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FSIS 100 SYSTEM ACCESS
Change #2-2005
May 16, 2005

FSIS 101 FSIS Logon and Logoff Procedures

101.01 GENERAL

This system contains data on all the individuals currently receiving or who previously received food stamps.

A. FSIS consists of four menu screens:

MASTER MENU This menu displays several options. The option you would use to navigate through FSIS using the menu functions is the Food Stamp Master Menu option.

FOOD MASTER STAMP MENU This menu allows you to select two options either go to the Food Stamp Inquiry/Update menu functions or logoff CICS.

FOOD STAMP INQUIRY MENU This menu displays inquiry functions for which you are authorized.

FOOD STAMP UPDATE MENU This menu displays update functions for which you are authorized.

B. A prompt is displayed when a FSIS Case ID Number or Social Security Number (SSN) is required for the selection you have made. If additional data is not required for the selection you have made, no prompt is displayed and the transaction screen is displayed.

C. The Master Menu, Food Stamp Inquiry Menu or Food Stamp Update Menu is displayed once the transaction is completed either immediately, once ENTER is pressed from the prompt displayed, or by pressing the F10 key if a clear screen is displayed with no prompt. Depending on which menu the selection was made determines the menu that is displayed. An example of the ENTER prompt is displayed below:

```
+-----CICS-SSO-----+  
Press ENTER for Menu
```

101.02. FOOD STAMP LOGON INSTRUCTIONS

A. FROM THE BANNER SCREEN WHICH SHOWS THE MESSAGE, IS CONNECTED TO THE STATE NETWORK, KEY SCC1CICS. Press ENTER. The following CICS screen is displayed.

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```

Welcome To SCC1CICS (CICS/ESA 3.3.0.) Food Stamps Production Region

      cccccccccccc\      IIIIIIIIIIIIIII\      cccccccccccc\      ssssssssssss\
      cccccccccccc\      IIIIIIIIIIIIIII\      cccccccccccc\      ssssssssssss\
      cccc\////////\      \\\III\////////\      cccc\////////\      ssss\////////\
      cccc\              III\              cccc\              ssss\
      cccc\              iii\              cccc\              ssss\
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      cccc\              iii\              cccc\              ssss\
      cccccccccccc\      IIIIIIIIIIIIIII\      cccccccccccc\      ssssssssssss\
      cccccccccccc\      IIIIIIIIIIIIIIIi\      cccccccccccc\      ssssssssssss\
      \\\////////\      \\\////////\      \\\////////\      \\\////////\
                                                                    PF 1 Help
                                                                    PF 3 Exit
      ..fill in bill-code (as:bbb-ddd).

      Userid   ==>              bill-cde   ==>
      Password ==>              new pswd   ==>
      Please fill in your Userid and Password and press ENTER

News ----- PF 2 Zoom
|
|
+-----+
Mon Jul 1 07/01/96 18:38:18 term=B132/BDT132 sys=CICSSCC1 cpu=SYSE USER
  
```

B. From the CICS screen, key your RACF-ID, BILL-CDE, and PASSWORD. Press ENTER. The following FSIS Menu is displayed.

NOTE: ONLY THE OPTIONS YOU ARE AUTHORIZED TO USE ARE DISPLAYED ON THE MENU YOU RECEIVE. YOUR MENU OPTONS MAY BE DIFFERENT FROM OTHER WORKERS. OPTIONS ARE BASED ON YOUR RACF ID SECURITY.

```

Command ==>
      NC Dept. of Health and Human Services
      MASTER MENU
      1 FOOD MASTER STAMP MENU
      2 Blank Screen (CICS
      3 Logoff CICS
      4 CICS Administration Menu (SO)
      F1/F13=HELP
  
```

C. From the MASTER MENU:

1. To use the Food Stamp Menu functions, key the item number for the Food Stamp Menu option in the COMMAND field and press ENTER. The NC Dept Health and Human Services Food Stamp Menu is displayed.

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```
Command ===>
                NC Dept. of Health and Human Services
                FOOD STAMP MASTER MENU
                  1 FOOD STAMP INQUIRY->UPDATE
                  2 Logoff CICS
F1/F13=HELP F3/F15=END
```

2. To view transactions from a Blank screen, key the item number for the Blank screen option in the COMMAND field and press ENTER. A Blank screen is displayed. If you later need to use the menu feature, press F10, and the Master Menu is displayed. Follow the commands to reach the Food Stamp Inquiry and Food Stamp Update Menus.

D. There are two pages of the Food Stamp Master Menu, Inquiry and Update. From the Food Stamp Master Menu, key the item number for Food Stamp Inquiry->Update in the COMMAND field, and press ENTER. The FOOD STAMP INQUIRY MENU is displayed.

NOTE: ONLY THE OPTIONS YOU ARE AUTHORIZED TO USE ARE DISPLAYED ON THE MENU YOU RECEIVE. YOUR MENU OPTIONS MAY BE DIFFERENT FROM OTHER WORKERS. OPTIONS ARE BASED ON YOUR RACF ID SECURITY.

```
Command ===>
                North Carolina Department of Health and Human Services
                FOOD STAMP INQUIRY MENU

1 SLMU – MENU – SLUP/SLUO/SLIN
2 SLNS – Name Search
3 SLNM – Name Match
4 SLSN – SSN Match
5 SLII – Benefit Inquiry
6 SLCI – Claim Inquiry
7 SLAI – Auth Rep/ATDC Inquiry
8 SLID – IPV Disqualif. Inquiry
9 SLFI – Forms On Hold Inquiry

10 SLDI - Commodity Inquiry
11 SLWI - Cnty Worker Number Inq
12 ERTI - User ID Maintenance (SD)
13 SLRI - Recon Info
14 SLMC - Mass Change Update (SO)
15 SLMI - Mass Change Inq (SO)
16 SLMF - Electronic Manifest Inq
17 SLCP - Disaster EBT Cards
18 SLTR – Transaction Tracking
19 -- FS UPDATE Menu

F1/F13=HELP FS/F15=END
```

E. To display any of the inquiry transactions, key the item number in the COMMAND field and press ENTER. If the transaction requires a FSIS Case ID number or ssn, a prompt is displayed. Enter the necessary information on the prompt screen, press ENTER, and the transaction screen is displayed. If the transaction does not require a FSIS Case ID number nor an ssn, no prompt is displayed. The transaction screen is displayed.

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1. An example of the prompt screen is displayed below requesting more information to display the transaction screen you wish to view.

FOOD STAMP INFORMATION SYSTEM
(CICS – SSO)

PLEASE ENTER A 9 DIGIT CASE ID:

F12=CANCEL “ENTER” KEY = CONTINUE

If you wish to cancel from the prompt screen, press the F12 key and the Food Stamp Inquiry Menu is displayed.

2. To view the Menu Help Screen, press F1, and the Help screen is displayed.

+---Help Facility-----+
Command=➔

Food Stamp INQUIRY ->UPDATE

F12=CANCEL

If you wish to cancel from the menu Help screen, press the F12 key and the Food Stamp Inquiry Menu is displayed.

3. To view a Help Screen for a transaction, key an H to the left of the item number or the first digit of an item number that has two digits of the transaction you wish to view. Press Enter. The transaction help screen is displayed. An example is shown below.

+---Help Facility-----+
Command=➔

SLNS – Name Search
The text of the transaction help screen
Is displayed here.

F12=CANCEL

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If you wish to cancel from the menu Help screen, press the F12 key and the Food Stamp Inquiry Menu is displayed.

- F. To display the Food Stamp Update Menu, key the update menu item number in the COMMAND field from the Food Stamp Inquiry Menu Screen. Press ENTER. The Food Stamp Update Menu is displayed.

```
Command ==>
North Carolina Department of Health and Human Services
FOOD STAMP UPDATE MENU

1 SLMU – SLUP/SLUO/SLIN      8 SLTO – Federal Tax Ref Offset
2 SLSE – EBT Issuance        9 SLCD – Commodity Update
3 SLNC – Name Change         10 SLCA - County Address/Tel
4 SLAR -- Auth Rep/ADTC Update 11 SLWV – Caseworker Name/Nbr
5 SLIC – EBT Card Issuance    12 SLRT – Message System
6 SLAW – FSIS Budget          13 SLFX – Ind Deact Process (SO)
7 SLDQ – Disqual Recipient Track 14 SLFD – Forms on Hold Delete
                               15 SLUI
                               16 SLCO - FSIS Person Combine

F1/F13=HELP FS/F15=END
```

1. To display any of the update transactions, key the item number in the COMMAND field and press ENTER. If the transaction requires a FSIS Case ID number or ssn, a prompt is displayed. Enter the necessary information on the prompt screen, press ENTER, and the transaction screen is displayed. If the transaction does not require a FSIS case ID number nor an ssn, no prompt is displayed. The transaction screen is displayed.
2. To return to the Food Stamp Inquiry Menu from the Food Stamp Update Menu, press the F3 Key.
3. An example of the prompt screen is displayed below requesting more information to display the transaction screen you wish to view.

```
(CICS SSO)

PLEASE ENTER A 9 DIGIT CASE ID:

F12=CANCEL ENTER KEY = CONTINUE
```

If you wish to cancel from the prompt screen, press the F12 key and the Food Stamp Update menu is displayed.

4. To view the Menu Help Screen, press F1 and the Help Screen is displayed.

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```
+---Help Facility-----+  
Command=→  
  
----→FS UPDATE Menu  
  
F12=CANCEL
```

If you wish to cancel from the menu Help screen, press the F12 key and the Food Stamp Inquiry Menu is displayed.

- 5. To view a Help Screen for a transaction, key an H to the left of the item number or on the first digit if the item number is two digits of the transaction you wish to view. Press Enter. The transaction help screen is displayed. An example is shown below.

```
+---Help Facility-----+  
Command=→  
  
SLNC - Name Change  
  
The text of the transaction help screen is displayed here.  
  
F12=CANCEL
```

If you wish to cancel from the menu Help screen, press the F12 key and the Food Stamp Inquiry Menu is displayed.

101.03 HELP SCREEN AND HELP SCREEN TEXT

A. Master Menu

- 1. Master Menu Press F1 to receive the following DHHS-MASTER Menu Help Screen:

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Command=>

DHHS MASTER MENU

The Master Menu allows you to choose:
Food Stamp Menu Navigate through FSIS using menus.
Blank Screen - Navigate through FSIS by using a
Blank screen to key the transactions.
Logoff CICS - Signs you off CICS.

F12=CANCEL

2. Food Stamp Menu

Enter H to the left of option 1 and press ENTER to receive the following Food Stamp Menu Help Screen.

Command=>

FOOD STAMP MENU

The Food Stamp Menu allows you to choose the FSIS
Navigation path, either
 (a) Inquiry/Update Menu process, or
 (b) Blank screen process
You may also sign off CICS from this screen.

F12=CANCEL

3. Blank Screen (CICS)

Enter H to the left of option 2 and press ENTER to receive the following Blank Screen (CICS) Help Screen.

Command=>

Blank Screen (CICS)

This choice exits to a CICS blank screen. From the
Blank screen you can enter any CICS Transaction you
Are authorized. You can also enter such transactions
On the 'Command===>' line of any menu screen.

F12=CANCEL

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101.04. Logoff CICS

- A. To receive the Food Stamp Menu to logoff CICS:
 - 1. From the Food Stamp Inquiry Menu, press F3, or
 - 2. From the Food Stamp update Menu, press the F3 twice.

The Food Stamp Menu Screen is displayed.
- B. From the Food Stamp Menu, key the Logoff item number in the COMMAND field. Press ENTER. The Banner screen is displayed.
- C. From a blank screen, key LOGOFF and press ENTER. The Banner screen is displayed.