Employment Security Department
WASHINGTON STATE

WorkFirst Internal Controls Manual

Workforce & Career Development Division
Revised April 2016

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Section 1: Internal Controls Overview

About Internal Controls

Internal Controls oversee the internal financial affairs of an organization. They provide accountability for financial transactions, compliance with laws and regulations, and lead to reliable financial reporting. They ensure that Employment Security Department (ESD):

- Establishes an audit trail.
- Meets program objectives.
- Reduces or eliminates errors.
- Saves time and money.

Multiple reviews show the importance of internal control procedures.

Employment Security audits offices to ensure they follow Internal Controls procedures. The Washington State Auditor's Office audits the Employment Security Department annually. The Workforce & Career Development Division (WCDD) also reviews internal controls procedures and processes.

In addition to federal requirements for internal controls, the Washington State Office of Financial Management (OFM) is required by law, the Revised Code of Washington (RCW 43.88.160), to set down internal controls for state agencies. The basis for good controls:

Separation of duties - No one person should have total control of a payment process.

Sound policies and procedures - These can be at the statewide, agency, or office level. They should be in writing and easily understood by staff.

Signature Authorization - This is who has the authority to sign documents.

Quality personnel – Employees must have the skills and training to handle the job.

For more information, see ESD Policy Number 3011, Decentralized Vendor Payments and ESD Policy Number 3004, Cash Receipt/Transmittal/Deposit System for Administrative (Non-UI) Cash Receipts.

Use the WorkFirst Internal Controls Manual (ICM)

- Accurately process financial documents.
- Eliminate extra steps.
- Save time by not having to correct errors.
- Eliminate ESD audit findings.
- Eliminate State Auditor findings.

The ICM does two things:

1. Establishes procedures for processing financial documents pertaining to goods and services for WorkFirst participants. By policy, employees who handle financial documents must follow Internal Control procedures.

2. Provides step-by-step directions in a "how to" format to help employees in their day to day activities.

Use the Local Internal Controls Plan

- To set up your local Internal Controls Procedures.
- To prepare for monitoring visits.
- To prepare for audits.
- To prepare for WorkFirst Program Administration reviews.

The Local Internal Controls Plan is a guideline to assist administrators and supervisors in setting up procedures for their offices. Offices must update their procedures annually on July 1 or more often if there are updates to the ICM.

Complete the Plan and forward it to WCDD WorkFirst Program Administration, P.O. Box 9046, Olympia, WA 98507-9046 by July 31 each year. See an example of the plan on the next page.

Section 2: Employee Roles & Responsibilities

Assigning Duties

It is crucial that employees who work with financial documents have clearly defined roles and responsibilities.

Local Administrators

- Ensure compliance with WorkFirst Program policies and procedures.
- Ensure reconciliation of input documents against the support services listed on financial reports.
- Ensure security profiles (system access) are current and request changes as needed.
- Ensure employees are properly trained and cross trained.
- Ensure that the office's Internal Controls procedures are in place, understood by all concerned, reviewed each year on July 1 or more often if there are updates to the ICM.
- Submit the completed Local Internal Controls Plan no later than **July 31** each year.
- Ensure that the office is prepared for monitoring, auditing, and reviews by using the Internal Controls Manual and the Local Internal Controls Plan.
- Serve as backup in absence of the supervisor.

WorkFirst Supervisors

- Keep the embosser, vouchers, warrants, batches, passes and tickets secured and locked in one location.
- Ensure compliance with WorkFirst Program policies and procedures.
- Ensure employees complete WorkFirst Desk Manual training before creating vouchers.
- Ensure all vouchers received are date stamped.
- Ensure all warrants are logged in when received.
- Review vouchers to ensure accuracy and completeness.
- Ensure support services provided follow the WorkFirst Handbook Chapter 2.2, the Support Services Directory, and the Internal Controls Manual.
- Approve batches for payment (batch approver).
- Verify correctness of Batch Header Sheets and sign.
- Ensure all batches for a given month are sent at the same time by the end of the following month.

- Review the security profile (system access) report monthly and request changes as needed.
- Ensure all On-the-Job Training contracts and vouchers are created and paid according to the WorkFirst Handbook Chapter 4.3 and the Internal Controls Manual.
- Monitor work of Work Source Specialists and administrative support staff.
- Randomly verify 1% of the total number in JS for the month each month and be able to readily identify those participants whose participation was verified. WorkFirst Handbook Chapter 4.2.14
- Verifying the 1% requires at a minimum the verification of one month's activities for the participant's record selected. WorkFirst Standards item 13.
- Monitor your office support services budget and adjust amounts as needed on the JAS Allocation Maintenance (09) screen.
- Monitor Financial Reports regarding Support Services, particularly the unpaid voucher report focusing on vouchers 30 days or older.
- Develop local Internal Controls procedures and ensure they are understood by all concerned and update at least annually or more often if there are updates to the ICM.
- Along with the Local Administrator, submit the completed Local Internal Controls Plan no later than July 31 each year.
- Ensure that the office is prepared for monitoring, auditing, and reviews by using the Internal Controls Manual and the Local Internal Controls Plan.

WorkSource Specialists – WorkFirst Workers (WSS4)

- Comply with WorkFirst Program policies and procedures in the WorkFirst Handbook Chapter 2.2, the Support Services Directory, and Internal Controls Manual.
- Determine if the requested support service complies with the Support Services policy.
- Approve or deny and document requests for support services.
- Create, print, sign, and emboss the voucher for the participant to take to the vendor.
- Create and pay all On-the-Job Training contracts and vouchers according to the WorkFirst Handbook Chapter 4.3 and the Internal Controls Manual.
- Prepare approved vouchers for batch input.
- Ensure all vouchers have receipts attached.

- Key approved batches for payment (exclude any vouchers you created).
- Compile Vendor, Warrantable, and Non Warrantable Batches and forward to WCDD WorkFirst Program Administration.

Administrative Support Staff

- Open mail and date stamp all documents.
- Log all warrants (checks) if you are not the person who opened the mail and date stamped the documents.
- Distribute incoming mail, vouchers, and all warrants to supervisor.

Note: In the absence of administrative support staff, a WorkSource Specialist (WSS) may perform the functions listed below

- Prepare vouchers for batch input.
- Ensure all vouchers have receipts attached.
- Key approved batches for payment (exclude any vouchers you created).
- Compile Vendor, Warrantable, and Non Warrantable Batches and forward to WCDD WorkFirst Program Administration.

WorkFirst Program Administration Staff

- Write and distribute WorkFirst Program policies.
- Provide training and technical assistance.
- Review system access as requested by offices to ensure they are applicable, and if correct, grant system access.
- Create or modify office support service allocations.
- Review and process batches received from local offices.
- Notify offices when batches are incorrect or incomplete.
- Keep batches secured and locked until archived.
- Perform random checks of batches for compliance with WorkFirst policies and procedures.
- Review each WorkFirst Office's Local Internal Controls Plan for compliance with Internal Controls.
- Upon request, assist WorkFirst Supervisors with Support Services allocations.

Designating Signature Authority

Offices must have a procedure for designating signature authority. The Administrator or WorkFirst Supervisor may designate a WSS4 or higher to sign Vouchers or the WorkFirst Batch Header Sheet on their behalf.

Separating Duties

Internal Controls must be in place to ensure that no one person has full control over the payment process.

According to ESD Policy Number 3011, Separation of Duties means:

- The persons authorizing payments may not approve them or make payments.
- The person approving payments may not authorize them or pay them.
- The person making (entering) payments may not authorize or approve them.
- Someone other than the person making the payments performs the reconciliation of source documents to output reports and batch transmittals.

For WorkFirst voucher purposes, this means that if a worker creates a voucher, they can prepare the vendor batch. However, they cannot approve or enter the batch.

For non warrantable batches the person who created the A19 cannot approve or enter the batch.

According to ESD Policy Number 3004:

"Duties are separated such that that no one person has complete control over incoming cash. The person receiving the cash should be different than the person logging the cash. The person logging the cash should be different than the person issuing cash receipts."

This means that two workers open mail that contains warrants. One person opens the envelope and a different person logs the warrants in the Warrant Log.

Section 3: Support Services

Determining if Support Services are Allowable

Support services are goods and services purchased to help WorkFirst participants become independent. They are for participants who are actively engaged in job search or other activities on their Individual Responsibility Plan (IRP).

The Washington Administrative Code (WAC 388-310-0800) establishes the conditions and amounts for Support services for WorkFirst participants.

Follow the rules outlined in the WorkFirst Handbook 2.2 and the Support Services Directory to determine if a participant is eligible for Support Services.

In order to ensure that you approve and document support services correctly, you should save the Support Services Directory to your desktop or favorites. The requirements for approving and documenting support services are clearly detailed.

The Support Services Directory lists three categories:

- Work related – looking for work, working, work-like activities.
- Safety related – meeting significant or emergency needs family safety needs.
- Other activities – any other activity contained in the participants IRP.

The most common support services ESD Coach's might encounter are: vehicle repair, clothing, licensing, bus passes, and tools.

What to think about when a participant asks for financial help

1. Is the participant eligible for support services?
2. Have they received support services before?
3. Does this request relate to work, looking for work, or the participant's safety?
4. Is the request reasonable and necessary? Is the request economical?

Talking with the participant

1. How will the participant handle the need in the future?
2. Can the participant contribute anything to the cost?
3. Is this the best alternative?
4. Is there a resource in the community that could meet this need?
5. If you deny or reduce the request, explain why and offer other solutions or community resources.

Documenting Support Services in eJAS

In some cases, you will need to get documentation from the participant or a business in order to approve the request.

The Support Services Directory, Section 19 details what you need for vehicle repairs.

The Support Services Directory, Section 15 details what you need for tools.

Use the Employer Statement of Tools Required (see page 14) to request from the business verification that the job seeker will need tools or equipment to perform the job that this is a condition of employment, and all employees in the same job are required to have these tools.

Each time you create a voucher for support services you must document it in eJAS notes. Include the following information:

- The reason (either to look for work, stay employed, or personal safety).
- Any community resources considered.
- State that you determined this was the most economical option.
- For license tabs and fees: State that you verified that the participant is the registered owner of the vehicle and list the year and make of vehicle.
- For vehicle repairs: State that you verified that the participant is the registered owner of the vehicle and list the year and make of the vehicle. State that you obtained two estimates for the repair, listing both vendors and costs. If the participant is contributing to the cost, include that.
- For tools: ESD is requesting from the business verification that the job seeker will need tools or equipment to perform the job that this is a condition of employment, and all employees in the same job are required to have these tools.

- If you reduce the requested amount or deny the request, document it and the reason why you did so.

Issuance of Thumb Drives (Flash Drives)

Issuance of thumb drives must be documented for accountability. Coaches issuing thumb drives will ensure participants sign for the thumb drive using the Check out Log for WF Thumb Drives. Coaches will enter a note in eJAS stating the participant was issued a thumb drive (one thumb drive per participant), the note type to use: Admin/Support Svcs. Send in the Check out Log for WF Thumb Drives with your regular monthly batches to WF Admin.

Example: Statement of Tools Required

Employment Security Department
WASHINGTON STATE

WorkFirst

[Insert date]

To: [Insert business name]

From: [Insert Coach's name & title]

Subject: Statement of Tools Required

The Washington State Employment Security Department (ESD) provides resources to job seekers. When an individual is eligible to receive resources, we must obtain an employer statement of tools required.

ESD is requesting from your business verification that the job seeker will need tools or equipment to perform the job that this is a condition of employment, and all employees in the same job are required to have these tools.

Please fill out the following information, sign and date, and return this letter to [office] _____, by [date] _____ to confirm the Statement of Tools Required.

Statement of Tools Required

Print Your Name: _____

Title: _____

Company: _____

Phone Number: _____

Signature: _____date_____

Employee Name: _____

Employee Job Title: _____

Start Date: _____

Tools or materials required: _____

_____

If you have any questions, please call [insert coach's name and phone].

Using the Exception to Rule (ETR)

The exception to rule process is a formal request to exceed Support Service limits. The WorkFirst Program Administration Unit makes the final decision on any requests you make for Support services beyond the limits provided in WAC 388-310-0800. You can only use the ETR process when a family's safety is clearly threatened or their situation differs from the majority and has a significant impairment or limitation that is not addressed by current limits.

Completing an ETR Request (10 days to complete)

1. Assessing and documenting – WorkFirst WSS
   - Determines the need for an ETR.
   - Informs their supervisor of their intent to request an ETR.
   - Documents in eJAS notes the request for the ETR and the goods or service requiring the ETR include details such as costs, amounts, employment start dates, hours, pay, duration of pay and so on. See WorkFirst Handbook 2.2 and Support Services Directory.

2. Completing the ETR form
   Find the ETR form (Rule Exception Request) at ETR Form Download DSHS Weblink and instructions located in the WorkFirst Handbook Chapter 2.2.8, or ESD's Inside WorkFirst website.
   - Fill in the information in the upper right hand corner
   - In the "Local Office" area write the Org index and Project Code/Component
   - Leave Mail Stop blank
   - Fill in your name and telephone number
   - In the Case Number area provide the participant's JAS ID#
   - In the Case Name Fill in the Participant's Name.

Section 1 - Provide the participant's name, birth date, and training or employment status.

Section 2 – WAC 388-310-0800

Section 3 – Describe in detail what the participant needs.

Section 4 - Document the justification for the ETR.

Section 5 - List any other solutions explored, such as community resources, or if the participant can or has contributed to the cost.

Section 6 - Explain the consequences if the ETR is denied.

Section 7 – List whether or not previous ETRs have been requested and approved. If the request was approved, describe what it was for. **Sign the form**.

Section 8 – Fill in dates.

Section 9 - Provide both the amount of the voucher and the amount of the cost over the support service limit. If the request is for tools, attach a copy of the Statement of Tools Required. For vehicle repairs, attach a copy of the two estimates.

3. Approving the ETR request – WorkFirst Supervisor

- Reviews the ETR form to ensure it is appropriate and complete.

Section 10 - Check the box for ENDORSED or NOT ENDORSED. If not endorsed, do not send the form to WCDD WorkFirst Program Administration. Document in eJAS notes the reason for the denial.

- Sign on the signature line and date.
- Review eJAS for the required notes.
- Scan the completed ETR form and the attachments to WCDD WorkFirst Program Administration. Call the WorkFirst Program Administration office to let them know to expect a scan.

4. Approving or denying the request – WorkFirst Program Administration
   - Approves if all requirements are met.
   - Denies if the request does not meet requirements. We will contact you if, we need more information.
   - Scans approved form back to the office.
   - Releases funding for approved requests.
   - Document in eJAS notes ETR approved.

5. Completing the ETR – WorkFirst WSS

Approved request:
- Inform the participant.
- Create the voucher to support the ETR.
- Document in eJAS that the ETR was approved and that you issued a voucher.
- Attach a copy of the Rule Exception Request to the voucher when you batch it for payment.

Denied request:
- Inform the participant.
- Document in eJAS that the ETR was denied, the reason why, and if you provided the participant with information about other resources.
- Refer the participant to their DSHS Case Manager if they want to file a grievance.

You must complete the entire process within ten days.

You must complete the entire process within ten days.

Using Bulk Purchases

We use two types of bulk purchases to purchase services or goods. Bulk purchases are generally for ORCA (pre-loaded) cards, bus ticket books, monthly bus passes, individual bus tickets, and class registration costs.

- Warrantable bulk batches pay for goods or services <u>after</u> they are provided to participants. The payment is made by a warrant (check) from an invoice.

- Non warrantable bulk batches pay for items purchased in bulk. We purchase these items with an A19 <u>before</u> we give the goods or services to the participants. The non warrantable process attaches the cost to the participant.

In accordance with separation of duties, the worker receiving the items must not be the worker counting and verifying the purchase by documenting the entire inventory on the log sheet for bulk items in sequential numerical order.

- Only purchase one 90-day supply at a time.
- Use the Log Sheet for Bulk Items to track all items purchased and log each item as you give it out in sequential numerical order. Write the month and year and check the appropriate box for type of item and whether it is a Warrantable or Non warrantable. Complete each section of the log.
- Keep log sheets and bulk items in a secure, locked place.

Issuance of ORCA Cards

All ORCA Cards must be logged onto the Log Sheet for Bulk Items prior to being issued (two-person process) – see page 12. Issuance of ORCA Cards obtained through bulk purchase (using an A-19) or vendor vouchers must be documented for accountability. All ORCA Cards issued in a reference month must be documented. A copy of the Log Sheet for Bulk Items issued and a copy of the A-19 through which the cards were purchased must accompany batches being sent in until all ORCA Cards purchased through that A-19 have been issued. "**Log Sheet for Bulk Items, (click on red tab)** for ORCA Cards." Coaches must ensure that participants sign for the ORCA Card using the "Log Sheet for Bulk Items - ORCA Cards." Coaches must enter a note in eJAS stating that the participant is using the ORCA Card for job search.

The re-loading of ORCA Cards with a voucher can only be done if the local transit agency accepts vendor vouchers. Coaches should follow the step-by-step process provided in Section 4 under "Creating a Voucher in JAS." At the end of every month, a copy of the Log Sheet for Re-Loading ORCA Cards must accompany batches to account for the cards issued for loading. Coaches must ensure that participants sign Log Sheet and vendor voucher for re-loading the ORCA Card. Coaches must enter a note in eJAS stating that the participant is using the ORCA Card for job search.

Note: ORCA Cards are accepted by Community Transit, Everett Transit, King County Metro, Kitsap Transit, Pierce Transit, Sound Transit and Washington State Ferries.

Issuance of Bus Tickets

Issuance of bus tickets must be documented for accountability. Bus tickets can be issued as bus ticket books, monthly bus passes, or individual bus tickets. Coaches issuing bus tickets must ensure that participants print and sign their names on the "Log Sheet for Bulk Items." At the end of every month, for bus tickets purchased in bulk, a copy of the A-19 must accompany batches until all bus tickets purchased through that A-19 are issued. "**Log Sheet for Bulk Items, (click on blue tab)** for Bus Tickets." Coaches must ensure that participants sign for the bus ticket(s) using the "Log Sheet for Bulk Items." Coaches must enter a note in eJAS stating the participant is using the bus ticket(s) for job search.

Setting Up Automatic Transportation Payments (Auto Pay)

Auto Pay is a process set up in CATS that automatically sends a warrant (check) to the participant to pay for gasoline. This payment is a support service and must conform to the support service rules.

Important things to know about Auto Pay:

- You can set up Auto Pay for participants who use a vehicle to participate in the following ESD components: JS, FT, PT and OT, WE.
- Participants are not eligible for Auto Pay if they are receiving ORCA Bus Cards, bus passes or bus tickets.
- Both participants in a household are eligible for Auto Pay if they do their activities separately.
- Participants can receive up to eight (8) payments while in JS per program year and two payments while in a PT, FT, or OT. A participant doing a WEX and in WEX may receive up to three payments.
- The system generates the payment run on the 1st and the 16th of the month. If the 1st or 16th of the month falls on a weekend or holiday, payment run is made the next working day. The warrants are mailed the day after they are created.

The Auto Pay warrant belongs to the participant so they can either deposit the warrant into their bank account or <u>most</u> Safeway gasoline stations will accept the warrant for the purchase of gasoline. The Safeway store might cash the check. If they do, they will deduct a service charge.

You can only set up one immediate Auto Pay each time a component is open. You can use immediate Auto Pay when a participant starts an activity if they need gasoline before the regular Auto Pay run. You may also use it any time during an activity if the need arises.

The immediate Auto Pay creates a payment that night. The immediate Auto Pay counts as one of the eight (8) Auto Pays per program year.

Vouchers created for the purchase of gasoline will be capped at (1) additional per program year. Additional gasoline vouchers will require an Exception to the Rule (ETR).

The Washington Administrative Code (WAC 388-310-0800) establishes the dollar amount of the automatic transportation payments. You can find the amount in the WorkFirst Handbook Section 2.2, Support Services Directory.

Using CATS to Set Up and Cancel Auto Pay.

Payment History

CATS will display all the auto pay payments issued to a customer. You will want to review the payment history before you set up a new Auto Pay.

Review Payment History

1. Select a **Customer**
2. Move your mouse over **Auto Pay** on the Customer tab.
   This will display a drop-down menu.
3. Click on **Payment History** on the drop down menu to display the Payment History screen with the following fields:
   - **PY** – program year the payment was made.
   - **Process date** – date the batch job was run to create the warrant.
   - **Org Index** - the cost center the payment was charged to.
   - **Payment type**:
     1. U for urban
     2. R for rural
     3. I for immediate pay
   - **Amt** - dollar amount of the warrant.
   - **Comp Code** – the 2 digit component code the auto pay was attached to.

- **Canceled**:
    1. Y = yes canceled
    2. blank = not canceled

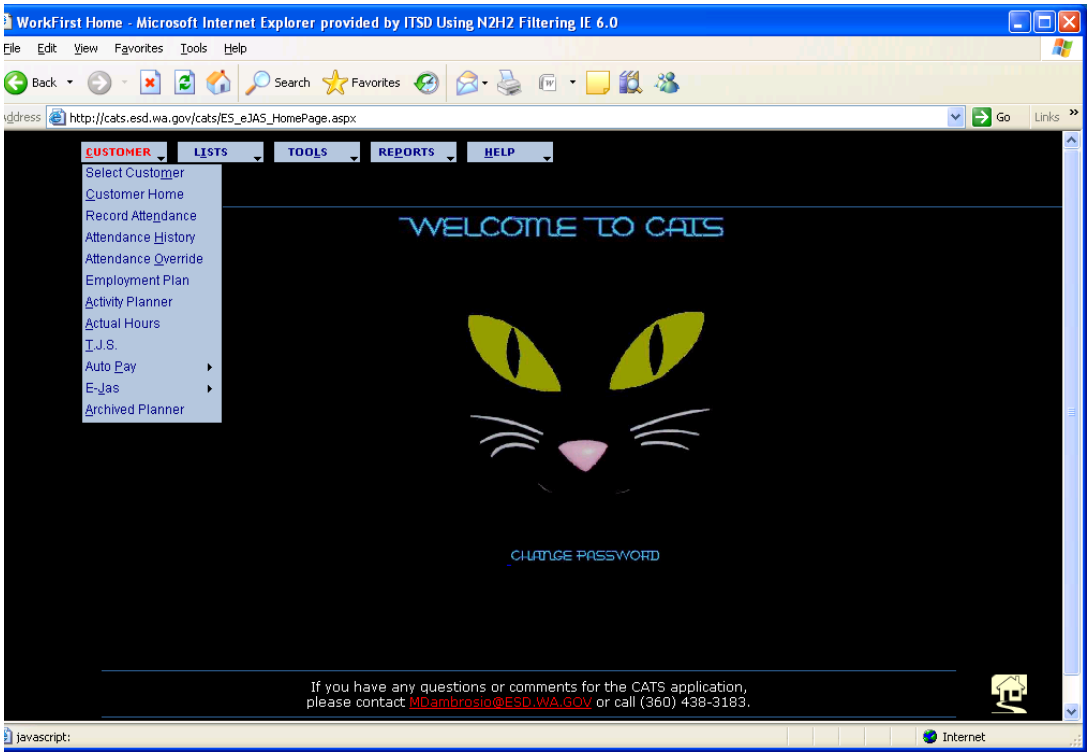
4. Click on the **Select Box** in front of the payment to be reviewed. This will display a side menu.
5. Click on **Review** from the side menu to display the Payment Detail screen with the following fields:
    - **Customer** – customer's full name and JAS id.
    - **Org Index** - customer's cost center at the time of payment.
    - **Program Year** – program year the payment was made.
    - **Process date** - date the batch job was run to create the warrant.
    - **Type** – type of payment: **U** or urban, **R** for rural and **I** for immediate.
    - **Comp Code** – the two digit component code the auto pay was attached to.
    - **Request user** – the user id of the user that set up the auto pay. For records created prior to the date that auto pay was moved to CATS and the user id was added to the file this will be the default user id for CATS and will start with a dollar sign. I.E. $091300.
    - **Amount** - dollar amount of the warrant.
    - **Canceled** – Y for canceled or blank not canceled.
      The section below is only completed if a warrant is canceled
    - **Date Received by WF Admin -** date the warrant was return to the WorkFirst Administrative unit.
    - **Received by** – logon id of the person who received the check.
    - **Warrant Number** – the warrant number of the payment.
    - **Warrant Date** – date the warrant was issued.
    - **Date Canceled** – date the warrant was processed for cancellation.
    - **Canceled by** – the logon id of the person requesting cancellation of the warrant.
      This last section is for all payments
    - **Address** - this is the mailing address that the warrant was mailed to which includes the **City, State** and **Zip code**. The address information is only available for warrants processed since October 2004.

Create/History

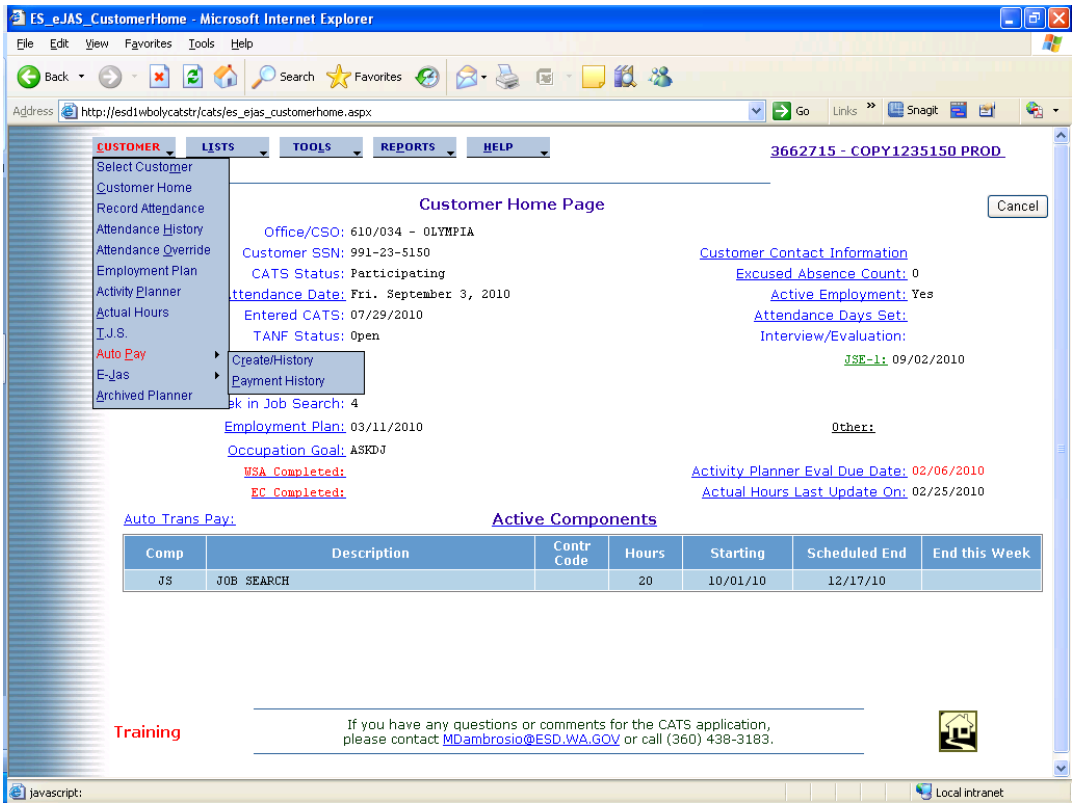
Function developed to setup auto pay and to review the auto pay requests.

Review Auto Pay requests

1. Select a **Customer**



2. Move your mouse over **Auto Pay** on the Customer tab. This will display a drop-down menu.



3. Click on **Create/History** on the drop down menu to display the Request History screen with the following fields:
   a. Status - **A** for active or **I** for inactive
   b. Type – **U** for urban, **R** for rural and **I** for immediate pay.
   c. Comp Code/Start/End - the 2 digit component code for the component that the auto pay was set up against plus the start and end date of the component.
   d. Created – the date the auto pay was set up and logon Id of the worker who set it up.
   e. Updated/stopped – the date the auto pay was modified or stopped and the worker requesting the change. Note: If CATS stops the auto pay then the CATS generic worker ID will display.
4. Click on the **Select Box** in front of the payment to be reviewed. This will display a side menu.
5. Click on **Review** from the side menu to display the Auto Pay Request Detail screen with the following fields:
   a. Type – **U** for urban, **R** for rural and **I** for immediate pay.

   b. **Component** – the **two digit code** and the **description** of the component the auto pay was charged against.
   c. **Immediate** – **Yes** for immediate pay issued or **No** for regular auto pay issued.
   d. **Starts Date** – the start date of the component.
   e. **End Date -** the end date of the component.
   f. **Address** – the address that the auto pay warrant was mailed to.
   g. **Create Date/ Time** – the date and time that the auto pays was created.
   h. **User** – the logon id of the person who created the auto pay.
   i. **Update Date/ Time** - the date and time the auto pay request was last updated.
   j. **User** – the logon id of the worker who last updated the request.
6. Click on the **Back Button** to return to the Request History screen.

Create an Auto Pay request

Function used to set up auto pay for a customer.

1. Select a **Customer**

Note: once a customer has been selected there are two ways to get to the Request History screen to set up auto pay.

Option 1

1. Click on **Customer Home** on the Customer tab to display the Customer Home Page for the customer.
2. Click on **Auto Trans Pay** link found directly above the active component on the Customer Home Page to display the Request History Screen.

Option 2

1. Move your mouse over **Auto Pay** on the Customer tab.
   This will display a drop-down menu.
2. Click on **Create/History** on the drop down menu to display the Request History screen.

Choose the option then:

1. Click on the **Create Button** on the Request History screen to display the Create Auto Pay Request For screen.
2. Select the **Type**: urban or rural.
    a. Select the **Component** to set up auto pay against: JS, PT, FT, OT.
    b. Select **Immediate Pay** to yes or no.
    c. Verify that the **Address** listed is the customer's most recent address. If not, key in the new address. This address will only stay until the first auto pay run date. Then the address will revert to whatever address is listed in eJAS.
3. Click on the **Save button**.
4. Click **Ok** on the confirmation pop up box to set the Auto Pay.

Note: if there is no valid component for auto pay in eJAS, the customer's address is missing or incomplete or the customer's social security number is blank, auto pay will not set up.

Cancel/Stop an Auto Pay

Function used to cancel/stop auto pay that has been set up.

1. Select a **Customer.**
2. Move your mouse over **Auto Pay** on the Customer tab to display a drop-down menu.
3. Click on **Create/History** on the drop down menu to display the Request History screen.
4. Click on the **Select box** in front of the request to be stopped. The status Type must be an A for active to stop auto pay. This will display a side menu.
    a) Click on **Update** from the side menu.
    b) Click on the **Stop Auto Pay Request button.**
    c) Click on **Yes** in the request confirmation pop up box.
    d) Click on **Ok** on the confirmation pop up box.

Update Auto Pay

1. Select a **Customer**
2. Move your mouse over **Auto Pay** on the Customer tab to display a drop-down menu.

3. Click on **Create/History** on the drop down menu to display the Request History screen.
4. Click on the **Select box** in front of the request to be updated. The status type must be an A for active to update the auto pay. This will display a side menu.
5. Click on **Update** on the side menu to bring up the update Auto Pay request screen.
6. Make the **Changes** to the appropriate fields.
7. Click on the **Save** button.
8. Click on **Ok** on the confirmation pop up box.

Lost Auto Pay Warrants
When a participant reports they have not received their Auto Pay check:

- Wait ten mailing days to report a lost or stolen warrant.
- Contact: ESD GP WorkFirst Program or 360-902-9606 to verify whether the participant cashed the warrant.
- Check the address on the Auto Pay to make sure it is correct. Remember that address changes made in CATS are only good for one payment. The address reverts to the address sent from DSHS.
- Ask the participant to contact the participant's DSHS Case Manager and ask them to update the address.
- Encourage the participant to check with their Post Office.
- If Auto Pay needs to be cancelled send to WorkFirst Administration Unit.

Do not call Vendor Payments.

Section 4: Vouchers & Warrants

Creating a Voucher

A voucher is a payment authorization that we use to pay a vendor for support services. Once you determine that a participant meets the criteria for support services, you will need to create a voucher to pay vendors for the goods or service.

	Step-by-step Creating a Voucher in JAS
	Verifying participant eligibility & component
1	**WSS4 or Administrative Support Staff** Note: Administrative support staff may assist the WSS4 with the clerical activity of creating a voucher, however only a WSS4 or above may authorize payment. From the Main Menu in JAS, type **"10"** (Employability Planning) on the **Next Screen** line.
2	Tab down to the **JAS ID** number line and type in the participant's **JAS ID**. Press **<Enter>** You will be at the **Individual Responsibility Plan** Screen.
3	Type **"U"** (Update Individual Responsibility Plan) on the **Selection** line. Press **<Enter>**
4	The cursor will be in the **SEL** column to the right of the first component listed. If this is not the component you want to use for the voucher (JS, WEX, JT, PT, or FT), use the arrow key to move to the correct line.
5	Check to see if there is an **"E"** in the farthest column to the left for the correct component. This is the **"AG"** column. If there is not an **"E"** in this column, go to eJAS and add your worker ID to the component on the component/contractor/IRP update screen.

6	If you are at the line for correct component and it has an **"E"** to the left, then type **"P"** for **Purchase Authorization** on the right. Press **<Enter>**
7	You should now be at the **Vendor Purchase Authorization** Screen. Some items will be pre-filled. These items are: • Jas ID number • Name • Social security number • Org Index • Project code • Program Year • Component • Worker ID (If not yours, change to your ID.)
	Determining vendor status
8	**WSS4 or Administrative Support Staff** Tab down or use the arrow key to place the cursor on the **Vendor ID** line.
9	To find the correct vendor, press the **<F1-Help>** key • A List of Vendors with the Vendor Id, Vendor Legal Name, DBA or Address, City and State display: • **Note:** There are two ways to search Vendor Id's: By Vendor's Legal Name "L" or by Vendor's DBA or Address "D" • Manually enter the name of the vendor you want to search in the "Search Name" field • When searching by the legal name type in the name of the vendor • When searching by DBA type in DBA(space) vendor name or DBA (no space) vendor name • Tab to the "Type" of search you wish to perform by entering "L" (Legal Name) or "D" (Doing Business As) in the "Type" field. **Press <Enter>** • Use the PF7 or PF8 to page back or page forward to verify the correct search return. • Type in the **line** number for the desired vendor. **Press <Enter>**

	• **Note:** To verify you have the correct vendor and address in the Table Maintenance screen you can **copy the vendor Id#** and tab to the 2nd session of TPX
	  • **Press <Shift +F11>** which will take you to the TPX menu.
	  • Tab down to the Command line and type in **CICP4A** and **Press <Enter>**
	  • Sign into JFS as normal
	  • At the Main Menu type in the **Next Screen: 13** and **Press <Enter>**
	  • At the Table Maintenance Menu (13 screen) type in the **Action: U** and **Table Number: 02**
	  • Type in the Search Key: **Vendor Id#** and **Press <Enter>**
	• Verify the vendor and address are correct and **Press <Shift F11>** to toggle back to the **CICP4** screen
	
	After you have returned to the **Vendor Purchase Authorization Screen**, verify you have the correct vendor.

	Creating a New Vendor
	WSS4 or Administrative Support Staff If the vendor is not already set up in JAS, you will need to create a new vendor.
10	1. Talk with the potential vendor about the voucher process to see if they are willing to accept vouchers and that they understand how they will receive payment. 2. Ask them to complete: • The Vendor registration and W-9 IRS taxpayer request form 3. Scan or fax the 2 completed forms to Vendor Payment using the fax number on the bottom of the Request for Taxpayer Identification Number & Certification. 4. Check in the vendor tables (see above) to find out if the vendor was added (usually 5-6 business days.) Changing vendor information-complete the entire Vendor Registration form and check what is updated.

	Creating a Voucher

11	**WSS4 or Administrative Support Staff**
	Use the arrow key or tab key to move down to the SUB CAT CODE field.
	• If you know the correct code, type it in.
	• If you do not know the code,
	  ○ Press the **<F1>** key
	  ○ On the **support service subcategory code descriptions** popup, find the correct code. If it is not on the first screen displayed,
	  Press **<Enter>** until you locate the correct code.
	  ▪ At the **Select Line Number line**, enter the number of the **line** that corresponds to the correct code.
	  Press **<Enter>**

12	On the **End Date** line, enter the expiration date for the voucher. Use MMDDYYYY format. The date should not be more than thirty days out, but give enough time to receive the goods or service. For instance, a gas voucher would only require a couple of days while a vehicle repair may require longer.
13	At the **Maximum Authorized Amount** line, enter the total costs for the item(s) or service you are authorizing.
	Tab past the **Advance** line.
14	On the **Worker ID** line, check that your Worker ID is listed. If the Worker ID is not yours, overtype the field with the correct ID. (This is the name that will be printed on the voucher and must be the ID of the WSS4 who will authorize the voucher.)
15	Tab down to the **Authorized Item** lines. List each item or service to be provided and the cost. Include sales tax amount. **Use the Tab key** to go to the next line**. Do not press <Enter>** until you have listed all items and costs. Pressing enter will create the voucher. If you press <Enter> before you have completed all entries, see **Maintaining or canceling a voucher (Section 4)** to revise and complete the voucher.
16	Go over everything to verify you have entered all items correctly. Press **<Enter>**

17	If the voucher was created, you will get the following message at the top of the screen: **Obligation Increased by $XX.XX**
18	If there is anything missing, the system will prompt you. Correct or add the requested information. Press **<Enter>**
19	To **Print**: Press **<F9>** to print an original copy of the voucher. • The **Batch Submittal Screen** appears. • Your default printer displays. • If needed, you may overtype a different printer. (Keep in mind that vouchers only print from designated JAS network printers. These printer numbers start with the letter **N**). • Print one copy.
20	**Emboss** the voucher in the upper right corner where shown on the example
21	**Sign** the voucher on the **Coach Signature** line
22	**Date** the voucher. The date is as important as your signature. It initiates the voucher. The voucher is now a negotiable document.
	Note: Tell the participant to sign the voucher **only after** receiving the goods or services to acknowledge receipt of the goods or services. Attach a copy of the Letter to the Vendor (Section 4) to the Voucher.

Keep all vouchers in a secure, locked location.

Example: Completed Voucher

06/02/2013 STATE OF WASHINGTON VOUCHER ID:
14:29:50 EMPLOYMENT SECURITY DEPARTMENT 331900210501

PURCHASE AUTHORIZATION AND INVOICE VOUCHER

VENDOR ACCOUNT #:
VENDOR NAME AND ADD
CLOSETS ETC
12321 5TH AVENUE
KENT, WA98032

Correct Vendor address? Check if matches sales slip-

Embossed?? Touch to see

Not Valid Unless Embossed Here

JAS ID: 8919
Comp: JS

Participant Name: MISSY SAMPLE

Signature must be here after receiving services/goods & prior to payment authorization

Participant Signature Missy Sample

IMPORTANT: THE PARTICIPANT SIGNS WHEN THE ITEMIZED GOOD/SERVICES ARE PROVIDED.

Salesperson: You are authorized to furnish this participant the items shown, not to exceed the costs shown. No additions or substitution may be made. TO RECEIVE PAYMENT, you must HAVE THE PARTICIPANT SIGN this embossed form when the goods/services are provided AND you must RETURN THIS FORM WITH A SALES RECEIPT (SLIP) to the local office listed below. This authorization is valid until 06/30/2013. FAILURE TO DO SO MAY RESULT IN NO PAYMENT.

Counselor: Susan Jones (360) 555-1212

Signature and Date-Must be here before giving voucher to customer

Counselor Signature: Susan Jones Date: 06/03/13

AUTHORIZED ITEMS (No additions/substitutions are permitted)		ACTUAL COST
Shirt	12.99	$ 12.99
Pants	14.99	14.99
Shoes	10.99	10.99
Socks	2.99	2.99
Sales tax	3.57	3.57

Receipt attached? Do items & costs on receipt match items authorized? Actual costs listed on voucher?

Participant responsible for any monies over authorized amount

Local Office Name and Address:	SUBTOTAL		
Anytown WorkFirst Office	TAX		3.57
1000 Main Street	TOTAL	$ 45.53	$ 45.53
Anytown, WA 98000			

VENDOR'S CERTIFICATE: I hereby certify under penalty of perjury that the items herein are proper charges for materials, merchandise or services furnished to the above participant. All goods furnished have have been provided without discrimination on grounds of race, creed, color, natural origin, gender or age.

Lance Smith — Signature needed prior to payment authorization — Checkout Supervisor — 6/22/13

Vendor Representative Signature — Title — Date

George Washington

Payment Authorization Signature

Last signature necessary prior to authorizing voucher payment, verifying all voucher information is correct, supporting documentation is attached and notes are in eJAS

Invoice Number

Example: Dear Vendor

Thank you for conducting business with the Employment Security Department (ESD) and assisting job-seeking participants.

We want to ensure you receive timely payments and that you understand the payment process.

The job seeker will provide you with an original **Purchase Authorization and Invoice Voucher.**

In order for the voucher to be negotiable it must:

- Be embossed with the seal of the State of Washington.
- Be signed and dated by an ESD Coach and the job seeker.

After the individual receives the goods or service:
They sign the voucher verifying they received the goods or service.

You, as the vendor (or your representative):

- Sign your name, list your title, and fill in the dates at the bottom of the voucher.
- Return the original voucher with an original sales receipt to the local office listed on the voucher.

Important: the voucher must be embossed or you will not receive payment.

All costs above the authorized amount are the job seeker's responsibility. Employment Security Department cannot cover any unauthorized costs. Do not refund any monies to the individual. Contact ESD at the WorkSource office that authorized the voucher.

To receive timely payment, please submit all vouchers as quickly as possible. Submit vouchers issued during the program year (July 1 through June 30) no later than July15 the following year.

Thank you for your assistance.

Maintaining or Changing a Voucher

If you need to make changes to a voucher, you must do so **prior to payment.**

	Step-by-step Maintaining or Changing a Voucher in JAS
	WSS4 or Administrative Support Staff **If you know the voucher number,** proceed to number 1 **If you do not know the voucher number,** follow these steps: 1. At the From the Main Menu, type **"11"** and press **<Enter>** 2. At Payment Processing Menu screen, at the **Please Select One of the Above** line type **"1"** and press **<Enter>** 3. At the **Payment Inquiry/Maintenance** screen, on the **Please Select One of the Above with the Criteria Below** line, type **"2"** and then tab down to the **JAS ID** line and enter the **JAS ID** of the person for whom the voucher was written. Press **<Enter>** 4. At the **List Vouchers by Client** screen, all vouchers for the entered JAS ID display 5. If you cannot figure out which voucher you are interested in, tab to the SEL column, type in an **"I"** next to the line and press **<Enter>** to display the voucher details 6. **Write down the number of the voucher you will modify** 7. Press **<F12>** to return to the Main Menu. Follow the steps below:

1	At the Main Menu in JAS, at the **Next Screen Line** type **"11"** and press **<Enter>**
2	At Payment Processing screen, at the **Please Select One of the Above** line type **"1"** and press **<Enter>**
3	At the **Payment Inquiry/Maintenance** screen, on the **Please Select One of the Above with the Criteria Below** line, type **"9"** to go to the Maintain or Cancel Voucher screen and tab down to the **Voucher ID** line and type in the **Voucher ID** number and then press **<Enter>** **NOTE: A Pop Up will appear displaying De-Obligation Request. Do You Wish To De-Obligate? (Y/N)?" The "Y" will display by default. Press <Enter> to de-obligate the funding.**
4	**To change the Vendor ID:** • Tab to the Vendor Id field and press the **<F1-Help>** key • A List of Vendors with the Vendor Id, Vendor Legal Name, DBA or Address, City and State display: • **NOTE:** There are two ways to search Vendor Id's: By Vendor's Legal Name "L" or by Vendor's DBA or Address "D" • Manually enter the name of the vendor you want to search in the "Search Name" field • When searching by the legal name type in the name of the vendor • When searching by DBA type in DBA(space) vendor name or DBA (no space) vendor name • Tab to the "Type" of search you wish to perform by entering "L" or "D" in the "Type" field. Press **<Enter>** • Use the PF7 or PF8 to page back or page forward to verify the correct search return. • Type in the **line** number for the desired vendor. Press**<Enter>**
5	**To change the Authorized Amount:** • Place the cursor on the digits to be changed • Type in the new authorized amount. Press **<Enter>**
6	**To modify the Item Description Narrative:** • Type over the existing entry or add to the existing entry Press **<Enter>**
7	**To change the Worker ID:** • Type the new Worker ID over of the existing entry. (This is the name that will be printed on the voucher and must be the ID of the WSS4 who will authorize the voucher.) Press **<Enter>**

8	**To change the Component Code:** • Type the new Component Code over the existing code or Place the cursor on either letter of the Component Code and press **<F1**> for Help • Select the code Press **<Enter>**
9	**To change the Sub Category (Sub Cat) Code:** • Type the new Sub Cat Code over the existing code or •Place the cursor on either digit of the Sub Cat Code •Press **<F1>** for Help Press **<Enter>**
10	**To change the End Date:** • Key the new date over the existing date Press **<Enter>** When a voucher is modified an alert pop-up will appear with this message "de-obligation request do you wish to de-obligate <Y/N>?" The <Y> will default, press **<Enter>** to continue
11	On the original voucher, cross out old information and hand write the new information.
12	Document in eJAS notes why you changed the voucher.

Canceling Vouchers

Employees in the field cannot cancel a voucher after it is paid. You must contact WCDD WorkFirst Program Administration to cancel it.

	Step-by-step Canceling a Voucher that is not part of a batch
	WSS4 or Administrative Support Staff Follow these steps to cancel a voucher that is not part of a batch.
1	At the Main Menu in JAS, at the **Next Screen** Line type **"11"** and press **<Enter>**
2	At Payment Processing screen at the **Please Select One of the Above** line, type **"1"** and press **<Enter>**
3	At the **Payment Inquiry/Maintenance** screen, on the **Please Select One of the Above with the Criteria Below** line, type **"9."** Tab down to the **Voucher ID** line and type in the **Voucher ID** number. Press **<Enter>**
4	At the **Maintain Voucher** screen, tab to the **New AFRS Process Ind** Line. Type **"C"** to cancel. Press **<Enter>** If the indicator line shows a **"P"**, the voucher is paid and you can't cancel it.
5	A **Pop Up** will appear displaying **Voucher Cancellation Confirmation. Do You Wish To Cancel The Voucher (Y/N)?"** The **"Y"** will display by default. Press **<Enter>**
6	Another **Pop Up** will appear displaying **"De-obligation Request Do You Wish to De-obligate (Y/N)?** The **"Y"** will display by default. Press **<Enter>** If this screen does not appear, call WorkFirst Program Administration.

	Step-by-step Canceling a Voucher in JAS that is part of a batch, entered, and submitted for payment, and not yet paid
	You cannot cancel a voucher after it is paid. You must ask WCDD WorkFirst Program Administration to cancel it.
	WSS4 or Administrative Support Staff Follow these steps to cancel a voucher that is part of a batch.
1	At the Main Menu in JAS, at the **Next Screen** Line type **"11"** and press **<Enter>**
2	At Payment Processing Menu screen, at the **Please Select One of the Above** line, type **"1."** Press **<Enter>**
3	At the **Payment Inquiry/Maintenance** screen, on the **Please Select One of the Above with the Criteria Below** line, type **"9."** Tab down to the **Voucher ID** line and type in the **Voucher ID** number. Press **<Enter>**
4	At the **Maintain Voucher** screen, tab to the **New AFRS Process Ind** Line. Type **"C"** or overtype the **"F"** with a **"C"** to cancel. Press **<Enter>** If the indicator line shows a **"P"**, the voucher is paid and you can't cancel it.
5	A **Pop Up** will appear displaying **Voucher Cancellation Confirmation. Do You Wish To Cancel The Voucher (Y/N)?"** The **"Y"** will display by default. Press **<Enter>**
6	Another **Pop Up** will appear displaying **"De-obligation Request Do You Wish to De-obligate (Y/N)?** The **"Y"** will display by default. Press **<Enter>** If this screen does not appear, call WorkFirst Program Administration.
7	In eJAS notes, document why you cancelled the voucher.

	Step-by-step Verifying a Voucher is Canceled
	WSS4 or Administrative Support Staff Follow these steps to verify a voucher is cancelled.
1	At the Main Menu in JAS, at the Next Screen Line type **"11"** Press **<Enter>**
2	At Payment Processing Menu screen, at the **Please Select One of the Above** line, type **"1."** Press **<Enter>**
3	At the **Payment Inquiry/Maintenance** screen, on the **Please Select One of the Above With the Criteria Below** line, type **"2".** Tab down to the JAS ID line and type in the JAS number Press **<Enter>**
4	• The **List Vouchers by Client** screen, lists all vouchers for the participant. • On the left side of the line for the voucher you are verifying, you should see a **"C"** in the **"ST"** (status) field. • On the right side of the voucher line, the following area must be blank: PAYMENT --- BATCH INFO --- AMOUNT ORG NO. DATE

Replacing Missing Vouchers

If the original voucher is missing or lost there are several things you should do.

- If you have a copy of the original voucher with signatures, emboss the copy.
- If you don't have a copy of the original voucher with signatures, try to get all the signatures and copies of the receipts. Then emboss the copy. If you can't get the signatures, document in eJAS notes that you tried to do so.
- In either case, document in eJAS notes the reason that you are using a copy instead of the original voucher. Attach a copy of the eJAS note to the voucher for batching.

Handling Lost or Stolen Warrants

To get an Affidavit of Lost or Stolen Warrant:

1. Determine that the vendor did not receive the warrant and that it has been over ten or more mailing days past the warrant date.
2. Get this information:
   - Vendor's name
   - Current address of the vendor
   - Warrant number – to obtain contact: ESD GP WorkFirst Program or call 360-902-9606
   - Dollar amount of warrant
   - Name of WorkFirst coach asking for affidavit
   - Fax number of WorkFirst office asking for affidavit
3. E-mail Britni Elliott, Vendor Payments, with the information in #2. She will e-mail the affidavit and an instruction sheet back.
4. Complete and forward the notarized affidavit as instructed.
5. Document in eJAS notes.

Note: Do not use this process for auto pay warrants. Please refer to the section on Automatic Transportation Payments (Auto Pay).

Creating Warrants for Vendors Who Will Not Accept Vouchers

Some vendors will not accept vouchers, but they will accept a warrant. The most common vendors you might deal with include the Washington State Department of Health, the Department of Licensing, the Department of Transportation, and county health departments. In these cases, create a voucher and direct the warrant(s) to your office.

Direct warrants to your office:

1. Vendor is created in JAS using your local WorkFirst office for the address. (Follow the Step-by-step guide for creating a vendor and creating a voucher on Section 4.)
2. Authorize and create only one voucher and payment per day, per vendor to make sure the warrant is for one person and one fee. Failure to create only one voucher per day will result in one warrant for multiple vouchers.
3. Collect a receipt or verification of purchase from the participant and hold for batching process.
4. Skip getting a vendor signature on the voucher.
5. Have the participant sign the voucher.
6. Sign and emboss the voucher.
7. Have your supervisor sign the voucher.
8. Forward to another WSS to batch and enter (see Section 5 Preparing and Entering Batches.)

Allow 7 business days to receive the warrant. Follow the Internal Controls process for logging warrants (Section 2). Then:

1. Secure the warrant using your local process for logging in petty cash.
2. Call participant to pick up the warrant (allow 2 weeks).
3. Have the participant sign a copy of the Vendor Remittance Advice (included with the warrant).
4. Attach the Vendor Remittance Advice to the voucher.
5. Document in eJAS notes.

Returning warrants directed to your office:

Once you received the warrant and contacted the participant, allow **two weeks** from the time the warrant arrived at the office for the participant to pick it up.

If the participant does not pick up the warrant or the participant cannot be contacted within the two weeks, do the following:

1. Write "cancelled" on the warrant.
2. Note on the warrant log where you sent the returned warrant.
3. Return warrants and vendor remittance advice to WCDD WorkFirst Program Administration Attn:
   Kimberly Metcalf, PO Box 9046, Olympia, WA 98507-9046
4. Document in eJAS notes that you cancelled and returned the warrant.

Handling Vendor Refunds

If you discover that a vendor has been paid in error or that we overpaid a vendor, contact: ESD GP WorkFirst Program or call 360-902-9606 for assistance.

Ordering a New Embosser

If you need a new embosser, complete a Special Request. Return the form to Gary Broers in procurement.

Securing the Embosser

Keep the embosser in a secure, locked location. Only WorkSource Specialists 4's and Supervisors may have access to the embosser.

Section 5: Preparing & Entering Batches

Knowing the Types of Batches You Will Process

A batch is a group of documents assembled for payment processing. We use three types of batches:

Vendor Batch – we use vendor batches to pay the vendor for vouchers issued. It includes:

1. A Batch Header Sheet
2. Vouchers that have been returned by the vendor with receipts attached
3. The List Vendor Batch Headers
4. The List Vouchers for a Vendor Batch
5. In addition, vouchers for **vehicle repairs** must have two estimates attached (or eJAS notes explaining if you can't get two estimates). Vouchers for **tools** must have the Statement of Tools Required attached. See the Support Services Directory.

Warrantable Batch – we use warrantable batches to pay the vendor for bulk purchases that were purchased on credit. It includes:

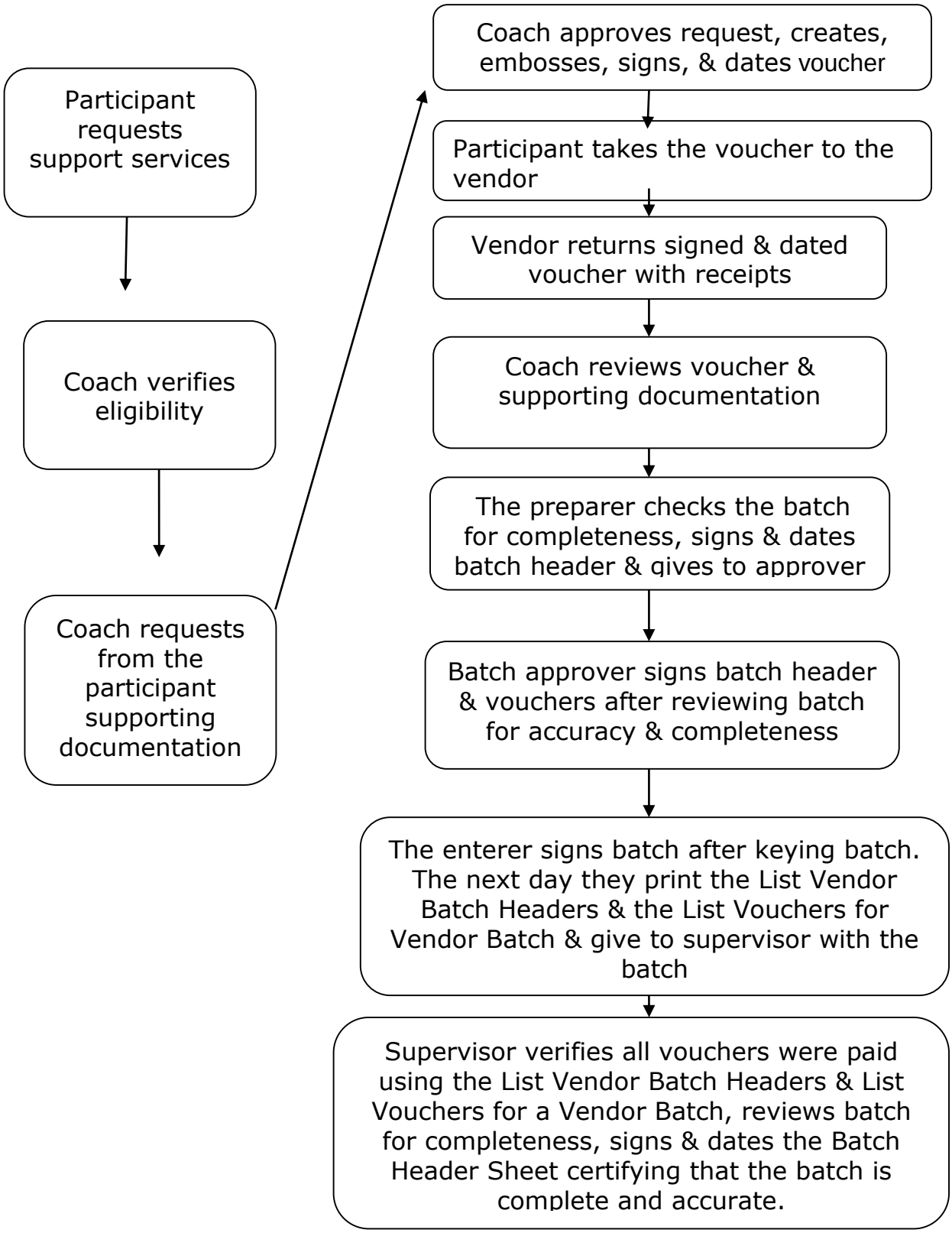
1. A Batch Header Sheet
2. The List Warrantable Batch Headers
3. The List Bulk Purchases for a Warrantable Batch
4. A list of participants recorded on the Log Sheet for Bulk Items in sequential numerical order.
5. The invoice from the vendor.

Used for such items as bus passes or ferry passes.

Non Warrantable Batch – we use non warrantable batches to account for goods and services issued to participants and previously purchased by A19. It includes:

1. A Batch Header Sheet
2. The List Non warrantable Batch Headers
3. The List Bulk Purchases for a Non warrantable Batch
4. A list of participants recorded on the Log Sheet for Bulk Items in sequential numerical order
5. The A-19.

Vendor Batch Process Flow for Voucher Payments



Example: WorkFirst Batch Header Sheet

Batch Header Sheet

Section One

Org Index Name and Number _____

Accounting Period _____ **(month/year)**

Check Payment Method:

☐ **Vendor** Voucher payments ☐ **Warrantable** Invoice payments ☐ **Non warrantable** Payment by A-19

Number of Items in Batch _____ **Amount** _____

Prepared By _____ **Date** _____
(Signature)

Section Two

Approved By _____ **Date** _____
(Signature)

Section Three

Batch Number _____ **Batch Date** _____

Entered By _____ **Date** _____
(Signature)

Section Four

☐ **Vendor: I certify each voucher in this batch paid**

☐ **Warrantable: I certify each item in this batch paid**

☐ **Non warrantable: I certify each item in this batch was credited to a WorkFirst participant**

Supervisor _____ **Date**_____
(Signature supervisor or higher authority)

Preparing Vouchers from Vendors for Batching

Working with date stamped vouchers, the **Administrative Support Staff or a WSS** prepares them for payment using the Batch Header Sheet in Section 5.

Completing the Batch Header Sheet for Vendor Batches

Section One

Administrative Support Staff or a WorkSource Specialist (WSS) -Prepared By

1. **Org Index Name and Number** line, write the name of the office and the org index of the office entering the batch for payment no matter where the vouchers originated.

2. **Accounting Period** line, write the current month and the current year (mm/yyyy).

3. **Check Payment Method,** check the type of batch you are preparing, in this case **Vendor**.

4. Count the number of items in the batch. Write the number on the **Batch Header Sheet** on the **Number of Items in Batch** line. (Batch no more than 25 vouchers and no less than 5 in a single batch when possible. Do not wait to pay vouchers if you have fewer than five.)

5. Write the amount to be paid on the **Amount** line.

6. Sign your name on the **Prepared By** line and **date**.

7. Give the batch to your **Supervisor or a WSS4** who did not create any of the vouchers in the batch.

Section Two

Supervisor or a WSS4 – Approved By

1. The **Supervisor or WSS4** reviews all vouchers in the batch to verify each is complete.

2. After each voucher in the batch is reviewed, the **Supervisor** must sign and date each voucher on the **Payment Authorization Signature** line to authorize each voucher for payment. If the **Supervisor** is not available, a **higher authority** may sign.

3. After each of the vouchers have been signed on the **Payment Authorization Signature** line, the **Supervisor or WSS4** who reviews the batch signs the **Batch Header Sheet** on the **Approved By** line and writes the date on the **Date** line.

Section Three

Administrative Support or a WSS who did not **create** any of the vouchers in the batch or **approve** the batch –Entered By

1. After entering batch information by following the Step-by-step guide for Entering Batches in Section 5, sign on the **Entered By** line and write the **date** when the batch was entered.

2. The **next** day, print the **List Vendor Batch Headers** (04 screen) to verify that the batch paid. Also print a copy of the **List Vouchers for a Vendor Batch** to verify each voucher in the batch paid. See **Step-by-step Creating and Printing the List Vendor Batch Headers and the List of Vouchers for a Vendor Batch in JAS** in Section 5.

3. Give the batch to the **Supervisor** or higher authority for approval.

Section Four

Supervisor or higher authority – Final approval

1. The Supervisor reviews the printed **List Vendor Batch Headers** and the printed **List Vouchers for a Vendor Batch** against the batch. If they match and every voucher paid, then the **Supervisor** signs the **Batch Header Sheet** on the **Supervisor or higher authority line** and writes the date signed on the **Date** line.

Tips for Vouchers and Vendor Batches

Supervisor, before you sign the Batch Header Sheet certifying that it is complete and accurate, you should review the following.

_____ Each voucher was **date stamped** by the person who opened the mail to verify the date the voucher was received from the vendor.

_____ Verify that the batch is correctly identified as Vendor, Warrantable or Non warrantable.

_____ The voucher includes the required signatures:

1. Participant
2. Coach signature and date
3. Vendor signature, title, and date

_____ Verify that the voucher was embossed.

_____ The voucher includes the **correct subcategory** according to the Support Services Directory.

_____ The **Same vendor name and address** is on the voucher and the receipt. Items listed on the voucher are the **same as items** on the receipt.

_____ Documentation in eJAS notes follows the WorkFirst Handbook 2.2 and includes:

- why the support service is necessary
- what product or service provided
- if community resources were considered

_____ **License tabs and fees,** documentation in eJAS notes follows the Support Services Directory and the WorkFirst Handbook 2.2. and includes verification that the participant is the registered owner of the vehicle and the make and model.

_____ **Vehicle repairs,** documentation in eJAS notes follows the directions in the Support Services Directory and the WorkFirst Handbook 2.2. and includes:

- Verify participant is the registered owner of the vehicle
- Two estimates considered, including name of both vendors and cost. If the vehicle is inoperable, see the Support Services Directory. If two estimates aren't available, the reason is documented in eJAS notes.
- Whether or not the participant could contribute to the vehicle repair cost.

_____ **Vehicle repairs,** 2 written estimates (except when not possible) attached to the voucher.

_____ **Tools,** documentation in eJAS notes follows the directions in the Support Services Directory and the WorkFirst Handbook 2.2. and includes:

1. Verification from employer (Statement of Tools Required) that the participant needs tools to start work (or training) and that all employees (or students) doing the same job are required to have these tools.

_____ **Tools**, a copy of the Statement of Tools Required is attached to the Voucher.

_____ If the vendor provides an **invoice or transaction number**, it is noted on the voucher under the total amount line.(See Completed Voucher Example in Section 4 and the Vendor List in Section 5.)

_____ The appropriate worker completed each step of preparing and entering.

_____ The appropriate worker signed and dated each section of the batch header sheet.

_____ All the supporting documentation is attached.

_____ For OJTs attached documentation as directed by the WorkFirst Handbook 4.3.3.

Entering Vendor Batches for Payment

Pay all completed vouchers received within 30 days of the date stamped on the vouchers.

	Step-by–step Entering Vendor Batches in JAS
1	**Administrative Support or a WSS4** who did not create any of the vouchers in the batch may enter in the information for payment.
2	Enter the batch for payment • At the **Main Menu** on the **Next** Screen line, type in **"11."** Press **<Enter>** • At the **Payment Processing Menu** on the **Please Select One of the Above** line, type in **"2"** (**Vendor Payment Approval**) and then press **<Enter>** • At the **Vendor Payment Selection** screen on the **Number of Payments in Batch** line, type in the number of vouchers to be paid. Take this number from the **Batch Header Sheet.** • Tab to the **Total Amount of Payments** line and type in the amount of the batch. Take this amount from the **Batch Header Sheet**. • Press **<F2> (VCHR**) for the **Vendor Payment Approval-Voucher Number screen**. Write down the **Batch Number** and the **Batch Date** on the **Batch Header Sheet.**
3	At the **Vendor Payment Approval-Voucher Number** screen, enter vouchers to be paid. Press **<F5>.** At the **Vendor Payment Approval** screen, tab to the **Cust Invc No** field, **type** in the **vendor invoice number or transaction number** if required. The **preparer** writes in this number below the **Total Amount** line on the voucher. This number appears on the **Vendor Remittance Advice** (which accompanies the warrant) and provides the vendor with information about where to apply payment. It also keeps our accounts with the vendor open and available to our participants. **Note**: Even if an invoice number is not required, providing descriptive information makes it easier for vendors to properly credit accounts.

	This field has twelve spaces for numbers or letters. In the **Payment Amount** line, type in the amount to be paid. **Verify** whether or not the authorized amount changed. If the Total amount is more, you will **not be able to pay** this voucher. Refer to the **Step by Step How to Maintain (or Change) a Voucher** in Section 4.
4	Check that you wrote the **Batch Number** and the **Batch Date** on the **Batch Header Sheet**.
5	**Press PF5** to **(Pay)** vouchers. If there is an error, a prompt will list the error. If correct, the Voucher Payments Successfully batched message appears.

On the **Batch Header Sheet**, write in the batch number on **Batch Number** Line and the **Batch date**.

Verify that the number of vouchers paid by the system matches the **Number of Items in Batch** line on the **Batch Header Sheet**.

Verify that the amount paid by the system matches the amount on the **Batch Header Sheet** on the **Amount** line.

Sign and date on the **Entered By/Date** line on the **Batch Header Sheet**.

Stop – Wait 24 hours to allow JAS to process the entries overnight.

The Next Day

Print:

- **List Vendor Batch Headers** to verify the batch paid.
- **List Vouchers for a Vendor Batch** to verify each voucher in the batch paid. See the **Step-by-step Creating and Printing the List Vendor Batch Headers and the List Vouchers for a Vendor Batch** in Section 5.

1. Review the **List Vendor Batch Headers** and the **List Vouchers for a Vendor Batch** to ensure the batch and all vouchers in the batch paid.

2. Staple the copies of the **List Vendor Batch Headers** and the **List Vouchers for a Vendor Batch** to the back of the **Batch Header Sheet**.

3. Give the batch to the **Supervisor** or higher authority. The Supervisor reviews the printed **List Vendor Batch Headers** and the **List Vouchers for a Vendor Batch** against the batch. If they match and every voucher paid, then the **Supervisor** signs the **Batch Header Sheet** on the **Supervisor or higher authority line** and writes the date signed on the **Date** line.

4. Store completed batches in numerical order in a **secure, locked location**.

	Step-by–step Creating and Printing the List Vendor Batch Headers and the List Vouchers for a Vendor Batch in JAS
	Administrative Support or WSS
1	At the **Main Menu** in JAS, at **Next** screen, type **"11".** Press **<Enter>**
2	At the **Payment Processing Menu s**creen, on the **Please Select One of the Above** fields, type **"1".** Press **<Enter>**
3	At the **Payment Inquiry/Maintenance** screen on the **Please Select One of the Above with the Criteria Below** field, type **"4" List Vendor Batch Headers.** Press **<Enter>**
4	At the **List Vendor Batch Headers** screen on the **Start List at Batch Org Index** line, type in your Org Index
5	On the **Batch Number** line, type in the number of the batch. Press **<Enter>**
6	To print the **List Vendor Batch Headers** screen, press **<Ctrl>** and **<P>** at the same time or select **<Print>**
7	At the **List Vendor Batch Headers** screen in the **SEL** column to the left of the batch number, type **"I"** Press **<Enter>**
8	To print the **List Vouchers for a Vendor Batch**, press **<Ctrl>** and **<P>** at the same time or select **<Print>**

Vendors List

Use this list to find invoice numbers or transaction numbers. Include this information on the voucher when you enter it for payment. This number appears on the Vendor Remittance Advice and lets the vendor know where to apply payment.

Enter the invoice number or the transaction number in JAS in the **Cust Invc No Field** (12 characters) when batching for payment.

Altons Tire-Rama Tire Guys Inc DBA Tire-Rama SWV004453800	Invoice number is ten digits located in the upper right corner of the receipt.
Burlington Coat Factory SWV007489800	Store number 374/05 (example) followed by T#####, located to the left and under the URL on the sales receipt or use the participants name.
Casinos	Describe what the payment is for, i.e., gambling license, required uniform.
County Departments of Health (Sub Cat 62)	Note what kind of license the fee is for, for example, Food Handler's Permit
Discount Tire Reinalt-Thomas Corp. DBA Discount Tire SWV008256600	Name of participant
Catherine's Inc SWV011722500	The store number is the first 4 numbers in the series of numbers located at the bottom of the receipt, under the bar code or at the top of the receipt across from the date and can be found on the voucher sale invoice.
Firestone Bridgestone Retail Operations DBA Firestone Tire & SVC Ctr SWV000723500	Vendor invoice number is located in the top left corner of their billing statement and last name of participant.
Fred Meyer Customer Charge SWV000969500 Chicago	The invoice number should be six numbers long.
JC Penney Commercial Credit SWV007684100	Please write internal a/c #85170294381 on vouchers and key in when batching for payment.
Les Schwab Warehouse Center SWV000744700	Invoice number is 11 numbers long located below the store number on the upper right hand side of the receipt.
Life Uniform SWV000668700	The TRX number is located at the top of the Sales Receipt under the time stamp.
Lowe's SWV000973901	Invoice number is located in middle of sales receipt & left of the total.

On-the Job Training	Type in OJT and last name of participant.
Pacific Welding & Supplies	Account number and Invoice number found at the top right of sales receipt.
Ross Dress Stores Inc SWV011691900 5130 Hacienda Dr., Dublin CA	Tran:#### is located at the bottom right corner of sales receipt or voucher # or invoice #.
Safeway SWV000542800	Write the a/c# **157369** on the voucher and Key in the **invoice#** from the Vendor statement
Sears (use) - Citibank South Dakota DBA Sears Commercial One SWV008620003	Sears will send a Transmittal Cover sheet with their Invoice No: T###### (begins with T followed by 6 numbers). If this is not available, use voucher number. **Please write the Sears internal a/c# on <u>all</u> vouchers for Sears…All WF offices are to write this account number <u>#5405530000264115 on the voucher (to show Sears which account to use)</u>** **Except for Chehalis which will write #5405530000264149 for their area**
Speedy Glass SWV00967203-Lockbox SWV00967205-Spokane SWV00967206-Seattle	6 digit invoice number located at the top right of sales receipt.
Superior Court	Case number found at top right of their stamp.
State of WA: DOT Good to Go-pass DOL-Dept of Licensing-redirect DOH-WASH State Dept of Health-redirect WA State DSHS-Language Test-redirect Wash St Gambling Commission SWV0020363-redirect WSP-Washington State Patrol	Indicate the type of license or support service i.e., RN, LPN, CNA, NAC, Driver license, WA State ID, Driver Test, food handling permit, cosmetology, security, etc. Washington State vendors that do not accept vouchers will require that an updated vendor registration be completed for a DBA-with WorkFirst Office address.

TJ Maxx TJX Companies DBA Tj Maxx or TJ Maxx SWV010385900	Use our voucher number.
Value Village TVI Inc. DBA Value Village SWV005047301	Use store number and the date that is located near the top of the Sales Receipt. The store number is to the right of the date and is the first 4 numbers or use invoice # if given.

Preparing Warrantable Batches for Payment

Working with the list of participants recorded on the Log Sheet for Bulk Items and invoices from the vendor, the **Administrative Support Staff or a WSS,** prepares them for payment. Use the Batch Header Sheet in JAS in Section 5.

Completing the Batch Header Sheet for Warrantable Batches

Section One

Administrative Support Staff or a WorkSource Specialist (WSS) -Prepared By

1. **Org Index Name and Number** line, write the name of the office and the org index of the office entering the batch for payment no matter where the vouchers originated.

2. **Accounting Period** line, write the current month and the current year (mm/yyyy).

3. **Check Payment Method,** check the type of batch you are preparing, in this case **Warrantable**.

4. Count the number of items in the batch. Write the number on the **Batch Header Sheet** on the **Number of Items in Batch** line. Batch no more than 25 warrantable items and no less than five in a single batch when possible. Do not wait to pay if you have less than five.

5. Write the amount to be paid on the **Amount** line.

6. Sign your name on the **Prepared By** line and **date**.

7. Give the batch to your **Supervisor or a WSS4** who did not issue any warrantable bulk items in the batch.

Section Two

Supervisor or a WSS4 – Approved By

1. The **Supervisor or WSS4** reviews the **vendor's invoice** and the **Log Sheet for Bulk Items** in the batch to verify each item is correct.

2. After reviewing the items, the **Supervisor or WSS4** who reviews the batch signs the **Batch Header Sheet** on the **Approved By** line and writes the date on the **Date** line.

Section Three

Administrative Support or a WSS who did not issue any warrantable items in the batch or approve the batch - Entered By

1. After entering batch information by following the Step-by-step for Entering Warrantable Bulk Purchases in JAS in Section 5, sign on the **Entered By** line and write the **date** when the batch was entered.

2. The **next** day, print the **List Warrantable Batch Headers** and the **List Bulk Purchases for a Warrantable Batch** to verify that and each bulk item in the batch paid. See **Step-by-step Creating and Printing the List Warrantable Batch Headers and the List Bulk Purchases for a Warrantable Batch** in Section 5.

3. Staple the **List Warrantable Batch Headers** and the **List Bulk Purchases for a Warrantable Batch** to the **Batch Header Sheet**. Give the batch to the **Supervisor** or higher authority for approval.

Section Four

Supervisor or higher authority – Final approval

1. The Supervisor reviews the printed **List Warrantable Batch Headers** and the **List Bulk Purchases for a Warrantable Batch** against the batch. If they match and every item processed, then the **Supervisor signs** the **Batch Header Sheet** on the **Supervisor or higher authority line** and writes the date signed on the **Date** line.

Entering Warrantable Batches for Bulk Purchases

	Step-by-step Entering warrantable bulk purchases in JAS
1	**Administrative Support or a WSS** who did not issue any warrantable items in the batch or approve the batch may enter the information for payment.
2	Enter the batch for payment • At the **Main Menu** on the **Next Screen** line, type in **"11"** Press **<Enter>** • At the **Payment Processing Menu** screen, on the **Please Select One of the Above** line, type **"4" Warrantable Bulk Purchases**. Press **<Enter>** • At the **Warrantable Distribution Payment Approval** screen on the Org Index line, type in your Org Index. • On the **Program Year** line, type in the **current** program year. • On the **Project Code** line, type in **2475.** • On the **Batch Total** line, type in payment amount for the entire batch. • On the **Sub Cat Code** line, type in the sub cat for the type of product service purchased. Use **"F1"** for help. See the Support Services Directory. • Leave the **Support Service Code** line blank.

3	On the **Vendor Id** line, select **"F1"** for Find a Vendor. • A List of Vendors with the Vendor ID, Vendor Legal Name, DBA or Address, City and State display: • **Note:** There are two ways to search Vendor Id's: By Vendor's Legal Name "L" or by Vendor's DBA or Address "D" • Manually enter the name of the vendor you want to search in the "Search Name" field • When searching by the legal name type in the name of the vendor • When searching by the DBA type in DBA (space) vendor name or DBA (no space) vendor name. • Tab to the "Type" of search you wish to perform by entering "L" or "D" in the "Type" field. **Press <Enter>** • Use the PF7 or PF8 to page back or page forward to verify the correct search return • Type in the **line** number for the desired vendor. **Press <Enter>** • At the **Warrantable Distribution Payment Approval** screen, verify that you have the correct vendor.
4	On the **Cust Invc No** line, type in the invoice or transaction number. This field allows 12 characters of numbers and letters. See the Vendors List in Section 5.
5	**Do not use the Redirect function**.
6	Assigning items to participants: • Tab to the **JAS Id** line. Type in the JAS Id for the participant. • Tab to the **Comp Code** column. Type in the component code for that participant. • In the **Cost** column, type in the cost of the product or service provided. • Tab to the **next JAS Id** line and continue entering the JAS ID, the component code, and the cost for each participant taken from the vendor invoice on the Log Sheet for Bulk Items. Press **<Enter>** Note: JAS displays the message: Obligation increased by ($xx.xx). Payments submitted in batch (number). The amount entered is deleted from the allocation and added to the obligation paid total.

On the Batch Header Sheet, write in the batch number on **Batch Number** Line and the **Batch date**.

Verify the amount on the **Warrantable Distribution Payment Approval** screen and on the **Batch Header Sheet** match.

Sign and date on the **Entered By/Date** line on the **Batch Header Sheet**.

Stop – Wait 24 hours to allow JAS to process the entries overnight.

The Next Day

Print:

- **List Warrantable Batch Headers** screen.
- **List Bulk Purchases for a Warrantable Batch** screen.

1. Review each to verify all bulk items in the batch paid. **(See Step-by-step for Creating and Printing List Warrantable Batch Headers and the List Bulk Purchases for a Warrantable Batch.)**

2. Staple the **Log Sheet for Bulk Items**, the **vendor invoice**, the **List Warrantable Batch Headers** and the **List Bulk Purchases for a Warrantable Batch** to the **Batch Header Sheet**.

3. Give the batch to the **Supervisor** or higher authority. The Supervisor reviews the printed **List Warrantable Batch Headers** and the printed **List Bulk Purchases for a Warrantable Batch** against the batch. If they match and every item paid, the **Supervisor signs** the **Batch Header Sheet** on the **Supervisor or higher authority line** and writes the date signed on the **Date** line.

4. Store completed batches in numerical order in a **secure, locked location**.

	Step-by–step Creating and Printing the List Warrantable Batch Headers and the List Bulk Purchases for a Warrantable Batch in JAS
	Administrative Support or WSS
1	At the **Main Menu** in JAS, at **Next** screen, type **"11".** Press **<Enter>**
2	At the **Payment Processing Menu** screen, on the **Please Select One of the Above** fields, type **"1".** Press **<Enter>**
3	At the **Payment Inquiry/Maintenance** screen on the **Please Select One of the Above with the Criteria Below** field, type **"6" List Bulk Purchases for a Warrantable Batch**. Press **<Enter>**
4	At the **List Warrantable Batch Headers** screen on the **Start List at Batch Org Index** line, type in your Org Index.
5	On the **Batch Number** line, type in the batch number. Press **<Enter>**
6	To print the **List Warrantable Batch Headers** screen, press **<Ctrl>** and **<P>** at the same time or select **<Print>**
7	At the **List Warrantable Batch Headers** screen in the **SEL** column to the left of the batch number, type **"I"** Press **<Enter>**
8	To print the **List Bulk Purchases for a Warrantable Batch**, press **<Ctrl>** and **<P>** at the same time or select **<Print>**

Preparing Non Warrantable Batches for Payment

Working with the list of participants recorded on the Log Sheet for Bulk Items and the A19s that purchased the bulk items, the **Administrative Support Staff or a WSS,** prepares them to credit the participant that received the goods or service. Use the Batch Header Sheet in Section 5.

Completing the Batch Header Sheet for Non Warrantable Batches

Section One

Administrative Support Staff or a WorkSource Specialist (WSS) -Prepared By

1. **Org Index Name and Number** line, write the name of the office and the org index of the office entering the batch for payment no matter where the vouchers originated.

2. **Accounting Period** line, write the current month and the current year (mm/yyyy).

3. **Check Payment Method,** check the type of batch you are preparing, in this case **Non warrantable**.

4. Count the number of items in the batch. Write the number on the **Batch Header Sheet** on the **Number of Items in Batch** line. (Batch no more than 25 items and no less than five in a single batch when possible.)

5. Write the amount to be paid on the **Amount** line.

6. Sign your name on the **Prepared By** line and **date**.

7. Give the batch to your **Supervisor or a WSS4** who did not issue any non warrantable items or prepare the batch.

Section Two

Supervisor or a WSS4 – Approved By

1. The **Supervisor or WSS4** reviews the **Log Sheet for Bulk Items** to verify the accuracy of each non warrantable item in the batch.

2. After reviewing the items in the batch, the **Supervisor or WSS4** signs the **Batch Header Sheet** on the **Approved By** line and writes the date on the **Date** line.

Section Three

Administrative Support or a WSS who did not issue any non warrantable items in the batch or **approve** the batch – Entered By

1. After entering batch information by following the Step-by-step guide for Entering Non warrantable Batches for Bulk Purchases in Section 5, sign on the **Entered By** line and write the **date** when the batch was entered.

2. The **next** day, print the **List Non warrantable Batch Headers** and the **List Bulk Purchases for a Non warrantable Batch** to verify that the batch and each bulk item processed correctly. See **Step-by-step Creating and Printing the List Non warrantable Batch Headers and the List Bulk Purchases for a Non warrantable Batch** in Section 5.

3. Give the batch to the **Supervisor** or higher authority for approval.

Section Four

Supervisor or higher authority – Final approval

1. The Supervisor reviews the printed **List Non warrantable Batch Headers** and the **List Bulk Purchases for a Non warrantable Batch** against the batch. If they match and every item processed, the **Supervisor signs** the **Batch Header Sheet** on the **Supervisor or higher authority line** and writes the date signed on the **Date** line.

Entering Non Warrantable Batches for Bulk Purchases

	Step-by-step Entering Non warrantable bulk purchases in JAS
1	**Administrative Support or a WSS** who did not issue any non warrantable items in the batch or approve the batch may enter the information for payment.
2	Enter the batch for payment • At the **Main Menu** in JAS, at **Next** screen, type **"11"** Press **<Enter>** • At the **Payment Processing Menu s**creen, on the **Please Select One of the Above** fields, type **"3"**Press **<Enter>** • At the **Non warrantable Distribution Payment Approval** screen on the Org Index line, Type in your Org Index. • On the **Program Year** line type in the current program year. • On the **Project Code** line, type in **2475.** • On the **Batch Total** line, type in payment amount for the entire batch. • On the **Sub Cat Code** line, type in the sub cat for the type of product service purchased. Use **"F1"** for help. See the Support Services Directory. • Leave the **Support Service Code** line blank.
3	On the **Vendor Id** line, select **"F1"** for Find a Vendor. To Find a Vendor. • Tab to the Vendor Id field and press the **<F1-Help>** key • A List of Vendors with the Vendor Id, Vendor Legal Name, DBA or Address, City and State display: • **Note:** There are two ways to search Vendor Id's: By Vendor's Legal Name "L" or by Vendor's DBA or Address "D" • When searching by the legal name type in the name of the vendor • When searching by the DBA type in DBA (space) vendor name or DBA (no space) vendor name. • Manually enter the name of the vendor you want to search in the "Search Name" field • Tab to the "Type" of search you wish to perform by entering "L" (Legal) or "D" (Doing Business As) in the "Type" field.

	Press <Enter> • Use the PF7 or PF8 to page back or page forward to verify the correct search return • Type in the **line** number for the desired vendor. **Press <Enter>** • At the **Non Warrantable Distribution Payment Approval** screen, verify that you have the correct vendor.
4	Do not use the **Advance** line or the **Redirect** line.
5	Assigning items to participants: • Tab to the **JAS Id** line. Type in the JAS Id for the participant. • Tab to the **Comp Code** column. Type in the component code for that participant. • In the **Cost** column, type in the cost of the product or service provided. • Tab to the **next JAS Id** line and continue entering the JAS ID, the component code, and the cost for each participant taken from the Log Sheet for Bulk Items. Press **<Enter>** Note: JAS displays the message: Obligation increased by ($xx.xx). Payments submitted in batch (number). The amount entered is deleted from the allocation and added to the obligation paid total.

On the Batch Header Sheet, write in the batch number on **Batch Number** Line and the **Batch Date**.

Verify the amount on the **Non warrantable Distribution Payment Approval** screen and on the **Batch Header Sheet** match.

Sign and date on the **Entered By/Date** line on the **Batch Header Sheet**.

Stop – Wait 24 hours to allow JAS to process the entries overnight.

The Next Day

Print:

- **List Non warrantable Batch Headers** screen
- **List Bulk Purchases for a Non warrantable Batch** screen.

1. Review each to verify each bulk item paid. (See **Step-by-step for Creating and Printing List Non warrantable Batch Headers and List Bulk Purchases for a Non warrantable Batch**.)

2. Staple the **Log Sheet for Bulk Items**, the **List Non warrantable Batch Headers** and the **List Bulk Purchases for a Non warrantable Batch,** and the **A19** used to purchase the bulk items to the **Batch Header Sheet**.

3. Give the batch to the **Supervisor** or higher authority. The Supervisor reviews the printed **List Non warrantable Batch Headers** and the printed **List Bulk Purchases for a Non warrantable Batch Header** against the batch. If they match and every bulk item was credited, the **Supervisor signs** the **Batch Header Sheet** on the **Supervisor or higher authority line** and writes the date signed on the **Date** line.

4. Store completed batches in numerical order in a **secure, locked location**.

	Step-by–step Creating and Printing the List Non warrantable Batch Headers and the List Bulk Purchases for a Non warrantable Batch in JAS
	Administrative Support or WSS
1	At the **Main Menu** in JAS, at **Next** screen, type **"11".** Press **<Enter>**
2	At the **Payment Processing Menu s**creen, on the **Please Select One of the Above** fields, type **"1".** Press **<Enter>**
3	At the **Payment Inquiry/Maintenance** screen on the **Please Select One of the Above with the Criteria Below** field, type **"12" List Non warrantable Bulk Purchase Batch Headers**. Press **<Enter>**
4	At the **List Non warrantable Batch Headers** screen on the **Start List at Batch Org Index** line, type in your Org Index.
5	On the **Batch Number** line, type in the batch number. Press **<Enter>**
6	To print the **List Non warrantable Batch Headers** screen, press **<Ctrl>** and **<P>** at the same time or select **<Print>**
7	At the **List Non warrantable Batch Headers** screen in the **SEL** column to the left of the batch number, type **"I"** Press **<Enter>**
8	To print the **List Bulk Purchases for a Non warrantable Batch**, press **<Ctrl>** and **<P>** at the same time or select **<Print> Print two copies.**

Attach one copy of the **List Bulk Purchases for a Non warrantable Batch** and **one copy** of the **A19** used to purchase the bulk items, and the Log Sheet for Bulk Items to the back of the **Batch Header Sheet**.

1. Mail to WCDD-WorkFirst Program Administration Batches, PO Box 9046, Olympia, WA 98507-9046 with your monthly batches.

2. When all bulk items purchased by the A19 have been issued and credited to the participant account using the Non warrantable Batch process, attach the second copy of all the **List Non warrantable Batch Headers** and all the **List Bulk Purchases for a Non warrantable Batch** to the copy of the **A19** used to purchase the bulk items listed.

3. Mail to WCDD-WorkFirst Program Administration Batches, PO Box 9046, Olympia, WA 98507-9046.

Forwarding all Completed Batches

1. At the **end of the month** that the batches are for, the **Administrative Support** or the **WSS** collects **all** batches paid during the month.

2. Print the **List Batch Header Sheet(s)** for all batches.

3. Put the batches in numerical order by batch number and attach the List Batch Header Sheets. Securely wrap all items together.

4. By the end of the following month:
   Mail to WCDD-WorkFirst Program Administration Batches
   PO Box 9046, Olympia, WA 98507-9046.
   (For example, January batches need to be sent by February 28 and so on.)

Non Warrantable Items

We process non warrantable items two ways – monthly and when all items on the A-19 have been batched.

- Monthly - Any new batch you keyed or individual bus tickets/passes issued to the participant, in a specific month, bus tickets, or bus and ferry passes should have a **copy of the bus or ferry log; a copy of the A-19 that purchased those items**; a copy of the List non warrantable Batch Headers; and a copy of the List Bulk Purchases for a non warrantable Batch attached to the batch header sheet.

- All items purchased with the A-19 have been batched or individual bus tickets/passes issued-Print (or make copies) all of the List non warrantable Batch Headers and all of the List Bulk Purchases for a non warrantable Batch that you previously attached to each batch header sheet and attach them to the back of the A-19.

- Send to WorkFirst Administration Unit **by the end of the next month with the rest of the batches.**

A-19 Funding Codes

For bus passes, ferry tickets, and other mass transit items that fall into sub cat code 43 "Public Transportation" use the following funding code on the A-19:

Org Index	(use your org index)
Master Index	(24501521)
Year	(PXX-Current Program Year)
S Object	(NB)
SS Object	(7411), **%** (100)

Section 6: On the Job Training & Work Experience

On-the-Job Training (OJT) Rules

On-the-Job Training (OJT) is subsidized employment which provides full time training for 32-40 hours per week. The employer offers training on site. An OJT may also be combined with classroom training.
Follow the guidelines in the WorkFirst Handbook Chapter 4.3.

The WorkFirst program has two kinds of full-time OJTs:

1. Going to work and learning new skills
2. Moving to a higher paying job with additional duties requiring new skills

The following applies to both types of OJTs:

- Write contracts for up to 12 weeks depending on the time needed to learn the skills. All OJT contracts must start at minimum of $12.00 an hour wage or higher depending on your local labor market. There are four (4) options to request an OJT ETR to approve less than $12 per hour wage. **Note:** Should the employer offer one or any combination of the following, the $12 per hour wage may be waived. Those options include:
  - Employer provides medical coverage
  - Employer provides dental coverage
  - Employer provides retirement benefits
- Employer offers a defined career pathway with set wage increase milestones (to be included in the OJT ETR request).
- Either type of OJT may include wage increases. You must include wage increases in the original contract. You cannot modify signed OJT contracts to reflect wage increases.
- Write OJT contracts for the **current program year**. If training continues into July (another program year), write another contract on July 1.
- The same WorkFirst WorkSource Specialist must:
  - Close the JS and open the OT component in eJAS.
  - Create the contract.
  - Create the vouchers.

- Monitor the contract by contacting the employer and employee.
- Document all actions in eJAS.

  Employers must sign the WorkFirst On-The-Job Training Master Agreements and the WorkFirst On-The-Monthly Time Report On-the Job Training (OJT) Hours.

- Verify that they meet the minimum standards and that they agree to provide training. The participant must also sign the WorkFirst On-The-Job Training Master Agreements to verify they agree with activities, limitations, and general conditions of the contract.

- Start training only after the employment coach, the supervisor, and the employer sign the contract, the Master Agreement, and the Terms and Conditions.

Setting up the OJT

Print the forms for the contract package:

- WorkFirst On-The-Job Training Master Agreements
- WorkFirst On-The-Job Training Terms and Conditions

A completed contract package contains these two forms and the contract.

You will also need:

- WorkFirst On-the-Job Training Contract Information Sheet
- WorkFirst On-the-Job Training Program Evaluation Form
- Monthly Time Report for On-the-Job Training (OJT) Hours

Coordinate with local Business Services teams when contacting employers. Work with the employer to complete the OJT Contract Information Sheet. This sheet provides the information you need to create the contract.

Obtain the employer's signature on both the WorkFirst On-The-Job Training Master Agreements and the WorkFirst On-The-Job Training Terms and Conditions to signify the employer's agreement to provide training and to abide by the standards.

Assess support service needs such as tools, clothing, or transportation.

Obtain approval of any exceptions to the support services policy from WorkFirst Program Administration before writing the contract. Follow the Exception to Rule steps in Section 3. Attach the approved exception to each copy of the contract.

Determine if Release Time Training (classroom training) would enhance skills needed by the participant to do the job. Release Time Training is also reimbursed at 50%.

Have employers use the Monthly Time Report for On-the-Job Training (OJT) Hours to record hours worked.

Creating an OJT Contract

	Step-by-step Creating an OJT Contract in JAS
1	Find out if the employer has a vendor number. 1. Go to **Main Menu** 2. Type **"13"** on the **Next Screen** line. Press **<Enter>** 3. At the **Table Maintenance Menu** 4. At the **"Action"** line, type **"R"** for review 5. At the **"Table Number"** line, type **"2"** for **Vendor Review**. Press **<Enter>** 6. At the **Vendor Review** screen: A list of vendors with the vendor ID, vendor legal name, DBA, or address "D" Manually enter the name of the vendor you want to search in the "Search Name" field When searching by the legal name type in the name of the vendor. When searching by the DBA type in DBA (space) vendor name or DBA (no space) vendor name Searching by legal name type in the name of the vendor Tab to the "Type" of search you wish to perform by entering "L" (Legal) or "D" (Doing Business As) in the "Type" field. Press **<Enter>** Use the PF7 or PF8 to page back or page forward to verify the correct search Type in the **line** number for the desired vendor. Press **<Enter>** 7. At the **Vendor Name** line, type the **vendor name**. Delete any extra characters. Press **<Enter>** 8. If the employer name appears, the employer is a vendor. If the employer name does not appear, create a Vendor file in JAS for them. See **Creating a new vendor** in Section 4.

2	Check if a vendor has a Master Agreement Number: 1. From the **Main Menu** in JAS, at the **Next Screen** line and type **"13"** and Press **<Enter>** 2. At the **Table Maintenance Menu**, **Action** line type **"R"** for review 3. At the **Table Number** line, type **"12 "** Press **<Enter>** 4. At the **Master Agreement Review** screen, use the Tab key to go to the **Vendor Name** line 5. In the **Master Agreement Maintenance Screen**, type the vendor name. Delete any extra characters. Press **<Enter>** 6. If the employer name appears, they are a Vendor with a Master Agreement Number. Tab down to the **Action** line and enter **"U."** Tab over to the **Select Line No** and type the number of the line corresponding to the employer. Press **<Enter>** 7. In the **Master Agreement Maintenance Screen,** check the end date and the org indexes. If your org index appears and the end date will be valid until the end of your contract, go to step 6. 8. If the end date has expired, tab to the end date line and type over the date there with a new end date The new end date may be the end of the contract you are creating or until June 30 of the current program year 9. If your org index does not display at the bottom, just add it and Press **<Enter>** If the employer name does not appear, follow step 3 below.
3	To create a **Master Agreement Number** in JAS for the Employer: 1. Go to **JAS Main Menu** 2. Type **"13"** on the **Next Screen** line. Press **<Enter>** 3. At the **Table Maintenance Menu on** the **"Action"** line, type **"C"** for create 4. At the **"Table Number"** line, type **"12"** for **Master Agreements**. Press **<Enter>** 5. At the **Master Agreement Maintenance** screen, the cursor will be on the **Vendor ID** line.

	Press <**F1>** for help identifying the employer 6. At the **Vendor Review** screen: • A List of Vendors with the Vendor Id, Vendor Legal Name, DBA or Address, City and State display: **Note:** There are two ways to search Vendor Id's: By Vendor's Legal Name "L" or by Vendor's DBA or Address "D" • Manually enter the name of the vendor you want to search in the "Search Name" field • When searching by the Legal name type in the name of the vendor • Tab to the "Type" of search you wish to perform by entering "L" or "D" in the "Type" field. **Press <Enter>** • Use the PF7 or PF8 to page back or page forward to verify the correct search return. At the "**SEL**" line, type in the **line** number for the desired vendor. **Press <Enter>** 7. At the **Master Agreement Maintenance Screen**, verify the employer name Using the tab key, go to the **Agreement Start Date** 8. Type the start date of the contract **(MMDDYYYY)** 9. At the **End Date** line, type in the end date of the contract or the program year end date, whichever comes first **(MMDDYYYY)** (If training overlaps the program years, write 2 contracts. The 2 contracts cannot add up to more than 12 weeks) 10. At the **Contract Type** line, type in **OJT** 11. Using the tab key, go to the **ORG Indexes Master Agreement Is To Be Associated With** line, type in your org index. Press **<Enter>** At the **Table Maintenance Menu Screen, "Master Agreement Has Been Added To The Table"** will display at the top left.
4	To verify funding for the contract: • Press **"F12"** to go to the **Main Menu**

	• At the **Main Menu Next Screen** line, Type **"09"** and Press **<Enter>** • At the **Allocation Maintenance By Category** screen ("09" screen): 1. Type in the Org Index for your office 2. Type in the current program year 3. Type **2345** for project code Press **<Enter>** • Look in the OJT area under Vendor Payments to verify funding is available Use the project code 2345 only for the writing the contract and vouchers for employer reimbursement. All other support services for OJTs, such as tools, transportation and clothing use project code 2475. Note: Offices must request funding for OJTs. Contact Linda Venera, 360-902-9779.
5	Press F12 to return to the Main Menu. On the **Next Screen** line, type **"10."** On the **JAS ID Number** line, type in the JAS ID number for the participant. Press **<Enter>**
6	At the **Individual Responsibility Plan Screen**, at the **Selection** line, type in **"T"**. Press **<Enter**> Verify that the project code is 2345 and there is an OT component active.
7	Verify that the Job Code is correct. If not correct, use **F1** to locate the correct code. If the correct code is not displayed on the first pop up screen, press **<Enter>** until the code is displayed. Once the code is displayed, **enter the corresponding line number** in the **Select Line Number** field. Press **<Enter>**
8	In the Individual Responsibility Plan (IRP) to the right of the "OT" component, in the **SEL** column, type in **"C"** for OJT contract. Press **<Enter>** Press <F5> for new contract in the list of contracts for a component screen.

9	On the **On-The-Job Training Contract** screen, tab down to the **Master Agreement** line, choose the employer using **F1** for help. Tab to the **Vendor Name** line. Type in the name of the vendor. Delete any extra characters. Press **<Enter>** **Enter the corresponding line number** in the **Select Line Number** field. Press **<Enter>**
10	Back on the **On-The-Job Training Contract** screen, the cursor will take you to the contact person. If the training address is different from the address in the vendor file, use the arrow keys to go the training address and type it in.
11	Tab to each field and type: • The name of the Contact Person • Title • Phone number Press **<Enter>** or **F8** to move to the next page.
12	On the next page, enter the number of hours per week and the number of weeks of training.
13	• List wages and total hours at the hourly wage along with the percentage of reimbursement (PCT) • The percent of reimbursement cannot be higher than 50 percent You can negotiate wage increases for both regular OJTs and for wage progression OJTs. See example below.
14	• If using **Release Time** for classroom or skills enhancement training, complete the information in the **Release Hours/Week, Total Hours** and **Release Cost** fields • No more than 25% of the total contracted hours may be for **Release Time Training.** • The Total Release Hours cost and Total OJT Hours Costs auto fill. Reimbursement for Release Time Training is automatically calculated at 50%See below for example
15	Press **<Enter>** or use **F8** to go to the next page.
16	• If you don't need union concurrence, type **"N"** in the **Collect. Bargaining** field and leave the **If Yes, Does Rep. Concur with OJT Conditions** field blank. • If union concurrence is needed, list the a**ppr**opriate **information in the Union Name, Union Rep, and Phone fields.**

17	**In the Special Tools Req**, field, type in **"Y"** for yes or **"N"** for no. This question addresses whether or n**ot the employer will** provid**e spe**cial tools. If WorkFirst purchases tools, use project code 2475.
18	If the training is in an apprenticeship field, do the **Joint Apprenticeship and Training Committee (JATC)** and **Labor and Industries Apprenticeship Division** concur in this OJT and agree that this training time will be credited to the total apprentice training leading to journey level status? If this not an apprenticeship position, Type **"N"** in each field If this is an apprenticeship, you must get the concurrence of **JATC** and **L&I**. Enter **"Y"** for **JATC Concurrence** and **L&I Concurrence**.
19	In the **ESD Rep. Title** and **Phone** field, type in your name and title on the top line and then your phone number on the line below. **This must be the person who is creating and monitoring the OJT**
20	In the **"Outline of Specific Skills"** area, list all skills the participant will learn and the number of hours needed to learn each skill. Use **"F11"** to scroll down for more lines. Only the bottom lines change (for instance, from lines 1, 2, 3 to lines 4, 5, 6.) Up to nine lines are available. Use **"F10"** to scroll back to previous screens.
21	Press **"F5"** to create the contract. If there are any errors, you will be prompted to fix them.
22	Press **"F9"** to print.

Example: OJT Hours & Wages

----------Training Costs----------							----------Release Hours-------	
HRS/ WEEK	TOTAL WEEKS	TOTAL HOURS	HOURLY WAGE	HOURS SPREAD	PCT	HOURLY REIMBURSEMENT	FIXED	PER WK TOTAL
40	12	480.00	_9.04	_160.00	50	4.50	5	60
			_9.04	_160.00	40	3.70		
			_9.04	_160.00	30	2.85		

TOTAL RELEASE COST$ 540.00
TOTAL OJT COST$ 2308.00
PROJECTED COST: _____

The Supervisor must review and approve the contract to ensure policy is followed. See WorkFirst Handbook 4.3. Get signatures on the contract in this order:

1. The Supervisor must sign the contract before the employer or coach sign.

2. If you need union, JATC, or L&I concurrence, get those signatures.

3. The employer signs next with their printed name and title below the signature.

4. The staff responsible for the contract signs and dates last.

5. Make four copies of the signed documents.
   a. Original for the office file
   b. Copy one - WCDD WorkFirst Program Administration
   c. Copy two – employer
   d. Copy three – participant
   e. Copy four – coach who monitors the contract

Within three days of all signatures, send signed copies of the contract package to:

WCDD WorkFirst Program Administration
PO Box 9046, Olympia, WA 98507-9046

Include:

WorkFirst On-The-Job Training Master Agreements
WorkFirst On-The-Job Training Terms and Conditions
WorkFirst On-the-Job Training Contract Information Sheet
WorkFirst On-the-Job Contract

Documenting in eJAS

- In eJAS Notes under **Employment**, document how this employer will assist the participant in obtaining new skills and employment sufficient to exit TANF cash assistance.

- Enter an "OT" component. The worker ID for the component must be the person who will have responsibility for the contract.

- After reviewing and signing the contract, the Supervisor must document in eJAS the review and approval of the contract.

Documenting in SKIES

1. Select Job Seeker, then Seeker Services
2. The date field defaults to the current day
3. In the Group Column click on the arrow to display the drop down box displaying the service types: Core, Intensive, Training and Support Services. Select "Training"
4. Then select "On-The-Job Training" from the next popup window. Click on "OK" to continue
5. From the Description Column, click in the Select Column for "Training, On-the-Job Training; On-the-Job Training"
6. From the "Program" box click on the arrow to display the drop down box and select "WorkFirst Job Search"
7. Click on the "OK" button. Then click on the "Select to Complete" button.

Keeping Records

Keep the signed originals: WorkFirst On-The-Job Training Master Agreement, the signed original of each WorkFirst On-The-Job Training Terms and_Conditions, and a signed copy of every OJT contract in the local office until one quarter after program year ends. Then the office may archive the OJT document for six years.

Evaluating the Participant's Progress

Use the WorkFirst On-the-Job Training Program Evaluation Form to monitor the progress of the participant in obtaining the contracted skills.

Visit during the 1st, 3rd, 7th and 11th week of the training. Check in with both the training supervisor and the participant during each visit.

Contract # 3650000504

STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT

09/25/2012
9:23:33

ON-THE-JOB TRAINING CONTRACT

Participant Name: Maria Juarez
Job Title: COMPUTER AND ACCOUNT RECORDING Job Code: 21
Employer: MAIN ST HALLMARK SHOP
Address: 112 S MAIN
COLVILLE WA 99114
Phone: (509) 684-3350

OJT Costs	Training Hrs/Week	Training Weeks	Training Total Hours	Hourly Wage	Reimb Pct	Total OJT $
	40	12	160	9.04	50	720.00
			160	9.04	40	592.00
			160	9.04	30	456.00

Release Hours/Week	Total Hours	Release Cost	Total Project Cost
5	60	540.00	2,308.00

OJT Start Date: 09 /04 /2012 OJT End Date: 11 /21 /2012

Project Location: HAPPY'S HALLMARK SHOP
Address: 173 S. MAIN
LONGVIEW, WA
Supervisor: SUSIE SMITH
Title: SUPERVISOR
Phone: (360) 555-1212

Employer will not provide special tools.

EXAMPLE

OJT Outline of Specific Skills to be Taught	Hours
GREET CUSTOMERS AND DETERMINE ASSISTANCE NEEDED	40.00
ASSIST CUSTOMERS TO FIND DESIRED ITEMS	40.00
STOCK SHELVES AND DISPLAY ITEMS	80.00
KEEP INVENTORY RECORDS CURRENT	80.00
USE CASH REGISTER	80.00
LEARN VARIOUS PRODUCT LINES & KNOW LATEST ITEMS	40.00
ORDER PRODUCTS	120.00

Concurrence of Collective Bargaining Agent:
The occupation is not subject to a bargaining process.

_____/____/____

Contract # 3650000504 | STATE OF WASHINGTON EMPLOYMENT SECURITY DEPARTMENT | 09/25/2012 9:23:33

WORKFIRST ON-THE-JOB TRAINING CONTRACT

Concurrence of Apprenticeship Committee:

If the occupational training is an apprentice able field, do the Joint Apprenticeship and Training Committee (JATC) and Labor and Industries Apprenticeship Division concur in this OJT Training and agree that this training time will be credit to the total apprenticeship training leading to journey-level status.

JATC Does Not Concur _____ ___/____/___
JATC Representative Signature Date

L & I DOES NOT CONCUR _____ ___/___/____
L & I Representative Signature Date

Department Clarification:

A legitimate need for training and reasonable expectation of continued employment for the participant indicated in this training program has been established by the Washington State Employment Security Department. Therefore, this OJT Training is approved.

This individual referral OJT Agreement becomes a contractual part of and Is subject to Master OJT Contract Number 0000007713

_____ _____/____/____
Robert Jones (360) 438-1212 Date
WorkFirst Coach

_____ ____/____/____
Supervisor / Manager Phone Number Date

EXAMPLE

Employer Certification:

I certify that I am the Employer's Representative, authorized to negotiate this On-the-Job Training Program and agree on the employer's behalf to all the terms of this Training Program for the participant indicated, and that the Employer anticipates hiring the participant on a permanent basis upon satisfactory completion of the training.

_____ ____/____/_____
Employer Representative Signature Date

_____
Employer Representative Name and Title (Please Print)

Starting a New Program Year

OJT contracts cannot extend from one fiscal year to another (July 1 to June 30). If the participant's training program crosses fiscal years, you will need to:

1. Pay outstanding OJT vouchers. Mark them final payment.

2. Follow the **Step-by-step, Maintaining (Updating) an OJT Contract**. Mark as **final billing** to close out the year and release remaining funds attached to the contract.

3. Close the OJT component in eJAS as of the end of the program year 06/30/xxxx. If you don't close the component correctly, you will not be able to create the next contract for the correct days. The component dates determines the dates on the contracts.

4. Add a new OJT component for 07/01/xxxx.

5. To create an additional OJT contract Press F5 for the List of Contracts For A Component Screen.

Deleting an OJT Contract

You will rarely need to delete an OJT Contract. If you made an error, try to modify the contract before you delete it. You can only delete contracts with no payment attached.

	Step-by-step Deleting an OJT Contract in JAS
1	• If you need to cancel a voucher before deleting a contract, go to the **Payment Processing/Inquiry Screen ("11")** screen. Press **<Enter>** • At the **Payment Processing Menu,** type **"1"** on the line next to the **Please Select One Of The Above** line • On the **Payment Inquiry/Maintenance** screen, use option **2** and the client's **JAS ID** number to obtain the voucher number of any OJT vouchers. Press **<Enter>** • OJT vouchers will have an "O" after the voucher number • Copy the voucher # and Press **<F3>** Then use the **"9" Maintain or cancel voucher** selection to cancel the voucher. To maintain the voucher hours, use the **"8"** selection. Use the **"9"** selection to cancel.
2	At the **Main Menu**, type **"10"** on the **Next Screen** line, type the participant's **JAS ID** Number on the **JAS ID Number** line. Press **<Enter>**
3	At the **"10"** screen or **Individual Responsibility Plan** screen, type **"U."** Press **<Enter>**
4	On the next screen, verify that the cursor is to the right of the OJT line. If not, use the arrow key to go to the correct line.
5	Type **"C"** on the line to the right of the OJT component line in the **SEL** column. Press **<Enter>**
6	At the **List Of Contracts For A Component Screen**, verify that the cursor is to the left of the contract you want to delete.
7	Type **"D'** on the line to the left of the contract to be deleted. Press **<Enter>**

If you are deleting the contract because the participant did not start the contract, go to eJAS and close the OJT component the same day as the start date. Make notes explaining the circumstances.

Modifying an OJT Contract

You may need to modify a contract if:

- The start of the contract is delayed.
- The contract ends earlier than expected (for example the participant quits or the employer terminates the contract) or the hours or wages change.

Supervisors review, approve, and sign all modifications.

Before modifying the contract, make sure you have a copy of the original contract for reference.

When a participant quits or is terminated before the end of the contract, you must decrease the hours on the contract to de-obligate the funds. This would also require modifying the contract.

The preferred way to de-obligate funds is to update the voucher and mark it "Final Billing." However, if that does not occur, you must modify the contract. (See Step-by-step, Modifying an OJT contract).

	Step-by-step Modifying an OJT Contract in JAS
1	At the **Main Menu**, type "**10"** on the **Next Screen** line, type the participant's **JAS ID** Number on the **JAS ID Number** line Press **<Enter>**
2	At the **"10"** screen or **Individual Responsibility Plan** screen, type **"U."** Press **<Enter>**
3	On the next screen, verify that the cursor is to the right of the OJT line. If not, use the arrow key to go to the correct line.
4	Type **"C"** on the line to the right of the OJT component line in the **SEL** column. Press **<Enter>**
5	At the **List Of Contracts For A Component** screen, verify that the cursor is to the left of the contract you want to change.
6	Type **"U'** on the line to the left of the contract you want to change. Press **<Enter>**
7	Use the **F8** key twice to go "Down" screens. At the bottom of this screen, under the **Outline Of Specific Skills**, is the **Create Modification** line. At this line, type **"Y."** Press **<Enter.>**
8	The projected costs will automatically change when the net hours change. The **"skill hours"** display in the same sequence listed on **Outline Of Specific Skills**. Use the original contract to see what those skills are as you make the changes. The hours on the "modification pop up" are listed in the same order as the skills on the contract. Change the hours to reflect the actual training that occurred. The new skill hours must match the new total hours (original hours minus the hours of the modification.)

9	You must change the **Net Change Hours** field. To decrease hours, type in a minus sign (-) and then the number of hours. To determine hours to de-obligate, divide the remaining funds by the reimbursement rate. Net hours can be input up to the hundredth of an hour, such as 45.89 hours. Do this for the training hours and for Release Hours (if included in the contract). Enter revised contact details:- Increase Hours (+) Reimbursement PCT: 50% Decrease Hours (-) Wage Rate: $10 per hour Training Hours: 480.00 Release Hours: Net Change Hours: -150.00
10	**Change the contract end date to reflect the last day worked** Contract Start Date: 04012010, Contract End Date: 06202010
11	The projected costs will automatically change when the net hours change. The "**Skill Hours**" display in the same sequence listed on **Outline Of Specific Skills**. The original contract is helpful to see what those skills are as you make the changes. The hours on the "modification pop up" are listed in the same order as the skills on the contract. Change the hours to reflect the actual training that occurred. The new skill hours must match the new total hours (original hours minus the hours of the modification)
12	Add the effective date. This is the date the contract actually changed (or ended) not the date you create the modification, **Effective Date**: 05312012
13	Explanation-Why is the modification necessary, such as: The participant was ill two days during the contract time or the employer (or participant) ended the contract before the end date.
14	Press **<Enter>** (before printing)
15	Press **"F9"** to print

1. The supervisor signs the modified contract.

2. Make a copy of the modified contract and staple it to the original contract.

   Keep the signed modified contract with the original contract in the local office until one quarter after program year ends. Then the office may archive the OJT document for six years.

3. Send a copy of the modified contract along with a copy of the original contract:

   WCDD WorkFirst Program Administration
   PO Box 9046, Olympia, WA 98507-9046.

4. Close the OJT component in eJAS as of the end date of the modified contract.

Creating OJT Vouchers

We create vouchers to reimburse employers for trainee's wages.

	Step-by-step Creating OJT Vouchers in JAS
1	From the **Main Menu,** Type **"10"** on **The Next Screen** line. Using the Tab key, go to the **JAS ID Number** line. Type in the **JAS ID.** Press **<Enter>**
2	At the **Individual Responsibility Plan** screen or **"10"** screen, type **"U."** Press **<Enter>**
3	The cursor will be in the **SEL** column to the right of the first component line. If this component is not "OJT" use the Tab key to move the cursor to the right of the OJT component line.
4	Type **"V."** Press **<Enter>**
5	The Contract start (and end) date display automatically and match the contract start and end date • On the **On-the-Job Training Voucher** screen, the cursor will be on the **Payroll Period** line. Type the start date of this voucher's payroll payment period. **(DDMMYYYY)** • Type in the end date of the pay period **(DDMMYYYY)** • Type in hours. Press **<Enter>** **OJT Voucher 3XXXXXXXXX Has Been Created** will display on the top of the screen. Make the voucher pay periods match the employer's pay period.
6	• Press **<F9>** to print an original copy of the voucher • The **Batch Submittal Screen** appears • Your default printer will be listed • If needed, you may overtype a different printer. (Keep in mind that vouchers only print from designated JAS network printers. These printer numbers start with the letter N.) Do NOT print more than 1 copy Press **<Enter>**

1. **Emboss** the voucher in the upper right corner.

2. **Sign** the voucher on the **Coach Signature** line.

3. **Date** the voucher. The date is as important as your signature. It initiates the voucher and makes it negotiable.

4. Give the voucher to the employer.

5. The employer
   - Completes hours worked and hours in release time training.
   - Signs the voucher.
   - Signs time and payroll records to certify accuracy.
   - Verifies participant also signed time and payroll records indicating accuracy.
   - Attaches time and payroll records to the voucher to show hours worked. Submits voucher for reimbursement no later than 5 days after the timeframe of the voucher. (Vouchers submitted more than 30 calendar days after the end of the training period, may be disallowed.)

6. Make sure the time and payroll records are attached to the voucher when you submit the vendor batch for payment.

(Maintaining) Updating Hours on an OJT Voucher

Before updating the voucher in preparation for paying the employer for hours worked:

1. Verify that you have signed timesheets from the employer or payroll documents attached.
2. Review the documents to ensure they include the company, the worker's name, the time period, and wages paid for hours worked in the time period. **Remember that we do not reimburse holiday, vacation, and overtime hours.**

	Step-by-step (Maintaining) Updating Hours on an OJT Voucher in JAS
1	On the **Main Menu,** type **"11"** on the **Next Screen** line. Press **<Enter>**
2	From the **Payment Processing Menu**, type **"1."** Press **<Enter>**
3	From the **Payment Inquiry/Maintenance Menu**, type **"8"** (**Maintain OJT Hours**) next to **Please Select One Of The Above**. Type the **Voucher Number**. Press **<Enter>**
4	• When the **On-The-Job Training Voucher** screen appears, type in the number of hours worked by the participant • The system will automatically calculate the dollar amount. Release hours pay at 50% of the starting wage **When the voucher is updated and marked Final Billing, the system automatically modifies the contract and releases any funds left on the contract.**
5	Print the updated voucher.

1. Verify that the system generated hours and amounts are the same as those listed on the voucher.
2. Write on the updated voucher, "See original voucher for signatures."
3. Attach the updated voucher to the front of the original voucher and the time records.
4. Follow regular batch procedures to pay voucher.

Using CATS to Track OJTs

On the Job Training Participant Report

Read only report of customers who are in an ESD managed On the Job Training (OT) component for the time period selected.

Review the On the Job Training Participant Report

Use the Report Selection Criteria under the Report tab to select the reporting criteria. When the Statewide option is selected, the following information will display:

- WDA
- Office
- Count for each office
- Statewide Total

When the WDA option is selected, the following information will display:

- Office
- Count for each office
- WDA Total

When the Office or CSO option is selected, a detailed report will display the following information:

- CSO
- Worker
- JAS ID
- Participant Name
- Contract #
- Contract Start Date
- Contract End Date
- Actual End Date
- Employer Name
- Job ID
- Obligation
- Payments
- Date Last Payment

1. Select a program year.
2. To locate a specific Customer, use the scroll bar to navigate through the list.

Download the On the Job Training Participant Report

1. Use the Report Selection Criteria screen to choose the level of detail to view then select the program year to run the report.
2. Click on the **Download** button.
3. Click either on **Open** (this will open up an Excel spreadsheet) or click on **Save** (this will save the file to disk). Choosing the **Save** option displays a Save As pop-up box asking where to save the information and what name to give the file. This will save the data as an Excel spreadsheet.
4. If the Statewide option was selected the Excel spreadsheet will contain the following information:
    - WDA
    - Office
    - Count for each office
    - Statewide Total
5. If the WDA option was selected the Excel spreadsheet will contain the following information:
    - Office
    - Count for each office
    - WDA Total
6. If the Office or CSO option was selected the Excel spreadsheet will contain the following information:
    - CSO
    - Worker
    - JAS ID
    - Participant Name
    - Contract #
    - Contract Start Date
    - Contract End Date
    - Actual End Date
    - Employer Name
    - Job ID
    - Obligation
    - Payments
    - Date Last Payment

Understanding Work Experience (WEX)

Follow the WorkFirst Handbook Chapter 4.4 Employment Services –Work Experience

An ESD work experience is an unpaid part-time assignment to an ESD agency office and includes the following:

- The work experience offers an opportunity for a participant to practice or expand their work skills in a supportive and flexible work environment.
- Work experiences typically last up to 6 weeks.
- The work site provides minimal supervision.
- The assignment should match the participant's career goals.

Participants who are otherwise appropriate for job search may benefit from a short-term work experience. These participants have:

- Arrangements for child care and transportation
- Not obtained a job due to:
  - Not enough current work history.
  - Lack of one or two job skills in a new career field.
  - Insufficient current work references.
  - Not in the labor market for an extended time.

A participant only needs to lack in one of the areas above to consider a short-term work experience

- Due to federal and state laws, participants cannot engage in unpaid work for more hours than the value of their benefits. See the participant's eJAS documentation to know how many hours he or she can work unpaid.

- Work with DSHS to stack noncore activities to bring the participant to full time participation. (WEX is not to be combined with Job Search-JS). If no activities exist for stacking, consider another appropriate activity or continue with job search.

- When the WEX is completed, no expectation exists for transition to unsubsidized employment with the work site. The participant returns to job search to find employment with enhanced skills and a reference.

Setting up the WEX

The author of the contract, the job coach who also will monitor the WEX contract with the ESD agency, documents in eJAS notes the justification for the WEX and how it will assist the participant to obtain necessary skills for employment.

Select an ESD agency site that will provide the needed training for the WorkFirst participant. In eJAS under **Employment**, document how this ESD agency site will assist the participant in obtaining new skills to help obtain a job. Enter the WE component code for WEX.

Have the employer sign the WorkFirst Work Experience (WEX) Master Agreement and the WorkFirst Work Experience (WEX) Training Contract Terms and Conditions. These two forms along with the WEX contract make up the contract package.

	Step-by-step Creating a WEX Contract in JAS
1	Find out if the employer has a vendor number. 1. Go to **Main Menu** 2. Type **"13"** on the **Next Screen** line. Press **<Enter>** 3. At the **Table Maintenance Menu** 4. At the **"Action"** line, type **"R"** for review 5. At the **"Table Number"** line, type **"2"** for **Vendor Review**. Press **<Enter>** 6. At the **Vendor Review** screen: 7. At the **Vendor Name** line, type the **vendor name**. Delete any extra characters. Press **<Enter>** If the employer name appears, the employer is a vendor. If the employer name does not appear, create a Vendor file in JAS for them. See **Creating a new vendor** in Section 4.
2	Check if a vendor has a Master Agreement Number: 1. From the **Main Menu** in JAS, at the **Next Screen** line and type **"13"** and press **<Enter>** 2. At the **Table Maintenance Menu**, **Action** line type **"R"** for review. 3. At the **Table Number** line, type **"12 "** Press **<Enter>** 4. At the **Master Agreement Review** screen, use the Tab key to go to the **Vendor Name** line 5. In the **Master Agreement Maintenance Screen**, type the vendor name. Delete any extra characters. Press **<Enter>**

	6. If the employer name appears, they are a Vendor with a Master Agreement Number. Tab down to the **Action** line and enter **"U."** Tab over to the **Select Line No** and type the number of the line corresponding to the employer. Press **<Enter>** 7. In the **Master Agreement Maintenance Screen,** check the end date and the org indexes. If your org index appears and the end date will be valid until the end of your contract, go to step 6. 8. If the end date has expired, tab to the end date line and type over the date there with a new end date The new end date may be the end of the contract you are creating or until June 30th of the current program year 9. If your org index does not display at the bottom, just add it and press **<Enter>** If the employer name does not appear, follow step 3 below.
3	To create a Master Agreement Number in JAS for the Employer: • Go to **Main Menu** • At the **Next Screen** line, type **"13."** Press **<Enter>** • At the **Table Maintenance Menu** on the **"Action"** line, type **"C."** • At the **Table Number" Line,** Type **"12."** Press **<Enter>** • At the **Master Agreement Maintenance** screen, the cursor will be on the **Vendor ID** line. Press **F1** for help identifying the employer. • At the **Find A Vendor** pop up, use the Tab key to go to the **Vendor Name** line • Type the vendor name deleting any extra characters. Press **<Enter>** • At the **"SEL"** line, type the **line** number matching the employer. Press **<Enter>** • At the **Master Agreement Maintenance Screen**, verify the employer name • Using the tab key, go to the **Agreement Start Date**. Type the start date of the contract **(MMDDYYYY)** • At the **End Date** line, type in the end date of the contract or the program year end date **(MMDDYYYY)** • At the **Contract Type** line, type in **WEX** Using the tab key, go to the **Org Indexes Master Agreement Is To Be Associated With** line, type in your **org index**. Press **<Enter>**

4	On the Main Menu at the **Next Screen** line type **"10."** On the **JAS ID Number** line, type in the **JAS Id** number for the participant Press **<Enter>**
5	At the **Individual Responsibility Plan Screen, On The Selection** line, type **"U."** Press **<Enter>**
6	At the **Individual Responsibility Plan** screen, verify that the **JOB CODE** is correct. This code shows on the contract. If the code is <u>not</u> correct, tab to the **Job Code** field, use **F1** to locate the correct code. If the correct code does not display on the first screen, press <Enter> until the code displays. Once the code displays, **enter the corresponding line number** in the **Select Line Number** field Press **<Enter>**
7	To the right of the **"WE"** component in the **SEL** column, type in **"C"** for contract. Press **<Enter>** If there is no **WE** component, follow step #10 in the "Steps to Complete Before Creating a WEX Contract."
8	On the **Work Experience Contract** screen, tab down to the **Master Agreement** line, choose the employer using F1 for help. Tab to the **Vendor Name** line. Type the name of the vendor deleting any extra characters. Press **<Enter>** **Enter** the corresponding line number in the **Select Line Number** field Press **<Enter>**
9	On the L&I **Concurrence** line enter: • <u>**Y** for Yes</u>, if Labor and Industries has approved this training contract. This is necessary if the position is in apprenticeship field L &I monitors and promotes. • <u>**N** for No</u>, if L& I has not approved this training contract and it is a position they monitor or promote. (You will not use this as we will always get L & I approval.) • <u>**O** for other,</u> if the position is not an apprenticeship field monitored and promoted by L & I. (This is the most commonly used.)

10	Tab to each field and type: • The name of the supervisor • Title • Phone number
11	If the training site address is different from the address in the vendor file, use the arrow keys to go the training address and type in the training site address.
12	The **Start Date** is auto filled from the start date of the component.
13	On the **Start Time** line, type in the time the participant will report to start the WEX. Type the hour first and tab over to the next line to add the minutes.
14	The **End Date** is auto filled from the end date of the component.
15	Tab to the **Hours Per Week** line and enter the hours per week.
16	The cursor is now on the **Total Weeks** line. Type in the number of weeks the WEX lasts. (Most often a WEX lasts 6 weeks.)
17	In the **Narrative** area, list all skills the participant will learn and the number of hours needed to learn each skill. Use **"F11"** to scroll down for more lines if needed. Only the bottom lines change (for instance, from lines 1, 2, 3 to lines 4, 5, 6.) Up to nine lines are available. Use **"F10"** to scroll back to previous screens listing skills.
18	Press **<ENTER>** Prompts will alert you to any missing items.
19	State and federal law also requires a participant in work experience be covered by state industrial insurance for medical aid benefits. This coverage is sometimes referred to as L&I. Career Scope WEX sites may only be developed within an ESD state agency site only.
20	Press **"F9"** to print. Make four copies of the contract for the • Employer – white out the Social Security Number • Agency Staff Person who will monitor the WEX • Participant • WCDD Enclose with the first timesheet you send in.

The Supervisor must review and approve the contract to ensure policy is followed. See WorkFirst Handbook 4.4. Get signatures on the contract in this order:

1. The Supervisor must sign the contract before the employer or coach sign.
2. If you need L&I concurrence, get those signatures.
3. The employer signs next with their printed their name and title below the signature.
4. The staff responsible for the contract signs and dates last.

Documenting in SKIES

1. Select Job Seeker, then Seeker Services
2. The date field defaults to the current day
3. In the Group Column click on the arrow to display the drop down box displaying the service types: Core, Intensive, Training and Support Services. Select "Training"
4. Then select "On-The-Job Training" from the next popup window. Click on "OK" to continue
5. From the Description Column, click in the Select Column for "Training, On-the-Job Training; On-the-Job Training"
6. From the "Program" box click on the arrow to display the drop down box and select "WorkFirst Job Search"
7. Click on the "OK" button. Then click on the "Select to Complete" button.

Keeping Records

You may keep copies in your office. Send originals of the following to WCDD WorkFirst Program Administration:

- WorkFirst Work Experience Monthly Time Report and Progress Review Form
- WorkFirst Work Experience (WEX) Master Agreement
- WorkFirst Work Experience (WEX) Training Contract Terms and Conditions
- WEX Training Contract Information Sheet
- ESD Volunteer Enrollment form
- ESD Volunteer Timesheet
- JOBS Work Experience Contract
- WorkFirst Work Experience/Community Service FLSA Calculator (Fair Labor Standards Act)

Evaluating the Participant's WEX Progress

Use the Work Experience Monthly Time Report and Progress Review Form to monitor Actual Hours and progress of the participant in obtaining the contracted skills. Visit every two weeks (or more often if employer or participant requests.) Document a summary of each visit in eJAS notes.

- Send each subsequent Work Experience Monthly Time Report and Progress Review, ESD Volunteer Enrollment form and ESD Volunteer Timesheet to WCDD WorkFirst Program Administration Unit. The WCDD WorkFirst Program Administration Unit will send the ESD Volunteer Enrollment form and ESD Volunteer Timesheet to the ESD Payroll to process the Labor and Industries Insurance payments.

CONTRACT # 3610000001 | STATE OF WASHINGTON EMPLOYMENT SECURITY DEPARTMENT | 12/05/2012 14:55:50

WORK EXPERIENCE CONTRACT

Participant Name: ROBIN MURRY SSN#: 999-99-9999

Is referred to the designated Work Experience Project established with the Agency indicated below:

Agency: COWLITZ COUNTY CLERK
Address: 112 SW 1ST RM 233
KELSO, WA 98626

Project Address: 112 SW 1ST RM 233
KELSO, WA 986260000
Supervisor: MARY SMITH
Title: SUPERVISOR
Phone: (360) 578-1717

EXAMPLE

Project Start Date: 12/10/2012 Start Time: 08:00
End Date: 01/25/2013

Job Code/Description: 20 STENOGRAPHY, TYPING, FILING
Job Title: STENOGRAPHY, TYPING, FILING

L&I Concurrence: O
Hours Per Week: 25 Total Training Weeks: 6 Total Training Hours: 150.00

Participant Occupational Goal:

- -

ANSWER PHONES, DIRECT CALLS
GREET PEOPLE, DETERMINE NEED, DIRECT APPROPRIATELY
FILE AND MAINTAIN RECORDS
LOCATE NEEDED FILES, RECORDS FOR STAFF
OPEN, SORT, ROUTE MAIL
MAKE COPIES OF RECORDS, FILES, MATERIALS
COMPOSE, TYPE, DISTRIBUTE DOCUMENTS
USE FAX MACHINES
PREPARE STATEMENTS FOR MAILING

_____ ___/___/____
Shelley Warnock (360) 407-1373 Date
ESDADMINISTRATION

_____ ___/___/____
Employer Representative Signature
Date

_____ ___/___/____
Employer Representative Name and Title (Please Print)

Modifying a WEX Contract

You can only change the start and end date of the contract. For example, when a participant misses work, you may want to extend the end date to allow for the original number of hours on the contract.

Supervisors must review, approve, and sign all modifications.

	Step-by-step Modifying a WEX Contract in JAS
1	At the **Main Menu**, type **"10"** on the **Next Screen** line. Type the participant's **JAS ID** Number on the **JAS ID Number** line. Press **<Enter>**
2	At the **"10"** screen or **Individual Responsibility Plan** screen, type **"U."** Press **<Enter>**
3	On the next screen, verify that the cursor is to the right of the WEX line. If not, use the arrow key to go to the correct line.
4	Type **"C"** on the line to the right of the WEX component line. Press **<Enter>**
5	At the **List Of Contracts For A Component Screen**, verify that the cursor is to the left of the contract you want to change.
6	Type **"U'** on the line to the left of the contract to be changed. Press **<Enter>**
7	Tab to the bottom of the page. On the **Create Modification** line, type **"Y."**
8	Change the start or end date of the contract. Press **<Enter>**
9	A pop up screen will appear. In the **Please Enter Modification Details** screen, type in the effective date of the change and the reason for the change. Press **<Enter>**
10	On the **Work Experience Contract** screen, **Contract Modification Has Been Created** will display at the top right corner of the screen. This verifies the modification is complete. The changed contract is now the only version that displays.

Section 7: Tracking Funds & Using Reports

Supervisors and administrators should use the information in this section to track their funding allocations, re-distribute funds as necessary, and maintain oversight of their allocations.

Using JAS to Track Funds

Once WCDD WorkFirst Program Administration enters the Allocation Funding, Supervisors in local offices can move their funding in the Allocation Maintenance (09) screen.

```
ECAOAAM0 (CA00)        Washington JOBS Automated System            11/30/2010
ESDTRN                            Main Menu                         14:28:22

CHEEK, STEVEN                                        Next Screen: 09
SCHE540                                            JAS ID Number: _________
131C7F
     01: Case Open/Change                12: JFS Financial Reporting
     02: Case History                    13: JFS Table Maintenance
     03: Component Open/Change
     04: Component History               15: Trans. Allocation Inquiry
     05: Employment Open/Change         WFR: Workfirst Report Printing
     07: Employment History             FAQ: Frequently Asked Questions
     08: Note Pad
     09: Allocation Maintenance          PS: Post Employment Services
```

Look at Your Funding

Type in:

- Org Index
- Program Year
- Project Code: 2345-OJT (OT, WE), 2475-Basic Support (JS, FT, PT)

Press Enter

```
Please Enter The Org Index, Program Year, and Project Code
 JFS350M0              WASHINGTON JOBS AUTOMATED SYSTEM              11/30/2010
 ESDTRN               ALLOCATION MAINTENANCE BY CATEGORY               14:29:24
 MAX $$:         0.00 PCT OF ALLOC OBLIGATED:
ORG INDEX: 3920                            PROGRAM YEAR: 10 PROJECT CODE: 2475
   CATEGORY     ALLOCATION   ALLOC. BAL   OBLIG. TOT    PAYMENTS    OBLIG. BAL
--------------- ----------- ------------ ------------ ------------ ------------
TRAINING
 Transportation                     0.00         0.00         0.00         0.00
 Vendor Payment                     0.00         0.00         0.00         0.00
 Child Care                         0.00         0.00         0.00         0.00
OJT
 Transportation                     0.00         0.00         0.00         0.00
 Vendor Payment                     0.00         0.00         0.00         0.00
 Child Care                         0.00         0.00         0.00         0.00
JOB SEARCH
 Transportation                     0.00         0.00         0.00         0.00
 Vendor Payment                     0.00         0.00         0.00         0.00
 Child Care                         0.00         0.00         0.00         0.00
NON WRNT Trans                      0.00         0.00         0.00         0.00
NON WRNT Other                      0.00         0.00         0.00         0.00
     TOTALS:
```

The maximum allocation will appear in the upper left corner of the screen
MAX $$:

```
JFS350M0                WASHINGTON JOBS AUTOMATED SYSTEM                11/30/2010
 ESDTRN                ALLOCATION MAINTENANCE BY CATEGORY                 14:30:56
MAX $$:     10,000.00 PCT OF ALLOC OBLIGATED:
ORG INDEX: 3920 WORKSOURCE YAKIMA          PROGRAM YEAR: 10 PROJECT CODE: 2475
   CATEGORY      ALLOCATION    ALLOC. BAL   OBLIG. TOT    PAYMENTS    OBLIG. BAL
--------------- ----------- ------------ ------------ ------------ ------------
TRAINING
 Transportation ___________          0.00         0.00         0.00         0.00
 Vendor Payment ___________          0.00         0.00         0.00         0.00
 Child Care     ___________          0.00         0.00         0.00         0.00
OJT
 Transportation ___________          0.00         0.00         0.00         0.00
 Vendor Payment ___________          0.00         0.00         0.00         0.00
 Child Care     ___________          0.00         0.00         0.00         0.00
JOB SEARCH
 Transportation ___________          0.00         0.00         0.00         0.00
 Vendor Payment ___________          0.00         0.00         0.00         0.00
 Child Care     ___________          0.00         0.00         0.00         0.00
NON WRNT Trans  ___________          0.00         0.00         0.00         0.00
NON WRNT Other  ___________          0.00         0.00         0.00         0.00
     TOTALS:
```

For Basic Support (2475), you will want to distribute funds in the Allocation column under:

1. Job Search Transportation. This pays for vouchers created for fuel expense.
2. Job Search Vendor Payments. This pays for vouchers created for other support services to vendors.

If you will want to pay for bus or ferry vouchers or passes, you will distribute funds under Non warrantable Transportation. This funding allows us to credit the participant account for the purchase.

```
ALLOCATIONS UPDATED
 JFS350M0              WASHINGTON JOBS AUTOMATED SYSTEM              11/30/2010
 ESDTRN               ALLOCATION MAINTENANCE BY CATEGORY               14:32:58
 MAX $$:    10,000.00 PCT OF ALLOC OBLIGATED:  10.00
ORG INDEX: 3920 WORKSOURCE YAKIMA          PROGRAM YEAR: 10 PROJECT CODE: 2475
   CATEGORY     ALLOCATION   ALLOC. BAL   OBLIG. TOT    PAYMENTS    OBLIG. BAL
--------------- ----------- ------------ ------------ ------------ ------------
TRAINING
 Transportation ___________         0.00         0.00         0.00         0.00
 Vendor Payment ___________         0.00         0.00         0.00         0.00
 Child Care     ___________         0.00         0.00         0.00         0.00
OJT
 Transportation ____1000.00     1,000.00         0.00         0.00         0.00
 Vendor Payment ___________         0.00         0.00         0.00         0.00
 Child Care     ___________         0.00         0.00         0.00         0.00
JOB SEARCH
 Transportation ____4000.00     4,000.00         0.00         0.00         0.00
 Vendor Payment ____4000.00     4,000.00         0.00         0.00         0.00
 Child Care     ___________         0.00         0.00         0.00         0.00
NON WRNT Trans  ____1000.00     1,000.00         0.00         0.00         0.00
NON WRNT Other  ___________         0.00         0.00         0.00         0.00
     TOTALS:      10,000.00    10,000.00
```

```
ALLOCATIONS UPDATED
 JFS350M0              WASHINGTON JOBS AUTOMATED SYSTEM              02/25/2011
 ESDTRN               ALLOCATION MAINTENANCE BY CATEGORY               09:43:18
 MAX $$:      5,000.00 PCT OF ALLOC OBLIGATED:
ORG INDEX: 3920 WORKSOURCE YAKIMA          PROGRAM YEAR: 10 PROJECT CODE: 2345
   CATEGORY     ALLOCATION   ALLOC. BAL   OBLIG. TOT    PAYMENTS    OBLIG. BAL
--------------- ----------- ------------ ------------ ------------ ------------
TRAINING
 Transportation ___________         0.00         0.00         0.00         0.00
 Vendor Payment ___________         0.00         0.00         0.00         0.00
 Child Care     ___________         0.00         0.00         0.00         0.00
OJT
 Transportation ___________         0.00         0.00         0.00         0.00
 Vendor Payment ____5000.00     5,000.00         0.00         0.00         0.00
 Child Care     ___________         0.00         0.00         0.00         0.00
JOB SEARCH
 Transportation ___________         0.00         0.00         0.00         0.00
 Vendor Payment ___________         0.00         0.00         0.00         0.00
 Child Care     ___________         0.00         0.00         0.00         0.00
NON WRNT Trans  ___________         0.00         0.00         0.00         0.00
NON WRNT Other  ___________         0.00         0.00         0.00         0.00
     TOTALS:       5,000.00     5,000.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP         RETRN        PCNT  CLEAR                              MAIN
```

Distribute OJT (2345) funds under (2345) OJT Vendor Payment.

This pays for:

- Reimbursing the employer for training wages only

```
ALLOCATIONS UPDATED
 JFS350M0              WASHINGTON JOBS AUTOMATED SYSTEM              02/25/2011
 ESDTRN               ALLOCATION MAINTENANCE BY CATEGORY               09:46:43
 MAX $$:     10,000.00 PCT OF ALLOC OBLIGATED:  10.00
ORG INDEX: 3920 WORKSOURCE YAKIMA          PROGRAM YEAR: 10 PROJECT CODE: 2475
   CATEGORY     ALLOCATION   ALLOC. BAL   OBLIG. TOT    PAYMENTS    OBLIG. BAL
--------------- ----------- ------------ ------------ ------------ ------------
TRAINING
 Transportation ___________         0.00         0.00         0.00         0.00
 Vendor Payment ___________         0.00         0.00         0.00         0.00
 Child Care     ___________         0.00         0.00         0.00         0.00
OJT
 Transportation ____1000.00     1,000.00         0.00         0.00         0.00
 Vendor Payment ____1000.00     1,000.00         0.00         0.00         0.00
 Child Care     ___________         0.00         0.00         0.00         0.00
JOB SEARCH
 Transportation ___________         0.00         0.00         0.00         0.00
 Vendor Payment ___________         0.00         0.00         0.00         0.00
 Child Care     ___________         0.00         0.00         0.00         0.00
NON WRNT Trans  ___________         0.00         0.00         0.00         0.00
NON WRNT Other  ___________         0.00         0.00         0.00         0.00
     TOTALS:       2,000.00     2,000.00
```

Distribute OJT (2345) funds for Basic Support Services under (2475) for OJT Transportation & Vendor Payment.

This pays for:

- If a client in an OJT needs support services (2475) for fuel distribute funds under OJT Transportation.

- If a client in an OJT needs support services (2475) for clothing or tools or licensing distribute funds under OJT Vendor Payments.

Supervisors can move the funding around within each project code (2345 or 2475) as long as they do not exceed the total Allocation for that project code.

- Enter the changes
- **Press** Enter to Save.

When you want to move funds within a project code and the maximum allocation has been distributed:

- Decrease the amount of funding in one area first.
- Add the amount of funding in the desired area staying within the maximum allocation.
- **Press** Enter to Save.

You cannot move funds from one project code to another.

If you want to move funds between project codes and you have used all your funds, first ask for more funding from within your WDA. If the WDA Administer approves a funding change, then they must contact the WorkFirst Program Administration.

If you have questions, contact: ESD GP WorkFirst Program or call WCDD WorkFirst Program Administration 360-902-9606.

WCDD WorkFirst Program Administration will redistribute the funds in JAS.

If you try to allocate more funds than you were provided, the JFS system will give the error alert "Allocation Amounts Exceed Maximum Allowed"

Press F3 to exit JAS. Following the instructions above, make sure you have enough funds in the project code to make the change.

```
ALLOCATION AMOUNTS EXCEED MAXIMUM ALLOWED
 JFS350M0              WASHINGTON JOBS AUTOMATED SYSTEM              11/30/2010
 ESDTRN               ALLOCATION MAINTENANCE BY CATEGORY               14:48:22
 MAX $$:      5,000.00 PCT OF ALLOC OBLIGATED:
ORG INDEX: 3920 WORKSOURCE YAKIMA          PROGRAM YEAR: 10 PROJECT CODE: 2345
   CATEGORY      ALLOCATION    ALLOC. BAL   OBLIG. TOT    PAYMENTS    OBLIG. BAL
--------------- ----------- ------------ ------------ ------------ ------------
TRAINING
 Transportation ___________          0.00         0.00         0.00         0.00
 Vendor Payment ___________          0.00         0.00         0.00         0.00
 Child Care     ___________          0.00         0.00         0.00         0.00
OJT
 Transportation ___________          0.00         0.00         0.00         0.00
 Vendor Payment ____3000.00      3,000.00         0.00         0.00         0.00
 Child Care     ___________          0.00         0.00         0.00         0.00
JOB SEARCH
 Transportation ____1500.00        500.00         0.00         0.00         0.00
 Vendor Payment ____1500.00      1,500.00         0.00         0.00         0.00
 Child Care     ___________          0.00         0.00         0.00         0.00
NON WRNT Trans  ___________          0.00         0.00         0.00         0.00
NON WRNT Other  ___________          0.00         0.00         0.00         0.00
     TOTALS:       5,000.00      5,000.00
```

To select another Org Index, **press** F6.

Enter the new Org Index and **press** Enter.

```
 JFS350M0              WASHINGTON JOBS AUTOMATED SYSTEM              11/30/2010
 ESDTRN               ALLOCATION MAINTENANCE BY CATEGORY               14:52:51
 MAX $$:          0.00 PCT OF ALLOC OBLIGATED:
ORG INDEX: ____                              PROGRAM YEAR: 10 PROJECT CODE: 2345
   CATEGORY     ALLOCATION   ALLOC. BAL   OBLIG. TOT    PAYMENTS    OBLIG. BAL
--------------- ----------- ------------ ------------ ------------ ------------
TRAINING
 Transportation                     0.00         0.00         0.00         0.00
 Vendor Payment                     0.00         0.00         0.00         0.00
 Child Care                         0.00         0.00         0.00         0.00
OJT
 Transportation                     0.00         0.00         0.00         0.00
 Vendor Payment                     0.00         0.00         0.00         0.00
 Child Care                         0.00         0.00         0.00         0.00
JOB SEARCH
 Transportation                     0.00         0.00         0.00         0.00
 Vendor Payment                     0.00         0.00         0.00         0.00
 Child Care                         0.00         0.00         0.00         0.00
NON WRNT Trans                      0.00         0.00         0.00         0.00
NON WRNT Other                      0.00         0.00         0.00         0.00
     TOTALS:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP        RETRN       PCNT  CLEAR                                MAIN
```

You cannot create vouchers if funding does not cover costs for that line item on the Allocation Maintenance screen.

Viewing the Transportation Allocation Inquiry Screen

Use this screen to see your current allocation, payments, and balance.
In JAS at the Main Menu screen, in the Next screen, **type** 15.
Press Enter.

```
ECAOAAM0 (CA00)        Washington JOBS Automated System            11/30/2010
ESDTRN                            Main Menu                         15:02:30

CHEEK, STEVEN                                        Next Screen: 15
SCHE540                                            JAS ID Number: _________
131C7F
     01: Case Open/Change                12: JFS Financial Reporting
     02: Case History                    13: JFS Table Maintenance
     03: Component Open/Change
     04: Component History               15: Trans. Allocation Inquiry
```

This will bring up the WorkFirst System/Client Transportation Payment Allocation Inquiry screen.

The Program Year defaults to the current program year

```
JFS385M0            Washington State WorkFirst System              11/30/2010
JASONLN            Client Transportation Payment System             15:04:24
                            Allocation Inquiry

 Program Year: 2010  Starting Org Index:

   Org Index                              Allocation     Payments      Balance
 ------------------------------------ ------------ ------------ ------------
 3310 WORKSOURCE AFFILIATE AUBURN         60,000.00    42,520.00    17,480.00
 3318 FEDERAL WAY                         45,000.00    31,500.00    13,500.00
 3350 WORKSOURCE LYNNWOOD                 25,000.00    16,775.00     8,225.00
 3360 WORKSOURCE NORTH SEATTLE             7,000.00     4,525.00     2,475.00
 3370 WORKSOURCE AFFILIATE RAINIER        15,000.00    11,250.00     3,750.00
 3372 WHITE CENTER                        30,000.00    21,275.00     8,725.00
 3380 WORKSOURCE EVERETT                  22,000.00    14,275.00     7,725.00
 3388 EVERETT                             35,000.00    25,275.00     9,725.00
 3389 SMOKEY POINT                        35,000.00    25,700.00     9,300.00
 3390 WORKSOURCE REDMOND                  17,000.00    10,875.00     6,125.00
 3480 WORKSOURCE RENTON                   35,000.00    24,930.00    10,070.00
 3522 WORKSOURCE PIERCE                   18,000.00    12,020.00     5,980.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP        RETRN                   TOP                          MAIN
```

In the Starting Org Index: ____ field **type in** your Org Index.
Press enter to bring your office to the top of the screen.

This screen will display the Org Index, the WorkFirst Office, the Total Allocation, the Total Payments, and the Remaining Balance of the Automatic Transportation fund.

```
Last record displayed
 JFS385M0            Washington State WorkFirst System              11/30/2010
 JASONLN            Client Transportation Payment System             15:07:29
                             Allocation Inquiry

  Program Year: 2010  Starting Org Index: ____

    Org Index                             Allocation     Payments      Balance
  ------------------------------------ ------------ ------------ ------------
  3810 WORKSOURCE SPOKANE                150,000.00   122,050.00    27,950.00
  3830 COLVILLE WORKSOURCE AFFILIATE      20,000.00    14,480.00     5,520.00
  3840 WORKSOURCE CENTRAL BASIN           25,000.00    19,095.00     5,905.00
  3860 WORKSOURCE OKANOGAN COUNTY         10,000.00     6,790.00     3,210.00
  3870 WENATCHEE WORKSOURCE AFFILIATE     30,000.00    22,375.00     7,625.00
  3920 WORKSOURCE YAKIMA                  65,000.00    50,525.00    14,475.00
  3930 WORKSOURCE COLUMBIA GORGE          10,000.00     4,575.00     5,425.00
  3940 WORKSOURCE SUNNYSIDE               20,000.00    16,225.00     3,775.00
  3943 WAPATO CSO                         15,000.00    10,575.00     4,425.00
  3950 WORKSOURCE COLUMBIA BASIN          13,000.00     9,025.00     3,975.00
  3960 WORKSOURCE WALLA WALLA              8,000.00     6,230.00     1,770.00


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP        RETRN                   TOP                           MAIN
```

Running Reports in JAS

Use the following monthly reports to track funding.

- 201 Unpaid Voucher Report
- 202 Unpaid Voucher Report for vendor (letter format)
- 203 Outstanding Obligation Report
- 204 Component/Sub-Category Summary Report

To access reports go to the JAS Main Menu. **Type** in 12 (for JFS Financial Reporting) on the Next Screen line.

Press Enter.

201 Unpaid Voucher Report

This will show you all outstanding unpaid vouchers by voucher number, date issued, Vendor Name, Client Name, JAS Id, and the Voucher Amount. Pay particular attention to unpaid vouchers 30 days old and older. We must pay vouchers within 60 days of issuance.

Type "201" in the Run Report Number field at the bottom of the screen for the Unpaid Voucher Report.
Press Enter.

The Unpaid Voucher Report Specification appears.

There are two selection sections to this screen: the Sort Criteria and the Data Selection.

- On the Program Year line under Data Selection **type** current program year two digits.
- Tab to the Project Code line under Data Selection field and **type** in the appropriate project code: 2475-basic supports, 2345-OJT employer reimbursement
- On the Org Index line under Sort Criteria, **type** "1"
- On the Org Index line under Data Selection, **type** your org index.

```
JFS201M0              WASHINGTON JOBS FINANCIAL SYSTEM              11/30/2010
JASONLN              UNPAID VOUCHER REPORT SPECIFICATION            15:12:31


           PLEASE ENTER THE FOLLOWING REPORT SELECTION CRITERIA:

                      SORT
                    CRITERIA                 DATA SELECTION
                 --------------   ------------------------------------
   PROGRAM YEAR:                              10      (REQUIRED)
   PROJECT CODE:          _                   2475
      ORG INDEX:          1                   3920    (REQUIRED)
    VENDOR NAME:          _
    AFRS CODING:          _
      WORKER ID:          _




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP        RETRN                               PRINT             MAIN
```

To print the report, **press** <F9>

This screen will have the name of the report, the number of the printer and the Id# of the submitter.

<Press> Enter.

This report processes over-night. It will appear on your designated network printer the next morning.

The 203 Report

The 203 report shows outstanding obligations. Print this report each month to see your outstanding obligations.

You can print the report using several sort criteria:

1. Org Index
2. Component
3. Sub Category (for example, 14 for clothing or 19 for vehicle repairs)
4. Number of days since the obligation was created

From the Main Menu, **type** in 12 on the Next Screen line
Press Enter.

```
JFS203M0            WASHINGTON JOBS AUTOMATED SYSTEMS            10/28/2009
JASONLN           OUTSTANDING OBLIGATION SPECIFICATION SCREEN     10:04:16

            PLEASE ENTER THE FOLLOWING REPORT SELECTION CRITERIA:

                            SORT
                          CRITERIA            DATA SELECTION
                          --------          ---------------------
            PROGRAM YEAR:                     09     (REQUIRED)
            PROJECT CODE:                     2475
               ORG INDEX:    I                3920   (REQUIRED)
               COMPONENT:                     __ __ __ __ __ __ __ __ __ __
        SUB-CATEGORY CODE:    2               __ __ __ __ __ __ __ __ __ __
      AFRS FUNCTION CODE:     _               ___
                 JAS ID:      _
        OBLIG. START DATE:
        LAST PAYMENT DATE:    3   NO PAYMENTS IN 30_ DAYS
```

Type "203" on the Run Report Number line at the bottom of the screen
Press Enter.

There are two sections to this report: the Sort Criteria and the Data Selection.

- On the Program Year line under Data Selection, **type** two digits for the PY ("12")
- Tab to the Project Code line under Data Selection field and **type** in the appropriate project code:
  - 2475 for basic supports
  - 2345 for reimbursement to OJT employers

- On the Org Index line under Sort Criteria **type** "1"
- In the Org Index under Data Selection, **type** in your org index
- In the Sub-Category Code under Sort Criteria, **type** "2"
- In the Last Payment Date under Sort Criteria, **type** "3"
- In the No Payments in___ Days field type in the desired number of days (in most cases use 30, allowing for any obligations 30 days or older)
- To print the report, press **F9. Press** Enter.
- This screen will have the name of the report, the number of the printer, and the ID number of the submitter.
- This report processes over-night and will appear on your designated network printer the next morning.

The 204 Report

The 204 report shows a number of things:

- Total amount of vouchers created (obligations)
- Total amount of de-obligations (canceled vouchers)
- Net obligations
- Total of outstanding vouchers (not paid)
- Total payments for your Org Index
- Expenditures by Sub-Category Code

On the Main Menu, **type** "12" on the Next Screen line for JFS Reports.
Type "204" at the Run Report Number line at the bottom of the screen
Press Enter.

1. To run the report showing the following by Org Index (OI):
   - Total amount of vouchers created (obligations)
   - Total amount of de-obligations (canceled vouchers)
   - Net obligations
   - Total outstanding vouchers (not yet paid)
   - Total payments already made

Do the following:

- Program Year line under Data Selection, **type** the current PY (12).
- Tab to Project Code line under Data Selection and **type** project code you want the report for: 2475 for basic supports or 2345 for OJT employer reimbursement.
- Org Index line under Sort Criteria, **type** "1."
- On the Org Index line under Data Selection **type** in your org index (3920 used for the example).

```
JFS204M0                WASHINGTON JOBS FINANCIAL SYSTEM              10/27/2009
JASONLN       COMPONENT/SUB-CATEGORY SUMMARY REPORT SPECIFICATION     15:55:16

            PLEASE ENTER THE FOLLOWING REPORT SELECTION CRITERIA:

                     SORT
                   CRITERIA            DATA SELECTION
                   --------          ----------------------
     PROGRAM YEAR:                   09    (REQUIRED)
     PROJECT CODE:                   2475
        ORG INDEX:      1            3920  ____  ____  ____  ____    (REQUIRED)
                                     ____  ____  ____  ____  ____
        COMPONENT:      _            __
     SUB-CATEGORY:      _            __

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP        RETRN                                PRINT             MAIN
```

- To print the report, **press** <F9>. **Press** Enter.
- This screen will have the name of the report, the number of the printer, and the ID number of the submitter. This report processes over-night will appear on your designated network printer the next morning.

2. To add a filter to show all the above by component:

- **Type** "12" on the Next Screen line from the Main Menu.
- **Type** "204" at the Run Report Number line at the bottom of the screen. **Press** Enter.
- On the Program Year line under Data Selection, **type** in the current PY (12)
- Tab to the Project Code line under Data Selection and **type** in the project code desired: 2475 for basic supports, or 2345 for OJT employer reimbursement.
- On the Org Index line under Sort Criteria, **type** "1."
- On the Org Index line under Data Selection, **type** your org index (3920 used for the example).
- On the Component line under Sort Criteria, **type** "2."

```
JFS204M0              WASHINGTON JOBS FINANCIAL SYSTEM            10/28/2009
JASONLN      COMPONENT/SUB-CATEGORY SUMMARY REPORT SPECIFICATION   08:38:41

           PLEASE ENTER THE FOLLOWING REPORT SELECTION CRITERIA:

                    SORT
                  CRITERIA            DATA SELECTION
                  --------          ---------------------
     PROGRAM YEAR:                  09    (REQUIRED)
     PROJECT CODE:                  2475
        ORG INDEX:     1            3920  ____  ____  ____  ____   (REQUIRED)
                                    ____  ____  ____  ____  ____
       COMPONENT:      2            __
     SUB-CATEGORY:     _            __
```

- To print the report, **press** <F9>. **Press** Enter.
- This screen will have the name of the report, the number of the printer and the ID number of the submitter. This report processes over-night and will appear on your designated network printer the next morning.

3. To access the 204 report by sub category:

    - **Type** "12" on the Next Screen line from the Main Menu.
    - **Type** "204" at the Run Report Number line at the bottom of the screen. **Press** Enter.
    - On the Program Year line under Data Selection, **type** in the current PY (12)
    - Tab to the Project Code line under Data Selection, **type** the project code desired: 2475 for basic supports or 2345 for OJT employer reimbursement.
    - On the Org Index line under Sort Criteria, **type** "1."
    - On the Org Index line under Data Selection, **type** in your org index (3920 used for the example).
    - On the Sub-Category line under Sort Criteria, **type** "3."

```
JFS204M0              WASHINGTON JOBS FINANCIAL SYSTEM              11/10/200
JASONLN      COMPONENT/SUB-CATEGORY SUMMARY REPORT SPECIFICATION    07:53:36

           PLEASE ENTER THE FOLLOWING REPORT SELECTION CRITERIA:

                    SORT
                  CRITERIA            DATA SELECTION
                  --------         ---------------------
     PROGRAM YEAR:                 09    (REQUIRED)
     PROJECT CODE:      _          2475
        ORG INDEX:      1          ___   ____  ____  ____  ____   (REQUIRED)
                                   ____  ____  ____  ____  ____
        COMPONENT:      _          __
     SUB-CATEGORY:      3          __
```

    - To print the report, **press** <F9>. **Press** Enter.
    - This screen will have the name of the report, the number of the printer and the ID number of the submitter. This report processes over-night and will appear on your designated network printer the next morning.

4. To run the 204 report by both component and sub category for single or multiple offices :

    - **Type** "12" on the Next Screen line from the Main Menu.
    - **Type** "204" at the Run Report Number line at the bottom of the screen. **Press** Enter.
    - On the Program Year line under Data Selection, **type** current PY (12).
    - Tab to the Project Code line under Data Selection and **type** in the project code desired: 2475 for basic supports or 2345 for OJT employer reimbursement.
    - On the Org Index line under Sort Criteria, **type** "1."
    - On the Org Index line under Data Selection, **type** in your org index (for this example: 3920 used for single and 3920, 3930, and 3943 used for multiple).
    - On the Component line under Sort Criteria, **type** "2."
    - On the Sub-Category line under Sort Criteria, **type** "3."

```
JFS204M0              WASHINGTON JOBS FINANCIAL SYSTEM            10/28/2009
JASONLN      COMPONENT/SUB-CATEGORY SUMMARY REPORT SPECIFICATION   09:06:11

          PLEASE ENTER THE FOLLOWING REPORT SELECTION CRITERIA:

                 SORT
                CRITERIA          DATA SELECTION
                --------        ---------------------
    PROGRAM YEAR:               09    (REQUIRED)
    PROJECT CODE:               2475
       ORG INDEX:     1         3920  ____ ____ ____ ____   (REQUIRED)
                                ____ ____ ____ ____ ____
       COMPONENT:     2         __
    SUB-CATEGORY:     3         __
```

```
JFS204M0              WASHINGTON JOBS FINANCIAL SYSTEM            10/28/2009
JASONLN      COMPONENT/SUB-CATEGORY SUMMARY REPORT SPECIFICATION   09:06:11

           PLEASE ENTER THE FOLLOWING REPORT SELECTION CRITERIA:

                  SORT
                CRITERIA           DATA SELECTION
                --------         ---------------------
     PROGRAM YEAR:               09    (REQUIRED)
     PROJECT CODE:               2475
        ORG INDEX:     I         3920  3930  3943  ___  ____   (REQUIRED)

                                 ____  ____  ____  ____  ____
        COMPONENT:     2         __
     SUB-CATEGORY:     3         __
```

- To print the report, **press** <F9>
  Press Enter.

- This screen will have the name of the report, the number of the printer, and the ID number of the submitter. This report processes over-night. It will appear on your designated network printer the next morning.