SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO.   02-03

DATE: **May 21, 2003**

TO: Services and Work First Staff

EFFECTIVE: Upon Receipt (changes valid for May 2003 services)

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

Program Code R, TANF 100% Federally Funded, has been added as an allowable fund source for Service Code 527-(Work First) Education and Training.

> **527 – Education and Training**
> Use on the DSS-1571 Part II (no Client ID required.)

Other Changes

No other changes at this time.

The SIS User's Manual has been updated with this change and is available in PDF format (see below). This version, which is the same as the on-line version, 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 a hard copy (limit one per county) of the SIS User's Manual by contacting Performance Reporting 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. 02-03

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

4. Click on the "DSS-5027" link to download the replica of the form and save it to disk.

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

5. Click on the "CN – 02-03" and "CN – 02-03 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and

6. 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:

7. Click on the "SIS Manual" link at the bottom of the page to download the revised manual, and

8. Click on the "DSS-5027" link to download replica of the form.

9. 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:

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Appendix B   **Appendix B**
page B-7, dated 07-01-2002   page B-7, dated 05-01-2003

Hank Bowers
Chief, Performance Reporting and
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CN-02-03 ATTACHMENTS
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