



Richard O. Brajer  
*Secretary*

Wayne E. Black  
*Senior Director for Social Services  
and County Operations*

**To: County Directors of Social Services**  
**Attention: Economic Services Administrators, Managers, and Supervisors**  
**Subject: FNS Training Courses Posted to NC FAST Learning Gateway**  
**Date: November 17, 2016**

The Operational Support Team has developed and posted the following Food and Nutrition Services (FNS) courses:

- **FNS 130 & 135 Disclosure of Information and Retention of Records** - The objective of this course is to define what actions the caseworker must take when disclosing information and retaining records for Food & Nutrition Services.

The webinars have been recorded and made available for county staff to review via the NC FAST Learning Gateway. OST training courses can be accessed via the OST Training Folder link located on the NC FAST Learning Gateway home page.

If there are any questions, please submit questions to [ost.policy.questions@dhhs.nc.gov](mailto:ost.policy.questions@dhhs.nc.gov)

Sincerely,

Regina W. Bell  
OST Manager

Barbara M. Daniels  
OST Manager

**OST-40-2016**

