

CHANGE NOTICE FOR MANUAL

DATE: August 28, 2007

MANUAL: Food Stamp Information System (FSIS) Manual
CHANGE NO.: 1-2007
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 add section 308-Online Verification (OLV).

B. FSIS 300-Verification Inquiries

Section 308-ONLINE VERIFICATION (OLV) has been added to include a link to the EIS Manual.

C. FSIS 502-Transaction Screen Name/Definition and Screen Access

1. Section 502.11-SLIN-Food Stamp Inquiry Screen is being revised to add the PF4 function to navigate from page two of the SLIN screen to the SLII-Issuance Inquiry Screen.
2. Section 502.12-SLII-Issuance Inquiry Screen is being revised to add two new status indicators, REJECTED or PART REJ, that are displayed when benefits exceed 365 days.

D. FSIS 503-Client Record DSS-8590 Instructions

1. 503.06 Description of DSS-8590 Fields is being revised to include changes to:
 - a. Field 7-Action Codes
 - i. Action Code 09 is used with transaction code 6 or 7 to terminate a case due to suspension of the food stamp case with an action code of 40.
 - ii. Action Code 55 is being revised to clarify correct usage for the code and to include the revised notice text of: "Your application has not been approved because the income verification we asked for was not provided within 30

calendar days of the date of your application. If you will provide the information we ask for, we will reopen your application. If you have any questions about what is needed, please call your caseworker at the number below. If you do not provide the information by xx/xx/xx, you will have to apply again if you still want to receive food stamps.'

- b. Field 39-Resources is being revised to include the note that the warning message, 'RE-CHECK RESOURCE LIMIT. HH MAY BE OVER ALLOWABLE AMOUNT', is displayed when the amount entered is greater than \$2000 **and** no elderly or disabled individual is included in the case.
 - c. Field 80E-Work Registration/Workfare Registration
 - i. Table 1 (Employment & Training Counties) is being revised to add the corrected definition for the Work Registration Code D, '16 or 17 year old head of household who attends school or participates in an employment training program on at least a half-time basis'.
 - ii. Table 2 (Workfare Counties) is being revised to include:
 - a. The Work Registration Code 'P', 'Workfare participant with/without earnings prior to registration'. This code was inadvertently left out of the table.
 - b. The corrected definition for the Work Registration Code 'D', '16 or 17 year old head of household who attends school or participates in an employment training program on at least a half-time basis.
 - iii. Table 3 (Exempt) is being revised to add the corrected definition for the Work Registration Code D, '16 or 17 year old head of household who attends school or participates in an employment training program on at least a half-time basis'.
2. Figure 2-DSS-8590 Quick Reference Guide
- a. Field 7 is being revised to:
 - i. Remove Transaction Codes 6 and 7 with Action Code 55.
 - ii. Clarify that Action Codes 09 and 69 are only valid with TC6 and TC7 when the case is suspended with Action Code 40.
 - iii. Add new definition for Action Code 56, 'Failure to provide information for a late recertification, denied on or after 30th day'.

- b. Field 80E is revised to correct the definition for Work Registration code 'D'.

E. FSIS 600-Electronic Benefits Transfer (EBT)

Section 600.02 (D2)-System Process-Issuance Reason Codes is being revised to add that the maximum allotment that can be issued daily is \$300.

F. FSIS 800-SLSE-EBT Issuance

Section 800.02 (B)-SLSE-EBT Issuance Screen-Issuance Reason Codes is being revised to add that the maximum allotment that can be issued daily is \$300.

G. FSIS 1200-FSIS REPORTS

Section 1200.02 (U)-Report Title and NCXPTR Report Number-FSIS Issuances Being Held By EBTIS is being revised to add that any cases over 365 days no longer displays on the report and are displayed on the SLII-Issuance Inquiry Screen.

H. FSIS 1600-SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)

Section 1600.02 (A)-Conversion of Active Food Stamp Cases is being revised to clarify when FSIS performs the SNAP conversion sweep.

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. 1-2007
3. Click on the "**CN 1-2007**" 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 hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
FSIS Table of Contents	1-2	FSIS Table Of Contents	1-2
308	No pages to remove	308	1
502	1-2, 17-20	502	1-2, 17-20
503	1-2, 9-10, 13-14, 21-22, 27-30	503	1-2, 9-10, 13-14, 21-22, 27-30
503 Figure 2	1-2	503 Figure 2	1-2
600	1-2, 11-12	600	1-2, 11-12
800	1-2	800	1-2
1200	1-2, 21-22	1200	1-2, 21-22
1600	1-2	1600	1-2

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

Sincerely,



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

HB:mb
Attachments
[FSIS-CN1-2007](#)
[FSISsTOC](#)
[FSISs308](#)
[FSISs502](#)
[FSISs503](#)
[FSISs503f2](#)
[FSISs600](#)
[FSISs800](#)
[FSISs1200](#)
[FSISs1600](#)