
**FOOD AND NUTRITION SERVICES CERTIFICATION
APPLICATIONS
Authorizing Benefits**

**FNS 365 Authorizing Benefits
Change #5-2012
October 1, 2012**

365.01 AUTHORIZING FOOD AND NUTRITION SERVICES BENEFITS

- A. When processing applications in the FSIS system, complete the DSS-8590 and key the entries in the Food Stamp Information System (FSIS) to authorize FNS benefits. When necessary, authorize initial FNS benefits using Transaction Code 9.

Do not complete a DSS-8593 to issue initial FNS benefits unless absolutely necessary. Use of both the DSS-8590 and the DSS-8593 may result in double issuances and/or incorrect allotment amounts. Both the caseworker and the supervisor must sign and date the form prior to the form being keyed.

- B. NC FAST determines benefit eligibility based on policy rules and information entered into the system.

365.02 DETERMINING INITIAL ALLOTMENT AMOUNTS

The benefit level for the initial month of certification is based on the date of application. Prorate benefits from the date of application to the end of the month. The only exception is for joint FNS/Supplemental Security Income applicants who are residents of institutions. See Section 325, Social Security Administration Applications, for instructions for these applicants.

Use a standard 30-day calendar month to determine prorated benefit amounts. Treat a household that applies on the 31st of the month as if it applied on the 30th of the month. FSIS and NC FAST calculate prorated allotment amounts. An initial month's allotment of less than \$10 will not be issued to any household. For further instructions on calculation of benefits and determining benefit levels, see Section 285, Determining Benefit Levels.