



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Health Benefits

**ROY COOPER** • Governor  
**KODIY H. KINSLEY** • Secretary  
**DAVE RICHARD** • Deputy Secretary, NC Medicaid

December 19, 2022

Dear County Director of Social Services:

**Attention:** Medicaid and Work First Supervisors

**Subject:** 2023 Application Time Standards

Attached is a copy of the Application Time Standards Chart for 2023. The chart includes the calculated 13<sup>th</sup>, 45<sup>th</sup>, 60<sup>th</sup> and the 90<sup>th</sup> calendar day deadline for each day of the year in 2023. It also includes the 6<sup>th</sup> month deadline for each day. Caseworkers who work with Medicaid, Work First and Special Assistance may utilize this chart to determine the necessary application time standards rather than calculating each date manually.

This chart does not consider weekends and holidays for any of the calculated days. In order to determine the adjusted due date of an application, it is necessary to compare the due date indicated on the chart to the calendar and your holiday schedule. If the chart's calculated due date falls on a weekend or county holiday, the adjusted due date is the next workday.

If you have questions, please contact your Medicaid Operational Support Team (OST) [Representative at Medicaid Program Representatives – NCDHHS](#) or for Work First, contact the Operational Support Team (OST) at [dss.policy.questions@dhhs.nc.gov](mailto:dss.policy.questions@dhhs.nc.gov).

DocuSigned by:  
*Melanie Bush*  
B8DC650BFB454DA...

Melanie Bush  
Division of Health Benefits  
Chief Operating Officer

DocuSigned by:  
*Allison Smith*  
BA42C91DA5B44F8...

Allison W. Smith  
Division of Social Services  
Deputy Director

**NC MEDICAID**  
**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF HEALTH BENEFITS**

LOCATION: 79 T.W. Alexander Drive, Durham, NC 27709  
MAILING ADDRESS: 2501 Mail Service Center, Raleigh NC 27699-2501  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-813-5340 • FAX: 919-224-1070

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

DATE	13	45	60	90	6mo.	DATE	13	45	60	90	6mo.	DATE	13	45	60	90	6mo.
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