A EBT Card Maintenance (EBCM) - Alternate Card Holder Selection

REVISION 01
(07/01/07 - 09/30/07)

Policy and procedures regarding selecting EBT alternate card holders for a case are outlined in EBT Alternate Card Holder.

To select an EBT alternate card holder, complete the following:

- Key Y in the SELECT ALTERNATE field on EBCM and press ENTER.

  NOTE When an alternate card holder has not been established on EBPM, this field does NOT display.

- The ALTERNATE CARD HOLDER 1 EBCM screen displays. This screen looks exactly like the PRIMARY PAYEE EBCM screen, except the PRIMARY PAYEE header is now replaced with ALTERNATE CARD HOLDER 1 header.

- When another alternate card holder is to be selected, complete the following:

  Key Y in the SELECT ALTERNATE CARD HOLDER field on the ALTERNATE CARD HOLDER 1 EBCM screen, and press ENTER. The ALTERNATE CARD HOLDER 2 EBCM screen displays.

  When the transmission is successful, the following edit message displays:

  INFO ALTERNATE CARD HOLDER 1 CARD HAS BEEN ISSUED ON THE EBT SYSTEM.

  When the transmission is unsuccessful, the EBT Processing System displays a reject reason. Review the error, and make the necessary corrections.