

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

**CHANGE NO.** 02-24

**DATE:** April 24, 2024

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

**EFFECTIVE:** April 1, 2024

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

**New Service Code 255 Child Welfare Pre-Service Training has been added and is valid with new program code Enhanced Training ET and existing program codes Non-DSS Reimbursement N and IV-E Administration Activities Z.**

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.
3. Click on 2024, then 02-24.

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

4. Click on the "SIS Manual" link at the bottom of the page. Click on each section separately to download and save it.
5. 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-5, dated 07-20-2020  
Page B-34, dated 04-01-2018

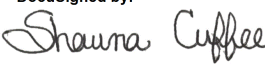
Appendix C  
Page C-2, dated 11-20-2023

### INSERT

#### **Appendix B**

Page B-5, dated 04-24-2024  
Page B-34, dated 04-24-2024

Appendix C  
Page C-2, dated 04-24-2024

DocuSigned by:  
  
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Shauna Cuffee, Chief  
Performance Management Section

[SIS Manual](#)