

CHANGE NOTICE FOR MANUAL

DATE: August 28, 2006

MANUAL: Food Stamp Information System (FSIS) Manual
CHANGE NO.: 2-2006
TO: County Directors of Social Services
EFFECTIVE: **September 1, 2006**, 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. In addition, several formatting and grammatical changes have been made.

II. SPECIFIC CHANGES

A. FSIS 400 Authorized Representative (SLAR and SLAI)

Section 400.02 A.9. is revised to include a Note regarding changes sent to eFunds for an A/R.

B. FSIS 501 Transaction Code, Function, and Process

1. Section 501.01 is updated to change the name Citibank to eFunds.
2. Section 501.03 is updated to include instructions to complete a thorough name search on SLNS screen for Transaction code (TC1).
3. Section 501.04 is revised to include a Note that indicates if an individual is active in another case, the warning message, 'Dependent ID xxxxxxxx Is In Active Case xxxxxxxx', displays.
4. Section 501.22 4.b.(2) is revised to include clarification for an individual that remains in the household but not on the food stamp case.

C. FSIS 502 Table of Contents

The Table of Contents is revised to update the number of pages for sections 502.11-502.20.

D. FSIS 502 - FSIS Transactions: Transaction Screen Name/Definition and Screen Access

1. Section 502.01 is revised to:
 - a. Remove SLUO, SLRI, SLNM, SLSN, SLID and SLTO screens. These screens are no longer valid.
 - b. Update the description for the SLSE screen functions.
2. Section 502.05 is revised to include instructions to key a new SLAW budget after a Mass change.

E. FSIS 503 - Client Record DSS-8590 Instructions

1. Section 503.01 1.a. is revised to delete usage of the DSS-8590 SLUO screen.
2. Section 503.03 is revised to include Voluntary Quit (Q) code to the Disqualified Persons Tracking file for individuals disqualified due to Voluntary Quit (Q).
3. Section 503.06 is revised to:
 - a. Update the description in Field 6 for TC6 & TC7.
 - b. Include Rejection/Closure codes '21' and '23' used with Dependent Relationship code 'W' are valid in Workfare Counties for individual disqualification.
 - c. Include FSIS generated action code '57' and notice text for SNAP cases.
 - d. Remove code 'X' as a valid code for E&T counties in Field 31.
 - e. Delete the text, 'To Deny Manually an Initial Application, Use Transaction Code 5', in Field 7 - Excess Gross Income.
 - f. Update the description of Dependent Relationship code 'Q' in Field 80K.

F. FSIS 503 Figure 2 – DSS 8590 Quick Reference

Figure 503-2 is revised to add Rejection/Closure codes '50', '51', '52', '53', '54', '55', '56' and '57'. These codes were inadvertently omitted in the previous manual update.

G. FSIS 800 SLSE - EBT Issuance

1. Section 800.01 is revised to include instructions for how to issue a new EBT card when updating an address on a closed, denied or pending Food Stamp case through the SLSE screen. The Food Stamp case must have an existing EBT account.

2. Section 800.02 B is revised to indicate the issuance amount cannot exceed 3X the food stamp allotment when the issuance reason code is 'W' or 'Y'.
3. Section 800.02 G is revised to include instructions for updating an address and requesting a new EBT card on a closed, denied or pending food stamp case. This section also includes the SLSE EBT issuance screen. The Note includes name change from Citibank to eFunds.

H. FSIS 1200 – FSIS Reports

Section 1200.02 is revised to include a new report entitled, 'Closed Cases Possibly Requesting EBT Cards Due To SLSE Address Change'. This report displays all closed, denied and pending cases that may or may not request a new EBT card with an address change through the SLSE screen. The report is in NCXPTR under the name 'EBT103EP-01'.

I. FSIS 1600 – Simplified Nutritional Assistance Program (SNAP)

1. Section 1600.04 B.2. is revised to update the description for Field 80K (Dependent Relationship code) if a disqualification is found or keyed on a SNAP case. FSIS will automatically terminate the SNAP case with FSIS generated action code '57'.
2. Section 1600.15 is revised to include the text for SNAP Action code '57'.
3. Section 1600.16 B.10. is revised to include a new report entitled, 'SNAP Cases Closed Due to Disqualified Individual'. The report is in NCXPTR under the name 'DHRSLA SNAP452EP DISQ CASES'.

III. INSTRUCTIONS FOR MAINTENANCE OF THE FSIS USERS 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. 2-2006
3. Click on the "**CN 2-2006**" 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
400	1-18	400	1-16
501	1-18	501	1-15
502 TOC	1	502 TOC	1
502	1-8, 17-50	502	1-8, 17-49
503	1-10, 15-16, 19-20, 35-36	503	1-10, 15-16, 19-20, 35-36
503 Figure 2	1-4	503 Figure 2	1-4
800	1-4	800	1-4
1200	1-2, nothing to remove	1200	1-2, 25
1600	1-2, 5-6, 13-18, 21	1600	1-2, 5-6, 13-18, 21-22

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

Sincerely,



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

HB:mb
Attachments

[FSIS_CN2-2006](#)
[FSISs400](#)
[FSISs501](#)
[FSISs502TOC](#)
[FSISs502](#)
[FSISs503](#)
[FSISs503f2](#)
[FSISs800](#)
[FSISs1200](#)
[FSISs1600](#)