

## CHANGE NOTICE FOR MANUAL

**DATE:** September 14, 2021  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO:** 17-2021  
**SUBJECT:** Policy Updates  
**EFFECTIVE:** September 20, 2021

### I. BACKGROUND

The purpose of this change notice is to update the Eligibility Requirements section of the Food and Nutrition Services manual. Manual sections 241 through 243 have been renumbered to allow for future expansion if needed. All sections have been reformatted for consistency and clarification as well as removing outdated references. Current policies issued via Administrative Letters or Dear County Director Letters have been addressed and incorporated in these policy updates. Administrative and Dear County Director letters relating to Simplified Reporting sections of the FNS manual issued prior to the effective date of this letter are obsolete.

### II. SPECIFIC CHANGES

<b>FNS 240 Work Registration</b>
Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
<b>FNS 245 Employment &amp; Training (E&amp;T)</b>
Section 241 renumbered and updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
<b>FNS 250 Workfare</b>
Section 242 renumbered and updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
<b>FNS 255 Voluntary Quit and Voluntary Reduction</b>
Section 243 renumbered and updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective September 20, 2021. 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 240 Work Registration  
FNS 245 Employment & Training  
FNS 250 Workfare  
FNS 255 Voluntary Quit and Voluntary Reduction