
**FOOD AND NUTRITION SERVICES CERTIFICATION
APPLICATIONS
Application Time Frames**

**FNS 315 Application Time Frames
Change #1-2014
April 1, 2014**

315.01 APPLICATION TIME FRAMES

All FNS applications must be processed within the required time frames. This includes initial applications and reapplications.

315.02 NORMAL APPLICATION PROCESSING TIME FRAMES

Both initial FNS applications and reapplications must be processed so the household has the opportunity to purchase food no later than the 30th calendar day following the date of application. The first calendar day is the day following the date the signed application is received in the agency or when the appropriate office receives the application. See Section 305.04 for time frame requirements for filing an application. If the household is ineligible for benefits, the denial must be keyed by the 30th day. Refer to Section 335, Application Processing Requirements, for further processing instructions.

When the 30th calendar day falls on a non-workday, NC FAST automatically extends the processing due date to the next workday for denials. This information is available daily in NC FAST on the Reporting tab, using either the Incomplete Applications report on the County Case Profile or the Pending Application Details report on the Supervisor Dashboard. Additional information may also be available in Fast Help or on XPTR, as communicated by NC FAST.

315.03 EXPEDITED SERVICE APPLICATION PROCESSING TIME FRAMES

If the initial application or reapplication is processed using expedited service standards, the household must be able to purchase food no later than the seventh calendar day following the date of application. The first calendar day is the day following the date the signed application is received in the agency. Refer to Section 320, Expedited Service, for further instructions.

315.04 VERIFICATIONS

All FNS applications must be registered within three (3) workdays from the time the application is filed. An application is registered by keying and submitting the Intelligent Evidence Gathering (IEG) in NC FAST. Once an application is registered, the processing due date will appear on the Incomplete Applications report on the County Case Profile or the Pending Application Details report on the Supervisor Dashboard. Additional information may also be available in Fast Help or on XPTR, as communicated by NC FAST.

It is recommended that the county use the daily intake log and check NC FAST to ensure all initial applications and reapplications are registered in a timely manner.