



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES

ECONOMIC & FAMILY SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
SR. DIRECTOR FOR SOCIAL SERVICES  
AND COUNTY OPERATIONS

May 3, 2017

Dear County Director of Social Services:

Re: Food and Nutrition Services Program Integrity Referral Timeliness Requirements

The United States Department of Agriculture (USDA) found during the 2015 Food and Nutrition Services (FNS) Management Evaluation, NC was not in compliance with federal regulations that requires no more than 10% of FNS referrals be established past 180 days from the date of discovery.

FNS manual section 800.06 states that all FNS referrals must be established within 180 days from the date of discovery. Any referral that is not disposed of within the 180-day requirement is considered overdue.

It is imperative to review all pending referrals to determine if claims can be established or if the referral needs to be unsubstantiated. Any overdue referrals that have an overissuance period more than six years from the date of discovery must be unsubstantiated. Overdue referrals must be given priority and assessed for any overissuances by August 1, 2017.

Progress has been made in reducing the number of overdue referrals, however the 10% requirement has not been met. Program Integrity staff must continue monitoring the FRD-420, Caseload Details report closely as a tool to manage and reduce the backlog of overdue referrals.

If you have questions, please contact the Kathie Chapuis at [Kathie.Chapuis@dhhs.nc.gov](mailto:Kathie.Chapuis@dhhs.nc.gov) or 919-527-6323.

Sincerely,

A handwritten signature in black ink that reads "David Locklear".

David Locklear, Chief  
Economic and Family Services Section

**EFS-FNSEP-10-2017**

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