

## CHANGE NOTICE FOR MANUAL

**DATE:** August 11, 2021  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO:** 10-2021  
**SUBJECT:** Policy Updates  
**EFFECTIVE:** Upon receipt

### I. BACKGROUND

The purpose of this change notice is to provide corrections to recent updates to the FNS manual section 170 Notices to include the requirements to send a DSS-8551 notice at approval and denial of benefits. FNS manual section 415 Interviewing is updated to provide additional requirements when completing the DSS-8650 when scheduling an interview appointment. FNS manual section 435 Determining Eligibility updated date stamp requirements.

### II. SPECIFIC CHANGES

|  |
|--|
| <b>FNS 170 Notices</b>   |
| <ul style="list-style-type: none"><li>• 170.01 D. Requirement to ensure notices are sent to the most recent address.</li><li>• 170.10 Requirement to send DSS-8551 FNS Notice of Eligibility, Denial, or Pending Status added.</li></ul> |
| <b>FNS 415 Interviewing</b>  |
| <ul style="list-style-type: none"><li>• Additional requirements when scheduling an interview at application added for clarification to sections 415.04 C. 1. e. and 415.04 D. 1. e.</li></ul>  |
| <b>FNS 435 Determining Eligibility</b>   |
| <ul style="list-style-type: none"><li>• 435.02 E. updated requirement to date stamp all verifications.</li></ul>   |

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective upon receipt for all pending applications, recertifications, and changes. Submit any questions regarding this policy to [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov).

Sincerely,



Carla West,  
Senior Director for Economic Security Division of Social Services,  
Economic and Family Services

CW/rc

**Attachments:**

FNS 170 Notices

FNS 415 Interviewing

FNS 435 Determining Eligibility