

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-26

DATE: May 28, 2026

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

EFFECTIVE: June 1, 2026

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

The definition for Service Code 504 FNS Employment and Training Childcare that is valid with Program Code S has been updated.

Note: This Service Code will only be valid with the following Counties: Buncombe, Cabarrus, Chatham, Cherokee, Durham, Forsyth, Lincoln, Guilford, Iredell, Mecklenburg, Moore, Orange, Pitt, Wake and Wilson.

Other Changes

Appendix B has been edited to reflect the changes above.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

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/>
2. Click on 2026, then 01-26.

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

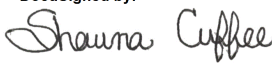
Appendix B

Page B-42, dated 06-28-2024

INSERT

Appendix B

Page B-42, dated 05-11-2026

DocuSigned by:

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Shauna Cuffee, Chief
Performance Management Section

[SIS Manual](#)