

CHANGE NOTICE FOR MANUAL

MANUAL: Food Stamp Certification Manual

CHANGE NO.: 19-2002 Date: September 19, 2002

TO: County Directors of Social Services

EFFECTIVE October 1, 2002, make the following changes to the Food Stamp Certification Manual.

I. BACKGROUND

North Carolina has been fully operational using Electronic Benefit Transfer (EBT) to access Food Stamp benefits since late spring of 1999. Using EBT to get Food Stamps has reduced the stigma long associated with using paper coupons. Using the Citibank EBT Administrative Functions has also allowed more sophisticated tracking of benefit transactions. When EBT was first implemented, access to the Citibank Administrative Functions was limited to a few staff for each county. As we have become familiar with using EBT, staff access to the various systems that support EBT has also grown and expanded.

The purpose of this change is to provide instructions and guidance in determining the appropriate access authority for staff and limitations for the systems and procedures that support EBT.

II. SPECIFIC CHANGES

Section 145, Division of Responsibilities, has been updated to include policy on who should be given access to systems that support EBT. These systems are Food Stamp Information System (FSIS), Citibank EBT Administrative Functions (Admin Terminal), and the PIN machine used to activate EBT cards. There are also considerations for persons who are responsible for EBT cards that come to the agency.

Policy regarding issuance services and elderly or disabled persons under 145.01, A. and B. has been moved to Section 115, Electronic Benefits Transfer, under 115.01, B. and C. Reference to Section 145 has been removed.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective October 1, 2002. Please review your EBT Security Plan for compliance and evaluate organizational and staff responsibilities to minimize risks in this area.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages
115	1-2	115	1-2
145	1	145	1-2

This material has been reviewed and approved by the Economic Services Committee.

If you have questions, please contact your Program Integrity Representative.

Sincerely,

Wilbert R. Morris, Chief

Economic Independence Section

WRM/DBS/sw

Attachments

[FSs115](#)

[FSs145](#)