



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

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Ambassador (Ret.)  
Secretary DHHS  
  
Wayne E. Black  
Division Director

December 5, 2013

**Dear County Director of Social Services**

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

**Subject:** Food and Nutrition Services Time Standards Calendar and Recertification Time Standards Charts

In our continuing efforts to provide caseworkers with timesaving strategies, the Economic and Family Services Section has published a 2014 Food and Nutrition Services Time Standards calendar. This calendar shows the 10th, 30th, 60th, and 90th calendar day as well as the 10th business day. The calendar can be used in application processing and when sending a Notice of Adverse Action. Utilize this calendar to eliminate the need for manual calculation of each date.

The calendar automatically calculates the 10 business days 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.

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 black ink that reads "David Locklear".

David Locklear, Acting Section Chief  
Economic and Family Services

DS:rc  
Attachments

**EFS-FNSEP-27-2013**

Economic and Family Services  
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