



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

December 16, 2021

Dear County Directors of Social Services

Attention: Food and Nutrition Services Employment & Training Managers and Supervisors

Subject: Food and Nutrition Services (FNS) Employment & Training (E&T) Screening and Referral form

Priority: Information Only

The United States Department of Agriculture (USDA) regulations require North Carolina to ensure the FNS E&T program is operating in accordance with the Food and Nutrition Act of 2008 and the approved FNS E&T State Plan. To ensure compliance, all potential Food and Nutrition Services (FNS) Employment & Training (E&T) participants must be screened and determined appropriate for referral of services. In light of this requirement, all FNS E&T partners will be required to utilize the attached "FNS Employment and Training Screening & Referral" form. This form will capture the following information:

- 1) **Referral information-** Note that this can be a direct referral from local DSS, or a reverse referral request form an FNS E&T provider
- 2) **Participant Information-** Since there will be personal information, this referral must be transmitted in an encrypted format
- 3) **Screening questions-** This section will identify suitability for FNS E&T and/or possible work exemptions
- 4) **Challenges to Employment/Training-** This section will identify service needs of the potential participant
- 5) **Services of Interest-** This section will identify the appropriate FNS E&T activities for referral
- 6) **Referral result-** This area will be completed by Local DSS staff
- 7) **Participant acknowledgment-** The potential participant will sign this section acknowledging that the program is voluntary, available supportive services and program expectations.

Please note that FNS Employment and Training Screening & Referral" form is to be uploaded into the NCWorks Geosol system since we will be reviewing **all** direct and reverse referral requests to ensure compliance with this USDA requirement.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • ECONOMIC AND FAMILY SERVICES

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If you have any questions, please contact Thomas Grecco, FNS E&T Interim Coordinator via email at Thomas.Grecco@dhhs.nc.gov.

Sincerely,



Carla West, Senior Director for Economic Security Division of Social Services, Economic and Family Services

CW/tg

Attachment (1)

| FNS Employment and Training Screening & Referral form

| **EFS-FNS-ETP-01-2021**