February 26, 2014

Dear County Directors:

We are aware that applications and recertifications are not being entered into NC FAST or EIS according to the 3 day policy. In order for us to have an accurate account of the workload of your staff, it is mandatory that all Food and Nutrition Services applications and recertifications are keyed into NC FAST within three (3) days from date of receipt. The three (3) day requirement is for mail-in and drop-off applications as well as any paper application that is completed outside of NC FAST. Mail-in or drop-off Medicaid applications must also be keyed into NC FAST or EIS within the three (3) day time standard.

In the past FNS policy has required that applications and recertifications be keyed into NC FAST within one (1) day of receipt. We are changing this policy to three (3) days to align with Medicaid policy.

Attached is a document requesting a count of applications or recertifications that your agency has received that have not been keyed into NC FAST or EIS. The document should be completed and returned to Tameka Clark at Tameka.Clark@dhhs.nc.gov by close of business on Friday, February 28, 2014. A new document must be submitted each Friday with the number of applications or recertifications that have not been keyed into NC FAST or EIS until your county has achieved the required three (3) day time standard for keying applications and recertifications.

If all of your applications and recertifications are currently entered and meeting the three (3) day time standard, please indicate with zeros on the attached form and return.

Sincerely,

Wayne E. Black

WEB/ds

Attachment

DIR-05-2014
FNS APPLICATIONS/RECERTIFICATIONS AND MEDICAID APPLICATIONS THAT HAVE NOT BEEN KEYED INTO NC FAST OR EIS

<table>
<thead>
<tr>
<th>FNS APPS</th>
<th>FNS RECERTS</th>
<th>MEDICAID APPS</th>
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DATE SUBMITTED: ________________________________
COUNTY: ______________________________________
COUNTY CONTACT: ________________________________
EMAIL & PHONE NUMBER: __________________________

INSTRUCTIONS: Please provide the total number for each column and return the form to Tameka Clark at Tameka.clark@dhhs.nc.gov by close of business on Friday, February 28, 2014.

REMINDER: All mail-in and drop-off applications and recerts MUST be keyed into NC FAST or EIS within three (3) days of receipt per policy.