

**DSS ADMINISTRATIVE LETTER**  
**PERFORMANCE MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT**  
**PM-REM-AL-05-10**

**TO: COUNTY DIRECTORS OF SOCIAL SERVICES  
FOOD AND NUTRITION SERVICES MANAGERS AND SUPERVISORS**

**DATE: June 29, 2010**

**SUBJECT: FOOD STAMP INFORMATION SYSTEM (FSIS) EXPANDED 200%  
CATEGORICALLY ELIGIBLE HOUSEHOLDS AND TERMINATION OF  
SUSPENDED CATEGORICALLY ELIGIBLE CASES**

**I. BACKGROUND**

Effective July 1, 2010, Food and Nutrition Services will implement changes to Categorical Eligibility policy. Modifications to FSIS were necessary to accommodate these changes.

Currently, FSIS populates the household type field (Field 15) with the value '1' if a household contains at least one member who is receiving Work First benefits or a combination of Work First and SSI benefits. Effective July 1, 2010, household type '1' will also include households who do not receive Work First, SSI, or Authorized Services **AND** the household's total income is at or below 200% of the Federal Poverty Level. Also, these households do not contain any disqualified members.

The existing 'CAB' field on the DSS-8590 will be renamed to 'CAT' which will identify the households who meet the above criteria for 200% expanded categorical eligibility.

In addition, categorically eligible cases that currently suspend with action code '47' can not be closed by caseworkers. Effective July 1, 2010, a change will be made to allow categorically eligible cases to be manually closed with action code '07' once they are suspended with action code '47'.

**II. DSS-8590 PROCESS**

- A. The field titled 'CAB' currently located on the DSS-8590 which displays only on the SLIN screen in FSIS will be renamed and displayed as 'CAT'.
- B. To identify households that meet the criteria for 200% categorical eligibility, Field 15 (HH Type) will display '1' and the 'CAT' field will display '5' on the SLIN screen of the DSS-8590.

| SLIN - FNS INQUIRY |             |            |                     | PAGE 1 OF 2                                  |                   |              |       |
|--------------------|-------------|------------|---------------------|--|-------------------|--------------|-------|
| ID NUMBER          | 800000008   | 0 NAME     | JOHN DOE            | GEO ADM CO                                   | 3400              |              |       |
| TRAN CODE          | 2 FOH N     | ADDRESS-1  | 3531 ANYWHERE PLACE | ACTION CODE                                  | 00                |              |       |
| TRAN DATE          | 060810      | ADDRESS-2  |                     | APPL DATE                                    | 052810            |              |       |
| CERT FROM          | 0510        | CTY/STATE  | WINSTON SALEM NC    | CERT THRU                                    | 1010              |              |       |
| PH#                | 0000000000  | CD         | T N ZIP 27107       | RECERT ST R                                  | CAT 5             | START ISS    | 0510  |
| TYPE ISS           | 9           | HH TYPE    | 1                   | TOTAL HH                                     | 04                | CASELOAD     | 000   |
| WORKER             | 155         | RECD NBR   | 027                 | E & T  |                   | ADEQ NOTICE  |       |
| WFFA-1             |             | WFFA-2     |                     | WFFA-3                                       |                   | PA MEMBRS    | 00    |
| CTY CS#            | 0174835     | VUL/TYPE   | VE                  | CLAIM  | 0                 | CLAIM COLL   | 0000  |
| HH RESRV           | 0000000     | PRO ALLOT  |                     | REG DELAY                                    |                   | NO PRORATE   |       |
| RENT/MOR           | 17500       | RE TAXES   | 00000               | HH INS                                       | 00000             | UTILITIES    | 33100 |
| UTL TYPE           | 1           | OTHR EXP   | 00000               | TTL SHLTR                                    | 0506              | EARN INC     | 0374  |
| E I DED            | 0075        | NET EARNND | 0299                | OTHER INC                                    | 0000              | GROSS INC    | 0299  |
| STD DED            | 153         | ADJ INC    | 0146                | DEP CARE                                     | 0000              | MED EXP      | 0000  |
| EXCS SHLT          | 0433        | EXPENSE    | 0433                | NET ADJ                                      | 0000              | HH INCLD     | 02    |
| # REQ MBR          | 04          | TFP        | 0367                | BEN REDU                                     | 0000              | RESTR ADJ    | 0000  |
| RESTR RSN          | 00          | ALLOTMENT  | 0367                | \$2 BOOKS                                    | 01                | \$7 BOOKS    | 00    |
| \$10 BOOKS         | 00          | \$40 BOOKS | 01                  | \$50 BOOKS                                   | 00                | \$65 BOOKS   | 05    |
| RVW DATE1          | 0000        | RVW TYPE1  | 0                   | RVW DATE2                                    | 0000              | RVW TYPE2    | 0     |
| MAIL CODE          | 08          | EXPEDITE   | 0                   | PRV ID                                       | 000000000         | DEP CARE NUM | 00    |
| PROJ CODE          | EIS CASE ID |            |                     | P/X:VIEW DEP(X=PG TO VIEW)                   | PF5-SLAI PF6-SLTR |              |       |
| LANG SP            | DIS IND     |            |                     | ENTER-CONTINUE PF2-SLA980A PF3-PREV PF4-SLII |                   |              |       |

- C. After certifying an expanded categorically eligible case, the following message will display on the DSS-8590 turnaround under FIELD 22 (Telephone Number/Code/Type): **'THIS IS CAT EL '5' CASE'.**

### III. NCXPTR REPORTS

- A. Report Number **SLA269EP-01** titled 'DHRSLA EXPANDED CAT EL 5 CASES' will be generated daily to show a list all Expanded Categorically Eligible households per county. This report is sorted by worker number and numerically by Case ID. A total for each worker and county is also displayed.

| 6/15/2010   |            | N.C. DEPARTMENT OF HEALTH AND HU MAN RESOURCES  |            |    |          |            |           |         |       |        |          | PAGE 1                 |           |         |
|---|------------|---|------------|----|----------|------------|-----------|---------|-------|--------|----------|------------------------|-----------|---------|
|   |            | FOOD STAMP INFORMATION SYSTEM                   |            |    |          |            |           |         |       |        |          | REPORT NO: SLA269EP-01 |           |         |
|   |            | EXPANDED CATEGORICALLY ELIGIBLE HOUSEHOLD CASES |            |    |          |            |           |         |       |        |          | RETAIN: SEVEN YEARS    |           |         |
| COUNTY: FORSYTH   |            | 34  |            |    |          |            |           |         |       |        |          |                        |           |         |
| WKR NBR   | CASEID     | LAST NAME                                       | FIRST NAME | MI | TRANS CD | TRANS DATE | CERT THRU | RCD NBR | HH IN | HH TYP | RETRO CD | COUPON BONUS           | GROSS INC | NET INC |
| 34  | 80000008 0 | DOE   | JOHN       | C  | 2        | 20100708   | 201010    | 192     | 3     | 1      | 5        |                        | 2604      | 2423    |
| TOTAL NUMBER OF CASES WITH TYPE CASE 5 FOR WKR NO 165 = 1 |            |   |            |    |          |            |           |         |       |        |          |                        |           |         |
| TOTAL NUMBER OF CASES WITH TYPE CASE 5 FOR CNTY 34 = 1    |            |   |            |    |          |            |           |         |       |        |          |                        |           |         |

- B. Report Number **SLA269EP-02** titled 'EXPANDED CATEGORICALLY ELIGIBLE HOUSEHOLD CASES TOTALS BY COUNTY' will be generated daily to show statewide totals of Expanded Categorically Eligible households listed per county.

**IV. TERMINATING A SUSPENDED CATEGORICALLY ELIGIBLE CASE**

Categorically eligible cases whose benefits suspend with action code '47' (Field 7) can now be manually terminated using action code '07'. After the turnaround DSS-8590 is produced showing a case is suspended with action code '47', use transaction code '7' (Field 6) and action code '07' to terminate the case.

If you have any questions, please contact the Information Support Unit at (919) 733-8938.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping underline.

Hank Bowers, Chief  
Performance Management/  
Information Support Unit