North Carolina Department of Health and Human Services
Division of Social Services
Economic Independence Section
FSIS User's Manual

FSIS 900 - FSIS Disaster Instructions
Change #1-2009
May 1, 2009

900.01   GENERAL

A disaster is defined as an event that is severe enough for the United States Department of Agriculture, upon petition from the State, to give approval to the state office to authorize disaster Food and Nutrition Services applications. Once this authorization is received, the state office begins the process by which FSIS is updated to allow disaster cases to be keyed. The county is notified of the disaster period and when the county may begin keying disaster applications. Outlined below are the disaster application instructions that are used when the county is notified that keying may begin.

900.02   DISASTER APPLICATION PROCESS

All disaster applications must be completed through the SLUP process and use Transaction Code 1, even if there has been a previous Food and Nutrition Services case for the household. This does not apply to Food and Nutrition Services cases that are active at the time of the disaster.

A.   Complete a thorough name search. Assign an individual ID number to any individual that is to be included on the disaster application if one has not already been assigned.

From the FOOD STAMP INQUIRY MENU or the FOOD STAMP UPDATE MENU, enter the SLMU - Menu - SLUP/SLUO/SLIN item. Press ENTER. The CERTIFICATION MENU SCREEN is displayed.

```
SLMU              FOOD STAMP INFORMATION SYSTEM         Date 05/21/01
                ==============================          Time 07:41:07
                   CERTIFICATION MENU SCREEN
                -----------------------------------------------
   Transaction ID  : SLUP       ( SLUP, SLUO, or SLIN )

  FSIS Case ID    :          ( NOT Required For Initial Application )

  Check Digit     :          ( NOT Required For SLIN )

  Transaction Code : 1          ( REQUIRED For SLUP or SLUO:-
                                  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
```

Press ENTER from the CERTIFICATION MENU SCREEN. The SLUP screen is displayed.

```
SLUP - INITIAL APPLICATION     STANDARDS STARTING 03 01 01    Page 1 of 1

Case ID            Cnty: Geo     Adm    Expedite          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       Househld Ins       Utilities
Utility type       Other Expense      Dep Care          Medical Exp
Claim Indicator    Retroactive        Retro Type        Claim Coll
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 0000000000 0                    0000000 0    0000 0 000 0 0000   0   0
   ID 0000000000 DC    000 LSO 0000 SEX 0 0 OTH  0000 T1 0 T2 0    RACE  ETH
02 0000000000 0                    0000000 0    0000 0 000 0 0000   0   0
   ID 0000000000 DC    000 LSO 0000 SEX 0 0 OTH  0000 T1 0 T2 0    RACE  ETH


ENTER=Process PF3=End(No Update) PF4=FOH CLEAR=Cancel
```

B.   Key all necessary information for a Transaction Code 1, including the Disaster Indicator Type and Number and each individual ID number that is to be included on the Food and Nutrition Services disaster application. Press ENTER. The SLMU CERTIFICATION MENU is displayed with the application processed and the FSIS case ID number assigned.

NOTE: Disaster Indicator Type and Number are 2 fields that together uniquely identify a disaster event throughout the system. These are combined on the screen as one 2 character field to define the nature of the disaster to the system. The disaster types required are: H – Hurricane, T – Tornado, W – Flood, I – Ice, F – Fire, and E – Earthquake.

The allowable characters in the 2nd space of the disaster field will be 1-9. The number indicates the occurrence of the disaster.

Example: H1 indicates Hurricane#1, T2 indicates Tornado#2; etc.

C.   From the SLMU Certification Menu, key a Transaction Code 2 to approve the disaster application or key a Transaction Code 5 to deny the disaster application. Press ENTER. The SLUP screen is displayed.

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```
SLUP - INITIAL APPLICATION    STANDARDS STARTING 03 01 01    Page 1 of 1

Case ID           Cnty: Geo    Adm    Expedite          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         Househld Ins      Utilities
Utility type      Other Expense        Dep Care          Medical Exp
Claim Indicator   Retroactive          Retro Type        Claim Coll
Review Date 1      Review Type 1        Review Date 2     Review Type 2
Dependent Care Num   Lang     Prev ID #        Adv Action Guard
------------------------DEPENDENT INFORMATION-------------------------
MM    SSN   V     NAME            DOB  IN W EARN T PA T SS  ASI    I
01 000000000 0                 0000000 0    0000 0 000 0 0000    0   0
   ID 0000000000 DC  000 LSO 0000 SEX 0  OTH 0000 T1 0 T2 0   RACE ETH
02 000000000 0                 0000000 0    0000 0 000 0 0000    0   0
   ID 0000000000 DC  000 LSO 0000 SEX 0  OTH 0000 T1 0 T2 0   RACE ETH
NTER=Process PF3=End(No Update) PF4=FOH CLEAR=Cancel
```

1.   Transaction Code 2

    a.   Key all necessary information for the Transaction Code 2. The transaction code 2 information is the same as regular Food and Nutrition Services cases except:

        (1)   There is only a one-month certification period,

        (2)   The Disaster Indicator is a 2 digit alpha/numeric field,

        (3)   Do not enter an 'N' in the No Prorate field, the system defaults to an 'N'.

        (4)   Do not enter a Work Registration code for any individual. Leave blank.

        (5)   A SLUI screen is displayed to issue a disaster EBT card and set up a disaster EBT account instead of the SLIC screen.

            NOTE: If the Disaster Indicator was not keyed at the time the TC1 was keyed, you may key the Disaster Type/Number in the Disaster Indicator field at the time of the TC2; however, the Disaster Indicator field does not allow an entry when completing a TC5.

            Once all necessary information has been keyed for the case, the SLUI screen is displayed.

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```
SLUI / SLA997A    FSIS/EBTIS DISASTER SUI ENTRY SCREEN DATE:  05/21/01
                                                    TIME:  08:39:05
FSIS CASE ID :
NAME       :


       PLEASE ENTER THE LAST 4 DIGIT PAN NUMBER :
                     LAST 7 DIGIT SUI NUMBER :


DO YOU WISH TO CONTINUE : Y(Y/N)



ENTER = PROCESS INFORMATION
```

    b.   Key the 4 digit PAN Number and 7 digit SUI number. These numbers are provided to the county by the state office. Each county is assigned a sequence of prepinned disaster EBT cards and the disaster EBT cads are delivered to each disaster county. Make sure you have keyed unused PAN and SUI numbers. Press ENTER. If the number(s) has already been used, a message and information is displayed and you must correct. If all information is correct, you are prompted to press ENTER twice to update.

           NOTE: **The SLUI screen may be accessed directly from the Food Stamp Update Menu if a correction is needed. A prompt is displayed to key the FSIS case ID number when the SLUI transaction item is keyed. The transaction must be corrected the same day the TC2 is keyed.**

    c.   The SLMU menu is displayed with the message:

           'CASE REC UPDATED, SUI ASSIGNED FOR THIS CASE'

    d.   If a Disaster Type/Number is not keyed in the Disaster Indicator field and you have completed a TC2, the EBT account is set up as a regular EBT account. To correct, you must complete a TC7 to close the case on the **same day the TC2 is keyed**. Key another TC1 with the Disaster Type/Number in the Disaster Indicator field. Complete the TC2 to certify the disaster Food and Nutrition Services case.

    e.   FSIS closes the disaster case the month following the certification thru date.

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2.   Transaction Code 5

If the disaster application must be denied, use Transaction Code 5 and key all necessary information on the SLUP screen to deny the application. There is no difference in keying a denial for a disaster application and a regular Food and Nutrition Services application, except the disaster indicator is a Disaster Type/Number (2 digit alpha/numeric field) for the disaster application. The disaster DSS-8590 is printed in the nightly update and mailed to the county dss the next workday.

Note: If the Disaster Indicator was not keyed at the time the TC1 was keyed, the Disaster Indicator is not allowed when completing a TC5.

900.03   DISASTER FOOD AND NUTRITION SERVICES CASE TO A REGULAR FOOD AND NUTRITION SERVICES CASE

If the Food and Nutrition Services case is to continue after the disaster period, you must complete a TC7 to close the disaster Food and Nutrition Services case (if prior to the system closure). Complete a TC1 or TC3 (if there was a regular Food and Nutrition Services case prior to the disaster Food and Nutrition Services case). Complete a TC2 to certify the Food and Nutrition Services case. You cannot use the disaster FSIS case ID for the regular Food and Nutrition Services case. The household cannot use the disaster EBT card for regular benefits. If the household does not have a regular EBT card, you must issue a regular EBT card through the SLIC screen for regular Food and Nutrition Services benefits.

900.04   EBT DISASTER MANIFEST - SLMF

The EBT Disaster Manifest is used to determine if the PAN and SUI numbers have been assigned to a case.

A.   From the FOOD STAMP INQUIRY MENU, key the SLMF item number. Press ENTER. The FNS EBT CARD MANIFEST INQUIRY SCREEN displays.

```
SLMF/SLA380A        FNS EBT CARD MANIFEST INQUIRY SCREEN              PAGE
DATE:03/24/2009                                                       TIME: 12:23:26

PLEASE ENTER SUI NUMBER FROM: _____        TO:      _____
_____
                              FSIS      CLIENT NAME    DEPENDENT
 SUI NUMBER        PAN NUMBER   CASE ID   (fIrst 19 chars)      ID              SSN




 ENTER – PROCESS      PF3/CLEAR – EXIT      PF7 – BACKWARD      PF8 - FORWARD
```

B.   Key the beginning and ending SUI numbers assigned to your county in the FROM and TO fields. Press ENTER. The screen displays the SUI and the PAN numbers for the range that was keyed. For the SUI and the PAN numbers that have been assigned, the FSIS Case ID, Client Name (head of household), Dependent ID, and SSN are displayed.

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```
SLMF/SLA380A FNS EBT CARD MANIFEST INQUIRY SCREEN                    PAGE
DATE:            03/24/2009                                     TIME:     12:23:26

PLEASE ENTER SUI NUMBER  FROM:             8xxxxxx001      TO:  8xxxxxx500
_____
                                       FSIS       CLIENT NAME     DEPENDENT
SUI NUMBER  PAN NUMBER                  CASE ID    (first 19 chars)    ID        SSN

8xxxxx001   508xxxx06533969            946xxx662  JOHN B DOE       123436789r  222222222
8xxxxx002   508xxxx06533977            946xxx663  JANE A DOE       123456789q  1111111111
8xxxxx003   508xxxx06533985
8xxxxx004   508xxxx06533993


ENTER - PROCESS  PF3/CLEAR - EXIT   PF7 - BACKWARD           PF8 - FORWARD
```

900.05   REPLACEMENT OF DISASTER EBT CARDS

A.   If a disaster EBT card has been reported lost/stolen, follow the current EBT card replacement procedures that are used for regular EBT cards.

B.   If the disaster EBT card was assigned incorrectly to a disaster case, the worker must:

    1.   Deactivate the incorrect EBT card through the EBT Administrative Terminal, and

    2.   Use the SLUI screen to issue a new card for the case. A new account is also set up for the case.

        a.   From the FOOD STAMP UPDATE MENU, key the SLUI transaction item. Press ENTER.

        b.   A prompt is received to key the FSIS case ID number. Key the disaster FSIS case ID number. Press ENTER. The FSIS/EBTIS DISASTER SUI ENTRY SCREEN is displayed with the SLUI and PAN numbers assigned to the case and a prompt to change information.

```
SLUI/SLA997A          FSIS/EBTIS DISASTER SUI ENTRY SCREEN        DATE
                      07/26/01
                                                                  TIME:  08:25:48
FSIS CASE ID:             946267757
NAME              :TEST      DAYIA


                      YOUR LAST 4 DIGIT PAN NUMBER :  2725
                          LAST 7 DIGIT SUI NUMBER :  0000006




DO YOU WISH TO ASSIGN A NEW SUI/PAN        :y
ENTER = PROCESS INFORMATION
```

c.   Key the new unused SUI and PAN numbers, 'Y' to continue, and Press ENTER. FSIS checks to ensure the numbers have not already been used. If the numbers have not been used, the information is sent to Citibank in the nightly update and a new account is set up with the case ID and the new SUI and PAN numbers.

NOTE: BECAUSE OF DEACTIVATION OF THE INCORRECT EBT CARD, THE CLIENT CAN NO LONGER ACCESS ANY BENEFITS THAT MAY BE IN THE INCORRECT ACCOUNT. AN SLSE TRANSACTION (DSS-8593) MAY BE COMPLETED TO ISSUE THE BALANCE IN THE ACCOUNT AS A SUPPLEMENTAL FOR THE DISASTER CASE ONCE THE NEW ACCOUNT HAS BEEN SET UP.

900.06   REPORTS

Reports are generated during the disaster period to identify disaster applications, application approvals, issuances, and denials. Reports are made available at the time of the disaster.