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. Provider management will edit the voucher in CalJOBS and mark approved.
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 Fiscal Unit will enter a "hold" status.