CHANGE NOTICE FOR MANUAL

DATE: October 27, 2006

MANUAL: Food Stamp Information System (FSIS) Manual

CHANGE NO.: **3-2006**

TO: County Directors of Social Services

EFFECTIVE: **November 1, 2006,** make the following changes to the FSIS User's Manual

I. **GENERAL**

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

II. **SPECIFIC CHANGES**

  A. **FSIS Table of Contents**

    The table of contents is revised to change the title of section 102 from X/PTR - Report Distribution System to NCXPTR - Report Distribution System

  B. **FSIS - 102 NCXPTR Report Distribution System**

    Sections 102.01 thru 102.04, 102.06, 102.08 and 102.09 were revised to change the text 'X/PTR' to 'NCXPTR'.

  C. **FSIS 200 - FSIS Name /SSN Search/ID Assignment/ Name Change**

    Section 200.01 is revised to:

    1. Add instructions on how to do a SSN search using the entire SSN.

    2. Update instructions on how to do a SSN search using the last 4-digits of the SSN.

  D. **FS 300 - Verification Inquiries**

    Section 300 is revised to:

    1. Remove sections 301.01 thru 301.11 and the **<u>BENDEX</u>** link to the EIS Manual was added so that the most current instructions are provided.

    2. Remove sections 302.01 thru 302.06 and the **<u>SDX</u>** link to the EIS Manual was added so that the most current instructions are provided.

    3. Remove sections 303.01 thru 303.06 and the **<u>SOLQ</u>** link to the EIS Manual was added so that the most current instructions are provided.

4.   Remove sections 305.01 thru 305.05 and the **ESC** link to the EIS Manual was added so that the most current instructions are provided.

5.   Remove sections 306.01 thru 306.04 and the **Department of Correction** link to the EIS Manual was added so that the most current instructions are provided.

6.   Remove sections 307.01 thru 307.08 and the **Department of Transportation** link to the EIS Manual was added so that the most current instructions are provided.

E.   **FSIS 503 - Client Record DSS-8590 Instructions**

Section 503.06 is revised to:

1.   Add a note to (Field 39) to provide clarification on resource limits.

2.   Add a new example of Claim Code 'V' (Field 65).

3.   Provide clarification on the use of code 'W' (Field 80K).

F.   **FSIS 600 - Electronic Benefits Transfer (EBT)**

Section 600.02 is revised to:

1.   Delete the text SLUO.

2.   Add the new text for Issuance reason code 'Z'. This code is displayed under 'TYPE' as 'DIS'.

G.   **FSIS 800 - SLSE - EBT Issuance**

Section 800.02 (B) is revised to add new text for Issuance reason code 'Z'. This code is displayed under 'TYPE' as 'DIS'.

H.   **FSIS 1100 - Transaction Tracking Inquiry**

Sections 1100.01 and 1100.02 were revised to remove the text 'SLUO'.

I.   **FSIS 1200 - FSIS Reports**

1.   Sections 1200.01 and 1200.02 were revised to change the text 'X/PTR' to 'NCXPTR'.

2.   Section 1200.02(Z) is revised to include a new report, entitled 'List of SNAP/NON-SNAP cases with duplicate name and DOB'. The report is in NCXPTR under the name 'SLA082EP-01'. This section is also updated to add an example of the report and its retention period & frequency.

J.   **FSIS 1400 - Elderly Nutrition Pilot Project, Community Alternative Benefit**

1.   Section 1400.02 is revised to remove the text 'SLUO'.

2.   Section 1400.12, Automated Food Stamps (AFS), is no longer valid and was deleted.

3.   Section 1400.13 is revised to change the text 'X/PTR' to 'NCXPTR'.

K.   **FSIS 1500 - State Office Contacts**

Section 1500.01 is revised to update the link to the State Office Contacts.

III.   **INSTRUCTIONS FOR MAINTENANCE OF THE FSIS USER'S MANUAL**

To maintain your current hard copy of the FSIS 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-35/chg/

2.   Click on Change No. 3-2006

3.   Click on the "**CN 3-2006**" 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 hardcopy of the manual:

REMOVE		INSERT	
SECTION	**PAGES**	**SECTION**	**PAGES**
TOC	1-2	TOC	1-2
102	1-16	102	1-16
200	1-6	200	1-6
301	1-34	301	1
302	1-48	302	1
303	1-39	303	1
305	1-11	305	1
306	1-3	306	1
307	1-18	307	1
503	1-2, 21-28, 35-36	503	1-2, 21-28, 35-36
600	1-4, 9-15	600	1-4, 9-16
800	1-2	800	1-2
1100	1-7	1100	1-7
1200	1-2, 25	1200	1-2, 25-26
1400	1-10	1400	1-10
1500	1	1500	1

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:mb
Attachments

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FSISsTOC
FSISs102
FSISs200
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