



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**MANDY COHEN, MD, MPH** • Secretary

**SUSAN OSBORNE** • Assistant Secretary for County Operations for  
Human Services

November 15, 2021

**Dear County Directors of Social Services**

**Attention:** Food and Nutrition Services Managers and Supervisors

**Subject:** December 2021 Automated Supplements for active FNS households

**Priority:** Information Only

**I. GENERAL INFORMATION**

On March 18, 2020 the Families First Coronavirus Response Act of 2020 was signed to provide for the issuance of emergency allotment supplements based on a public health emergency declaration by the Secretary of Health and Human Services under section 319 of the Public Health Service Act related to an outbreak of COVID-19, and when a State has also issued an emergency or disaster declaration. NC DHHS elected to take this option and previously issued FNS supplements up to the maximum of the household's monthly benefit amount for March 2020 through December 2021. NC DHHS has accepted the opportunity provided by the United States Department of Agriculture to supplement December 2021 benefits up to the maximum of the household's monthly benefit amount.

**II. IMPLEMENTATION INSTRUCTIONS**

**A. AUTOMATED SUPPLEMENTAL BENEFITS:**

Automated supplements will be issued for December 2021 to all FNS recipients in North Carolina up to the maximum allotment for their household size using the following guidelines:

1. The supplement is the difference between the household's actual December 2021 benefits and the maximum allotment for their household size.

**Example:** A household of 3 received an allotment of \$200 for December 2021. The maximum allotment for a household of 3 is \$509. The household will be issued a supplement of \$309 ( $\$509 - \$200 = \$309$ ) for the month of December 2021.

2. Households who already receive the maximum allotment and did not get a supplement, will receive \$95 in emergency allotment.

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

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Example: Household's regular allotment amount is \$234. The household has received the maximum allotment. Because the difference is \$0. Since the difference is less than \$95, the household will receive an emergency allotment of \$95.

|                         |             |
|-------------------------|-------------|
| Maximum allotment       | \$234       |
| Minus Regular allotment | \$234       |
| Difference              | <u>\$ 0</u> |

The household will receive supplement(s) totaling \$95

3. The household size will not include ineligible and disqualified members.

**Example:** A household of 3, including one ineligible member, received an allotment of \$100 for the month of December 2021. The maximum allotment for a household size of 2 is \$355. The household would be issued a supplement of \$255 ( $\$355 - \$100 = \$255$ ) for the month of December 2021.

4. Households that were ineligible in December 2021 will not receive a supplement for the month as they were ineligible.
5. Households that were eligible for a prorated allotment of \$0 in December 2021 will receive a supplement for the prorated month.

**Example:** A household of 3 received a prorated allotment of \$0 for December 2021. The maximum allotment for a household of 3 is \$509. The household will be issued a supplement of \$509 ( $\$509 - \$0 = \$509$ ) for the month of December 2021.

**B. NC FAST SUPPLEMENT SCHEDULE:**

NC FAST will automatically issue the December supplements to active FNS households beginning December 22, 2021. The supplements will be randomly generated and staggered every workday until all households have been supplemented. For all applications and recertifications approved subsequent to the December supplement dates, NC FAST will continue to run weekly batches to ensure they are supplemented to the max allotment for December 2021.

As a reminder, some cases are not automatically issued supplemental payments to the max allotment. For all cases that are not issued a payment, tasks are generated for the payments that are in "Cancelled" or not "fully processed" status. A list of the cases is also provided to the counties by OST. Review tasks and the list of cases OST provides in a timely manner. Make the necessary changes to ensure all active FNS households are automatically reissued payments if the case is eligible for the reissuance.

Counties should also ensure that there is an EBT Card associated with the FNS case. If there is NOT an EBT Card associated with the FNS case, reissue the EBT card to the correct address. Go to the Product Delivery Case under the financials tab and reissue the benefits that are in cancelled status.

### III. EFFECTIVE DATE

This policy is effective December 22, 2021 for all FNS households that are active in December 2021. If you have any questions, please submit them to Operational Support Team (OST) at [dss.policy.questions@dhhs.nc.gov](mailto:dss.policy.questions@dhhs.nc.gov)

Sincerely,



Carla West, Senior Director for Economic Security  
Division of Social Services, Economic and Family Services Section

CLW/vd

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