCSES/CS-2625 to request a rescheduled appointment due to missing an E&T activity with good cause
2. After May 22nd
 - If a disqualified individual requests to cure a non-compliance after May 22, 2009, she/he is added back to the benefits the month after the minimum disqualification period ends, as long as all eligibility requirements are met. The FNS household must reapply if the benefits are terminated.
 - If it is determined after May 22, 2009, that an individual has good cause for missing an E&T activity, no further action is required. The individual remains in the FNS benefits. The FNS household must reapply if the benefits are terminated.
 - For applications, recertifications, or changes in situation taken after May 22, 2009, a disqualified individual is added back to the FNS benefits the month after the minimum disqualification period ends, as long as all eligibility requirements are met.
3. May 26th is the last day for DSS to send
 - A DSS-8650 (Notice of Information Needed to Complete Your Food and Nutrition Services) to the FNS household to determine whether the individual has good cause for missing an E&T activity
 - After May 26, 2009, document on the NCSES/CS-2625 that the E&T program ends effective June 30, 2009
4. June 15th is the last day for DSS to send
 - A DSS-8553 (Notice of Adverse Action) and/or a DSS-8642 (Explanation of Disqualification) to impose a disqualification for non-compliance with E&T requirements effective 7/1/09
 - Enter the disqualification on the DSS-8590 (Client Record) no later than June 30, 2009

IV. IMPLEMENTATION INSTRUCTIONS

This change is effective with each application, change in situation, or recertification taken or processed after May 22, 2009, in the above listed counties. This includes actions pending in June that will be effective July 1.

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

Sincerely,

A handwritten signature in cursive script that reads "Dean Simpson".

Dean Simpson, Chief
Economic and Family Services Section

DS/tb