

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-24

DATE: February 26, 2024

TO: All County Staff;
Data Entry Staff;
County Automated Day sheet Applications Administrators
County Finance Officers

EFFECTIVE: February 1, 2024

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

New Service Code 115 Emergency Placement Fund has been added and is valid with new program code EPF.

Other Changes

Appendix B has been edited to reflect the changes above.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL
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1. Go to the SIS On-Line Manual Change Notice website at <https://policies.ncdhhs.gov/divisional-n-z/social-services/services-information-system-sis/sis-change-notice/>
2. Click on 2024, then 01-24.

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

3. Click on the "SIS Manual" link at the bottom of the page. Click on each section separately to download and save it.
4. Open the downloaded files using Adobe Acrobat Reader. Print each section of the entire manual, if desired.

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

To update your current hardcopy of the manual:

REMOVE

Appendix B

Page B-3, dated 12-30-2022

Page B-23 date 12-30-2022

Appendix C

Page C-1, dated 06-06-2023

INSERT

Appendix B

Page B-3, dated 02-26-2024

Page B-23 dated 02-26-2024

Appendix C

Page C-1, dated 02-26-2024

Shauna Cuffee, Chief
Performance Management Section

[SIS Manual](#)