



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

YVONNE COPELAND • Director, Division of Child and Family Well
Being

February 23, 2023

Dear County Directors of Social Services

Attention: Food and Nutrition Services Managers, Program Integrity Managers, Supervisors, Investigators, Income Maintenance Caseworkers, and E&T Coordinators

Subject: Food and Nutrition Services (FNS) Employment & Training (E&T) Screening and Referral Form, Work Requirements Script for Eligibility Workers and Consolidated Work Notice

Priority: Information Only and Action Required

I. GENERAL INFORMATION

The United States Department of Agriculture (USDA) regulations require, effective immediately, all FNS E&T partners utilize the attached “**FNS Employment and Training Screening & Referral**” form. The regulations also require Eligibility Caseworkers to utilize the Work Requirement Script (attached) and provide the DSS-8569, Consolidated Work Notice to households subject to work requirements at application, recertification and changes.

An accurately completed FNS Employment & Training (E&T) Screening and Referral Form must be uploaded into the NC Works/Geosol system for each referral. This will ensure **all** direct and reverse referrals are properly documented on the FNS Employment & Training (E&T) Screening and Referral Form per USDA requirements. A random sampling will be conducted to ensure compliance of this requirement.

The purpose of the Work Requirement Script is designed to serve as a resource for Eligibility Workers to explain the work requirements. The script includes the verbiage used in the Consolidated Work Notice to explain FNS work requirements to households that include work registrants, mandatory E&T participants, and Able-Bodied Adults Without Dependents (ABAWDs).

The DSS-8569, Consolidated Work Notice replaced the DSS-8640, Work Requirement Responsibilities Notice. The Consolidated Work Notice must be provided to notify the households subject to work requirements of the work requirements, exemptions, and ABAWD work requirements.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD AND FAMILY WELL-BEING

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II. POLICY PROCEDURE

A. The **FNS Employment and Training Screening & Referral** form captures the following information:

1. **Referral information-** Note that this can be a direct referral from county DSS agency, or a reverse referral request from 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 State or Local DSS staff only; and
7. **Participant acknowledgment-** The potential participant will sign this section acknowledging that the program is voluntary, available supportive services and program expectations.

B. Work Requirements Script for Eligibility Workers

Eligibility workers should verbally explain the *Work Requirements Script for Eligibility Workers* at the time of interview. The case file must be documented that the Work Requirement Script was verbally explained and date when explained. The Work Requirement Script must be utilized **ONLY** when an interview is required for applications or recertifications. It is **NOT** required that Eligibility Caseworkers call each household at every recertification to verbally explain the work requirements and ABAWD requirements.

C. Consolidated Work Notice

These steps are necessary to complete the DSS-8569, Consolidated Work Notice.

1. The individuals must be provided the DSS-8569, Consolidated Work Notice at each application, recertification, and when a previously exempt FNS unit member becomes subject to work registration during the certification period.
2. Verbally explain and provide the household with the [DSS-8569 Consolidated Work Notice](#). The case file must be documented with the date the notice was verbally explained, and how the notice was given, if by hand delivery or mailed.

3. The individuals are considered registered after the DSS-8569, Consolidated Work Notice is completed.

III. IMPLEMENTATION INSTRUCTIONS

This policy is effective for applications, recertifications, and changes. If you have any questions, please submit them to the Continuous Quality Improvement Team (CQI) dss.policy.questions@dhhs.nc.gov.

Sincerely,



Madhu Vulimiri, MPP
Deputy Director
Division of Child and Family Well-Being

MV/rb/vd

Attachments (3)

FNS Employment and Training Screening & Referral
Work Requirements Script for Eligibility Workers
Consolidated Work Notice

EFS-FNS-ETP-01-2023