

## CHANGE NOTICE FOR MANUAL

DATE: December 17, 2003

**MANUAL:** Food Stamp Information System (FSIS) Users Manual

**CHANGE NO.:** 3-2003

**TO:** County Directors of Social Services

**EFFECTIVE:** **January 1, 2004**, make the following changes to the FSIS Users Manual.

### I. BACKGROUND

The purpose of this change notice is to update the FSIS Users Manual to correspond with the Food Stamp policy changes that implemented Semi-annual, Standard, Simplified recertification as well as Transitional Food Stamp benefits. The changes also include updated information on the DSS-8590 Quick Reference Guide.

### II. SPECIFIC CHANGES

#### A. Section 503

1. Field 13, Recert Status is being updated to identify the recertification codes and how FSIS determines them. Code T is being added for cases in Transitional Food Stamp status.
2. Field 45, Utility Type on the DSS-8590 is revised to remove codes 3 and 6. These codes are no longer valid.
3. The DSS-8590 Figure 1 and Figure 2 are being added to the online manual. These figures were left out of the online manual during the last update. These figures were included in the paper copy of Change No. 1-2003 and are not being reissued.
4. The DSS-8590 Quick Reference Guide is updated to remove codes 3 and 6. These codes are no longer valid in Field 45, Utility Type. Field 13, Recertification Types, is also added to the DSS-8590 Quick Reference Guide.

#### B. Section 800.02, EBT Issuance

Issuance reason codes have been updated to correspond with the Food Stamp Certification Manual. Definitions are being changed for codes Z and O. The new definition for issuance code Z is reserved for future use. The definition for issuance code O is revised to identify a supplement for replacement of destroyed food or replacement of benefits stolen under duress.

**C. Section 1200.02, Redetermination Due/Review for Change Report (SLER024-01)**

The Redetermination Due/Review for Change Report (SLER024-01) is updated to add the Semi-Annual Recertification (SAR) column. This column displays an indicator identifying which notice is produced. This field displays an N if the case received a Notice of Expiration, displays an R if the case received a DSS-2435SR, or displays an S if the case received a DSS-2435-SSI form.

**III. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP USERS MANUAL**

<u>Section</u>	<u>Remove</u>	<u>Pages</u>	<u>Section</u>	<u>Insert</u>	<u>Pages</u>
503		9-12, 15-18	503		9-12, 15-18
800		1-3	800		1-3
1200		14-16	1200		14-16

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

Hank Bowers, Chief  
Performance Reporting/Automation

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Attachments

[FSISs503](#)

[FSISs800](#)

[FSISs1200](#)

[FSISs503f1](#)

[FSISs503f2](#)