SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO.   06-22

DATE: August 12, 2022

TO: All County Staff;
                   Data Entry Staff;
                   County Automated Day sheet Applications Administrators
                   County Finance Officers

EFFECTIVE: September 1, 2022

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

New Service Code 801 Non E&E Income Maintenance Supervisor and Clerical Support has been added and is valid with program code ADM.

The use of Service Code 804 has been revised for Non E&E Agency-Wide Administration Staff and is valid with program codes ADM, N and N2.

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-06-22

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/

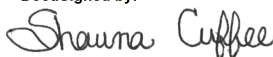To update your current hardcopy of the manual:

REMOVE	INSERT
Appendix B	**Appendix B**
Page B-8, dated 05-13-2021	Page B-8, dated 08-12-2022
Page B-55, dated 09-19-2019	Page B-55, dated 08-12-2022
Page B-56, dated 09-03-2019	Page B-56, dated 08-12-2022

DocuSigned by:

Shauna Cuffee

C8285950CF7A4AE...

Shauna Cuffee, Chief
Performance Management Section

SIS Manual