SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO.   03-23

DATE: June 20, 2023

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

EFFECTIVE: June 1, 2023

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

SIS100.01 has been revised to remove the reference to the DSS-5010 form. The DSS-5010 form was repurposed several years ago and is no longer applicable to this section.

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/social-services/services-information-system-sis/change-notices.

2. Click on 2023, then 03-23.

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	INSERT
SIS 100	**SIS 100**
Page 1, dated 07-01-2011	Page 1, dated 06-20-2023

DocuSigned by:

Shauna Cuffee

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Shauna Cuffee, Chief
Performance Management Section

SIS Manual