

CHANGE NOTICE FOR MANUAL

DATE: March 17, 2004

MANUAL: Energy
CHANGE NO: 2-2004
TO: County Directors of Social Services
EFFECTIVE: April 1, 2004

I. GENERAL

The purpose of this change notice is to provide instructions for new reports and functions available in the Crisis Intervention Program (CIP) Automated system. These instructions are available on-line via the internet website www.dhhs.state.nc.us/dss and are located in the Economic Services directory.

II. SPECIFIC CHANGES

- A. Section 905.03 is revised to clarify how to complete a name search and when to assign an individual a new case number or a new application number.
- B. Section 905.04 is revised to include the new report "DSS CIP Cases With Matching."
- C. Section 905.05 is revised to include instructions for requesting corrections other than Vendor Based Corrections.
- D. Section 905.08 is revised to include instructions for the "Contact Us" function.

III. INSTRUCTIONS FOR MAINTENANCE OF THE CRISIS INTERVENTION PROGRAM (CIP) USER'S INSTRUCTIONS

<u>Section</u>	<u>REMOVE</u>	<u>Pages</u>	<u>Section</u>	<u>INSERT</u>	<u>Pages</u>
905		all	905		1-18

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

Hank Bowers, Chief
Program Reporting/Automation

HB/hk
Attachment
[EPs905](#)
[EPs905f1](#)