

DSS ADMINISTRATIVE LETTER ECONOMIC AND FAMILY SERVICES
EFS_FNS_AL-13-2016
Hurricane Matthew 2016 Return Disaster EBT Cards
(October 25, 2016)

(Food and Nutrition Services)

TO: County Directors of Social Services

ATTENTION: Food and Nutrition Services Managers and Supervisors

DATE: October 25, 2016

SUBJECT: Return of Disaster EBT Cards

EFFECTIVE: October 25, 2016

I. GENERAL INFORMATION

This letter provides instructions and procedures for returning Disaster EBT Cards for first eighteen counties operating a Disaster Food and Nutrition Services Program (D-FNS). Those counties are Beaufort, Bladen, Columbus, Cumberland, Dare, Duplin, Greene, Harnett, Hoke, Hyde, Johnston, Jones, Lenoir, Pender, Robeson, Sampson, Tyrrell and Wayne. This letter contains instructions for both policy and procedures. Cards need to be returned no later than Thursday, October 27, 2016.

II. POLICY PROCEDURES

Return **ONLY** full liners (seal not broken) of Disaster EBT cards to the State Office. Partial liners of EBT cards **cannot** be returned to the State Office. (Instructions will follow at a later date as to the process for handling these cards.) Complete the DSS-8603-ia, Food and Nutrition Services Returned Disaster EBT Cards and return with the box(es) of EBT cards and the Manifest.

III. IMPLEMENTATION INSTRUCTIONS

The DSS-8603-ia must be completed by DSS staff and the State employee/carrier. Follow the instructions below on how to complete the form.

Section 1- Completed by the County Department of Social Services (DSS).

The county will provide the job number, liner number and sequence beginning and ending numbers. The numbers are located on the label at the end of the white liner. A signature of the person completing this sections is required.

Section 2 (A) - Completed by County DSS Staff

Include the name and address of the agency the cards are being returned to:
Division of Social Services
Betsy Moore or Suzanne Harlow
820 S. Boylan Avenue

McBryde Bldg., Dorothea Dix Campus
Raleigh, NC 27699-2420

Section (B) - Completed by Carrier's Organization or State Staff

Section 2 (B), the State employee/carrier will fill out this section. By signing this, it is certifying that DSS is returning the D-FNS EBT cards and that the carrier is taking possession of the cards.

Section 2 (C), this section cannot be signed until after Section 3 has been signed. This section confirms that the carrier has delivered the cards to the State Office. The carrier will return a completed copy to county DSS.

Section 3 - Completed by Food and Nutrition Services State Staff

Section three, State staff that receive the D-FNS EBT cards from the Carrier will complete the last section of the form.

Each county DSS will receive a copy of the completed DSS-8603.

Submit any questions regarding this information to the DHHS Operational Support Team (OST) at ost.policy.questions@dhhs.nc.gov.

Sincerely,



David Locklear, Chief
Economic and Family Services

Attachment (1)

[EFS_FNS_AL-13-2016](#)