SERVICES INFORMATION SYSTEM (SIS)

USERS MANUAL - UPDATE

CHANGE NO. 2-01

DATE: March 26, 2001

TO: Work First and Services Staff

EFFECTIVE: Upon Receipt

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

Please make pen and ink changes to Appendix B page B-1. Service Codes **011 - General Recruitment, Assessment and Training of Adoptive Parents** and **103 - General Recruitment, Assessment and Training of Foster Parents** may use Program Codes **0 (zero) - TANF CPS&FC/Adopt** and **R – TANF 100% Federally Funded**. Please refer to the Dear County Director letter dated March 19, 2001 for instructions on using the Program Codes or contact the Children's Services policy section.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

Make pen and ink changes to Service Codes 011 and 103 in Appendix B, page B-1 as noted above

OR

1) Remove Appendix B, pages B-1 and B-2

2) Go to the DSS On-Line Manuals website at

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

3) Click on Change No. 02-01

4) Click on the "Attachment" link at the bottom of the page to download Appendix B, pages B-1 and B-2

5) Open the downloaded file in Adobe Acrobat Reader (if necessary) and print the pages, and then

6) Insert them into your SIS Users Manual.

Hank Bowers

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ATTACHMENT