



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
Dempsey Benton, Secretary

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

October 17, 2008

**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 Services Section has published a 2009 Food and Nutrition Services Time Standards chart. Calculated automatically for the caseworker are the key application processing dates. This chart shows the 10th, 25th, 30th, 60th, and 90th calendar day used in application processing. Utilize this chart to eliminate the need for manual calculation of each date.

In addition, we have prepared the 2009 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.

We hope this information is beneficial. If you have any questions, please contact your Food and Nutrition Services & Energy Programs Representative.

Sincerely,

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

Dean Simpson, Chief
Economic Services Section

DS:dl
Attachments
FNSEP-09-2008