

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

## CHANGE NO. 02-20

**DATE:** May 29, 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:** May 29, 2020

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

- 505 – Assessment And Development E&T Plan  
Use on the DSS-5027 and DSS-4263 (Client ID required)
- 515 – Employment and Training Services  
Use on the DSS-5027 and DSS-4263 (Client ID required)
- 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)

Program Code S – 50%-50% SNAP Employment & Training is also valid with the following Service Codes for Cherokee County:

- 505 – Assessment And Development E&T Plan  
Use on the DSS-5027 and DSS-4263 (Client ID required)
- 515 – Employment and Training Services  
Use on the DSS-5027 and DSS-4263 (Client ID required)
- 567 – Transportation  
Use on the DSS-5027 and DSS-4263 (Client ID required)
- 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)

**Please note that the above changes do not require an update to the SIS User's Manual.**

## 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-02-20

**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/>



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[SIS Manual](#)