



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

Date: January 5, 2021

Dear County Directors of Social Services:

Attention: Food and Nutrition Services (FNS) Administrators, Managers and Supervisors
Program Integrity Supervisors and Investigators

Subject: 2021 FNS Application Time Standards Chart

Priority: Information Only

In our continuing efforts to provide caseworkers with timesaving strategies, attached is a copy of the FNS Application Time Standards Chart for 2021. The chart calculates the 4th, 7th, 10th, 25th, 30th, 60th, 90th calendar days and the 10th working day based on the state holiday schedule. Weekends and holidays are highlighted in gray and state holidays are designated in red. Utilize the chart to eliminate the need for manual calculation to determine the application time standards processing dates.

The chart automatically calculates the 10th business day based on state recognized holidays. Counties that do not observe the same holiday schedule as the State will need to calculate the expiration dates based on their own county's schedule.

We hope this information is beneficial. Submit any questions regarding this information to the Operational Support Team (OST) at DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,

A handwritten signature in blue ink that reads 'David Locklear'.

David Locklear, Deputy Director
Economic and Family Services Section

DL/vd

Attachment: (1)
2021 FNS Application Time Standards Chart

EFS-FNSEP-01-2021

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • ECONOMIC AND FAMILY SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
MAILING ADDRESS: 2420 Mail Service Center, Raleigh, NC 27699-2420
www.ncdhhs.gov • TEL: 919-527-6300 • FAX: 919-334-1265

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