

8 Steps

to
North Carolina
Food and Nutrition Services
(FNS)

1. Complete the application

2. Print and sign the application

3. Applications for Food and Nutrition Services should be taken to your local county Departments of Social Services (DSS). Please see the "Directory of North Carolina Departments of Social Services (DSS)" document to locate your county office.

4. The application and the attached documents are reviewed by a caseworker who may request additional documentation. The caseworker will let you know how soon this information must be provided.

5. A face-to-face interview may be scheduled with a caseworker, if necessary. Bring copies of documents listed on "Documents Checklist for North Carolina Benefits" to your interview if you have them.

6. You will be assigned a caseworker when you go to DSS. This is the person you will work with until your application is complete. Your caseworker is the person you should call when you have questions about your case.

7. DSS sends notice of eligibility within 30 days for FNS, but within as few as seven days if the family is eligible for expedited service.

8. Re-certification: At the end of your certification period, DSS will send you information about how you can continue receiving benefits. FNS certification periods will vary depending on the household's circumstances. The period can be as short as one month, and as long as 24 months.