



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

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

Date: February 13, 2025

Dear County Directors of Social Services:

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

Subject: 2025 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 2025. 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,

Mary Anne Burghardt

**Mary Anne Burghardt, Acting
Deputy Director**
Division of Child and Family Well-
Being

MB/vb

Attachment: (1)
2025 FNS Application Time Standards
Chart

EFS-FNSEP-04-2025

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

LOCATION: 5601 Six Forks Road, Building #2, Raleigh, NC 27609
MAILING ADDRESS: 2416 Mail Service Center, Raleigh, NC 27699-2416
www.ncdhhs.gov • TEL: 919-707-5659 • FAX: 919-919-870-4882

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