

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 05-20

DATE: December 3, 2020

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: November 1, 2020

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

A slight revision was made to the definition of the Service Code 889 to clarify that this code is specifically related to LIEAP CARES 2019 – 2020 funding.

Service Code 893 was revised to only allow use on Part II and is no longer applicable on the DSS-4263.

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/2020>.
2. Click on [CN-05-20](#)

To maintain a “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
4. Click on links at the bottom of the page that reflect section changes to the manual
5. 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/>

To update your current hardcopy of the manual:

REMOVE

Appendix B

Page B-11, dated 11-30-2020

Page B-61, dated 11-30-2020

INSERT

Appendix B

Page B-11, dated 12-02-2020

Page B-61, dated 12-02-2020



Shauna Shaw, Chief
Performance Management Section

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