### Caseworker Desk Reference

(Effective January 1, 2021-September 30, 2021)

(Homeless Shelter Deduction/ Utility Expenses Effective October 1, 2020)

<table>
<thead>
<tr>
<th>FNSU SIZE</th>
<th>130% MAX INCOME LIMITS</th>
<th>100% MAX INCOME LIMIT</th>
<th>200% CATEGORICAL ELIGIBILITY MAXIMUM INCOME LIMIT</th>
<th>MAXIMUM ALLOTMENT INCREASED BY 15%</th>
<th>FOOD AND NUTRITION SERVICES DEDUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross</td>
<td>Net</td>
<td>Gross</td>
<td>Effective 1/1/2021-9/30/2021</td>
<td>SUA</td>
<td>BUA</td>
</tr>
<tr>
<td>1</td>
<td>$1,383</td>
<td>$1,064</td>
<td>$2,128</td>
<td>$440</td>
<td>$263</td>
</tr>
<tr>
<td>2</td>
<td>$1,888</td>
<td>$1,437</td>
<td>$2,874</td>
<td>$430</td>
<td>$289</td>
</tr>
<tr>
<td>3</td>
<td>$2,353</td>
<td>$1,810</td>
<td>$3,620</td>
<td>$616</td>
<td>$318</td>
</tr>
<tr>
<td>4</td>
<td>$2,839</td>
<td>$2,184</td>
<td>$4,368</td>
<td>$782</td>
<td>$347</td>
</tr>
<tr>
<td>5</td>
<td>$3,324</td>
<td>$2,557</td>
<td>$5,114</td>
<td>$929</td>
<td>$378</td>
</tr>
<tr>
<td>6</td>
<td>$3,809</td>
<td>$2,930</td>
<td>$5,860</td>
<td>$1,114</td>
<td>$378</td>
</tr>
<tr>
<td>7</td>
<td>$4,295</td>
<td>$3,304</td>
<td>$6,608</td>
<td>$1,232</td>
<td>$378</td>
</tr>
<tr>
<td>8</td>
<td>$4,780</td>
<td>$3,677</td>
<td>$7,354</td>
<td>$1,408</td>
<td>$378</td>
</tr>
<tr>
<td>Each Additional Member</td>
<td>(+$486)</td>
<td>(+$374)</td>
<td>(+$748)</td>
<td>(+$176)</td>
<td>Minimum Allotment = $19 (for eligible 1 – 2-person FNSU’s)</td>
</tr>
</tbody>
</table>

### SNAP (Effective 1-1-2021)

<table>
<thead>
<tr>
<th>Rent / Mortgage/Lot Rent</th>
<th>Allotment amount</th>
<th>Rent / Mortgage/Lot Rent</th>
<th>Allotment amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200</td>
<td>$135</td>
<td>$&lt;200</td>
<td>$90</td>
</tr>
</tbody>
</table>

### Additional FNS Deductions

- **Earned Income Deduction**
  - 20%
- **Dependent Care Deduction**
  - Actual incurred expense
- **Excess Shelter Deduction Cap**
  - $586 for FNSU’s without a Specified Person
- **Homeless Shelter Deduction**
  - $156.74

### FNS Resource Limits

**Categorically Eligible FNSU**
- **NONE**

**FNSU’s with a member age 60/olden, or disabled**
- $3,500

**All Other FNSU’s**
- $2,250

### FNS Conversion of Income/Expenses to a Monthly Amount

- **Weekly**
  - x 4.3
- **Biweekly (every two weeks)**
  - x 2.15
- **Semi-monthly (twice per month)**
  - x 2

**Note:**
- **Standard Deduction** - Do not include ineligible members or non-household members in the calculation of the Standard Deduction.
- **SUA or BUA** - Do not include non-household members in the calculation of the SUA or BUA.

Categorically eligible households are not subject to the resource, gross and net income limits. Non-categorically eligible households are subject to resource, gross and net income limits. Non-categorically eligible households that contain specified individuals are only subject to the resource and net income limits.

DSS-8560 Revised 4-2021
Economic and Family Services
FOOD & NUTRITION SERVICES TIME STANDARDS

**APPLICATIONS**

<table>
<thead>
<tr>
<th>Emergency Service</th>
<th>7th calendar day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Processing</td>
<td>30th calendar day</td>
</tr>
</tbody>
</table>

Application can be reopened if verifications are provided by the 60th day from the date of application.

Do not deny an application before the 30th day for failure to provide verification. If the 30th day falls on a weekend or a holiday, deny the application on the next workday.

Benefits must be received by the 7th/30th day – thus the application must be processed by the 4th calendar day for expedited services / 25th calendar day for normal

**APPLICATIONS FOR RECERTIFICATION**

<table>
<thead>
<tr>
<th>Timely Recerts (submitted by 15th)</th>
<th>Case must be completed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untimely Recerts (submitted between 16th and last day of the month)</td>
<td>30th calendar day</td>
</tr>
<tr>
<td><em>Late Recerts</em></td>
<td>7th / 30th calendar day</td>
</tr>
<tr>
<td>(Late Recert is an application that is filed in the month after the last month of the certification period)</td>
<td></td>
</tr>
</tbody>
</table>

**Timely / Untimely Recertifications:**

- If an application for recertification (timely and untimely) is denied for failure to complete an interview or provide required verification, it may be reopened if the interview is completed and all verifications are provided by the 30th day following the end of the certification period.
- If the FNSU completes the interview and provides the required verifications by the 30th day, process the case using the original date of application, do not prorate benefits.
- If the FNSU completes the interview and provides the required verifications after the 30th day of the date of application but by the 30th of the month after the end of the certification period, then the case may be reopened. Use the date the required verification is received as the date of application and prorate the benefits.

**Late Recertifications:**

- Do not deny a late recert before the 30th day for failure to provide verification. If the 30th day falls on a weekend or a holiday, deny the application on the next workday.
- Do not reopen / approve a late recert if the required verifications are provided after the 30th day.

**Notices**

- DSS-8650 (Request for Information) 10 calendar days to return info
- Notice of Adverse Action 10 workdays before action taken

**Hearing Requests**

- To receive continued benefits 10 workdays
- NO continued benefits 90 calendar days

**THE FOLLOWING HOUSEHOLDS ARE CATEGORICALLY ELIGIBLE**

- All members receive SSI
- All members receive WFFA Cash / Work First Benefits
- A combination of the above
- At least one member receives WFFA Services
- NC FAST indicates Categorically Eligible “Pass” - The household’s total income is at or below 200% of the poverty level & the HH received info about TANF funded services.

**THE FOLLOWING HOUSEHOLDS ARE NOT CATEGORICALLY ELIGIBLE**

Any member (or head of household as indicated) is disqualified for:

- An intentional program violation (IPV);
- A conviction of a drug felony since August 23, 1996, for an act committed on or after August 23, 1996 or
- (Head of household) Failing to comply with work requirements

DSS-8560 Revised 4-2021
Economic and Family Services