



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

Pat McCrory  
Governor

Richard O. Brajer  
Secretary

Wayne E. Black  
Division Director

September 9, 2015

**RE: Generating Food & Nutrition Service Notices  
Training Webinar**

**Dear County Director of Social Services:**

**Attention: Food and Nutrition Services Administrators, Managers and Supervisors**

The Division and Operational Support Team will present a webinar on **Thursday, September 17, 2015 at 9:00 am**. The purpose of this webinar is to provide clarification on how to properly create Food and Nutrition Service Notices and alleviate the dispensing of incorrect or blank notices. We also hope to provide a better understanding of the policy requirements related to informing all applicant/recipients of their correct benefit amount, certification period as well as their rights and responsibilities including procedures for requesting fair hearings.

We encourage each county to participate in this webinar as we develop strategies and share best practices needed to meet the federal requirements of issuing correct notices to the citizens of NC.

To access the webinar, click on the link provided below:

<https://ncfast.adobeconnect.com/r3iy7gakf19/>

The call in number is 919-715-0769. We ask that each county access the webinar in group settings, since the number of connections is limited.

Sincerely,

Carolyn McClanahan  
Operational Support Team Manager

Ron Byrd, CPM  
Operational Support Team Manager

Regina W. Bell, CPM  
Operational Support Team Manager

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