

CHANGE NOTICE FOR MANUAL

DATE: April 18, 2012
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO.: 2-2012
SUBJECT: Policy Updates and Clarifications
EFFECTIVE DATE: May 1, 2012

I. BACKGROUND

The purpose of this change notice is to make changes regarding United States Citizenship and Alien Status, Resources, Sources of Income, Variable Income, Budgeting Stable Income, Budgeting Fluctuating Income, Special Budgeting Procedures, Interviewing, Expedited Service and Simplified Reporting Category requirements. This change also provides updates and clarifications to the Food and Nutrition Services Certification Manual.

II. SPECIFIC CHANGES

A. Section 225, United States Citizenship and Alien Status

1. Section 225 has been updated to incorporate DSS Administrative Letter No. Economic and Family Services 6-2010 and obsoletes the letter. The changes are as follows:
 - a. The chart in Section 225.04 has been updated to include documents for Iraqi or Afghan Special Immigrants (SIVs)
 - b. Section 225.05 A., 1. has been updated to include Iraqi or Afghan Special Immigrants (SIVs) and Section 225.05 B., 4 has been removed
2. Section 225.06 has been updated to clarify the determination of indigence process and to add the sponsored alien's ability to self-declare. Information has been updated regarding the reporting of indigent aliens. Verification requirements of an indigent alien have been updated
3. The earnings chart in Section 225.14 B. has been updated to include years 2010 and 2011

B. Section 250, Resources

1. The chart in Section 250.05 has been updated to reflect that Burial Plans and all Individual Development Accounts (IDA's) are not counted as a resource. Manual section references in the chart have been updated

2. Prepaid Burial Plans have been removed from Section 250.12 and the sections have been renumbered
3. Section 250.14, P. has been updated to add Burial Plans

C. Section 263, Sources of Income

1. References to ESC, Employment Security Commission, have been changed to DES, Division of Employment Security, throughout the section
2. Section 263.01, C., has been updated to clarify when verification of terminated income is needed at application and/or recertification
3. The below changes have been made to Chart 1 in Section 263.02:
 - a. Reference to section 265.14 has been removed for Active Corps of Executives (ACE)
 - b. College Work Study that is administered under Title IV or the Bureau of Indian Affairs is not countable
 - c. Educational assistance is not countable with the exception of assistance designated for Room and Board
 - d. A clarification note has been added to GI bill that the Monthly Housing Allowance (MHA) under the Post 9/11 GI bill is countable income
 - e. Only gaming proceeds and per Capital proceeds to Members of the Eastern Band of the Cherokee Nation is countable income
 - f. Basic Allowance for Housing (BAH) has been added to Military Pay
 - g. Repatriated Americans Program is not countable income
 - h. Severance Pay is countable earned income
 - i. A note regarding VA Vocational Rehabilitation (VR) subsistence allowance has been added under VA Educational and Vocational Rehabilitation
 - j. Volunteers in Service to America (VISTA) is not countable income
 - k. Work Study that is administered under Title IV or the Bureau of Indian Affairs is not countable
 - l. Manual section references in the chart have updated
4. Sections 263.03 and 263.04 have been removed

D. Section 265, Variable Income

1. Section 265.08 has been updated to reflect changes in College Work Study
2. The policy references in Sections 265.10, A., 265.26 have been updated
3. Domestic Volunteer Service Act of 1973 has been removed from Section 265.14 and the sections have been renumbered
4. Section 265.14 has been updated to reflect that educational assistance designated for Room and Board is countable income; all other educational assistance is not countable
5. Section 265.17, GI Bill, has been added
6. Repatriated American Program has been removed from Section 265.25 and sections have been renumbered

E. Section 268, Budgeting Stable Income

Section 268,04 C. has been updated to clarify when verification of terminated income is needed at recertification

F. Section 270, Budgeting Fluctuating Income

Section 270,04 C. has been updated to clarify when verification of terminated income is needed at recertification

G. Section 273, Special Budgeting Procedures

1. Section 273.02 has been updated to reflect educational assistance is excluded with the exception of assistance designated for Room and Board
2. Clarifications have been added to section 273.02, A.

H. Section 310, Interviewing

1. Section 310.01 has been updated to include face-to-face interviews and DSS Administrative Letters No. Economic and Family Services 4-2007 and 15-2010 are obsolete
2. Section 310.02, J. has been removed
3. Sections 310.03 and 310.04 have been removed and the sections have been renumbered
4. Renumbered Section 310.03 has been updated to clarify expedited prescreening and interview scheduling procedures.

I. Section 320, Expedited

1. Section 320.02 has been updated to clarify expedited screening and interview scheduling procedures.
2. Section 320.03 C. has been removed and the section has been renumbered

J. Section 450, Simplified Reporting

1. References to ESC, Employment Security Commission, have been changed to DES, Division of Employment Security, throughout the section
2. Section 450.04 has been updated to reflect that a change in income should not be reacted to if the change is not expected to continue for at least one month beyond the month in which the change is reported
3. Section 450.16 B. 2. b. has been updated to clarify information needed on the DSS-8650 for interview scheduling

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, recertification or change in situation taken or processed on or after May 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/chg/>.
2. Click on Change No. 2-2012.
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
225	1, 5-26		225	1, 5-26
250	1-19		250	1-19
263	1-23		263	1-20
265	1, 3, 5-10		265	1, 3, 5-10
268	1, 6		268	1, 6

270	1, 7		270	1, 7
273	1-10		273	1-9
310	1-4		310	1-4
320	1-9		320	1-10
450	1-7, 12		450	1-7, 12

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

[FSs225](#)

[FSs250](#)

[FSs263](#)

[FSs265](#)

[FSs268](#)

[FSs270](#)

[FSs273](#)

[FSs310](#)

[FSs320](#)

[FSs450](#)