

Childcare Allotment

Students have the option to allocate a portion of their pay toward childcare. If they choose to do so, Job Corps matches the funds. Childcare allotments are mailed directly to the childcare provider.

View Students Eligible for Childcare Allotments

To set up an allotment, the number of dependents and childcare information must be entered in Student Data. Active students with established allotments display in the Allotment List. Perform this procedure to retrieve that list.

1. From the Finance module, choose Allotment List.

Allotment List							
Student	Student ID	Start	Stop	Amount	Tax ID / SSN	Business Name	Name
[Faded]	[Faded]	10/13/2010	1/31/2011	10.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	2/15/2011		15.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	9/23/2010	12/1/2010	10.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	12/2/2010	3/9/2011	15.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	3/10/2011		15.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	8/18/2010		10.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	8/18/2010	11/9/2010	10.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	11/10/2010		15.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	12/7/2010		10.00	000000000	Child Support	[Faded]
[Faded]	[Faded]	8/2/2010	11/1/2010	10.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	11/2/2010		15.00	000000000	[Faded]	[Faded]
[Faded]	[Faded]	3/10/2011		15.00	000000000	[Faded]	[Faded]

The Allotment List shows the following information for each student. You may click on any column heading to sort by that column.

Student	Full name of the student
Student ID	The student's unique CDSS ID number
Start	Date the allotment will become effective. A student's allotment start date cannot be earlier than the enrollment date.
Stop	Date on which the process of ending payment of the selected allotment begins
Amount	Total of student and Job Corps contributions to the allotment
Tax ID/SSN	Identification numbers for the business or individual receiving the allotment
Business Name	When the allottee is designated as a business, that organization's name will appear here.
Name	When the allottee is designated as an individual person, the full name of the person who is responsible for the allotment funds.

2. **OPTIONAL:** You can double-click a row to open the Allotment Requests window for that student or click the **Allotment Request** button at the bottom of the Allotment List screen.

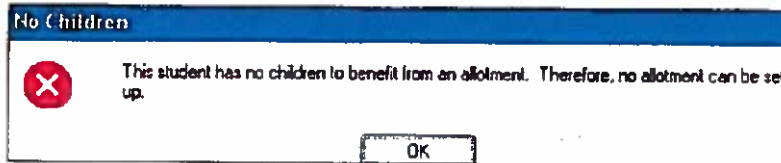
Initiate a Childcare Allotment Request

Use this procedure to enter the allotment information that will help pay for a student's childcare expenses. The number of dependents and childcare information must be entered in the Student Data and the Childcare windows before information can be entered here.

CIS will check to make sure the allotment start date is not more than 60 days prior to the request date and that the allotment start date is not before the student's enrollment date.

Users can stop an allotment and create a new one on the same day.

1. Select the student to process the allotment for.
2. Click the **Allotment Request** button. The window opens.
3. If the student has no children recorded in CIS, the following error displays. Click **OK** and add the children in the Enrollment module.



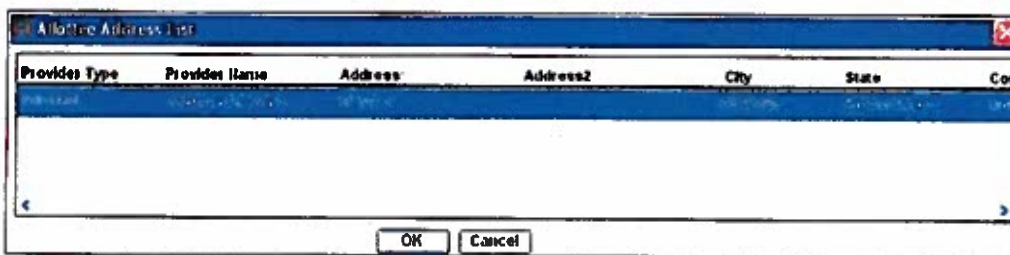
If the student has at least one child in CIS, the Allotment Requests window opens.

Note: The Tax ID/SSN field has been removed from the Allotment Requests window per the request of the Office of Management and Budget. This data is no longer required for the allotment. The window also displays the following information. OMB 1205-0030, Expiration Date: 10/31/2010.

4. Verify the student's name and the child or children's names for accuracy before entering allotment information.
5. Check the *Beneficiary* checkbox.

Note: *The Allottee Address Information for allotment requests can be changed as long as the allotment is active.*

6. Click the **Select Allottee** button. The Allottee Address List window opens and displays the provider name and address information.



7. Select the appropriate allottee from the window and click **OK**.
8. Set the relationship of the allottee to the student. Enter any case number that may be associated with the allotment, and dates when the allotment was started and changed.

Student	Select from a drop-down list to show the relationship of the allottee to the student
Start Date	Date the allotment will become effective. A student's allotment start date cannot be earlier than the enrollment date. New allotments can only start on the current date.
Stop Allotment	Check box that activates the Stop Date and starts the process of ending payment of the selected allotment
Stop Date	Date the allotment will be ended. Allotments can be stopped on the current date or a prior date.
Case No	For allotments that are set up as a result of a judicial ruling.

9. Add the financial allotment information.

Contribution	The amount, \$5, \$10, or \$15, that the student chooses to have deducted from their bi-weekly pay for the allotment
Match	The amount that will be matched by Job Corps. This is based on the contribution selected by the student
Total Contribution	Total which combines the student's contribution and the matching amount from Job Corps.

10. Click the **Save** button to save the allotment information.
11. **OPTIONAL:** Click **Select Allotment** to retrieve the Allotment List, where you may select another student allotment.
12. Allotments cannot overlap dates. If your dates overlap, you will receive a validation error message. Change the dates as needed.

Stop an Allotment

Users can stop an allotment and create a new one on the same day. You can also stop an allotment on a past date, up to sixty days back. If you choose a back-date beyond 60, you will receive an error.

To stop an allotment payment, perform the following procedure.

1. Select the student with the allotment you want to stop.
2. Open the **Allotment Request** window. A warning displays.
3. Click **OK** on the warning.
4. Verify the student's name and the child or children's names for accuracy.
5. Click the **Stop Allotment** button. A Stop Allotment date window opens.

Stop Allotment

Allotment Stop Date

Stop Date:

Save Close

Contribution: 10.00
Match: 50
Total Contribution: 60

Stop Allotment
Select Allotment
Save

6. Enter the date on which you want the allotment to end and click the **Save** button. CIS tests the date for validity. If invalid, you receive a message.
7. If the date is in the valid range, then the **Stop Date** is entered in the Allotment Information. The **Stop Allotment** button for this allotment becomes grayed out, and the **New** button becomes active on the Allotment Requests screen.

Allotment Information

Relationship to
Student: N/A
Case No:
Start Date: 03/09/2011
Stop Date: 03/13/2011

Amount Information

Contribution: 10.00
Match: 50
Total Contribution: 60

Select Allotment
New

Clothing

Students receive a periodic clothing allowance from Job Corps, based on their length of stay. The PRH Section 6.5, *Student Clothing*, shows the amount offered for each time period.

Clothing allowance funds are issued and tracked in CIS. The process has three parts: 1) scheduling, 2) issuing funds, and 3) recording the amount spent by the student.

Schedule Clothing Allowances

Users should schedule students for allowances on the current date or a future date. If you choose a date which is far in the future, you will get a higher balance.

1. In the Finance module, click the **Schedule Clothing Allowance** button. The Clothing Allowance Schedule window displays.

Clothing Allowance Schedule Criteria

Schedule Date: 03/14/2011

Resident: Yes No All

Minimum Amt:

Counselor:

Groups:

Dorm:

Group:

Clothing Allowance Schedule List

Sched Flag	Stud Id	Stud Name	Allowance Type	LOS	Total Earned	Total Spent	Unissued	Unspent	Balance	Schedule Amount
					Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Check Uncheck All

2. Select the date to schedule your disbursements in the Schedule Date field.
3. **OPTIONAL:** Set the criteria for selecting a group of students. Options include resident status, minimum amounts, counselors, dorms and/or groups. If the search is filtered by **Minimum Amount**, then all students who have earned allowances of at least that amount or greater will be retrieved in the list.
4. Click **Retrieve**. Active students who match the criteria display in the Clothing Allowance Schedule List area. The list may be sorted by clicking on a column header.