FSIS 400 Authorized Representative (SLAR and SLAI)
Change #1-2011
August 1, 2011

400.01 GENERAL

An authorized representative is one who can apply for, obtain, and/or use Food and Nutrition Services benefits on behalf of the Food and Nutrition Services unit. An authorized representative subsystem is available in FSIS to accommodate EBTIS in issuing electronic benefits to authorized representatives.

When a FSIS case closes and an authorized representative is assigned, the authorized representative must be inactivated. The worker must inactivate the authorized representative. The system does not automatically inactivate.

The authorized representative subsystem consists of two transactions. Transaction **SLAR is used to search**, **add, or update information** on authorized representatives. Transaction **SLAI is an inquiry function** into the authorized representative subsystem.

400.02 SYSTEM ACCESS AND PROCESSING

A.   SLAR

   1.   Accessing the SLAR Transaction

            Log on to SCC1CICS (CICSSCCI for TCPIP sessions). Enter 'S' beside the 'SLAR' item number from the Food Stamp update menu. Press Enter. The following screen appears.

```
 SLA310A                 AUTHORIZED REPRESENTATIVE SYSTEM              01/07/98
                                   ADD/UPDATE                          16:16:38


 SELECT AN OPTION: _
      1.      ADD/UPDATE AN AUTHORIZED REPRESENTATIVE
      2.      ADD/UPDATE AN AUTHORIZED REP FOR A DRUG TREATMENT CENTER
      3.      UPDATE AUTHORIZED REPRESENTATIVE FOR FSIS ID: _____


 MESSAGES:
 Press 'ENTER' KEY TO PROCESS                                         PF3: CANCEL
```

   2.   Add/Search For An Authorized Representative

            To add a new authorized representative, key '1' at SELECT AN OPTION. Press Enter. The following screen appears.

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Change #2-2002   AUTHORIZED REPRESENTATIVE (SLAR AND SLAI)   December 1, 2002

```
SLA311A          SEARCH DATA BASE FOR AUTHORIZED REPRESENTATIVE   01/07/98
                             ADD/UPDATE                           16:41:46


SSN     FIRST-NAME MI  LAST-NAME        SUF    DOB          S   R
_____  _____  ___ _____     ___   _____      ___   ___
FOR SPECIFIC SSN SEARCH:  ENTER ONLY THE SSN
FOR NAME LIST SEARCH:  ENTER THE MINIMUM OF FIRST NAME, LAST NAME, AND SEX


MESSAGES:
ENTER:PROCESS        PF3:  PREV SCREEN                PF12: MAIN MENU
```

A search must be performed on the authorized representative by either SSN or name before you can add/update an authorized representative.

a.   SSN Search

To perform an SSN search, enter only the SSN as shown below:

```
SLA311A          SEARCH DATABASE FOR AUTHORIZED REPRESENTATIVE      01/07/98
                             ADD/UPDATE                             16:41:46


SSN           FIRST-NAME MI   LAST-NAME        SUF    DOB        S    R
123456789    _____   ___ _____    ___   ____      ___   ___
FOR SPECIFIC SSN SEARCH:  ENTER ONLY THE SSN
FOR NAME LIST SEARCH:  ENTER THE MINIMUM OF FIRST NAME, LAST NAME, AND SEX
MESSAGES:
 ENTER:PROCESS          PF3:  PREV SCREEN                PF12: MAIN MENU
```

Press Enter. If the SSN is not known to the system, the following screen and Message appears.

```
SLA311A    RESULTS OF SEARCH FOR AUTHORIZED REPRESENTATIVE        01/07/98
                             ADD/UPDATE                           17:08:37


S   FIRST  MI  LAST NAME    SUF  SSN      DOB    SEX   RACE   ADDRI    REP#
MESSAGES:  SLA314-NO MATCH ON SELECTION

"S" ENTER:  DETAIL  PF2:ADD REP  PF3:PREV SCR  PF7:BKWD  PF8:FWD  PF12:MAIN
```

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Change #1-2001   **AUTHORIZED REPRESENTATIVE (SLAR AND SLAI)**   **September 1, 2001**

b.   Name Search

To complete a name search, the minimum data required is first name, last name, and sex.

```
 ┌─────────────────────────────────────────────────────────────────────┐
 │ SLA311A  SEARCH DATABASE FOR AUTHORIZED REPRESENTATIVE      01/07/98 │
 │                      ADD/UPDATE                             16:41:46 │
 │                                                                     │
 │                                                                     │
 │ SSN       FIRST-NAME   MI        LAST-NAME     SUF   DOB  S   R      │
 │ _____     HUMPTY ____ ___        DUMPTY _____ ___   ____  M  ___   │
 │                                                                     │
 │                                                                     │
 │                                                                     │
 │ FOR SPECIFIC SSN SEARCH:  ENTER ONLY THE SSN                        │
 │ FOR NAME LIST SEARCH: ENTER THE MINIMUM OF FIRST NAME, LAST NAME, AND SEX │
 │                                                                     │
 │ MESSAGES:                                                           │
 │   ENTER:  PROCESS      PF3: PREV SCREEN          PF12: MAIN MENU     │
 └─────────────────────────────────────────────────────────────────────┘
```

Press Enter. If the name is not known to the system, the following screen and Message appears.

```
 ┌─────────────────────────────────────────────────────────────────────┐
 │ SLA314A   RESULTS OF SEARCH FOR AUTHORIZED REPRESENTATIVE    01/07/98│
 │                      ADD/UPDATE                             17:08:37 │
 │                                                                     │
 │                                                                     │
 │ S  FIRST    MI  LAST-NAME    SUF  SSN    DOB   SEX   RACE  ADDRI  REP# │
 │                                                                     │
 │                                                                     │
 │ MESSAGES: SLA314-NO MATCH ON SELECTION                              │
 │ "S"&ENTER: DETAIL PF2: ADD REP  PF3: PREV SCR  PF7:BKWD PF8:FWD PF12:MAIN │
 └─────────────────────────────────────────────────────────────────────┘
```

3.   Adding the New Authorized Representative

Enter the Pf2 key to Add Rep. The following screen appears. (An FSIS case cannot have more than 2 active authorized representatives at any time.)

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Change #1-2011   **AUTHORIZED REPRESENTATIVE (SLAR AND SLAI)**   **August 1, 2011**

```
SLA316A       DETAIL FOR SELECTED AUTHORIZED REPRESENTATIVE      01/08/98
                            ADD/UPDATE                            11:29:10

AUTH REP #:   SSN:                 DELETE STATUS: ("Y" IF DELETE SCHEDULED)
FIRST:        MI:      LAST:                     SUFF:
ADDR1:                                ADDR2:
CITY:              STATE:          ZIP:
PHONE:        SEX:      RACE:                 DOB:
PGM VIOL:     PGM VIOL BEGIN:
DTC#          DTC NAME    DTC#          DTC NAME

MESSAGES:

ENTER TO PROCESS   PF2:ASSIGN REP TO FSIS ID      PF3:PREV SCREEN
PF5 :SHOW CASES    PF7:BKWD       PF8:FWD      PF12:MAIN MENU
```

Enter the following fields.

a.   Auth Rep#: System generated.

b.   SSN: Required

c.   Delete Status: - Leave blank. This field should only be keyed 'Y' when the authorized representative has been entered in error. To erase an entry in this field, you must use the delete key, not the space bar.

d.   First name, MI, Last Name, Suffix: - Required

e.   Addr1: - Required

f.   Addr2: - Optional

g.   City, State, Zip: - Required

h.   Phone: - Required. (If no phone, enter a contact number.)

i.   Sex, Race, DOB: - Required

j.   PGM Viol (Program Violation): - System generated. A 'Y' in this field indicates the individual is disqualified from the Food and Nutrition Services Program. A file is read on-line for an initial add of an authorized representative. A file is read nightly whenever any updates/changes are made to an authorized representative.

NOTE: If the DSS Director allows this individual to be the FSU's authorized representative, you must key 'Y' in the 'Override' field.

Change #2-2006	AUTHORIZED REPRESENTATIVE (SLAR AND SLAI)	September 1, 2006

k. PGM Viol Begin (Program Violation Begin Date): - System generated.

l. DTC# (Drug Treatment Center Number): System generated.

m. DTC Name (Drug Treatment Center Name): System generated.

Press Enter. The Message, ***PRESS ENTER TO UPDATE, appears at the bottom of the screen for confirmation, as shown below.

```
SLA316A       DETAIL FOR SELECTED AUTHORIZED REPRESENTATIVE       01/08/98
                          ADD/UPDATE                              11:29:10


AUTH REP#:    SSN: 123456789     DELETE STATUS: ("Y" IF DELETE SCHEDULED)
FIRST: HUMPTY    MI:      LAST: DUMPTY               SUFF:
ADDR1:  222 FAIRYTALE LANE                 ADDR2:
CITY:  RALEIGH         STATE:  NC     ZIP:  27603
PHONE:  919 733 5555        SEX:  M     RACE:  W       DOB: 03 11 1946
PGM VIOL:         PGM VIOL BEGIN:
DTC#           DTC NAME       DTC#          DTC NAME


MESSAGES: *** PRESS ENTER TO UPDATE


ENTER TO PROCESS   PF2: ASSIGN REP TO FSIS ID        PF3:PREV SCREEN
PF5 :SHOW CASES    PF7:BKWD        PF8:FWD           PF12:MAIN MENU
```

You MUST PRESS ENTER AGAIN to add the authorized representative. A confirmation Message is displayed at the bottom of the screen, *** NEW AUTH REP ADDED.

```
SLA316A          DETAIL FOR SELECTED AUTHORIZED REPRESENTATIVE    01/08/98
                          ADD/UPDATE                              11:29:10


AUTH REP#:000022 SSN: 123456789   DELETE STATUS:  ("Y" IF DELETE SCHEDULED)
FIST: HUMPTY    MI:           LAST: DUMPTY            SUFF:
ADDR1:   222 FAIRYTALE LANE                 ADDR2:
CITY:  RALEIGH          STATE:  NC        ZIP:  27603
PHONE:  919 733 5555        SEX:  M     RACE:  W      DOB: 03 11 1946
PGM VIOL:         PGM VIOL BEGIN:
DTC#           DTC NAME        DTC#           DTC NAME


MESSAGES: *** NEW AUTH REP ADDED


ENTER TO PROCESS  PF2:  ASSIGN REP TO FSIS ID        PF3:PREV SCREEN
PF5 : SHOW CASES   PF7:BKWD          PF8:FWD          PF12:MAIN MENU
```

NOTE: The Message ACTIVE A/R appears in the upper right corner on the SLIN screen for the FSIS case.

4.   Assigning An Authorized Representative To An FSIS Case ID

On the screen above, press PF2 to assign the authorized representative to an FSIS case ID. The following screen appears.

```
SLA313A                 ADD AUTH REP/ADTC TO CASE                    01/08/98
                              ADD ONLY                               12:26:55


AUTH REP#:000022   SSN: 123456789  DELETE STATUS:  ("Y" IF DELETE SCHEDULED)
FIRST:        HUMPTY_____ MI:_   LAST: DUMPTY_____ SUFF:___
ADDR1:        222 FAIRYTALE LANE_____      ADDR2:_____
CITY:         RALEIGH_____ STATE:     NC    ZIP:27603___
PHONE:        919-733-5555 SEX:     M            RACE:   W    DOB: 03 11 1946
FSIS ID:    HOH:                                    COUNTY:
ACTIVE/INACTIVE STATUS:            OVERRIDE:      OVERRIDE DATE:
AUTH TYPE:     (APPLIC=A, USAGE= U, BOTH=B)
PROHIB STATUS:        PROHIB NOTICE SENT:       PROHIB BEGIN:
ADD DATE:
LAST RACF ID:

MESSAGES:

ENTER:  PROCESS PF3:    PREV SCREEN     PF12: MAIN MENU
```

Enter the following fields:

a.   FSIS Case ID

b.   Active/Active Status. Enter:

'A' for active. Active status indicates the authorized representative is currently authorized to act on behalf of the FSU.

'I' for inactive. Inactive status indicates the authorized representative is no longer authorized to act on behalf of the FSU.

c.   Override: Optional. This field is used if the DSS Director allows an individual who has a program violation to act as the authorized representative.

NOTE: Once all required fields are entered on this screen and the Enter key is pressed, the Disqualified Recipients file is automatically read using the SSN as the key. If a record is found, the 'Program Violation' field will automatically display a 'Y'. If the DSS Director allows this individual to be the FSU's authorized representative, you must key 'Y' in the 'Override' field.

d.   Auth Type (Authorization Type): Enter:

(1)   'A' for authorization to make application;

(2)   'U' for authorization for using the Food and Nutrition Services benefits; or

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(3)   'B' for authorization to make application and for using the <u>Food
and Nutrition Services</u> benefits.

e.   Prohib Status (Prohibited Status): Optional. This field identifies
individuals prohibited from being the authorized representative for one
year due to:

(1)   Providing false information;
(2)   Misrepresenting the FSU's circumstances; or
(3)   Improperly using the food stamp benefits.

The valid entries for this field are 'Y' or space. If a "Y" is keyed in this
field, the ACTIVE/INACTIVE STATUS field must be changed to an 'I.'

Press Enter. The Message, 313-PRESS ENTER TO UPDATE, appears at the
bottom of the screen for confirmation. You MUST PRESS ENTER AGAIN. The
following screen and Message appears.

```
SLA313A              ADD AUTH REP/ADTC TO CASE                  01/08/98
                         ADD ONLY                               12:26:55

AUTH REP#: 000031   SSN: 111111111   DELETE STATUS:_("Y" IF DELETE SCHEDULED)
FIRST:          RAIN_____MI:_   LAST: MAKER_____ SUFF: ___
ADDR1:     695 PALMER DRIVE_____   ADDR2:_____
CITY:        RALEIGH_____   STATE:        NC   ZIP:27603-____
PHONE:     919-733-8931   SEX:     M     RACE:   W       DOB:08 07 1959
PGM VIOL:    PGM VIOL BEGIN:
FSIS ID: 123456789  HOH:     Jane Doe                  COUNTY:       92
ACTIVE/INACTIVE STATUS:  A       OVERRIDE:        OVERRIDE DATE:
AUTH TYPE:    B         (APPLIC=A, USAGE=U, BOTH=B)
PROHIB STATUS:       PROHIB NOTICE SENT:        PROHIB BEGIN:
ADD DATE:    01 08 1998
LAST RACF ID: TS36PXX


MESSAGES:   313-ADD SUCCESSFUL


ENTER:  PROCESS         PF3:  PREV SCREEN            PF12;MAIN MENU
```

Press PF3 to return to the previous screen to assign other FSIS cases to this
authorized representative, or PF12 to the Main Menu.

5.   Add/Update Authorized Representative For a Drug Treatment Center

Key '2' in the SELECT AN OPTION field. Press Enter.

The following screen appears.

```
SLA312A              SEARCH DATABASE FOR DRUG CENTER          01/15/98
                              ADD/UPDATE                       11:08:10


DRUG CENTER NAME

_____


MESSAGES


ENTER:PROCESS            PF3: PREV SCREEN          PF12:MAIN MENU
```

Key the drug center name. Press Enter. The following screen is displayed if the drug treatment center is not known in the SLAR subsystem.

```
SLA315A          RESULTS OF SEARCH FOR DRUG TREATMENT CENTER     01/16/98
                              ADD/UPDATE                          10:28:16


S          DTC   DTC NAME                  ADDRESS
           #     PHONE                     CITY      ST      ZIP

MESSAGES: SLA315-NO MATCH FOUND


"S"&ENTER: DETAIL PF2: ADD ADTC  PF3:PREV SCR PF7:BKWD PF8: FWD PF12:MAIN
```

Press PF2 to add the drug treatment center to the system. The following screen appears.

```
SLA317A          DETAILS FOR SELECTED DRUG TREATMENT CENTER    01/16/98
                              ADD/UPDATE                        10:38:34


ADTC#:                          DELETE STATUS:  ("Y" IF DELETE SCHEDULED)
ADTC NAME:
ADDR1:                          ADDR2:
CITY              STATE:      ZIP:
PHONE:           COUNTY:
AUTH REP#:        SSN:
FIRST:          MI:      LAST:              SUFF
PGM VIOL:       PGM VIOL BEGIN:
ADD DATE:        UPDT DATE:         LAST RACF ID:

MESSAGES:


ENTER: PROCESS  PF2: ASSIGN NEW CASE  PF3:PREV SCREEN  PF4:AUTH REP MAINT
PF5:SHOW CASES  PF12:MAIN MENU
```

Enter the following fields.

   a.   ADTC#: System generated.

   b.   Delete Status: Leave blank. This field should only be keyed 'Y' when the ADTC has been entered in error. To erase an entry in this field, you must use the delete key, not the space bar.

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c.   ADTC Name: Required.

d.   ADDR1: Required.

e.   ADDR2: Optional.

f.   City, State, Zip: Required.

g.   Phone: Required. (If no phone, enter a contact number.)

h.   County: Required two-digit county number.

Press Enter. The following screen is displayed with message at the bottom of the screen, 317-ADD SUCCESSFUL.

```
SLA317A          DETAILS FOR SELECTED DRUG TREATMENT CENTER          01/16/98
                              ADD/UPDATE                             10:38:34
ADTC#: 003                    DELETE STATUS:  ("Y" IF DELETE SCHEDULED)
ADTC NAME:  CHARTER RIDGE HOSPITAL
ADDR1:  ANDERSON HALL, ROOM 247          ADDR2:
CITY:  RALEIGH              STATE:  NC  ZIP:  27603
PHONE:  919 733 2222     COUNTY:  92
AUTH REP#:              SSN:
FIRST:                  MI:        LAST:              SUFF:
PGM VIOL:           PGM VIOL BEGIN:
ADD DATE:  01 16 1998     UPDT DATE:          LAST RACF ID:  TS36PXX
MESSAGES: 317-ADD SUCCESSFUL
ENTER: PROCESS  PF2: ASSIGN NEW CASE  PF3:PREV SCREEN  PF4:AUTH REP MAINT
PF5:SHOW CASES  PF12:MAIN MENU
```

6.   Add/Assign An Authorized Representative For a Drug Treatment Center

NOTE: We recommend that only one person in each county be authorized to add drug treatment centers to the SLAR table using the following instructions. We further recommend that this individual provide county workers with a listing of the ADTC's for their county. This prevents multiple names for the same ADTC.

To assign an authorized representative to the ADTC, press PF4 from the above screen. Screen SLA311A, SEARCH DATABASE FOR AUTHORIZED REPRESENTATIVE ADD/UPDATE, is displayed. Remember, a search must be performed on the authorized representative by either SSN or name before you can add/update an authorized representative to an ADTC.

Once the authorized representative has been added, the system displays Message, ***NEW AUTH REP ADDED. To assign the authorized representative to the ADTC, press PF2. The following screen is displayed once PF2 has been pressed.

```
SLA317A            DETAILS FOR SELECTED DRUG TREATMENT CENTER      01/15/98
                              ADD/UPDATE                          11:24:57

ADTC#:0003                    DELETE STATUS: ("Y" IF DELETE SCHEDULED)
ADTC NAME: CHARTER RIDGE HOSPITAL
ADDR1: ANDERSON HALL ROOM 247           ADDR2:
CITY: RALEIGH   STATE: NC     ZIP: 27603
PHONE: 919 733 2222                  COUNTY: 92
AUTH REP#:      000050        SSN: 636363636
FIIRST: KAYE         MI: C     LAST: FEELS            SUFF:
PGM VIOL:                 PGM VIOL BEGIN:
ADD DATE: 01 15 1998         UPDT DATE: 01 27 1998      LAST RACF ID:TS36PXX


MESSAGES:  317-UPDATE SUCCESSFUL


ENTER:PROCESS  PF2: ASSIGN NEW CASE  PF3:PREV SCREEN  PF4:AUTH REP MAINT
PF5:SHOW CASES  PF12:MAIN MENU
```

To assign cases to this drug treatment center and authorized representative, press PF2. The following screen appears.

```
SLA313A              ADD AUTH REP/ADTC TO CASE              01/27/98
                         ADD ONLY                          11:02:12
ADTC#:  0003                      DELETE STATUS: ("Y" IF DELETE SCHEDULED)
ADTC NAME: CHARTER RIDGE HOSPITAL
AUTH REP#: 000050    SSN: 875875875  DELETE STATUS: ("Y" IF DELETE SCHEDULED)
FIRST:  MICHAEL       MI:        LAST:  JORDAN        SUFF:
ADDR1: ANDERSON HALL ROOM 247           ADDR2:
CITY:    RALEIGH          STATE: NC   ZIP: 27603
PHONE:  919-733-2222    SEX: M    RACE: B DOB: 05 01 1958
PGM VIOL:          PGM VIOL BEGIN:
FSIS ID:           HOH:                          COUNTY:
ACTIVE/INCTIVE STATUS:      OVERRIDE:  OVERRIDE DATE:
AUTH TYPE:     PROHIB NOTICE SENT:           PROHIB BEGIN:
ADD DATE:
LAST RACF ID:
MESSAGES:
ENTER:  PROCESS         PF3:  PREV SCREEN   PF12:  MAIN MENU
```

Update this screen following the instructions in B. 4. Press Enter. The Message, '313-PRESS ENTER TO UPDATE', appears at the bottom of the screen for confirmation, as shown below.

```
SLA313A                 ADD AUTH REP/ADTC TO CASE              01/27/98
                              ADD ONLY                         11:06:43
ADTC#:  0003                          DELETE STATUS:  ("Y" IF DELETE SCHEDULED)
ADTC NAME: CHARTER RIDGE HOSPITAL
AUTH REP#: 000050     SSN: 875875875  DELETE STATUS: ("Y" IF DELETE SCHEDULED)
FIRST:  MICHAEL     MI:           LAST:  JORDAN          SUFF:
ADDR1: ANDERSON HALL ROOM 247          ADDR2:
CITY:    RALEIGH               STATE:  NC   ZIP: 27603
PHONE:  919-733-2222     SEX: M    RACE: B DOB: 05 01 1958
PGM VIOL:          PGM VIOL BEGIN:
FSIS ID: 222222222     HOH: MARIKA LOCKLEAR            COUNTY: 78
ACTIVE/INCTIVE STATUS: A       OVERRIDE:  OVERRIDE DATE:
AUTH TYPE: B    (APPLIC=A, USAGE=U, BOTH =B)
PROHIB STATUS::          PROHIB NOTICE SENT:         PROHIB BEGIN:
ADD DATE:
LAST RACF ID:
MESSAGES:  313-PRESS ENTER TO UPDATE
ENTER:  PROCESS   PF3:  PREV SCREEN   PF12:  MAIN MENU
```

You must **PRESS ENTER AGAIN** to add the FSIS case to the drug treatment center and authorized representative. A confirmation Message is displayed at the bottom of the screen, 313-ADD SUCCESSFUL.

```
SLA313A                 ADD AUTH REP/ADTC TO CASE              01/27/98
                              ADD ONLY                         11:06:43

ADTC#:  0003                          DELETE STATUS:  ("Y" IF DELETE SCHEDULED)
ADTC NAME:  CHARTER RIDGE HOSPITAL
AUTH REP#:  000050   SSN: 875875875  DELETE STATUS: ("Y" IF DELETE SCHEDULED)
FIRST:    MICHAEL      MI:   LAST:  JORDAN              SUFF:
ADDR1:   ANDERSON HALL ROOM 247   ADDR2:
CITY:      RALEIGH             STATE:  NC   ZIP: 27603
PHONE: 919-733-2222   SEX: M   RACE: B DOB:
PGM VIOL:           PGM VIOL BEGIN:
FSIS ID: 222222222  HOH: MARIKA LOCKLEAR                COUNTY: 78
ACTIVE/INACTIVE STATUS: A  OVERRIDE:  OVERRIDE DATE:
AUTH TYPE:  B  (APPLIC = A, USAGE = U, BOTH = B)
PROHIB STATUS:         PORHIB NOTICE SENT:          PROHIB BEGIN:
ADD DATE:  01 27 1998
LAST RACF ID: TS36XXX

MESSAGES: 313-ADD SUCCESSFUL
ENTER: PROCESS  PF3:  PREV SCREEN  PF12:  MAIN MENU
```

NOTE: The SLII screen displays a 'Y' in the ADTC field. To view the tri-monthly issuances, enter an 'S' and press Enter.

7.   Updating An Authorized Representative

       You must use the SLAR transaction to make changes to an authorized representative's information.

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There are certain fields that you cannot key. These fields are protected. In most instances, the cursor skips these fields.

The system displays messages and function keys at the bottom of the screen. Read these carefully before proceeding to the next screen.

To make changes, key '1' in the SELECT AN OPTION field.

Press Enter. The following screen appears:

```
SLA311A      SEARCH DATABASE FOR AUTHORIZED REPRESENTATIVE        01/07/98
                         ADD/UPDATE                               16:41:46


SSN          FIRST-NAME   MI   LAST-NAME    SUF    DOB       S    R

123456789    _____   ___  _____  ___    _____   __   __

FOR SPECIFIC SSN SEARCH:  ENTER ONLY THE SSN
FOR NAME LIST SEARCH:  ENTER THE MINIMUM OF FIRST NAME, LAST NAME, AND SEX



MESSAGES:
ENTER:  PROCESS            PF3: PREV SCREEN        PF12: MAIN MENU
```

You must key the authorized representative's SSN or First Name, Last Name, and Sex code. Press Enter.

The following screen appears.

```
SLA314A   RESULTS OF SEARCH FOR AUTHORIZED REPRESENTATIVE        01/07/98
                         ADD/UPDATE                              17:08:37

S  FIRST   MI  LAST NAME  SUF  SSN        DOB       SEX   RACE   ADDR1        REP#

   SILVER      METAL           123456789  09071952  F     W     ANDERSON HALL  000011

MESSAGES:
"S"&ENTER:  DETAIL PF2: ADD REP PF3: PREV SCR PF7: BKWD PF8: FWDPF12:MAIN
```

You must key 'S' under the SEARCH FUNCTION field. Press Enter.

You may only key changes to the following fields:

a.   Name
b.   Address
c.   Telephone Number
d.   Sex
e.   Race
f.   Date of Birth

Key the data you wish to change.

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Press Enter to update. The following screen is displayed with the message at the bottom of the screen, ***AUTH REP UPDATED.

```
SLA316A   DETAIL FOR SELECTED AUTHORIZED REPRESENTATIVE        01/08/98
                          ADD/UPDATE                           11:29:10

AUTH REP#: 000011   SSN: 123456789      DELETE STATUS: ("Y" IF DELETE SCHEDULED)

FIRST:  GOLD      MI:       LAST: METAL             SUFF:

ADDR1:  252 OLYMPIC DR               ADDR2:
CITY:    RALEIGH      STATE:  NC    ZIP: 27603
PHONE:  919 733 2100   SEX: F    RACE: W   DOB: 09 07 1952
PGM VIOL:      PGM VIOL BEGIN:
DTC#         DTC NAME          DTC#      DTC NAME




MESSAGES: ***AUTH REP UPDATED
ENTER TO PROCESS   PF2: ASSIGN REP TO FSIS ID   PF3:PREV SCREEN
PF5 :SHOW CASES    PF7:BKWD    PF8:FWD        PF12:MAIN MENU
```

8.   Updating An Authorized Representative For a Drug Treatment Center

Updating an authorized representative for a drug treatment center uses the same procedures as those used for updating an authorized representative. Key '2' in the SELECT AN OPTION field. Press Enter.

Key the data you wish to change.

Press Enter to update. The screens are different.

The system displays the message at bottom of the screen, *** AUTH REP UPDATED.

9.   Updating Authorized Representative for FSIS ID

Key '3' in the SELECT AN OPTION field and the FSIS CASE ID. Press Enter.

The following screen appears.

```
SLA313A              UPDATE AUTH REP/ADTC           01/08/98
                            UPDATE                    12:26:55

AUTH REP#:000011  SSN: 123456789    DELETE STATUS:_("Y" IF DELETE SCHEDULED)
FIRST:   GOLD_____ MI:_  LAST: METAL_____   SUFF:___
ADDR1: 252 OLYMPIC DR_____       ADDR2:_____
CITY:   RALEIGH_____  STATE: NC  ZIP:27603_____
PHONE:  919 733 2100  SEX: F   RACE: W    DOB:09 07 1952
PGM VIOL:          PGM VIOL BEGIN:
FSIS ID: 123456789  HOH: JOHN M. DOE          COUNTY: 92
ACTIVE/INACTIVE STATUS: A      OVERRIDE:        OVERRIDE DATE:
AUTH TYPE: U  (APPLIC = A, USAGE=U, BOTH=B)
PROHIB STATUS:     PROHIB NOTICE SENT:          PROHIB BEGIN:
ADD DATE: 12 23 1997  UPDT DATE: 01 08 1998          INACT DATE:
LAST RACF ID: TS36PXX


MESSAGES:
ENTER:  PROCESS PF3:  PREV SCREEN PF7: BKWD  PF8:FWD  PF12: MAIN MENU
```

NOTE: EBTIS picks up changes and send to eFunds only when you activate or inactivate an A/R or when a change of address or name of A/R is requested.

You may only update the following fields.

a.   ACTIVE/INACTIVE STATUS
b.   AUTH TYPE
c.   PROHIB STATUS

Key the data you wish to change. Press Enter to update.

The system displays the message at the bottom of screen, 313-UPDATE SUCCESSFUL.

NOTE: When a FSIS case closes and an authorized representative is assigned, the authorized representative must be inactivated. The worker must inactivate the authorized representative. The system does not automatically inactivate.

B.   SLAI (INQUIRY ONLY)

1.   Purpose Of the SLAI Transaction

The SLAI inquiry transaction allows you to view the current information for an authorized representative, an authorized representative for a drug treatment center, or an authorized representative for a specific Food and Nutrition Services case (using the FSIS case ID).

2.   Accessing the SLAI Transaction

Log onto SCC1CICS (CICSSCC1 for TCIP sessions). From the Food Stamp Inquiry Menu, key an 'S' beside item number.

Change #2-2006   **AUTHORIZED REPRESENTATIVE (SLAR AND SLAI)**   **September 1, 2006**

Press Enter. The following screen appears.

```
SLA310A            AUTHORIZED REPRESENTATIVE SYSTEM            01/07/98
                            INQUIRY                           16:16:38

 SELECT AN OPTION: _
  1.  INQUIRY ON AN AUTHORIZED REPRESENTATIVE
  2.  INQUIRY ON AN AUTHORIZED REP FOR A DRUG TREATMENT CENTER
  3.  INQUIRY AUTHORIZED REPRESENTATIVE FOR FSIS ID: _____

 MESSAGES:

 PRESS 'ENTER' KEY TO PROCESS                PF3: CANCEL
```

Key '1,' '2,' or '3' in the SELECT AN OPTION field as appropriate. If '3' is entered, enter the FSIS case ID. Press Enter.

The requested screen displays the most current information for the authorized representative based on the option you selected.

   NOTE: The system displays messages and function keys at the bottom of the screen. Read these carefully before proceeding to the next screen.

C.   **MANAGEMENT REPORTS IN NCXPTR**

The following reports are available in X/PTR. Follow current procedures in accessing these reports.

REPORT NUMBER	RMDS NAME	DESCRIPTION	FREQUENCY
SLA868EP-01	DHRSLA SLA868-01-68 FSIS ID ASSGN	FSIS cases assigned to authorized rep	DAILY
SLA868EP-02	SLA868-02-71 CASE IN ADTC	FSIS cases assigned to ADTC	DAILY
SLA869EP-01	DHRSLA SLA869-01-69 REPS OFF PRO	Authorized reps coming off prohibited status	WEEKLY EVERY MONDAY
SLA870-01	DHRSLA SLA870-01-80 FSIS IN/OUT	FSIS cases entering or leaving a drug treatment center today	DAILY
SLA871EP-01	DHRSLA SLA871-01-81 REPS PGM CHG	Reps whose program violation status has changed	WEEKLY EVERY MONDAY
SLA872EP-01	DHRSLA SLA872-01-83 REC ADD PEN	Records added to the Pending file	DAILY/MONTHLY
SLA874EP-01	DHRSLA SLA874-01-84 PENDING ISS	Pending Issuances report	SAME
SLA875EP-01	DHRSLA SLA875-01-85 PENDING DISB	Pending disbursements report for ADTC's	SAME
SLA876EP-01	DHRSLA SLA876-01-86 PEN REC CAN	Pending Records Canceled	SAME
SLA877EP-01	DHRSLA SLA877-01-87 REC NO MAT	Cancellation Records not matched	SAME
SLA878EP-01	DHRSLA-SLA878-01-88 DUP STMP RE	Duplicate stamp records report	SAME
SLA415EP-01	DHRSLA-SLA415EP AUTH REP/FS CASE	Active Food Stamp Cases with Auth Rep(s).	MONTHLY

D.   **LOGOFF PROCEDURES**

1.   From a clear screen, key '**LOGOFF**'.

2.   Press Enter.