



FINANCIAL MANAGEMENT SUPPLEMENTAL SHEET

Updated 8/21/2009, Build 1.80.1

FM-1, Process payments

Task 1. Process payment requests P. 4

Step 4. In the End Date field, record [current month], [current day], [2007].

Task 2. Create a roster P. 5

Step 2. Click Person Search Criteria. Click Search Person.

Complete the following fields:

Field Name	Information to Enter/Select	Notes
Last Name	Slate (AD)##	
First Name	Rockette	

Select *Slate (AD)##*, *Rockette* in the Person Search Results screen.

Task 3. Create a manual payment request P. 6 - 7

Step 10. The system will not let you add Units; this is grayed out.

FM-2, Manage foster care services

Provider Ceilings are managed by State workers.

Task 1. Add a new service P. 16

Step 14. Repeat steps 11-13 for the other age group. The add-on for children 12-19 years old is \$9.

Task 2. Research a private provider's services and costs. P. 19

Step 4. For viewing purposes, select the most recent years' ceilings.

FM-3, Determine IV-E eligibility and reimbursability determination process

Task 2. Complete requirements 1 through 6 of the eligibility determination process. P. 25

Step 2. Grid: Determination type of Initial may be the default.

FM-4, Determine IV-E adoption assistance

Task 3. Record special needs criteria P. 34

Step 3. Grid – Type the following dates:

Application Received Date: 04/03/2007

Social/Med Date: 03/21/2007

Task 4. Determine Marybeth's eligibility

Step 10. Grid – Type the following dates: P. 35

AA Agreement Date: 04/03/2007

Subsidy Effective Date: 04/14/2009

Subsidy Amount 250.00 (field for this amount is at the bottom of the screen)

FM-7. Record a PASSS subsidy

Task 2. Add the subsidy P. 47-48

Step 9. Click Save. (You may receive an error due on saving due to dates utilized in the training region.) End of exercise.