

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 02-15

DATE: Sep. 29, 2015

TO: FNS and FNS Employment & Training Staff, Supervisors and Managers

EFFECTIVE: Oct. 1, 2015

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

Program Code S – Food Stamp Employment and Training is being renamed as S – FNS Employment and Training. The definition of Program Code S found in Appendix C is also being revised.

Program Code S – FNS Employment and Training is being added to Service Code 505 – Assessment And Development Of Employment and Training.

505 – Assessment And Development Of Employment and Training

Use on the DSS-5027 and DSS-4263 (Client ID required)

DSS-1571 Part II coding is being added to Service Codes 505 - Assessment And Development Of Employment and Training and 515 - Employment and Training Services when these services are coded to Program Code S2 - 100% SNAP Employment & Training.

505 – Assessment And Development Of Employment and Training (used with program Code S2)

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part II (no Client ID required)

515 – Employment and Training Services (used with program Code S2)

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part II (no Client ID required)

The definitions of Service Codes 515 - Employment and Training Services and 567 – Transportation Services are being revised to clarify appropriate use and allowable activities.

Program Code S2 – 100% SNAP Employment & Training is being added to Service Code 582 – Work Site Development and Management. The definition of Service Code 582 - Work Site Development and Management is also being revised.

582 – Work Site Development and Management

Use on the DSS-4263 (no Client ID required)

Other Changes

Two new Race Codes are being added for use in Field 24: RACE/ETHNICITY of the DSS-5027:

65 = Unable to Determine (Abandoned) = UDA

This code should be used ONLY when the race/ethnicity of an abandoned child cannot be determined.

66 = Unable to Determine (Declined) = UDD

This code should be used when an adult or child declines to provide their race/ethnicity.

Note: Existing codes **11 = Unable to Determine (Non Hispanic or Latino)** and **12 = Unable to Determine (Hispanic or Latino)** should be used when an individual declines to provide their race, but their ethnicity is provided or otherwise known.

When code **66 = Unable to Determine (Declined) = UDD** is used in **Field 24: RACE/ETHNICITY**, a value of "Y" should also be entered in **Field 29: RACE DECLINED**.

Care should be taken to select the appropriate "unable to determine" RACE/ETHNICITY code, especially for children, to ensure accurate data is submitted for NCANDS and AFCARS reporting.

The SIS User's Manual has been updated with these changes and is available in PDF format (see below). This version is the same as the on-line version, which 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 via e-mail, or a hard copy (limit one per county) of the SIS User's Manual by contacting Performance Management/Reporting and Evaluation Management Section at 919-527-6260.

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. 02-15

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.

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

4. Click on the "CN – 02-15" and "CN – 02-15 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and
5. 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:

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

7. Click on the "[DSS-5027](#)" and "[DSS-4263](#)" links to download replicas of the forms.
8. 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:

REMOVE

Instructions for Worker Daily Report of Services (DSS-4263)

page 8, dated 11-01-2014

Appendix A

page A-9, dated 03-01-2001
page A-11, dated 10-01-2010

Appendix B

page B-7, dated 01-01-2015
page B-39, dated 07-01-2014
page B-51, dated 07-01-2014
page B-54, dated 07-01-2014

Appendix C

page C-3, dated 09-01-2012

INSERT

Instructions for Worker Daily Report of Services (DSS-4263)

page 8, dated 10-01-2015

Appendix A

page A-9, dated 10-01-2015
page A-11, dated 10-01-2015

Appendix B

page B-7, dated 10-01-2015
page B-39, dated 10-01-2015
page B-52, dated 10-01-2015
page B-54, dated 10-01-2015

Appendix C

page C-3, dated 10-01-2015



Hank Bowers, Chief
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Evaluation Management Section

[CN-02-15](#)
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