

## CHANGE NOTICE FOR MANUAL

**DATE:** February 23, 2015  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO:** 2-2015

**SUBJECT:** Policy Updates and Clarifications

**EFFECTIVE DATE:** March 1, 2015

### I. BACKGROUND

The purpose of this change notice is to make changes regarding Transitional Food and Nutrition Services (TFNS), Categorically Eligibility, and Notices to the Food and Nutrition Services Certification Manual.

### II. SPECIFIC CHANGES

#### A. Section 110, Purpose and Authority of the Food and Nutrition Services (FNS) Program

Updated contact information for ordering the required FNS posters for waiting areas and other areas where the public is served in Section 110.03, C. 2. d.

#### B. Section 215, Residence

Provides clarification that if a household reports a change of residence, additional verifications for categorically eligible households are not required in Section 215.02.

Removed sentences referencing fully converting a case prior to completing the county transfer in Section 215.05.

#### C. Section 550, Transitional Food and Nutrition Services (FNS) Benefits

Updated policy in Section 550.04, I and deleted reference to reacting to WFFA approvals/denials and continuing TFNS for the entire five month period.

#### D. Section 620, Categorical Eligibility

Provides clarification regarding categorically eligible households in Section 620.02, B.

#### E. Section 635, Notices

Reference to DSS-8590 has been deleted and NC FAST has been added in Section 635.03, A.

Reference to the Food Stamp Eligibility System (FSIS) has been deleted and NC FAST has been added in Section 635.04, B. and H.

Added households can request to reduce or terminate benefits in writing or verbally in Section 635.04, J.

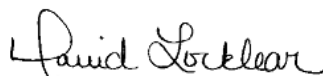
Added accept FNS units request in writing or verbally to reduce or terminate benefits. The sentence advise a FNS unit who telephones the office requesting termination that the request must be in writing was deleted in Section 635.06, B.

### **III. IMPLEMENTATION INSTRUCTIONS**

These changes are effective with all applications, changes, and recertifications on March 1, 2015.

If you have any questions regarding this information, please contact Operational Support Team via email at [ost.policy.questions@dhhs.nc.gov](mailto:ost.policy.questions@dhhs.nc.gov).

Sincerely,



David Locklear, Acting Chief  
Economic and Family Services Section

DL/vd

[FSs110](#)

[FSs215](#)

[FSs550](#)

[FSs620](#)

[FSs635](#)