



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

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

Date: January 09, 2023

Dear County Directors of Social Services:

Attention: Food and Nutrition Services (FNS) Income Maintenance Caseworkers,
Administrators, Managers and Supervisors Program Integrity Supervisors and
Investigators

Subject: 2023 FNS Application Time Standards Chart

Priority: Information Only

In our continuing efforts to provide caseworkers with timesaving strategies, attached is a copy of the FNS Application Time Standards Chart for 2023. The chart calculates the income base period, 4th, 7th, 10th, 25th, 30th, 60th, 90th calendar days and the 10th working day based on the state holiday schedule. Weekends and holidays are highlighted in gray and state holidays are designated in red. Utilize the chart to eliminate the need for manual calculation to determine the application time standards processing dates.

The chart automatically calculates the 10th business day based on state recognized holidays. Counties that do not observe the same holiday schedule as the State will 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 the Continuous Quality Improvement Team (CQI) dss.policy.questions@dhhs.nc.gov.

Sincerely,

A handwritten signature in cursive script that reads 'Madhu Vulimiri'.

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

MV/vd

Attachment: (1)
2023 FNS Application Time Standards Chart

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

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
MAILING ADDRESS: 2416 Mail Service Center, Raleigh, NC 27699-2420
www.ncdhhs.gov • TEL: 919-527-6300 • FAX: 919-334-1265

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