

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 03-11

DATE: October 17, 2011

TO: Services and Work First Staff

EFFECTIVE: Retroactive to September 1, 2011

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

**Program Code 16 – TANF Contingency Fund is being changed to “16 – Job Boost II – TANF”.** Federal regulations required all TANF Contingency Funds to be expended by September 30, 2011. Since North Carolina will report expenditures for the final quarter of FFY 2011 to the Federal government based on services provided during the months of June through August 2011, services provided in September 2011 will be reported as October 2011, or FFY 2012 expenditures. Therefore any unspent allocations of TANF Contingency Funds for the purpose of the Job Boost II Program will be reallocated as 100% Federal TANF funds. There are no changes to coding for the DSS-4263 required. New instructions for coding Job Boost II expenditures on the DSS-1571 will be issued by the NC DHHS Controller's Office.

**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. 03-11

**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 – 03-11" and "CN – 03-11 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 hardcopy of the manual:

**REMOVE**

**DSS-4263**

Page 8, dated 07-01-2011

**Appendix C**

pages C-8 and C-9, dated 07-01-2011

**INSERT**

**DSS-4263**

Page 8, dated 09-01-2011

**Appendix C**

pages C-8 and C-9, dated 09-01-2011



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

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