



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

April 27, 2021

**Dear County Directors of Social Services**

**Attention:** Food and Nutrition Services Work First and Energy Programs Administrators,  
Managers and Supervisors

**Subject:** Clarifications for Revised Extended Pandemic Unemployment Insurance Benefit (PUIB)

**Priority:** Information and Action Required

**I. GENERAL INFORMATION**

This letter is to clarify the previous guidance that was provided in the [Revised Extended Pandemic Unemployment Insurance Benefit \(PUIB\)](#) communication. There have been some ongoing questions regarding when and how to enter PUIB payments in NC FAST, that are now required to be countable unearned income for the Food and Nutrition Services program. NC FAST has implemented changes to reverse the process to include PUIB payments as countable unearned income. The PUIB payment can be entered into NC FAST by clicking the Benefit Type drop-down then select the appropriate payment type, Pandemic Unemployment Assistance (PUA), Pandemic Emergency Unemployment Compensation (PEUC), and/or Mixed Earners Unemployment Compensation (MEUC). The start date 5/1/2021 must be entered for payments to be included in the determination of eligibility for benefits. For detailed instructions regarding how to enter the payment, refer to [FAST Help](#) Job Aid, Unemployment Pandemic Insurance (UPI).

**Note:** Any MEUC payments added in NC FAST prior to 5/1/2021 must be re-entered in NC FAST with a start date May 1, 2021.

**II. IMPLEMENTATION INSTRUCTIONS**

For new and pending recertification and changes to existing cases, use the following procedures to identify any cases that may need the PUIB payment evidence entered and for possible over-issuances:

- Review reports January 2021 through April 2021 in [FAST Help](#) to determine which cases require PUA and PEUC added as unearned income. The link to the report is as follows, [FAST Help/Economic Services/COVID-19/Reports/Global/Pandemic UIB/Benefit Reductions and Modifications/2021/FNS](#) tab.

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

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- Add the PUA and PEUC payment as appropriate to all identified cases and any case that may not appear on the monthly updated report as they are identified.
- **Enter a start date of May 1, 2021**

If appropriate, send NOAA to reduce or terminate benefits by May 14, 2021. If the addition of the PUA PEUC, and/or MEUC results in ineligibility, explore possible overpayments for any months prior to April 2021.

Continue to utilize the revised [Unemployment Insurance Benefit \(UIB\) Codes and Types chart](#) to determine countable and non-countable PUIB. **Federal PUIB payments that are non-countable income and should not be entered in NC FAST. Document the case to state, the household receives federal non-countable PUIB payment that is not entered in NC FAST.**

**Note:** Recipients receiving PUIB must be work registered and have the appropriate benefit type.

We hope this information is beneficial. Submit any questions regarding this information to the Operational Support Team (OST) at [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov).

Sincerely,



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

CLW/vd

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