

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

**CHANGE NO. 02-21**

**DATE:** May 18, 2021

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

**EFFECTIVE:** April 1, 2021

The use of Program Code N2 with Service Code 750 in SIS is temporarily suspended due to technical issues within the County Administration Reimbursement System (CARS). Counties will be notified when the use of Program Code N2 with Service Code 750 can resume.

## INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

1. Go to the SIS On-Line Manual Change Notice website at <https://policies.ncdhhs.gov/divisional/social-services/services-information-system-sis/change-notices>.
2. Click on 2021.
3. Click on CN-02-21.

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

4. Click on the “[SIS Manual](#)” link at the bottom of the page to download the manual and save it to disk
5. Click on links at the bottom of the page that reflect section changes to the manual
6. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if desired.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>



Shauna Shaw, Chief  
Performance Management Section

[SIS Manual](#)  
[SIS300 APPENDIX B](#)  
[SIS400 APPENDIX C](#)