



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

April 11, 2019

**Dear County Directors of Social Services**

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

**Subject:** Federal Treasury Offset Program (TOP) Review Process and Cash Assistance EBT Edge Repayment Reminders

**Priority:** Information Only

The purpose of this message is to provide reminders of the TOP 60 Day Notice (DSS-8605) requirements and the EBT Edge Repayment Process. The TOP notice informs the FNS debtors of their legal right to a local TOP review if they believe the debt is not owed, or that all or part of the debt is not past due or legally enforceable. FNS Manual Section 845.04 <https://www2.ncdhhs.gov/info/olm/manuals/dss/ei-30/man/FSs815.pdf> gives instructions for conducting a TOP review at the local agency. The local agency must notify the debtor of the local review decision using the DSS-8606, Notice of Local TOP Review Decision within five business days by certified mail. The DSS-8606, Notice of Local TOP Decision also advises the debtor they have 30 days from the decision date to make a written request to the United States Department of Agriculture (USDA) for a federal review.

If a debtor makes a request for a local TOP review, fax a request to the Information Support Unit at 919-334-1052 to update the TOP indicator to local TOP Review.

FNS allows a voluntary payment from an FNS EBT account towards an outstanding FNS claim, along with an allotment reduction. However, cash assistance does not allow this method of repayment. Removal of benefits from the FNS EBT account to apply as a payment towards an outstanding cash claim is **not** permitted.

Review Manual Section 815.06 Collecting the Claim for specific instructions.  
<https://www2.ncdhhs.gov/info/olm/manuals/dss/ei-30/man/FSs815.pdf>

**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](http://www.ncdhhs.gov) • TEL: 919-527-6300 • FAX: 919-334-1265

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

Sincerely,

A handwritten signature in blue ink that reads "David Locklear". The signature is written in a cursive style with a large initial "D".

David Locklear, Deputy Director

DL/ahj

**EFS-FNSEP-18-2019**