November 16, 2009

Re: Food and Nutrition Services Application Processing Time Standards and Notice of Adverse Action 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 2010 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.

In addition, we have prepared the 2010 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 not observe the same holiday schedule as the State 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 contact your Economic and Family Services Help Desk at (919) 334-1100.

Sincerely,

Dean Simpson, Chief
Economic and Family Services

DS:tb
Attachments
EFS-FNSEP-34-2009