

CHANGE NOTICE FOR MANUAL

DATE: June 9, 2002

MANUAL: EIS

CHANGE NO.: 01-03

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective July 1, 2002, unless otherwise noted.

I. EIS 4000 Appendix D - AUTOMATED NOTICES FOR STATE/COUNTY SPECIAL ASSISTANCE

EIS 4000 Appendix D was revised to reflect the new section numbers that will be used on automated notices issued beginning July 1, 2002 for applicants and recipients of the State/County Special Assistance program.

II. EIS 2264 II.A.12

EIS 2264 is revised to clarify where to obtain information to determine a facility's 3-digit code for State/County Special Assistance.

III. EIS 3102 I.A.8 and 9, I.B.

EIS 3102 is revised to include links to other sections of the online manual. Clarification is provided on where to obtain information to determine a facility's 3-digit code. More detail is provided for completing Address Line 1 and 2, as well as an added example of how Address Line 1 and 2 are used for Special Assistance. Additional fields are added to the list of fields that are not entered when completing a DSS-8125 for an address change.

IV. EIS 3452 II.

EIS 3452 is revised to provide clarity regarding the instructions for reviewing Special Assistance cases that show up on the Case Management Report.

V. EIS 3500 I.A.1 and III.A.9

EIS 3500 is revised to include AAF in the list of cases that cannot transfer from one county to another. Clarification is provided on where to obtain information to determine a facility's 3-digit code.

VI. EIS 3551 V.A.35, 36, 56, and V.C., V.E., and V.F.

EIS 3551 has been revised to delete references to finding a description of message text in the State/County Special Assistance manual. That information is in the EIS manual. Special messages were added to the list. Item E. was added and states that Special Messages due or overdue that were not on the previous Case Management Report are indicated by an asterisk on the current Case Management Report. Old item E. is now F.

EIS MANUAL INSTRUCTIONS

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
VOLUME II			
2264	1-2	1-2	II.A.12
Volume III			
3102	1-2	1-2	I.A.8 and 9, I.B.
3452	6-7	6-7	II.
3500	1-4	1-4	I.A.1, III.A.9
3551	3-5	3-5	V.A.35,36, and 56, V.C., V.E., V.F.
VOLUME IV			
4000 - APPENDIX D	1-6	1-6	All Section references for automated notices were updated to reflect policy manual changes
	8-21	8-21	

Please contact your Adult Programs Representative or Jackie Franklin, SA Program Consultant, at 919-733-3677 if you have any questions.

Sincerely,

Pheon E. Beal, Director
Division of Social Services