

## CHANGE NOTICE FOR MANUAL

DATE: August 16, 2012

**MANUAL:** Food Stamp Information System (FSIS) User's Manual  
**CHANGE NO.:** 2-2012  
**TO:** County Directors of Social Services  
**EFFECTIVE:** August 1, 2012, 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 503 – Client Record DSS – 8590 Instructions

1. FSIS 503.06 is being revised to add the following codes:
  - a. Table 1 (Employment & Training Counties) codes - (AT; BT; CT; DT; ET; FT; GT; HT; IT; KT; NT; RT; VT).
  - b. Table 2 (Workfare Counties) codes – (AT; BT; CT; DT; ET; GT; HT; IT; KT; NT; PT; RT; ST; VT).
  - c. Table 3 (Non E&T) codes – (AT; BT; CT; DT; ET; FT; GT; HT; IT; KT; NT; RT; VT).
  - d. Table 4 (ABAWD Work Registration Codes Valid for Every County) codes – (OT; 1T; 3T; 4T; 5T).
2. FSIS 503.06 Description of DSS-8590 Fields – Field 80K Dependent Relationship (1 Digit) is being revised to indicate that a boarder is not included in the utility calculation.

#### B. FSIS 600 – Electronic Benefits Transfer (EBT)

FSIS 600.01 General is being revised to change the benefits available dates to 3<sup>rd</sup> through 21<sup>st</sup> calendar day based on the last digit of the social security numbers.

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

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

- A. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-35/chg/>
- B. Click on Change No. 2-2012.
- C. Click on the "**CN 2-2012**" and attachment links at the bottom of the page to print the Change Notice and the attached documents.

- D. 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:

<b>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
<b>503</b>	<b>1-2, 29-40</b>	<b>503</b>	<b>1-2, 29-41</b>
<b>600</b>	<b>1-2</b>	<b>600</b>	<b>1-2</b>

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:kb  
Attachments  
[FSIS\\_CN2-2012](#)  
[FSISs503](#)  
[FSISs600](#)