

**Overview of Process:**

- Create activity/enrollment/service
- Assign provider and program
- Input costs
- Assign budget
- Add a voucher
- Make payment
- Make final payment

**Create Activity/Enrollment/Service**

1. Click on Create Activity/Enrollment/Service
2. General Information Tab
  - a. Select "Customer Program Group"
  - b. Select your office
  - c. Select your agency code
  - d. Select the appropriate Supportive Service Activity Code
  - e. Input Actual Begin Date and Projected End Date
3. Service Provider Tab
  - a. Select Provider – choose your organization
  - b. Select the appropriate service type
4. Enrollment Cost Tab
  - a. Confirm the total costs are correct. If not, make correction.
  - b. Add units if applicable
5. Financial Aid Tab
  - a. Not Applicable
6. Enrollment Budget Tab
  - a. Click link to select a budget
  - b. Click on the appropriate budget
  - c. Edit the assigned budget record
  - d. Input the total amount of the supportive service in Funded Amount field and Save
7. Budget Planning Tab
  - a. Add a voucher
    - i. Leave Status as Active and Approval Status as Pending Approval
    - ii. Choose to whom this voucher is to be paid. It will be either the individual participant or your organization for reimbursement.
    - iii. Leave the expiration date of the voucher as the default.
    - iv. Input the service dates
    - v. Update the Unit cost and units as appropriate
    - vi. Save the voucher
  - b. The voucher is to be printed and given to appropriate management
  - c. Provider management will edit the voucher in CalJOBS and mark approved.
  - d. The voucher is then printed and appropriate signatures are obtained.
  - e. The voucher is then scanned and sent via email to [sus-docs@wfc.co](mailto:sus-docs@wfc.co) and add as an electronic document in CalJOBS.
8. Closure Information Tab
  - a. Click Finish to save

**Make Payments**

1. For Supportive Services, the payment may be processed immediately after management approval
2. Edit the activity
  - a. Click on the Budget Planning Tab

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- b. Open the voucher for which a payment is to be made
  - c. Click Add a Payment
  - d. Click Open under Manage Payments
  - e. Input the dates of service for which the payments apply
  - f. Input the payment amount in the appropriate field
    - i. If this is the last payment for this voucher, check No Further Payments will be made against this obligation
  - g. Save the payment
  - h. Provider management must edit the payment and click Approved for Payment to move the payment forward.
    1. If something is wrong with the payment that can't be corrected, provider staff may void the payment at this point.
  - i. Scan the supporting documentation and send it to [sus-docs@wfc.co](mailto:sus-docs@wfc.co) and add as a document to the payment in CalJOBS
3. FRWDB Fiscal will make the payment
    - a. Fiscal will edit the payment and change the Status to Payment Processed, input the Paid Date, and Check No.

**Complete The Activity**

1. Select the Activity Closure tab
2. Input the last activity date (date completed)
3. Select a completion code
4. Click Finish to save