
FOOD AND NUTRITION SERVICES CERTIFICATION
ELIGIBILITY REQUIREMENTS
Residence

FNS 215 Residence
Change #5-2009
August 1, 2009

215.01 RESIDENCE REQUIREMENT

The Food and Nutrition Services (FNS) unit must live in the county in which it makes an application for the FNS benefits. Unless the individual is a resident of a shelter for battered women and children as defined in Section 210, Household Concept, an individual **cannot participate** as a member of more than one FNS unit or in more than one state or county in any month or any part of a month.

215.02 VERIFICATION

Verify residency at initial application and whenever the household reports a change of residence.

Verify residency in conjunction with the verification of other information such as, but not limited to, all shelter expenses (mortgage payments, utility bills, etc.), household size/composition (if questionable), and identity.

If residency cannot be verified in conjunction with other verifications, use a collateral contact or other documentary evidence.

- A. Accept any document that reasonably establishes the applicant's residency.
- B. Do not require any specific type of document.
- C. Do not impose any durational requirement.

NOTE: Verification of residency may not be reasonably accomplished for some households such as homeless, migrant farmworkers, or households newly arrived in a project area. Verification must be pursued unless the household indicates that verification cannot be obtained. If it is determined that verification can not be obtained, accept the client's statement for residency and document why the verification was not obtainable.

215.03 DOCUMENTATION

Document the verification on the application form.

215.04 ADDRESS

The application contains a place to include a mailing address and directions to the home. If the mailing address is a numbered street address, directions to the home are not required. If the mailing address is a post office box or a rural route box, write directions to the home on the application form.

215.05 MOVE BY THE FNS UNIT WITHIN THE STATE

When a FNS unit moves to another county within the State, take the following steps.

- A. Simplified Reporting and Transitional cases:
 - 1. No action is necessary unless the household requests termination. Explain that the case will remain open in the prior county and that the FNS unit will need to apply in the "new" county at the end of the certification period. Refer to FNS Certification Manual Section 450.05 and 550.04.

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2. If the FNS unit requests in writing to terminate its benefits send a DSS-8632, Notice of Termination. Advise a FNS unit who telephones the office requesting termination that the request must be in writing. The FNS unit can mail or bring a written request to the FNS office. Verbal requests still require a DSS-8553, Notice of Adverse Action.

Advise the FNS unit to apply in the "new" county if it wishes to continue to participate in the program. The household may continue to use their EBT card.

B. SNAP cases:

1. Terminate the case without Notice of Adverse Action Refer to Food Stamp Certification Manual Sections 600.07 and 600.08.
2. Send the DSS-8632, Notice of Termination, to advise the FSU to apply in the "new" county if it wishes to continue to participate in the program. The household may continue to use their EBT card.

215.06 MOVE BY THE FNS UNIT OUT OF THE STATE

When a FNS unit moves out of the state, take the following steps.

- A. Terminate the FNS unit without Notice of Adverse Action.
- B. Provide the FNS unit with a DSS-8632, Notice of Termination, which indicates the date benefits were last received in North Carolina.
- C. Advise the FNS unit to contact the appropriate FNS Office in the new state.
- D. The FNS unit may use their EBT card in the other state if the new state's EBT System can accept a North Carolina EBT card.

NOTE: Returned mail with an out of state forwarding address by itself would not be considered reliable information to act upon.