

## CHANGE NOTICE FOR MANUAL

**DATE:** August 31, 2012  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO.:** 4-2012

**SUBJECT:** October 2012 Mass Change

**EFFECTIVE DATE:** October 1, 2012

### I. BACKGROUND

The purpose of this change notice is to provide instructions for the October 2012 Mass Change. Changes are made to the Maximum Gross and Net Income limits; the SUA and BUA amounts; the Standard Deduction and the Excess Shelter Deduction. The Maximum Benefits will remain the same.

### II. SPECIFIC CHANGES

#### A. Section 280, Income Deductions

1. Reference to NC FAST has been included throughout this section.
2. Section 280.03 updated the Standard Deduction Chart.

#### B. Section 285, Determining Benefits Levels

1. Reference to NC FAST has been included throughout this section.
2. The SUA and BUA amounts have been updated in Section 285.01, A.
3. The Standard Deduction amounts have been updated in Section 285.01, B.
4. The Excess Shelter Deduction amount has been updated in Section 285.01, F.
5. The Maximum Monthly Income amounts have been updated in Section 285.02, A.
8. The Income Standards for Separate FNS Unit Status amounts have been updated in Section 285.03.
7. Updates and corrections have been made to Figure 285-1.

### III. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS KEYED IN THE FSIS SYSTEM ON OR BEFORE SEPTEMBER 30, 2012.

- A. Enter "SLUP" on the menu screen.

- B. Enter the “application date” (field 8 of the DSS-8590). The application month must be 9/12 or earlier.
- C. Enter the “start issuance date” (field 14 of the DSS-8590). The month must be 9/12 or earlier.
- D. If **eligible based on the old standards on screen SLUP**, FSIS determines the allotment for 9/12 (and earlier) using the old standards.
- E. If certified through 10/12 (or later), FSIS recalculates automatically on September 30th the 10/12 allotment using the new standards.
- F. If **ineligible based on the old standards** on screen SLUP, close the case. FSIS sends the Notice of Denial.
  - 1. Complete a SLAW screen on 10/01/12 to determine eligibility for 10/12.
  - 2. If eligible based on the new standards, enter “SLUP” on the menu screen to reopen the case. Enter 10/12 as the “start issuance month” (field 14 on the DSS-8590). FSIS uses the new standards to calculate the allotment.

**IV. IMPLEMENTATION INSTRUCTIONS FOR RECERTIFICATIONS/CHANGES KEYED IN THE FSIS SYSTEM ON OR BEFORE SEPTEMBER 30, 2012, WHICH ARE EFFECTIVE OCTOBER 1, 2012.**

- A. Enter “SLUP” on the menu screen.
- B. Enter the “start issuance month” (field 14 on the DSS-8590). If eligible, FSIS sends the Notice of Action Taken. No further action is required.
- C. If ineligible, close the case. FSIS sends the Notice of Denial.
- D. Complete a **SLAW Screen** for 10/12 to see if eligible under new standards. If ineligible, no further action required. If eligible using new standards, reopen the case on 10/1/12.

**V. IMPLEMENTATION INSTRUCTIONS FOR SEPTEMBER (OR EARLIER) APPLICATIONS/ RECERTIFICATIONS/CHANGES KEYED IN THE FSIS SYSTEM AFTER SEPTEMBER 30, 2012.**

- A. Certify the case with start issuance of 9/12 (or earlier) using the “**SLUP Screen.**”
- B. If the case is **ineligible for 09/12 based on the old standards evaluate for eligibility for 10/12.**

**VI. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS/RECERTIFICATIONS/CHANGES TAKEN ON OR AFTER OCTOBER 1, 2012.**

- A. Follow the normal procedures for direct worker entry.
- B. FSIS will automatically apply the new standards.

## VII. INSTRUCTIONS FOR NC FAST

There are no special instructions for Applications, Recertifications or Changes that have been converted or keyed in NC FAST. For October expedited benefits issued in September, NC FAST will automatically calculate supplements. If any additional action is required of the case worker, instructions will be issued via Fast Help.

## VIII. 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. 4-2012
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:

<b>Remove</b>		<b>Insert</b>	
<b>Section</b>	<b>Pages</b>	<b>Section</b>	<b>Pages</b>
280	All	280	1 - 25
285	1 - 6	285	1 - 6
285	Figure 285-1	285	Figure 285-1

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

[FSs280](#)  
[FSs285](#)  
[FSs285f1](#)