

## CHANGE NOTICE FOR MANUAL

**DATE:** September 9, 2013  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO.:** 4-2013

**SUBJECT:** October and November 2013 Mass Change

**EFFECTIVE DATE:** October 1, 2013 and November 1, 2013

### I. BACKGROUND

#### Effective October 1, 2013

The purpose of this change notice is to provide instructions for the October 2013 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 for the month of October only.

#### Effective November 1, 2013

The October 31, 2013 sunset of the ARRA will reduce the monthly maximum allotments for FNS households effective November 2013. The maximum allotments amounts have been updated in Section 600 of the FNS policy.

The sunset of the ARRA will also affect SNAP allotments effective November 1, 2013. SNAP households currently receiving \$103 per month will decrease to \$92 per month. Households currently receiving \$55 per month will decrease to \$44.

### II. SPECIFIC CHANGES

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

1. The SUA and BUA amounts have been updated in Section 285.01, A.
2. The Standard Deduction amounts have been updated in Section 285.01, B.
3. The Excess Shelter Deduction amount has been updated in Section 285.01, F.
4. The Income Standards for Separate FNS Unit Status amounts have been updated in Section 285.03.
5. Updates have been made to Figure 285-1.

#### B. Forms updated to reflect new income and deduction amounts

1. DSS-1700, Application Worksheet

2. DSS-8550, Change Report Form
3. DSS-8550sp, Change Report Form, Spanish
4. DSS-8560, Caseworker Desk Reference

**C. Section 600, Simplified Nutritional Assistance Program (SNAP)**

The allotment amounts have been updated in Section 600.02.

**III. INSTRUCTIONS FOR NC FAST**

There are no special instructions for Applications, Recertifications or Changes that have keyed in NC FAST. NC FAST will automatically adjust allotments for both the October and November changes. If any additional action is required of the case worker, instructions will be issued via Administrative Letter.

**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. 4-2013
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>
285	<b>All</b>	285	<b>1-6</b>
		285	<b>Figure 285-1</b>
600	<b>1</b>	600	<b>1</b>

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

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is written in a cursive style with a large initial 'D'.

David Locklear, Assistant Chief  
Economic and Family Services Section

DL/rc

[Fs285](#)  
[Fs285f1](#)  
[Fs600](#)