

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 04-10

DATE: December 3, 2010

TO: Services and Work First Staff

EFFECTIVE: December 01, 2010

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

A new Service Code (564 – JobBoost) has been established. JobBoost means employment in which the employer is partially reimbursed for gross wages using federal TANF dollars through the Emergency Fund.

564 – JobBoost

Use on the DSS-5027, DSS-4263 (no Client ID required) and the DSS-1571 Part IV (Client ID required)

Note: **Service Code 564 may be used on the DSS-4263 by either existing case managers or by individuals hired by the agency under the JobBoost program when engaged in activities related to providing JobBoost services to individuals.**

Program Code 15 - TANF American Recover and Reinvestment Act (ARRA) Emergency Contingency Fund is being added to the following Service Codes:

541 – Transportation Retention Services

Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required)

542 – Child Care Retention Services

Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required)

543– Other Retention Services

Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required)

Note: These codes are to be used only for families who are not current Work First recipients, have gross income at or below 200% of the federal poverty guidelines, and have met the other requirements outlined in Section 118 of the Work First manual.

Service Code 563 – ARRA Subsidized Employment is being discontinued. This service was provided under a time-limited program and is no longer valid.

Other Changes

A new code has been added for DSS-5027 Field 26: Highest Grade. Code “00” may be entered in this field when a child or adult has never been enrolled in school or is, or has been, enrolled in school but has not completed a grade.

The SIS User’s Manual has been updated with these changes and is available in PDF format (see below). This version is the same as the on-line version, which is the official version of the SIS User’s Manual.

If you do not have access to the on-line manuals, you may obtain the PDF file on disk or via e-mail, or a hard copy (limit one per county) of the SIS User’s Manual by contacting Performance Management/Reporting and Evaluation Management Section at 919-733-4530.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

1. Go to the DSS On-Line Manuals website at
<http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/index.htm>

2. Click on Change No. 04-10

To maintain a “soft copy” of the SIS User’s Manual:

3. Click on the “[SIS Manual](#)” link at the bottom of the page to download the revised manual and save it to disk, and

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

4. Click on the “[CN – 04-10](#)” and “[CN – 04-10 ATTACHMENTS](#)” links at the bottom of the page to download the Change Notice and the attachment documents, and
5. 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:

6. Click on the “[SIS Manual](#)” link at the bottom of the page to download the revised manual, and
7. Click on the “[DSS-5027](#)” and “[DSS-4263](#)” links to download replicas of the forms.
8. 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

Appendix A

page A-10, dated 10-01-2010

Appendix B

page B-7, dated 10-01-2010

page B-48, dated 10-01-2010

INSERT

Appendix A

page A-10, dated 12-01-2010

Appendix B

page B-7, dated 12-01-2010

page B-48, dated 12-01-2010



Hank Bowers, Chief
Performance Management/Reporting
and Evaluation Management Section

CN-SIS-04-10

CN-SIS-04-10 ATTACHMENTS

SIS Manual

DSS-5027

DSS-4263