

CHANGE NOTICE FOR MANUAL

DATE: July 12, 2021
MANUAL: Food and Nutrition Services Certification Manual
TO: County Directors of Social Services
CHANGE NO: 07-2021
SUBJECT: Policy Updates
EFFECTIVE: July 26, 2021

I. BACKGROUND

The purpose of this change notice is to update the Simplified Reporting section of the Food and Nutrition Services manual. Manual sections 400 have been renumbered to the 500 section, reformatted for consistency and clarification as well as removing outdated references.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 section of the FNS manual issued prior to the effective date of this letter are obsolete.

II. SPECIFIC CHANGES

FNS 500 SR Category and Reporting Requirements
Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 505 SR Recertification Requirements
New sections added to better define what constitutes a filed recertification, determining the date of recertification, and the types of recertifications. Procedures instructions moved to FNS 510. Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 510 SR Recertification Procedures
.New section has processing procedures for timely, untimely, and late recertifications. Reorganized and incorporated Administrative letters and Dear County Director Letters.
FNS 515 SR Changes during Certification Period
Updated manual references, removed outdated references. Reorganized and incorporated Administrative letters and Dear County Director Letters.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective July 26, 2021. Submit any questions regarding this policy to DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,

Carla West

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

Attachments:

FNS 500 SR Category and Reporting Requirements
FNS 505 SR Recertification Requirements
FNS 510 SR Recertification Procedures
FNS 515 SR Changes during Certification Period