



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

October 11, 2010

RE: Eligibility Determination for Food and Nutrition Services

Dear County Director of Social Services:

The State Division of Social Services received instructions from USDA regarding staff that are allowed to process and authorize Food and Nutrition Services applications and recertifications. FNS eligibility staff must be county DSS employees and must be supervised by a DSS supervisor or manager. Eligibility for FNS benefits cannot be determined by a non-DSS employee. The employee can be a permanent or temporary staff member. DSS agencies are allowed to contract or work with other agencies or community partners to help interview and complete FNS applications or recertifications, but the determination of eligibility can only be done by DSS staff.

County DSS agencies must terminate contracts with any agency that determines eligibility for FNS benefits by November 30, 2010 in order to be in compliance with USDA requirements. Contracts or agreements with agencies that interview and complete FNS applications only can remain in place.

If you have questions please contact me at (919) 334-1234 or contact your Local Business Liaison.

Sincerely,

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

Dean Simpson, Chief
Economic and Family Services

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