North Carolina Department of Health and Human Services
Division of Social Services
Economic Independence Section
FSIS User's Manual

FSIS 1600 - SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)
Change #1-2011
August 1, 2011

1600.01   GENERAL

The Simplified Nutritional Assistance Program (SNAP) is to identify and provide Food and Nutrition Services benefits to individuals who meet certain requirements as outlined below.

A.   A single person case, the individual is eligible to receive Food and Nutrition Services benefits, and the dependent relationship code is I; and,

B.   The individual must be 65 years old or older; and,

C.   The individual must be receiving Supplemental Security Income (SSI) (individual may have other income as well); and,

D.   The individual must not be institutionalized such as being in an Alcohol and Drug Treatment Center (ADTC); and,

E.   The individual must be a resident of North Carolina; and,

F.   The individual must purchase and prepare food separately from other people living in the home.

1600.02   CONVERSION OF ACTIVE FOOD AND NUTRITION SERVICES CASES

A.   All active Food and Nutrition Services cases that met the SNAP requirements as of the night of July 29, 2005 were converted to a SNAP case. The SNAP conversion sweep is performed automatically by FSIS on the first Friday of every month. If the FSIS case contains a recoupment and with the recoupment the benefits are less under SNAP than regular Food and Nutrition Services, the FSIS case is not converted to SNAP. The individual must also have a dependent relationship code of I on the regular Food and Nutrition Services case. Data elements automatically updated in the conversion are outlined below.

    1.   Case Level Data

        a.   No change to the Cert From Date.

        b.   Cert To Date is 36 months from the Cert From Date.

        c.   Start Issuance Date is 082005.

        d.   Household Type is '3'.

        e.   Issuance Type is '9'.

        f.   MRRB Status is 'P'.

        g.   Coupon Bonus remains the same or updated if the amount increases.

            (1)   If Rent/Mortgage is $150 or greater, the Food and Nutrition Services benefit is $62.

(2)   If Rent/Mortgage is $149 or less, the <u>Food and Nutrition Services</u> benefit is $38.

h.   Dependent Care is zeros.

i.   Medical Expense is zeros.

j.   No change to Vulnerability and Fuel Type code.

k.   No change Rent/Mortgage. All other shelter costs including Utility Amount and Utility Type are populated with zeros.

l.   Household Reserve is zeros.

m.   Simplified Project Code is 'P'.

n.   Record Number increases.

2.   Individual Level Data

a.   Dependent Relationship code remains 'I'.

b.   No change to the Social Security Number (SSN) Verification indicator.

c.   All income fields (***except*** SSI income) are zeros.

d.   LSO is zeros.

e.   Dependent Work Registration Code is 'A'.

f.   Insurance Code (80D) is 'A'.

B.   An SLTR transaction record is created.

C.   A DSS-8590 turnaround is created.

D.   A Notice of Action is created.

1600.03   SNAP NEW APPLICATION TRACKING APPLICATIONS MAILED LIST SCREEN (SLAP)

A.   Individuals that are not receiving <u>Food and Nutrition Services</u> benefits and are identified from the monthly SDX files as receiving SSI are mailed SNAP applications in three month increments based on the individual's last name. The application schedule is outlined below.

1.   Individuals whose Last Name begin with A – G are mailed the first month.

2.   Individuals whose Last Names begin with H – P are mailed the second month. Also during this second month, second applications for A – G individuals are mailed.

3.   Individuals whose Last Names begin with Q – Z are mailed the third month. Also in this third month, the second applications for H – P individuals are mailed.

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4.   Regular monthly applications identified through the SDX files for new SSI
individuals are mailed applications the fourth month and each month thereafter.
Also in this fourth month, second applications for Q – Z individuals are mailed.

B.   Individuals are identified from the monthly SDX files and individual ID numbers are
identified through the Common Name Data Service (CNDS). The county number is based
on the county number displayed in CNDS. All applications mailed are tracked and
displayed on the SLAP screen.

1.   Any individual who has not returned his/her application within thirty (30) days is
sent a second application.

2.   If the individual does not return the second application within the 30 day period,
that individual is dropped from the list and no further applications are mailed.

3.   When a TC2 or TC5 is completed, the individual is removed from the tracking
screen (TC1s display on this screen).

4.   The SLAP transaction is an inquiry only function and is county specific.

C.   Individuals who have returned their SNAP applications and the applications have been
keyed into the Food Stamp Information System (FSIS) are not mailed any more. These
individuals are removed from the tracking screen.

D.   To access the SLAP transaction, key the corresponding number for this screen from the
FOOD STAMP INQUIRY MENU. Press ENTER. The SLAP – SNAP NEW
APPLICATIONS TRACKING APPLICATIONS MAILED LIST displays.

```
SLAP                    SNAP NEW APPLICATION TRACKING          PAGE: 01
SLA3201/SLA320A           APPLICATIONS MAILED LIST             DATE: 07/18/2005

County: XXXXXXXX
                                            MAIL DATES                    CK
INDIV. ID      CLIENT NAME                FIRST       SECOND    FSIS ID   DGT
------------   -------------------------------------  ----------  ------------  -----------  ------
123456789T   SNAP  WILL  B                2005-07-17  0000-00-00  000000000  0

F3-EXIT      F7-BACKWARD      F8-FORWARD
```

1.   The screen data is sorted in alphabetical order within the county.

2.   FSIS assigns a case ID number and check digit when a Transaction Code 1 (TC1)
is keyed and processed. FSIS automatically updates the case id and check digit to
the individual ID on the SLAP screen.

3.   The case continues to display until a Transaction Code 2 (TC2) or a Transaction
Code 5 (TC5) has been completed. The case is then removed from the tracking
screen.

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1600.04   ONLINE PROCESS (SLUP)

A.   Transaction Code 1 (TC1)

From the SLMU menu, key SLUP for Transaction ID and Transaction Code 1. Press Enter. The SLUP screen displays.

NOTE: When the individual ID number is entered and the individual is displayed on the SLAP screen, the Social Security Number and verification code 'V', Medical Expense Code 'A', Work Registration Code 'A', SSI Income Amount, PA Income Type 'L', and Dependent Relationship Code 'I' are automatically entered by the system.

1.   Enter the following data for a SNAP case.

Field	Field Name
3	Geographic (County Number)
4	Administrative County Code
6	Transaction Code (brought forward)
8	Application Date (If date is 2 months prior to current date, a warning message displays.)
19	Worker Number
29	Food Stamp County Case Number
32	TOT HH (No. In Home – Total number of people in the household)
33	Address Line 1
35 – 36	City, State, Zip Code
37	# Req MBR (Number of Required Members – Total number of people to be part of the food stamp case). Only one person is allowed for a SNAP application. If this field is greater than one, the error message 'ONLY ONE PERSON 65 OR OLDER IS ALLOWED FOR A SNAP CASE' displays.
39C	Project Code – Must be 'P' for SNAP case
80L	Individual ID number

2.   Do not enter the following data for a SNAP case.

a.   Field 15 - Household Type (System generates a '3').

b.   Disaster Indicator 'D'. If entered for a SNAP case, the error message, 'DISASTER INDICATOR NOT ALLOWED' displays.

3.   A DSS-8590 is created.

4.   An SLTR transaction record is created.

B.   Transaction Code 2 (TC2)

From the SLMU menu, key SLUP for Transaction ID, the FSIS Case ID, the Check Digit, and Transaction Code 2. Press Enter. The SLUP screen displays.

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1.   Enter the following data for the SNAP case.

Field	Field Name
6	Transaction Code 2 - Brought forward from the SLMU menu
14	Start Issuance Date - Date can be the previous month, current month, or the next month
30	Vuln/Type Code - Vulnerability Status/Fuel Type
41	Rent/Mortgage
80G	PA Income (SSI) and Type. Type must be 'L'. Note: The amount is system generated; however, this field is allowed if not yet on the SDX file.

2.   Do not enter the following data for the SNAP case.

Field	Field Name
5	Emergency Service Code - System enters zeros
10	Certification From Date - System enters the application month and year
11	Certification Thru Date - System enters the date that is thirty six (36) months from the Cert From Date
13	MRRB Status Code - System enters 'P'
16	Type Issuance Code - System enters '9'
39	Household Reserve - System enters zeros
39C	Project Code – Must be entered at TC1 time. Does not allow to be entered or removed during the TC2 process. If removed the error message, 'SNAP INDICATOR CANNOT BE REMOVED' displays. If attempt to add the 'P', the error message, 'EXISTING CASE CANNOT BE CHANGED TO SNAP' displays.
40	No Prorate – System enters an 'N'
42	Real Estate Taxes - System enters zeros
43	Household Insurance – System enters zeros
44, 45, 46	Utility Type and Amount - System enters zeros
No Field #	Disaster Indicator 'D'
80B	SSN Verification Indicator – System enters 'V' as verified through the SDX
80D	Medical Expense Code – System enters 'A'
80E	Work Registration/Work Fare – System enters 'A'
80F	Earned Income – System enters zeros
80G	PA Income and Type - System enters the SSI amount and Type 'L', if individual is displayed on the SLAP screen. System does allow entry if the individual is not displayed on the SLAP screen.
80 H	Social Security Income – System enters zeros
80I	Authorized Service Indicator (ASI) – System enters zeros.

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Field	Field Name
80J	Other Income – System enters zeros
80K	Dependent Relationship Code – The system enters 'I', if a disqualification is not found for the individual. If a disqualification is found and keyed for the individual and the Project Code field contains a 'P', FSIS will automatically terminate the SNAP case with FSIS generated action code 57.
80M	Dependent Care Deduction – System enters zeros
80N	LSO – Child Support Deduction – System enters zeros

3.   Once all online edits have processed, the SLIC screen displays. EBT cards and eFund accounts are created.

4.   The Benefit Calculation is not applicable. The Allotment amount is based on the Rent/Mortgage amount.

   a.   If the Rent/Mortgage is $150 or higher, the allotment amount is $92.

   b.   If the Rent/Mortgage is $149 or less, the allotment amount is $68.

5.   An SLTR transaction record is created.

6.   An authorized representative is allowed. The individual cannot be a resident of an ADTC and receive SNAP. Follow current SLAR instructions to add an authorized representative to a case.

7.   A DSS-8590 is created.

8.   A Notice of Action is generated for a SNAP application with the following text:

   'YOUR HOUSEHOLD IS ELIGIBLE FOR FOOD AND NUTRITION SERVICES FROM XX/XX TO XX/XX. THE AMOUNT IS NOW $$$$'.

C.   Transaction Code 3 (TC3)

A TC3 may be completed to reopen a closed/denied case that contains a Project Code of 'P'. If a TC3 is used and the Project Code field is blank, the system does not allow entry of a 'P'. The error message, 'EXISTING CASE CANNOT BE CHANGED TO SNAP' displays. A TC1 must be completed.

1.   From the SLMU menu, key SLUP for Transaction ID, the FSIS Case ID, the Check Digit, and Transaction Code 3. Press Enter. The SLUP screen displays.

2.   Enter the following data for the SNAP case.

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Field	Field Name
6	Transaction Code 3 – Brought forward from the SLMU menu
7	Action Code – 31, 35, or 50
8	New Application Date or existing application date if applicable.

3.   Some previous case information is saved, but some information and coding are changed to zeros. The fields that are changed to zero are 5, 7, 10, 11, 13, 14, 38, 38A, 39, 41-59, 61-72, 77, and 80F – 80J. Fields 31, 39A, and 40 are blanked out.

Any item necessary for a TC1 may be changed at this time as long as is a SNAP case.

4.   A DSS-8590 is created.

     a.   When Action Code 31 is used with the TC3, the turnaround displays a TC1 and Action code 00.

     b.   When Action Code 35 or 50 is used with the TC3, the turnaround displays a TC1 and Action Code 35 or 50.

5.   An SLTR transaction record is created.

D.   Transaction Code 5 (TC5)

A TC5 is used to deny an application.

1.   From the SLMU menu, key SLUP for Transaction ID, the FSIS Case ID, the Check Digit, and Transaction Code 5. Press Enter. The SLUP screen displays.

2.   Enter the following data for the SNAP case.

Field	Field Name
6	Transaction Code 5 – Brought forward from the SLMU menu
7	Action Code – 2 Digit Denial Code

3.   A DSS-8590 turnaround is created.

4.   A Notice of Action for a SNAP denial is generated with the text based on the denial code entered.

5.   An SLTR transaction record is created.

E.   Transaction Code 6 (TC6)

1.   A TC6 is used to:

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      a.   Recertify a SNAP case to continue receiving <u>Food and Nutrition Services</u> benefits.

      b.   Change the Rent/Mortgage amount to determine the new benefit.

      c.   Change the address.

      d.   Close the case.

2.   From the SLMU menu, key SLUP for Transaction ID, the FSIS Case ID, the Check Digit, and Transaction Code 6. Press Enter. The SLUP screen displays.

3.   Enter the following data for the SNAP case.

Field	Field Name
6	Transaction Code 6 – Brought forward from the SLMU menu
8	Application Date – If the date is more than 2 months prior to the current month, a warning message displays. If you do not change the application date, the error message, 'APPLICATION DATE MUST BE CHANGED FOR SNAP RECERT' displays.
10	Cert From Date
14	Start Issuance Date

4.   Do not enter the following data for the SNAP case.

Field	Field Name
10	Certification From Date – System populates with the application month and year
11	Certification Thru Date - System populates with a date that is thirty six (36) months from the Cert From Date

5.   If a change of address is entered with the recertification, you must enter the Vulnerability/Type Code (Vulnerability Status/Fuel Type) and Rent/Mortgage, even if the amount is the same.

6.   To deny a redetermination with the TC6 transaction, you must enter the appropriate Action Code.

7.   A DSS-8590 is created.

8.   A Notice of Action is created.

9.   An SLTR transaction record is created.

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F.   Transaction Code 7 (TC7)

A TC7 is used to close the case during the certification period.

1.   From the SLMU menu, key SLUP for Transaction ID, the FSIS Case ID, the Check Digit, and Transaction Code 7. Press Enter. The SLUP screen displays.

2.   Enter the two digit Action Code. (If Action Code 66, an 'A' is required in field 79 Adverse Action Guard.)

3.   A DSS-8590 is created.

4.   An SLTR transaction record is created.

G.   Transaction Code 8 (TC8)

A TC8 is used to make changes to the case during the certification period. A TC8 is not allowed if the certification period has expired.

You may use this code following completion of a TC2, TC6, TC8, or TC9.

1.   From the SLMU menu, key SLUP for Transaction ID, the FSIS Case ID, the Check Digit, and Transaction Code 8. Press Enter. The SLUP screen displays.

2.   You may change the address fields for the SNAP case. The Rent/Mortgage field and the Vulnerability Status/Fuel Type Code are required with the change of address, even if the amounts are the same. If the Rent/Mortgage changes, the benefit amount may increase or decrease.

    a.   If the Rent/Mortgage change causes the benefit to be increased, FSIS accepts the action and updates the case.

    b.   If the Rent/Mortgage change causes the benefit to decrease, FSIS does not accept the action. The SLMU Menu screen displays the message: NO UPDATE ACTION TAKEN. ADVANCE NOTICE REQUIRED. A DSS-8590 is created with the same message and a 'Z' displays in the Adverse Action Guard field. Once the advance notice has been given, rekey the TC8 and enter an 'A' in the Adverse Action Guard field.

    c.   The Adverse Action Guard is not edited if the TC8 is completed in the last month of the certification period.

3.   You may not add an individual to a SNAP case.

4.   You may not remove the Project Code 'P'. If the Project Code 'P' is removed, the error message, 'SNAP INDICATOR CANNOT BE REMOVED' displays.

5.   You may not change the Dependent Relationship code from 'I' to any other Dependent Relationship code. The case must be closed.

6.   A DSS-8590 is created for all changes.

7.   An SLTR transaction record is created.

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H.   Transaction Code 9 (TC9)

The TC9 is used to authorize retroactive benefits. These are manually calculated benefits. Enter the amount in Field 63 and reason code 02 in Field 64. This amount is added to the issuance generated the night after the new case is entered. You may only enter on the same day a new case is entered in FSIS.

1600.05   SLIN SCREEN

The message 'SNAP CASE' displays at the top of the SLIN screen when the case contains a Project Code 'P'.

```
                        SLIN - F O O D  S T A M P  I N Q U I R Y              PAGE 1 OF 2
   SNAP CASE
  ID NUMBER 198765432 1   NAME    GWENDOLYN  B TEST              GEO ADM CO  1600
  TRAN CODE 2  FOH N     ADDRESS-1 101 ANN ST                     ACTION CODE 00
  TRAN DATE 071505       ADDRESS-2                                APPL DATE  071205
  CERT FROM 0705          CTY/STATE  BEAUFORT NC                  CERT THRU  0608
  PH#    CD    T         ZIPCODE   28516      RECERT ST P CAB N   START ISS  0705
  TYPE ISS 9             HH TYPE   3              TOTAL HH  01     CASELOAD   000
  WORKER   007           RECD NBR  005          E & T             ADEQ NOTICE
  AFDC-1                 AFDC-2                 AFDC-3             PA MEMBRS  00
  CTY CS#  1231212       VUL/TYPE  VE          CLAIM   0          CLAIM COLL 0000
  HH RESRV 0000000       PRO ALLOT             REG DELAY          NO PRORATE  N
  RENT/MOR 15000          RE TAXES  00000      HH INS   00000     UTILITIES  00000
  UTL TYPE 0             OTHR EXP  00000       TTL SHLTR 0000     EARN INC   0000
  E I DED  0000          NET EARND 0000        OTHER INC 0000     GROSS INC  0000
  STD DED  000           ADJ INC   0000        DEP CARE  0000     MED EXP    0000
  EXCS SHLT 0000         EXPENSE   0000        NET ADJ   0000     HH INCLD   00
  # REQ MBR 01           TFP     0062          BEN REDU  0000     RESTR ADJ  0000
  RESTR RSN 00           ALLOTMENT 0062        $2 BOOKS  01       $7 BOOKS   00
  $10 BOOKS 01           $40 BOOKS  00         $50 BOOKS 01       $65 BOOKS  00
  RVW DATE1 0000         RVW TYPE1 0           RVW DATE2 0000     RVW TYPE2  0
  MAIL CODE 08           EXPEDITE  0           PRV ID  000000000   DEP CARE NUM 00
  PROJ CODE P EIS CASE ID                     P/X:VIEW DEP(X=PG TO VIEW) PF5-SLAI PF6-SLTR
  LANG EN         DIS IND                     ENTER-CONTINUE PF2-SLA980A PF3-PREV PF4-SLII
```

1600.06   ISSUANCE INQUIRY SCREEN (SLII)

The message 'SNAP CASE' displays on the screen when the case contains the Project Code 'P'.

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```
SLII                      ISSUANCE INQUIRY SCREEN
 SNAP CASE
   ID:       198765432                  ISSUE CYCLE: 08 TYPE: 9
   NAME:    GWENDOLYN  B TEST            ACTION CODE: 00
   ADDRESS: 101 ANN ST                 PH#:     CD:   T:
                                       TRANS CODE:  2  DATE: 071505
            BEAUFORT NC       28516     CERT FROM:  0705 TO: 0608
   LAST AUTH: 000000    AMOUNT: 0000    BEN MO: 0000
   EIS ID:


                 DATE              BENEFIT  ISSUANCE STATUS/  ADTC
  CTY AMOUNT   AUTH  BEN MO  TYPE  ISSUED   SYSTEM   ATP NO   (Y/N)




                                         PF4 - TRANSFER TO SLIN
    "S" AND ENTER TO DISPLAY TRI-MONTHLY ISSUANCE DETAIL WHEN ADTC FLAG = 'Y'
```

1600.07   EBT STAMP STATUS SCREEN (SLSE)

The message, 'SNAP CASE' displays on the screen when the case contains the Project Code 'P'. Actions used with the SLSE screen may be used for SNAP cases.

```
 SLSE/SLA986A                 EBT STAMP STATUS
  SNAP CASE
  ID      : 198765432                ISSUE CYCLE: 08    TYPE : 9
  NAME    : GWENDOLYN  B TEST         ACTION CODE: 00
  ADDRESS : 101 ANN ST               PH#:     CD:   T:
                                     TRANS CODE : 2    DATE  : 071505
           BEAUFORT NC      28516     CERT FROM : 0705   TO  : 0608
  LAST AUTH: 000000                   AMOUNT   : 0000    BEN MO: 0000

    ISSUE STAMP REASON:    AMOUNT:     BEN MO:      AFFIDAVIT DATE:
    CANCEL      :

    AMOUNT    AUTH   BEN MO    TYPE   STATUS       ISSUED
   ------------  --------  -----------  -------- ------------   ----------
```

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1600.08 FSIS/EBTIS: CARD ISSUANCE SCREEN (SLIC)

Information is sent to eFunds for SNAP cases, which are cases that contain a Project Code of 'P.

A.   If the Project Code is 'P' on the case, the Card Issuance Screen (SLIC)   displays.

B.   If the EBT process has not completed, the message, 'NOT AN EBT CASE' is displayed. If the EBT process has been completed and a card has been issued, FSIS displays message that a replacement card may not be issued. If no card has been issued, the SLIC screen allows update to issue a card for the SNAP case.

C.   If making changes to the head of household name using the Name Change (SLNC) process, the SLIC screen displays.

1600.09 TRANSACTION TRACKING (SLTR)

A transaction record is created for a SNAP case and displays on Transaction Tracking (SLTR).

```
SLTR – TRANSACTION TRACKING FOOD STAMP INQUIRY - CASE STATUS  PAGE 1 OF 2
* ALREADY AT FIRST RECORD
PROCESS   SLUP           PROCESS DATE                        CAB
FSIS CASE  9467000759    NAME  ELI G BILITY                  PH#:   CD:   T:
USER ID    TS36P42       CTY CSE #  1234567    PRV ID        GEO ADM CO  0100
ADDRESS-1 TESTING CAB                         ADDRESS-2
CTY/STATE   RALEIGH NC                        ZIPCODE  27603   DIS IND
TRAN CODE 2             TRAN DATE 04292002 TRAN TIME  08:50:16 RECD NBR  002
EIS CASE     000000000   WORKER   100       TMP WKR   000    TYPE ISS  9
APPL DATE   04292002    CERT FROM  052002  CERT THRU 052002 ST ISS  052002
ACTION CODE  00          CP  0              INTVW MO  00       EXPEDITE  0
HH INCLD   01            # REQ MBR  01      TOTAL HH  01      DEP CARE NO  00
HH TYPE    2             HH INS    00000     PROJ CODE  P      DEP CARE  0000
CLAIM       0            CLAIMS COLL  0000   TFP      0135     ALLOTMENT 0135
HH RESERV  0000000      MRRB STAT  0        NO PRORATE       PRO ALLOT 0103
NET EARNED  0000         OTHER INC  0000     GROSS INC  0000  EARN INC  0000
STD DED  134             ADJ INC  0000      EXCS SHLT 0229  EXPENSE   0229
NET ADJ  0000           BEN REDU  0000      RESTR ADJ 0000   UTL TYPE  1
TTL SHLTR  0229         RENT/MOR  00000     REL TAXES 00000 OTHER EXP 00000
UTILITIES  22900         E I DED  0000       MED EXP   0000   RESTR RSN  00
RVW DATE1  0000         RVW TYPE 1  0       RVW DATE2 0000  RVW TYPE 2  0
E & T                   ADEQ NOTICE         PA MEMBER  00    VUL/TYPE   VE
            P/X TO VIEW DEPENDENTS (X=PAGE TO VIEW)
    PF3=TRANS TRACKING SELECTION MENU  PF8=NEXT TRANS  PF7=PREV TRANS
```

1600.10 AUTHORIZED REPRESENTATIVE (SLAR)

An authorized representative may be assigned to a SNAP case; however, the SNAP case cannot be assigned to an Alcohol and Drug Treatment Center (ADTC).

NOTE: SNAP cases with an Authorized Representative display the text, ACTIVE A/R in the upper right hand corner on the SLIN inquiry screen.

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1600.11   NAME CHANGE (SLNC)

Any demographic data changed for an individual through the Name Change function is updated on the SNAP case. Since the individual is receiving SSI, only a limited amount of data may be changed.

1600.12   DEMOGRAPHIC CHANGES FROM EIS AND SDX

Any demographic changes received from EIS or SDX updates the individual on the SNAP case.

Individual ID number changes that are received from EIS due to the cross-referenced ID process also update this ID on the SNAP case.

1600.13   FSIS COMMODITY DISTRIBUTION (SLCD)

SNAP cases are allowed to be included in the FSIS Commodity Distribution.

1600.14   <u>FOOD AND NUTRITION SERVICES</u> CLAIMS

Claims are allowed against SNAP cases and recoupment is applicable.

1600.15   NOTICE OF ACTION

A.   Notices are created for SNAP cases. Regular <u>Food and Nutrition Services</u> notice texts can also be used for SNAP cases. The following codes are only valid for SNAP cases. To distinguish between regular food stamp notices and SNAP notices, the header for the SNAP notice is:

**SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM
NOTICE OF ACTION TAKEN
ON YOUR SNAP APPLICATION**

B.   SNAP Action Codes

57 FSIS generated – Text reads: 'Your SNAP case is being terminated because you have been disqualified due to an Intentional Program Violation'.

65 (Use with TC5 and TC6) – Text reads: 'Your SNAP application has not been approved because you are no longer receiving SSI.'

66 (Use with TC7) – Text reads: 'Your SNAP case is being terminated because you are no longer receiving SSI.'

C.   Notice of Expiration – DSS-8232

The DSS-8232 (SNAP NOE) is created the 10th of each month, mailed to recipients, and available in NCXPTR under the name: DHRSLA 8232-FORM-OM-SNAP NTC EXP. It may be necessary to add this report to your profile.

1600.16   REPORTS (RETAIN FOR SEVEN (7) YEARS)

A.   Conversion Reports

1.   ACTIVE FS CASES ELIGIBLE FOR SNAP PRE-CONVERSION REPORT (Runs Every 6 Months After Initial Conversion)

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The ACTIVE <u>FNS</u> CASES ELIGIBLE FOR SNAP PRE-CONVERSION report displays individuals who are eligible for the SNAP Conversion. The individual may or may not be converted to SNAP. There are also two additional reports that display the total number count of the eligible cases for each county and state.

a.   The detail report contains:

(1)   County Number
(2)   ADM Number
(3)   Worker Number
(4)   Client Name
(5)   FSIS Case ID Number
(6)   Check Digit
(7)   Individual ID Number
(8)   County Case Number
(09)   Date of Birth
(10)   Rent/Mortgage
(11)   Old FSIS Allotment
(12)   New SNAP Allotment
(13)   Cert From Date
(14)   Cert Thru Date

The report is sorted by county, worker number, and alphabetical order by client's last name.

The report is in NCXPTR under the name:

DHRSLA SNAP SLA802EP P-CNV ELIG

b.   The County Totals By Worker Report contains:

(1)   County Name
(2)   ADM Number
(3)   Worker Number
(4)   # of Cases
(5)   Total SNAP Pre-Conversion Eligible Cases for County
(6)   Total SNAP Pre-Conversion Eligible Cases for State

The report is sorted by county and worker number.

The report is in NCXPTR under the name:

DHRSLA SNAP SLA802EP P-CNV CO

c.   The State Total Report contains:

(1)   County
(2)   # Of Cases
(3)   Total SNAP Pre-Conversion Eligible Cases For State = 9,144

There is no sort on this report.

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The report is in NCXPTR under the name:

DHRSLA SNAP SLA802EP P-CNV ST

2.   FSIS CASES W/HIGHER BENEFITS THAN THE SNAP BENEFITS REPORT (One Time Report)

The FSIS CASES W/HIGHER BENEFITS THAN THE SNAP BENEFITS REPORT displays individuals whose Food and Nutrition Services benefits are greater than allowed for SNAP cases.

The report contains:

a.   County Number
b.   ADM Number
c.   Worker Number
d.   Client Name
e.   FSIS Case ID Number
f.   Check Digit
g.   County Case Number
h.   Individual ID Number
i.   Rent/Mortgage Amount
j.   Old FSIS Allotment Amount
k.   Proposed SNAP Benefit Amount

The report is in NCXPTR under the name:

DHRSLA SLA803EP SNAP FS BEN GTR

The report is sorted by county, worker number, and in alphabetical order within worker.

3.   FSIS PRE-SNAP NOTIFICATION ERROR REPORT (Runs Every 6 Months After Initial Conversion)

The FSIS PRE-SNAP NOTIFICATION ERROR REPORT displays individuals who are potentially eligible but were not converted to SNAP.

The report contains:

a.   County Number
b.   ADM Number
c.   Worker Number
d.   Client Name
e.   FSIS Case ID Number
f.   Check Digit
g.   County Case Number
h.   Individual ID Number
i.   Error Message
j.   Out of State Address

Change #2-2006   SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)   September 1, 2006

The report is in NCXPTR under the name:

DHRSLA SLA804EP SNAP ERROR RPT

The report is sorted by county, worker number and in alphabetical order by client's last name.

4.   CLIENTS REQUESTING OPT OUT REPORT (One Time Report)

The CLIENTS REQUESTING OPT OUT REPORT displays individuals who chose not to apply for the SNAP program.

The report contains:

a.   County Number
b.   ADM Number
c.   Worker Number
d.   Client Name
e.   FSIS Case ID Number
f.   Check Digit
g.   County Case Number
h.   Individual ID Number
i.   Date Opt-Out Request Received

The report is in NCXPTR under the name:

DHRSLA SLA806EP SNAP OPT-OUT

The report is sorted by county, worker number and in alphabetical order by client's last name.

5.   FSIS CASES THAT WERE CONVERTED TO SNAP REPORT (Runs every 6 months after the 1st conversion date.)

The FSIS CASES THAT WERE CONVERTED TO SNAP REPORT displays all individuals who were converted to SNAP.

The report contains:

a.   County Number
b.   Worker Number
c.   ADM Number
d.   Client Name
e.   Date of Birth
f.   FSIS Case ID Number
g.   Check Digit
h.   County Case Number
i.   Individual ID Number
j.   Cert From Date
k.   New SNAP Cert Thru Date

1600

Change #2-2006   SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)   September 1, 2006

        l.   Rent/Mortgage Amount
        m.   SNAP Allotment Amount
        n.   Old Allotment Amount

The report is in NCXPTR under the name:

DHRSLA SNAP SLA808EP CONV ELIG

The report is sorted by county, worker number and in alphabetical order by client's last name.

The following reports are county and state number count totals only. The reports are found in NCXPTR under the names:

DHRSLA SNAP SLA808EP CONV CO – Sorted by County and worker.

DHRSLA SNAP SLA808EP CONV ST – No sort on this report.

    B.   Ongoing Reports

        1.   SNAP APPLICATIONS STATEWIDE MAILING REPORT (Monthly)

The SNAP APPLICATIONS STATEWIDE MAILING REPORT is not county specific and is created in addition to the SLAP screen. A county may view another county's mailing information. The FSIS Case ID Number and Check Digit are included on the report when a TC1 is completed. When a TC2 or TC5 is completed, the individual is removed from the report.

The report contains:

        a.   County Number
        b.   Client Name
        c.   Individual ID Number
        d.   FSIS Case ID Number (If available)
        e.   Check Digit (If available)
        f.   First Mail Date
        g.   Second Mail Date

The report is in NCXPTR under the name:

DHRSLA SNAP SLA498 APPS STATEWD

The report is sorted by county and in alphabetical order.

        2.   SNAP APPLICATIONS DENIED REPORT (Daily)

The SNAP APPLICATIONS DENIED REPORT is created nightly to display SNAP denied applications and those applications still in pending status.

The report contains:

1600

Change #2-2006   SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)   September 1, 2006

a.   County Number
b.   ADM Number
c.   Worker Number
d.   Client Name
e.   FSIS Case ID Number
f.   Check Digit
g.   County Case Number
h.   Individual ID Number
i.   Denial Code
j.   Over 30 Days
k.   Over 60 Days
l.   90 Day Hearing Date

The report is in NCXPTR under the name:

DHRSLA SNAP SLER322 APP DEN/PEN

The report is sorted by county, worker number and in alphabetical order by client's last name.

3.   SNAP APPLICATIONS APPROVED REPORT (Daily)

The SNAP APPLICATIONS APPROVED REPORT is created nightly to display SNAP approved applications.

The report contains:

a.   County Number
b.   ADM Number
c.   Worker Number
d.   Client Name
e.   FSIS Case ID Number
f.   Check Digit
g.   County Case Number
h.   Individual ID Number
i.   Certification From Date
j.   Certification Thru Date
k.   Allotment Amount
l.   Over 30 Days
m.   90 Day Hearing Date

The report is in NCXPTR under the name:

DHRSLA SNAP SLER432 APPS APPRV

The report is sorted by county, worker number and in alphabetical order by client's last name.

4.   SNAP PENDING APPLICATIONS REPORT (Daily)

The SNAP PENDING APPLICATIONS REPORT is created nightly to display applications that are in pending status.

1600

The report contains:

a.   County Number
b.   ADM Number
c.   Worker Number
d.   Client Name
e.   FSIS Case ID Number
f.   Check Digit
g.   County Case Number
h.   Individual ID Number
i.   1st Mail Date
j.   2nd Mail Date
k.   25th Date
l.   Due Date

The report is in NCXPTR under the name:

DHRSLA SNAP SLER100 PENDING APP

The report is sorted by county, worker number and in alphabetical order by client's last name.

5.   SNAP CASES DUE FOR RECERTIFICATION AND REVIEW FOR CHANGE REPORT (Monthly)

The SNAP CASES DUE FOR RECERTIFICATION AND REVIEW FOR CHANGE REPORT is created monthly to display those cases due a recertification or review for change.

The report contains:

a.   County Name
b.   County Number
c.   ADM Number
d.   FSIS Case ID Number
e.   Check Digit
f.   Client Name
g.   County Case Number
h.   Worker Number
i.   Individual ID Number
j.   SSI Income Amount
k.   Review 1 Due - TP
l.   Review 2 Due - TP

The report is in NCXPTR under the name:

DHRSLA SNAP SLER024 CS REDETMD

The report is sorted by county, worker number and in alphabetical order by client's last name.

Change #1-2008   SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)   April 1, 2008

6.   SNAP APPLICATIONS 1st MAILING REPORT (Monthly)

The SNAP APPLICATIONS 1ST MAILING REPORT displays individuals who were sent the initial SNAP application.

The report contains:

a.   County Number
b.   Client Name
c.   Individual ID Number
d.   Client Mailing Address

The report is in NCXPTR under the name:

DHRSLA SNAP SLA140EP-01 1ST APP

The report is sorted by county and in alphabetical order by client's last name.

7.   SNAP APPLICATIONS 2ND MAILING REPORT (Monthly)

The SNAP APPLICATIONS 2ND MAILING REPORT displays individuals who have been sent a second SNAP application and the initial has not been received within 30 days from the date the initial application was sent.

The report contains:

a.   County Number
b.   Client Name
c.   Individual ID Number
d.   Client Mailing Address

The report is in NCXPTR under the name:

DHRSLA SNAP SLA513EP-01 2ND APP

The report is sorted by county and in alphabetical order by client's last name.

8.   SNAP APPLICATIONS 2ND MAILING NOT RECEIVED REPORT (Monthly)

The SNAP APPLICATIONS 2ND MAILING NOT RECEIVED REPORT displays individuals who did not return their 2nd SNAP application within 30 days from the date the 2nd applications was sent.

The report contains:

a.   County Number
b.   Client Name
c.   Individual ID Number
d.   Client Mailing Address

1600

Change #1-2008   SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)   **April 1, 2008**

The report is in NCXPTR under the name:

DHRSLA SNAP SLA514EP APP NOT RCV

The report is sorted by county and in alphabetical order by client's last name.

9.   SNAP CASES REQUIRING ACTION OR CLOSURE BY COUNTY REPORT
        (Monthly)

        The SNAP CASES REQUIRING ACTION OR CLOSURE BY COUNTY REPORT
        displays changes reported by SDX that require action or case closure for
        individuals displayed on the SDX file when:

        a.   Code change from C01 and code is N or S
        b.   Code change from C01 and code is T
        c.   Federal Living Arrangement code changes from A to B or any other living
                arrangement code.

        The report contains:

        a.   County Number
        b.   ADM Number
        c.   Worker Number
        d.   Client Name
        e.   FSIS Case ID Number
        f.   Check Digit
        g.   County Case Number
        h.   Individual ID Number
        i.   Social Security Number (SSN)
        j.   Date Field
        k.   SDX Status (30 Days, Over 60 Days)

        One copy of the report is created, mailed to the county, and is in NCXPTR under
        the name:

        DHRSLA SNAP SLA515 CASE ACT REQ

        The report is sorted by county, worker number and in alphabetical order by client's
        last name.

10.   SNAP CASES CLOSED DUE TO DISQUALIFIED INDIVIDUAL (Runs on the 5th
        calendar day of each month)

1600

Change #1-2011   SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)   August 1, 2011

The report contains:

a.   FSIS Case ID Number
b.   Check Digit
c.   County Case Number
d.   Worker Number
e.   Client Name
f.   Transaction Date
g.   SNAP Allotment

The report is in NCXPTR under the name:

DHRSLA SNAP452EP DISQ CASES

The report is sorted by county and in alphabetical order by client's last name.

1600.17   FOOD AND NUTRITION SERVICES SAMPLING (QC)

SNAP cases are included in the QC sampling report.

1600.18   MASS CHANGE

Cases that contain the Project Code 'P' are only included in the Cost of Living (SSA/SSI) mass change. The SSI amount is automatically updated. Benefits are not calculated if the SSI amount changes. The SSI amount is updated due to the Low Income Energy Assistance Program (LIEAP).