
FSIS NAME/SSN SEARCH/ID ASSIGNMENT

Change #1-2011 **August 1, 2011**

FSIS 200 - FSIS Name /SSN Search/ID Assignment/ Name Change
Change #1-2011
August 1, 2011

200.01 NAME/SSN SEARCH AND INDIVIDUAL ID ASSIGNMENT

This function is used to search the Common Name Database for existing Individual ID's and Individual ID assignment.

A. Name Search Access Procedure

From a blank screen, key SLNS. Press Enter. The following screen is displayed.

SLNS / SLA980A	COMMON NAME DATA ENTRY SSN/NAME SEARCH	DATE: 10/09/97 TIME: 09:42:45
CASE ID		
F	SSN	FIRST M LAST
-	-----	- - - - -
SUF DOB S CO INDIVIDUAL SSI		
-	-----	- - - - -
ENTER CASE ID OR INDIVIDUAL DATE AND (S) TO NAME SEARCH		
F - (S)EARCH (A)SSIGN	PF3-END	PF5-REFRESH
	PF7-BACKWARD	PF8-FORWARD

B. Screen Description

1. CASE ID - Enter the FSIS case ID to view individuals included/associated with that FSIS case.
2. F - Function

Key one of the following:

S - Search
Key an 'S' to complete a social security number (SSN) or name search.

A - Assign
Key an 'A' to assign an Individual ID to an individual after a name and social security search (if available) has been completed.
3. FIRST M LAST - Name Fields
4. SUF - Name Suffix
5. DOB - Date of Birth (Must enter MMDDCCYY -> 09211957)
6. S - Sex - M (Male) or F (Female)

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7. CO - County Number - If entered, the search is made on the individuals in that county only. To ensure a thorough search, do not enter the county number. A statewide search is then completed based on the search criteria entered.
8. INDIVIDUAL - Individual ID - (Do not key in this field.) The Individual ID displays when an individual is selected as a match from the list of potential matches or Individual ID assignment is performed.
9. SSI - SSI Indicator - (Do not key in this field.) The SSI Indicator displays when an individual is selected as a match from the list of potential matches.

Y - This person receives SSI.

N - This person does not receive SSI.
10. Press PF3 to end the SSN/Name Search function.
11. Press PF5 to refresh (clear) the SSN/Name Search screen.
12. Press PF7 to page backward from a list of potential match ID's.
13. Press PF8 to page forward from a list of potential match ID's.

C. Name Search Only

This function is used to identify an existing Individual ID. Up to thirteen (13) individuals may be listed and searched from one Name Search screen.

1. Enter 'S' in the F (Function) column.
2. Enter a minimum of first name, last name, and sex code; however, to narrow the search, enter date of birth, and the social security number.
3. Enter county number to search ID's in a specific county.
4. Press Enter.
5. FSIS displays a list of potential match ID's.

D. Social Security Number (SSN) Search Only

This function is used to identify individuals with the same Social Security Number (SSN) and potential matches when the last 4-digits of the SSN are used. Up to thirteen (13) individuals may be listed and searched from one Name Search screen.

1. SSN Search Using Entire SSN
 - a. Enter 'S' in the F (Function) column.
 - b. Enter the SSN in the SSN column.

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- c. Press Enter.
 - d. FSIS displays a list of potential match ID's.
2. SSN Search Using Last 4-Digits of SSN
- a. Enter zeroes for the first 5-digits of the SSN followed by the last 4-digits of the SSN.
 - b. Enter Individual's First Name and Last Name.
 - c. Enter if available Date of Birth, Middle Initial and County Number to narrow the search of potential matches.
 - d. Press Enter. FSIS displays a list of potential match ID's.

E. Name/Social Security Number Search and Individual ID Assignment

Use this function to do a complete Name Search. You may identify an existing Individual ID or assign a new ID. When completing Name Search for an application, you may search all individuals, up to thirteen (13), from one Name Search screen.

The minimum data to assign an individual ID is the first name, last name, date of birth, race, and sex code. Examples of names are outlined below. Further, no assignment of an individual ID is allowed with a social security number that is already present in the Common Name Database.

EXAMPLES:

Incorrect	Correct
Rip Van Winkle	Rip VanWinkle
Sarah B. Jones	Sarah B Jones
John Al-Amin	John AlAmin
B. Smith Jr.	B Smith Jr
Maria Rivero Gonzales	Maria RiveroGonzales

- 1. Enter 'S' in the F (Function) column. If more than one individual listed, enter 'S' for each individual.

SLNS / SLA980A	COMMON NAME DATA ENTRY	DATE: 10/09/97								
	SSN/NAME SEARCH	TIME: 14:38:23								
CASE ID:										
F	SSN	FIRST	M	LAST	SUF	DOB	S	CO	INDIVIDUAL	SSI
-	-----	-	-	-----	-	-----	-	-----	-----	---
s	111111111	name		search		10091952	f			
s		number		assigned		10091954	f			
ENTER CASE ID OR INDIVIDUAL DATA AND (S) TO NAME SEARCH										
F - (S)EARCH (A)SSIGN				PF3-END		PF5-REFRESH				
				PF7-BACKWARD		PF8-FORWARD				

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2. Enter, at a minimum, first name, last name, date of birth, race code, and sex code. Enter the SSN, if available. If an individual has had multiple names, complete a name search using each name.

NOTE: **HISPANIC NAMES SHOULD BE ENTERED IN FSIS AS RECIPIENT'S FIRST NAME, MIDDLE INITIAL, AND AS MUCH OF BOTH LAST NAMES POSSIBLE.**

EX. **Recipient's name is Jose R Gonzales Bonilla. Jose is the recipient's first name, R is the middle initial, last name Gonzales is the father's last name and Bonilla is the Mother's maiden name. Enter it into FSIS as Jose R GonzalesBon.**

NOTE: **IT IS MOST IMPORTANT THAT THE SEX CODE AND FIRST LETTER OF THE LAST NAME ARE KEYED CORRECTLY TO ENSURE A PROPER NAME SEARCH.**

3. DO NOT ENTER A COUNTY NUMBER. If you are performing Name Search for an application, a statewide search is required, even if there may be an existing Individual ID. You **CANNOT** assign an Individual ID if you enter a county number.

Enter the necessary information following instructions listed above. Press Enter. FSIS searches one individual at a time, beginning with the individual on the first line. FSIS uses the data entered to screen each individual against all individuals in the Common Name Database. The individual may have FSIS case history, EIS history, or both. Only FSIS case history displays in Name

Search through FSIS. You must inquire in EIS to view EIS history. You can identify an ID having EIS history and/or FSIS case history if a county number is displayed under 'ES CO' (EIS) and/or 'FS CO' (FSIS).

You may use any Individual ID assigned to an individual. If an individual has more than one ID and one ID has EIS history, always use the ID that has the EIS history. If no ID has EIS history but has multiple FSIS ID's, use the most current ID unless associated with a claim.

FSIS displays the following screen. When the Social Security Number is entered as part of the search criteria, FSIS completes name and SSN search at the same time. Individuals who match on SSN display first, then individuals who match on name and date of birth within 5 years. Only the first 120 potential matches display. When there are more than one page of potential matches, press PF8 to page forward one screen. Press PF7 to page backward to a previous screen.

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NAME CHANGE

SLNS / SLA980B		***** NAME/SSN SEARCH *****				PAGE	01 OF 01					
FIRST-NAME	MI	LAST-NAME	SUF	BIRTH-DATE	SSN	RACE	SEX	CO	NO			
NAME		SEARCH		10091952	111111111	W	F					
*****		004 M A T C H E S *****				10/09/97	*****					
S	FIRST-NAME	MI	LAST-NAME	SUF	DOB	IND-ID	ES	FS	R	CO	SSN	SSI
-	-----	--	-----	----	---	-----	-	-	--	--	-----	---
	NAME		SEARCH		05291950	111111111O	W	34	34	111111111		N
	AUGUSTINA		HOORAY		08141966	121111111R	O		60	111111111		N
	PRISCILLA		CURTAINS		01011995	131111111O	O		60	111111111		N
R - INDV R/E/L						PF9 - A11 R/E/L						
USE (S) FOR MORE INFORMATION - PRESS ENTER				PF2-END		PF3-PREVIOUS						
USE (X) FOR MATCHED INDIVIDUAL - PRESS PF3				PF7-BACKWARD		PF8-FORWARD						

4. From this screen you could identify the individual you are searching for, determine that an individual ID must be assigned, or determine that more research is needed.
 - PF2 ENDS THE NAME SEARCH FUNCTION
 - PF3 RETURNS YOU TO THE POTENTIAL MATCHES SCREEN
 - PF4 RETURNS YOU TO THE INITIAL SSN/NAME SEARCH SCREEN
 - PF9 Displays REL Screen all individuals.
- a. If you have identified the individual you are searching for, enter an 'X' in the S (Select) column beside the matched individual and press PF3. FSIS returns you to the initial SSN/Name Search screen along with the demographic data from the Common Name Database.
- b. If you have determined that an individual ID must be assigned, press PF3. FSIS returns you to the initial SSN/Name Search screen. Enter an 'A' to the left of the individual under F (Function) for which you wish to assign a new ID. Press Enter. This will take you to the REL Screen. Enter the appropriate codes and press PF1 to assign the ID.

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 NAME CHANGE**

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SLNS / SLA980D          COMMON NAME DATA ENTRY          DATE: 09/27/04
PAGE  1 OF  1          SSN/NAME SEARCH                   TIME: 15:30:02

CASE ID:

SSN      FIRST      M LAST      SUF  DOB      S P CO CO  ES FS  INDIVIDUAL  SSI
-----
      TOM      NAMESEARCH      01011960 M      947669852R
RACE:  W A B P I      ETHNICITY:  N      LANG:  EN

ADD NEW INDIVIDUAL COMPLETE - PRESS PF5 TO CONTINUE
RACE-A,B,I,P,W,U      ETHN-C,H,M,N,P,U
PF5-RETURN/PREV SCN
  
```

- c. Select R and press enter to view R/E/L for the individual.
- d. If you have determined that more research is needed, enter 'S' under S (Select) column to view the FSIS Case Information List. Press Enter. FSIS displays the following screen.

```

SLNS / SLA980C          FSIS CASE INFORMATION          PAGE          PAGE 01 OF 01

FIRST-NAME      M LAST-NAME      SUF BIRTH-DATE      SSN  RACE SEX CO NO
NAME            SEARCH            10091952  111111111  W  F  26

***** ACTIVE/INACTIVE CASE INFORMATION FOR 901473192M INDIVIDUAL-ID *****

S FIRST-NAME M LAST-NAME  SUF      DOB      IND-ID      S  SSN      FSIS-ID  C I
-----
NAME        SEARCH            09031913  1111111110  F  111111111  222222222  A I

USE (S) FOR MORE INFORMATION - PRESS ENTER PF2-END          PF3-PREVIOUS
PF4-SLA980A      PF7-BACKWARD PF8-FORWARD
  
```

- e. Enter 'S' in the S (Select) column to view the FSIS case you wish to view. The C field indicates whether the **case** is active (A) or inactive (I). The I field indicates if the individual is part of the case. If an 'N' is present, the individual is not part of the case. The SLIN - Food Stamp Inquiry screen is displayed.
 - PF2 ENDS THE NAME SEARCH FUNCTION
 - PF3 RETURNS YOU TO THE POTENTIAL MATCHES SCREEN
 - PF4 RETURNS YOU TO THE INITIAL SSN/NAME SEARCH SCREEN

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SLNS / SLA980D                COMMON NAME DATA ENTRY                DATE: 09/27/04
PAGE  1 OF  1                SSN/NAME SEARCH                        TIME: 15:45:24

CASE ID: 946625111

                ES FS
SSN      FIRST      M LAST      SUF  DOB      S P CO CO  INDIVIDUAL  SSI
-----
000000000 JOHN      ALAMANCE      01011960 M      92 947669794Q  N
RACE:  W A P B I      ETHNICITY:  U      LANG:  EN
000000000 MARY      ALAMANCE      02021962 F      92 9476697950  N
RACE:  W A B I P      ETHNICITY:  U      LANG:  EN

FIRST (OR ONLY) PAGE OF INDIVIDUALS
RACE-A,B,I,P,W,U      ETHN-C,H,M,N,P,U
PF5-RETURN/PREV SCN
  
```

- f. From this screen, you may view dependents on the case by entering P/2, PF2 to return to the initial SSN/Name Search screen, or PF3 to return to the FSIS Case Information screen within the Name Search function. The SLIN - Dependent Inquiry screen is displayed below:

```

                SLIN - D E P E N D E N T I N Q U I R Y                PAGE 2 OF 2

MM      SSN      V      NAME      DOB  IN  W  EARN T PA  T SS  ASI I
01 000000000 P JOHN  ALAMANCE  0101960 A R 0000 0 000 0 0000 0 I
ID 947669794Q DC 000 LSO 0000 SEX M OTH 0000 T1 0 T2 0 RACE WAPBI ETH U
02 000000000 P MARY  ALAMANCE  0202962 A R 0000 0 000 0 0000 0 I
ID 9476697950 DC 000 LSO 0000 SEX F OTH 0000 T1 0 T2 0 RACE WABIP ETH U

                P/X TO VIEW DEPENDENTS (X = PAGE TO VIEW)
                ENTER-CONTINUE PF2-SLA980A PF3-PREVIOUS
  
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- g. From this screen, you may view the case by entering P/I, PF2 to return to the initial SSN/Name Search screen, or PF3 to return to the FSIS Case Information screen within the Name Search function.

- h. Continue the process until you have researched each individual entered on the initial SSN/Name Search screen. When each individual on the initial SSN/Name Search screen has been searched and matched information or an 'A' is displayed for the individual(s), press Enter.
 - (1) FSIS displays a message ENTER ADDITIONAL INFORMATION OR PF1 TO ASSIGN INDIV ID.
 - (a) If you entered an 'A' to assign an individual ID, FSIS displays the R/E/L Screen. Choose appropriate Race, Ethnicity and Language codes. Press PF1 to assign ID.
 - (b) If you had a matched individual, FSIS updates with the match ID.

NOTE: NO ASSIGNMENT OF AN INDIVIDUAL ID IS ALLOWED WITH A SOCIAL SECURITY NUMBER THAT IS ALREADY PRESENT IN THE COMMON NAME DATABASE.

- (2) FSIS displays the message UPDATE COMPLETE-CONTINUE.
- (3) FSIS retains the name, date of birth, race code, sex code, and SSN already associated with that individual in the Common Name Database. If any of this data needs to be changed, use the Name Change function after completing the Name Search ID assignment process for the group.

NOTE: PRESS PF3 BEFORE PRESSING PF1 TO EXIT NAME SEARCH WITHOUT UPDATING.

PRESS PF5 BEFORE PRESSING PF1 TO REFRESH (CLEAR) THE NAME SEARCH SCREEN WITHOUT UPDATING.

F. Inquiry of Active/Inactive Individuals Associated with a FSIS Case ID

This function is used to identify all individuals (with individual ID numbers) associated with the same FSIS Case ID.

From the SSN/Name Search screen, enter the FSIS Case ID by the CASE ID field. Press Enter. FSIS displays the following screen listing the individuals associated with the case.

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NAME CHANGE

SLNS / SLA980A	COMMON NAME DATA ENTRY SSN/NAME SEARCH	DATE: 10/10/97 TIME: 11:48:42									
CASE ID: 246886045											
F	SSN	FIRST	M	LAST	SUF	DOB	S	R	CO	INDIVIDUAL	SSI
I	111111111	NAME		SEARCH		05291950	F	B	34	111111111O	N
I	000000000	JOB		SEARCH	SR	01011900	M	O	34	121111111Q	N
ENTER CASE ID OR INDIVIDUAL DATA AND (S) TO NAME SEARCH											
F - (S)EARCH (A)SSIGN				PF3-END				PF5-REFRESH			
PF7-BACKWARD				PF8-FORWARD							

200.02 NAME CHANGE FUNCTION

A. General Information

1. Changes to an individual's name, race, sex, date of birth, and social security number are made in the Common Name Database using the Name Change function.
2. The CURRENT field, SSI indicator, FSIS COUNTY, and EIS COUNTY are **display only** fields. You cannot change them on this screen.
3. You may not change ANY data for an individual whose SSI indicator is 'Y'. If you attempt to change data, FSIS displays an error message: INDIVIDUAL CANNOT BE UPDATED DUE TO SSI.
4. You may key multiple changes for an individual on the same day; however, you may enter only one change at a time.

B. Name Change Access Procedures

From a blank screen, enter SLNC. Press Enter. The following screen is displayed.

SLNC/SLA985A	COMMON DATA NAME CHANGE	DATE: 10/11/97 TIME: 08:00:00
INDIVIDUAL ID:		
WORKER NUMBER:	CURRENT	CHANGE
	-----	-----
SSN		
FIRST NAME:		
MIDDLE NAME:		
LAST NAME:		
SUFFIX:		
DOB:		
RACE Races		
(A/B/LP/W/U):		
SEX:		
ETH (C/H/M/N/P/U):		
LANGUAGE		
SSI:		
EIS COUNTY:		
FIS COUNTY:		
ENTER INDIVIDUAL ID AND WORKER NUMBER		
ENTER-PROCESS REQUEST		PF3-END
		PF5-REFRESH

➡ **PRESS PF3 TO END NAME CHANGE FUNCTION**

➡ **PRESS PF5 TO REFRESH (CLEAR) THE NAME CHANGE SCREEN**

C. Name Change Instructions

1. Enter the Individual ID of the person whose data you wish to change in the INDIVIDUAL ID field. Enter your WORKER NUMBER. Press Enter. FSIS displays the individual's current data from the Common Name Database.

SLNC/SLA985A	COMMON DATA NAME CHANGE	COMMON DATA TIME: 08:00:00
INDIVIDUAL ID:	1111111110	
WORKER NUMBER:	123	
	CURRENT	CHANGE
	-----	-----
SSN:	111111111	
FIRST NAME	NAME	
MIDDLE NAME:		
LAST NAME	SEARCH	
SUFFIX:		
DOB:	05291950	
RACE:	W	
SEX:	F	
SSI:	N	
EIS COUNTY	34	
FIS COUNTY	34	
ENTER INDIVIDUAL ID AND WORKER NUMBER		
ENTER-PROCESS REQUEST	PF3-END	PF5-REFRESH

2. Under the CHANGE column, enter the new data.

- a. NAME CHANGE - This function is used to change individual demographic data in the Common Name Database.

NOTE: CHANGING DATA ON AN INDIVIDUAL ID CHANGES THE SAME DATA ON ACTIVE CASES FOR THE INDIVIDUAL IN FSIS AND EIS, AS WELL AS PENDING FORMS IN EIS. DO NOT CHANGE DEMOGRAPHIC DATA WITHOUT COORDINATING WITH ANY OTHER WORKERS INVOLVED.

- (1) Enter letters only in the spaces provided.
- (2) Do not space between letters in a name.
- (3) Do not abbreviate.
- (4) Do not punctuate.
- (5) To delete the middle initial or suffix, enter an asterisk (*) in the field.

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- (6) If the length of the name exceeds the space available for first or last name, drop the ending letters.

EXAMPLES:

Incorrect	Correct
Rip Van Winkle	Rip VanWinkle
Sarah B. Jones	Sarah B Jones
John Al-Amin	John AlAmin
B. Smith Jr.	B Smith Jr
Maria Rivero Gonzales	Maria RiveroGonzales

- b. DATE OF BIRTH - Enter a two digit month, two digit day, and four digit year (09151957).
- c. Race Code

CODE	DEFINITION
A	Asian
B	Black or African American
I	American Indian or Alaska Native
P	Native Hawaiian or Other Pacific Islander
U	Unreported
W	White

- d. Sex – Enter F (Female) or M (Male)
- e. Ethnicity Code

CODE	DEFINITION
C	Hispanic Cuban
H	Hispanic Other
M	Hispanic Mexican
N	Not Hispanic/Latino
P	Hispanic Puerto Rican
U	Unreported

f. Language Code

CODE	Definition	CODE	Definition
EN	English	KO	Korean
SP	Spanish	LA	Laotian
AR	Arabic	MI	Miao
CA	Cambodian	MK	Mon-Khmer
CH	Chinese	PE	Persian
FR	French	PO	Polish
FC	French Creole	PG	Portuguese
GE	German	PC	Portuguese Creole
GR	Greek	RU	Russian
GU	Gujarati	SC	Serbo-Croatian
HI	Hindi	TA	Tagalog
HM	Hmong	TH	Thai
HU	Hungarian	UR	Urdu
IT	Italian	VI	Vietnamese
JA	Japanese	OT	Other

3. Once the changed data has been keyed, press ENTER. A message appears to press PF1 to confirm change. If error free, FSIS displays the message: UPDATE COMPLETE.

4. Error Messages:

SSN ALREADY ON FILE

The SSN you have entered is already in the Common Name Database in another individual ID. Check to ensure the correct number is entered.

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INDIVIDUAL DID NOT COMPLETE NAME CLEARANCE

Ensure the ID number is entered correctly. If so, change only one item at a time, for example first name, date of birth, etc.

5. FSIS updates the individual data on the:
 - a. Common Name Database (immediately),
 - b. FSIS active case (immediately),
 - c. EIS case and individual segments in EIS. The EIS case/individual data updates in the overnight process.

6. An 8590 is produced the night the change is made and mailed to the county the next workday.

7. EIS Changes

When an individual with the same Individual ID is in EIS and FSIS, changing an individual's name, race, sex, date of birth, or social security numbers in one system automatically changes it in the other.