

CHANGE NOTICE FOR MANUAL

DATE: March 15, 2011
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO.: 2-2011

SUBJECT: Policy Updates and Clarifications

EFFECTIVE DATE: April 1, 2011

I. BACKGROUND

The purpose of this change notice is to make changes regarding Sources of Income, Variable Income, Income Deductions and the Simplified Nutritional Assistance Program (SNAP) requirements. This change also provides updates and clarifications to the Food and Nutrition Services Certification Manual.

II. SPECIFIC CHANGES

A. Section 263, Sources of Income

1. Chart 1 in Section 263.02 has been updated to reflect that all Agent Orange Payments are not countable
2. Chart 1 in Section 263.02 has been updated to reflect BAH/BAQ pay is countable earned income when listed on the LES
3. Cafeteria Plans have been added to Chart 1 in Section 263.02
4. Chart 1 in Section 263.02 has been updated to reflect that all Federal Emergency Management Act (FEMA) Payments are not countable
5. Reference Section column has been updated where applicable to Chart 1 in Section 263-02

B. Section 265, Variable Income

1. Agent Orange Payments have been removed from section 265.02
2. Section 265.05 has been changed to Cafeteria Plans and Flexible Benefits
3. Federal Emergency Management Assistance (FEMA) Payments have been removed from Section 265.16
4. Changes have been made to Section 265.22 regarding BAQ/BAH payments

5. Clarification has been made to section 265.27 regarding the section reference to AFDC, WFFA, TANF and SSI overpayments
6. Clarification has been made to Representative Payments in Section 265.28
7. Reference to Special Assistance as a project has been removed from Section 265.30
8. Sections 265.02 through 265.40 have been renumbered as a result of the above changes

C. Section 280, Income Deductions

1. Section 280.03 has been updated to reflect that only eligible FNS unit members are included in the household size for calculation of the allowable standard deduction.
2. The IRS mileage link has been updated throughout Section 280

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

1. Section 600.02 has been updated to reflect that individuals are not eligible if they are receiving Food and Nutrition Services, Food Stamps or SNAP benefits in another state and a NOTE has been added regarding married individuals
2. Reference to the pre-conversion Opt Out Notice has been removed and clarifications made to Section 600.04
3. Reference to reacting to SDX sheets has been removed from Section 600.07
4. Section 600.08 has been updated to reflect procedures for reacting to changes reported by a household member; Authorized Representative or a third party

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, recertification or change in situation taken or processed on or after April 1, 2011.

IV. 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. 2-2011.

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
263	1 - 10, 12 – 21		263	1 - 10, 12 – 21
265	All		265	1 - 10
280	1 and 8		280	1 and 8
600	All		600	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

[FSs263](#)
[FSs265](#)
[FSs280](#)
[FSs600](#)