CHANGE NOTICE FOR MANUAL

DATE: November 6, 2001

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

CHANGE NO: 2-2001

TO: County Directors of Social Services

EFFECTIVE December 1, 2001, 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

New FSIS Section 1300, Glossary, is added.

B.   FSIS Section 102

FSIS Section 102 is revised to include changes to the X/PTR: Report Distribution System.

1.   The V22: Latest Reports screen is now displayed as V22: Favorites.

2.   If an entire directory is selected in your User Profile, the V22: Favorites screen displays a listing entitled MY DIRECTORIES. Entire directories selected in a User Profile are listed here. Use the instructions below to display your list of reports.

a.   Key AFV to the left of MY DIRECTORIES. Press ENTER.

b.   Key LR at the command line. Press ENTER.

Every report in each directory selected in your User Profile displays.

3.   Use PRO then FAV to modify your profile.

4.   Once a user profile is set up or modified, key S to the left of exit saving list updates, press Enter, press F3, and key LR at the command line to display the new favorites list.

C.   FSIS Section 302

FSIS Section 302 is revised to include a change to screen two of SDX and the description of the changed field. The field that is changed is 'Appeals Decision CD/DT'. This indicates the actual appeal decision and the date the decision was rendered. Code '3D' definition is changed to 'Filed prematurely' and code '4D' definition is changed to 'Filed late without good cause'.

D.   FSIS Section 501

FSIS Section 501 is revised to include more detailed information for transaction code 3 and to include action code 71 with transaction code 7 as an action code that generates a denial notice.

E.   FSIS Section 503

FSIS Section 503 is revised to include:

1.   Removal of Vulnerability Status codes P and 8,

2.   Code 'A' for field 39C which indicates the case is an Automated Food Stamp case.

3.   Calculation of claim collection amount, field 65, by FSIS for claim codes 'A', 'H', and 'V'.

4.   Utility deductions allowed for all dependent relationship codes, field 80K.

5.   New process for individuals with incomplete demographic data by the individual ID, field 80L.

   a.   If completing an add to an existing case and the individual ID contains incomplete demographic data, the error message: 'INDIVIDUAL ID, ID NO. NAME, DOB, ETC., REQUIRED. SLNC TO UPDATE' is displayed and the transaction is placed in hold status.

   b.   If completing transaction code 1 or removing an individual from a case, the error message:

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'INDIVIDUAL ID, ID NO. NAME, DOB, ETC., REQUIRED SLN TO UPDATE' is displayed and the transaction is not placed in hold status.

  c. If adding and removing an individual from a case at the same time, the error message: 'INDIVIDUAL ID, ID NO. NAME, DOB, ETC., REQUIRED, SLNC TO UPDATE' is displayed and the transaction is not placed in hold status.

 6. Revised DSS-8590, Figure 503-1.

F. FSIS Section 600

FSIS Section 600 is revised to include clarification:

 1. If the name of the head of household has changed and an EBT account has been set up, the SLIC screen does not come up at the time the TC2 is keyed. The SLIC screen is displayed when the SLNC transaction is keyed.

 2. If an address change is completed with a TC3 or TC5 and an EBT account has been set up for the case, the new address is sent to Citibank.

G. FSIS Section 700

FSIS Section 700 is revised to include:

 1. Correction: transaction code 5 may be placed in hold status.

 2. Transactions to add an individual with any transaction other than TC1 or at the same time as removing an individual, the system places the transaction in hold status.

 3. Transactions removed from hold status when an EPICS transaction is received and the case is updated with the EPICS data.

H. FSIS Section 1100

FSIS Section 1100 is revised to include the new format of the first screen of Transaction Tracking (SLTR). New options: Start and End Date and County Number options to narrow searches for transactions. Up to three years of transactions may be viewed; however, any transactions prior to May 11, 2001, does not contain

the data keyed. New user ID options: Masschg (mass Change), EPICS and DIRM (state corrections/updates other than Mass Change).

I.   FSIS Section 1300

        FSIS Section 1300 - Glossary is a new FSIS section.

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

	REMOVE		INSERT
Section	**Pages**	**Section**	**Pages**
Table of Contents	1-2	Table of Contents	1-2
102	Table of Contents 1-4, 7-14	102	Table of Contents 1-4, 7-14
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501	7, 12	501	7, 12
503	13-22, 29-33	503	13-22, 29-33
Figure 503-1		Figure 503-1	
600	1-4	600	1-4
700	3-6	700	3-6
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Nothing to Remove		1300	1-2

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

Sincerely,

Wilbert R. Morris, Chief
Economic Independence Section

WRM/BA/jg