

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-10

DATE: March 23, 2010

TO: Services and Work First Staff

EFFECTIVE: Upon Receipt (changes valid for March 2010 services; also valid for Administrative costs incurred in January - February 2010)

The Services Information System User's Manual has been revised to incorporate the following changes.

A new Service Code (**563 – ARRA Subsidized Employment**) and Program Code (**15 – TANF ARRA Emergency Contingency Fund**) have been established. ARRA Subsidized Employment means employment in which the employer is partially or wholly reimbursed for wages and/or training costs using federal TANF Emergency Contingency funds.

563 – ARRA Subsidized Employment

Use on the DSS-5027, DSS-4263 (Client ID required), the DSS-1571 Part II (no Client ID required) and the DSS-1571 Part IV (Client ID required)

Note: Only administrative costs associated with ARRA Subsidized Employment should be reported on the DSS-1571 Part II. Services to clients provided through contract, should be reported on the DSS-1571 Part IV.

Special Instructions: Only individuals employed as subsidized employees by the local DSS may use Service Code 563 on the DSS-4263. Non-subsidized staff time spent recruiting possible resources or negotiating a subsidized employment slot on behalf of a specific participant should be coded as regular Subsidized Employment Services (Service Code 553.)

15. TANF American Recovery and Reinvestment Act (ARRA) Emergency Contingency Fund

Temporary TANF Emergency Fund available to states, territories, and tribes for federal fiscal years 2009 and 2010 for increased expenditures in basic assistance, short-term non-recurrent benefits, and subsidized employment.

Other Changes

(None at this time)

The SIS User's Manual has been updated with these changes and is available in PDF format (see below). This version is the same as the on-line version, which is the official version of the SIS User's Manual.

If you do not have access to the on-line manuals, you may obtain the PDF file on disk or via e-mail, or a hard copy (limit one per county) of the SIS User's Manual by contacting Performance Management/Reporting and Evaluation Management Section at 919-733-4530.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

1. Go to the DSS On-Line Manuals website at <http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/index.htm>

2. Click on Change No. 01-10

To maintain a "soft copy" of the SIS User's Manual:

3. Click on the "[SIS Manual](#)" link at the bottom of the page to download the revised manual and save it to disk, and

To maintain your current hard copy of the SIS User's Manual:

4. Click on the "CN – 01-10" and "CN – 01-10 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and
5. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Or, if you do not currently have a hard copy:

6. Click on the "[SIS Manual](#)" link at the bottom of the page to download the revised manual, and
7. Click on the "[DSS-5027](#)" and "[DSS-4263](#)" links to download replicas of the forms.
8. Open the downloaded files using Adobe Acrobat Reader. Print the forms and the entire manual.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hard copy of the manual:

REMOVE

INSERT

Table of Contents dated 07-01-2008

Table of Contents dated 03-01-2010

Instructions for the SIS Client Entry Form, DSS-5027

Instructions for the SIS Client Entry Form, DSS-5027

page 2, dated 10-01-2004

page 2, dated 03-01-2010

Instructions for Worker Daily Report of Services (DSS-4263)

Instructions for Worker Daily Report of Services (DSS-4263)

page 8, dated 07-01-2008

page 8, dated 03-01-2010

Appendix B

Appendix B

page B-7, dated 07-01-2008
page B-46 – B-47, dated 07-01-2008
page B-48, dated 07-30-2004
page B-49, dated 05-01-2005

page B-7, dated 03-01-2010
page B-46 – B-47, dated 03-01-2010
page B-48, dated 03-01-2010
page B-49 – B-50, dated 03-01-2010

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Appendix C

page C-8, dated 07-01-2008

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Appendix C

page C-8, dated 03-01-2010



Hank Bowers, Chief
Performance Management/Reporting and
Evaluation Management Section

CN-01-10

CN-01-10 ATTACHMENTS

SIS Manual

DSS-5027

DSS-4263