

## CHANGE NOTICE FOR MANUAL

**DATE:** June 29, 2021  
**MANUAL:** Food and Nutrition Services Certification Manual  
**TO:** County Directors of Social Services  
**CHANGE NO:** 06-2021  
**SUBJECT:** Policy Updates (Amended)  
**EFFECTIVE:** July 12, 2021

### I. BACKGROUND

The purpose of this change notice is to update sections 200 through 235. The manual sections have been reformatted for consistency and clarification as well as removing outdated references.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.

### II. SPECIFIC CHANGES

<b>200 Eligibility Requirements</b>
Updated manual references, verification, and documentation requirements. Removed outdated references and included requirement to document in NC FAST. Reorganized and incorporated Administrative letters and Dear County Director Letters.
<b>205 Identity</b>
205.01 Updated to include requirement to verify identity on new or changed authorized representatives. 205.02 Updated to include examples of verifications. 205.03 Updated to include requirement to document in NC FAST. Reorganized and incorporated Administrative letters and Dear County Director Letters.
<b>210 Household Composition Requirement</b>
Household composition was split into two separate manual sections to help organize the material and provide easier reference for caseworkers. The original section, FNS 210, contains updated manual references, verification, and documentation requirements for household composition. The new section, FNS 212 Household Composition Special Arrangements, contains updated manual references, verification, and documentation requirements on various special living arrangements.
<b>215 Residence</b>
Updated manual references, verification, and documentation requirements. Removed outdated references and included requirement to document in NC FAST. Reorganized and incorporated Administrative letters and Dear County Director Letters.
<b>220 Categorical Eligibility</b>
Updated instructions for removing TANF funded evidence from denials for failure to provide.
<b>225 United States Citizenship</b>

United States Citizenship was split into two separate manual sections to help organize the material and provide easier reference for caseworkers. Reorganized and incorporated Administrative letters and Dear County Director Letters. Both sections have replaced the term Alien with non-citizen except where specifically referenced by U.S. immigration. FNS 225 United States Citizenship contains requirements for U.S. citizen's verification and documentation. FNS 227 Non-citizen Requirements contains requirements for non-citizens to be included in the FNS program.

**230 Social Security Enumeration**

Updated manual references, verification, and documentation requirements. Removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.

**235 Student of Higher Education**

Updated manual references, verification, and documentation requirements. Removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.

**III. IMPLEMENTATION INSTRUCTIONS**

These changes are effective July 12, 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 200 Eligibility Requirements Overview
- FNS 205 Identity
- FNS 210 Household Composition
- FNS 212 Household Composition Special Arrangements
- FNS 215 Residency
- FNS 220 Categorical Eligibility
- FNS 225 Citizenship
- FNS 227 Non-citizen Requirements
- FNS 230 Social Security Enumeration
- FNS 235 Student of Higher Education