



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**KODY H. KINSLEY** • Secretary

**YVONNE COPELAND** • Director, Division of Child and Family Well  
Being

**Date:** January 3, 2024

**Dear County Directors of Social Services:**

**Attention:** Food and Nutrition Services (FNS) Administrators, Managers and Supervisors  
Program Integrity Supervisors and Investigators

**Subject:** 2024 FNS Application Time Standards Chart

**Priority:** Information Only

In our continuing efforts to provide caseworkers with timesaving strategies, attached is a copy of the FNS Application Time Standards Chart for 2024. The chart calculates the income base period, 4th, 7th, 10th, 25th, 30th, 60th, 90th calendar days and the 10th working day based on the state holiday schedule. Weekends and holidays are highlighted in gray and state holidays are designated in red. Utilize the chart to eliminate the need for manual calculation to determine the application time standards processing dates.

The chart automatically calculates the 10th business day based on state recognized holidays. Counties that do not observe the same holiday schedule as the State will 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 the Continuous Quality Improvement Team (CQI) [dss.policy.questions@dhhs.nc.gov](mailto:dss.policy.questions@dhhs.nc.gov).

Sincerely,

A handwritten signature in cursive script that reads 'Cynthia D. Ervin'.

**Cynthia Ervin, Assistant Director**  
Division of Child and Family Well-Being

CE/vb

**Attachment: (1)**  
2024 FNS Application Time Standards Chart

EFS-FNSEP-33-2023

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • ECONOMIC AND FAMILY SERVICES**

LOCATION 5601 Six Forks Rd, Building 2, Raleigh, NC 27609

MAILING ADDRESS: 2416 Mail Service Center, Raleigh, NC 27699-2420

www.ncdhhs.gov • TEL: 919-707-5600 • FAX: 919-870-4882

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