

CHANGE NOTICE FOR MANUAL

DATE: June 30, 2005

MANUAL: Food Stamp Information System (FSIS) User s Manual
CHANGE NO.: 3-2005
TO: County Directors of Social Services
EFFECTIVE: July 1, 2005 make the following changes to the FSIS User s Manual.

I. GENERAL

This change notice transmits revisions to the FSIS User s Manual. The Food Stamp Issuance Schedule is changing from five to ten days. Changes are outlined below.

II. SPECIFIC CHANGES

FSIS Section 600 is revised to include the new Food Stamp Issuance Schedule. It is expanded from five to ten days. Benefits will be available the 3rd through the 12th of each month based on the head of household s last digit of their social security number.

The FSIS User's Manual Change No. 3-2005 has been updated on the DSS website with these changes and is available in PDF format (see below).

If you do not have access to the on-line manuals, you may obtain a hard copy of FSIS User s Manual Change 3-2005 (limit **one** per county) by emailing jacqueline.mcdonald@ncmail.net.

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 website at
<http://info.dhhs.state.nc.us/olm/manuals/dss/ei-35/man/index.htm>
2. Click on Change No. 3-2005
3. Click on the CN 3-2005 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:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
600	1-16	600	1-15
1400	1-2, 5-8	1400	1-2, 5-8

If you have any questions, please contact the DSS Automation Staff at (919) 733-8938.

Sincerely,



Hank Bowers, Chief
Performance Reporting and Automation Section

HB/ba
Attachments
[CN_FSIS3-2005](#)
[FSISs600](#)
[FSISs1400](#)