December 16, 2021

Dear County Directors of Social Services

Attention: Food and Nutrition Services Employment & Training Managers and Supervisors

Subject: Food and Nutrition Services (FNS) Employment & Training (E&T) Screening and Referral form

Priority: Information Only

The United States Department of Agriculture (USDA) regulations require North Carolina to ensure the FNS E&T program is operating in accordance with the Food and Nutrition Act of 2008 and the approved FNS E&T State Plan. To ensure compliance, all potential Food and Nutrition Services (FNS) Employment & Training (E&T) participants must be screened and determined appropriate for referral of services. In light of this requirement, all FNS E&T partners will be required to utilize the attached “FNS Employment and Training Screening & Referral” form. This form will capture the following information:

1) Referral information- Note that this can be a direct referral from local DSS, or a reverse referral request form an FNS E&T provider
2) Participant Information- Since there will be personal information, this referral must be transmitted in an encrypted format
3) Screening questions- This section will identify suitability for FNS E&T and/or possible work exemptions
4) Challenges to Employment/Training- This section will identify service needs of the potential participant
5) Services of Interest- This section will identify the appropriate FNS E&T activities for referral
6) Referral result- This area will be completed by Local DSS staff
7) Participant acknowledgment- The potential participant will sign this section acknowledging that the program is voluntary, available supportive services and program expectations.

Please note that FNS Employment and Training Screening & Referral” form is to be uploaded into the NCWorks Geosol system since we will be reviewing all direct and reverse referral requests to ensure compliance with this USDA requirement.
If you have any questions, please contact Thomas Grecco, FNS E&T Interim Coordinator via email at Thomas.Grecco@dhhs.nc.gov.

Sincerely,

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

CW/tg

Attachment (1)

FNS Employment and Training Screening & Referral form

EFS-FNS-ETP-01-2021