

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 03-16

DATE: Aug. 1, 2016

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: July 1, 2016 (Service month, for August reimbursement)

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

**Program Code S2 – 100% SNAP Employment & Training, is now valid with the following Service Codes for the indicated Counties:**

**580 – Employment Programs Case Management**

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

**581 - Employment Programs Intake**

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

**582 – Worksite Development And Management**

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

**Now valid only for the following counties:**

**Buncombe (11), Mecklenburg (60), Orange (68) and Pitt (74)**

Please note that Service Codes 505 - Assessment And Developing Of Employment And Training and 515 - Employment and Training Services are still valid for use with Program Code S2 by Buncombe and Orange counties.

Other Changes

**No other changes at this time.**

Please note that the above changes do not require an update to 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. 03-16

**To maintain a "soft" or "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, and

4. Click on the "[DSS-5027](#)" and "[DSS-4263](#)" links to download replicas of the forms and save them to disk.

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, refer to **CN-SIS-02-16** and follow the maintenance instructions, if you have not done so previously.



Hank Bowers, Chief  
Performance Management/Reporting and  
Evaluation Management Section

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