

CHANGE NOTICE FOR MANUAL

DATE: May 20, 2003

MANUAL: Food Stamp Information System (FSIS) User's Manual

CHANGE NO: 2-2003

TO: County Directors of Social Services

EFFECTIVE June 1, 2003, make the following changes to the FSIS User's Manual.

I. GENERAL

This change notice transmits revisions to the FSIS User's Manual. The changes are outlined below.

A. FSIS Section 501 – Transaction Code, Function, and Process

1. 501.14 is revised to comply with Transitional Food Stamps (TFS) requirements.
2. 501.16 is revised to provide instructions for providing TFS.
3. 501.19 is revised to provide clarification for closing a suspended or ABAWD case.

B. FSIS Section 502 – Transaction Screen Name/Definition and Screen Access

The SLUP Screens in 502.03 are updated to rename field 13 from "MRRB Status" to "Recert Status."

C. FSIS Section 503 – Client Record, DSS-8590 Instructions

503.06 is revised to provide changed definitions of fields on the DSS-8590 brought forth by Semi-annual Reporting (SR) and TFS.

NOTE: Fields 47A and 47B (the counter fields) are deleted.

D. FSIS Section 700 – Forms On Hold Process

The SLUP and SLIN Screens in 700.02 are updated to rename field 13 from "MRRB Status" to "Recert Status."

E. FSIS Section 900 – FSIS Disaster Instructions

The two SLUP Screens in 900.02 are updated to rename field 13 from "MRRB Status" to "Recert Status."

F. FSIS Section 1100 – Transaction Tracking Inquiry

The SLTR Screens in 1100.02, B., 2., e., (2) are updated to rename field 13 from "MRRB Status" to "Recert Status."

G. FSIS Section 1200 – FSIS Reports

This section is revised to delete references to Quarterly Reporting and add references to SR.

II. IMPLEMENTATION INSTRUCTIONS

Semi-annual Reporting will be implemented by a mass change on the night of May 30, 2003. Changes to current Quarterly Reporting (QR) cases will be system-generated and will require no effort on the part of the caseworker.

QR cases with a '1' or '2' in field 47A and any type of income will have an 'R' inserted into field 13. These cases will receive a Semi-annual Recertification form at the end of their certification period.

Cases with a '1' or '2' in field 47A and **no** income will have an 'N' inserted into field 13. These cases will receive a Notice of Expiration (NOE) at the end of their certification period.

Cases with a '3' or '4' in field 47A will have an 'N' inserted into field 13. These cases will receive an NOE at the end of their certification period.

NOTE: Cases with a '3' in field 47A and a cert thru date of 05/03 or 06/03 will require special attention. These cases will have already received a QR. On the night of conversion, these cases will have field 13 populated with 'R'. When completing the TC6 for recertification, be sure to make the cert thru date no greater than 12 months from the last face-to-face interview month. When the TC6 is completed, field 13 will change to 'N'. The case will receive a NOE at the end of the next certification period.

A one-time report titled "DHRSLA SLA865EP-01 SR CONV CASE" will be available in XPTR to identify these cases.

III. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP INFORMATION SYSTEM (FSIS) USER'S MANUAL

<u>Section</u>	<u>REMOVE</u>	<u>Pages</u>	<u>Section</u>	<u>INSERT</u>	<u>Pages</u>
501		9-12	501		9-12
502		5- 6	502		5- 6
503		1-33	503		1-32
700		1- 2	700		1- 2
900		1- 4	900		1- 4
1100		3- 6	1100		3- 6
1200		14-15	1200		14-15

If you have any questions, please contact your Program Integrity Representative.

Sincerely,

Hank Bowers, Chief
Performance Reporting and Automation

HB/HK/bh
Attachments

[FSs501](#)

[FSs502](#)

[FSs503](#)

[FSs700](#)

[FSs900](#)

[FSs1100](#)

[FSs1200](#)