

CHANGE NOTICE FOR MANUAL

DATE: April 16, 2002

MANUAL: Food Stamp Information System (FSIS) User's Manual

CHANGE NO: 1-2002

TO: County Directors of Social Services

EFFECTIVE May 1, 2002, make the following changes to the FSIS User's Manual.

I. GENERAL

This change notice transmits revisions to the FSIS User's Manual. The changes are outlined below.

A. FSIS Table of Contents

FSIS Table of Contents is revised to add FSIS Section 1400, Elderly Nutrition Pilot Project - Commodity Alternative Benefit (CAB). This section applies only to Alamance County.

B. FSIS Section 503

FSIS Section 503, Client Record DSS-8590 Instructions, is revised to include:

1. Clarification of Emergency Service Codes 1 and 3 and benefit issuance for the two codes.
2. Clarification of Prorated Allotment amounts of less than \$10.
3. Clarification of QR Certification (CP counter) and Interview Month.
4. Clarification of allotment amounts for one or two member cases and those cases that contain three or more members.
5. Income in the food stamp benefit calculation for those individuals with a dependent relationship code 'J.' Also, a new warning message displays if an individual on the case is 17 years old or younger and the case contains an individual whose dependent relationship code is 'J.'
6. Addition of the new Commodity Alternative Benefit (CAB) field on the SLUP/SLUO and SLIN Screens. Valid values 'Y,' 'N,' or blank. If blank, the system defaults to 'N.'

C. FSIS Section 600

FSIS Section 600, Electronic Benefits Transfer, is revised to include the schedule of benefit availability in the EBT account based on the last digit of the head of household's social security number. Individuals in an Alcohol and Drug Treatment Center (ADTC) are not included in the schedule. For cases assigned to an ADTC, the benefits are available the 5th, 15th, and 25th of the month.

D. FSIS Section 1100

FSIS Section 1100, Transaction Tracking Inquiry, is revised to include data that displays in the:

1. SCRN field of the Transaction Tracking Selection Screen.

2. PROCESS field of the Transaction Tracking Inquiry Screen.
3. USER ID field of the Transaction Tracking Selection Screen, Transaction Tracking Inquiry Screen, and EBT STAMP STATUS Screen.
4. Commodity Alternative Benefit (CAB) field on the Transaction Tracking Inquiry Screen. The value displayed in this field is 'Y' or 'N.'

E. FSIS Section 1200

FSIS Section 1200, FSIS Reports, is revised to include clarification of cases displayed on the Redetermination Due/Review for Change Report.

F. FSIS Section 1400

FSIS Section 1400, Elderly Nutrition Pilot Project – Commodity Alternative Benefit (CAB), is a new section and applies only to Alamance County. These cases include only persons 60 and older. Food stamp eligibility must exist to receive the alternative method of receiving food assistance.

II. INSTRUCTIONS FOR MAINTENANCE OF THE FSIS USER’S MANUAL

<u>REMOVE</u>		<u>INSERT</u>	
<u>Section</u>	<u>Pages</u>	<u>Section</u>	<u>Pages</u>
Table of Contents	1- 2	Table of Contents	1- 2
503	1- 4	503	1- 4
	15-35		15-33
600	1- 4	600	1- 4
1100	3- 8	1100	3- 7
1200	14-15	1200	14-15
Nothing to Remove		1400	1-10

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

Sincerely,

Wilbert R. Morris, Chief
Economic Independence Section

BA/bh
Attachments