

## CHANGE NOTICE FOR MANUAL

**DATE:** February 10, 2022

**MANUAL:** Food and Nutrition Services Certification Manual

**TO:** County Directors of Social Services

**CHANGE NO:** 02-2022

**SUBJECT:** Income Verification Policy Updates

**EFFECTIVE:** March 1, 2022

### I. BACKGROUND

The purpose of this change notice is to update policy as it relates to accepting client's statement to determine ineligibility. Previously, the client's statement of mandatory verification was acceptable to deny, reduce, or terminate Food and Nutrition Services (FNS) benefits. However, United States Department of Agriculture (USDA) has provided new guidance that requires verification of mandatory verifications prior to denying, reducing, or terminating FNS benefits. Without verification of the mandatory verification the application, recertification, or change must be closed for failure to provide verification. The policy sections listed below have been updated to reflect this new guidance.

### II. SPECIFIC CHANGES

<b>FNS 305 Rules for Budgeting Income</b>
<ul style="list-style-type: none"><li>• <b>305.05 Verification Sources and Requirements</b><ul style="list-style-type: none"><li>○ <b>305.05 A. 4.</b> - Reference to accepting client's statement to deny or reduce benefits removed. Clarification added to requirements to procedures required to accept client's statement when the FNS unit states cannot obtain the required or mandatory verification.</li><li>○ <b>305.05 B. 1.</b> – Requirement to verify all statements of mandatory and required verifications added to policy.</li></ul></li></ul>
<b>FNS 435 Eligibility Determination Requirement</b>
<ul style="list-style-type: none"><li>• <b>435.01 Eligibility Determination Requirement</b> – Clarification added to policy to distinguish between mandatory and required verifications.</li><li>• <b>435.04 Requesting Information at Application Procedures</b> – References to mandatory and required verifications added throughout the section.</li><li>• <b>435.05 Delay in Requesting Verifications</b> - References to mandatory and required verifications added throughout the section.</li></ul>
<b>FNS 440 Application Disposition</b>
<ul style="list-style-type: none"><li>• <b>440.03 Denying an Application</b> - Reference to accepting client's statement edited or clarification. Requirement to verify mandatory verification prior to denying an application added. Requirement to explain options to FNS unit added.</li></ul>
<b>FNS 510 SR Recertification Procedures</b>
<ul style="list-style-type: none"><li>• <b>510.01 Timely Recertification Process</b> - Statement indicating requirement to verify mandatory verifications added.</li></ul>

<b>510.02 Untimely Recertification Process</b> - Statement indicating requirement to verify mandatory verifications added.
<b>FNS 515 SR Changes during Certification Period</b>
<ul style="list-style-type: none"> <li>• <b>515.03 Termination of Benefits</b> - Statement indicating requirement to verify mandatory verifications added.</li> <li>• <b>515.04 Decrease In Benefits</b> - Statement indicating requirement to verify mandatory verifications added.</li> </ul>

The following chart is provided as a summary of the changes and should not be used in place of the policy found in each section. The chart shows the area of policy and indicates if verification is required or if client's statement (C/S) can be used as verification (unless questionable).

Action Area of Policy	Application Approval	Application Denial	Recertification Approval	Recertification Denial	Change (Increase or Termination)
<b>Mandatory Verifications:</b>					
Identity	Required	Required	Required	Required	Required
Residency	Required	Required	Required	Required	Required
Citizenship / Alien Status	Required	Required	Required	Required	Required
Household Size	Required	Required	Required	Required	Required
Household Composition	Required	Required	Required	Required	Required
Enumeration	Required	Required	Required	Required	Required
Gross Non-exempt Income	Required	Required	Required	Required	Required
<b>Required Verifications:</b>					
Student Status	Required	C/S	Required	C/S	C/S
Voluntary Quit	Required	C/S	Required	C/S	C/S
Work Registration	Required	C/S	Required	C/S	C/S
Disability	Required	C/S	Required	C/S	C/S
Controlled Substance Felon	Required	C/S	Required	C/S	C/S
Previous Disqualifications	Required	C/S	Required	C/S	C/S
Resources	Required	C/S	Required	C/S	C/S

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective upon receipt for all applications, recertifications, and changes taken or processed on and after March 1, 2022. 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 (5):**

FNS 305 Rules for Budgeting Income

FNS 435 Determining Eligibility

FNS 440 Application Disposition

FNS 510 SR Recertification Procedures

FNS 515 SR Changes during Certification Period