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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-86

Date: May 13, 1991

Division: Information
Technology
Management

TO: Local District Commissioners

SUBJECT: AFSI Implementation

ATTACHMENTS: Manual Roster (Not Available On-Line)

The Implementation of the Alternate Food Stamp Issuance System (AFSI) will soon be completed with the conversion of the 13 Region I and II districts on May 20, 1991. The benefits that recipients, local districts, the USDA and the Department enjoy with AFSI will then be shared by all upstate. The support of you and your staff has been invaluable in bringing this phase of the project to a successful conclusion.

An important consideration for any issuance system is the provision of proper safeguards to assure continuity of service in the event of failure of one or more links in the system chain. Toward that end, we have required our AFSI Contractor to provide a means of issuing benefits posted to their system in the event a countywide or regional disaster occurs that effectively shuts down electronic issuance service at all AFSI issuance sites within a district.

The method that has been developed is described in the attached document entitled Manual Roster Operational Procedures. The Manual Roster Plan was developed jointly by the AFSI Project team with active involvement of the pilot district staff.

You will note that in the event the plan is implemented, it will be done with the active participation of the effected local district. A district staff member will function as a member of the Manual Roster crises team.

While we are certainly hopeful events do not occur requiring the use of the Manual Roster Plan, the plan, procedures and software are now in place and available should the need arise.

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Again, thank you for your cooperation in the past. We are now actively engaged in pursuing AFSI Phase III which will add Public Assistance Cash Benefits to the AFSI network. We look forward to your continued cooperation in this joint endeavor.

Eugene T. Boice
Director
Office of Systems Development