CHANGE NOTICE FOR MANUAL

DATE: September 18, 2009

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MANUAL: Food and Nutrition Services Certification Manual

TO: County Directors of Social Services

CHANGE NO.: **07-2009**

SUBJECT: **October 2009 Mass Change**

EFFECTIVE DATE: **October 1, 2009**

I. BACKGROUND

The purpose of this change notice is to provide instructions for the October 2009 Mass Change.

II. SPECIFIC CHANGES

A. Section 280, Income Deductions

Section 280.03 updated the Standard Deduction Chart.

B. Section 285, Determining Benefits Levels

1. Section 285.01 is updated to reflect the current SUA, BUA, and TUA Amounts Chart and the Standard Deduction Chart effective October 1, 2009.

2. Section 285.02 is updated to reflect the new Maximum Allotment Chart effective October 1, 2009.

3. Section 285.05 is updated to reflect the new Maximum Allotment amount effective October 1, 2009.

4. Figure 285-1a is revised to reflect the changes in the Food and Nutrition Services allotment and deductions.

III. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS KEYED ON OR BEFORE SEPTEMBER 30, 2009.

A. Enter "SLUP" on the menu screen.

B. Enter the "application date" (field 8 of the DSS-8590). The application month must be 9/09 or earlier.

C. Enter the "start issuance date" (field 14 of the DSS-8590). The month must be 9/09 or earlier.

D. If **eligible based on the old standards on screen SLUP**, FSIS determines the allotment for 9/09 (and earlier) using the old standards.

E. If certified through 10/09 (or later), FSIS recalculates automatically on September 30th the 10/09 allotment using the new standards.

F. If **ineligible based on the old standards** on screen SLUP, close the case. FSIS sends the Notice of Denial.

1. Rekey a SLAW screen on 10/01/09 to determine eligibility for 10/09.

2.   Enter "SLUP" on the menu screen.

3.   Change the "start issuance month" (field 14 on the DSS-8590) to 10/09. FSIS uses the new standards to calculate the allotment.

IV.   IMPLEMENTATION INSTRUCTIONS FOR RECERTIFICATIONS/CHANGES KEYED ON OR BEFORE SEPTEMBER 30, 2009, WHICH ARE EFFECTIVE OCTOBER 1, 2009.

A.   Enter "SLUP" on the menu screen.

B.   Enter the "start issuance month" (field 14 on the DSS-8590). If eligible, FSIS sends the Notice of Action Taken. No further action is required.

C.   If ineligible, close the case. FSIS sends the Notice of Denial.

D.   Complete a **SLAW Screen** for 10/09 to see if eligible under new standards. If ineligible, no further action required. If eligible using new standards, rekey the DSS-8590 on 10/1/09.

V.   IMPLEMENTATION INSTRUCTIONS FOR SEPTEMBER (OR EARLIER) APPLICATIONS/ RECERTIFICATIONS/CHANGES KEYED AFTER SEPTEMBER 30, 2009.

A.   Complete the DSS-8590 for benefits with start issuance of 9/09 using the "**SLUP Screen**."

B.   If the case is **ineligible for 09/09 based on the old standards evaluate for eligibility for 10/09.**

VI.   IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS/RECERTIFICATIONS/CHANGES TAKEN ON OR AFTER OCTOBER 1, 2009.

A.   Follow the normal procedures for direct worker entry.

B.   FSIS will automatically apply the new standards.

VII.   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. 07-2009

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:

Section	REMOVE Figure	Pages		Section	INSERT Figure	Pages
280		1		280		1
285		1-2, 6		285		1-2, 6
285	285-1a			285	285-1a	

If you have any questions, please contact the Economic and Family Services Help Desk at 919-334-1100.

Sincerely,

Dean Simpson, Chief
Economic and Family Services Section

DS/sd