

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 **service provider management signatures** are obtained.
 - e. The voucher is then scanned and uploaded in CalJOBS.
8. **Complete The Activity**
 - a. Select the Activity Closure tab
 - b. Input the last activity date (date completed)
 - c. Select a completion code
 - d. Click Finish to save
9. **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
 - 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.
 - i. Scan the signed payment to sus-docs@wfc.co
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.