

# **CASEWORKER DESK REFERENCE (Effective October 1, 2021)**

(Cost of Living (COLA) / Homeless Shelter Deduction/ Utility Expenses Effective October 1, 2021)

FNSU SIZE	130% MAX INCOME LIMITS	100% MAX INCOME LIMIT	200% CATEGORICAL ELIGIBILITY MAXIMUM INCOME LIMIT	MAXIMUM ALLOTMENT	FOOD AND NUTRITION SERVICES DEDUCTIONS			
	Gross	Net	Gross	Effective 10/01/2021	SUA	BUA	TUA	STANDARD DEDUCTION
1	\$1,396	\$1,074	\$2,148	\$250	\$550	\$331	\$29	\$177
2	\$1,888	\$1,452	\$2,904	\$459	\$610	\$364	\$29	\$177
3	\$2,379	\$1,830	\$3,660	\$658	\$670	\$400	\$29	\$177
4	\$2,871	\$2,209	\$4,418	\$835	\$730	\$436	\$29	\$184
5	\$3,363	\$2,587	\$5,174	\$992	\$796	\$475	\$29	\$215
6	\$3,855	\$2,965	\$5,930	\$1,190	\$796	\$475	\$29	\$246
7	\$4,347	\$3,344	\$6,688	\$1,316	\$796	\$475	\$29	\$246
8	\$4,839	\$3,722	\$7,444	\$1,504	\$796	\$475	\$29	\$246
Each Additional Member	(+\$492)	(+\$379)	(+\$758)	(+\$188)	Minimum Allotment = \$20 (for eligible 1 – 2-person FNSU's)			
SNAP (Effective 1-1-2021)								
Rent / Mortgage/Lot Rent ≥ \$200			Allotment amount \$105	Rent / Mortgage/Lot Rent ≤\$200			Allotment amount \$60	
ADDITIONAL FNS DEDUCTIONS								
Earned Income Deduction			20%					
Dependent Care Deduction			Actual incurred expense					
Excess Shelter Deduction Cap			\$597 for FNSU's without a Specified Person					
Homeless Shelter Deduction			\$159.73					
FNS RESOURCE LIMITS				Max. SSI or SSI & SSA/Other Income				
Categorically Eligible FNSU			NONE	Single Person		October (2020) \$783		January (2021) \$794
FNSU's with a member age 60/older, or disabled			\$3,750	Couple		\$1,175		\$1,191
All Other FNSU's			\$2,500	Medicare Premium		\$144.60		\$148.50
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.

## **FOOD & NUTRITION SERVICES TIME STANDARDS**

### **APPLICATIONS**

### **Recipient must receive benefits no later than:**

**Emergency Service**

**7th calendar day**

**Normal Processing**

**30th calendar day**

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

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

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

### **APPLICATIONS FOR RECERTIFICATION**

### **Case must be completed by:**

**Timely Recerts** (submitted by 15<sup>th</sup>)

**Last workday of the month**

**Untimely Recerts** (submitted between 16<sup>th</sup> and last day of the month)

**30th calendar day**

**\*Late Recerts**

**7th / 30th calendar day**

(Late Recert is an application that is filed in the month **after** the last month of the certification period)

### **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 30<sup>th</sup> day following the end of the certification period.
- If the FNSU completes the interview and provides the required verifications by the 30<sup>th</sup> 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 30<sup>th</sup> day for failure to provide verification. If the 30<sup>th</sup> 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 30<sup>th</sup> 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