



## North Carolina Department of Health and Human Services Division of Social Services

Beverly Eaves Perdue, Governor  
Albert A. Delia, Acting Secretary

Sherry S. Bradsher, Director

Economic and Family Services  
2420 Mail Service Center  
Raleigh, NC 27699-2420  
(919) 527-6300

October 29, 2012

**Re: Food and Nutrition Services Time Standards,  
Notice of Adverse Action Time Standards and  
Recertification Time Standards Charts**

**Dear County Director of Social Services:**

**Attention: Food and Nutrition Services Managers & Supervisors**

In our continuing efforts to provide caseworkers with timesaving strategies, the Economic and Family Services Section has published a 2013 Food and Nutrition Services Time Standards chart. Calculated automatically for the caseworker are the key application processing dates. This chart shows the 10<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, 60<sup>th</sup>, and 90<sup>th</sup> calendar day used in application processing. Utilize this chart to eliminate the need for manual calculation of each date.

Included also is the 2013 Food and Nutrition Services Notice of Adverse Action Time Standards chart. The chart automatically calculates the date the notice expires based on 10 business days. The chart takes into account weekends and State recognized holidays. Counties that do not observe the same holiday schedule as the State need to calculate the expiration dates based on their own county's schedule.

In addition, we have prepared three Recertification Time Standard charts which automatically calculate the timeframes for processing recertifications in NC FAST.

We hope this information is beneficial. If you have any questions, contact your Food and Nutrition Services and Energy Programs Regional Support Team directly via email.

Sincerely,

A handwritten signature in cursive script that reads "Dean Simpson".

Dean Simpson, Chief  
Economic and Family Services

DS:tb

Attachments  
**EFS-FNSEP-27-2012**