

FSIS 700 - Forms on Hold Process

Change #1-2011

August 1, 2011

700.01 GENERAL

Transactions keyed on the SLUP/SLUO screens may be placed in hold status due to an error(s) or for second party review with no error.

When a transaction is placed in hold status, no action is processed online or in the nightly update; however, any information you have keyed for that transaction is retained. This information is displayed when you complete the SLIN transaction. Once the transaction is removed from hold status and the transaction processes online, the case is updated using the current processing method.

700.02 FORMS ON HOLD INDICATOR (FOH)

The Forms On Hold Indicator (FOH) is displayed on the SLUP, SLUO, and SLIN screen. The valid values are 'N' or 'Y'. An 'N' is displayed in this field when the case does not have a transaction in hold status. A 'Y' is displayed in this field when there is a transaction in hold status for the case.

Displayed below are the SLUP/SLUO and SLIN screens with the FOH indicator field.

SLUP - INITIAL APPLICATION		STANDARDS STARTING 10 01 99		Page 1 of 1	
Case ID	Cnty: Geo	Adm	Expedite	FOH	Tran Cd 1
Action Code	Appl Date		Cert From		Cert Thru
PH# CD 00 TC	Recert Stat		Start Issuance		Household Type
Type Issuance	Caseload Number		Assigned Worker		Temporary Wrkr
AFDC Cty Cs1	AFDC Cty Cs2		AFDC Cty Cs3		Cty Case No
Vuln/Type	E & T		Disaster Ind		Adeq Notice Flag
Address Line 1			Address Line 2		Tot HH
City/State			Zip Code		# Required Mbr
HH Reserve	Project Code		Regulator Delay		No Prorate
Rent/Mortgage	Real Est Tax		Househld Ins		Utilities
Utility type	Other Expense		Dep Care		Medical Exp
Claim Indicator	Retroactive		Retro Type		Claim Coll
Review Date 1	Review Type 1		Review Date 2		Review Type 2
Dependent Care Num	Lang		Prev ID #		Adv Action Guard
----- D E P E N D E N T I N F O R M A T I O N -----					
MM	SSN	V	NAME	DOB	IN W EARN T PA T SS ASI I
01	000000000	0		0000000 0	0000 0 000 0 0000 0 0
	ID 0000000000	DC 000	LSO 0000	SEX 0	OTH 0000 T1 0 T2 0 Race Eth
02	000000000	0		0000000 0	0000 0 000 0 0000 0 0
	ID 0000000000	DC	LSO 0000	SEX 0	OTH 0000 T1 0 T2 0 Race Eth
ENTER=Process PF3=End (No Update) PF4=FOH CLEAR = Cancel					

SLIN - FNS INQUIRY				PAGE 1 OF 2
ID NUMBER 123456789 0	NAME	XXXX X XXXXX	GEO ADM CO	3301
TRAN CODE 8 FOH N	ADDRESS-1	124 XXXXXX XX	ACTION CODE	00
TRAN DATE 013100	ADDRESS-2		APPL DATE	120999
CERT FROM 0100	CTY/STATE	ROCKY MOUNT NC	CERT THRU	0300
PH# CD T	ZIPCODE 27801	RECERT ST CAT	START ISS	0100
TYPE ISS 9	HH TYPE 2	TOTAL HH 03	CASELOAD	200
WORKER 045	RECD NBR 138	E & T	ADEQ NOTICE	
AFDC-1	AFDC-2	AFDC-3	PA MEMBRS	01
CTY CS# 0027354	VUL/TYPE VE	CLAIM 0	CLAIM COLL	0000
HH RESRV 0000000	PRO ALLOT	REG DELAY	NO PRORATE	N
RENT/MOR 30000	RE TAXES 00000	HH INS 00000	UTILITIES	20300
UTL TYPE 1	OTHR EXP 00000	TTL SHLTR 0503	EARN INC	0000
E I DED 0000	NET EARNND 0000	OTHER INC 0926	GROSS INC	0926
STD DED 134	ADJ INC 0792	DEP CARE 0000	MED EXP	0000
EXCS SHLT 0107	EXPENSE 0107	NET ADJ 0685	HH INCLD	03
# REQ MBR 03	TFP 0335	BEN REDU 0206	RESTR ADJ	0000
RESTR RSN 00	ALLOTMENT 0129	\$2 BOOKS 00	\$7 BOOKS	02
\$10 BOOKS 00	\$40 BOOKS 00	\$50 BOOKS 01	\$65 BOOKS	01
RVW DATE1 0000	RVW TYPE1 0	RVW DATE2 0000	RVW TYPE2	0
MAIL CODE 02	EXPEDITE 0	PRV ID 000000000	DEP CARE NUM	00
PROJ CODE EIS	CASE ID	P/X TO VIEW DEPENDENTS (X=PAGE TO VIEW)		
LANG	DIS IND ENTER-CONTINUE PF2-SLA980A PF3-PREVIOUS			

A. Forms On Hold Inquiry Screen (SLFI)

When a transaction is placed in hold status, the case is displayed on the Forms On Hold Inquiry (SLFI) screen. The screen displays all cases for your county that are in hold status. The transactions are sorted by worker number, transaction date, and case ID. From the FSIS Menu screen, select the SLFI transaction. Press ENTER. The SLFI screen is displayed.

SLA3601 FORMS ON HOLD INQUIRY SCREEN COUNTY XX				
FSIS CASE ID	TRANSACTION DATE	WORKER NUMBER	TRAN CODE	
123456789 0	05012000	E08		3
234567890 1	04272000	F05		2
345678901 2	04172000	220		2
456789012 3	05012000	884		3

MESSAGE
TO SCROLL PF12: CANCEL PAGE 0001

B. Forms On Hold Delete Screen (SLFD)

When a transaction is placed in hold status, the case is displayed on the Forms On Hold Delete (SLFD) screen. The screen displays all cases for your county that are in hold status. The transactions are sorted by worker number, case ID number, and transaction

date. From the FSIS Menu screen, select the SLFD transaction. Press ENTER. The SLFD screen is displayed.

SLA3601	FORMS ON HOLD DELETE SCREEN COUNTY XX			
	FSIS CASE ID	TRANSACTION DATE	WORKER NUMBER	TRAN CODE
	_ 123456789 0	05012000	E08	3
	_ 234567890 1	04272000	F05	2
	_ 345678901 2	04172000	220	2
	_ 456789012 3	05012000	884	3
MESSAGE				
ENTER (S) TO SELECT PF7/8:TO SCROLL PF12: CANCEL PAGE 0001				

700.03 PLACING A TRANSACTION IN HOLD STATUS

A. GENERAL

A transaction **can** be placed in hold status when completing an action using transaction codes 2, 3, 5, 6, 7, 8, or 9. A transaction **cannot** be placed in hold status when:

1. Completing an action using transaction code 1 because the FSIS case ID is not assigned until the transaction has processed. FSIS does not generate form numbers. The case ID is the key when the transaction is placed in hold status. The following message is displayed if the PF4 key is pressed. The FOH indicator field is protected and does not allow an entry of 'Y'.

'FORM ON HOLD (PF4) NOT ALLOWED FOR INITIAL APPLICATION (TC1)'

2. Completing an action to remove an individual from the Food and Nutrition Services case by entering '00' (zeroes) in the member field. The following message is displayed if '00' has been entered for a member and you have entered 'Y' in the FOH indicator field or pressed the PF4 key.

'FOH INVALID:MM=00/99, ENTER=PROCESS FORM & MM CHANGE TO PROD/PF3=END (NO UPDATE)'

NOTE: This message indicates you cannot place the form on hold; however, you have the option to process the deletion of the individual immediately or end the action.

Completing an action to change the head of household by entering '99' in the member field. The following message is displayed if '99' has been entered for a member and you have entered 'Y' in the FOH indicator field or pressed the PF4 key.

'FOH INVALID: MM=00/99, ENTER=PROCESS FORM & MM CHANGE TO PROD/PF3=END (NO UPDATE)'

NOTE: This message indicates you cannot place the form on hold; however you have the option to process the change in head of household immediately or end the action.

B. TRANSACTION PLACED ON HOLD WITH NO ERRORS

1. Key 'Y' in the Forms On Hold (FOH) Indicator field. Enter appropriate information for the action that you are completing and press the PF2 key when prompted. The SLMU screen is displayed with the message: FORM PLACED ON HOLD AND MASTER FILE FOH IND UPDATED, or

Enter appropriate information for the action that you are completing. The transaction can be placed on hold at anytime during the transaction by pressing the PF4. Once the PF4 key is pressed, the SLMU screen is displayed with the message: FORM PLACED ON HOLD AND MASTER FILE FOH IND UPDATED.

2. The transaction is displayed on the SLFI inquiry screen and the SLFD delete screen.
3. The SLIN screen is updated with the FOH indicator of 'Y'.

C. TRANSACTION PLACED ON HOLD WITH ERRORS

1. Press the PF4 key or if on page 1 of the SLUP/SLUO screen, you can enter a 'Y' in the FOH indicator field. The SLMU screen is displayed with the message: FORM PLACED ON HOLD AND MASTER FILE FOH IND UPDATED.
2. The transaction is displayed on the SLFI inquiry screen and the SLFD delete screen.
3. The SLIN screen is updated with the FOH indicator of 'Y'.

D. TRANSACTION PLACED ON HOLD WITH ERRORS BY FSIS

1. If the worker exceeds five errors, the system automatically places the transaction in hold status automatically. The SLMU screen is displayed with the message: FORM PLACED ON HOLD AND MASTER FILE FOH IND UPDATED.
2. If adding an individual to a case with any transaction other than TC1 or at the same time as removing an individual and demographic data is incomplete, the message, 'INDIVIDUAL ID, ID NO. NAME, DOB, ETC., REQUIRED. USE SLNC TO UPDATE', is displayed and the transaction is placed in hold status.
3. The transaction is displayed on the SLFI inquiry screen and the SLFD delete screen.
4. The SLIN screen is updated with the FOH indicator of 'Y'.

700.04 REMOVING A TRANSACTION FROM HOLD STATUS

A. Reentry of Transaction

1. Complete reentry of the transaction using the SLMU menu. Enter SLUP/SLUO, FSIS Case ID, Check Digit, and the same transaction code used when the transaction was placed in hold status. The action that was in hold status is displayed with the message, 'CASE IN A HOLD STATUS' and the FOH indicator is 'Y'.
 - a. If you key a transaction other than the transaction that is in hold status, the following error message is displayed on the SLMU menu screen:

'TRANSACTION (TRANS CODE) DOES NOT MATCH THE PREVIOUS FOH TRANS CODE OF (TRANS CODE)'
 - b. If you placed a transaction in hold status with an invalid date of application, cert from, cert thru, or start issue date, you cannot complete a reentry. You must delete the transaction and rekey.
2. If no errors, change the FOH indicator from 'Y' to 'N' and press ENTER. Press the PF2 key when prompted to process the action.
3. If errors, change the FOH indicator from 'Y' to 'N', correct the error(s), and press ENTER. Press the PF2 key when prompted to process the action.
4. The transaction is removed from both the SLFI and the SLFD screens, and the SLIN screen is updated with the FOH indicator of 'N'.

B. SLFD (Forms On Hold Delete Screen)

SLA3601	FORMS ON HOLD DELETE SCREEN COUNTY XX			
	FSIS CASE ID	TRANSACTION DATE	WORKER NUMBER	TRAN CODE
	_ 123456789 0	05012000	E08	3
	_ 234567890 1	04272000	F05	2
	_ 345678901 2	04172000	220	2
	_ 456789012 3	05012000	884	3
MESSAGE				
ENTER (S) TO SELECT PF7/8:TO SCROLL PF12: CANCEL PAGE 0001				

From the FSIS Menu screen, select the SLFD transaction. Press ENTER. The SLFD screen is displayed.

Enter an 'S' to the left of the case ID to be deleted. Press Enter. A prompt is displayed to press the PF4 key to confirm the deletion of the transaction. Press the P4 key. The transaction is removed from hold status and from the SLFI screen. The FOH indicator is changed to 'N' on the SLIN screen.

C. EPICS Transaction

1. When there is a transaction in hold status and an update is completed based on information received from EPICS, the transaction is removed from hold status. The food stamp case is updated, and the case is displayed on the report: 'Forms Removed From Hold Status Due To EPICS Update'. No hard copy of this report is created but appears in X/PTR under the name: 'DHRSLA SLA782EP FOH EPICS DELETE'.

The report is sorted by county number, worker number, and in alphabetical order within worker number. The report is created nightly and there may be up to 90 versions.

9/25/2001	N.C. DEPARTMENT OF HEALTH AND HUMAN RESOURCES				PAGE 1
	FOOD STAMP INFORMATION SYSTEM				REPORT NO: SLA782EP
	FORMS REMOVED FROM HOLD STATUS DUE EPICS UPDATE				RETAIN ADMIN VALUE
COUNTY:					
WKR		CK		TRANS	
NO	ID NO	DGT	HEAD OF HOUSEHOLD	TC	EFF DATE

2. A transaction record is created for all Food and Nutrition Services cases updated as a result of the EPICS file. use the Transaction Tracking (SLTR) to view the cases. Enter EPICS as the user id or enter the FSIS case ID number. EPICS is displayed as the user id.