

CHANGE NOTICE FOR MANUAL

DATE: February 19, 2010

MANUAL: Food Stamp Information System (FSIS) User's Manual
CHANGE NO.: 1-2010
TO: County Directors of Social Services
EFFECTIVE: March 1, 2010, 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

FSIS 503 - Client Record DSS-8590 Instructions

- A. Section 503.06 Description of DSS-8590 Fields – Field 80E Work Registration / Workfare Registration is revised to allow code "R" (Registered) if the Emergency Services Code in field 5 is 2.
- B. Section 503 Figure 2 Quick Reference Guide
 - 1. Field 22 Telephone Codes/Types is revised to add new codes 34 and 35.
 - 2. Field 80E Work/Workfare Registration code "R" (Registered) was deleted in error and is added back to the Quick Reference Guide.
- C. Section 503 Figure 3 Lifeline/Linkup Participating Telephone Companies is revised to add new codes 34 and 35.

III. INSTRUCTIONS FOR MAINTENANCE OF THE FSIS USER'S MANUAL

To maintain your current hard copy of the FSIS User's Manual:

- A. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-35/chg/>
- B. Click on Change No. 1-2010
- C. Click on the "**CN 1-2010**" and attachment links at the bottom of the page to print the Change Notice and the attached documents.
- D. 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:

<u>REMOVE</u>		<u>INSERT</u>	
<u>SECTION</u>	<u>PAGES</u>	<u>SECTION</u>	<u>PAGES</u>
503	1-2, 27-30	503	1-2, 27-30
Figure 503-2	2-3	Figure 503-2	2-3
Figure 503-3	2	Figure 503-3	2

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:wc
Attachments
[FSIS_CN1-2010](#)
[FSISs503](#)
[FSISs503f2](#)
[FSISs503f3](#)