

P-2347 Support Services

B. Writing a Support Services Check in ACCESS (Continued)

3. Select an item that corresponds to the check you are writing by placing an “X” on the line. After you have selected your Item hit Enter.
 - a. Multiple items may be selected if the check is going to the same person.

Example: If you are reimbursing a participant for Travel Expense and Clothing, both items may be selected and one check can be issued.

```
05/25/16 11:53          RCHP SELECTION SCREEN          ASQSAAL1
Client:                TONYA                          Page: 1
Opt  Items              YTD RCHP    YTD PSE    YTD WORK    YTD ORNT
-   1) Educational/Training Fees
-   2) Tuition
-   3) Books/Supplies
-  51) Clothing/Pers. Appearance
-  52) Making It Work
-  53) Travel Expense
-  54) Vehicle Repair
-  55) Work Related Equipment
-  56) Six Month Job Retention
-  57) Dental/Vision/Med Rec Req
-  58) Parenting Education
-  59) Vehicle Insurance
-  60) Vehicle Registration/Titl
-  61) Education Incentive Paymt
-  62) Permit/License/Exam
-  63) GNG/CAM Vehicles
-  64) Child Care(incl rec pgms)
('X' up to 5)          YTD Total:          No Childcare/WORK/ORNT/PSE incl
USER: 310  RPTGRP:          FNX: CHCK  MODE: C
RPTGRP NAME: TONYA          DO:          COMMAND: _____
```

- b. There are additional items on the next page. Hit enter on the first page and it will automatically bring you to the additional items on the next page. Select an item that corresponds to the check you are writing by placing an “X” on the line and Hit Enter. If an item was selected on the previous panel an additional item does not need to be selected Hit Enter to move to the next panel.

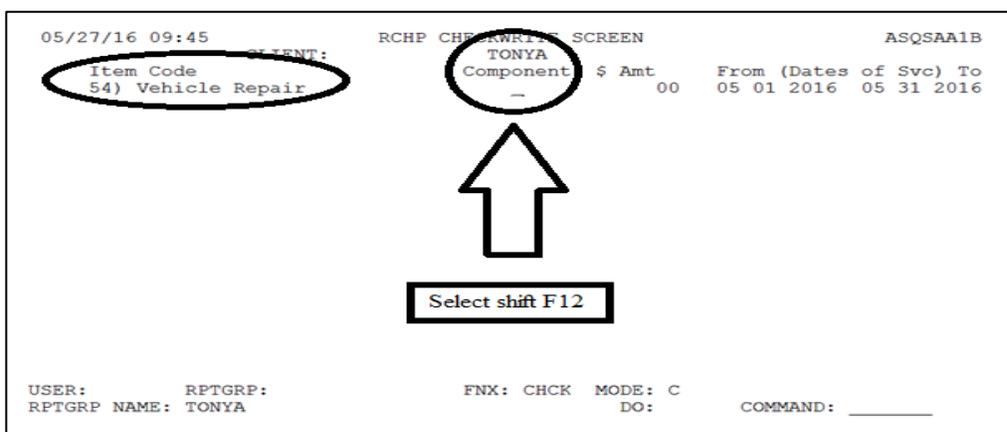
```
05/27/16 09:41          RCHP SELECTION SCREEN          ASQSAAL1
Client:                TONYA                          Page: 2
Opt  Items              YTD RCHP    YTD PSE    YTD WORK    YTD ORNT
-  65) Discretionary Traing Fund
-  66) FDP Activity Incentive
-  67) DDir Approved Funds
-  68) PSE Other
-  69) 'Old' PSE Stipend

('X' up to 5)          YTD Total:          No Childcare/WORK/ORNT/PSE incl
USER:                 RPTGRP:          FNX: CHCK  MODE: C
RPTGRP NAME: TONYA          DO:          COMMAND: _____
```

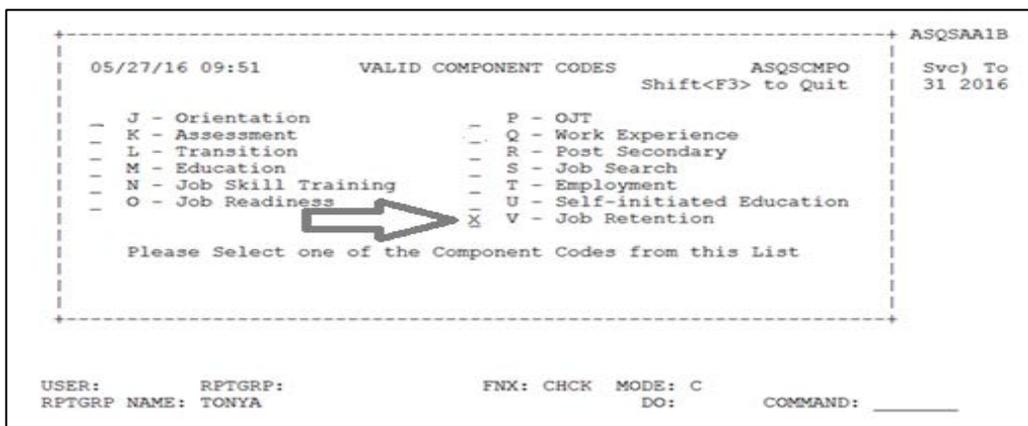
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B. Writing a Support Services Check in ACCESS (Continued)

4. Select the component that matches with the Family Development Plan activity the participant is receiving support services for.
 - a. Hit the F12 key or shift F12 on “Component” to see a list of options.



- b. After hitting the F12 key or shift F12 on “Component” to see a list of options, the Valid Component Codes will appear. Place an “X” on the line next to the appropriate activity for which the support service is being issued. If the participant is engaged in more than one activity, and the support service relates to more than one activity, choose only one (you cannot check more than one letter/component code). Hit Enter.
- c. For Reach Ahead recipients and closed participants eligible for the 6-month support services extension, always use component code “V” (Job Retention).



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B. Writing a Support Services Check in ACCESS (Continued)

5. You will return to the RCHP CHECKWRITE SCREEN where the component code you selected will appear.

```
05/27/16 09:56          RCHP CHECKWRITE SCREEN          ASQSAA1B
                        CLIENT:
Item Code              TONYA
54) Vehicle Repair    Component      $ Amt      From (Dates of Svc) To
                        Q              00      05 01 2016 05 31 2016

USER:          RPTGRP:          FNX: CHCK  MODE: C
RPTGRP NAME: TONYA          DO:          COMMAND: _____
```

6. Enter the check amount in the “\$ Amt” field, and the date(s) of service in the “From (Dates of Svc) To” field. Hit Enter.
- a. For Vehicle Repair, use the date the vehicle repairs were completed, or if the check is for Travel Expense for job search, use the dates the mileage reimbursement covers.

```
05/27/16 09:56          RCHP CHECKWRITE SCREEN          ASQSAA1B
                        CLIENT:
Item Code              TONYA
54) Vehicle Repair    Component      $ Amt      From (Dates of Svc) To
                        Q              400_ 00    05 01 2016 05 31 2016

USER:          RPTGRP:          FNX: CHCK  MODE: C
RPTGRP NAME: TONYA          DO:          COMMAND: _____
```

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B. Writing a Support Services Check in ACCESS (Continued)

7. Complete "RCHP VALIDCHECK SCREEN"

- a. "VENDOR NUMBER": Leave blank
- b. "VENDOR NAME": Enter the business/service provider's name if you want the check sent directly to the provider.
- c. If you want it sent to the participant, leave this field blank.
- d. "ADDRESS": Enter the address you want the check sent to.
- e. If you want the check sent to the participant, leave blank.
 - i. The exception to this is in circumstances where you may want to make the check out to the provider (for example, Dept. of Motor Vehicles or an insurance company) but have the check sent to the participant. In this instance, you need to fill in the participant's address.
- f. "MEMO": This field allows you to write a short message, special instructions, your contact information, a policy number...etc. There is a limited amount of space with no expansion or "second page" feature. The participant's name appears on the check even when it is made out to someone else, so there is no need to identify who the check is for in the MEMO section. The name has been "blacked out" in the sample ACCESS screen shot below for confidentiality purposes.
- g. Hit Enter.

```
05/27/16 10:01          RCHP VALIDCHECK SCREEN          ASQSAA1C
                        Client:          TONYA
Total of Check:      400.00
Client Name: TONYA
Address:
VENDOR NUMBER:
VENDOR NAME: Roy's Service Center
ADDRESS: 23 North Pleasant St
Middlebury VT
05753
MEMO: 54) Vehicle Repair Q-Work Exprnce 400.00 05/01/16-05/31/16
This check is for repairs completed on MM/DD/YYYY. If you ha
ve any questions about this check, please call case manager
name and phone number.
USER:          RPTGRP:
RPTGRP NAME: TONYA          FNX: CHCK  MODE: C
DO:          COMMAND: 
```

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B. Writing a Support Services Check in ACCESS (Continued)

8. The RCHP APPROVAL SCREEN is your last chance to cancel the check. Review the check the amount, the address, the name of the participant/vendor, and anything you've written in the MEMO section to make sure everything is accurate.
 - a. Type "CANC" in COMMAND and hit Enter to return to the main menu if you wish to cancel the check you are writing or start over.
 - b. Type "PREV" in COMMAND and hit Enter to return to the previous page of the check writing process to make changes.
9. After reviewing the RCHP APPROVAL SCREEN and confirming all information is accurate. Type your 4-character password, type APP in the COMMAND field, and hit enter.

```
05/27/16 10:10          RCHP APPROVAL SCREEN          ASQSAALD
                        Client:          TONYA

Check Paid to: Roy's Service Center          Check Amount:    400.00
                23 North Pleasant St
                Middlebury          VT 05753          Check Date:      05/27/16

FOR: TONYA

Memo Lines: 54)Vehicle Repair Q-Work Exprnce  400.00 05/01/16-05/31/16
This check is for repairs completed on MM/DD/YYYY. If you ha
ve any questions about this check, please call case manager
name and phone number.

USER:          RPTGRP:          FNX: CHCK  MODE: C
RPTGRP NAME: TONYA          DO:          PASS: XXXX
                                COMMAND: APP
```

10. Document the support service provided in your case notes and place the printed copy of the check in the participants file.