



Food and Nutrition Services Timeliness Measures and ABAWD Requirements

**Continuous Quality
Improvement Specialist Team**

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Food and Nutrition Services Timeliness Requirements

USDA Timeliness requirement for FNS Applications and Recertifications is that counties maintain 95% or higher timeliness rate. This applies to Expedited and Not Expedited FNS applications and all FNS recertifications.

[Source- Updated Guidance for Improving State Agency Application Processing Timeliness Rates: Standardizing the Escalation Process | Food and Nutrition Service \(usda.gov\)](#)

Food and Nutrition Services Timeliness Requirements

- **CQIS are required to make contact with all counties that fall below 80% on a weekly basis until timeliness requirements are above the 80% timeliness threshold.**
- **CQIS are required to make contact with all counties that fall below 95%, but above 80% timeliness requirements on a monthly basis until timeliness requirements are above the 95% timeliness threshold.**

Expedited Applications

- **All expedited applications, with or without an EBT card, must be processed by the 4th day so the applicant can have access to benefits by the 7th day.**
- **The NC DHHS Memorandum of Understanding (MOU) established in 2019 requires all FNS Expedited applications to be processed by the 4th day. The corrective action portion of the MOU has been suspended; however, timeliness requirements have not changed and are still in place.**

Non-Expedited Applications

- **All non-expedited applications, with or without an EBT card, must be processed by the 25th day so the applicant can have access to benefits by the 30th day.**
- **The NC DHHS Memorandum of Understanding (MOU) established in 2019 requires all Normal FNS applications to be processed by the 25th day. The corrective action portion of the MOU has been suspended; however, timeliness requirements have not changed and are still in place.**

Application Processing Requirements

- **FNS Policy is in the process of being updated to reflect the 4th and 25th day requirement.**
- **Management Evaluations will monitor according to the 4th and 25th day requirement.**
- **Quality Control Reviews will continue to review using the Benefit Availability Date (BAVDT) requirement.**
- **ME reviews are based on processes; QC reviews are based on outcomes.**

Timely Recertifications

- **Timely Recertifications entitles the Food and Nutrition Services (FNS) unit to uninterrupted FNS benefits. If all information is provided and the FNS household's eligibility can be determined the benefits must be approved no later than the last workday of the last month of the certification period.**

Untimely Recertifications

- **An untimely recertification does not guarantee uninterrupted FNS benefits. If the FNS unit is eligible for benefits, the benefits must be available by the 30th day from the date of application. This requires all untimely recertifications to be processed by the 29th day to guarantee the FNS unit has access to the benefits by the 30th day.**

Late Recertifications

- **A late recertification does not guarantee uninterrupted FNS benefits. All late recertifications must be tested for eligibility of expedited processing.**
- **Non-expedited late recertifications must be processed by the 29th day to ensure access to their benefits by the 30th day.**
- **Expedited late recertifications must be processed by the 6th day to ensure access to benefits by the 7th day.**

Able-Bodied Adults Without Dependents (ABAWD) Reminders

What are the caseworker's responsibilities?

- Explain all ABAWD requirements to the household including:
 - Which individuals are currently subject to the ABAWD requirements;
 - Which individuals are potential ABAWDs even if the individual is exempt at the time of application;
 - The 36-month period fixed time clock;
 - The ABAWD's three 3-countable months;
 - ABAWD exemptions;
 - ABAWD non-countable months; and
 - Explain to the household that regardless of simplified reporting, the failure to report a change in ABAWD status during the certification period (e.g.. becoming exempt, starting work or work hours become less than 20 hours a week or 80 a month) while the time clock is running will result in the termination of benefits for the ABAWD.
- Ensure that a DSS-8550 Change Report Form is provided.

ABAWD Reminders

- **Provide the household with the DSS-8569 Consolidated Work Notice and explain the notice verbally and provide in writing**
- **Record the date in NC FAST, the DSS-8569 Consolidated Work Notice was provided in writing and verbally explained**



Questions

