

CHANGE NOTICE FOR MANUAL

DATE: August 1, 2011

MANUAL: Food Stamp Information System (FSIS) User's Manual
CHANGE NO.: 1-2011
TO: County Directors of Social Services
EFFECTIVE: **August 1, 2011**, 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 102 - NCXPTR Report Distribution System

FSIS102.09 is being revised to add a report "EXPANDED CATEGORICALLY ELIGIBLE HOUSEHOLD CASES".

B. FSIS 200 - FSIS Name /SSN Search/ID Assignment/ Name Change

FSIS200.01.E.2 is being revised to add a note on how to enter Hispanic names and an example.

C. FSIS 400 - Authorized Representative (SLAR and SLAI)

FSIS400 is being revised to change the name Food Stamps to Food and Nutrition Services in all applicable sections.

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

FSIS501 is being revised to change the name Food Stamps to Food and Nutrition Services in all applicable sections.

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

The sentence "For income fields, do not enter leading zeroes and do not enter cents" is being revised to read "For income fields, enter leading zeroes if needed. Do not enter cents. (four digit field)"

1. FSIS 502 – General is being revised to change the name Food Stamps to Food and Nutrition Services in all applicable sections.
2. 502.05 SLAW - FSIS Application Worksheet (Budget) Screen is being revised to:
 - (1) Remove reference to Household Size in Step One.
 - (2) Add the new field TOT # STD.

3. 502.05 SLAW – FSIS Application Worksheet (Budget) Screen Step One TOT # STD is being added to indicate the number of eligible household members included in the standard deduction calculation.
4. 502.05 SLAW – FSIS Application Worksheet (Budget) Screen Step Two is revised to add the note “If the case is eligible for a utility allowance deduction code of ‘1’ or ‘5’, an entry is required in the field titled ‘TOT # IN UA.’. Enter the total number of individuals from the Food and Nutrition Services case that are eligible to be included in the utility allowance calculation. Entry must be two digits.”
5. FSIS502.11 SLIN-Food Stamp Inquiry screen is being revised to add the CAT field.

F. FSIS 503 - Client Record DSS-8590 Instructions

1. FSIS503 is being revised to change the name Food Stamps to Food and Nutrition Services in all applicable sections.
2. FSIS503.06 Field 15 is being revised to update all Food and Nutrition Services Household types.
3. FSIS503 Figure 2 is being revised to update the following Lifeline Link-Up codes and to include the revision date of 08/01/2011.
 - a. Code 02 is being revised to change the company name and address.
 - b. Code 06 is being revised to change the company from Embarq to CenturyLink Services along with a change of address.
 - c. Code 08 is no longer valid.
 - d. Code 20 is revised to show change of address.
 - e. Code 25 is revised to show change in contact information and address.
4. FSIS503 Figure 3 is being revised to update the following Lifeline Link-Up codes and to include the revision date of 08/01/2011.
 - a. Code 02 is being revised to change the company name and address.
 - b. Code 06 is revised to change the company name from Embarq to CenturyLink Services along with the address.
 - c. Code 08 is no longer valid.
 - d. Code 14 is revised to show change of address.
 - e. Code 20 is revised to show change of address.
 - f. Code 25 is revised to show change of address.
 - g. Code 30 is revised to show change of address.

G. FSIS 600 - Electronic Benefits Transfer (EBT)

1. FSIS600 is being revised to change the name Food Stamps to Food and Nutrition Services in all applicable sections.
2. FSIS600.01 Note is being revised to change the benefits available date from the 20th to the 25th.

H. FSIS 700 - Forms on Hold Process

FSIS700 is being revised to change the name Food Stamps to Food and Nutrition Services in all applicable sections.

1. Change the SLIN FSIS INQUIRY screen to display as SLIN-FNS INQUIRY.
2. Change the MRRB STA field to RECERT ST.
3. Add the new field 'CAT'.

I. FSIS 800 - SLSE - EBT Issuance

FSIS800 is being revised to change the name Food Stamps to Food and Nutrition Services in all applicable sections.

J. FSIS 1000 - Commodity Distribution

1. FSIS1000 is being revised to change the name Food Stamps to Food and Nutrition Services.
2. FSIS1000.02.B is being revised to change the name from USAD to USDA.

K. FSIS 1200 - FSIS Reports

FSIS1200 is being revised to change the name from Food Stamps to Food and Nutrition Services.

L. FSIS 1600 - SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)

1. FSIS1600 is being revised to change the name from Food Stamps to Food and Nutrition Services.
2. FSIS1600.04.B.4.a is being revised to change the allotments from \$65 to \$92.
3. FSIS1600.04.B.4.b is being revised to change the allotments from \$41 \$68.

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. 1-2011

- C. Click on the "**CN 1-2011**" 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:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
102	1-2, 13-16	102	1-2, 13-16
200	1-10	200	1-10
400	1-8, 13-14	400	1-8, 13-14
501	1-6, 9-14	501	1-6, 9-14
502	1-2, 7-14, 17-18, 39-40, 43-44	502	1-2, 7-14, 17-18, 39-40, 43-44
503	1-4, 7-39	503	1-4, 7-40
503 Figure 2	1-4	503 Figure 2	1-4
503 Figure 3	1-2	503 Figure 3	1-2
600	1-2, 7-8	600	1-2, 7-8
700	1-6	700	1-6
800	1-2	800	1-2
1000	1-4	1000	1-4
1200	1-2, 7-10, 13-16, 21-26	1200	1-2, 7-10, 13-16, 21-26
1600	1-2, 5-8, 13-16, 21-22	1600	1-2, 5-8, 13-16, 21-22

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:kb
Attachments
[FSIS_CN1-2011](#)
[FSISs102](#)
[FSISs200](#)
[FSISs400](#)
[FSISs501](#)
[FSISs502](#)
[FSISs503](#)
[FSISs503f2](#)
[FSISs503f3](#)
[FSISs600](#)
[FSISs700](#)
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