

DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 4-2013
**Elimination of Food and Nutrition Services Employment and Training Requirements
(June 3, 2013)**

(Food and Nutrition Services)

TO: County Directors of Social Services

ATTENTION: Food and Nutrition Services Managers and Supervisors

DATE: June 3, 2013

SUBJECT: Elimination of Food and Nutrition Services Employment and Training Requirements for Buncombe and Rockingham Counties

EFFECTIVE: Upon Receipt

I. GENERAL INFORMATION

On June 30, 2013, the Food and Nutrition Services Employment and Training (FNS E&T) contract between the Division of Social Services and the State Division of Workforce Solutions (DWS) will terminate in the counties listed above. This will end the FNS E&T Program in these two counties. The purpose of this letter is to outline the procedures for implementing this change.

II. POLICY PROCEDURES

Although there will no longer be a work program in the above listed counties, individuals subject to work requirements are not exempt from work registration. Able Bodied Adults without Dependents (ABAWDs) and non-ABAWD work registrants continue to be subject to voluntary reduction in hours, voluntary quit, and the ABAWD provisions found in Section 243 and Section 245 of the Food and Nutrition Services Certification Manual. The ABAWD waiver, which is in effect in all counties through September 30, 2013, eliminates the 3-month ABAWD time limit, but the FNS work requirements still apply.

III. CLOSE OUT DEADLINES AND PROCEDURES

Closeout deadlines and procedures developed with the State DWS must be used when referring E&T volunteers and individuals needing cures to the local DWS Employment Consultant. Coordinate these dates and procedures with the local E&T partner to achieve a smooth and efficient transition.

1. **June 7, 2013**, is the last day for DSS to refer volunteers and individuals needing cures to the local DWS Employment Consultant. DWS must receive all referrals and cure requests no later than **June 7, 2013**.

Fax or e-mail referrals and cure requests to the local DWS Employment Consultant in order to meet this deadline.

2. If a disqualified individual requests to cure an E&T non-compliance after **June 7, 2013**, document in the record that the FNS E&T Program in your county ends/ended effective June 30, 2013. Add the individual back to the FNS benefits as long as all other eligibility requirements are met. The FNS household must reapply if the benefits are terminated.
3. **June 26, 2013** is the last day for the local DWS Employment Consultant to complete E&T vouchers. DSS should receive all vouchers by **June 26, 2013**.

The local DWS Employment Consultant will fax or e-mail vouchers to the local DSS in order to meet this deadline.

NOTE: Request 50% FNS E&T matches for participant reimbursements from the DHHS Controllers Office no later than September 2013.

4. Continue to indicate E&T volunteers as Registered Referred and Volunteer Referred in NC FAST through June 2013, unless notified by the local DWS Employment Consultant that an individual stopped participating in the FNS E&T Program prior to **June 3, 2013**.

IV. IMPLEMENTATION INSTRUCTIONS

This change is effective with each application, change in situation, or recertification processed on or after June 10, 2013, in Buncombe and Rockingham Counties only. End date individuals who are listed as Registered Referred and Volunteer Referred and whose FNS participation continues as of July 1, 2013 or later.

If you have any questions, contact Kathy Evans at Kathy.Evans@dhhs.nc.gov or (919) 527-6318.

Sincerely,



David Locklear, Assistant Chief
Economic and Family Services Section

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