

## CHANGE NOTICE FOR MANUAL

**DATE: August 31, 2009**

**MANUAL:** Food Stamp Information System (FSIS) User's Manual  
**CHANGE NO.:** 3-2009  
**TO:** County Directors of Social Services  
**EFFECTIVE:** **September 1, 2009**, 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 503 - Client Record DSS-8590 Instructions

FSIS 503.06 – Description of DSS-8590 Fields is being revised to:

1. Field 13 Recert Status
  - a. Remove Recert Status Codes 'E', 'H', 'S', and 'X'.
  - b. Include the new Recert Status Code 'I' and notice information:

Face to Face/Telephone Interview. FSIS generates a Notice of Expiration and Interview Recertification Form, DSS-2435I, at the end of the certification period.
  - c. Remove Recert Status Code 'S'.
2. Field 39C Remove Code 'S' as a valid code.

#### B. Figure 503-2 DSS-8590 Quick Reference Guide

1. Field 13 – Recertification Types is being revised to remove Codes 'E', 'H', 'S', and 'X'. Code 'I' – Face to Face/Telephone Interview is being added.
2. Field 22 – Telephone Codes/Types is being revised to change Code 25 from Alltel to Verizon Wireless.
3. Field 39C – PA Recipients is being revised to remove Code 'S'.

#### C. Figure 503-3 Lifeline/Linkup Participating Telephone Companies

Figure 503-3 Lifeline/Linkup Participating Telephone Companies is being revised to change Telephone Company Code 25 from Alltel to Verizon Wireless. The contact number is 1-800-924-0585.

**D. FSIS 1200 – FSIS Reports**

FSIS 1200.02 H. – Redetermination Due/Review for Change Report is being revised to:

1. Change SAR to NOE.
2. Change DSS-2435SR to DSS-2435R.
3. Change DSS-2435SSI/SSA to DSS-2435I.
4. Delete Recert Status Codes 'E', 'H', 'S', and 'X'.
5. Add new Recert Status Code 'I'.

**III. INSTRUCTIONS FOR MAINTENANCE OF THE FSIS USER’S MANUAL**

**To maintain your current hard copy of the FSIS User’s Manual:**

- A. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-35/chg/>
- B. Click on Change No. 3-2009
- C. Click on the “**CN 3-2009**” and attachment links at the bottom of the page to print the Change Notice and the attached documents.
- D. 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>
<b>503</b>	<b>1-2, 15-30</b>	<b>503</b>	<b>1-2, 15-30</b>
<b>Figure 503-2</b>	<b>2</b>	<b>Figure 503-2</b>	<b>2</b>
<b>Figure 503-3</b>	<b>1</b>	<b>Figure 503-3</b>	<b>1</b>
<b>1200</b>	<b>1-2, 7-8</b>	<b>1200</b>	<b>1-2, 7-8</b>

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:re  
Attachments  
[FSIS\\_CN3-2009](#)  
[FSISs503](#)  
[FSISs503f2](#)  
[FSISs503f3](#)  
[FSISs1200](#)