
FOOD AND NUTRITION SERVICES CERTIFICATION
ELIGIBILITY REQUIREMENTS
Residence

FNS 215 Residence
Change #2-2015
March 1, 2015

215.01 RESIDENCE REQUIREMENT

The Food and Nutrition Services (FNS) unit must live in the county in which it makes an application for the FNS benefits; however, if a county determines after starting a new application in NC FAST that the household resides in another North Carolina county, the application must be processed and transferred to the household's county of residence upon disposition. This includes applications electronically submitted via ePASS.

Applications submitted by mail, fax or dropped off in a county in which the household does not reside must be faxed to the county of residence within one business day. Application date is the date received by first county.

Unless the individual is a resident of a shelter for battered women and children as defined in Section 210, Household Concept, an individual **cannot participate** as a member of more than one FNS unit or in more than one state or county in any month or any part of a month.

215.02 VERIFICATION

Verify residency at initial application. Verify residency in conjunction with the verification of other information such as, but not limited to, all shelter expenses (mortgage payments, utility bills, etc.), household size/composition (if questionable), and identity.

Whenever a household reports a change of residence, additional verifications for categorically eligible households are not required, accept the households statement.

If residency cannot be verified in conjunction with other verifications, use a collateral contact or other documentary evidence.

- A. Accept any document that reasonably establishes the applicant's residency.
- B. Do not require any specific type of document.
- C. Do not impose any durational requirement.

NOTE: Verification of residency may not be reasonably accomplished for some households such as homeless, migrant farmworkers, or households newly arrived in a project area. Verification must be pursued unless the household indicates that verification cannot be obtained. If it is determined that verification can not be obtained, accept the client's statement for residency and document why the verification was not obtainable.

215.03 DOCUMENTATION

Document the verification on the application form.

215.04 ADDRESS

The application contains a place to include a mailing address and directions to the home. If the mailing address is a numbered street address, directions to the home are not required. If the mailing address is a post office box or a rural route box, write directions to the home on the application form.

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215.05 MOVE BY THE FNS UNIT WITHIN THE STATE

When a household with an active FNS or SNAP case reports it has moved to another county, document the new address, phone number and county of residence. Prior to transferring the case, update the address in NC FAST and address applicable changes in situation. **Do not transfer a case until all applicable changes have been completed.** Follow the policy rules below to determine when a county transfer can be completed in NC FAST. Instructions for completing the county transfer can be found in FAST Help procedures, 1.1, Completing Case Transfers. The transferring county is responsible for sending the case file to the new county within 5 business days.

County Transfer Policy Rules for all active FNS and SNAP Cases.

1. Do not transfer an application to another county. Once the application is approved, transfer the ongoing case.
2. Do not transfer a pending recertification. Once the recertification is approved, transfer the ongoing case.
3. Do not transfer a case with any other pending action. Once the pending action is completed, transfer the ongoing case.
4. Transfer of cases in the last two months of the certification period or in the suspense month:
 - When a household reports during the last two months of their certification period or during their suspense month that they have moved into a new county, and has not visited or submitted an application/recertification to the new county, the county in which the client is active is responsible for completing the recertification. **Do not refer the client or the application/recertification to the new county of residence.**
 - When a household moves into a new county and the client submits an application/recertification or visits their new county of residence during the last two months of their certification period or during their suspense month, the new county is responsible for the recertification. **Do not refer the client back to the active county.** A supervisor in the new county must contact the county in which the household is active within 3 days of receipt of the application/recertification or office visit. The county in which the client is active is responsible for changing the address and the owner of the income support and product delivery case.

NOTE: If an action is pending in the active county and the new county receives a DSS-2435, the form should be forwarded to the active county.
5. Transfer of all other active households must be completed within 5 days

215.06 MOVE BY THE FNS UNIT OUT OF THE STATE

When a FNS unit moves out of the state, take the following steps.

- A. Terminate the FNS unit without Notice of Adverse Action.
- B. Provide the FNS unit with a DSS-8632, Confirmation of Voluntary Reduction or Termination of Benefits, which indicates the date benefits were last received in North Carolina.

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- C. Advise the FNS unit to contact the appropriate FNS Office in the new state.
- D. The FNS unit may use their EBT card in the other state if the new state's EBT System can accept a North Carolina EBT card.

NOTE: Returned mail with an out of state forwarding address by itself would not be considered reliable information to act upon.