SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 01-19

DATE:　　　　January 17, 2019

TO:　　　　Adult Services and Child Welfare Services Staff, Supervisors and
　　　　Program Managers;
　　　　Data Entry Staff; County Automated Day Sheet Applications
　　　　Administrators
　　　　County Finance Officers

EFFECTIVE: January 1, 2019

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

New Service Code for use by county DSS workers to record time spent completing required 90-day contacts related to persons for whom the agency Director serves as Disinterested Public Agent Guardian in accordance with 10A NCAC 71B.0101 (b) (2).

- **Service Code 106 – ADLT GUARDIANSHIP CONTACT**

Program Codes N-Non DSS Reimbursement and X-Social Services Block Grant (SSBG) has been created for use with this service code.

Use on the DSS-4263 (Client ID required).

Service Codes for planning and directing the provision of social services within the constraints of policy and procedures for Food Stamp Workfare/Employment & Training participant.

- **Service Code 580 – EMPLOYMENT PROGRAMS CASE MANAGEMENT**
- **Service Code 581 – EMPLOYMENT PROGRAMS INTAKE**
- **Service Code 582 – WORKSITE DEVELOPMENT AND MANAGEMENT**

Program Code S2-100% SNAP E&T has been created for use with these Service Codes.

Use on the DSS-4263 (Client ID not required).
Use of these codes is valid for Buncombe, Lincoln, Mecklenburg, Orange, Pitt, and Wake counties.

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
   http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/index.htm

2. Click on Change No. 01-19

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

3. Click on the "SIS Manual" link at the bottom of the page to download the manual and save it to disk, and

4. Click on the "DSS-5027" and "DSS-4263" links to download replicas of the forms and save them to disk.

5. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if desired.

To maintain your current hard copy of the SIS User's Manual:

6. Click on the "CN – 01-19" and "CN – 01-19 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and

7. 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:

8. Click on the "SIS Manual" link at the bottom of the page to download the revised manual, and

9. Click on the "DSS-5027" and "DSS-4263" links to download replicas of the forms.

10. Open the downloaded files using Adobe Acrobat Reader. Print the form 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	INSERT
Appendix B	**Appendix B**
Page B-5, dated 11-01-2014	Page B-5, dated 01-17-2019
Page B-19, dated 06-01-2012	Page B-19, dated 01-17-2019

Shauna Shaw, Chief
Performance Management Section

CN-01-19
CN-01-19 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263