

Smoky Mountain Center
NC SNAP
Information and Procedures
rev. 5/6/10

- **SMC contact person for NC-SNAP is...**

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- **Making submissions**

- To obtain blank copies of NC SNAPs, contact Mitzi.
- When an NC-SNAP is completed on a Smoky Mountain Center consumer, please send a copy of the completed NC-SNAP along with a copy of the NC-SNAP coversheet to Mitzi by either regular mail or fax.
- NC-SNAPs must be submitted in a timely manner. Be aware that an NC SNAP may still need to be completed even when an agency is no longer serving a consumer as noted below.

- **Consumers Leaving Services**

- The NC-SNAP Summary Report & Supplemental Information form should be sent to Mitzi when the client is deceased, refuses services, unable to locate, moves to another LME's catchment, moves out of state, changes providers or is no longer receiving services for another reason.

- **Timing of submissions**

- Please keep in mind that all SNAPS that are due for the quarter, are to be submitted to Mitzi by the 10th of the month following the quarter end.
 - For example, all SNAPS that are due for April, May and June will need to be submitted to Mitzi by July 10th.

- **Past Due SNAP Forms**

- Note that SMC sends out a weekly list of past due SNAPS to each provider, and every other week we send out a list of pending SNAPS.

- **NC-SNAP Training**

- Providers can request a staff member receive SNAP training by contacting Mitzi. She will respond by forwarding the needed form with instructions.