

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 02-22

DATE: January 18, 2021

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: November 1, 2021

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

Updates have been made to Service Codes 887, 889 and 893 under Section SIS300.07.

Other Changes

Appendix B has been edited to reflect the changes above.

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/2022>.
2. Click on CN-02-22

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/>

To update your current hardcopy of the manual:

REMOVE

Appendix B

Page B-11, dated 12-08-2021

INSERT

Appendix B

Page B-11, dated 01-18-2022



Shauna Shaw, Chief
Performance Management Section