

CHANGE NOTICE FOR MANUAL

DATE: October 28, 2004

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

CHANGE NO: 3 - 2004

TO: County Directors of Social Services

EFFECTIVE: November 1, 2004

I. GENERAL INFORMATION

This Change Notice transmits revisions to the FSIS User's Manual. These revisions include changes to Work Registration Code definitions and screens that display Race, Ethnicity and Language Codes that were not included in FSIS User's Manual Change No. 2-2004.

For further information concerning the Work Registration Code revisions, please refer to DSS Administrative Letter Economic Services No. 6-2004 (Food Stamps).

A. Work Registration Codes

The United States Department of Agriculture regulations require that all mandatory Food Stamp participants ages 16 through 59 must be registered for work, unless exempt from work requirements. Effective July 1, 2004, the Work Registration Codes of "J" and "P" were rendered invalid in Workfare and Exempt counties (formerly geographically remote). Work Registration Codes in those counties were electronically changed to "R" (registered) the night of June 30, 2004. Code "R" is now included as a valid Work Registration Code for Workfare and Exempt Counties.

FSIS Section 503 is revised to:

- a. Remove code "P" as a valid Work Registration Code for Workfare Counties.

- b. Include code "R" as a valid Work Registration Code for Workfare Counties.
- c. Remove code "J" as a valid Work Registration Code for Geographically Remote Counties.
- d. Include code "R" as a valid Work Registration Code for Geographically Remote Counties.
- e. Redefine E&T Code "E" as WFFA applicant or recipient who participates in Work First Employment Services.
- f. Redefine Workfare Code "E" as WFFA applicant or recipient who participates in Work First Employment Services.
- g. Redefine Geographically Remote Counties as Exempt Counties.
- h. Remove ABAWD Codes 01-09.
- i. Redefine ABAWD Codes 10-15 to match definitions in the Food Stamp Certification Manual.

B. Race, Ethnicity, and Language Codes

The screens which will display the new Race, Ethnicity, and Language codes include the following: SLUP, SLUO, SLNC, SLNS, SLIN, and SLTR.

Sections updated to reflect these new codes include:

Section 502.03; updates the SLUP/SLUO screens; Section 502.14 updates the SLNC screen; Section 502.12 updates the SLIN screen; Section 502.14 updates the SLNC screen; Section 502.15 updates the SLNS screen; Section 503 updates the Client Record DSS-8590 Instructions; Section 600 updates the SLNC screen; Section 700 updates the SLUP/SLIN screens; Section 900 updates the SLUP screen; Section 1100 updates the SLTR/SLUP screen; and Section 1400 updates the SLUP screen.

II. INSTRUCTIONS FOR THE MAINTENANCE OF THE FOOD STAMP INFORMATION SYSTEM (FSIS) USER'S MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages
502	5-6, 23-24, 25-28	502	5-6, 23-24, 25-28
503	9-10,19-20, 23-26,33-34, 503 Figure 1	503	9-10,19-20, 23-26,33-34, 503 Figure 1
600	7-8	600	7-8
700	1-2	700	1-2
900	1-4	900	1-4
1100	3-7	1100	3-7
1400	3-8	1400	3-8

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

Sincerely,



Hank Bowers, Chief
Performance Reporting/
Automation Section

HB/cd/sws
Attachments

[502](#)

[503](#)

[600](#)

[700](#)

[900](#)

[1100](#)

[1400](#)