

## CHANGE NOTICE FOR MANUAL

**DATE: July 2, 2009**

**MANUAL:** Food Stamp Information System (FSIS) User's Manual  
**CHANGE NO.:** 2-2009  
**TO:** County Directors of Social Services  
**EFFECTIVE:** July 1, 2009, 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 – NXPTR Report Distribution System

FSIS 102.09 – Report Names and Access Codes is being revised to include five additional reports and remove reports related to Automatic Food Stamps.

REPORT ACCESS CODE	ENGLISH TEXT REPORT NAME
DHRSLA SLA772-EP-01 VOL TO MAND	VOLUNTEER CONVERTED TO MANDATORY REGISTRANTS
DHRSLA SLA772-EP-02 DEFER TO MAND	DEFERRED WORK REGISTRATION CODES CONVERTED TO MANDATORY REGISTRANTS
DHRSLA SLA772-EP-03 ABAWD NEW CDE	ABAWD REGISTRATION CODES CONVERTED TO NEW VOLUNTEER REGISTRATION CODES
DHRSLA SLA772-EP-04 FOH CASES ACT	ACTIVE FORMS ON HOLD CASES
DHRSLA SLA772EP-05 WORK REG 12	WORK REGISTRATION CODE = 12

#### B. FSIS 503 - Client Record DSS-8590 Instructions

FSIS 503.06 – Description of DSS-8590 Fields is being revised to:

1. Update field 80B, Social Security Number. A note has been added to advise when field 80B "Ver" defaults to '0' (zero).
2. Update field 80E, Work Registration/Workfare Registration. The first space is a required 1 digit alpha/numeric field. The second space is a 1 digit alpha field that must be 'T' or blank.
3. Update Tables 1, Employment and Training Counties, 2, Workfare Counties, and 3, Non E&T Counties.
  - a. The following counties are being removed from Table 1, Employment and Training Counties and are being added to Table 3, Non E&T Counties:

02 Alexander

07 Beaufort  
10 Brunswick  
14 Caldwell  
16 Carteret  
23 Cleveland  
25 Craven  
29 Davidson  
43 Harnett  
46 Hertford  
49 Iredell  
54 Lenoir  
60 Mecklenburg  
63 Moore  
64 Nash  
67 Onslow  
68 Orange  
82 Sampson  
84 Stanley  
95 Watauga  
97 Wilkes

- b. Surry County (County 86) is being removed from Table 2, Workfare Counties and is being added to Table 3, Non E&T Counties.
  
- 4. Remove Work Registration/Workfare Registration codes L, M, W, X, Y, Z, and ABAWD code 12.
  
- 5. Change ABAWD codes:
  - a. 10 to 0
  - b. 11 to 1
  - c. 13 to 3
  - d. 14 to 4
  - e. 15 to 5
  
- 6. The definition for the new ABAWD Codes 3 and 4 have been revised to:
  - a. 3-ABAWD's in Waiver Counties only
  - b. 4-Three 'Non-Compliant' months and prorated month

**C. Figure 503-2 DSS-8590 Quick Reference guide is revised to:**

- 1. Update the definition for Work Registration Code 'T' to 'Volunteers for participation in an approved E&T component'.
- 2. Update ABAWD Code 3 definition to ABAWD's in Waiver Counties only.
- 3. Update ABAWD Code 4 definition to Three 'Non-Compliant' months and prorated 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. 2-2009
3. Click on the "**CN 2-2009**" 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:

<b>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
<b>102</b>	<b>1-2, 15-16</b>	<b>102</b>	<b>1-2, 15-16</b>
<b>503</b>	<b>1-2, 27-32</b>	<b>503</b>	<b>1-2, 27-32</b>
<b>Figure 503-2</b>	<b>3-4</b>	<b>Figure 503-2</b>	<b>3-4</b>

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:re  
Attachments  
[FSIS\\_CN2-2009](#)  
[FSISs102](#)  
[FSISs503](#)  
[FSISs503f2](#)