FNS 240 WORK REGISTRATION
Change #~~2-2025~~ 06-2026
~~December 01, 2025~~ November 1, 2026

240.00 WORK REGISTRATION REQUIREMENTS

A. Food and Nutrition Services (FNS) unit members ages 16 through 59 are required to be registered for work unless exempt as defined in 240.03 below.

B. Work registration occurs when:

1. The appropriate work registration evidence is entered in the North Carolina Families Accessing Services through Technology (NC FAST); **and**

2. The ~~DSS-8640 Work Registration Responsibilities~~ DSS-8569 Consolidated Work Notice is completed and the original is provided to the FNS unit~~s~~. A copy is filed in the case record. Document the case file that the ~~DSS-8640~~ DSS-8569 was provided.

240.01 ~~DSS-8640 WORK REGISTRATION RESPONSIBILITIES FORM~~ DSS-8569 CONSOLIDATED WORK NOTICE REQUIREMENTS

A. The ~~DSS-8640~~ DSS-8569 must be completed and given/mailed to the FNS unit **at the time of interview or** if no interview is conducted, it must be given/mailed at time of disposition in the following circumstances:

1. Application, reapplication, and recertifications when there are non-exempt individuals or individuals that may become non-exempt during the new certification period.

2. Change that results in loss of exemption status.

a. If a FNS unit member loses an exemption because of a change in circumstances that is subject to the change reporting requirements, register the individual for work within ten calendar days of receipt of the reported change.

b. If a FNS unit member loses the exemption because of a change in circumstances that is not subject to the change reporting requirements, ~~react to the change per FNS 515.01 Reacting to Changes During the Certification Period and~~ register the individual for work ~~within 10 days of the receipt of change~~ at the FNS unit's next recertification, unless otherwise exempt.

EXAMPLE: An alcoholic or narcotics addict who stops his nonresidential treatment and rehabilitation program; or

EXAMPLE: An eligible student who stops attending school; or

EXAMPLE: A 17 year old who turns 18.

B. Multiple work registrants of a FNS unit may be given a single notice.

C. The worker must explain to all applicant households which contain individuals age 16 through 59 that each non-exempt household member is required to comply with the following FNS work requirements:

1. Register for work at the time of application and every 12 months after initial registration; **and**
2. Participate in a FNS Employment and Training (E&T) program if assigned; **and**
3. Participate in a Workfare program if assigned; **and**
4. Do not voluntarily and without good cause quit a job of 30 or more hours a week or reduce work effort to less than 30 hours a week.

D. No further action is required.

240.02 DEREGISTRATION FROM WORK REQUIREMENTS

Deregister a FNS unit member when the individual meets an exemption from work registration requirements by:

A. Sending a ~~DSS-8640~~ DSS-8569 to notify the FNS unit that the individual(s) are no longer required to register for work due to meeting an exemption.

B. Update the work registration and any other appropriate evidences in NC FAST

240.03 EXEMPTIONS FROM WORK REQUIREMENTS

FNS unit members in the following categories are exempt from work registration and the FNS work requirements.

A. Age

1. Age 60 or older;
2. Younger than age 16;
3. Age 16 or 17 and not the head of household;
4. Age 16 or 17 head of household and in school at least half-time;
5. Age 16 or 17 head of household and in an employment or training program.

B. Parent/Caretaker

1. A parent or other FNS unit member who is responsible for providing the care of a child under age six. If both parents are in the home, only one can claim this exemption, regardless of the number of children that live in the home.

If the child has his sixth birthday within the certification period, register the individual responsible for the care of the child at the next recertification, unless otherwise exempt.

2. A parent responsible for a child over age 5 and under age 12 is exempt when child care is not available to allow the parent to work or join a work study program.

   EXAMPLE: Mary works 25 hours a week for a convenience store. She works third shift. She has a child age 7. There are no child care providers in her area that offer services during the time she works. Mary meets the exemption and is exempt from work registration requirements.

3. The child does not have to be a member of the FNS unit. The child does not have to live in the same residence as the FNS unit. Do not apply the exemption if the child resides in another household and that household provides the care.

4. Accept the FNS unit's statement as verification regarding who cares for the child on a daily basis.

C. Unemployment Insurance Benefits (UIB)

A FNS unit member who has applied for or is receiving UIB. If the UIB is denied or the ongoing case is terminated because a FNS unit member fails to comply with the ~~Department of Employment Services~~ Division of Employment Security (DES) job search requirements, disqualify the member if he/she is not exempt from work requirements for any reason other than UIB or Work First. If, during the disqualification for failure to comply with DES, the individual becomes subject to and complies with the UIB requirement (thus meeting the FNS exemption criteria), or becomes exempt from work requirements for any reason other than UIB or WFFA, treat this as a change in situation. Refer to the appropriate section for changes during the certification period.

Also allow this exemption for individuals who are in UIB appeal status awaiting a final determination.

NOTE: Do not allow an exemption for an individual participating in Workfare who has applied for or is receiving UIB.

NOTE: If a disqualified FNS unit member does not comply with UIB the disqualification continues unless the FNS unit member meets a work registration exemption for reasons other than application or receipt of UIB or WFFA.

D. Physically or Mentally Unfit for Employment

Allow this exemption for any mentally or physically disabled individual, including FNS unit members who receive ~~Veteran's Administration~~ Department of Veterans Affairs (VA) disability classified as unemployable but not 100 percent service or non-service connected. This code does not allow a medical deduction or an uncapped shelter deduction.

A woman who is obviously pregnant is not necessarily unfit for employment or disabled. A doctor's statement of a temporary disability is required.

NOTE: Verify the disability if the person does not receive a disability payment. A statement from a physician, nurse, nurse practitioner, designated representative at a doctor's office, or other medical personnel deemed appropriate, or a licensed or certified psychologist is required. The DSS-8209 Medical Report ~~DSS-8655 Report of Medical Examination~~ may be used to obtain verification of a mental or physical disability.

E. Disabled Specified Person

A FNS unit member is automatically exempt if he meets the definition of a disabled specified person. This code allows uncapped shelter deductions and medical deductions.

F. Employed

Exempt a FNS unit member who works an average of 30 hours weekly or receives weekly earnings equal to the federal minimum wage multiplied by 30 hours. Migrant and seasonal farm workers under contract or similar agreement with an employer or crew chief to begin employment within 30 days meet this requirement.

EXAMPLE: A FNS unit member babysits for 30 hours per week and earns $50 per week. The individual is exempt from the work requirements because he is working a minimum of 30 hours per week.

NOTE: School employees (other than contracted employees) are not exempt during the summer or other school breaks. Register these individuals if not exempt for any other reason.

G. Self-Employed

Exempt an individual who:

1. Works an average of 30 hours weekly for E&T purposes; or
2. Works a minimum of 30 hours weekly for Workfare purposes; or
3. Receives weekly gross earnings equal to the federal minimum wage multiplied by 30 hours (E&T and Workfare).

4. Compute hours on an annual basis for year-round self-employment.
5. For seasonal self-employment (i.e., farming), determine average or minimum weekly work hours for the period of self-employment. If the work meets the 30-hour requirement, the member is exempt even during non-work periods. If the work does not meet the 30-hour requirement, register the member during non-work periods.
6. Contracts out the day-to-day activities of the business and works 30 hours per week in the business.

H. Narcotics Addict or Alcoholic

Exempt a FNS unit member who participates regularly as a resident or nonresident in a drug or alcoholic treatment and rehabilitation program. (Alcoholics Anonymous is not an acceptable plan.) Verify participation (treatment plan) through the organization or institution operating the program.

I. Student

Exempt an individual who is 18 or older and is a student enrolled at least half-time (as defined by the institution or program in which he is enrolled) in any training program or school, including high school or institution of higher education, which is recognized by a federal, State, or local government.

This includes individuals who may be enrolled at least half-time in an on-line curriculum, via the internet, in any training program or school, including high school or institution of higher education, which is recognized by a federal, state, or local government.

Student status is maintained during normal periods of class attendance and over vacation and recess periods, such as summer or winter vacation, spring break, and intervals between semesters or quarters.

Do not apply this exemption to:

1. A student who has graduated, dropped out, been expelled or suspended, or otherwise does not intend to return to school.
2. A FNS unit member enrolled in mail, self-study, or correspondence courses.
3. An E&T participant who has been placed in an education or training program ~~by DES~~ through E&T (GED, ABE, etc.), and is attending classes.

J. Caretaker of Incapacitated Person

Exempt a FNS unit member who is responsible for the care of an incapacitated person. An incapacitated person is an individual who, due to a physical, cognitive, developmental, or behavioral condition, cannot

independently perform basic activities of daily living or requires ongoing supervision or support to maintain personal safety or functioning.

Self-attestation by the FNS unit member must be accepted for verification of the third-party's incapacity, unless it is questionable. The self-attestation is only questionable if it is inconsistent with other verified information already known by the agency.

The incapacitated person does not have to be a member of the FNS unit. The incapacitated person does not have to live in the same residence as the FNS unit. Do not apply the exemption if the incapacitated person resides in another household and that household provides the care. Accept the FNS unit's statement about who cares for the incapacitated person.

K. Jointly Processed SSI Household

Exempt a FNS unit member who applies for both Supplemental Security Income and FNS benefits at the Social Security Administration Office.

If approved for SSI, the FNS unit member remains exempt from work registration. If denied for SSI, determine if the FNS unit member must register for work at the next recertification. The individual is not exempt during the SSI appeal period, unless a doctor's statement is provided.

L. Refugee Household

Exempt a refugee who is subject to work requirements imposed by a Refugee Resettlement Program (RRP) ~~such as the Indochinese Refugee Assistance Program (IRAP)~~. Contact the ~~Economic and Family Services Section~~ State Refugee Office for verification or if you have questions concerning this exemption.

M. Work First Family Assistance (WFFA) Employment Services Applicant or Participant

Exempt individuals that are applying for or receiving WFFA who are subject to WFFA employment services requirements. Do not register these individuals. These individuals are subject to the Work First work requirements.

If the Work First application is denied or the ongoing case is terminated, because a FNS unit member fails to comply with WFFA work requirements, disqualify the member if not exempt from work requirements for any reason other than UIB or WFFA. If, during the disqualification for failure to comply with WFFA, the individual becomes subject to and complies with the WFFA requirement (thus meeting the FNS exemption criteria), or becomes exempt from work requirements for any reason other than UIB or WFFA, treat this as a change in situation.

EXAMPLES: FNS unit member disqualified due to failure to comply with WFFA work requirements reports the addition of her newborn in

the household. The disqualification ends as the FNS unit member becomes exempt from work requirements as the caretaker of a child under 6 years of age.

FNS unit member disqualified due to failure to comply with WFFA work requirements reports the receipt of UIB benefits. The disqualification continues as receipt of UIB is not a work requirement exemption that will end the disqualification.

NOTE: If a disqualified FNS unit member does not comply with WFFA the disqualification continues unless the FNS unit member meets a work registration exemption for reasons other than application or receipt of UIB or WFFA.

N. Parent Operating a Home School

North Carolina law defines a home school as a non-public school in which the student receives academic instruction from his/her parent, legal guardian or a member of the household in which the student resides. For FNS purposes, this is considered employment. The individual is exempt from work requirements when the academic instruction is conducted at least 30 hours per week. Verification of the registration of a home school can be obtained through the NC Division of Non-Public Education ~~at www.ncdnpe.org/hhh303a.htm~~. Ask for the name of the home school. If the home school is not listed on the website and other verification is not provided, no exemption exists.

NOTE: If required verification is not received for an exemption and the individual does not meet another exemption, register the individual for work.

240.04 DISQUALIFICATION DUE TO FAILURE TO COMPLY WITH WORK REQUIREMENTS

A. If a FNS unit member fails to comply with a work requirement, the individual is disqualified from the FNS Program. Disqualification applies to FNS unit members who:

1. Are subject to and voluntarily quit or reduce hours without good cause.

   No compliance activity (cure) is needed after the disqualification period ends. If an individual becomes exempt from work requirements prior to the end of the disqualification period, the disqualification ends. Add the individual back to the FNS case the month following the month the disqualification ends either by serving the minimum disqualification period **or** becoming exempt from work requirements. If the FNS case is not active, the individual must reapply.

2. Fail to comply with Unemployment Insurance Benefits (UIB) and do not meet another work requirement exemption other than UIB or Work First Family Assistance (WFFA).

   The minimum disqualification must be served even if the individual complies with the required activity. If during the disqualification for failure to comply with the ~~Employment Security Commission (ESC)~~ Division of Employment Security (DES), the individual becomes exempt from work requirements for reasons other than application or a receipt of UIB or WFFA, the disqualification ends and the minimum disqualification period does not have to be served. If otherwise eligible add the individual back to the FNS case the month following the month the disqualification ends either by serving the minimum disqualification period OR becoming exempt from work requirements. If the FNS case is not active, the individual must reapply.

   NOTE: If a disqualified FNS unit member does not comply with UIB the disqualification continues unless the FNS unit member meets a work registration exemption for reasons other than application or receipt of UIB or WFFA.

3. Fail to comply with WFFA Employment Services and do not meet another work registration exemption other than UIB or WFFA.

   The minimum disqualification period must be served even if the individual complies with the required activity. If during the disqualification for failure to comply with WFFA the individual becomes exempt from work registration for reasons other than application or receipt of UIB or WFFA, the disqualification ends and the minimum disqualification period does not have to be served. If otherwise eligible add the individual back to the FNS case the month following the month the disqualification ends either by serving the minimum disqualification period OR becoming exempt from work requirements. If the FNS case is not active, the individual must reapply.

   NOTE: If a disqualified FNS unit member does not comply with WFFA the disqualification continues unless the FNS unit member meets a work registration exemption for reasons other than application or receipt of UIB or WFFA.

4. Are currently disqualified due to non-compliance with E&T, Career Start, or Workfare program requirements prior to 07/01/09.

   The minimum disqualification period must be served even if the individual complies with the required activity. See FNS 250.02 Curing Non-Compliance with E&T Requirements and FNS 250.03 Curing a Workfare Disqualification.

B. Determine the eligibility and benefit level of a FNS unit containing a disqualified member as follows.

   1. Count the income and resources of the disqualified member.
   2. Give full deductions (not prorated).
   3. Do not include the disqualified member in the household size to determine the benefit level or to determine eligibility when comparing the total countable income to the income eligibility standards.

C. The minimum disqualification periods are:

   1. First Offense - One month
   2. Second Offense - Three months
   3. Third and Subsequent Offenses - Six months

D. The caseworker must reference the NC FAST notes, sanctions, and disqualifications to ensure that the next level of disqualification is imposed should it be necessary to disqualify an individual, regardless of the time that has elapsed between the disqualifications.

240.05 FAIR HEARINGS FOR WORK REQUIREMENTS

The FNS unit may request a fair hearing to appeal the denial, reduction, or termination of benefits due to the local DSS office's determination of non-exempt status or the determination of non-compliance.