

CHANGE NOTICE FOR MANUAL

DATE: December 6, 2011
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO.: 1-2012

SUBJECT: Policy Updates and Clarifications

EFFECTIVE DATE: January 1, 2012

I. BACKGROUND

The purpose of this change notice is to make changes regarding Complaint Procedures, Resources, Sources of Income, Variable Income, Special Budgeting, Income Deductions and Simplified Reporting and to make updates and clarifications to the Food and Nutrition Services Certification Manual.

II. SPECIFIC CHANGES

A. Section 125, Complaint Procedures

Paragraph A. in Section 125.01 A. has been removed.

B. Section 250. Resources

1. The chart in section 250.05 has been updated to reflect that Time Share Contracts are not a countable resource and several reference sections have been updated.
2. Time Share Contracts have been deleted from Section 250.13 and the sections have been renumbered.

C. Section 263, Sources of Income

Chart 1 in Section 263.02 has been updated and/or clarified regarding Child Support, Disability Payments, Disaster Unemployment Benefits, Limited Liability Company (LLC), On-The-Job-Training, 'C' Corporations, Sick Pay, Summer Youth Opportunities Program, Unemployment Insurance Benefits, and Wages. Section References in Chart 1 have also been updated to reflect the changes.

D. Section 265, Variable Income

1. Child Support has been added in Section 265.07

2. Section 265.12 has been updated to delete Disability/Sick Pay
3. Section 265.24 has been updated to delete Private Disability Pay
4. Section 265.29 has been updated to delete Sick Pay
5. Section 265.36 has been updated to clarify Work Force Investment Act (WIA)
6. Section 265 has been updated to place all income types in alphabetical order.

E. Section 270, Budgeting Fluctuating Income

1. Reference to "annualized" self-employment has been removed from Section 270.01B.
2. References to self employment have been removed from Sections 270.01, C. and 270.02, D.

F. Section 273, Special Budgeting Procedures

Section 273 has been restructured to remove and/or combine sections. Sections have been renumbered. Reference is made throughout the revised sections regarding a 12 month base period for budgeting self-employment income.

1. Section 273.03 has been updated to clarify budgeting of LLC's and 'S' Corporations and to delete reference to annualized, regular, typical and seasonal self employment.
2. Section 273.03, C. has been updated to clarify that the principal paid on loans used to purchase income producing equipment and property is an allowable costs of doing business.
3. Section 273.03, D has been updated to clarify that capital assets or equipment and expenses paid or incurred from last year's crop production are non-allowable costs of doing business.
4. Sections 273.08 and 273.09 have been removed.
5. Sections 273.04, 273.05, 273.06, 273.07 and 273.08 have been updated and incorporated in Section 273.03.
6. Section 273.14 has been renumbered to 273.08 and has been updated to clarify treatment of Work First Family Assistance (WFFA) payments.

G. Section 280, Income Deductions

1. Section 280.09, A. has been updated to clarify that septic tank and well installation and maintenance are an allowable utility expense.
2. Section 280.09, D. has been update to clarify that fees charged by a utility company for initial installation of service are included in the SUA.
3. Section 280.09, F., 2. has been updated to clarify that well and septic tank installation and maintenance are included in the BUA.
4. Section 280.09, F. has been update to clarify that fees charged by a utility company for initial installation of service are included in the BUA.
5. Section 280.09, G. has been update to clarify that fees charged by a utility company for initial installation of service are included in the TUA.
6. Section 280.09, K., 1. and has been updated to clarify that the FNS unit has to be billed separately for the heat source to be considered vulnerable.
7. Section 280.09, K., 2. has been updated to clarify FNS units that are not vulnerable

H. Section 450, Simplified Reporting Category

Sections 450.16, B., 2, and 450.16, B., 4. have been updated to clarify use of the DSS-8650 to schedule a recertification interview. Formatting corrections have also been made.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, recertification or change in situation taken on or after January 1, 2012.

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/chq/>.

2. Click on Change No. 1-2012.
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
125	All		125	1 - 3
250	1, 6, 9 - 20		250	1, 6, 9 - 19
263	1, 4 - 23		263	1, 4 - 23
265	All		265	1 - 10
270	1 and 3		270	1 and 3
273	All		273	1 - 10
280	1, 7 - 24		280	1, 7 - 24
450	1, 3 - 14		450	1, 3 - 14

If you have any questions regarding this information, please contact your FNS State Support Team directly via email.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/tb

Attachments

[FSs125](#)

[FSs250](#)

[FSs263](#)

[FSs265](#)

[FSs270](#)

[FSs273](#)

[FSs280](#)

[FSs450](#)

