

CHANGE NOTICE FOR MANUAL

DATE: July 28, 2005

MANUAL: Food Stamp Information System (FSIS) User s Manual
CHANGE NO.: 5-2005
TO: County Directors of Social Services
EFFECTIVE: August 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 due to the Simplified Nutritional Assistance Program (SNAP).

II. SPECIFIC CHANGES

- A. FSIS Section 503 is revised to include notice text that is displayed on the Notice Of Action based on the action code entered into FSIS or based on the approval of an application.
- B. FSIS Section 1600 Simplified Nutritional Assistance Program (SNAP) has been created to provide system instructions applicable to SNAP cases.
- C. A conversion of all active food stamp cases that meet SNAP requirements as of the night of July 29, 2005, will convert to a SNAP case.

Data elements automatically updated in the conversion are outlined below.

1. Case Level Data

- a. No change to the Cert From Date.
- b. Cert To Date is 36 months from the Cert From Date.
- c. Start Issuance Date is 082005.
- d. Household Type is 3 .
- e. Issuance Type is 9 .
- f. MRRB Status is P .
- g. Coupon Bonus remains the same or updated if the amount increases.
 - (1) If Rent/Mortgage is \$150 or greater, the food stamp benefit is \$62.
 - (2) If Rent/Mortgage is \$149 or less, the food stamp benefit is \$38.
- h. Dependent Care is zeros.
- i. Medical Expense is zeros.
- j. No change to Vulnerability and Fuel Type code.

- k. No change Rent/Mortgage. All other shelter costs including Utility Amount and Utility Type are populated with zeros.
- l. Household Reserve is zeros.
- m. Simplified Project Code is P .
- n. Record Number increases by 1.

2. Individual Level Data

- a. Dependent Relationship code remains I .
- b. No change to the Social Security Number (SSN) Verification indicator.
- c. All income fields (**except** SSI income) are zeros.
- d. LSO is zeros.
- e. Dependent Work Registration Code is A .
- f. Insurance Code (80D) is A .

3. An SLTR transaction record is created.

4. A DSS-8590 turnaround is created.

5. A Notice of Action is created.

6. Conversion Reports

- a. Active FS Cases Eligible For SNAP Conversion Report
- b. FSIS Cases W/Higher Benefits Than The SNAP Benefits Report
- c. FSIS Pre-SNAP Notification Error Report
- d. Clients Requesting Opt Out Report
- e. FSIS Cases that Were Converted To SNAP Report

Detailed information is contained within FSIS Section 1600.

- C. FSIS Table of Contents is revised to include FSIS Section 1600.

The FSIS User's Manual Change No. 5-2005 has been updated on the DSS website with these changes and is available in PDF format (see below).

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. 5-2005
3. Click on the CN 5-2005 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
Table of Contents	1-2	TOC	1-2
503	1-32	503	1-37
1600	Nothing to Remove	1600	1-21

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
[FSIS_CN5-2005](#)
[FSISsTOC](#)
[FSISs503](#)
[FSISs1600](#)