

CHANGE NOTICE FOR MANUAL

DATE: June 18, 2008

MANUAL: Food Stamp Information (FSIS) Manual
CHANGE NO.: 2-2008
TO: County Directors of Social Services
EFFECTIVE: Upon receipt, 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. Table of Contents

The Table of Contents is being revised to delete the Community Alternative Benefit (CAB) from the manual. This section is being reserved for future manual material.

B. FSIS 502 – Transaction Screen Name/Definition and Screen Access

Section 502.05 is being revised to include a note regarding keying a SLAW budget for the months prior to FSIS performing a Standards Mass Change.

C. FSIS 503 – Client Record DSS-8590 Instructions

1. Section 503.06 Field 14 is being revised to include a note regarding keying a SLAW budget for the months prior to FSIS performing a Standards Mass Change.
2. Section 503.06 Field 39 is being revised to include a note that FSIS automatically suspends a case when excess reserve is keyed for a case that contains a Household Type 2 (non-categorically eligible).
3. Section 503 Figure 2 – 8590 Quick Reference Guide is being revised to add Field 80K Dependent Relationship code 'Z' (Participating ABAWD).

D. FSIS 800 – SLSE – EBT Issuance

Section 800.01 is being revised to include a note regarding keying a SLAW budget for the months prior to FSIS performing a Standards Mass Change.

E. FSIS 1400 – Elderly Nutrition Pilot Project, Community Alternative Benefit (CAB)

Section 1400 is being revised to delete all instructions for Community Alternative Benefit (CAB). CAB is no longer a valid program.

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. 2-2008
3. Click on the "CN 2-2008" 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 hard copy of the manual:

<u>REMOVE</u>		<u>INSERT</u>	
<u>SECTION</u>	<u>PAGES</u>	<u>SECTION</u>	<u>PAGES</u>
FSIS Table of Contents	1-2	FSIS Table of Contents	1-2
502	1-2, 7-8	502	1-2, 7-8
503	1-2, 17-28	503	1-2, 17-28
503 Figure 2	4	503 Figure 2	4
800	1-4	800	1-4
1400	1-10	1400	No pages to insert (reserved for future manual material)

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

Sincerely,



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

HB:wc/re/th
Attachments

[FSIS_CN2-2008](#)
[FSISsTOC](#)
[FSISs502](#)
[FSISs503](#)
[FSISs503f2](#)
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