
Change #1-2011 **SLSE EBT ISSUANCE** **August 1, 2011**

FSIS 800 - SLSE - EBT Issuance

Change #1-2011
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800.01 GENERAL

The SLSE EBT Issuance Screen is used to issue Food and Nutrition Services benefits that could not be issued through the SLUP process or to cancel benefits that are in authorized status. This screen is also used for changing addresses and requesting new EBT cards for closed/denied/pending Food and Nutrition Services cases that have an existing EBT account. The benefits are displayed immediately on the SLII screen in 'AUTHORIZED' or 'CANCELLED' status.

Note: For FSIS Standards Mass Change, it is not necessary to key a SLAW Budget nor complete an SLSE transaction (DSS-8593) for the month prior to the mass change effective date. FSIS issues the benefit based on the Start Issuance Date that is entered and calculates the correct benefit amount based on the old and new standard amounts.

For example: FSIS Mass Change effective October 2008. If approving an application, effective September 2008, you can enter the Start Issuance Date of September 2008. FSIS issues the September benefit based on the old standard amount and issues the October and ongoing benefits based on the new standard amount.

800.02 SLSE - EBT ISSUANCE SCREEN

From the FOOD STAMP UPDATE MENU, key the transaction number for the SLSE transaction. Press ENTER. A prompt is displayed to enter the Food and Nutrition Services case ID number. Press ENTER. The following screen is displayed.

SLSE		ON-LINE STAMP STATUS				
ID:	123456789	ISSUE CYCLE:	03	TYPE:	3	
NAME:	EBT CASE	ACTION CODE:	00			
ADDRESS:	123 CASE ST	PH#:	0000000000	CD:	T:	
	RALEIGH NC 27603	TRANS CODE:	2	DATE:	030108	
		CERT FROM:	030108	TO:	083008	
LAST AUTH:	030108	AMOUNT:	0100	BEN MO:	0308	
ISSUE STAMP REASON:	AMOUNT:	BEN MO		AFFIDAVIT DATE:		
CANCEL	:					
NEW CARD WITH ADDRESS CHANGE (Y/N): -						
	AMOUNT	AUTH	BEN MO	TYPE	STATUS	ISSUED
	0020	052298	0308	SUP	AUTHORIZED	
	0100	051598	0598	SUP	CANCELED	
	0100	040198	0498	INT	ISSUED	040598

A. Screen Description

The upper part of the screen displays case identifying and selected case data. The center line displays details from the last on-line authorization (Last Issued). The lower line is to be used for a desired action and is followed by a list of up to the last 8 authorizations.

B. Issuance Reason Codes

- Y** Initial Issuance
- R** Restoration of benefits for a household that is currently certified
- W** Supplement for a reported change and miscellaneous reasons
- Z** Supplement to replace food destroyed in a disaster
- N** Restoration of benefits for a household not currently certified
- O** Replacement of destroyed food or replacement of benefits stolen under duress.

Reason code *W* generates a 'supplemental issuance', is displayed under 'TYPE' as 'SUP' and the issuance amount keyed does not exceed \$300.

Reason code *O* generates a 'replacement issuance', is displayed under 'TYPE' as 'REP', and the issuance amount keyed does not exceed \$300.

Reason code *Y* generates an 'initial' issuance and is displayed under 'TYPE' as 'INT', and amount keyed does not exceed \$300.

Reason codes *R* and *N* generate a 'restoration' issuance, are displayed under 'TYPE' as 'RLB', and the issuance amount keyed does not exceed \$300.

Reason code '*Z*' generates a 'supplemental issuance' for food destroyed in a disaster, is displayed under 'TYPE' as 'DIS', and the issuance amount keyed does not exceed \$300.

NOTE: FSIS allows a maximum daily allotment of \$300 when using SLSE issuance codes *Y*, *R*, *W*, *Z*, *N*, and *O*. If the issuance amount exceeds \$300, you must key the remaining amount on different days until the total amount is issued. If you attempt to key any of these issuance codes with an amount greater than \$300, an error message displays.

C. Issue Status Codes

The issue status codes outlined below are system generated and cannot be changed using this screen.

- 0** Authorized
- 1** Issued
- 7** Canceled

D. Generation of an Issuance

1. Enter the issuance reason code.
2. Enter the amount (four digits - use leading zeroes).
3. Enter the benefit month (four digits - MMY).
4. Enter the affidavit date if the issuance reason code is 'O' (six digits - MMDDYY).
5. Press Enter. A message appears 'PF2 TO ISSUE STAMPS - ENTER FOR CHANGES'. Before pressing PF2, double check to ensure all entries are correct. If correct, press PF2. Once PF2 is pressed, a screen is displayed with the message 'ISSUANCE ACCEPTED AND RECORDED'.

The issuance is immediately available on the SLII (Issuance Information) screen.

E. Cancellation of an Issuance

You may only cancel an issuance if the STATUS of the issuance is AUTHORIZED.

1. Enter an 'X' after CANCEL.
2. Enter an 'X' before the issuance on the listing to be canceled.
3. Press Enter. A message appears 'PF2 TO CANCEL ISSUANCE - ENTER FOR CHANGES'. Before pressing PF2, double check to ensure all entries are correct. If correct, press PF2. Once PF2 is pressed a screen is displayed with the message 'STATUS OF ISSUANCE WAS UPDATED BY ANOTHER USER'.

The issuance status changes from AUTHORIZED to CANCELED.

F. Correction of Information

Once an issuance is entered with the final step of PF2, corrections are not possible. The issuance may be canceled. Generate another issuance (but only one per day). If the canceled issuance is a regular or original issuance, the next issuance must be a supplemental code. The system does not generate two regular issuances in the same month.

G. Update An Address On A Denied/Closed Case Or Pending Application

Move the cursor to the address area. Change the address. The case identification and other case data cannot be changed. After the address change is keyed, you must decide if a new EBT card is needed by keying a 'Y' = (yes) or 'N' = (no) at the prompt 'NEW CARD WITH ADDRESS CHANGE'. You cannot request a new EBT card on SLSE screen without doing an actual address change.

The case is updated with the change of address and new card request. The changed address is sent to eFunds. The Transaction date and record number is not changed.

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ID:	123456789	ISSUE CYCLE:	03	TYPE:	3
NAME:	EBT CASE	ACTION CODE:	00		
ADDRESS:	123 CASE ST	PH#:	0000000000	CD:	T:
		TRANS CODE:	2	DATE:	030108
		CERT FROM:	030108		
RALEIGH NC 27603		TO:	083008		
LAST AUTH:	030108	AMOUNT:	0100	BEN MO:	0308
ISSUE STAMP REASON:		AMOUNT:		BEN MO	AFFIDAVIT DATE:
CANCEL:					
NEW CARD WITH ADDRESS CHANGE (Y/N): _					
AMOUNT	AUTH	BEN MO	TYPE	STATUS	ISSUED
0020	052206	0308	SUP	AUTHORIZED	
0100	051506	0506	SUP	CANCELED	
0100	0401068	0406	INT	ISSUED	040506

NOTE: If there is no EBT account set up for the case, no information is sent to eFunds.

H. Update Telephone Number/Code/Type On a Denied/Closed Case or Pending Application

Update of the Telephone Number (PH#), Company Code (CD), or Type (T) is optional on the SLSE screen. However, if a number is entered or changed, the correct company code and type must be entered. If the telephone number is zeros, FSIS requires Type Code 'N' and the Company Code must be blank.

The case is updated with the change of phone number/code/type. The transaction date and record number is not changed.

I. Multiple Actions

Only one of the above actions may be completed on each entry. Do not try to combine actions such as generating an issuance and cancellation of an issuance. Entry requests can be combined on one DSS-8593, but the separate screen entries are necessary.