

## CHANGE NOTICE FOR MANUAL

**DATE: September 2, 2008**

**MANUAL:** Food Stamp Information (FSIS) Manual  
**CHANGE NO.:** 3-2008  
**TO:** County Directors of Social Services  
**EFFECTIVE:** September 8, 2008, 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. FSIS 500-FSIS Transactions

1. Section 501.04 Process (TC1) is revised to:
  - a. Add Field '22', Telephone Number/Code/Type.
  - b. Add the note, 'FSIS no longer allows Transaction Code 1 (TC1) to process if no phone number is keyed in Field 22. If zeros are entered for the phone number, FSIS requires entry of Type Code 'N'. The Company Code must be blank.'
2. Section 501.07 Process (TC2) is revised to:
  - a. Add Field '22', Telephone Number/Code/Type.
  - b. Add the note, 'FSIS no longer allows Transaction Code 2 (TC2) to process if no phone number is keyed in Field 22. If zeros are entered for the phone number, FSIS requires entry of Type Code 'N'. The Company Code must be blank.'
3. Section 501.10 Process (TC3) is revised to:
  - a. Add Field '22', Telephone Number/Code/Type.
  - b. Add the note, 'FSIS no longer allows Transaction Code 3 (TC3) to process if no phone number is keyed in Field 22. If zeros are entered for the phone number, FSIS requires entry of Type Code 'N'. The Company Code must be blank.'

4. Section 501.15 Process (TC6) is revised to:
  - a. List Field '22', Telephone Number/Code/Type.
  - b. Add the note, 'FSIS no longer displays data previously keyed in Field 22. FSIS requires an entry of the Telephone Number/Code/Type. If the phone number is zeros, FSIS requires entry of Type Code 'N'. The Company Code must be blank.'
5. Section 501.21 Process (TC8) is revised to:
  - a. List Field '22', Telephone Number/Code/Type.
  - b. Add the note, 'Field 22 is optional, but required when no phone number is displayed or if a phone number has changed. If zeros are entered, Type Code 'N' is required. The Company Code must be blank.'

**B. FSIS 503-Client Record DSS-8590 Instructions**

1. Section 503.06 Description of DSS-8590 Fields-Field 7 Application/Denial is revised to:
 

Change the wording for Denial Notice 38 to read 'Your application has not been approved because you missed your scheduled interview appointment. You failed to reschedule and it has been 30 calendar days from your date of application.'
2. Section 503.06 Description of DSS-8590 Fields-Field 22 is revised to:
  - a. Add the statement "The ten digit telephone number (PH#), two digit numeric telephone code (CD), and one digit alpha telephone type (T) fields are required. If the telephone number equals zeros, the Company Code must be blank and the Type Code must be 'N'."
  - b. Add Telephone Type Code 'N' and value 'No Phone'.
3. Section 503.06 Field 80E Work Registration/Workfare Registration is revised to:
  - a. Include each E & T county, and county number in Table 1.
  - b. Delete the Work Registration Code 'U' (Homeless Individual) from the E&T county table.
  - c. Include each Workfare county, and county number in Table 2.
  - d. Include each Exempt county, and county number in Table 3.

4. Section 503.06 Field 80P Dependent Race Code – Changes were made to the illustrated screens as follows:
  - a. SLUP
    - Added CAB N
    - Changed Field 13 from MRRB to Recert Stat
    - Field 22 – Added PH#, CD, and T
    - Fields 23, 25, and 27 were changed from AFDC-1, AFDC-2, and AFDC-3 to WFFA-1, WFFA-2, and WFFA-3
  - b. SLIN
    - Field 22 – Added PH#, CD, and T
    - Fields 23, 25, and 27 were changed from AFDC-1, AFDC-2, and AFDC-3 to WFFA-1, WFFA-2, and WFFA-3
5. Section 503 Figure 2 Quick Reference Guide
  - a. Field 22 Telephone Codes/Types is revised to add the Telephone Type 'N' – No Phone.
  - b. Field 7 Rejection/Closure Codes & TC is revised to change the text for Code 38 to read 'Denied at 30 days – Missed first appointment and failed to reschedule.' (5)

**C. FSIS 800-SLSE-EBT Issuance**

Section 800.02 SLSE-EBT Issuance Screen is revised to add H. Telephone Number/Code/Type On a Denied/Closed Case or Pending Application.

**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. 3-2008
3. Click on the "CN 3-2008" 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:

<b>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
501	1-15	501	1-16
503	1-2, 15-20, 27-38	503	1-2, 15-20, 27-39
503 Figure 2	1-2	503 Figure 2	1-2
800	1-4	800	1-4

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:th/wc  
Attachments

[FSIS\\_CN3-2008](#)

[FSISs501](#)

[FSISs503](#)

[FSISs503f2](#)

[FSISs800](#)