

CHANGE NOTICE FOR MANUAL

DATE: April 18, 2008

MANUAL: Food Stamp Information System (FSIS) Manual
CHANGE NO.: 1-2008
TO: County Directors of Social Services
EFFECTIVE: Upon receipt, 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. Table of Contents

The Table of Contents is being revised to add section 309 - Broadcast Messages and section 310 - SAVE Verification Information System.

B. FSIS 309 – Broadcast Messages

Section 309 is a new section created which provides a link to EIS Broadcast Messages.

C. FSIS 310 – SAVE Verification Information System

Section 310 is a new section created providing a link to EIS which contains instructions for the SAVE Verification Information System.

D. FSIS 501 - Transaction Codes, Function, and Process

Section 501.04 is being revised to include the statement: If 00 is keyed in field 32, the error message, TOT HH MUST BE GREATER THAN ZERO displays.

E. FSIS 502 – Transaction Screen Name/Definition and Screen Access

Section 502 is being revised to include the ten digit numeric telephone number (PH#), two digit telephone code (CD), and one digit alpha telephone type (T) fields on the SLUP screen; 502.11 SLIN Inquiry screen; 502.12 (SLII) Issuance Inquiry screen, and 502.14 SLSE Inquiry screen.

F. FSIS 503 – Client Record DSS-8590 Instruction

Section 503.06 Description of DSS-8590 Fields:

1. Field 7 Action Codes is being revised to include action code 58. This code is used to close/deny cases for recertification when the FNS household provides the SR or SSI/SSA income, but fails to come in for their recertification interview appointment.
2. Field 22 (Telephone Number/Code/Type) is being revised to include the ten digit telephone number (PH#), two digit numeric telephone code (CD), and one digit telephone type (T) fields and code values.
3. Field 74 Review for Change is being revised to include a new Review for Change Code C , Semi-Annual Recertification 12 month interview due.
4. Field 80E Work Registration/Workfare Registration is being revised to remove ABAWD Work Registration Code 16 from ABAWD codes, Table 4.
5. The Sample DSS-8590 is being revised to include the new name for field 22, Phone Number, Code, and Type.
6. The DSS-8590 Quick Reference Guide is being revised to include the new action code 58, the new Review for Change Code C , and removal of ABAWD code 16 from the Work/Workfare Registration Codes, Table 4.

G. FSIS 600 – Electronic Benefits Transfer (EBT)

Section 600.02.D. SLSE-EBT Issuance screen and 600.02.E. SLII screen (Issuance Information) are being revised to include the ten digit telephone number (PH#), two digit numeric telephone code (CD), and one digit alpha telephone type (T) fields.

H. FSIS 700 – Forms on Hold Process

Section 700 Forms on Hold Process is being revised to include the ten digit telephone number (PH#), two digit numeric telephone code (CD), and one digit alpha telephone type (T) fields.

I. FSIS 800 – SLSE – EBT Issuance

Section 800 SLSE-EBT Issuance screen is being revised to include the ten digit telephone number (PH#), two digit numeric telephone code (CD), and one digit alpha telephone type (T) fields and new card with address change (Y/N) field.

J. FSIS 900 – FSIS Disaster Instructions

Section 900 FSIS Disaster Instructions is being revised to include the ten digit telephone number (PH#), two digit numeric telephone code (CD), and one digit alpha telephone type (T) fields.

K. FSIS 1100 – Transaction Tracking Inquiry

Section 1100 SLTR screen is being revised to include the ten digit telephone number (PH#), two digit numeric telephone code (CD), and one digit alpha telephone type (T) fields.

L. FSIS 1200 – FSIS Reports

Section 1200.02.H. Recertification Due/Review for Change Report (SLER024-01) is being revised to change the semi-annual recertification (SAR) column to Notice of Expiration (NOE).

M. FSIS 1600 – Simplified Nutritional Assistance Program (SNAP)

1. Section 1600.15 Notice of Action is being revised to include Notice of Expiration, DSS 8232.
2. Section 1600.16.B.5. SNAP Cases Due for Recertification Report (Monthly) is being revised to include the report name change to SNAP Cases Due for Recertification and Review for Change. Two new columns have been added to indicate the review for change. Based on the month/year entered in the Review for Change fields on the SLUP screen, FSIS prints the first three letters of the month.

III. INSTRUCTIONS FOR MAINTENANCE OF THE FSIS USER’S 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 <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-35/chg/>
2. Click on Change No. 1-2008
3. Click on the **CN 1-2008** 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 hard copy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
FSIS Table of Contents	1-2	FSIS Table of Contents	1-2
309	No pages to remove	309	1
310	No pages to remove	310	1
501	1-4	501	1-4
502	1-2, 5-6, 17-20, 41-42	502	1-2, 5-6, 17-20, 41-42
503	1-2, 13-30	503	1-2, 13-30
503 Figure 1	1	503 Figure 1	1
503 Figure 2	1-4	503 Figure 2	1-4
600	1-2, 9-10, 13-14	600	1-2, 9-10, 13-14
700	1-2	700	1-2
800	1-4	800	1-4
900	1-4	900	1-4
1100	1-6	1100	1-6
1200	1-2, 7-8	1200	1-2, 7-8
1600	1-2, 5-14, 19-22	1600	1-2, 5-14, 19-22

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:ld/re
Attachments

- [FSIS_CN1-2008](#)
- [FSISsTOC](#)
- [FSISs309](#)
- [FSISs310](#)
- [FSISs501](#)
- [FSISs502](#)
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