

**FSIS TRANSACTIONS
 TRANSACTION SCREEN NAME/DEFINITION AND
 SCREEN ACCESS**

Change #1-2011

August 1, 2011

FSIS 502 - Transaction Screen Name/Definition and Screen Access

Change #1-2011

August 1, 2011

502.01 GENERAL

The screens used in FSIS are listed below in the order that they appear on the two FSIS menus (Inquiry and Update). Each screen performs a different function. The following pages provide further details and illustrations of the most used screens. When all required entries have been completed and no errors, a prompt is received to either press the PF2 key to process the transaction, press the PF4 key to place the transaction in hold status (you may not place a TC1 in hold status), or to press the PF3 key to end the transaction. The prompt displays as: 'PRESS PF2 TO PROCESS, PRESS PF4 TO PUT FORM ON HOLD, PRESS PF3 TO CANCEL & EXIT'. Once the prompt has been received, no changes may be made to the transaction and the fields are protected.

When a transaction is keyed on a weekend or holiday, the benefits, notices, etc. that are created in the normal nightly update are not updated until the next work night. For example, a TC2 (approval) is keyed on Saturday. The online data is updated; however, the benefit, EBT transaction to eFunds, notice, reports, etc., are not produced until the next work night.

SCREEN	SCREEN DESCRIPTION
SLMU	CERTIFICATION MENU SCREEN. Once you access this menu, you may access SLUP and SLIN.
SLUP	This screen is used to register initial applications, deny applications, approve applications, and update case information for any case in FSIS.
SLIN	This screen is used to display current case information and case information that is in hold status.
SLNS	NAME SEARCH - This screen is used to search the Common Name Database for an individual to determine if the individual is currently receiving assistance, has previously received assistance, or has never received assistance. This screen is also used to assign individual ID numbers. Individual ID numbers are required before an individual can be included as part of a Food and Nutrition Services case.
SLII	BENEFIT INQUIRY – This screen lists up to five years of issuance for an FSIS case.

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SCREEN	SCREEN DESCRIPTION
SLCI	CLAIM INQUIRY (STATE STAFF ONLY) - This screen is used to view claim information for a <u>Food and Nutrition Services</u> case.
SLAI	AUTHORIZED REPRESENTATIVE/ADTC INQUIRY - This screen is used to view authorized representatives and ADTC and the FSIS cases that are currently assigned.
SLFI	FORMS ON HOLD INQUIRY - This screen is used to view all transactions that are in hold status for your county.
SLDI	COMMODITY INQUIRY - This screen is used to view commodity distribution information.
SLWI	COUNTY WORKER NUMBER INQUIRY - This screen is used to view validated worker numbers with the associated worker name.
ERTI	USER ID MAINTENANCE (STATE STAFF ONLY) - This screen is used by state office staff. It is used to change the county number for the terminal being used.
SLMC	MASS CHANGE UPDATE (STATE STAFF ONLY) - This screen is used by state office staff. It is used for mass change updates.
SLMI	MASS CHANGE INQUIRY (STATE STAFF ONLY) - This screen is used by state office staff. It is used to view mass change information.
SLMF	ELECTRONIC MANIFEST INQUIRY (STATE STAFF ONLY) - This screen is used by state office staff. It is used to view electronic manifest information.
SLCP	DISASTER EBT CARDS - This screen is used during a disaster. It is used to order disaster EBT cards.
SLSE	EBT ISSUANCE - This screen is used to for various types of EBT issuances. It can be used to change the address of pending/denied/closed food stamp case and also to issue an EBT card on a pending/denied/closed <u>Food and Nutrition Services</u> case that has an existing EBT account.
SLNC	NAME CHANGE - This screen is used to change demographic data for a non-ssi individual.
SLAR	AUTHORIZED REPRESENTATIVE/ADTC UPDATE - This screen is used to add/update Authorized Representatives and ADTC.
SLIC	EBT CARD ISSUANCE - This screen is used to request an EBT card when no card has previously been issued. No replacement of an EBT card may be made from this screen.

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SCREEN	SCREEN DESCRIPTION
SLAW	FSIS BUDGET - This screen is used to perform budget calculations.
SLDQ	DISQUALIFIED PERSONS TRACKING - This screen is used to inquire and delete individuals that contain a disqualification.
SLCD	COMMODITY UPDATE - This screen is used to update commodity distribution.
SLCA	COUNTY ADDRESS/TELEPHONE INQUIRY/UPDATE - This screen is used to update your county department of social services address and the agency telephone number for FSIS. This screen is also an inquiry screen to view current data.
SLWV	CASEWORKER NAME/NUMBER UPDATE - This screen is used to enter the food stamp worker number and the name assigned to the worker number.
SLRT	MESSAGE SYSTEM - This screen is used to send messages in FSIS.
SLFX	INDIVIDUAL DEACTIVATION PROCESS (STATE STAFF ONLY) - This screen is used by state office staff. It is used to manually deactivate an individual from an FSIS case in which the individual has been removed from the FSIS case but the database was not updated with the deactivation.
SLFD	FORMS ON HOLD DELETE - This screen is used to delete a transaction that is in hold status.
SLUI	FSIS/EBTIS DISASTER SUI - This screen is used during a disaster to assign a unique identifier to a disaster EBT card.
SLTR	TRANSACTION TRACKING - This screen is used to view transactions keyed and transactions received from EIS.
SLCO	FSIS PERSON ID COMBINE TRANSACTION – This screen allows the worker to combine individual ID numbers in FSIS.

502.02 SLMU – CERTIFICATION MENU SCREEN

The SLMU menu provides access to the SLUP and SLIN transactions.

From either the Food Stamp Inquiry Menu or the Food Stamp Update Menu, select the SLMU transaction. The CERTIFICATION MENU SCREEN with the Transaction ID 'SLUP' and the Transaction Code '1' is displayed.

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SLMU	FOOD STAMP INFORMATION SYSTEM =====	Date 02/02/01 Time 10:38:45
	CERTIFICATION MENU SCREEN -----	
Transaction ID	: SLUP (SLUP or SLIN)	
FSIS Case ID	: (NOT Required For Initial Application)	
Check Digit	: (NOT Required For SLIN)	
Transaction Code	: 1 (REQUIRED For SLUP):-	
	1 = Initial Application 2 = Certification 3 = Reopen a Closed Case 5 = Denial 6 = Redetermination 7 = Closure 8 = Intermediate Change 9 = Restoration and Recoupment)	
Enter Required Data or 'CLEAR' To End		

- A. Key the transaction (SLUP or SLIN) for the desired screen.
- B. Key the FSIS case ID number. Do not enter for an initial application.
- C. Key the check digit for transactions SLUP. Leave blank for SLIN and initial applications.
- D. Press ENTER. The selected screen is displayed.

502.03 SLUP – FOOD STAMP UPDATE SCREEN

This screen displays the current information in the Food Stamp Master File for a case and displays the last type of action taken. For an initial application, a blank screen is displayed. The program standard date is also displayed. Use this screen to key an initial application and to key any action to update an application or update an existing case.

From the SLMU – CERTIFICATION MENU SCREEN:

1. Key the SLUP transaction in the TRANSACTION ID field.
2. Key the FSIS case ID number in the FSIS CASE ID field. Leave blank when keying an initial application. Otherwise, this field is required for the SLUP transaction.

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3. Key the check digit in the CHECK DIGIT field. Leave blank when keying an initial application.
4. Key the type of transaction being used in the TRANSACTION CODE field.
5. Press ENTER. The SLUP screen is displayed. Key the data as outlined in the 8590 instructions and instructions by transaction codes.

SLUP - INITIAL APPLICATION		STANDARDS STARTING 10 01 02				PAGE 1 OF 1							
Case ID	Cnty: Geo	Adm	Expedite	CAB	FOH	Tran Cd	1						
Action Code	Appl Date		Cert From		Cert Thru								
Ph# CD T	Recert Stat		Start Issuance		Household Type								
Type Issuance	Caseload Number		Assigned Worker		Temporary Wrkr								
AFDC Cty Cs1	AFDC Cty Cs2		AFDC Cty Cs3		Cty Case No								
Vuln/Type	E&T		Disaster Ind		Adeq Notice Flag								
Address Line 1			Address Line 2		Tot HH								
City/State			Zip Code		# Required Mbr								
HH Reserve	Project Code		Regulator Delay		No Prorate								
Rent/Mortgage	Real Est Tax		Household Ins		Utilities								
Utility Type	Other Expense		Dep Care		Medical Exp								
Claim Indicator	Retroactive		Retro Type		Claim Ccl								
Review Date 1	Review Type 1		Review Date 2		Review Type 2								
Dependent Care Num	Lang		Prev ID #		Adv Action Guard								
-----D E P E N D E N T I N F O R M A T I O N-----													
MM	SSN	V	NAME	DOB	IN	W	EARN	T	PA	T	SS	ASI	I
01	000000000			00000000	0		0000	0	000	0	0000	0	0
	ID	0000000000	DC 000 LSO	0000	0	SEX 0 OTH	0000 T1	0	T2	0	RACE	ETH	
02	000000000			00000000	0		0000	0	000	0	0000	0	0
	ID	0000000000	DC 000 LSO	0000	0	SEX 0 OTH	0000 T1	0	T2	0	RACE	ETH	
ENTER=PROCESS PF3=END (No Update) PF4=FOH CLEAR=Cancel													

SLUP - FOOD STAMPS UPDATE		STANDARDS STARTING 10 01 00				Page 1 of 1							
Case ID	123456789	Cnty: Geo	98	Adm	00	Expedite	0	FOH	N	Tran Cd	3		
Action Code		Appl Date				Cert From	1000	Cert Thru	03001				
Ph# CD T		Recert Stat	0			Start Issuance	1000	Household Type	2				
Type Issuance	9	Caseload Number	000			Assigned Worker	011	Temporary Wrkr	000				
AFDC Cty Cs1		AFDC Cty Cs2				AFDC Cty Cs3		Cty Case No	0035413				
Vuln/Type	VE	E & T				Disaster Ind		Adeq Notice Flag					
Address Line 1	123	TEST ST				Address Line 2		Tot HH	01				
City/State	TEST	CITY NC				Zip Code	27603	# Required Mbr	01				
HH Reserve	0000000	Project Code				Regulator Delay		No Prorate					
Rent/Mortgage	13700	Real Est Tax	00000			Household Ins	00000	Utilities	15500				
Utility type	1	Other Expense	00000			Dep Care	0000	Medical Exp	0000				
Claim Indicator	0	Retroactive	0000			Retro Type	00	Claim Coll	0000				
Review Date 1	0000	Review Type 1	0			Review Date 2	0000	Review Type 2	0				
Dependent Care Num	00	LANG				Prev ID #	000000000	Adv Action Guard					
-----D E P E N D E N T I N F O R M A T I O N-----													
MM	SSN	V	NAME	DOB	IN	W	EARN	T	PA	T	SS	ASI	I
01	000000000			00000000	0		0000	0	000	0	0000	0	0
	ID	0000000000	DC 000 LSO	0000	0	SEX 0 OTH	0000 T1	0	T2	0	RACE	ETH	
02	000000000			00000000	0		0000	0	000	0	0000	0	0
	ID	0000000000	DC 000 LSO	0000	0	SEX 0 OTH	0000 T1	0	T2	0	RACE	ETH	
ENTER=Process PF3=End(No Update) PF4=FOH CLEAR=Cancel													

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502.04 SLAI/SLAR - AUTHORIZED REPRESENTATIVE SCREEN

The Authorized Representative System, inquiry and update, is used to assign or inactive an authorized representative from an FSIS case. This system is also used for Alcohol and Drug Treatment Centers (ADTC) which are assigned to an FSIS case. More detailed information about the Authorized Representative System is found in the Authorized Representative section of the users manual.

1. From the FOOD STAMP INQUIRY MENU, select the SLAI transaction and press ENTER. The Authorized Representative Inquiry Screen is displayed.

SLA310A	AUTHORIZED REPRESENTATIVE SYSTEM INQUIRY	02/05/01 14:09:28
SELECT AN OPTION : _ 1. INQUIRY ON AN AUTHORIZED REPRESENTATIVE 2. INQUIRY ON AN AUTHORIZED REP FOR A DRUG TREATMENT CENTER 3. INQUIRY AUTHORIZED REPRESENTATIVE FOR FSIS ID: _____		
MESSAGES : PRESS 'ENTER' KEY TO PROCESS		
PF3: CANCEL		

From the Inquiry screen select the option you wish to view. See the Authorized Representative section of the user's manual for further information.

2. From the FOOD STAMP UPDATE MENU, select the SLAR transaction and press ENTER. The Authorized Representative Update Screen is displayed.

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SLAW	HISTORICAL TRIAL BUDGET
	START DATE: 030106
	END DATE: 033106
PF1/PF13: HELP PF3/PF15: END	

From the HISTORICAL TRIAL BUDGET, enter the start and end dates (MMDDYY format) for the budget period to be calculated and press ENTER. The FSIS APPLICATION WORKSHEET screen is displayed.

SLAW	FSIS APPLICATION WORKSHEET		
	03/01/06 – 03/31/06		
CASE NAME: TEST CASE	CASE #: 123456789	TOT # HH	03
MO SELF-EMPL. INCOME: A) B)	C) FARM--INCOME	TOT # STD	03
MO BUSINESS COST: A) B)	C) FARM-EXPENSE	TOT # ELIG	03
WAGES AND SALARIES (USE FOLLOWING FSIS FREQUENCY CODES: B C D E G H I & J)			
A) FREQUENCY	B) FREQUENCY	C) FREQUENCY	
D) FREQUENCY	E) FREQUENCY	F) FREQUENCY	
MO EDUC. BENEFITS: A) B)	MO TUITION & FEES: A)	B)	
MO UNEARNED INCOME: A) 500	B) C) D)	E) F) G) H)	
AGED/DISABLED (Y/N): N	M-PERSON NOT INCLD ELIG FOR MED DED (Y/N): N		
CAT ELIG (Y/N): N	PRESS ENTER TO DETERMINE IF ELIGIBLE OR OVER-GROSS		
MO MED EXPENSES (INCLUDE φ): MED, DENTAL SVC: HOSP, NURS CARE:			
INS, MEDICARE PMTS: DRUGS: DENTURES, GLASSES, ETC:			
TRANSPORTATION : ATTEND CARE: OTHER:			
DEPENDENT CARE COSTS (\$\$\$): CHILD SUPPORT PAYMENTS (\$\$\$):			
SHELTER COSTS (\$\$φφ) RENT/MORTGAGE: 25000 TAX AND INS: OTHER:			
TOT # IN UA: S U A (USE FSIS CODE): 1 AMT:			
UTILITY VALUES ARE 0, 1, 2, 3, 5, 6, OR 7			
CHILD SUPPORT PAYMENT (LSO) MAY BE ENTERED AT THIS TIME			
PRESS ENTER TO DETERMINE IF NET-INCOME EXCEEDS LIMIT			
PF3/PF15: TO MAIN MENU			

From the FSIS APPLICATION WORKSHEET, key entries as outlined below. There is a two step process for this screen. The first step is the gross income test. The second step is entry of deductions and the net income test.

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For income fields, do not enter leading zeroes and do not enter cents.

For a dependent care deduction, enter leading zeroes if needed. Do not enter cents. (four digit field)

For Medical and Shelter deductions, you must include dollar and cent amount. (six digit fields).

Step One

Key the following required fields and any optional fields that are needed for the case. Once keyed, press ENTER for eligibility based on gross income.

1. Name
2. TOT # HH – Enter the total number of individuals listed on the Food and Nutrition Services case. Entry must be two-digits (EXAMPLE: 1 must be entered as 01).
3. TOT # STD – Enter the total number of individuals from the Food and Nutrition Services case that are eligible to be included in the standard deduction calculation. Entry must be two digits.
4. TOT # ELIG – Enter the total number of individuals from the Food and Nutrition Services case that are eligible to be included in the allotment calculation. Entry must be two digits.
5. Aged/Disabled (Y or N)
6. M-Person Not Includ Elig For Med Ded (Y or N)
7. Cat Elig (Y or N)
8. Child Support (LSO)

NOTE: If the case passes the gross income test, the message 'APPLICANT IS ELIGIBLE - GROSS INCOME DOES NOT EXCEED ELIGIBILITY LIMIT' is displayed.

If CAT ELIG = Y, the message 'APPLICANT IS CATEGORICALLY ELIGIBLE' is displayed.

Step Two

If eligible based on the gross income, enter deductions. Press ENTER.

NOTE: Medical expenses can only be keyed if M-PERSON NOT INCLD ELIG FOR MED DED = Y.

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.

If the case is ineligible based on net income, the message, 'CASE DENIED: NET INCOME EXCEEDS ELIGIBILITY LIMIT --- LIMIT IS: _____'

If the case is eligible based on entries keyed, the FSIS APPLICATION WORKSHEET CALCULATIONS screen is displayed. If the case is ineligible based on gross income, the message is displayed at the bottom of the Calculation Screen: 'CASE DENIED: GROSS INCOME EXCEEDS ELIGIBILITY LIMIT --- LIMIT IS ____'. No data is keyed on this screen. This screen displays the Food and Nutrition Services calculation based on the entries keyed on the FSIS APPLICATION WORKSHEET.

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SLAW	FSIS APPLICATION WORKSHEET CALCULATIONS		
	03/01/06 – 03/31/06		
CASE NAME: TEST CASE		# 123456789	CAT ELIG: N
TOT # HH: 03	TOT # ELIG: 03	AGED/DISABLED: N	M-PERSON: N
1) MO SELF-EMP INCOME	\$0	15) THRESHOLD AMOUNT	\$35
2) MO BUSINESS COST	\$0	16) ALLOWABLE MED EXP	\$0
3) NET INC BEFORE TAXES	\$0	17) DEPENDENT CARE COSTS	\$0
WAGE & SALARY INCOME	\$0	18) CHILD SUPPORT	\$0
		PAYMENTS	
4) TOTAL EARNED INCOME	\$0	19) SUBTOTAL-NON SHLTR DED	\$134
5) MO EDUC. BENEFITS	\$0	20) INC LESS NON SHLTR DED	\$366
6) MO TUITION & FEES	\$0	21) TOTAL SHELTER COSTS	\$571
7) MO NET ED BENEFITS	\$0	22) ½ OF LINE 20	\$183
8) EARNED INC & EDUC BEN	\$0	23) EXCESS SHELTER COSTS	\$388
UNEARNED INCOME	\$500	24) NET MONTHLY INCOME	\$0
9) UNEARNED, EARNED, & ED B	\$500	25) MAX COUPON ALLOTMENT	\$399
10) FARM LOSS - CARRIED FWD.	\$0	26) BENEFIT REDUCTION 30% L	\$0
11) CONTABLE GROSS INCOME	\$500	27) MO COUPON ALLOTMENT	\$399
		NUMBER OF FULL MONTHS	1
12) PCT OF LINE 4	\$0	PRORATED ALLOTMENT	\$0
13) STD DEDUCTION	\$134	28) TOTAL ALLOTMENT	\$399
14) TOT MO MED EXPENSES	\$0		
PRINT COMPUTED BUDGET (Y/N): N			
PF3/PF15: MAIN MENU PF7/PF19: PAGE BACK ENTER: NEXT HISTORICAL CHANGE			

502.06 SLCA - VALID COUNTY ADDRESS/LOCATION/TELEPHONE NUMBER

This screen is used to display and change the address/telephone number of the county department of social services for each Food and Nutrition Services office in the county.

From the FOOD STAMP UPDATE MENU, select the SLCA transaction and press ENTER. The SLCA – VALID COUNTY/ADDRESS/LOCATION/TELEPHONE NUMER screen is displayed.

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SLCA	VALID COUNTY ADDRESS/ LOCATION/TELEPHONE NUMBER	02/06/01
----- -----		
COUNTY: XX	ADMIN:	REGION: X
NAME: TEST COUNTY DSS		
ADDRESS:		
LOCATION:		
CITY/STATE:	ZIP:	
PHONE #1:		
PHONE #2:		
PHONE #3:		
PHONE #4:		
PHONE #5:		
*** ENTER ADMIN ***		
PRESS ENTER TO CHANGE		PF3=END(NO UPDATE)

1. Enter the administrative code in the ADMIN field. Press ENTER. The current data is displayed for the administrative code keyed.
2. Change the old data by keying over with the new data. Use the space bar or erase key to remove any extra characters. Press ENTER. The message: '*** RECORD CHANGED SUCCESSFULLY ***' is displayed at the bottom of the screen.

- | | |
|------------------|---|
| ADDRESS Field – | Up to 25 characters, including spaces may be keyed. This entry is the county's mailing address used by the Postal Service and can be a PO Box, street address, or other appropriate information. |
| LOCATION Field - | Up to 25 characters, including spaces may be keyed. The entry is the physical location of the office for clients. The location cannot be a PO Box. An entry must be made in this space even though the 'location' is the same as the 'address'. |
| CITY/STATE - | Up to 19 characters may be keyed. |
| ZIP - | Five (5) characters. |

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- PHONE # - There are five fields for phone numbers each may contain up to 17 characters. Key all appropriate numbers beginning with 'Phone #1'.
- a. Enter standard numbers as 'XXX-XXX-XXXX' which includes the area code.
 - b. Enter 800 numbers as '1-800-XXX-XXXX'.
 - c. Enter credit card, calling card, or call-me card numbers as 'XXX-XXX-XXXX-XXXX'.
 - d. Enter a number to be called collect as 'collect XXX-XXXX'.

502.07 SLCD/SLDI - FSIS COMMODITY DISTRIBUTION

The FSIS COMMODITY DISTRIBUTION (SLCD) function allows the worker to key necessary information for participation in the USDA Temporary Emergency Food Assistance Program. The SLDI transaction is an inquiry function to view the information keyed using the SLCD transaction.

- A. An authorization laser notice is generated and mailed to each Food and Nutrition Services benefits household certified at the time of selection. The notice serves as verification of the receipt of indicated quantities of food. Any household eligible for Food and Nutrition Services benefits at the time of selection remains eligible for the distribution month, even if the certification period expires at the end of the selection month. The notice includes the head of household, county name and number, Food and Nutrition Services benefits county case number, FSIS case ID number, household size, month of distribution, authorized foods to be distributed, quantity of food to be distributed and a message.
- B. The keying deadline for commodity distribution using the SLCD function is the third work day from the end of the month. The authorization notices are mailed by the 5th calendar day of the distribution month.
- C. If a county does not make a selection for the distribution month before the keying deadline, entry of distribution information is not allowed. For example, if the 'next distribution date' is 03/01, entry is not allowed after February 26, 2001. In this situation, key 'O' in the 'override distribution code' field and change other distribution information. The worker must contact the Economic Independence Automation Staff at 919-733-8938 before authorization notices can be printed.
- D. Function Access and Information
 - 1. From the FOOD STAMP UPDATE MENU select the SLCD function and press ENTER. The FSIS COMMODITY DISTRIBUTION screen is displayed.

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8. Press ENTER. A message: 'UPDATE SUCCESSFUL' is displayed when the transaction is error free.
9. The report 'SLER755-01' Commodity Distribution Register is generated when the authorization notices are generated and is mailed to the county. The report contains:
 - a. All Food and Nutrition Services benefits households certified at the time commodity authorization notices were generated. The report lists households in alphabetical order.
 - b. Each type of commodity available. The commodities selected by the county are indicated by the quantity printed next to the product or a blank line. FSIS prints XXXs for all commodities the county did not select for distribution.
 - c. The issued date and is shown on the list with a blank line for the date of distribution.
 - d. A line for initials of the distributing official.

502.08 SLCI - CLAIMS INQUIRY MENU EXISTING CLAIMS FOR XXXXXXXXX

This screen is used to view claims established prior to May 1, 2000. All claim inquiry information on or after May 2000 are found in the EPICS system. No updates have been made to the SLCI function since EPICS was implemented. This is a state level only function.

- A. From the FOOD STAMP INQUIRY MENU, select the SLCI transaction and press ENTER. A prompt is displayed requiring the FSIS case ID number. Key the case ID number and press ENTER. The CLAIMS INQUIRY MENU EXISTING CLAIMS FOR (CASE ID) screen is displayed.

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```
SLCI                                CLAIMS INQUIRY MENU
                                EXISTING CLAIMS FOR XXXXXXXXXX

                                CATEGORY                DATE ESTABLISHED
                                A                        062499
                                V                        062499

ENTER NEXT CLAIMS CASE ID ==>    AND PRESS ENTER

PLACE AN 'X' BESIDE THE CLAIM TO VIEW THEN
PRESS ENTER FOR CLAIM INFORMATION OR
PRESS PF3 FOR PAYMENT HISTORY OR
PRESS CLEAR TO END TRANSACTION
```

- B. Key an 'X' to the left of the claim to be viewed and press ENTER. The CLAIMS INFORMATION INQUIRY FOR CASEID: XXXXXXXXXX is displayed.

```
SLCI CLAIMS INFORMATION INQUIRY FOR CASEID: XXXXXXXXXX    CREATED: 062499
CNTY CASE: 0003604    WORKER: 244    COUNTY: XX
NAME FIRST: TEST    MIDDLE:    LAST: CASE
  ADDR 1: 123 TEST ST    2:
  ADDR 3: TEST CITY NC    ZIP: 27603
-----
CATEGORY: V    METHOD: W    RECOUP STATUS:    SOURCE: 04    ACTION: I
ACTION DATE: 062499    ORIGINAL CLAIM AMT: 71000    DISCOVERY DATE: 020499
OI PERIOD: 0598 TO 0299    0000 TO 0000    0000 TO 0000
  AMT DUE: 5800    DISPOSITION: A    DISP DATE: 062499
-----
COLLECTION AMOUNT: 10900    DATE: 040100
REFUND AMOUNT: 00    DATE: 000000
-----
PRESS ENTER TO VIEW PAYMENT HISTORY    PRESS CLEAR KEY TO END TRANSACTION
PRESS PF3 TO RETURN TO MENU
```

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502.09 SLFD - FORMS ON HOLD DELETE SCREEN

This screen is used to delete a transaction from hold status. This screen displays all transactions in hold status for your county. Deleting a transaction from hold status does not process the information that was keyed when the transaction was placed in the hold status. Further detailed information is found in the Forms On Hold section of the users manual.

From the FOOD STAMP UPDATE MENU, select the SLFD transaction and press ENTER. The FORMS ON HOLD DELETE SCREEN is displayed.

SLA3601	FORMS ON HOLD DELETE SCREEN	COUNTY XX
FSIS CASE ID	TRANSACTION DATE	WORKER NUMBER
_ 123456789 1	02052001	XXX
		TRAN CODE 3
MESSAGE ENTER (S) TO SELECT PF7/8:TO SCROLL PF12: CANCEL PAGE 0001		

From the FORMS ON HOLD DELETE SCREEN, key an 'S' to the left of the FSIS Case ID number that you wish to delete and press ENTER. A prompt is displayed to press the PF4 key to confirm the deletion of the transaction. Press the PF4 key. The transaction is removed from hold status and from the SLFI (Forms On Hold Inquiry) screen. The Forms On Hold Indicator (FOH) is changed to 'N' on the SLIN (Case Inquiry) screen.

502.10 SLFI - FORMS ON HOLD INQUIRY SCREEN

This screen is used to view all transactions that are in hold status for your county.

From the FOOD STAMP INQUIRY MENU, select the SLFI transaction and press ENTER. The FORMS ON HOLD INQUIRY screen is displayed.

**FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS**

Change #1-2011

August 1, 2011

SLA3601	FORMS ON HOLD INQUIRY SCREEN	COUNTY XX
FSIS CASE ID	TRANSACTION DATE	WORKER NUMBER TRAN CODE
MESSAGE		
PF7/8:TO SCROLL PF12: CANCEL	PAGE	0001

502.11 SLIN – FOOD STAMP INQUIRY SCREEN

There are multiple screens with SLIN inquiry. Page 1 displays the current information in the Food Stamp Master File for a case, pending application, or the information for a case that is in hold status. It further displays the last type of action and the last transaction date for the case. Page 2, etc, of the SLIN screen displays all individuals that are part of the Food and Nutrition Services Case.

From the SLMU – CERTIFICATION MENU SCREEN:

1. Key the SLIN transaction in the TRANSACTION field.
2. Key the FSIS case ID number in the FSIS CASE ID field.
3. Press ENTER. The SLIN screen is displayed.

**FSIS TRANSACTIONS
 TRANSACTION SCREEN NAME/DEFINITION AND
 SCREEN ACCESS**

Change #1-2011

August 1, 2011

SLIN - FOOD STAMP INQUIRY			PAGE 1 OF 2
ID NUMBER 123456789 3	NAME TEST CASE		GEO ADM CO XX00
TRAN CODE 7 FOH N	ADDRESS-1 110 TEST ST		ACTION CODE 25
TRAN DATE 110100	ADDRESS-2		APPL DATE 011301
CERT FROM 0101	CTY/STATE TEST NC		CERT THRU 0201
Ph# CD T	ZIPCODE 11111	<u>RECERT ST CAT</u>	START ISS 0101
TYPE ISS 9	HH TYPE 2	TOTAL HH 04	CASELOAD 000
WORKER 027	RECD NBR 004	E & T	ADEQ NOTICE
AFDC-1	AFDC-2	AFDC-3	PA MEMBR 00
CTY CS# 000000	VUL/TYPE NO	CLAIM 0	CLAIM COLL 0000
HH RESRV 0000000	PRO ALLOT	REG DELAY	NO PRORATE N
RENT/MOR 00000	RE TAXES 00000	HH INS 00000	UTILITIES 00000
UTL TYPE 0	OTHR EXP 00000	TTL SHLTR 0000	EARN INC 0000
E I DED 0000	NET EARND 0000	OTHER INC 0000	GROSS INC 0000
STD DED 134	ADJ INC 0000	DEP CARE 0000	MED EXP 0000
EXCS SHLT 0000	EXPENSE 0000	NET ADJ 0000	HH INCLD 04
# REQ MBR 04	TFP 0400	BEN REDU 0000	RESTR ADJ 0000
RESTR RSN 00	ALLOTMENT 0400	\$2 BOOKS 00	\$7 BOOKS 00
\$10 BOOKS 01	\$40 BOOKS 00	\$50 BOOKS 00	\$65 BOOKS 06
RVW DATE1 0000	RVW TYPE1 0	RVW DATE2 0000	RVW TYPE2 0
MAIL CODE 04	EXPEDITE 0	PRV ID 000000000	DEP CARE NUM 00
PROJ CODE EIS CASE ID		P/X TO VIEW DEP(X=PAGE TO VIEW) PF5-SLAI	
LANG EN DIS IND	ENTER-CONTINUE	PF2-SLA980A	PF3-PREV PF4-SLII

SLIN - DEPENDENT INQUIRY			PAGE 2 OF 2
MM SSN V	NAME	DOB IN W EARN T PA T SS	ASI I
01 22222222 P	TEST CASE	0208935 A Z 0000 0 000 0 0000	0 I
ID 99999999P	DC_000 LSO 0000 SEX	OTH 0000 T1 0 T2 0	RACE ETH
P/X TO VIEW DEPENDENTS (X = PAGE TO VIEW)			
ENTER-CONTINUE PF2-SLA980A PF3-PREVIOUS PF4-SLII			

NOTE: User can move from page two of the SLIN screen directly to the SLII screen by pressing PF4.

502.12 SLII - ISSUANCE INQUIRY SCREEN

This screen is used to display benefit issuance for a Food and Nutrition Services case. Up to five years of benefit issuance may be displayed.

From the FOOD STAMP INQUIRY MENU, select the SLII transaction and press ENTER. A prompt is displayed to enter the FSIS Case ID number. Key the FSIS Case ID number and press ENTER. The SLII Issuance Inquiry screen is displayed.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #1-2008

April 1, 2008

SLII	ISSUANCE INQUIRY SCREEN							
ID:	123456789			ISSUE CYCLE: 05 TYPE: 9				
NAME:	TEST CASE			ACTION CODE: 00				
ADDRESS:	123 TEST ST			Ph# CD T				
	TEST CITY NC			27603		TRANS CODE: 1 DATE: 012501		
LAST AUTH:	092499		AMOUNT: 0125		BEN MO: 0999			
EIS ID:								
	DATE		BENEFIT		ISSUANCE		STATUS/ ADTC	
CTY	AMOUNT	AUTH	BEN MO	TYPE	ISSUED	SYSTEM	ATP NO	(Y/N)
69	0125	092499	0999	DIS	092499	EBT	ISSUED	N
69	0119	091896	0996	INT	091896	MAIL	ISSUED	N
PF4 - TRANSFER TO SLIN								
"S" AND ENTER TO DISPLAY TRI-MONTHLY ISSUANCE DETAIL WHEN ADTC FLAG = 'Y'								

1. The CTY field indicates the county that issued the benefit.
2. The BENEFIT ISSUED field indicates the actual issuance date.
3. The STATUS field indicates if the benefit is in AUTHORIZED, ISSUED, REJECTED, or PART REJ status.

NOTE: 'REJECTED' displays if the case is over 365 days and the amount is the same. 'PART REJ' displays if the case is over 365 days, in ADTC, and the amount is not the same.

4. The ADTC field indicates if the case is assigned to an Alcohol and Drug Treatment Center. If 'Y' is displayed, another screen may be displayed by keying an 'S' to the left of the county field for the benefit month benefit distribution. Benefit issuance is divided equally by three and are available on the 5th, 15th, and 25th of the month.

502.13 SLNC - COMMON DATA NAME CHANGE

This screen is used to change demographic data for a non-SSI individual.

From the FOOD STAMP UPDATE MENU, select the SLNC transaction and press ENTER. The SLNC COMMON DATA NAME CHANGE screen is displayed. Detailed instructions are found in the FSIS Name/SSN Search/ID Assignment/Name Change Section.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #1-2007

August 1, 2007

SLNC/SLA985A	COMMON DATA NAME CHANGE	DATE: 02/05/01 TIME: 08:46:55
INDIVIDUAL ID: WORKER NUMBER:	CURRENT -----	CHANGE -----
SSN: FIRST NAME: MIDDLE NAME: LAST NAME: SUFFIX: DOB: RACES (A/B/I/P/W/U): SEX: ETH (C/H/M/N/P/U): LANGUAGE: SSI: EIS COUNTY: FIS COUNTY:		
ENTER INDIVIDUAL ID AND WORKER NUMBER		
ENTER-PROCESS REQUEST PF3-END PF5-REFRESH		

502.14 SLNS - COMMON NAME DATA ENTRY SSN/NAME SEARCH

This screen is used to search the Common Name Database for an individual to determine if the individual is currently receiving assistance, has received assistance, or has not received assistance. Use this screen/process to assign individual ID numbers. You may also use this screen to determine the individuals associated with the FSIS Case by entering the FSIS Case ID number in the CASE ID field.

From the FOOD STAMP INQUIRY MENU, select transaction SLNS and Press ENTER. The following COMMON NAME DATA ENTRY SSN/NAME SEARCH screen is displayed. Detailed instructions are found in the FSIS Name/SSN Search/ID ASSIGNMENT/Name Change Section.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

SLNS / SLA980A	COMMON NAME DATA ENTRY SSN/NAME SEARCH	DATE: 02/05/01 TIME: 08:22:05
CASE ID:		
F	SSN	FIRST
M	LAST	SUF DOB S
CO	INDIVIDUAL	SSI
--	-----	-----
ENTER CASE ID OR INDIVIDUAL DATA AND (S) TO NAME SEARCH F - (S)EARCH (A)SSIGN PF3-END PF5-REFRESH PF7-BACKWARD PF8-FORWARD		

502.15 SLRT - FSIS MESSAGE RETRIEVAL FACILITY

A. General Information

The SLRT transaction (FSIS Message Retrieval Facility) is used to send a message in FSIS that is displayed on selected terminals or groups of terminals in the system. Selection can be by individual mailbox number, groups of terminals by type, one or more counties, or any combination. Acknowledgement of message can be requested to a specific terminal, or by default, back to the sending terminal. Confirmation of the message as it was sent (and as it appears to receiving terminals) is received by the sender. The sender receives notification of new messages. The message contains the date, time of the message, and the mailbox number of the sender.

1. Screen Access

The text, NEW MESSAGES, appears at the bottom of the Food Stamp Master Menu screen to indicate terminal has received message(s) that have not been viewed.

**FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS**

Change #2-2006

September 1, 2006

<p>Command ==>></p> <p style="text-align: center;">North Carolina Department of Health and Human Services FOOD STAMP MASTER MENU</p> <p>1 Food Stamp INQUIRY-->UPDATE</p> <p>2 Blank Screen (CICS)</p> <p>3 Logoff CICS</p> <p>F1/F13=HELp F3/F15=END NEW MESSAGES</p>

From the FOOD STAMP UPDATE MENU, select the SLRT transaction and press ENTER. The SLRT-FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU screen displays.

SLRT-SLA909B	FOOD STAMP INFORMATION SYSTEM	DATE 03/24/04
FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU		
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER		
NEW MESSAGES (CURRENT DATE IS WITHIN DATE RANGE)		
_ CREATE (MAY BE SENT OR PLACED IN HOLD STATUS)		
_ INBOX (VIEW ONLY-MOST RECENT FIRST, BY DATE)		
_ SENT (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)		
EXISTING MESSAGES (CURRENT DATE IS OUTSIDE DATE RANGE)		
_ INBOX (VIEW ONLY-MOST RECENT FIRST, BY DATE)		
_ SENT (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)		
MESSAGES IN HOLD STATUS		
_ ON HOLD (VIEW/UPDATE-MOST RECENT FIRST BY DATE)		
*NOTE: MESSAGES ON HOLD WILL BE AUTOMATICALLY DELETED 15 DAYS FROM THRU DATE ALL OTHERS WILL BE AUTOMATICALLY DELETED 30 DAYS FROM THRU DATE		
ENTER=PROCESS PF3=CLEAR/END		

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006 **September 1, 2006**

2. Key "S" at the desired selection. Press ENTER. The screen allows the worker to:
 - a. Create New Messages, View New Messages from the Inbox, and View and/or Update New Messages from the Sent Box.
 - b. View Existing Messages from the Inbox, and View and/or Update Existing Messages from the Sent Box.
 - c. View, Update and/or Delete Messages that were placed On Hold.

B. NEW MESSAGES

1. Creating New Messages

From the FOOD STAMP UPDATE MENU, select the SLRT transaction. Press ENTER. The SLRT-FSIS MESSAGE RETRIEVAL FACILITY MAIN screen appears.

SLRT-SLA909B	FOOD STAMP INFORMATION SYSTEM	DATE 03/24/04
FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU		
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER		
NEW MESSAGES (CURRENT DATE IS WITHIN DATE RANGE)		
S CREATE	(MAY BE SENT OR PLACED IN HOLD STATUS)	
_ INBOX	(VIEW ONLY-MOST RECENT FIRST, BY DATE)	
_ SENT	(VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)	
EXISTING MESSAGES (CURRENT DATE IS OUTSIDE DATE RANGE)		
_ INBOX	(VIEW ONLY-MOST RECENT FIRST, BY DATE)	
_ SENT	(VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)	
MESSAGES IN HOLD STATUS		
_ ON HOLD	(VIEW/UPDATE-MOST RECENT FIRST BY DATE)	
*NOTE: MESSAGES ON HOLD WILL BE AUTOMATICALLY DELETED 15 DAYS FROM THRU DATE ALL OTHERS WILL BE AUTOMATICALLY DELETED 30 DAYS FROM THRU DATE		
ENTER=PROCESS PF3=CLEAR/END		

Under NEW MESSAGES, key an 'S' beside CREATE. Press ENTER.

The following screen appears.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

SLRT-SLA909C	FSIS MESSAGE RETRIEVAL FACILITY	DATE 03/24/04	PAGE 1 OF 1
FROM: _____			
TO: _____			
SUBJ: _____			
NO: _____	ALLOW VIEWING OF MSG FROM _____	THRU _____	
TEXT: _____	mmddccyy	mmddccyy	
DESTINATION GROUP SPECIFICATIONS			
(ENTER Y TO SELECT TERMINALS IN THE GROUP, ENTER N TO GET THOSE NOT IN GROUP)			
<input type="checkbox"/> MASTER	<input type="checkbox"/> DATA ENTRY	<input type="checkbox"/> INQUIRY	<input type="checkbox"/> COORDINATOR
<input type="checkbox"/> STATE OFFICE			
COUNTY AND MAILBOX SPECIFICATIONS			
COUNTY TEAMS: _____			
COUNTIES: _____			
MAILBOXES: _____			
ACKNOWLEDGEMENT (Y/N): <input type="checkbox"/> MAILBOX 0012			
ENTER=PROCESS PF3=CLEAR/DELETE PF6=CLEAR TEXT PF8=NEXT PAGE			

- a. FROM, TO, and SUBJ: - These are **mandatory fields** and are self explanatory. Maximum number of characters per line is 70.
- b. NO: - This is the message number which is an optional field and is used at the discretion of the department sending the message. This is an alphanumeric field with a maximum of 9 characters.
- c. ALLOW VIEW OF MSG FROM and THRU: - This is the date (in MMDDCCYY format) range that message can be viewed. If left blank, the system automatically defaults to current date.
- d. TEXT: - Up to 7 pages of text may be keyed. To advance pages, enter the page number into the "PAGE X OF ___" portion of the page number that is displayed in the upper right corner and press PF8. There is a maximum of 79 characters per line, 7 lines on the first page and 16 on the subsequent 6 pages. These do NOT wrap, but tab will take you to the beginning of the next line.
- e. DESTINATION GROUP SPECIFICATIONS: - This allows messages to be sent to a group or several groups at one time. These are based on terminal assignments. Enter "Y" to choose that group, enter "N" to exclude that group. A group destination, a county, a county team, or a mailbox has to be chosen. You can choose combinations of group destinations by themselves, as well as combined with a county or a county team. The transaction will not allow you to go forward unless some type of destination has been selected.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

- f. COUNTY AND MAILBOX SPECIFICATIONS: - Enter the County Team(s) number(s), the County Numbers, or a specific Workers Mailbox Number. The mailbox number replaces the old terminal ID numbers. The mailbox number, like the termid is only 4 characters long and is alphanumeric. You can obtain your mailbox number by selecting CREATE under NEW MESSAGE. Your mailbox number will be displayed at the bottom of the screen. If your mailbox number does not appear, please call DHHS Customer Support at 919-855-3200.
- NOTE:** If a message is being sent to specific mailboxes, you cannot send the message to a group (in the DESTINATION GROUP SPECIFICATIONS) section at the same time.
- g. ACKNOWLEDGEMENT: enter "Y" if you want the message "PLEASE RESPOND" to appear in the message with your mailbox number. Press ENTER. Your "return" mailbox number is automatically filled in.
- NOTE:** If message is longer than one screen, refer to #d above to go to page 2.
- h. The MESSAGE PROCESSING SCREEN appears. This screen allows the option to either "Save Message as Sent" or places the message in hold status to be sent later.

SLRT-SLA909F	FOOD STAMP INFORMATION SYSTEM FSIS MESSAGE RETRIEVAL FACILITY MESSAGE PROCESSING	DATE 03/24/04
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER		
_ SAVE MESSAGE AS SENT		
_ PUT MESSAGE IN HOLD STATUS		
ENTER=PROCESS PF3=END/RETURN TO MAIN MENU		

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

(1) **SAVE MESSAGE AS SENT**

Key an "S" next to SAVE MESSAGE AS SENT to send the message. Press ENTER. The message, MESSAGE WRITTEN AS SENT, will be displayed on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU.

(2) **PUT MESSAGE IN HOLD STATUS**

Key an "S" next to PUT MESSAGE IN HOLD STATUS to save the message to be sent later. Press ENTER. This message may be sent at a later date - via the MESSAGES IN HOLD STATUS option on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU. The message, MESSAGE PUT ON HOLD, NOT WRITTEN AS SENT, will be displayed on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU. To send message in hold status, refer to Section V.

Press PF3 to **RETURN TO MAIN MENU**

2. **Reviewing New Messages from Inbox**

From the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU, key an "S" by **INBOX** under **NEW MESSAGES**. Press ENTER.

SLRT-SLA909B	FOOD STAMP INFORMATION SYSTEM	DATE 03/24/04
FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU		
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER		
NEW MESSAGES (CURRENT DATE IS WITHIN DATE RANGE)		
_ CREATE	(MAY BE SENT OR PLACED IN HOLD STATUS)	
<u>S</u> INBOX	(VIEW ONLY-MOST RECENT FIRST, BY DATE)	
_ SENT	(VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)	
EXISTING MESSAGES (CURRENT DATE IS OUTSIDE DATE RANGE)		
_ INBOX	(VIEW ONLY-MOST RECENT FIRST, BY DATE)	
_ SENT	(VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)	
MESSAGES IN HOLD STATUS		
_ ON HOLD	(VIEW/UPDATE-MOST RECENT FIRST BY DATE)	
*NOTE: MESSAGES ON HOLD WILL BE AUTOMATICALLY DELETED 15 DAYS FROM THRU DATE		
ALL OTHERS WILL BE AUTOMATICALLY DELETED 30 DAYS FROM THRU DATE		
ENTER=PROCESS PF3=CLEAR/END		

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

The following INBOX NEW MESSAGE LIST screen displays with the most recent messages displayed first. The most recent message is determined by the Create Date which is the date the message was actually sent.

SLRT-SLA909G	FOOD STAMP INFORMATION SYSTEM	DATE 03/24/04
	FSIS MESSAGE RETRIEVAL FACILITY	PAGE 01
	VIEW NEW MESSAGES FROM INBOX	
	PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER FOR FULL MESSAGE	
	STATUS (S=SAVED AS SENT, R=SENT W/ RECEIPT REQ, D=DELIVERED)	
SEL STAT	MSG NBR	CREATE DATE
		CREATE TIME
		SUBJECT
<u>S</u>	S MAR23007_	03/23/04 17:48:53
-	S MAR23006_	03/23/04 17:41:16
-	S MAR23005_	03/23/04 17:40:27
-	S MAR23004_	03/23/04 17:39:21
-	S MAR22010_	03/22/04 16:54:12
-	S MAR22009_	03/22/04 16:34:23
-	S MAR22008_	03/22/04 16:30:29
-	S MAR22007_	03/22/04 16:26:52
-	S MAR22006_	03/22/04 16:24:59
-	S MAR22005_	03/22/04 16:11:48
-	S MAR22004_	03/22/04 16:10:30
-	S MAR22003_	03/22/04 16:08:05
	ENTER=PROCESS PF3=CLEAR/END PF7=SCROLL BACKWARD PF8=SCROLL FORWARD	

To select a message, key an "S" beside the message you wish to view. Press ENTER.

**FSIS TRANSACTIONS
 TRANSACTION SCREEN NAME/DEFINITION AND
 SCREEN ACCESS**

Change #2-2006

September 1, 2006

SLRT-SLA909B FOOD STAMP INFORMATION SYSTEM DATE 03/24/04
**FSIS MESSAGE RETRIEVAL FACILITY
 MAIN MENU**

PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER

NEW MESSAGES (CURRENT DATE IS WITHIN DATE RANGE)
 _ **CREATE** (MAY BE SENT OR PLACED IN HOLD STATUS)
 _ **INBOX** (VIEW ONLY-MOST RECENT FIRST, BY DATE)
S SENT (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

EXISTING MESSAGES (CURRENT DATE IS OUTSIDE DATE RANGE)
 _ **INBOX** (VIEW ONLY-MOST RECENT FIRST, BY DATE)
 _ **SENT** (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

MESSAGES IN HOLD STATUS
 _ **ON HOLD** (VIEW/UPDATE-MOST RECENT FIRST BY DATE)

***NOTE: MESSAGES ON HOLD WILL BE AUTOMATICALLY DELETED 15 DAYS FROM THRU DATE
 ALL OTHERS WILL BE AUTOMATICALLY DELETED 30 DAYS FROM THRU DATE
 ENTER=PROCESS PF3=CLEAR/END**

The VIEW/UPATE NEW SENT MESSAGES screen appears with the new messages sent from you and/or your group.

SLRT-SLA909G FOOD STAMP INFORMATION SYSTEM DATE 03/24/04
 FSIS MESSAGE RETRIEVAL FACILITY PAGE 01
 VIEW/UPDATE NEW SENT MESSAGES

PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER FOR FULL MESSAGE

****STATUS (S=SAVED AS SENT, R=SENT W/ RECEIPT REQ ****

SEL	STAT	MSG	CREATE	CREATE	SUBJECT
		NBR	DATE	TIME	
_	S	MAR23007_	03/23/04	17:48:53	COMMODITY CHANGES
<u>S</u>	S	MAR23006_	03/23/04	17:41:16	NEW CASE IN COUNTY
_	S	MAR23005_	03/23/04	17:40:27	NEW NOTICES FOR COUNTY
_	R	MAR23004_	03/23/04	17:39:21	DATA ENTRY
_	S	MAR22010_	03/22/04	16:54:12	ALLOTMENT CHANGES
_	R	MAR22009_	03/22/04	16:34:23	NEW POSITION IN STATE OFFICE
_	S	MAR22008_	03/22/04	16:30:29	NOTICE CHANGES
_	D	MAR22007_	03/22/04	16:26:52	COUNTY TEAMS HAVE CHANGED
_	S	MAR22006_	03/22/04	16:24:59	DECEMBER MASS CHANGE REMINDERS
_	S	MAR22005_	03/22/04	16:11:48	FRAUD FOUND IN CASE
_	S	MAR22004_	03/22/04	16:10:30	COUNTY TRANSFER OF CASE
_	S	MAR22003_	03/22/04	16:08:05	NEW CLIENT

ENTER=PROCESS PF3=CLEAR/END PF7=SCROLL BACKWARD PF8=SCROLL FORWARD

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

Key an "S" to select a message to view. Press ENTER.

The message appears.

Press PF3 to **RETURN TO MAIN MENU**

NOTE: The messages selected from this screen are those for which the DATE RANGE CONTAINS THE CURRENT DATE only and were sent by you and/or your group. These messages can be viewed, changed, updated or reused. To change/update message and send, press ENTER after making changes.

```
SLRT-SLA909C          FSIS MESSAGE RETRIEVAL FACILITY          DATE 03/24/04  PAGE 1  OF 2
FROM: State Worker
TO: Master Terminals of County Teams 1 & 2
SUBJ: TEST4 FINAL FORMAT
NO: TFR000004          ALLOW VIEWING OF MSG FROM 03222004 THRU 04222004
TEXT:                  MMDDCCYY      MMDDCCYY
```

In this example, I have chosen to pull up a message that was already keyed and sent by me or my Group. I selected it from the screen above, and have now changed what information I felt I needed To. If the dates in the date range are no longer valid, I will need to change them. If after keying this Page, I find that page 2 has invalid information on it and I don't want to include it with this message, I can simply press PF6 once I've gotten to page 2, and this will clear out the undesired existing text And when I press enter, a one page message will be sent with only the information I want on it.

```
                DESTINATION GROUP SPECIFICATIONS
(ENTER Y TO SELECT TERMINALS IN THE GROUP, ENTER N TO GET THOSE NOT IN GROUP)
Y MASTER  _ DATA ENTRY  _ INQUIRY  _ COORDINATOR  _ STATE OFFICE
```

```
                COUNTY AND MAILBOX SPECIFICATIONS
COUNTY TEAMS: 1 2  _ _ _ _ _
COUNTIES:  _ _ _ _ _
MAILBOXES:  _ _ _ _ _
ACKNOWLEDGEMENT (Y/N): _ MAILBOX 20J5  ENTER=PROCESS  PF3=CLEAR/DELETE
                                           PF6=CLEAR TEXT  PF8=NEXT PAGE
```

The following screen appears. A selection on this screen allows you to save and send the message or place the message in hold status to be sent later.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

SLRT-SLA909F	FOOD STAMP INFORMATION SYSTEM FSIS MESSAGE RETRIEVAL FACILITY MESSAGE PROCESSING	DATE 03/24/04
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER		
_ SAVE MESSAGE AS SENT		
_ PUT MESSAGE IN HOLD STATUS		
ENTER=PROCESS PF3=END/RETURN TO MAIN MENU PF4=END/RETURN TO LIST SELECTION SCREEN		

a. **SAVE MESSAGE AS SENT**

Key an "S" next to SAVE MESSAGE AS SENT to send the message. The message, MESSAGE WRITTEN AS SENT, will be displayed on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU.

b. **PUT MESSAGE IN HOLD STATUS**

Key an "S" next to PUT MESSAGE IN HOLD STATUS to save the message to be sent later, via the MESSAGE IN HOLD STATUS option on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU. Press ENTER. The message, MESSAGE PUT ON HOLD, NOT WRITTEN AS SENT, will be displayed on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU.

Press **PF3** to **RETURN TO THE MAIN MENU**

C. **EXISTING MESSAGES**

1. **Reviewing Existing Messages from Inbox**

From the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU, key an "S" by INBOX, under EXISTING MESSAGES. Press ENTER.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

SLRT-SLA909B FOOD STAMP INFORMATION SYSTEM DATE 03/24/04
FSIS MESSAGE RETRIEVAL FACILITY
MAIN MENU

PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER

NEW MESSAGES (CURRENT DATE IS WITHIN DATE RANGE)
_ **CREATE** (MAY BE SENT OR PLACED IN HOLD STATUS)
_ **INBOX** (VIEW ONLY-MOST RECENT FIRST, BY DATE)
_ **SENT** (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

EXISTING MESSAGES (CURRENT DATE IS OUTSIDE DATE RANGE)
S **INBOX** (VIEW ONLY-MOST RECENT FIRST, BY DATE)
_ **SENT** (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

MESSAGES IN HOLD STATUS
_ **ON HOLD** (VIEW/UPDATE-MOST RECENT FIRST BY DATE)

***NOTE: MESSAGES ON HOLD WILL BE AUTOMATICALLY DELETED 15 DAYS FROM THRU DATE**
ALL OTHERS WILL BE AUTOMATICALLY DELETED 30 DAYS FROM THRU DATE
ENTER=PROCESS PF3=CLEAR/END

The VIEW/UPDATE EXISTING MESSAGES screen appears. The most recent messages are displayed first. The most recent message is determined by the Create Date which is the date the message was actually sent.

SLRT-SLA909G FOOD STAMP INFORMATION SYSTEM DATE 04/11/04
FSIS MESSAGE RETRIEVAL FACILITY PAGE 01
VIEW/UPDATE EXISTINGMESSAGES

PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER FOR FULL MESSAGE

****STATUS (S=SAVED AS SENT, R=SENT W/ RECEIPT REQ, D = DELIVERED)****

SEL	STAT	MSG	CREATE	CREATE	SUBJECT
		NBR	DATE	TIME	
<u>S</u>	S	T0407-003	04/07/04	16:22:25	COMMODITIES CHANGE

ENTER=PROCESS PF3=CLEAR/END PF7=SCROLL BACKWARD PF8=SCROLL FORWARD

Key an "S" to select a message to view. Press ENTER. The message appears.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
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Change #2-2006

September 1, 2006

2. Reviewing Existing Sent Messages

From the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU, key an "S" by SENT under EXISTING MESSAGES. Press ENTER.

```

SLRT-SLA909B      FOOD STAMP INFORMATION SYSTEM      DATE 03/24/04
                   FSIS MESSAGE RETRIEVAL FACILITY
                   MAIN MENU

PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER

NEW MESSAGES (CURRENT DATE IS WITHIN DATE RANGE)
- CREATE (MAY BE SENT OR PLACED IN HOLD STATUS)
- INBOX (VIEW ONLY-MOST RECENT FIRST, BY DATE)
- SENT (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

EXISTING MESSAGES (CURRENT DATE IS OUTSIDE DATE RANGE)
- INBOX (VIEW ONLY-MOST RECENT FIRST, BY DATE)
S SENT (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

MESSAGES IN HOLD STATUS
- ON HOLD (VIEW/UPDATE-MOST RECENT FIRST BY DATE)

*NOTE: MESSAGES ON HOLD WILL BE AUTOMATICALLY DELETED 15 DAYS FROM THRU DATE
ALL OTHERS WILL BE AUTOMATICALLY DELETED 30 DAYS FROM THRU DATE
ENTER=PROCESS PF3=CLEAR/END
  
```

The VIEW/UPDATE EXISTING SENT MESSAGES screen appears with new messages sent.

```

SLRT-SLA909G      FOOD STAMP INFORMATION SYSTEM      DATE 04/11/04
                   FSIS MESSAGE RETRIEVAL FACILITY      PAGE 01
                   VIEW/UPDATE EXISTING SENT MESSAGES

PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER FOR FULL MESSAGE

SEL STAT MSG      CREATE      CREATE      SUBJECT
          NBR      DATE        TIME

S  R  APR01002  04/01/04  11:34:00    COMMODITIES CHANGE
-    R  APR01001  04/01/04  11:50:43    NEW CASE
-    R  MAR3104   03/31/04  14:59:18    COUNTY TRANSFER

ENTER=PROCESS PF3=CLEAR/END PF7=SCROLL BACKWARD PF8=SCROLL FORWARD
  
```

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

Key an 'S' to select a message to view. Press ENTER. The message appears. Press PF3 to return to the VIEW/UPDATE EXISTING SENT MESSAGES screen.

Key an 'S' to select a message to update. Press ENTER. The message appears. After updating message, press ENTER. The FSIS MESSAGE RETRIEVAL FACILITY MESSAGE PROCESSING screen appears.

SLRT-SLA909F	FOOD STAMP INFORMATION SYSTEM FSIS MESSAGE RETRIEVAL FACILITY MESSAGE PROCESSING	DATE 3/24/04
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER		
_ SAVE MESSAGE AS SENT		
_ PUT MESSAGE IN HOLD STATUS		
ENTER=PROCESS	PF3=END/RETURN TO MAIN MENU	
	PF4=END/RETURN TO LIST SELECTION SCREEN	

a. Key an 'S' next to SAVE MESSAGE AS SENT to send the message. The message, MESSAGE WRITTEN AS SENT, will be displayed on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU.

b. PUT MESSAGE IN HOLD STATUS

Key an 'S' next to PUT MESSAGE IN HOLD STATUS to save the message to be sent later, via the MESSAGE IN HOLD STATUS option on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU. Press ENTER. The message, MESSAGE PUT ON HOLD, NOT WRITTEN AS SENT, will be displayed on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU.

***** IMPORTANT NOTE: THE SENT AND RECEIVED MESSAGES WILL BE AUTOMATICALLY DELETED 30 DAYS AFTER THE VIEWING THRU DATE.**

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

D. MESSAGES IN HOLD STATUS

1. Review/Update/Delete Messages Placed On Hold

From the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU, key an "S" by ON HOLD under MESSAGES IN HOLD STATUS. Press ENTER.

```

SLRT-SLA909B      FOOD STAMP INFORMATION SYSTEM      DATE 03/24/04
                   FSIS MESSAGE RETRIEVAL FACILITY
                   MAIN MENU

PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER

NEW MESSAGES (CURRENT DATE IS WITHIN DATE RANGE)
  _ CREATE   (MAY BE SENT OR PLACED IN HOLD STATUS)
  _ INBOX   (VIEW ONLY-MOST RECENT FIRST, BY DATE)
  _ SENT    (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

EXISTING MESSAGES (CURRENT DATE IS OUTSIDE DATE RANGE)
  _ INBOX   (VIEW ONLY-MOST RECENT FIRST, BY DATE)
  _ SENT    (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

MESSAGES IN HOLD STATUS
  S ON HOLD (VIEW/UPDATE-MOST RECENT FIRST BY DATE)

*NOTE: MESSAGES ON HOLD WILL BE AUTOMATICALLY DELETED 15 DAYS FROM THRU DATE
      ALL OTHERS WILL BE AUTOMATICALLY DELETED 30 DAYS FROM THRU DATE
ENTER=PROCESS  PF3=CLEAR/END
  
```

The VIEW/UPDATE/DELETE MESSAGES PLACED ON HOLD screen appears with messages that are placed in hold status.

```

SLRT-SLA909G      FOOD STAMP INFORMATION SYSTEM      DATE 03/24/04
                   FSIS MESSAGE RETRIEVAL FACILITY      PAGE 01
                   VIEW/UPDATE/DELETE MESSAGES PLACED ON HOLD
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER FOR FULL MESSAGE
PLACE A D BESIDE THE DESIRED SELECTION AND PRESS ENTER TO DELETE MESSAGE
                   **STATUS (H=PLACED ON HOLD)**

SEL STAT  MSG      CREATE  CREATE  SUBJECT
          NBR      DATE    TIME

S   H   _____ 03/23/04 11:10:47 COUNTY TRANSFER
-    H   _____ 03/23/04 11:09:58 COMMODITIES CHANGE

ENTER=PROCESS  PF3=CLEAR/END  PF7=SCROLL BACKWARD  PF8=SCROLL FORWARD
  
```


FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

- a. Create the message, using instructions in section II. Enter only the mailbox number destination specified.
- b. Enter a 'Y' in the Acknowledgement field. **NOTE: Your mailbox number automatically appears in the Acknowledge mailbox field.** Press ENTER.

```

SLRT-SLA909H      FSIS MESSAGE RETRIEVAL FACILITY      DATE 03/24/04  PAGE: 1  OF 1
FROM: County 1
TO: County 2, DataEntry
SUBJ: DATA ENTRY
NO: DE0000001___      ALLOW VIEWING OF MSG FROM 03232004  THRU 06302004
TEXT:                MMDDCCYY      MMDDCCYY
THIS IS TO INFORM YOU THAT THIS IS THE NEW MESSAGE SYSTEM_____
THERE CAN BE MULTIPLE PAGES TO EACH MESSAGE, UP TO 7. _____
PRESS PF8 TO GO TO THE NEXT PAGE AND PF7 TO RETURN TO THE LAST
_____
_____
_____
_____
                DESTINATION GROUP SPECIFICATIONS
(ENTER Y TO SELECT TERMINALS IN THE GROUP, ENTER N TO GET THOSE NOT IN GROUP)
_ MASTER   _ DATA ENTRY  _ INQUIRY   _ COORDINATOR  _ STATE OFFICE

                COUNTY AND MAILBOX SPECIFICATIONS
COUNTY TEAMS:  _____
COUNTIES:     _____
MAILBOXES: 0012 _____
ACKNOWLEDGEMENT (Y/N): Y MAILBOX 0013      ENTER=PROCESS      PF3=CLEAR/END
                                           PF6=CLEAR TEXT    PF8=NEXT PAGE
  
```

The FSIS MESSAGE RETRIEVAL FACILITY MESSAGE PROCESSING screen appears.

```

SLRT-SLA909F      FOOD STAMP INFORMATION SYSTEM      DATE 04/26/04
                FSIS MESSAGE RETRIEVAL FACILITY
                MESSAGE PROCESSING
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER

_  SAVE MESSAGE AS SENT
_  PUT MESSAGE IN HOLD STATUS

ENTER=PROCESS      PF3=END/RETURN TO MAIN MENU
  
```

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

2. To send the message, key an 'S' beside SAVE MESSAGE AS SENT. Press ENTER. The message, MESSAGE WRITTEN AS SENT, will be displayed on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU screen.
3. To place the message on hold, key an 'S' beside PUT MESSAGE IN HOLD STATUS. Press ENTER. The message, MESSAGE PUT ON HOLD, NOT WRITTEN AS SENT, will be displayed on the FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU screen.
4. Reviewing the MESSAGE WITH ACKNOWLEDGEMENT
 The sent message with acknowledgement is saved in the VIEW/UPDATE NEW SENT MESSAGES under the NEW MESSAGES section.

SLRT-SLA909B 03/24/04	FOOD STAMP INFORMATION SYSTEM FSIS MESSAGE RETRIEVAL FACILITY MAIN MENU	DATE PAGE 01
--------------------------	---	----------------------------

PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER

NEW MESSAGES (CURRENT DATE IS WITHIN DATE RANGE)

- _ **CREATE** (MAY BE SENT OR PLACED IN HOLD STATUS)
- _ **INBOX** (VIEW ONLY-MOST RECENT FIRST, BY DATE)
- S SENT** (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

EXISTING MESSAGES (CURRENT DATE IS OUTSIDE DATE RANGE)

- _ **INBOX** (VIEW ONLY-MOST RECENT FIRST, BY DATE)
- _ **SENT** (VIEW/UPDATE-MOST RECENT FIRST, BY MSG NBR)

MESSAGES IN HOLD STATUS

- _ **ON HOLD** (VIEW/UPDATE-MOST RECENT FIRST BY DATE)

***NOTE: MESSAGES ON HOLD WILL BE AUTOMATICALLY DELETED 15 DAYS FROM THRU DATE
 ALL OTHERS WILL BE AUTOMATICALLY DELETED 30 DAYS FROM THRU DATE
 ENTER=PROCESS PF3=CLEAR/END**

The STAT (status) column displays an 'R' for SENT WITH RECEIPT REQUIRED.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

SLRT-SLA909G	FOOD STAMP INFORMATION SYSTEM FSIS MESSAGE RETRIEVAL FACILITY VIEW/UPDATE NEW SENT MESSAGES	DATE 04/05/04 PAGE 01
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER FOR FULL MESSAGE		
STATUS (S=SAVED AS SENT, R=SENT W/ RECEIPT REQ, D = DELIVERED)		
SEL STAT MSG NBR	CREATE CREATE DATE TIME	SUBJECT
_ S TA1000001	04/05/04 13:57:56	COMMODITIES CHANGE
S R P2L000001	04/05/04 16:16:42	CASE NUMBER QUESTION
_ S P2KSR0002	04/05/04 10:52:29	COUNTY TRANSFER
_ S K2PS00001	04/05/04 10:05:59	NEW NOTICES
_ S CTY700001	04/05/04 13:58:45	PROCEDURE CHANGE
ENTER=PROCESS PF3=CLEAR/END PF7=SCROLL BACKWARD PF8=SCROLL FORWARD		

Key an "S" beside the message that displays an 'R' in the STAT (status) column.

The STAT "R" denotes a MESSAGE WITH RETURN RECEIPT REQUESTED.

Press ENTER. The following screen appears.

SLRT-SLA909C FSIS MESSAGE RETRIEVAL FACILITY	DATE 04/05/04
PAGE 1 OF 1	
FROM: PAM	
TO: LINDA	
SUBJ: RET REC TEST	
NO: P2L000001 ALLOW VIEWING OF MSG FROM 04052004 THRU 04052004	
TEXT: PRS ENTER TO ACKNOWLEDGE TO MAILBOX 20J5 MMDDCCYY MMDDCCYY	
THIS IS A TEST _____	

DESTINATION GROUP SPECIFICATIONS	
(ENTER Y TO SELECT TERMINALS IN THE GROUP, ENTER N TO GET THOSE NOT IN GROUP)	
_ MASTER _ DATA ENTRY _ INQUIRY _ COORDINATOR _ STATE OFFICE	
COUNTY AND MAILBOX SPECIFICATIONS	
COUNTY TEAMS: _____	
COUNTIES: _____	
MAILBOXES: 0012 _____	
ACKNOWLEDGEMENT (Y/N): Y MAILBOX 20J5	
ENTER=PROCESS PF3=CLEAR/DELETE PF6=CLEAR TEXT PF8=NEXT PAGE	

This message was sent by mailbox 20J5 to mailbox 0012 requesting a response. This message will appear in Mailbox 0012's VIEW RECEIVED MESSAGES under the NEW MESSAGES section. Mailbox 0012 will need to press ENTER twice to acknowledge message. This will send a response back to mailbox 20J5 that the message has been received.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #1-2011

August 1, 2011

The SAVE AS SENT screen appears. Key an 'S' to select SAVE AS SENT. NOTE:
 (Cannot Place a Response on Hold).

After the response is sent, the VIEW RECEIVED MESSAGES screen appears in
 MAILBOX 0012 VIEW RECEIVED MESSAGES. Screen displays 'D' under STAT column
 for DELIVERED.

Once the response has been sent, the received message in MAILBOX 0012 VIEW
 RECEIVED MESSAGES will have a status of **D**:

```

SLRT-SLA909G          FOOD STAMP INFORMATION SYSTEM          DATE 04/05/04
                      FSIS MESSAGE RETRIEVAL FACILITY        PAGE 01
                      VIEW RECEIVED MESSAGES
PLACE AN S BESIDE THE DESIRED SELECTION AND PRESS ENTER FOR FULL MESSAGE

**STATUS (S=SAVED AS SENT, R=SENT W/ RECEIPT REQ, D = DELIVERED)**

SEL STAT MSG          CREATE   CREATE   SUBJECT
   NBR          DATE     TIME
-   S  TA1000001    04/05/04 13:57:56 TESTING AGAIN
-   D  P2L000001    04/05/04 16:16:42 RET REC TEST
-   S  P2KSR0002    04/05/04 10:52:29 RETRECTEST2
-   S  K2PS00001    04/05/04 10:05:59 RET REC TEST1
-   S  CTY700001    04/05/04 13:58:45 COUNTY 7

ENTER=PROCESS PF3=CLEAR/END PF7=SCROLL BACKWARD PF8=SCROLL FORWARD
  
```

If this message is selected, Mailbox 0012 will also see that the Acknowledgement STAT is reset to 'D'. Mailbox 20J5, sent the message originally requesting the receipt will find the message in two places.

First, in the VIEW/UPDATE SENT MESSAGES with a status of D (IN CASE MAILBOX 20J5 NEEDS TO REUSE THAT message, either with an acknowledge request or without). Always remember to update the fields accordingly.

Secondly, Mailbox 20J5 will also find this message listed in VIEW RECEIVED MESSAGES under NEW MESSAGES with status 'D' for Delivered. This indicates the message has been DELIVERED.

502.16 SLSE - EBT STAMP STATUS SCREEN

This screen is used to authorize/issue Food and Nutrition Services benefits. The types of benefits that can be issued through the SLSE screen are initial, restored, or supplemental benefits. This screen may be used to cancel benefits that are in AUTHORIZED status. If needed you can also request a new EBT card when changing the address of a closed/denied/pending Food and Nutrition Services case. The updated address is changed on the master file and if an EBT account has been set up for the case, the new address is sent to eFunds. Detailed information is found in the EBT instructions of the users manual.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #1-2008

April 1, 2008

From the FOOD STAMP UPDATE MENU screen, select the SLSE transaction and press ENTER. A prompt is displayed to enter an FSIS Case ID number. Key the FSIS Case ID number and press ENTER. The following SLSE screen is displayed.

SLSE/SLA986A		EBT STAMP STATUS			
ID :	22222222	ISSUE CYCLE: 05		TYPE : 9	
NAME :	TEST CASE	ACTION CODE: 00			
ADDRESS :	123 TEST ST	Ph# CD T			
	TEST CIT NC 27603	TRANS CODE : 1		DATE : 012501	
LAST AUTH:	092499	CERT FROM : 0000		TO : 0000	
		AMOUNT : 0125		BEN MO: 0999	
ISSUE STAMP REASON:		AMOUNT:	BEN MO:	AFFIDAVIT DATE:	
CANCEL :					
NEW CARD WITH ADDRESS CHANGE?					
AMOUNT	AUTH	BEN MO	TYPE	STATUS	ISSUED
-----	-----	-----	-----	-----	-----
0125	092499	0999	DIS	ISSUED	092499
0119	091896	0996	INT	AUTHORIZED	091896

502.17 SLWV/SLWI – COUNTY WORKER NUMBER UPDATE/INQUIRY

These screens are used to identify valid worker numbers and names associated with the worker numbers in FSIS. The worker number must be listed in this table in order to be used in the SLUP/SLUO process. Sixty (60) caseworker numbers and names may be entered per screen. SLWV is the update transaction. SLWI is the inquiry transaction.

From the FOOD STAMP UPDATE MENU, select the SLWV transaction to display the SLWV - VALID WORKER NUMBER ENTRY screen. From the FOOD STAMP INQUIRY MENU, select the SLWI transaction to display the SLWI - FOOD STAMP WORKER NUMBER INQUIRY screen.

1. SLWV – VALID WORKER NUMBER ENTRY

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

SLWV	VALID WORKER NUMBER ENTRY =====	02/06/01
WORKER NUMBER WORKER NAME WORKER PHONE NUMBER - - EXT LAST UPDATE		
PRESS ENTER TO CHANGE PF2=DELETE PF3=END(NO UPDATE) PF4=ADD		

- a. To add a new caseworker number and name, key
 1. WORKER NUMBER
 2. WORKER NAME
 3. WORKER PHONE NUMBER and EXT
 4. Press the PF4 (ADD) key. The system adds the new information and the screen is displayed again ready for the next action.
 5. Sixty (60) caseworker numbers and names may be entered per screen. Press ENTER if additional screens are needed.

- b. To delete a caseworker name and number, key the caseworker number and press ENTER. The number, name, and last update date is displayed if there is a record found. The message: '*** PRESS ENTER FOR CHANGE OR PF2 TO DELETE ***' is displayed at the bottom of the screen. Press the PF2 (DELETE) key. The caseworker number and name is deleted and the screen is displayed again ready for the next action.

- c. To change an existing caseworker name, key the caseworker number and press ENTER. The number, name, and last update date is displayed. The message: '*** PRESS ENTER FOR CHANGE OR PF2 TO DELETE ***' is displayed at the bottom of the screen. Key the new name over the old name and press ENTER. The caseworker name is updated and the screen is displayed again ready for the next action.

NOTE: THE CASEWORKER NUMBER CANNOT BE CHANGED; ONLY ADDED OR DELETED.

**FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS**

Change #1-2011

August 1, 2011

2. SLWI – FOOD STAMP WORKER NUMBER INQUIRY

No entries can be made on this screen. This is an inquiry only function.

COUNTY XX	FOOD STAMP WORKER NUMBER INQUIRY
005 TEST WORKERONE	(919) 555-5000 EXT 5049
032 TEST WORKERTWO	(919) 555-6301
500 TEST WORKERTHREE	(919) 555-5000 EXT 5028
501 TEST WORKERFOUR	(919) 555-5000 EXT 5033
503 TEST WORKERFIVE	(919) 555-5000 EXT 5036

*** NO MORE WORKERS FOR YOUR COUNTY ***

502.18 SLTR - TRANSACTION TRACKING INQUIRY

Transaction Tracking Inquiry (SLTR) allows transactions keyed through the SLUP/SLUO and SLSE functions to be viewed immediately after keying. The automated Food and Nutrition Services additions/changes may be viewed once the transaction has been received from the Eligibility Information System (EIS) and are identified by transactions SLA144 (new Automated Food and Nutrition Services cases) and SLA145 (changes to existing Automated Food and Nutrition Services cases, including the uncombine transaction). Up to 12 quarters of transactions will be available once the full 12 quarters of transactions are created. The transactions may be viewed by using the FSIS case ID number or the USER ID (RACF ID number). Transactions that are placed in hold status do not appear in Transaction Tracking Inquiry. Once the transaction is removed from hold status and processes, the transaction record is written to the Transaction Tracking Inquiry function.

From the FSIS Inquiry Menu, select the Transaction Tracking (SLTR) item and press ENTER. The following FOOD STAMP INFORMATION SYSTEM CICS - TRANSACTION TRACKING - SLTR Screen is displayed.

**FSIS TRANSACTIONS
 TRANSACTION SCREEN NAME/DEFINITION AND
 SCREEN ACCESS**

Change #1-2011

August 1, 2011

SLTR-SLA337A	FOOD STAMP INFORMATION SYSTEM CICS - TRANSACTION TRACKING - SLTR)	DATE 10/08/02
***** TRANSACTION INQUIRY *****		
PLEASE ENTER A 9 DIGIT CASE ID -		
OR		
PLEASE ENTER A 7 DIGIT USER ID -		
(DATE BEGIN OR DATE RANGE - CCYYMMDD -- MANDATORY)		
PLEASE ENTER AN 8 DIGIT START DATE - END DATE -		
***** SPECIFIC COUNTY INQUIRY *****		
(INDIVIDUAL COUNTY SELECT - 99 – OPTIONAL)		
PLEASE ENTER A 2 DIGIT COUNTY NUMBER -		
F3=CANCEL		"ENTER" KEY = CONTINUE

For further instructions, refer to the SLTR section of the user's manual.

502.19 SLDQ - FSIS DISQUALIFIED PERSONS TRACKING

This screen lists all persons in FSIS who have been disqualified for Workfare, Transfer of Reserve, Employment and Training, and Work Registration. FSIS performs an automatic check against this file on any TC2, TC6, and TC8 transaction when a new member is added to the FSIS case or a social security number (SSN) is changed. If FSIS finds a FSIS member in the disqualified file, error messages are displayed and discrepancies must be resolved before the system allows the action to process. The intent of tracking disqualified recipients is to prevent a disqualified person from receiving Food and Nutrition Services benefits during their disqualification period.

A. The Disqualified Persons Tracking (SLDQ) screen is created by FSIS:

1. When the worker enters a dependent relationship code of F or G with a transaction 2, 6, or 8 and no action code.
2. When action code 21 or 23 is entered. FSIS changes the dependent relationship code to W for all individuals. Each person coded W is added to the Disqualified Persons Tracking file by FSIS.
3. When action code 20, 22, 27, or 49 is entered. At least one individual must contain a dependent relationship code of G, T, Q, or F. Any person with one of these codes is added to the Disqualified Persons Tracking file by FSIS if not already present in the file.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

B. Inquiry

1. From the Food Stamp UPDATE MENU, select the SLDQ transaction, and press ENTER.
2. The following prompt is displayed requiring a SSN to be entered.

FOOD STAMP INFORMATION SYSTEM

PLEASE ENTER A 9 DIGIT
SOCIAL SECURITY NUMBER:

F12=CANCEL "ENTER" KEY = CONTINUE

3. Key the SSN of the individual, and press ENTER. The following FSIS DISQUALIFIED PERSONS TRACKING screen is displayed with either no information for the individual or data is displayed. Below are examples of each.

SLDQ FSIS DISQUALIFIED PERSONS TRACKING	DATE 10/08/02
	TIME 08:38:12
SOCIAL SECURITY NUMBER: FSIS CASE ID : NAME : DATE OF BIRTH : COUNTY : COUNTY CASE NUMBER WORKER NUMBER : DISQUALIFICATION CODE : SYSTEM DATE : SYSTEM PURGE DATE :	
EITHER: ENTER NEW SOCIAL SECURITY NUMBER TO CONTINUE INQUIRING: OR: PRESS 'CLEAR' TO END TRANSACTION	

4. If no information is found on the individual, the message, 'RECORD FOR PERSON WITH SSNXXXXXXXXXXNOT FOUND' is displayed.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

```

SLDQ      FSIS DISQUALIFIED PERSONS TRACKING      DATE 10/08/02
          =====                               TIME 08:38:12
RECORD FOR PERSON WITH SSN 123456789 NOT FOUND

SOCIAL SECURITY NUMBER:
FSIS CASE ID      :
NAME              :
DATE OF BIRTH    :
COUNTY          :
COUNTY CASE NUMBER :
WORKER NUMBER    :
DISQUALIFICATION CODE :
SYSTEM DATE      :
SYSTEM PURGE DATE :

EITHER ENTER NEW SOCIAL SECURITY NUMBER TO CONTINUE INQUIRING: 123456789
OR: PRESS 'CLEAR' TO END TRANSACTION.
  
```

5. If information is found for an individual, the SSN, FSIS Case ID number, Name, Date of Birth, County, County Number, Worker Number, Disqualification Code, System date, and System Purge date are displayed.

```

SLDQ      FSIS DISQUALIFIED PERSONS TRACKING      DATE 10/08/02
          =====                               TIME 08:55:07
SOCIAL SECURITY NUMBER: 123456789
FSIS CASE ID      : 999999999
NAME              : WORKFARE PERSON
DATE OF BIRTH    : 02/02/57
COUNTY          : 18
COUNTY CASE NUMBER : 7777777
WORKER NUMBER    : 222

DISQUALIFICATION CODE : W
SYSTEM DATE      : 10/08/02 (WORKFARE VIOLATION)
SYSTEM PURGE DATE : 04/360/03

EITHER ENTER NEW SOCIAL SECURITY NUMBER TO CONTINUE INQUIRING:
123456789 OR: PRESS 'CLEAR' TO END TRANSACTION
  
```

6. To access a new SSN without leaving the screen, enter the new SSN at the bottom of the screen, next the message, 'ENTER NEW SOCIAL SECURITY NUMBER TO CONTINUE INQUIRING,' and press ENTER.
7. Press the 'CLEAR' key to end the inquiry transaction. The FOOD STAMP UPDATE MENU is displayed.

FSIS TRANSACTIONS
TRANSACTION SCREEN NAME/DEFINITION AND
SCREEN ACCESS

Change #2-2006

September 1, 2006

C. Deleting a Disqualification

1. The delete process is only available to the county in which the case is listed. The delete function is not displayed on the screen for other counties.
2. To access the individual data, follow the inquiry procedure.
3. You must delete the disqualification when needed. Key a 'D' beside the delete instruction. Press ENTER.

```

SLDQ          FSIS DISQUALIFIED PERSONS TRACKING          DATE 02/07/06
                =====                                TIME 08:56:07

SOCIAL SECURITY NUMBER      : 123456789
FSIS CASE ID                : 999999999
NAME                        : WORKFARE PERSON
DATE OF BIRTH              : 02/02/57
COUNTY                     : 18
COUNTY CASE NUMBER        : 7777777
WORKER NUMBER              : 222

DISQUALIFICATION CODE      : W
SYSTEM DATE                 : 02/07/06          (WORKFARE VIOLATION)
SYSTEM PURGE DATE          : 05/31/06

ENTER 'D' TO DELETE RECORD

EITHER ENTER NEW SOCIAL SECURITY NUMBER TO CONTINUE INQUIRING:
123456789 OR: PRESS 'CLEAR' TO END TRANSACTION
  
```

4. The message, 'RECORD FOR PERSON WITH SSNXXXXXXXXX DELETED' is displayed.

```

SLDQ          FSIS DISQUALIFIED PERSONS TRACKING          DATE 02/07/06
                =====                                TIME 08:55:07

RECORD FOR PERSON WITH SSN xxxxxxxxx DELETED

SOCIAL SECURITY NUMBER:
FSIS CASE ID          :
NAME                  :
DATE OF BIRTH        :
COUNTY               :
COUNTY CASE NUMBER  :
WORKER NUMBER        :
DISQUALIFICATION CODE :
SYSTEM DATE           :
SYSTEM PURGE DATE    :

EITHER ENTER NEW SOCIAL SECURITY NUMBER TO CONTINUE INQUIRING:
123456789 OR: PRESS 'CLEAR' TO END TRANSACTION.
  
```

Change #2-2006	FSIS TRANSACTIONS TRANSACTION SCREEN NAME/DEFINITION AND SCREEN ACCESS	September 1, 2006
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- D. Enter the Source Person ID Number and the Target Person ID Number. Press Enter. To confirm the individual ID number combine process, the following message displays: 'PF1 TO COMBINE OR PF3 TO EXIT'. To continue with the combine process, press PF1. If the combine is successful, the following message displays: 'COMBINE SUCCESSFUL'.
1. If both the Source and Target ID numbers are included in an active or inactive EIS case **or** on a pending or denied/withdrawn EIS application, you **cannot** combine the two individual ID numbers. The following error message displays: 'SOURCE PERSON ON ACTIVE/INACTIVE/PENDING EIS CASE.'
 2. If the Source ID number is on an active or inactive EIS case or on a pending or denied/withdrawn EIS application, but the Target ID number is **not** on any EIS case, the following error message displays: 'SOURCE PERSON ON ACTIVE/INACTIVE/PENDING EIS CASE.'
 3. If both the Source ID number and the Target ID number are included in active FSIS cases, you **cannot** combine the two individual ID numbers. The following error message displays: 'COMBINE INVALID, BOTH SOURCE AND TARGET IDS ARE ON ACTIVE FSIS CASES.'
 4. If the Sex Code is different on the Source ID number and the Target ID number, you **cannot** combine the two individual ID numbers. The following error message displays: 'INCORRECT COMBINE OF MALE/FEMALE.'
- E. If the Source ID number contains a social security number and the Target ID number does not, the social security number from the Source ID is retained with the Target ID number.
- F. If the Source ID and the Target ID contains a social security number, the social security number from the Target ID is retained.
- G. If Ethnicity, Race, and Language values are present on the Target ID number, the values from the Target ID number are retained.
- H. If Ethnicity, Race, and Language values are present on the Source ID number but not on the Target ID number, the values from the Source ID are retained.
- I. A transaction tracking record (SLTR Transaction) is created when the individual ID number combine process is completed.
- J. No DSS-8590 is created with the individual ID combine process.
- K. When the individual ID number combine process is complete, the Transaction Code, the Transaction Effective Date, nor the number of incremented changes is updated on the FSIS active or inactive case or the transaction that is in hold status.