

HTML Food Stamp Manual Instructions

This document includes one hyperlink to take you to the Systems Operations website. The other “links” are not actually links, but copies of what you will find on the website or in the document for demonstration purposes only.

To access the new Food Stamp manual, go to the Systems Operations website:
<http://dpasysops.hss.state.ak.us>

Scan the list of options on the left of the page and click on:

[Food Stamp Manual HTML Web Version \(Through Chg 14\)](#)

You will see on the left side of the screen, the following “books”:

☒  Food Stamp Manual

☒  Food Stamp Manual Change Cover Memos

Select whichever you prefer to use. Across the top of this section, you have three options: *Contents*; *Index*; and *Search*. When you first access the screen, you will be in the *Contents* section.

The *Index* provides what you normally would see as an index of the Food Stamp manual.

The *Search* function allows you to enter a word or phrase you wish to find in the manual. For example, if you type in “expedite food stamps” and hit <ENTER>, you will receive the following:

[601-1 Filing An Application](#)
[601-7 Time Limitations: Application Processing](#)
[601-7A\(1\) Approved households](#)
[605-1D\(2\) Certification Procedures for Residents of Institutions](#)
[605-3B Expedited Services](#)
[605-3B\(1\) Entitlement](#)
[605-3C\(2\) SSI/Food Stamp Applicants](#)
[605-3C\(2\)\(a\) Processing Standards](#)
[MC 10 0203 Cover Memo](#)
[MC 4 0201 Cover Memo](#)
[MC 7 0302 Cover Memo](#)
[MC 8 0902 Cover Memo](#)
[Subject Index](#)
[Table of Contents](#)

One other feature of the manual is an Acronym-Decoder. You click on the acronym, and you get the series of words reflected by the initials.

Any time you run across a reference to another manual section, you may click on it to access the reference. The manual section references are hyperlinks and will display in blue.

The Manual Change Cover Memos are in the other book and can be accessed individually, should you want to review them.

Printing is accomplished by clicking on the Internet Explorer print icon. You must have the cursor within the document side of the screen before clicking on the icon.

To scroll through the manual, you can use the “*next*” or “*previous*” page options at the bottom of the page, or merely use the *Index* on the left side of the screen.

To increase the size of the manual page, click on the “*hide*” button to the right of the page, and it will expand. Should you want to view the *Index*, or perform a *Search*, you click on the “*show*” button and you will return to the original view of the two parts of the screen.

Please send any questions you have to DPA Policy at:
dpapolicy@health.state.ak.us