

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC INDEPENDENCE 12-2000**

**(Work First and Food Stamps)**

**TO:** County Directors of Social Services

**ATTENTION:** Work First Supervisors  
Food Stamp Supervisors

**DATE:** April 6, 2000

**RE:** Automated Food Stamps and Closed  
Food Stamp Cases

**EFFECTIVE DATE:** April 17, 2000

**I. BACKGROUND**

Currently, when a transaction is received from the Eligibility Information System (EIS) to combine a Work First case with a Food Stamp case, the Food Stamp Information System (FSIS) identifies and combines with the active food stamp case. If no active food stamp case is found, a new food stamp case is created, which also causes a new EBT account to be created.

Effective April 17, 2000, when a transaction is received from EIS to combine a Work First case with a food stamp case and no active food stamp case is found, FSIS reopens the most recently closed case. FSIS matches the FSIS head of household with the payee on the EIS case and uses the case with the most current transaction effective date. Further checks are made to determine if the case combines or is displayed on an error report.

**II. PENDING FOOD STAMP CASES**

When an EIS transaction is received to combine a food stamp case with a Work First case, FSIS:

**III. CLOSED FOOD STAMP CASES**

When an EIS transaction is received to combine a food stamp case with a Work First case, FSIS:

If you have any questions regarding these instructions, please contact your Work First Representative.

Sincerely,

Pheon Beal, Chief

Economic Independence Section

BA