

CHANGE NOTICE FOR MANUAL

DATE: August 12, 2009

MANUAL: Enterprise Program Integrity Control System (EPICS) User's Manual
CHANGE NO.: 1-2009
TO: County Directors of Social Services
EFFECTIVE: **September 1, 2009**, make the following changes to the EPICS User's Manual

I. GENERAL

This change notice transmits revisions to the EPICS Manual. These changes are outlined below.

II. SPECIFIC CHANGES

A. EPICS 101 – Getting Started

Section 101.III.C. To Access a Main Menu Option is being revised to include the Tax Return Information message: *****Warning*** THE EPICS APPLICATION CONTAINS FEDERAL TAX RETURN INFORMATION. UNAUTHORIZED USE OR DISCLOSURE OF THIS INFORMATION IS PROHIBITED BY THE TAXPAYER BROWSING PROTECTION ACT OF 1997. BY AUTHORITY OF N.C.G.S. 110-139, ONLY AUTHORIZED STAFF SHOULD ACCESS THE FOLLOWING EPICS INFORMATION.**

B. EPICS 102 – Referrals

EPICS 102.V.D. To Transfer a Referral Out of State – Food Stamps Only is being revised to include the note:

EPICS does not send notification to the debtor or to the out of state case worker. The 'OT' Referral Status stops all forms of collections. For example: Recoupments, TOP, DOR, and Lottery.

C. EPICS 103 – Claims

EPICS 103.VI. TOP Process (Food and Nutrition Services Only) is being revised to add instructions for not submitting an individual to TOP when a county approved repayment agreement is signed and the debtor is not delinquent.

EPICS does submit an individual to TOP when a county approved repayment agreement is not signed and the debtor is delinquent.

The EPICS User's Manual has been updated with these changes and is available in PDF format (see below).

III. INSTRUCTIONS FOR MAINTENANCE OF THE EPICS USER'S MANUAL

To maintain your current hard copy of the EPICS User's Manual:

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-10/chg/>
2. Click on Change No. 1-2009
3. Click on the "CN 1-2009" and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hard copy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
101	1-4	101	1-3
102	1-2, 25-26	102	1-2, 25-26
103	1-2, 27-36	103	1-2, 27-36

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

Sincerely,



Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

HB:wc
Attachments
[EPICS_CN1-2009](#)
[EPICSc101](#)
[EPICSc102](#)
[EPICSc103](#)