North Carolina Department of Health and Human Services  
Division of Social Services

Beverly Eaves Perdue, Governor                                Sherry S. Bradsher, Director
Albert A. Delia, Acting Secretary

Economic and Family Services
2420 Mail Service Center
Raleigh, NC  27699-2420
(919) 527-6300

October 29, 2012

Re:  Food and Nutrition Services Time Standards,  
Notice of Adverse Action Time Standards and  
Recertification Time Standards Charts

Dear County Director of Social Services:

Attention:  Food and Nutrition Services Managers & Supervisors

In our continuing efforts to provide caseworkers with timesaving strategies, the Economic and  
Family Services Section has published a 2013 Food and Nutrition Services Time Standards  
chart. Calculated automatically for the caseworker are the key application processing dates.  
This chart shows the 10th, 25th, 30th, 60th, and 90th calendar day used in application processing.  
Utilize this chart to eliminate the need for manual calculation of each date.

Included also is the 2013 Food and Nutrition Services Notice of Adverse Action Time Standards  
chart. The chart automatically calculates the date the notice expires based on 10 business  
days. The chart takes into account weekends and State recognized holidays. Counties that do  
do not observe the same holiday schedule as the State need to calculate the expiration dates  
based on their own county’s schedule.

In addition, we have prepared three Recertification Time Standard charts which automatically  
calculate the timeframes for processing recertifications in NC FAST.

We hope this information is beneficial. If you have any questions, contact your Food and  
Nutrition Services and Energy Programs Regional Support Team directly via email.

Sincerely,

Dean Simpson, Chief  
Economic and Family Services

DS:tb

Attachments  
EFS-FNSEP-27-2012