

THIS LETTER APPLIES TO THE FOLLOWING COUNTIES ONLY:

Buncombe	Columbus	Durham	Edgecombe
Forsyth	Granville	Haywood	Henderson
Johnston	Mitchell	New Hanover	Pitt
Rockingham	Wake		

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 7-2011
Individuals Who Cannot Volunteer for the Employment and Training Program
(July 29, 2011)**

(Food and Nutrition Services)

TO: County Directors of Social Services

ATTENTION: Food and Nutrition Services Managers and Supervisors

DATE: July 29, 2011

SUBJECT: Individuals Who Cannot Volunteer for the Employment and Training Program

EFFECTIVE: Upon Receipt

I. GENERAL INFORMATION

Current Food and Nutrition Services (FNS) policy requires that Employment and Training (E&T) Program volunteers must be active recipients between the ages of eighteen through fifty-nine. The purpose of this letter is to provide counties operating the E&T Program with a list of individuals who cannot volunteer.

The United States Department of Agriculture (USDA) recently clarified that recipients subject to work requirements in another work program cannot participate in the E&T Program.

In addition, clarification is provided that individuals who are unfit for employment cannot participate in the E&T Program.

II. POLICY PROCEDURES

- A. Individuals who are subject to work requirements in another work program cannot volunteer for the E&T Program:
1. Work First Family Assistance (WFFA) applicants and recipients required to participate in employment services;
 2. Unemployment Insurance Benefits (UIB) applicants, recipients, and individuals who are in UIB appeal status awaiting a final determination; or
 3. Refugees subject to work requirements imposed by a Refugee Resettlement Program (RRP).
- B. Individuals who are unfit for employment cannot volunteer for the E&T Program:
1. Claims s/he is mentally or physically disabled;
 2. A disabled specified person (see FNS 210.05, Definition of Specified Person); or
 3. Claims s/he participates regularly as a resident or nonresident in a drug or alcoholic treatment and rehabilitation program.
- C. FNS 241.04, Participant Reimbursement Requirements, does not address reimbursements for dependant care expenses. Individuals who state they have these expenses cannot volunteer for the E&T Program.

III. IMPLEMENTATION INSTRUCTIONS

Apply these new procedures upon receipt to applications, changes in situation, or recertifications in the above listed counties.

If you have any questions, contact your Food and Nutrition Services and Energy Programs Regional Support Team directly via email.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

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