

## CHANGE NOTICE FOR MANUAL

**DATE:** May 3, 2004

**MANUAL:** Food Stamp Information System (FSIS) Users Manual

**CHANGE NO:** 1-2004

**TO:** County Directors of Social Services

**EFFECTIVE:** May 17, 2004, make the following changes to the FSIS Users Manual.

### I. GENERAL

This change notice transmits a revision to the FSIS Users Manual. Sections 502.17 through 502.20 has been revised to update page numbers.

Section 502.16 FSIS Message Retrieval Facility has been revised and includes instructions on how to:

- A. Create New Messages, View New Messages from the Inbox, and View and/or Update New Messages from the Sent box.
- B. View Existing Messages from the Inbox, and View and/or Update Existing Messages from the Sent Box.
- C. View, Update and/or Delete Messages that were placed On Hold.
- D. Acknowledge receipt of messages.

### II. INSTRUCTIONS FOR THE MAINTENANCE OF THE FOOD STAMP INFORMATION SYSTEM (FSIS) USERS MANUAL

<u>REMOVE</u>			<u>INSERT</u>	
<u>Section</u>		<u>Pages</u>	<u>Section</u>	<u>Pages</u>
502, Table of Contents			502, Table of Contents	
502		28-31	502	28-60

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

Sincerely,

Hank Bowers, Chief  
Performance Reporting/Automation Section

HB/cd

Attachments  
[FSISs502TOC.pdf](#)  
[FSISs502.pdf](#)