

**Overview of Process:**

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

**Create Activity/Enrollment/Service**

1. Click on Create Activity/Enrollment/Service
2. General Information Tab
  - a. When the service actually begins and attendance is confirmed create the activity using the Actual Begin Date.
  - b. If this is an ITA select Yes on ITA will pay for this service.
3. Service Provider Tab
  - a. Select Provider – choose the correct school
  - b. Select the Program (Course)
  - c. Select location if necessary
  - d. Select an appropriate Occupational Code
4. Enrollment Cost Tab
  - a. Confirm the total costs are correct. If not, make correction.
    - i. Access the Training Program in I-Train via the Course Search link.
      1. <https://www.it-frs.net/v2/pub/JobSeeker/CourseSearch.aspx>
    - ii. Click on “Show Details” to view the cost detail breakdown
      1. Third Party Expenses will be identified in this breakdown.
5. Financial Aid Tab
  - a. If financial aid is known and available, click “yes”
  - b. Click on “Click Here to Add Financial Aid”.
  - c. CCC Promise Grant (formerly known as BOGG)
    - i. Click “Other”
    - ii. Click “Amount Applicable towards Service Cost
    - iii. Click “Awarded”
    - iv. Enter the amount awarded in “Awarded” field
    - v. Enter the amount in “Budget towards Service Cost”
      1. This will change the new “Planning Cost”.
  - d. PELL Grant
    - i. Click on “PELL Grant”
    - ii. Click on Amount Applicable towards Participant.
    - iii. Click on the appropriate status.
      1. Pending Status may be selected, but when PELL Grant is awarded, the Awarded Status must be checked at that time; even if it occurs after the start of the training.
    - iv. Enter the amount awarded in “Awarded” field
    - v. **DO NOT** include the financial aid amount in enrollment budget tab that goes towards Funded Cost; as PELL Grants are not used to offset the costs of training.
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 training in "Funded Amount" field and Save (do not include financial aid amount).
7. Budget Planning Tab
    - a. Add a voucher
      - i. Separate vouchers are to be made for 3<sup>rd</sup> party costs and school costs.
      - ii. Leave Status as Active and Approval Status as Pending Approval.
      - iii. Choose who this voucher is for, Service Provider (School) or Another Provider (your organization for reimbursement).
      - iv. Leave the expiration date of the voucher as default (it will remain good for a year.) unless the program length goes beyond. In this case extend the life of the voucher to be 2 months after the end of the program.
      - v. Put the estimated ending date of the program in Ending Date.
      - vi. Input the total amount for each category for this Payee.
      - vii. Save the voucher.
    - b. Repeat this process for the 3<sup>rd</sup> party voucher amounts.
      - i. Change the "Payable To" to Another Provider.
      - ii. Select your organization from the Provider List.
    - c. The voucher(s) are to be printed and given to appropriate management.
    - d. Provider management will edit the voucher in CalJOBS and mark approved.
    - e. The voucher is then printed and signed by service provider management.
    - f. The voucher is then scanned and added as an electronic document to the voucher in CalJOBS.
  8. Closure Information Tab
    - a. Finish the activity to save.

### Make Payments

1. The actual begin date of the activity must have been input when the participant started training
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 for Status under Manage Payments
  - e. Input the dates of service for which the payments apply in the For Services Provided Between fields.
  - f. Input a Comments indicating what you are processing and pay point (for private schools) or module/term (for public schools), if for tuition/fees only and/or any clarifying information needed to process the request not included in the voucher.
  - g. 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
  - h. Save the payment
  - i. Provider management must edit the payment and click Approved for Payment to move the payment forward.
  - j. Scan the payment record with the supporting documentation, send it to [trng-docs@wfc.co](mailto:trng-docs@wfc.co), copy the training provider 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.
    - i. If payment is rejected, the Fical Unit will enter a "hold" status.