

CHANGE NOTICE FOR MANUAL

DATE: February 25, 2010
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO.: 1-2010

SUBJECT: Updates, Clarifications and Corrections

EFFECTIVE DATE: March 1, 2010

I. BACKGROUND

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

II. SPECIFIC CHANGES

A. Section 230, Students

1. A NOTE has been added to 230.01 regarding students as residents of an institution
2. Policy in 230.03 is updated to include the averaging of student work hours

B. Section 235, Social Security Enumeration

1. Links for numerous forms have been added. Figure 235-2 has been eliminated
2. References to Food Stamps has been updated to Food and Nutrition Services

C. Section 241, Employment and Training (E&T)

1. Links for numerous forms have been added
2. Reference to Figure 241-2 has been removed from 241.02, A. 2
3. Policy in 241.06 is updated to include the new workers compensation insurance carrier

D. Section 260, Whose Income is Counted?

Policy in 260.01 is updated to include treatment of income of non-qualified ineligible aliens

E. Section 290, Controlled Substance Felons

Clarification has been added to policy in 290.01 on how to determine what is considered a drug felony for drug related convictions in New Jersey

F. Section 305, Filing an Application

Clarification regarding applications that are received during non-business hours is added to 305.04

G. Section 345, Changes Prior to Disposition

Clarification regarding reacting to changes in situations during the recertification process has been added to 345.03

H. Section 350, Case Disposition

1. Clarification of the processing deadline to allow the FNS unit the opportunity to purchase food has been added to 350.02
2. The manual reference in the NOTE is corrected from 320.11 to 320.10 in section 350.07

I. Section 450, Simplified Reporting Category

1. Clarification that UIB verified by ESC is considered verified upon receipt has been added to 450.04, A. 10.b (7)
2. Reference to procedures in Section 215.06 has been added to 450.04, A. 11
3. Clarification regarding when to follow procedures in Section 210.03 has been added to 450.05, B. 6. Clarification has been added to the NOTE in 450.05, D regarding evaluating a change

J. Section 600, Simplified Nutritional Assistance Program (SNAP)

1. The FNS allotment amounts have been updated in 600.02
2. Clarification regarding applications that are received during non-business hours is added to 600.09

K. Section 3800, Department of Corrections (OPUS) Inquiry

Section has been deleted. Information can be found in the FSIS Manual.

L. Section 4100, Proration Table

Section has been deleted as it is obsolete.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective March 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. 1-2010
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:

<u>Remove</u>			<u>Insert</u>	
<u>Section</u>	<u>Pages</u>		<u>Section</u>	<u>Pages</u>
230	All		230	1-4
235	1-9		235	1-9
	Figure 235-2			None
241	1-2, 4-6		241	1-2, 4-6
260	All		260	1-4
290	1-3		290	1-3
305	1		305	1
345	All		345	1-2
350	1-3		350	1-3
450	1, 4-11		450	1, 4-11
600	1, 4		600	1, 4
3800	All			None
4100	All			None

If you have any questions regarding this information, please contact the Economic and Family Services Help Desk at 919-334-1100 or by email at DSS.EFSHD@dhhs.nc.gov.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/tb

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