

CHANGE NOTICE FOR MANUAL

DATE: February 24, 2006

MANUAL: Food Stamp Information System (FSIS) Manual
CHANGE NO.: 1-2006
TO: County Directors of Social Services
EFFECTIVE: **March 1, 2006**, 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 502 - FSIS Transactions: Transaction Screen Name/Definition and Screen Access is revised to:
1. Include two fields in the FSIS SLAW SCREEN: **TOT # HH and TOT # ELIG**. The number entered in the TOT # HH field is the total number of individuals displayed and is used to determine the utility deductions on the FSIS case. The number entered in the TOT # ELIG field is the number of individuals displayed on the FSIS case that are included in the Food Stamp allotment calculation.
 2. Include clarification and additional instructions for the Disqualified Persons Tracking screen (SLDQ transaction).
- B.** FSIS 503 Client Record DSS-8590 Instructions is revised to:
1. Clarify that Action Codes 21, 23, 42 and 43 are to be used for Workfare Counties only.
 2. Provide clarification for non-categorically eligible FSU s.
 3. Clarify when using a TC5 with Action Code 36 to deny the Food Stamp application; the action cannot be keyed prior to the 30th calendar day from the date of the application.
 4. Indicate when using a TC7 and Action Code 66 to terminate a SNAP case, an A is required in Field 79 (Adverse Action Guard).

5. Clarify and update information for Recert Status (Field 13) as follows:
 - a. Do **NOT** change or remove the existing system generated code displayed on a current case when making changes to the Food Stamp case. FSIS automatically updates the field with the correct code based on the information keyed.
 - b. Code N is deleted due to no longer valid. As a result, system generated changes from R to N and N to R for TC6 transactions with income is no longer valid.
6. Include two codes in Field 74-Review for Change- that identify evacuees due to Hurricane Katrina and Hurricane Rita.
7. Include an additional ABAWD Work Registration code (16) valid for designated counties in Table 4.
8. Include additional inquiry selections in the SLIN Inquiry screen based on the function key displayed at the bottom of the screen.

C. FSIS 1200 FSIS Reports

This section is revised to update the new retention period for reports SLER100-01, SLER432-01, SLER332-01, and SLEM960-01 from three to seven years.

D. FSIS 1600 Simplified Nutritional Assistance Program (SNAP)

This section is revised to indicate when using a TC7 and Action Code 66 to terminate a SNAP case, an A is required in Field 79 (Adverse Action Guard).

III. INSTRUCTIONS FOR MAINTENANCE OF THE FSIS USERS 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
FSIS <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-35/chg/>
2. Click on Change No. 1-2006
3. Click on the CN 1-2006 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 hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
502	1-4, 7-10, 35-51	502	1-4, 7-10, 35-50
503	1-37	503	1-38
503 Figure 2	1-3	503 Figure 2	1-4
1200	1-4, 23-24	1200	1-4, 23-24
1600	1-2, 9-12	1600	1-2, 9-12

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

Sincerely,



Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

HB/abs
Attachments
[FSIS_CN1-2006](#)
[FSISs502](#)
[FSISs503](#)
[FSISs503f2](#)
[FSISs1200](#)
[FSISs1600](#)