

Phase I - Module 9

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Searching for Persons & Registering a Person Review

Refer back to Module 4 for sections on Searching for Clients and Registering a Person. Give students names to look up and people to register that can lead into the discussion about Food and Nutrition Services applications.

Students should go through the following searches in order to look up any person in the environment:

1. Social Security number
2. Name, gender
3. First 3 letters of first and last name, DOB, gender
4. Name, DOB, gender

NOTES:

- It can be helpful to also invert dual last names and put in opposite gender.
- A thorough search must be completed for all household members before they are registered and entering the application

Allow students to register their person(s) for FNS Scenario 1. Make sure any Person Page cleanup is completed prior to starting the application.

Food & Nutrition Services Program

USDA's Food and Nutrition Service leverages its 16 nutrition assistance programs to ensure children, income eligible individuals, and families have equitable access to healthy, safe, and affordable foods that promote optimal health and well-being, while building a more resilient food system. FNS accomplishes this by partnering with over 175 states, U.S. territories, and tribal organizations that operate federal nutrition programs. FNS programs serve 1 in 4 Americans over the course of a year.

FNS's mission is to increase food security and reduce hunger in partnership with cooperating organizations by providing children and low-income people access to food, a healthy diet, and nutrition education in a manner that supports American agriculture and inspires public confidence. Our commitment to nutrition security applies a health equity lens to the way we operate our programs. We recognize that long standing disparities in diet-related diseases are rooted in structural racism and require equities beyond those available in FNS. Therefore, FNS is working with our federal partners and stakeholders across the country to meet the goals of the White House Conference on Hunger, Nutrition, and Health to promote and elevate nutrition security.

History of FNS

The agency was established on Aug. 8, 1969, a few months before the first White House Conference on Food, Nutrition and Health. Many of the programs and activities FNS administers today were formed or expanded due to recommendations from the 1969 Conference. Most notably, this includes:

- Significant expansions to Food Stamps (now known as SNAP), increasing the number of Americans served from 2 million in 1968 to 11 million by 1971.
- Increasing the reach of the National School Lunch Program, which served 2 million children before the Conference and expanded to serving 8 million by 1971.
- Permanent authorization of the National School Breakfast Program in 1975, which was also inspired by the Black Panther Party's Free Breakfast for School Children Program, started in 1969.
- Authorization of the pilot for the Special Supplemental Food Program for Women, Infants, and Children in 1972, which later become the Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program) we know today.
- Setting the stage for the development of the *Dietary Guidelines for Americans*, which serve as the cornerstone for federal nutrition assistance programs and the basis of MyPlate.

USDA's Focus on Nutrition Security https://youtu.be/XkVtstl10_M

Nutrition Assistance Programs			
Farmers Market Nutrition Program	Senior Farmers Market Nutrition Program	SNAP	WIC
Child Nutrition Programs			
Child and Adult Care Food Program	Fresh Fruit and Vegetable Program	National School Lunch Program	School Breakfast Program
Special Milk Program	Summer EBT	Summer Food Service Program	The Patrick Leahy Farm to School Program
USDA Food Distribution Programs			
Commodity Supplemental Food Program	Food Distribution Program on Indian Reservations	The Emergency Food Assistance Program	USDA Foods in Schools
https://www.fns.usda.gov/programs			

Food & Nutrition Services Applications

How to Apply

- In-person
- By-Mail
- Online ePASS applications
- Fax
- Phone

Interviewing

Refer back to Module 3 on how to interview clients.

Timeframes

FNS approvals are based on policy. But all applications and reapplications must be approved no later than the 25th calendar day if all verifications have been received.

Eligibility Requirements

Verify all eligibility factors when determining benefits. It is determined during the interview process and during the time prior to disposition. Use any acceptable form of verification to determine if the Food and Nutrition unit meets the following eligibility requirements:

- Identity
- Residency
- Citizenship/Alien Status
- Enumeration
- Household Size/Composition
- Student Status
- Voluntary Quit
- Controlled Substance
Felon/Felons
- Work Registration/ABAWD Status

- Income
- Resources

Household Composition Requirement

All individuals who eat together must be included in the same Food and Nutrition Service (FNS) unit.

- Individuals living together who purchase/prepare food together or do so upon receipt of food assistance.
- Spouses living together or individuals representing themselves as husband and wife to the community.
- Individuals under 22 who are living with a natural, adoptive, or stepparent.
- Individuals under 18 that are under the parental control of an adult living in the home.
- Two unmarried adults living in the same home who are parents of a mutual child

At application, recertifications, and reported changes in household composition, determine the total number of people who live at the residence, their relationship to each other, and their ages. Ask about the arrangements for purchasing and preparing meals. Based on the household's arrangements determine if the individuals are:

- A. Required household members: These members must be included together in the same FNS unit.
- B. Separate household members: These members may choose to be included in the same FNS unit or may choose to be in a separate unit based on circumstances.
- C. Excluded household members: These members are not allowed to be included in any FNS unit.

Work Registration Requirements

Food and Nutrition Services (FNS) unit members ages 16-59 are required to be registered for work unless exempted. The appropriate work registration evidence is entered in NC FAST and the DSS 8569 Work Registration Responsibilities is completed.

New Work Registration Evidence

Received Date * 5/26/2022

Work Registration Details

Household Member * Date DSS-8569 Provided and Verbally Explained

Program * Food & Nutrition Services Work Registration Status *

Start Date * End Date

Lost Employment/Good Cause for Health Coverage for Workers with Disabilities ☐ Connection to Workforce for Health Coverage for Workers with Disabilities ☐

Comments

Save Cancel

Mandatory Verifications

Verify all mandatory eligibility factors prior to certification, denial, reduction, or termination for FNS benefits.

- Identity
- Residency
- Citizenship/Alien Status
- Household Size/Composition
- Enumeration
- Gross Non-exempt income

OVS | TWN | SAVE

Discuss and demonstrate the importance of the listed items below:

Online Verification System (OVS) must be run on all applications and reviews regardless of the Program.

This can be accessed on the Application or Income Support (ongoing cases) by clicking the Online Data Tab.

OVS is linked to several entities to gather information that can be helpful to processing applications or the continuation or termination of cases.

The Work Number (TWN) each program has different guidelines for running this information. If run it will pull results for any employer with a last pay period within the past 3 months. This can be done both inside and outside of NC FAST. Defer to the individual county practice of how this is done.

Systematic Alien Verification for Entitlements (SAVE) The USCIS administers the SAVE program. It is a fee-based program designed to help government agencies check immigration status for granting benefits. SAVE must be ran for every application with an eligible or ineligible alien in the household.

NOTE: by the end of class demonstrate at least one FNS application while discussing the above topics.

Cited Sources

Buncombe County DSS Training Curriculum

NCDHHS Energy Programs Policy Manuals [EP Policies/Manuals – NCDHHS Policies and Manuals](#)

NC FAST HELP

https://ncfasthelp.nc.gov/FN_B/FN_B/server/general/projects/FAST_Help/FAST_Help.htm

About FNS.USDA Food and Nutrition Services. <https://www.fns.usda.gov/about-fns>. July 2024.