

DSS ADMINISTRATIVE LETTER NO. FOOD ASSISTANCE AND ENERGY PROGRAMS 1-2003

AMENDED (Food Stamps)

TO: County Directors of Social Services

ATTENTION: Food Stamp Supervisors

DATE: September 5, 2003

RE: Resources Field on DSS-8590

EFFECTIVE

DATE: September 5, 2003

I. GENERAL INFORMATION

Effective August 11, 2003 the Resources Field on the DSS-8590 (Field 39) is a required field for all TC 2 and TC 6 transactions. The resources field is required in order to establish resource eligibility for Food Stamp benefits and to determine a household's resource eligibility for the Low Income Energy Assistance Program (LIEAP).

II. PROCEDURES

Each DSS-8590 must have an amount entered in the Resources Field in order for the transaction to process. The field contains space for dollars and cents, so one hundred dollars in resources would be keyed as 10000. No leading zeroes are required. Enter one zero (0) in the Resources field for households with no countable resources. **Resource amounts must be entered for categorically eligible households, as this information is needed when determining eligibility for LIEAP.**

III. IMPLEMENTATION INSTRUCTIONS

All active Food Stamp cases must have an amount of reserve entered in Field 39 before 5:30 p.m. on September 30, 2003, so that the information can be used to pre-select potentially eligible LIEAP participants. A report, DHRSLA SLA811EP-01 RES AMOUNT is available in NCXPTR to identify the cases in each county that have no information entered in the Resources field.

If you have any questions regarding this information, please contact your Food Assistance and Energy Program Representative.

Sincerely,

Wilbert R. Morris, Associate Director

Performance Management/Economic
Services

WRM/rrm