

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 3rd 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 3rd 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, 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.