
FOOD AND NUTRITION SERVICES CERTIFICATION
ELIGIBILITY REQUIREMENTS
Employment and Training (E&T)

FNS 241 Employment & Training (E&T)
Change #1-2010
March 1, 2010

241.00 EMPLOYMENT AND TRAINING (E&T) WORK PROGRAM

Food and Nutrition Services (FNS) unit members ages 18 through 59 may volunteer to participate in an E&T Program unless their county is operating an optional Workfare work program or the individual lives in a non-E&T county.

A non-E&T county is one not operating under the contract with the Employment Security Commission (ESC). Refer to [Figure 241-2](#) for a description of E&T, Workfare, and non-E&T counties.

241.01 PROCEDURES FOR REFERRING FNS MEMBER VOLUNTEERS TO THE EMPLOYMENT SECURITY COMMISSION (ESC).

A. Refer a FNS member to the E&T Program at the time the individual volunteers.

NOTE: ESC will send a NCSES-2625 to the local DSS office whenever FNS members contact their office and request to volunteer. Verify that the individual is receiving FNS benefits and refer the active individual according to B below. If the individual is not an active recipient send a DSS-2624 to ESC, complete section B by checking "other" and under "reason" document that the individual is not an active recipient and can not be referred for participation in the E&T program.

B. Complete all information requested in Sections A on the [DSS-2624, Food and Nutrition Services Referral Form](#). Indicate the date referred in "Date of DSS Action" on the DSS-2624 and enter a 'T' in the second field of 80E on the DSS-8590, Client Record, for each volunteer referred. Forward the DSS-2624 to ESC within 10 calendar days of the request or within 10 calendar days of the date the FNS unit is certified. **Do not send the DSS-2624 until the FNS unit is certified.** File the duplicate copy in the case record.

C. When information provided to ESC on the "new" or "renewal" form changes (such as address or telephone number), use the DSS-2624 to notify ESC of the change within 10 calendar days. Reporting a change does not break the 12-month E&T cycle of a registration or reregistration.

241.02 CURING NON-COMPLIANCE WITH E&T REQUIREMENTS

For currently disqualified individuals who were subject to FNS E&T, Career Start (CS), and Workfare prior to July 1, 2009 the minimum disqualification period must be served even if the individual complies with the required activity. If the individual becomes exempt from work requirements at any time since the non-compliance occurred, the disqualification ends and the minimum disqualification period does not have to be served.

The disqualification periods are:

- First violation – One month and until the individual complies.
- Second violation – Three months and until the individual complies.
- Third and subsequent violations – Six months and until the individual complies.

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NOTE: For Career Start disqualifications, the disqualified individual must comply with the ESC assessment and serve the minimum disqualification period before being including in the FNS benefits, unless the individual becomes exempt from work requirements at any time since the non-compliance occurred.

A. If a disqualified FNS unit member of an ongoing household wishes to comply at any time during the certification period:

1. Indicate that the cure is required on the [DSS-8650, Notice of Information Needed to Complete Your Food and Nutrition Services \(FNS\)](#). Check the "Other" block and document the requirement. Send the [DSS-8640, Work Registration Responsibilities](#), to the disqualified individual.
2. Request a cure using the [NCSES-2625, Food and Nutrition Services E&T Information Transmittal](#). Complete Section D, "For DSS Office Use Only", and check the appropriate block for the type of cure.

NOTE: Only use the 07/2009 revised NCSES-2625, Food Stamp E&T Information Transmittal.

3. Forward the NCSES-2625 to ESC within 10 calendar days of the individual's request to cure.

B. If ESC returns the NCSES-2625 indicating the disqualified FNS unit member complied during the certification period, treat this as a change in situation. Refer to the appropriate sections for changes during the certification period.

1. If the individual complies during the disqualification period, and all other eligibility requirements are met, add the individual back to the FNS case the month after the month the minimum disqualification period is served.
2. If the individual serves the minimum disqualification period and then complies, and all other eligibility requirements are met, add the individual back to the FNS case the month after the month the non-compliance is cured.

NOTE: ESC will indicate on the NCSES-2625 if the individual wishes to continue participation as a volunteer. When the individual has been added to the FNS benefits send to ESC a DSS-2624. On the DSS-2624 complete the "Date of DSS action", the "Date sent to ESC", and Section A. Enter a 'T' in the second field of 80E on the DSS-8590, Client Record, for each volunteer.

C. If the disqualified FNS unit member becomes exempt from work requirements during the certification period, the disqualification ends and the minimum disqualification period does not have to be served. Treat this as a change in situation. Add the FNS unit member back to the FNS case the calendar month after the exemption occurs if all other eligibility requirements are met.

1. Treat this as a change in situation. Refer to the appropriate manual sections for changes during the certification period.
2. Reinstate the FNS unit member the next calendar month after the exemption occurs if all other eligibility requirements are met.

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- D. At reapplication or recertification, if a disqualified individual wishes to comply
1. Indicate that the cure is required on the DSS-8650, Notice of Information Needed to Complete Your Food and Nutrition Services (FNS). Check the "Other" block and document the requirement. Send the DSS-8640, Work Requirement Responsibilities, to the disqualified individual.
 2. Request a cure using the NCSES-2625, Food and Nutrition Services E&T Information Transmittal. Complete Section D, "For DSS Office Use Only", and check the appropriate block for the type of cure.

NOTE: Only use the 07/2009 revised NCSES-2625, Food And Nutrition Services E&T Information Transmittal.

Forward the NCSES 2625 to ESC within 10 calendar days of the individual's request to notify ESC that the disqualified individual agrees to comply with E&T requirements.

- E. If ESC returns the NCSES-2625 indicating the disqualified individual complied, and:
1. The individual served the minimum disqualification period prior to the end of the 30-day application processing timeframe, and all other eligibility requirements are met, authorize benefits from the original application date.

NOTE: ESC will indicate on the NCSES-2625 if the individual wishes to continue participation as a volunteer. When the individual has been added to the FNS benefits send to ESC a DSS-2624, complete the Date of DSS action, Date sent to ESC, and Section A. Enter a 'T' in the second field of 80E on the DSS-8590, Client Record, for each volunteer.
 2. The individual did not serve the minimum disqualification period prior to the end of the 30-day application processing timeframe, and
 - a. The application/recertification is for the disqualified individuals only, deny the case.
 - b. The application/recertification is for two or more FNS unit members, approve the case if all other eligibility requirements are met, but do not include the disqualified individual.

If the disqualified FNS unit member later serves the minimum disqualification period during the certification period, refer to 241.02 B.

- F. If ESC does not return the NCSES-2625 prior to the end of the application processing timeframe, and
1. The application/recertification is for the disqualified individuals only, deny the case.

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2. The application/recertification is for two or more FNS unit members, approve the case if all other eligibility requirements are met, but do not include the disqualified individual.

If ESC later returns the NCSES-2625 indicating the disqualified FNS unit member complied during the certification period, refer to 241.02 B.

- G. If the disqualified individual became exempt from work requirements prior to the date of application or becomes exempt from work requirements prior to the end of the application processing timeframe, the disqualification ends.
 1. The non-compliance does not have to be cured and the minimum disqualification period does not have to be served.
 2. Authorize benefits from the original application date if all other eligibility requirements are met.

241.03 COUNTY ACTION WHEN A DISQUALIFIED INDIVIDUAL MOVES FROM AN E&T COUNTY TO A COUNTY WITH NO ESC CONTRACT, ANOTHER E&T COUNTY OR A WORKFARE COUNTY

If an individual who is disqualified for failure to comply with E&T requirements moves to a county with no ESC contract or a Workfare county, the individual remains disqualified, unless he/she is exempt, until the minimum disqualification period (1, 3, or 6 months) is served. If otherwise eligible, the person can participate once the minimum disqualification period ends. The new county must contact the old county to request that the disqualification be manually purged from FSIS.

When an individual who is disqualified for failure to comply with E&T requirements moves from one E&T county to another E&T county, the second county is responsible for obtaining the NCSES/CS-2625 from the first county. Request a cure using the [NCSES-2625, Food and Nutrition Services E&T Information Transmittal](#). Complete Section D, "For DSS Office Use Only", and check the appropriate block for the type of cure. The individual remains disqualified, unless he is exempt, until compliance with E&T requirements are met and the minimum disqualification period is served.

NOTE: Only use the 07/2009 revised NCSES-2625, Food and Nutrition Services E&T Information Transmittal.

If an individual who is disqualified for failure to comply with E&T requirements moves back to an E&T county and applies for benefits, and he is not exempt from work requirements, the individual remains disqualified until compliance with E&T requirements are met and the minimum disqualification period is served.

241.04 PARTICIPANT REIMBURSEMENT REQUIREMENTS

- A. Provide applicants and recipients who participate in the Employment and Training (E&T) Program with reimbursement for expenses incurred subject to the limits outlined in this section. Expenses must be reimbursed whether or not there is a local agreement in place between the local department of social services, the Employment Security Commission (ESC), and other agencies.

Incurred expenses must be reimbursed, up to the maximum limits outlined in this section. Participant reimbursement is allowed for any time period the participant complied.

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1. Expenses are paid upon receipt of an E&T voucher (NCSES-2628) from the local ESC office. The payments are made as long as the individual participated, for any length of time, in E&T components, incurred expenses, and the county department of social services receives vouchers from the local ESC office.
2. Individuals may participate in job search and then be placed in other components such as a Human Resources Development (HRD) program at the community college.
3. Inform participants of the rate of reimbursement and that the expenses are paid upon receipt of a voucher from the local ESC office.
4. Participants cannot be required to participate in E&T if their participant expenses exceed the amounts outlined in Section 241.04 B.

B. Reimbursement for Transportation and Other Expenses

Reimburse participants for transportation and other expenses (i.e., books, uniforms, and personal safety items) incurred that are reasonably necessary and directly related to participation in the E&T Program as follows. The payments to FNS unit members may be made in advance for anticipated expenses in the coming month.

1. Actual expenses incurred up to the amount the county has agreed upon a month; **or**
2. A flat monthly fee, for expenses incurred, up to the amount the county has agreed upon a month; **or**
3. Arrange or purchase transportation (i.e., provide bus passes) or pay vendors directly for any items necessary for participation up to whatever amount the county sets per month.

NOTE: Payments per month are matched with 50% federal funds.

- C.** The job search requirement is eight weeks in length and is divided into two four-week periods. ESC submits a voucher to DSS at the end of the first four weeks and at the end of the second four weeks. If an E&T participant enrolls in education or training following the eight-week job search period and does so in the same month in which the second job search period was completed, ESC will not send a voucher for the individual until the end of the next month. The local ESC will send a voucher monthly on individuals who are enrolled in education and training.

If the individual fails to complete the full participation requirements, the local ESC will send a voucher for participant reimbursement for the time period the participant complied.

241.05

TERMINATION OF VOLUNTEER E&T STATUS PROCEDURES

- A.** When any of the following changes occur, terminate the volunteer status of the FNS unit members. Document the reason for the termination in Section C of the [DSS-2624, Food and Nutrition Services Referral Form](#) and send to ESC within ten calendar days of the effective date of the change. Use the [DSS-8640, Work Registration Responsibilities](#) to notify the FNS unit that the individual is not an E&T work program participant at this time. Reasons for termination of volunteer status are:

1. The volunteer moves from the ESC service area.

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2. The volunteer no longer wishes to volunteer.
 3. The volunteer does not comply with ESC.
 4. The volunteer is terminated from FNS for reasons other than disqualification for failure to comply with work requirements or failure to reapply.
- B. A volunteer is automatically terminated from volunteer status when the FNS unit fails to apply for recertification within 30 days after the end of its certification period.
1. FSIS generates Report SLENU-033-02, Volunteer Work Registration Termination for Closed Cases, which lists alphabetically all volunteer work registrants with name, social security number, county FNS number, and work status code.
 2. The county agency prints the Volunteer Work Registration Termination report from XPTR and sends a copy to ESC so E&T volunteers can be terminated. An individual DSS-2624 is not required. The county agency can access this report in XPTR.

241.06 WORKERS COMPENSATION INSURANCE

All FNS applicants and recipients who participate in FNS Program work activities are automatically covered by a statewide workers compensation insurance policy. The policy is renewed annually and maintained by the Division of Social Services. The coverage is provided by Key Risk Management Services.

When a participant contacts you to report a claim:

1. Call the toll-free telephone reporting service at 1-888-883-9568 to report the injury. State law mandates filing an accident report, via the insurance carrier, within five working days of the "employer's" knowledge of the accident.
2. Provide the policy number 9005296 to the customer service representative. The name of the insured is the North Carolina Department of Health and Human Services, Division of Social Services.
3. Follow the instructions of the customer service representative

NOTE: Former workers compensation insurance carrier, Granite State Insurance (AIG Group) is responsible for all claims filed prior to September 1, 2009 until the claim is officially closed.