

## CHANGE NOTICE FOR MANUAL

DATE: April 30, 2009

**MANUAL:** Services Information System Data Entry Manual  
**CHANGE NO.:** 1-2009  
**TO:** County Directors of Social Services  
**EFFECTIVE:** Upon Receipt

### I. GENERAL

The purpose of this change notice is to provide changes to the Services Information System (SIS) Data Entry Manual.

### II. SPECIFIC CHANGES

#### SIS 100.01 – Purpose of Form DSS-4263

Instructions for SIS 201 Instructions For SIS Main Menu Option 1 – 5027 ADD is being revised to include a note that the Client SSN (Social Security Number) must be all zeroes if the SSN is unknown. If all nines (9's) are entered, an online error message displays.

### III. INSTRUCTIONS FOR MAINTENANCE OF THE SIS DATA ENTRY USER'S MANUAL

#### To maintain your current hard copy of the SIS Data Entry User's Manual:

1. Go to the DSS On-Line Manuals Change Notice website at:  
<http://info.dhhs.state.nc.us/olm/manuals/dss/rim-06/chg/>
2. Click on Change No. 1-2009
3. Click on the "**CN 1-2009**" and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
Services Information System Data Entry Manual	13-16	Services Information System Data Entry Manual	13-16

If you have any questions, please contact the DSS Information Support Unit at (919) 733-8938.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping underline.

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

HB:ba  
Attachments  
[SISDE\\_CN1-2009](#)  
[SISDE\\_Manual](#)