

**FOOD AND NUTRITION SERVICES CERTIFICATION**

**ELIGIBILITY REQUIREMENTS**

**FNS 215 RESIDENCE**

**FNS 215 Residence**  
**Change #X6-2021**  
**XXXXX July 12, 2021**

**215.01 RESIDENCE REQUIREMENT**

A Food and Nutrition Services (FNS) household must live in North Carolina to file an application and participate in the FNS program in North Carolina. The following conditions apply to residence requirements:

- A. There is no durational residency requirement to be considered a resident of North Carolina.
- B. No individual may participate as a member of more than one FNS household or in more than one state, in any month or any part of a month, unless an individual is a resident of a shelter for battered women and children and meets the requirements found in FNS 212.03 C. Household Composition Special Arrangements.
- C. Otherwise eligible households are not required to reside in a permanent dwelling or have a fixed mailing address as a condition of eligibility.
- D. There is no requirement to show intent to reside permanently in the State.
- E. Persons in North Carolina solely for vacation purposes shall not be considered residents.
- F. While legal custody can be considered a lead to determining residence for children, it in itself does not verify residence. FNS residence is based on the actual physical location of each individual.

For example: A grandmother has legal custody of the children in Anytown, NC, but the children actually live with their mother in Other Ttown, NC. The children's residence is the location that they physically live, which would be Other Ttown, NC.

**215.02 FILING AN FNS APPLICATION**

A. In-Person:

- 1. The Food and Nutrition Services (FNS) unit must live in the county in which it makes an in-person application for the FNS benefits.
- 2. If the worker determines that the applicant resides outside their county prior to starting the application process in North Carolina Families

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**Residence**

Accessing Services through Technology (NC FAST) they may refer the applicant to the county Department of Social Services (DSS); in the applicant's county of residence and provide information on mailing, faxing and filing an online application to the applicant.

3. ~~however, if the worker a county determines that the applicant resides outside their county after starting the a new application process in NC FAST, that the household resides in another North Carolina county, the application must be taken, processed processed and transferred to the household's county of residence upon disposition. This includes applications electronically submitted via ePASS.~~

B. Mail, Fax, Email, Dropped Off:

1. ~~Applications submitted by mail, fax, email, or dropped off in a county in which the household does not reside must be faxed to the county of residence within one business day.~~
2. The receiving county must process the application and transfer upon disposition if they fail to fax the application within one business day to the actual county of residence.
3. ~~The a~~Application date is the date received by first county.

C. Online Applications:

Applications filed online through the state website ePASS.nc.gov must be processed by the county that receives the application, regardless of the county of residence. The receiving county must transfer the application to the county of residence after disposition.

~~While legal custody can be considered a lead to determining residence for children, it in itself does not verify residence. FNS residence is based on the actual physical location that each individual lives. For example: If grandmother has legal custody of the children in Anytown, NC, but the children actually live with their mother in Othertown, NC, the children's residence is the location that they physically live at which would be Othertown, NC.~~

~~Unless the individual is a resident of a shelter for battered women and children as defined in Section 210, Household Concept, an individual cannot participate as a member of more than one FNS unit or in more than one state or county in any month or any part of a month.~~

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ELIGIBILITY REQUIREMENTS

Residence

**215.0203 RESIDENCY VERIFICATION**

A. Non-Categorical Eligible FNS Units:

- 1. Verify residency at initial application and reported change of residence.

Verify residency in conjunction with the verification of other information such as, but not limited to, all shelter expenses (mortgage payments, utility bills, etc.), household size/composition (if questionable), and identity.

Whenever a household reports a change of residence, additional verifications for categorically eligible households are not required, accept the households statement.

2.

- ~~1.~~ If residency cannot be verified in conjunction with other verifications, use a collateral contact or other documentary evidence.

3.

- ~~1.~~ Accept any document that reasonably establishes the applicant's residency.

a.

- ~~B.b.~~ Do not request or require any specific type of document.

- ~~C.~~ Do not impose any durational requirement.

**NOTE:** ~~\_\_\_\_\_~~ Verification of residency may not be reasonably accomplished for some households such as homeless, migrant farmworkers, or households newly arrived in a project area. Verification must be pursued unless the household indicates that verification cannot be obtained. ~~\_~~ If it is determined that verification can-not be obtained, accept the client's statement for residency and document why the verification was not obtainable.

B. Categorical Eligible FNS Units:

Do not require verification of residence for FNS households that are categorically eligible. Accept the household's statement.

**215.0304 DOCUMENTATION**

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~~Document the verification source in NC FAST using the appropriate notes and evidences. Scan any supporting documents in NC FAST using the appropriate taxonomy as outlined in NC FAST help. Document the verification on the application form.~~

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**215.04 ADDRESS**

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~~The application contains a place to include a mailing address and directions to the home. If the mailing address is a numbered street address, directions to the home are not required. If the mailing address is a post office box or a rural route box, write directions to the home on the application form.~~

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**215.05 MOVE BY THE FNS UNIT WITHIN THE STATE**

When a household with an active FNS or SNAP case reports it has moved to another county, document the new address, phone number and county of residence. Prior to transferring the case, update the address in NC FAST and address applicable changes in **the household's** situation. **Do not transfer a case until all applicable changes have been completed.** ~~Follow the policy rules below to determine when a county transfer can be completed in NC FAST. Instructions for completing the county transfer can be found in FAST Help procedures, 1.1, Completing Case Transfers. The transferring county is responsible for sending the case file to the new county within 5 business days.~~

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**A. County Transfer Policy Rules for all active FNS and SNAP Cases.**

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**1. Do not transfer:**

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~~an An~~ application to another county. Once the application is approved, transfer the ongoing case.

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**a.**

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~~Do not transfer a~~A pending recertification. Once the recertification is approved, transfer the ongoing case.

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**b.**

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~~A Do not transfer a~~ case with any other pending action. Once the pending action is completed, transfer the ongoing case.

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~~Note: If the FNS unit reports a non-required change but fails to provide verification of the changed information. The case may be~~

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transferred after all time standards for requesting information have expired.

4.2. Transfer of cases in the last two months of the certification period or in the suspense month:

a. The FNS household has not visited or submitted an application to the new county of residence:

i. When a household reports during the last two months of their certification period or during their suspense month that they have moved into a new county, and has not visited or submitted an application/recertification to the new county, **Do not refer the client or the application/recertification to the new county of residence.**

ii. The county in which the client is active is responsible for completing the recertification.

iii. **Do not refer the client or the application/recertification to the new county of residence.** Complete the transfer after the recertification is disposed.

b. The FNS household has submitted an application or visited the new county of residence in-person:

i. **Do not refer the client back to the active county.**

ii. When a household moves into a new county and the client submits an application/recertification or visits their new county of residence during the last two months of their certification period or during their suspense month, the new county is responsible for the recertification.

iii. **Do not refer the client back to the active county.**—A supervisor in the new county must contact the county in which the household is active within 3 days of receipt of the application/recertification or office visit.

iv. The county in which the client is active is responsible for changing the address and the owner of the income support and product delivery case.

**NOTE:** If an action is pending in the active county and the new county receives a DSS-2435, the form should be forwarded to the active county.

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~~5. Transfer of all other active households must be completed within 5 days~~

**215.06 MOVE BY THE FNS UNIT OUT OF THE STATE**

When an FNS unit moves out of the state, take the following steps.

- A. Terminate the FNS unit without Notice of Adverse Action.
- B. Provide the FNS unit with a ~~DSS-8632~~ **DSS-8632**; Confirmation of Voluntary Reduction or Termination of Benefits, which indicates the date benefits were last received in North Carolina.
- C. Advise the FNS unit to contact the appropriate FNS Office in the new state.
- D. The FNS unit may use their EBT card in the other state if the new state's EBT System can accept a North Carolina EBT card.

**NOTE:** Returned mail with an out of state forwarding address by itself would not be considered reliable information to act upon.

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