



## 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

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director  
(919) 733-3055

May 29, 2003

**Re: Food Stamp Notices and Forms  
Effective June 1, 2003**

Dear County Director of Social Services:

**Attention: Food Stamp Supervisors**

New Food Stamp Program policy effective June 1, 2003, impacts food stamp families, as well as program staff, throughout North Carolina. The new policy necessitated several form changes, as well as the need for a mass mailing for all food stamp recipients subject to Semi-Annual Reporting (SR) requirements.

1. Food Stamp recipients subject to SR requirements will receive a one-time notice explaining the new reporting requirements. The notices will be mailed during the first week in June. A copy of the notice is attached.
2. An initial supply of the DSS-8550SR was mailed to counties on May 28, 2003. This form will be available through Forms and Supply in mid-June. Refer to the Food Stamp Certification Manual for policy and procedures concerning use of the form.
3. An initial supply of the DSS-2435SSI/SSA is included with this letter. This form will also be available through Forms and Supply in mid-June. Mail Simplified Recertification category households the DSS-2435SSI/SSA beginning in June 2003. The DSS-2435SSI/SSA replaces the DSS-2435SSI effective June 1, 2003, but continue to process DSS-2435SSI's that are returned in June. It is not necessary for households certified through June 2003 to complete the new DSS-2435SSI/SSA.
4. Food stamp households subject to SR requirements will receive the DSS-2435SR in June. This form replaces the existing DSS-2435QR. The selection and mailing schedule for the DSS-2435SR's will follow the current selection/ mailing schedule for DSS-2435QR's, which is four workdays from the end of the month.
5. The revised DSS-8550 will not be effective June 1, 2003. Continue to use the current DSS-8550 for both Standard and Simplified Recertification categories until further notice.

If you have any questions, please contact your Food Assistance and Energy Program Representative.

Sincerely,

Suzanne W. Marshall, Chief  
Food Assistance and Energy Programs

SWM/RRM/bh  
Attachment  
**EI-17-2003**