REQUEST FOR FOOD STAMP HOUSEHOLD REPORT

PURPOSE: To be used by the county to request a history of food stamp participation (the IM-116 report). Generally it is used when preparing a claim for restitution.

NUMBER OF COPIES AND DISPOSITION: The county prepares one copy for the Income Maintenance FAMIS Unit and retains one copy for the case file.

MANUAL REFERENCE: Food Stamp Manual 1100.000.00 - 1150.040.00
Chapter IX, Section VII

INSTRUCTIONS FOR COMPLETION: This blank form is a shared document that E-mail users can retrieve and use to request payment information on food stamps from the IM FAMIS Unit.

SIGNING ON AND GETTING THE CORRECT MENU FORM:

1. Sign on according to PC/CICS instructions.

2. Select number 4, “Create Document Menu” from the main menu and press enter.

3. Select number 4, “Work with Shared Base Documents”. Press enter.

4. The screen “Shared Base Document Selection” appears. Press enter.

5. The “Shared Base Document List” screen appears. Press PF8 to forward to “IM-115 RFT” listing. Place an “x” on the command line and press enter.

6. The screen “Description of Shared Base Document” appears. Select option 2 “Select for editing”. Press enter.

7. The screen “Create Description For RF Text Document” appears. Press enter.

8. The beginning of Form IM-115 appears which shows the name of the author. (The author is the operator ID of the individual signed on the computer.)

9. Enter the client's name in the subject field of the document. Press enter.

10. Tab to the date line and enter the date you are completing the IM-115. Press the tab key to go to the next line.

11. Enter your county number. Press the tab key to go to the next line.

12. Enter the name of the head of household. Press the tab key to go to the next line.

13. Enter the DCN for the head of household. Press the tab key to go to the next line.

NOTE: ***The date, county, head of household and DCN lines are pre-set with dashes. Type over the dashes to enter the appropriate information.***

14. Press PF3 to "End and File". This will take you to "Description of Document in File Cabinet". You are now ready to send the document.

SENDING AND FILING THE REQUEST

After you have typed and filed the document, you must:

1. Type option 3 to "Send". The "Send Document" screen appears. Tab down to "Send To" and enter the IM Data Management USER ID **F051IDM.** Press enter.

2. Print and file a copy of the request in the case record or establish some other control until you receive a response on IM-116.

3. When you receive IM-116, file the response in the case record and take the necessary action. The copy of the request may be destroyed.