



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

325 North Salisbury Street
2420 Mail Service Center • Raleigh, North Carolina 27699-2420
Courier # 56-20-25

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

November 2, 2011

**Re: Food and Nutrition Services Application
Processing Time Standards and Notice of
Adverse Action 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 2012 Food and Nutrition Services Time Standards and Notice of Adverse Action chart. Calculated automatically for the caseworker are the key applications processing and the Notice of Adverse Action dates. This chart shows the 10th business day, 10th calendar day, 25th, 30th, 60th, and 90th calendar days. Utilize this chart to eliminate the need for manual calculation of each date.

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.

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:mg

Attachment

EFS-FNSEP-28-2011