

Step 1: Enter FSU5 S DCN of Head of Household.

Step 2: Press Enter key.

a. If the FSU5 access code is entered incorrectly, a message Invalid Transaction Identification - please resubmit will appear. The access code should be entered again.

b. If the type of assistance code is Income Maintenance instead of food stamps or the DCN is not numeric, a message Invalid Key - TOA or DCN Retry will appear. The type of assistance should be reentered or the FSU5 transaction should be used to correct the type of assistance error. To correct the DCN error, the DCN should be entered again.

Step 3: FS online FSU5 Data Entry screen appears with name of head of household for DCN entered.

a. If DCN keyed is assigned to a head of the food stamp household (from IAPP), a message Enter Data will appear. Go to step 4.

b. If DCN keyed does not appear on the Department of Social Services data base, a message Invalid Key DCN will appear. The operator should check the DCN entered for correctness.

c. If DCN keyed is not assigned to a head of a food stamp household (from IAPP), a message DCN Does Not Exist in Food Stamps will appear. The application must be registered before case data can be entered.

d. If the information which appears for the head of the household is not correct but it is for the person wanted, the SUPD transaction must be used to correct the name.

Step 4: Enter A, (Case Data Update), in the Enter Update Selection field.

- Step 5: Enter the case action code from the FSU5 Code Sheet for the transaction being keyed in Field 6.
- Step 6: Enter the 5-digit worker number for the worker assigned to the case. An entry must be made in this field. (Field 40)
- Step 7: Enter the 5-digit worker number assigned to the individual updating the case information. An entry must be made in this field. (Field 40 - Backup Worker)
- Step 8: Enter the 5-digit caseload number to which the case has been assigned. An entry must be made in this field. (Field 41)
- Step 9: Enter the 5-digit supervisor number for the supervisor assigned to the caseload. An entry must be made in this field. (Field 42)
- Step 10: Press the Enter key.
- a. If a selection A, B, C, D, 1, or 2 was not keyed in the Enter Update Selection field, a message Invalid Selection, Retry will appear. The operator should enter the correct selection in the Enter Update Selection field and press the Enter key.
  - b. If the mandatory entry fields (Enter Update Selection and Action) are left blank or if the entries in Field 40, 41 and/or 42 are not numerical or complete, a message Errors Highlighted will appear. The operator should look for highlighted fields and correct the entry. See the following instructions for each Field for the correct entries.
- Step 11: If selection made is A, the first page of the Case Data Update screen will appear.
- a. If data was entered on the previous screen, a

message Previous Transaction Accepted will appear. The system is ready to accept entries.

- b. If data was not entered on the previous screen, a message Enter Data will appear at the bottom of the screen meaning all entries must be made before the operator can proceed.
- c. If the case is new to the food stamp data base, only that information available from IAPP will appear.
- d. If the case is known to the food stamp data base, all previous information for the case will appear.

Code 02 is used to reject an application. If the case is not in application status, this case action code is invalid. Applications can also be rejected using the FREJ transaction.

**NOTE: A food stamp application cannot be rejected if benefits are issued from this application.**

Code 03 is used to close a case which is in active or suspended status.

Code 04 is to be used to reactivate a case which was closed in error.

Code 05 is to be used for all cases which are known to the data base, i.e., cases for which case information other than application data appears on the FCAS teleprocessing screen.

Code 07 applies to other interim changes such as change of address, reporting verification received on expedited service cases, as well as budget adjustments.

Code 09 is used to reinstate a suspended case.

Code 11 is used to place a categorically eligible (CE) household in suspended status. The household is eligible for food stamps but is not entitled to receive benefits. Case action code 11 can only be used for households of three (3) or more persons. Only (1) and (2) person CE households are eligible for the minimum food stamp benefit of \$10.00. When using case action 11, the required entry fields are the same as when a case is being approved or recertified. (Case action 01 or 05).

Code 24 is used when the mid-certification review is completed for cases certified for 24 months.

Code 42 is used to transfer an active/suspended case. Code 42 cannot be used for cases in application, closed, or rejected status.

Code 77 is used when the State Office Claims and Restitution Unit enter or remove the recoupment amount, formula, etc. from Field 22.

Code 97 is used to transfer an application to another county. Entry of case action 97 allows the operator to change the county number in Field 4 on a case in application status.

Code 98 is used when the application has been registered in error.

Field 7 - Expedited Service: Case Date Update Screen 1

This field has three purposes: (1) to identify the action taken on expedited service verification, (2) to postpone the issuance of benefits until postponed verification is received and (3) to authorize payment when verification is received. Field 6 from the Menu Screen and Fields 10, 16, 19 and 21 from the Case Data Update Screen work with Field 7 to assure the correct payment is made to the household.

The codes for expedited service appear on the FSU5 Code Sheet. No other codes should be entered in this field. This field is not to be used when an application is being rejected. Every time a case is expedited, an entry is required in Field 7 and Field 16.

When using Field 7, the case action code in Field 6 must change to reflect the action being taken on the case. If a case action code of "01" or "05" is entered in Field 6 for an expedited service case, Field 7 must have an entry of "V" or "P". Code "T" is system generated, using case action code 65, and is used for automated approval of expedited applications when the FSU5 has not been entered into the system within 24 hours. When a code "P" or "T" is being removed, (changed to a "V"), the case action code must be an "07". This indicates the case was approved pending receipt of verification and an interim change is being submitted to authorize a payment on the postponed action.

When using Field 7, the last ATP date entered in Field 10 must always be assigned according to instructions in Food Stamp Manual 1130.000.00 "Certification Period" and "Approvals and Rejections". If any other ATP date is entered, there will be an edit error.

If **verification was obtained** during the expedited service process, enter a "V" in Field 7, the correct case action in Field 6 (either a code "01" or "05"), the correct last ATP date in Field 10 and the correct issuance information in Fields 19 and/or 21.

If **verification was postponed** on an application, a "P" would be entered in Field 7 with the correct case action code in Field 6 (either an "01" or "05") and the correct last ATP date in Field 10. No entry would be made in Field 19 and Field 21 would be completed showing "issuance month" of next regular payroll.

4)	PAY CTY	5) DATE APPLIED	7) EXP	8) DATE	9) REASON	10) LAST ATP
	---	051201	p	051301	32	
16)	EXP/SERVICES:	DATE DISCOVERED	TYPE	17)	PA	NPA SSI
		051201				
19)	SUPPLEMENTAL PAYROLL:				COUPONS	
	NO. PERSONS	NET ADJ. INC.				
21)	REGULAR PAYROLL:				COUPONS	
	NO. PERSONS	NET ADJ. INC.				
	03	0109			0166	
22)	RECOUPMENT:	PROG CODE	DATE ESTAB		FORMULA	

May benefits must be issued on FISU.

If an **expedited application is automatically approved** by the system, case action code "01" or "05" is entered in Field 6, the reason code 65 is entered in Field 9, postponed verification code "T" is entered in Field 7 and the household is given a three month certification period. No additional benefits will be issued until the worker updates the case and individual information is entered in FSU5.

When a food stamp application is approved with postponed verification, or for automated approvals, it is not necessary to enter any payment information in Fields 19 or 21. Payment information must, however, be entered on the FSU5 to remove the postponement of payment (remove the "P" code). When verification is received and it is determined the client is eligible, the worker must authorize the release of postponed issuances by entering case action code "07" in Field 6; entering a "V" in Field 7; and authorize the supplemental and regular payroll decision in Fields 19 and 21.

4) PAY CTY	5) DATE APPLIED	7) EXP	8) DATE	9) REASON	10) LAST ATP
---	51201	p	051301	32	
		V			
16) EXP/SERVICES:	DATE DISCOVERED	TYPE	17) PA	NPA	SSI
	051201				
19) SUPPLEMENTAL PAYROLL:					
NO. PERSONS	NET ADJ. INC.		COUPONS		ISSUANCE
21) REGULAR PAYROLL:					
NO. PERSONS	NET ADJ. INC.		COUPONS		ISSUANCE
03	0109		0166		
22) RECOUPMENT:	PROG CODE	DATE ESTAB		FORMULA	

May benefits must be issued on FISU.

Worker action is required on all automated approvals. Upon receipt of all verification required, update FSU5 using case action "07", change the postponed verification code from "T" to a "V", enter the case information and update individual data.

Example: Ms. G. applied for food stamp benefits on 5/12/01. She was eligible for expedited service. The application was automatically approved on 5/14/01 with case action 65 and she was certified for May-July 2001. On 5/18/01 when the client provided the necessary verification, the worker entered case action 07, changed the "T" code to a "V", and placed the client on the appropriate payroll. The system automatically extended the certification to October 2001 because she has earned income and is eligible for a six month certification.

Expedited applications that are automatically approved for three months will not change if the worker updates FSU5 after the 20th of the month prior to the end of the certification period.

Update FSU5 within five working days from the receipt of postponed verification. If the household does not provide postponed verification within 30 days from the date of application, close the case. **NOTE: No further benefits will be issued until the FSU5 is updated.**

The "T" code is used on **all** automated approvals. If FISU shows a "V" indicating the worker has obtained all verification required, it will **not** be transmitted to FSU5 on automated approvals. Workers **must** update FSU5 to issue additional benefits to the household.

Enter the appropriate payroll information in Fields 19 and 21.

The FSU5 information can be changed by the entry of "V", or "P" when that code is applicable. A zero (0) may be entered if the current application does not involve expedited services.

ERROR MESSAGE: Highlighted field in error -- must be one alpha character V, P, or T. If Field 16 contains data, Field 7 must have an entry.

BATCH ERRORS: 6, 34, 48: See Appendix A.

Field 8 - Date Certified/Rejected/Closed: Case Data Screen 1  
(6 numeric)

This is a 6-digit field. It is to be used to show the date of an application or reapplication is approved or rejected, to show the date a food stamp case is closed, to show the date a closing is cancelled, the date a case is suspended and the date a suspended case is reinstated. The date must be shown as MMDDYY.

The date is a system-entered date. The system will automatically enter the date the transaction is entered by the caseworker UNLESS it does not pass edits. The date will be the process date and will be used in all production/currency calculations.

If the case is being approved, a system-entered date of approval is entered in the update area of Field 5. The case action code in Field 6 must be either "01" or "05".

If the case is being rejected, a system-generated date of rejection is entered in the update area of Field 5. The case action code in Field 6 must be "02".

**NOTE: If food stamp benefits were issued for the current application, the application MUST BE approved.**

If the case rejection is being cancelled, the date the action is taken is system generated.

If the case is being closed, no date should be entered in Field 5. The case action code must be "03".

If the case is being cancel closed, no date should be entered in Field 5. The case action code must be "04". Case action code 04, "Cancel Closing" will retain the previously entered date.

If the suspended case is being reinstated, no date should be entered in Field 5. The case action code must be "09".

A date is required in this field whenever the case action code 01, 02, 03, 05, or 24 are entered in Field 6. The system will enter the date the transaction is entered by the caseworker for case action codes, 01, 02, 03, 05, 07, 09, or 24. No entry is required by the caseworker. FCAS will show the latest entry in this field until a new action is completed.

EDIT ERROR 9 AND 12: See Appendix A.

Field 9 - Reason: Case Data Update Screen 1 (2 numeric)

The appropriate reason code from the FSU5 Code Sheet must be entered in this field. An entry is required in this field whenever the case action code is "01", "02", "03", "05" or "07".

This code is carried on the FSU5 until a new date is entered in Field 8. The information in this field cannot be removed or the case will edit.

Approval codes are:

Code 30 - client delay is entered when the application is not processed within time frames and the delay is attributed to client delay.

Code 31 - agency delay is used when the delay is identified as worker delay.

Code 32 - is used if the application is processed within the required time frames.

ERROR MESSAGE: Highlighted field in error -- must be 2 numeric characters.

If case action is 01, 05 or 11, reason code must be 30, 31, or 32. If case action is 02, reason code must be 01-27, 33-35, or 38. If case action is 03, reason codes must be 03, 06, 09, 12, 15, 18, 21, 24, 27, 35, or 38.

BATCH ERROR 54: See Appendix A.

Field 10 - Last ATP Date: Case Data Update Screen 1 (4 numeric)

This field is to be used to indicate when the certification period expires for the current application. See Food Stamp Manual 1130.030.00 "Certification Period", for instructions. The entry must be the 4-digit number of the month and year in which the current certification period expires. Example: 0601

Entries are to be made in the update area of this field. There should be no reason to remove any information in this field. No entry is required in this field when the case is being rejected.

An entry is required in this field when the action in Field 6 is code 01 or 05 to approve an application.

ERROR MESSAGE: Highlighted field in error -- must be 4 numeric characters. MM must equal 01-12. Must be equal to or greater than current month.

BATCH ERRORS: 6, 9, 12, 55, 56: See Appendix A.

Field 10A - 1st Month Issuance: (6 numeric)

This field is used to identify the first month of the certification period for which the household is issued benefits. Entries in this field must contain the two digits of the month and the complete year of the household's first month of issuance. Example: 062001 - June 2001.

Field 11 - Resources: Case Data Update Screen 2 (5 numeric)

Enter the whole dollar amount of non-excluded resources rounded down to the next lowest whole dollar. An entry must be made in the field when the case action code in Field 6 is an "01", "04", or "05" unless FSU5 information has not changed. Entries should be made in the update area of this field.

To enter information in this field, five (5) digits must be entered. Example: \$10 in resources will be entered as 00010.

An entry is required in this field for each household member listed in Field 26 who is not disqualified or is not an ineligible student payee. Enter the one-digit code which identifies the type of assistance the individual household member is receiving. The codes are listed on the FSU5 Code Sheet.

If the household member is receiving public assistance, the code is the type of assistance code for that public assistance category. If the household member is receiving both public assistance and SSI, use the public assistance code. If the household member receives SSI but is not receiving any type of public assistance, use the SSI code. If the household member is a payee for more than one type of assistance, use the federal program code.

Entries in this field will be totaled into groups of PA, NPA, and SSI. These totals will be compared to the totals in Field 17. If the totals for Field 26 - Type of Assistance (TOA) and Field 17 do not agree, FSU5 will edit. See Appendix A.

ERROR MESSAGE: Highlighted Field in Error -- must be one alpha character of C, X, I, P, A, R, S, F, E.

If Field 34 (SSI) contains data, then the TOA code must be I.

BATCH ERRORS: 12, 43, 57, 58: See Appendix A.

Field 29 - Social Security Claim Number: Individual Update Screen  
(12 numeric/alpha)

Enter the nine (9) digit and 1-3 alpha character Social Security claim number of the individual. When the claim number is ten (10) or eleven (11) characters in length, the cursor will have to be moved to the next field.

This field is cross-checked with Field 33. If there is an entry in Field 33 and no claim number entered in Field 29, the amount in Field 33 is considered incorrect. Correct use of these two fields will enable State Office to make mass changes when Social Security amounts change. It is also cross-checked with Field 33 when a Social Security number is not entered.

Entries in this field should be made in the update area. Once a correct number is recorded in FSU5, there should be no need

to update this field. If the claim number changes, the new claim number should be entered in the update area. There should only be rare instances where the claim number will need to be removed from this field. When it is necessary, this can be done by entering ten (10) zeros. The entry removing the individual from the case will remove this field's information. This field will accept Railroad Retirement Claim Numbers as well as Social Security claim numbers. Although the Railroad Retirement claim number does not have the same configuration as the social security number, the digits should be entered in the field as if it were a Social Security claim number.

ERROR MESSAGE: Highlighted Fields in Error -- first 9 positions must be numeric. Last 3 positions must have at least one alpha character.

An individual who has SSA income in Field 33, must have a claim number.

BATCH ERROR 44: See Appendix A.

Field 30 - Race/Sex Codes: This is a non-enterable field. The race/sex codes are as follows:

- 01 - White
- 02 - Black/African American
- 04 - American Indian/Alaska Native
- 05 - Asian
- 06 - Native Hawaiian/Pacific Islander
- 07 - Multi-Racial
- U - Unable to determine

When more than one selection is made for the race, the system assigns code 07.

Fields 31 through 37, GENERAL INSTRUCTIONS:

These fields are to be used to report and accumulate income data for each food stamp household member. Income must be listed according to the individual receiving the income. If the SSA payment includes more than one individual, the payment should be divided according to SSA determination and each share shown to the individual for whom the payment is made. This will enable state office to make mass adjustments to the SSA amount. The entry removing the individual in Field 26 will remove information from the fields.

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Fields 32, 33, 34, and 36 are six (6) characters in length. When the individual has income, entries must be shown in all six positions of the field relating to the type of income. Enter only the fields for the income the individual has. To delete income from a field, a zero must be entered in all six (6) positions of the update area.

Example: An individual received \$150 earned income and \$200 child support. The earned income stops and the child support increases to \$250. The entry in the update area of Field 32 would be:

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Earned income      0150 00   0000 00
SSA benefit
SSI benefit
Unearned income   0200 00   0250 00
    
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Field 31 - Earned Income: Individual Update Screen (1 numeric)

Enter the earned income code that best describes the type of earned income of the individual. If the earned income is due to hourly wages (including Federal minimum wage), piece work, or fluctuates within a month or from month to month, enter code "3". See the FSU5 Code Sheet.

This field works with Field 32 to identify the type and amount of earned income. With the proper identification and amount, mass changes can be made in food stamp cases at the State Office level when necessary, reducing the amount of work required of the certification worker.

If Field 31 is completed but no amount is entered in Field 32, the earned income information is considered incomplete and the form will be edited.

Entries should be made in the update area. If an amount is to be removed from Field 32, the code must also be removed from this field by entering zero. The code in this field must never be removed unless the amount in Field 32 is also being removed.

This field should be updated whenever the type of earned income being received changes. No entry is required in this field for the ineligible student acting as payee.

ERROR MESSAGE: Highlighted field in error -- must be one numeric character of 1 through 6.

BATCH ERRORS 12, 30: See Appendix A.

Field 41 - Load Number: FSU5 Menu Screen 1 (5 numeric)

Enter the 5-digit county assigned load number which identifies the load to which the case is assigned. If the assigned load number does not contain five digits, add the appropriate number of zeroes to the left of the number. A change in load number should be indicated by entering the new load number in the update area. Load numbers may be changed on the FSU5 or with FLOD. An entry must be made in this field.

ERROR MESSAGE: Highlighted Fields in Error - required entry must be 5 numeric characters.

Field 42 - Supervisor Number: FSU5 Menu Screen (5 numeric)

Enter the 5-digit supervisor number of the supervisor who supervises the worker authorizing the FSU5 transaction being transmitted. An entry must be made in this field.

Maintenance lists and error reports of the previous day's transactions are sent to the supervisors.

ERROR MESSAGE: Highlighted Field in Error -- Required entry must be 5 numeric characters.

Field 45 - Review for Change: Case Data Update Screen 1  
(4 numeric, 1 alpha)

Enter the two-digit number of the month and year the certification worker wants notice, via a computer printout, to check on a possible change in household circumstances or eligibility. Enter the one digit type of change code from the FSU5 Code Sheet. Two review dates and codes may be entered in this field.

New review dates must be entered in the update area. If a deleting entry is required, enter six (6) zeroes.

This field is 5 characters in length for each of the two parts of this field. Each part has a four-digit space for the month and year and a one-digit space for the type of change code.

Data from this field will be printed back to the worker in the designated month on a printout titled "Cases Due for Review". The printout is issued for any active case with a review designated for the month following the payroll closing and also for the second month. For example, if the worker identified a review needed in September 2001 and October 2001 on an FSU5 entered in August before the September closing, the worker would receive a printout in September for the September review and also a printout in September for the October review. The printout will include the DCN of the head of the household, the name of the head of the household and the review for change type.

ERROR MESSAGE: Highlighted Field in Error. Date must be four (4) numeric characters.

Type must be 1 alpha character of A through O.

BATCH ERROR 50: See Appendix A.