NC FAST

North Carolina Families Accessing Services through Technology

Adding a Client to an Application

Note*: This job aid has been updated so that it now applies to all programs in NC FAST. Step 3 is now more generalized then it was when only FNS was in NC FAST.

~~**Note****: When adding an individual, using the actual date at this time causes split decisions – but it does push the effective date to the next month. It is recommended that the start date of the evidences should be entered as the end of the month so that the system will push the effective date to the 1st of the next month, without a split decision.~~

1. Open the Income Support Application
    a. Under the Clients tab, click New
    b. Perform a Person Search
    c. Select the Radio button beside the correct Person (source CNDS or source NC FAST)
        i. If no results found, continue by moving to next step
    d. Click Next
    e. Follow steps to complete the Add Client Wizard
    f. Click Finish
    g. The Person Home page loads
2. If the Person is newly registered in NC FAST, add the Alternative ID (SSN) on the Person Page Evidence tab (Click the List Actions Menu for supporting evidence)
3. Manage Evidence, and Verifications(Income Support Application Evidence Dashboard)
    a. Add Household Member evidence
    b. Add Household Relationship evidence
    c. Add Living Arrangement evidence
    d. Add any additional relevant Household category evidence
    e. Add any additional relevant Income category evidence
    f. Add any additional relevant Resource category evidence
    g. Add any additional relevant Expense category evidence
    h. Add Verifications
    i. Apply Changes to evidence