

## CHANGE NOTICE FOR MANUAL

**DATE:** May 21, 2010  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO.:** 3-2010  
**SUBJECT:** Non-Discrimination Policy and Complaints Procedures  
**EFFECTIVE DATE:** Upon Receipt

### I. BACKGROUND

The purpose of this change notice is to update the contact address for complaints and requests for information regarding regulations against discrimination to the Food and Nutrition Services Certification Manual.

### II. SPECIFIC CHANGES

#### A. Section 120, Non-Discrimination Policy

1. The contact address has been updated in Section 120.01.
2. A link to the NCDHHS Complaint Form has been added to Section 120.02.
3. The contact address in Figure 120-1 has been updated.

#### B. Section 125, Complaint Procedures

The contact address has been updated in Section 125.04.

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective upon receipt.

### 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. 3-2010.
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:

<b>Remove</b>			<b>Insert</b>	
<b>Section</b>	<b>Pages</b>		<b>Section</b>	<b>Pages</b>
120	1		120	1
	Figure 120-1			Figure 120-1
125	All		125	All

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](mailto:DSS.EFSHD@dhhs.nc.gov).

Sincerely,



Dean Simpson, Chief  
Economic and Family Services Section

DS/tb  
Attachments

[FSs120](#)  
[FSs120f1](#)  
[FSs125](#)