

CHANGE NOTICE FOR MANUAL

DATE: April 30, 2009

MANUAL: Food Stamp Information System (FSIS) Manual
CHANGE NO.: 1-2009
TO: County Directors of Social Services
EFFECTIVE: May 1, 2009, make the following changes to the FSIS User's Manual

I. GENERAL

This change notice transmits revisions to the FSIS User's Manual. These changes are outlined below.

II. SPECIFIC CHANGES

A. FSIS 310 – SAVE Verification Information System

FSIS 310 – SAVE Verification Information System is being revised to include the web link, <https://www.vis-dhs.com/WebOne/>, to access the SAVE Verification Information System.

B. FSIS 503 - Client Record DSS-8590 Instructions

1. FSIS 503 – Client Record DSS-8590 Instructions is being revised to update the wording from Food Stamp to Food and Nutrition Services; FSU to FNS; Common Name Database to Common Name Data Service; and CNDB to CNDS; Also to add Figure 503-3 Lifeline/Linkup Participating Telephone Companies to the end of section 503.
2. Section 503.06 Description of DSS-8590 Fields – Field 22 Telephone Number/Code/Type is being revised by removing the table with the telephone company code and phone company name information.
3. Section 503.06 Description of DSS-8590 Fields – Field 34 Address Line 2 is being revised to add the statement, “When entering an apartment number, do not space between the numbers and the alpha character. For example, if the apartment number is 28 and the alpha is D, enter as 28D. There is no space between 8 and D.”
4. Figure 503-2 is being revised to:
 - a. Remove Field 12 – Sex/Race Codes.
 - b. Add to Field 13 – P SNAP.
 - c. Correct telephone code 06 name from Embarq – ACS to Embarq – EROC Scanning.
 - d. Add new Telephone Codes for Field 22.
 - e. Add Field 39C – PA Recipients.
 - f. Add Race Codes
5. Figure 503.3 Lifeline/Linkup Participating Telephone Companies is being added.

C. FSIS 700 – Forms On Hold Process

Section 700.04.C AFS Transaction is being removed.

D. FSIS 900 – FSIS Disaster Instructions

1. FSIS 900 – FSIS Disaster Instructions is being revised to change Food Stamp to Food and Nutrition Services.
2. Section 900.02 Disaster Application Process is being revised to require a 2 digit alpha/numeric Disaster Type and Number for the Disaster Indicator.
3. Section 900.04 – EBT Disaster Manifest – SLMF is being revised to change screen name to FNS EBT CARD MANIFEST INQUIRY SCREEN.

E. FSIS 1100 – Transaction Tracking Inquiry

Section 1100.01 – General is being revised to remove references to the automated food stamp additions/changes being viewed once the transaction has been received from the Eligibility Information System and identified by user SLA144 or SLA145, Food Stamp is changed to Food and Nutrition Services (FNS), and Transaction Tracking Inquiry (SLTR) is now available for up to three years.

III. INSTRUCTIONS FOR MAINTENANCE OF THE FSIS USER’S MANUAL**To maintain your current hard copy of the FSIS User’s Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-35/chg/>
2. Click on Change No. 1-2009
3. Click on the “**CN 1-2009**” and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>
To update your current hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
310	1	310	1
503	1-8, 11-39	503	1-8, 11-39
503 Figure 2	2-4	503 Figure 2	2-4
		503 Figure 3	1-2
700	1-2, 5-6	700	1-2, 5-6
900	1-8	900	1-7
1100	1-2	1100	1-2

If you have any questions, please contact the DSS Information Support Staff at (919) 733-8938.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping underline.

Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

HB:ld/wc/ba

Attachments

[FSIS_CN1-2009](#)

[FSISs310](#)

[FSISs503](#)

[FSISs503f2](#)

[FSISs503f3](#)

[FSISs700](#)

[FSISs900](#)

[FSISs1100](#)