

CHANGE NOTICE FOR MANUAL

DATE: November 27, 2002

MANUAL: Food Stamp Information System (FSIS) User's Manual

CHANGE NO: 2-2002

TO: County Directors of Social Services

EFFECTIVE December 1, 2002, make the following changes to the FSIS User's Manual.

I. GENERAL

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

A. FSIS Table of Contents

FSIS Table of Contents is revised to include a change to the title of Section 306 to Department of Corrections (Public Offender Website Inquiry) and the new section, Section 1500, State Office Contacts.

B. FSIS Section 306, Department of Corrections (Public Offender Website Inquiry)

FSIS Section 306 is revised to include all new inquiry instructions for the Department of Corrections.

C. FSIS Section 400, Authorized Representative (SLAR and SLAI)

FSIS Section 400 is revised to include clarification that when a FSIS case closes and an authorized representative is assigned, the worker must deactivate the authorized representative by making the representative inactive through the SLAR process. The system does not automatically inactivate an authorized representative.

D. FSIS Section 501, Transaction Code 8 (TC8)

FSIS Section 501 is revised to include when keying a TC8, the application date is required only when authorizing issuance for a suspended Categorically Eligible household and the action code is 47.

E. FSIS Section 502, Transaction Screen Name/Definition and Screen Access

FSIS Section 502 is revised to include:

1. SLDQ – FSIS Disqualified Persons Tracking in the Table of Contents.
2. Updated SLTR Screen.
3. SLDQ – FSIS Disqualified Persons Tracking instructions.

F. FSIS Section 503, Client Record DSS-8590 Instructions

FSIS Section 503 is revised to include:

1. Clarification to deactivate an authorized representative from a FSIS case at the time the FSIS case is closed. The system does not automatically make an authorized representative inactive.
2. Clarification of Emergency Codes 1 and 3.

G. FSIS Section 600, Electronic Benefits Transfer (EBT)

FSIS Section 600 is revised to include:

1. Correction in 600.01 for Benefits Available on the third and seventh of the month. Benefits are available on the third if the last digit of the head of household's SSN

is 1, 2, or the SSN is all zeroes. Benefits are available on the seventh if the last digit of the head of household's SSN is 9 or 0.

2. Clarification concerning SLNC, Transaction 2 (TC2) for a reopened case, and the SLIC screen.

H. **FSIS Section 1200, FSIS Reports**

FSIS Section 1200 is revised to include:

1. Clarification to the Pending Applications and Emergency Cases Report concerning applications suspended at the time the TC2 is completed.
2. Changes to the Redetermination Due/Review for Change Report. Cases displayed are those cases active on the tenth work night of the month and no longer is ESC information displayed on the report.

I. **FSIS Section 1400, Elderly Nutrition Pilot Project, Commodity Alternative Benefit (CAB)**

FSIS Section 1400 is revised to indicate that no date prior to November 2002 is allowed for either the Cert From or Start Issuance Date if the CAB indicator is 'Y.' Also, the vendor name and telephone number are changed to Vocational Trades of Alamance at 336-437-9002, which is displayed on the notices created from keying a transaction code 2 and a transaction code 6.

J. **FSIS Section 1500, State Office Contacts**

FSIS Section 1500 is a new section to identify the web site address that contains a listing of State Office Contacts within the Division of Information Resource Management (DIRM), the Division of Medical Assistance (DMA), and the Division of Social Services (DSS).

II. **INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP INFORMATION SYSTEM (FSIS) USER'S MANUAL**

<u>REMOVE</u>		<u>INSERT</u>	
<u>Section</u>	<u>Pages</u>	<u>Section</u>	<u>Pages</u>
Table of Contents	1-2	Table of Contents	1-2
306	1-10	306	1-3
400	1-2, 15-16	400	1-2, 15-16
501	13-14	501	13-14
502	Table of Contents and 35	502	Table of Contents and 35-39
503	3-6	503	3-6
600	1-4, 7-8	600	1-4, 7-8
1200	2, 14-15	1200	2, 14-15
1400	1-4	1400	1-4
1500	Nothing to Remove	1500	1

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

Sincerely,

Wilbert R. Morris, Chief
Economic Independence Section