

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 03-24

DATE: June 28, 2024

TO: Economic Services and Food & Nutrition Services Staff, Supervisors and Program Managers;
Data Entry Staff; County Automated Day Sheet Applications Administrators
County Finance Officers

EFFECTIVE: June 1, 2024

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

A New Service Code 504 FNS Employment and Training Childcare has been added and is valid with Program code S.

Note: This New 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/sis-change-notice/>
2. Click on 2024, then 03-24.

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-10, dated 08-13-2019

Page B-41, dated 10-01-2015

INSERT

Appendix B

Page B-10, dated 06-28-2024

Page B-41, dated 06-28-2024

Shauna Cuffee, Chief
Performance Management Section