

How to Guide to the DVR Training Grant

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Overview of the Tabs

School Information Tab – Summary of training grant information. FAO College Contact is not a required field. For multi campus colleges, please use the Campus Contact.

School Information | Status Info. | Comments(2) | Messages | Attachments | Term 1 | Term 2

School Information

[Return to Year List](#)

Student ID: Correct Student ID Required

College: MADISON AREA TECHNICAL COLLEGE

Campus: MADISON AREA TECHNICAL COLLEGE

Address:

School Year: 2018 - 2019

Number of Terms: 2

Private or Out Of State School: No

Graduate School: ▾

Consumer Signature

Status Information Tab – Tells where the training grant is within the process.

School Information | **Status Info.** | Comments(2) | Messages | Attachments | Term 1 | Term 2

Current Status: Active (CLOSED, Term 3) [Training Grant Status Reminders](#)

Status Changed By: Jolene Cooley

Status Changed Date: 7/9/2018 1:00:54 PM

Available Statuses:

- Draft
- Blank TG w/Signature
- Submitted to FAO
- Estimate received from FAO/Review w/Consumer
- Waiting for census date/FAO Confirmation
- Waiting for PO Payment
- Completed/Closed

Status Change History

Status Changed By	Date Changed	Status Description
Jolene Cooley	7/9/2018 1:00:53 PM	Completed/Closed
Jolene Cooley	7/9/2018 12:59:51 PM	Waiting for PO Payment

[« Previous Tab](#) [Next Tab »](#)

Comments Tab – Make comments to the training grant. NOTE: Comments are internal only, FAO does not see them.

School Information Status Info. **Comments(2)** Messages Attachments Term 1 Term 2

Add Comments

Comments:

Text Limit: 500 | Text Entered: 0

Add to Case Activity List

Add Comments

Comments List

Messages Tab – DVR and FAO can message each other within IRIS. No emails needed.

School Information Status Info. Comments(2) **Messages** Attachments Term 1 Term 2

Messages

0 message(s) found.

New Message

[« Previous Tab](#) [Next Tab »](#)

Submit form to FAO for Term 3

Submitting the Training Grant form will also perform a Save.

Save **Calculate Form**

Postsecondary Education/Training entry will be added upon initial save. Do not create a duplicate entry in the Education/Training Module. Calculate will also Save the form.

Attachment Tab – Link the school grades and schedules to the training grant. NOTE: Attachments are internal only, FAO does not see them.

Training Grant Related Attachments

Date	File
07/09/2018	School Schedule UAT.docx <small>NEW</small>
07/09/2018	School Grades UAT.docx <small>NEW</small>
07/06/2018	School schedule for UAT.docx

3 Related Attachment(s) found.

Available Attachments:
 (Please select a related attachment)

Attach Document...

File:

If you forget to attach it in IRIS first, you can attach it to the file from this tab.

Save the attachment (this saves it to the file and allows you to access it through the Available Documents)

Term Tab – Individual semesters for the training grant. NOTE: If consumer did not attend Term 1, Lock Term to advance to the next Term.

Term 1: School Year 2018 - 2019

Resources/Financial Aids Term 1

Student / Parental / Family Contribution Required: 0.00

All Grants: 1,500.00

Needs Based Scholarships: 0.00

Scholarship Comments Term 1:

Credits Attempted:
Enter the Credits Attempted for Term 1 Only.

Credits Reduced By:

Credit reduction comments:

DVR Credits:
 Credits Earned:

Census Date: 05/01/2018

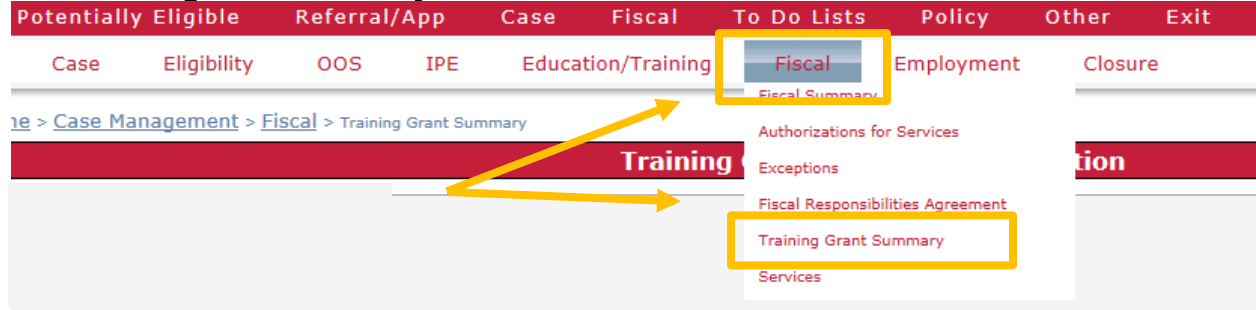
Grades Received and Attached (or Freshman)

Date Grades Received and Attached:

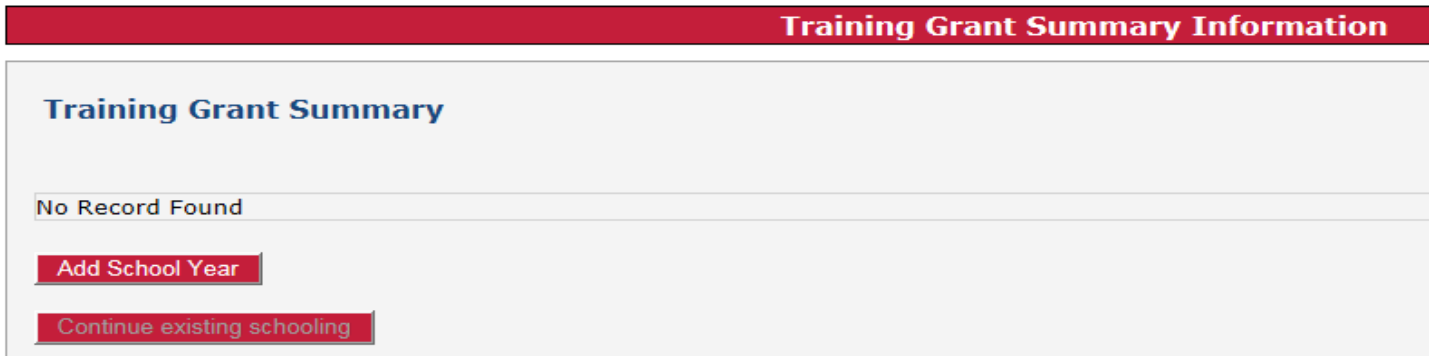
Schedule Received and Attached

Creating a new training grant – If attending same program as last year, see page 6.

Click **Training Grant Summary** in the case **Fiscal** menu:



Click **Add School Year**:



Complete the drop-down boxes for: **Social Security Offset, Additional Living Expenses in IPE, Start of the new School Year, School** then click **Save**:

Go to Page 7 to continue process

A screenshot of a dialog box titled 'Add a new School Year'. It contains several fields with drop-down menus: 'Social Security Offset:' with a 'No' selection, 'Additional Living Expenses in IPE:' with a 'No' selection, 'Start of the new School Year:' with '2018-2019' selected, 'In System School?:' with a 'Yes' selection, and 'School:' with an empty drop-down menu. There is also a 'Campus:' drop-down menu. At the bottom, there are two red buttons: 'Save' and 'Cancel'.

Continue Existing Schooling

- This button is enabled and should be used if the consumer is continuing a program from a past year.

[Home](#) > [Case Management](#) > [Fiscal](#) > Training Grant Summary [Help](#)

Training Grant Summary Information

Training Grant Summary

Academic Year	Total DVR Funds	Credits Earned	Credits Attempted
2018-2019	\$0.00	0	0
2017-2018	\$0.00	0	53
2016-2017	\$1,091.50	0	24

If the consumer is continuing a program from a past year at the same Campus use the Continue existing schooling button, if the consumer is starting a new program or changing to a new Campus use the Add School Year button.

When you click on "Continue exiting schooling," the Continuing School will have a drop-down list that will include prior schools/years to choose from.

Add a Continuing School Program

Continuing School:
 HOGWORTS: HOGWORTS 3 (2018 - 2019)
 HOGWORTS: HOGWORTS 3 (2017 - 2018)

Start of the Continuing School Year:

- By using the button, the Education/Training Module will update and only have one entry for a consumer that attends a college for the same Education/Training Type. This means staff only have to make one entry for graduation or withdrawal, not multiple ones.
- Using the button will pre-fill the Student ID, Type of Education, and Enrolled Date for less risk of errors than manually keying a date that you have to go and look up.
- The consumer will need to sign the form again; they need to sign the Training Grant forms every year.

Review and complete the School Information page: **Student ID, Enrolled Date, Alert Date/Expected Credential Attainment Date, High Level Enrolled, Type of Education/Training** information.

! Student ID: Correct Student ID Required

College: MADISON AREA TECHNICAL COLLEGE

Campus: MADISON AREA TECHNICAL COLLEGE

Address:

School Year: 2018 - 2019

Number of Terms: 2

Private or Out Of State School: No

Graduate School:

Consumer Signature Date:

By signing below, I give my permission to the Division of Vocational Rehabilitation and the Financial Aid Office at the Postsecondary School listed above to share information about my Financial Aid Award, DVR Training Grant funding, student account, dates of enrollment and academic records. This permission is granted for the purpose of determining the amount of the DVR Training Grant, payment processing and continued eligibility for support I may receive from DVR.

[Collect Consumer Signature](#)

[Clear Consumer Signature and Date](#)

! Enrolled Date (Date Classes Start):

Alert Date/Expected Credential Attainment Date:

[Navigate to Education/Training to set Credential Attainment/Withdraw dates.](#)

[Close Training Grant](#)

! Highest Level Enrolled:

! Type of Education/Training:

Max DVR Training Grant: \$5,000.00

Then click **Save**

Term	DVR Cost of Attendance	Resources	DVR Unmet Need	DVR Training C
Term 1	\$0.00	\$0.00	\$0.00	\$0.00
Term 2	\$0.00	\$0.00	\$0.00	\$0.00

[Next Tab »](#)

[Submit form to FAD for Term 1](#)

Submitting the Training Grant form will also perform a Save.

[Save](#) [Calculate Form](#)

Postsecondary Education/Training entry will be added upon initial save. Do not create a duplicate entry in the Education/Training Module.

Calculate will also Save the form.
 The calculate button is disabled when terms have values but no credits.
 Calculate will also Save the form.
 The calculate button is disabled when terms have values but no credits.

[Delete Training Grant](#)

[Remove Previous Student Missing From Work Item](#)

Use the drop-down boxes to select the **FAO College Contact** and write any **Special Instructions** in the box. This would be specific details that FAO needs to know. (Questions and other communication are to be routed through the Message tab.)

Additional Living Expenses:

Type of College:

FAO College Contact:

FAO Campus Contact:

Special Instructions:

Text Limit: 4000 | Text Entered: 0

[Related Forms](#)

Then click **Save**.

Term	DVR Cost of Attendance	Resources	DVR Unmet Need	DVR Training C
Term 1	\$0.00	\$0.00	\$0.00	\$0.00
Term 2	\$0.00	\$0.00	\$0.00	\$0.00

[Next Tab »](#)

[Submit form to FAO for Term 1](#)

Submitting the Training Grant form will also perform a Save.

[Save](#) [Calculate Form](#)

Postsecondary Education/Training entry will be added upon initial save. Do not create a duplicate entry in the Education/Training Module.

Calculate will also Save the form.
The calculate button is disabled when terms have values but no credits.

Click **Collect Signature**. The consumer either can sign your tablet or collect it on the paper copy and with the mouse, write "on file." Then click **Accept**.

School Information | [Status Info.](#) | [Comments\(0\)](#) | [Messages](#) | [Attachments](#) | [Term 1](#) | [Term 2](#)

School Information

[Return to Year List](#)

Student ID: Correct Student ID Required

College:

Campus:

Address:

School Year:

Number of Terms:

Private or Out Of State School:

Graduate School:

Consumer Signature Date:

By signing below, I give my permission to the Division of Vocational Rehabilitation and the Financial Aid Office at the Postsecondary School listed above for grant funding, student account, dates of enrollment and academic records. This permission is granted for the purpose of determining the amount of support I may receive from DVR.

Collect Consumer Signature

Clear Consumer Signature and Date

Enrolled Date (Date Classes Start):

Alert Date/Expected Credential:

In the Attachments Tab, you will need to attach the grades from the previous semester and the schedule for the upcoming semester. *This is similar to processing a direct payment*

The screenshot shows a web interface with a navigation bar at the top containing tabs: School Information, Status Info., Comments(0), Messages, Attachments (highlighted), Term 1, and Term 2. Below the navigation bar is a section titled "Training Grant Related Attachments". Inside this section, there is a message "No Record Found" and "0 Related Attachment(s) found." Below this, there is a label "Available Attachments:" followed by a dropdown menu with the text "(Please select a related attachment)" and two buttons: "Add Related Attachment" and "View Attachment". Underneath, there is a section titled "Attach Document...". It includes a "File:" label, a text input field, and a "Browse..." button. At the bottom of this section is a "Save Attachment" button.

*If this is the student's first semester of college, in the Comments Tab, add a comment that says "Student's first year of college" to notify CCP of the reason there will be no grades for the following semester. Then click on **Add Comments**.*

The screenshot shows a web interface with a navigation bar at the top containing tabs: School Information, Status Info., Comments(0) (highlighted), Messages, Attachments, Term 1, and Term 2. Below the navigation bar is a section titled "Add Comments". It features a "Comments:" label and a large text input area. Below the text area, there is a "Text Limit: 500 | Text Entered: 0" indicator. To the left of the text area, there is a checkbox labeled "Add to Case Activity List". At the bottom left of the section is an "Add Comments" button.

If applicable, Lock any terms they did not attend.

The screenshot shows a section with three buttons: "Copy to next Term", "Add PO", and "Lock Term".

« Previous Tab Next Tab »

On the Term Tab – fill in the **Credits Attempted**. Click on the Grades Received and Schedule Attached and put in the date the grades were received.

School Information Status Info. Comments(1) Messages Attachments **Term 1** Term 2

Term 1: School Year 2018 - 2019

Resources/Financial Aids Term 1

Student / Parental / Family Contribution Required:

All Grants:

Needs Based Scholarships:

Scholarship Comments Term 1:

Text Limit: 1000 | Text Entered: 0

Credits Attempted:
Enter the Credits Attempted for Term Only.

Credits Reduced By:

Grades Received and Attached (or Freshman)

Date Grades Received and Attached:

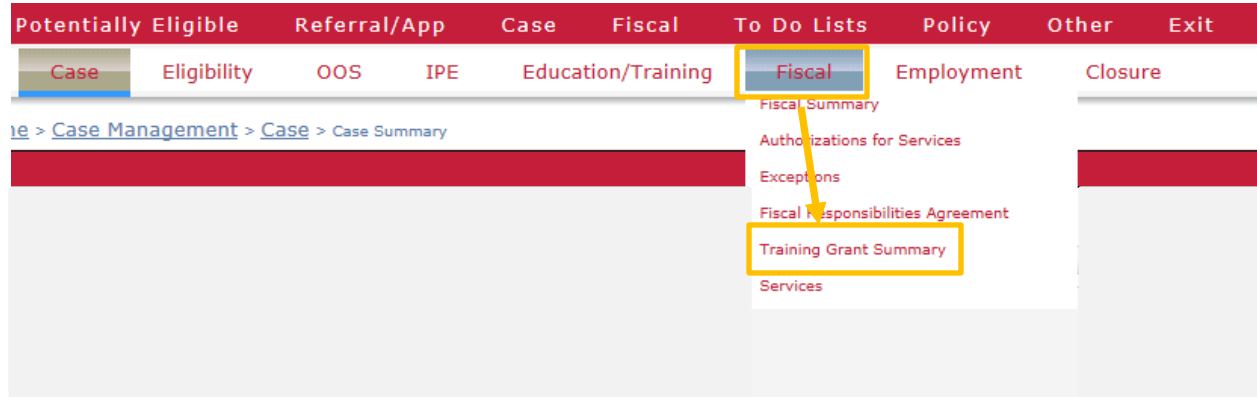
Schedule Received and Attached

Click on the **Submit** form to FAO for Term.

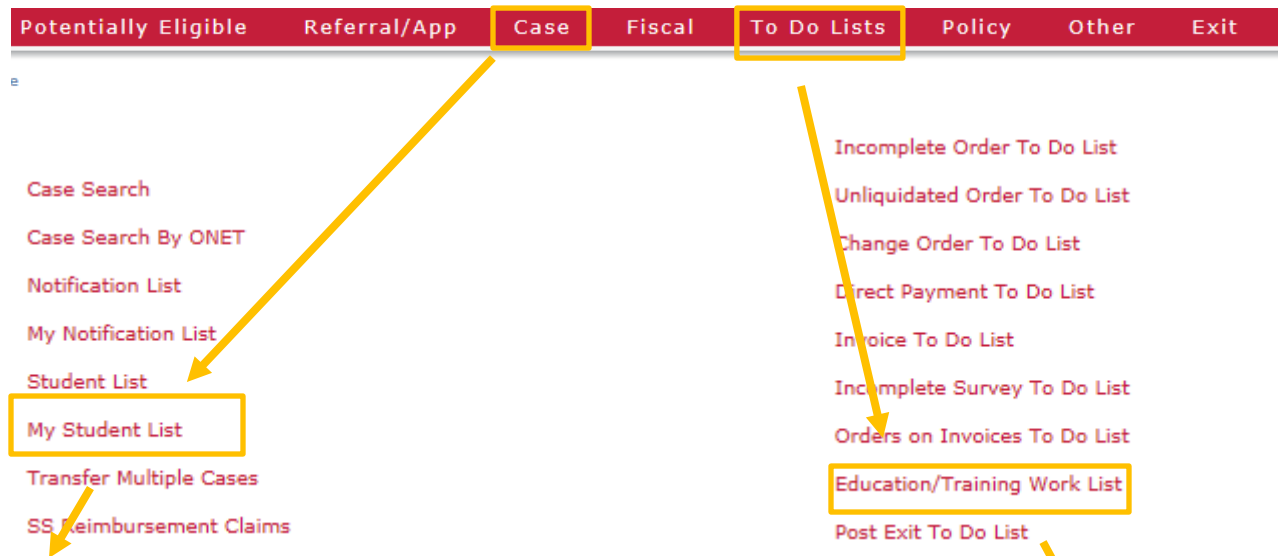
The FAO fills the Cost of Attendance & Grant information, then returns the training grant to DVR for the next steps. ***If this is a Non System School, DVR staff enters this information and must click Advance form status for Term to enable Add PO button.***

Calculate the Training Grant

Find the training grant at the **Training Grant Summary** in the case Fiscal menu.



Or find the training grants on the **My Student List** or **Education/Training Work List**.



Click on the student's name and it will take you to the case summary page, then under the fiscal, click on training grant summary

Or

Click on the student's training grant status and be taken to the training grant

Select the staff person's name and click search. Click on IRIS case number to be taken to the case summary page. Then under the fiscal, click on training grant summary.

Training Grant Summary page, select the appropriate year.

Training Grant Summary

Academic Year	Total DVR Funds	Credits Earned	Credits Attempted
2018-2019	\$0.00	0	12

[Add School Year](#)

[Continue existing schooling](#)

Then select the school to open the training grant.

Training Grant Year Summary Information

Training Grant Year Summary

[Return to Summary Page](#)

[Check All](#) [Uncheck All](#)

School: Campus	Form Status	Release Status	Student ID	Total Unmet Need	Total Funding Offered
<input type="checkbox"/> MADISON AREA TECHNICAL COLLEGE: MADISON AREA TECHNICAL COLLEGE	Estimate received from FAO/Review w/Consumer	Signed	9999999999	\$3,606.00	\$2,500.00

Go to the appropriate Term Tab.

[School Information](#) [Status Info.](#) [Comments\(1\)](#) [Messages](#) [Attachments](#) **Term 1** [Term 2](#)

Term 1: School Year 2018 - 2019

Resources/Financial Aids Term 1

Student / Parental / Family Contribution Required:	<input type="text" value="0.00"/>	Grades Received and Attached (or Freshman)	<input checked="" type="checkbox"/>
All Grants:	<input type="text" value="1,500.00"/>	Date Grades Received and Attached:	<input type="text" value="07/06/2018"/>
Needs Based Scholarships:	<input type="text" value="0.00"/>	Schedule Received and Attached	<input checked="" type="checkbox"/>

Scholarship Comments Term 1:

Text Limit: 1000 | Text Entered: 0

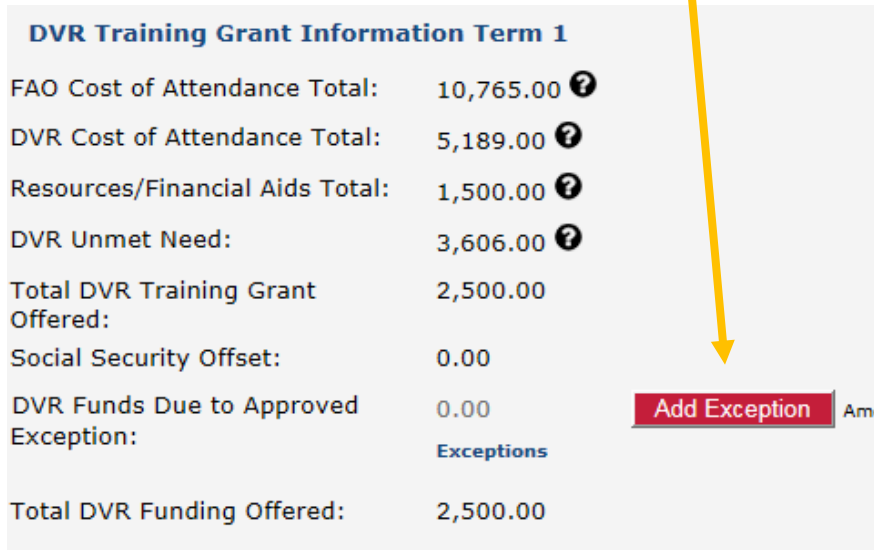
The **FAO Cost of Attendance Budget & Resources/Financial Aids** fields should be entered by FAO staff.

Cost of Attendance Budget Term 1	
Tuition and Fees:	<input type="text" value="2,469.00"/>
Books and Supplies:	<input type="text" value="970.00"/>
Transportation:	<input type="text" value="1,667.00"/>
Personal / Miscellaneous:	<input type="text" value="1,972.00"/>
Room and Board:	<input type="text" value="3,604.00"/>
Dependent Care Expenses:	<input type="text" value="0.00"/>
Other Costs:	<input type="text" value="83.00"/>
Include Other Costs	<input type="checkbox"/>
Other Costs Description Term 1:	<input type="text" value="Loan fee"/>

Resources/Financial Aids Term 1	
Student / Parental / Family Contribution Required:	<input type="text" value="0.00"/>
All Grants:	<input type="text" value="1,500.00"/>
Needs Based Scholarships:	<input type="text" value="0.00"/>

Review the Training Grant with the consumer.

- If an exception is requested, select the **Add Exception** button.
- Exceptions are per semester only.

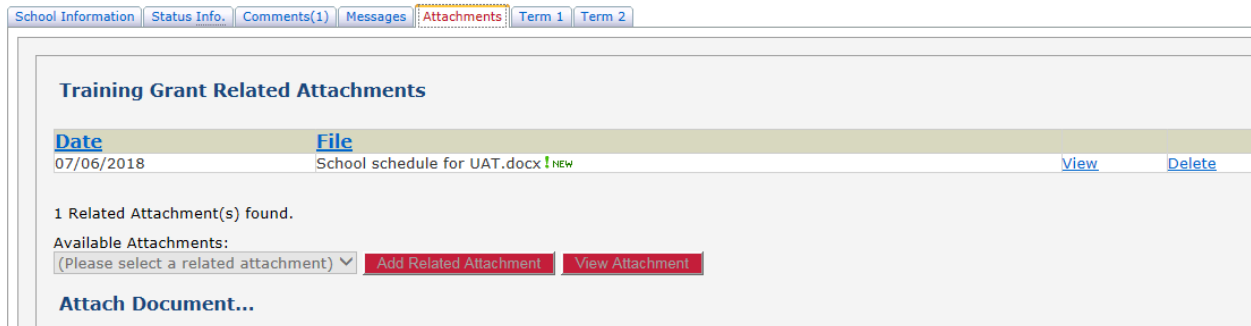


DVR Training Grant Information Term 1

FAO Cost of Attendance Total:	10,765.00	?
DVR Cost of Attendance Total:	5,189.00	?
Resources/Financial Aids Total:	1,500.00	?
DVR Unmet Need:	3,606.00	?
Total DVR Training Grant Offered:	2,500.00	
Social Security Offset:	0.00	
DVR Funds Due to Approved Exception:	0.00	Add Exception Am
	Exceptions	
Total DVR Funding Offered:	2,500.00	

A yellow arrow points from the text above to the 'Add Exception' button in the screenshot.

Confirm that the grades and schedule are attached in the Attachments Tab.



School Information | Status Info. | Comments(1) | Messages | **Attachments** | Term 1 | Term 2

Training Grant Related Attachments

Date	File	View	Delete
07/06/2018	School schedule for UAT.docx <small>NEW</small>	View	Delete

1 Related Attachment(s) found.

Available Attachments:
(Please select a related attachment)

Attach Document...

Click **Submit Form to FAO for Term** once any exceptions are completed and you have reviewed the training grant with the consumer. This will route the training grant back to FAO.

DVR Training Grant Information Term 1

FAO Cost of Attendance Total:	10,765.00	?
DVR Cost of Attendance Total:	5,189.00	?
Resources/Financial Aids Total:	1,500.00	?
DVR Unmet Need:	3,606.00	?
Total DVR Training Grant Offered:	2,500.00	
Social Security Offset:	0.00	
DVR Funds Due to Approved Exception:	0.00	Add Exception <small>Amount</small>
	Exceptions	
Total DVR Funding Offered:	2,500.00	

[Copy to next Term](#)

[Add PO](#) [Lock Term](#)

[« Previous Tab](#) [Next Tab »](#)

[Submit form to FAO for Term 1](#)

Submitting the Training Grant form will also perform a Save.

[Save](#) [Calculate Form](#)

Postsecondary Education/Training entry will be added upon initial save. Do not create a duplicate entry.

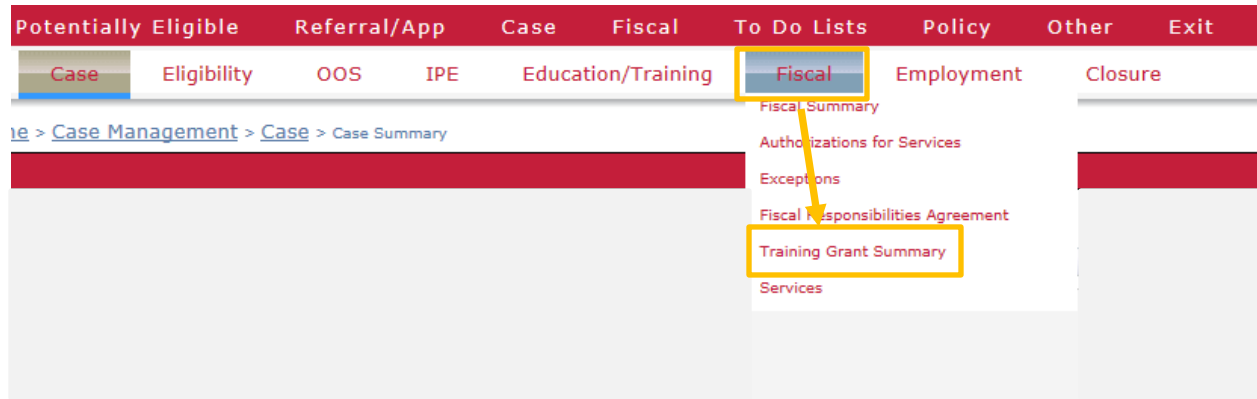
* If the student qualifies for additional financial aid, or anything else changes during the semester, the FAO should message DVR regarding any potential refund. *

After the census date, the FAO will confirm attendance and the number of credits the student is taking.

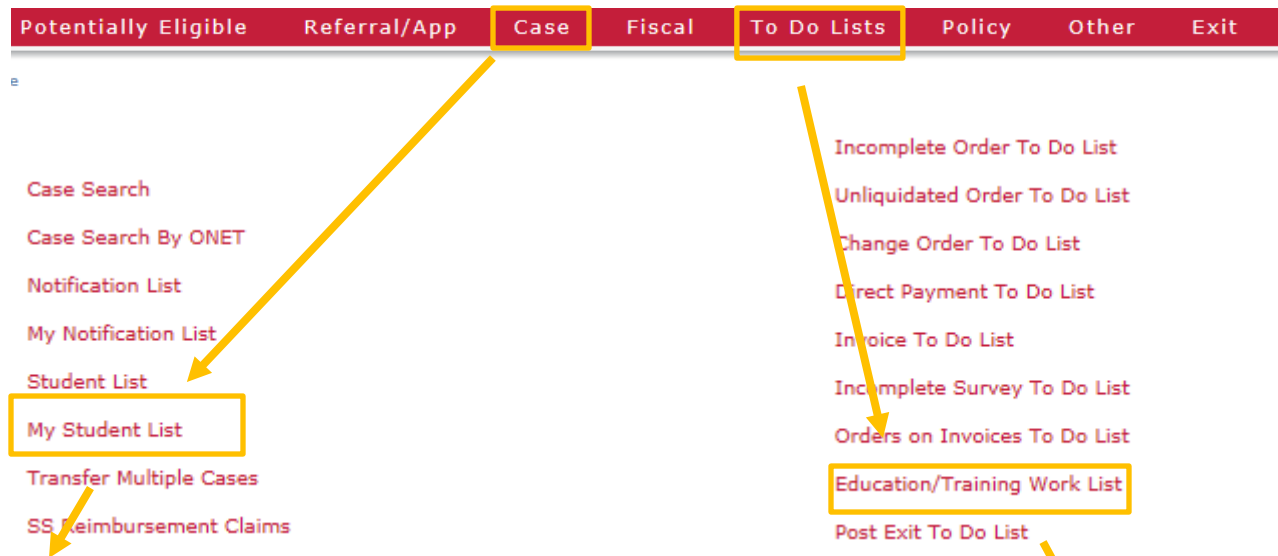
The FAO will then return the finalized training grant to DVR so a purchase order can be issued.

Issue the Purchase Order to the School

Find the training grant at the **Training Grant Summary** in the case Fiscal menu.



Or find the training grants on the **My Student List** or **Education/Training Work List**.



Click on the student's name and it will take you to the case summary page, then under the fiscal, click on training grant summary

Or

Click on the student's training grant status and be taken to the training grant

Select the staff person's name and click search. Click on IRIS case number to be taken to the case summary page. Then under the fiscal, click on training grant summary.

Training Grant Summary page, select the appropriate year.

Training Grant Summary

Academic Year	Total DVR Funds	Credits Earned	Credits Attempted
2018-2019	\$0.00	0	12

[Add School Year](#)
[Continue existing schooling](#)

Then select the school to open the training grant.

Training Grant Year Summary Information

Training Grant Year Summary

[Return to Summary Page](#)

[Check All](#) [Uncheck All](#)

School: Campus	Form Status	Release Status	Student ID	Total Unmet Need	Total Funding Offered
<input type="checkbox"/> MADISON AREA TECHNICAL COLLEGE: MADISON AREA TECHNICAL COLLEGE	Estimate received from FAO/Review w/Consumer	Signed	9999999999	\$3,606.00	\$2,500.00

Go to the appropriate Term Tab.

[School Information](#)
[Status Info.](#)
[Comments\(1\)](#)
[Messages](#)
[Attachments](#)
[Term 1](#)
[Term 2](#)

Term 1: School Year 2018 - 2019

Resources/Financial Aids Term 1

Student / Parental / Family Contribution Required:	<input type="text" value="0.00"/>	Grades Received and Attached (or Freshman)	<input checked="" type="checkbox"/>
All Grants:	<input type="text" value="1,500.00"/>	Date Grades Received and Attached:	<input type="text" value="07/06/2018"/>
Needs Based Scholarships:	<input type="text" value="0.00"/>	Schedule Received and Attached	<input checked="" type="checkbox"/>

Scholarship Comments Term 1:

Text Limit: 1000 | Text Entered: 0

Click the **Add PO** button to generate the purchase order.

DVR Training Grant Information Term 1

FAO Cost of Attendance Total:	10,765.00	?	
DVR Cost of Attendance Total:	5,189.00	?	
Resources/Financial Aids Total:	1,500.00	?	
DVR Unmet Need:	3,606.00	?	
Total DVR Training Grant Offered:	2,500.00		
Social Security Offset:	0.00		
DVR Funds Due to Approved Exception:	0.00		Add Exception Amount of excep
			Exceptions
Total DVR Funding Offered:	2,500.00		

Copy to next Term

Add PO **Lock Term**

[« Previous Tab](#) [Next Tab »](#)

Submit form to FAO for Term 1

Submitting the Training Grant form will also perform a Save.

The purchase order process is similar to other purchase orders with a few additional steps to expedite the payment:

- Select an alert recipient and click save
- The PO needs to get approved
- Someone other than the alert recipient completes the receiving on the PO. This will send the alert to CCP to process the payment
- If this is a Non System School, the PO needs to be sent to the school and the school must submit an invoice to CCP for payment. Payments will follow net 30 requirements.
- If there is no DVR contribution, DVR staff must Lock Term to advance the form to the next semester.

Training Grant will move into **Blank TG w/ Signature** in the Status Info Tab. This just means it is ready to submit to FAO for the next semester.

School Information | **Status Info.** | Comments(1) | Messages | Attachments | Term 1 | Term 2

Current Status: Active (BLANK TG, Term 2)
Status Changed By: Jolene Cooley
Status Changed Date: 7/6/2018 4:26:45 PM

Available Statuses:

- Draft
- Blank TG w/Signature
- Submitted to FAO
- Estimate received from FAO/Review w/Consumer
- Waiting for census date/FAO Confirmation
- Waiting for PO Payment
- Completed/Closed

Status Change History

Once the semester is over, get the grades and the schedule for the next semester and attach them. Then route the training grant back to FAO to start the process for the new semester. **See page 10 for the step by step process.** You start in the **Attachment Tab** with attaching the schedule and grades.

Closing the Training Grant – IRIS will close the training grant.

School Information | **Status Info.** | Comments(2) | Messages | Attachments | Term 1 | Term 2

Current Status: Active (CLOSED, Term 3)
Status Changed By: Jolene Cooley
Status Changed Date: 7/9/2018 1:00:54 PM

Available Statuses:

- Draft
- Blank TG w/Signature
- Submitted to FAO
- Estimate received from FAO/Review w/Consumer
- Waiting for census date/FAO Confirmation
- Waiting for PO Payment
- Completed/Closed

Status Change History

Skipping Terms

Click on the **lock term** button on bottom of term page.

DVR Training Grant Information Term 1

FAO Cost of Attendance Total:	29,824.00	?
DVR Cost of Attendance Total:	22,179.00	?
Resources/Financial Aids Total:	23,362.00	?
DVR Unmet Need:	-1,217.00	?
Total DVR Training Grant Offered:	0.00	
Social Security Offset:	0.00	
DVR Funds Due to Approved Exception:	0.00	Add Exception Amount of except
	Exceptions	
Total DVR Funding Offered:	0.00	

[Copy to next Term](#)

[Add PO](#) [Lock Term](#)

[« Previous Tab](#) [Next Tab »](#)

[Submit form to FAO for Term 1](#)

Submitting the Training Grant form will also perform a Save.

Then route the training grant back to FAO by clicking on the **Submit form to FAO for Term** to start the process for the new semester. **See page 10 for the step by step process.** You start in the **Attachment Tab** with attaching the schedule and grades.

[Next Tab »](#)

[Submit form to FAO for Term 2](#)

Submitting the Training Grant form will also perform a Save.

[Save](#) [Calculate Form](#)

Postsecondary Education/Training entry will be added upon initial save. Do not c

Additional approved costs after the initial payment is made

- Using Initial Authorization, create a new PO, Receive PO and send to CCP for payment.

[Pre-ETS Services Desktop Reference](#)

Type: Authorization for Services

Comments:

Fiscal Five:
1. Prior Authorization
2. Service or Item
3. Necessary and Appropriate
4. Cost Determination
5. Comparable Benefits

[\(Additional Info. Regarding Fiscal Five\)](#)

Notification of Rights Date:

Authorization For Services Updates

Update Information

Created By: Jolene Cooley
Created Date: 9/28/2017 2:21:37 PM
Comments: Auto Generated Authorization Update for Training Grant for school MILWAUKEE AREA TECHNICAL COLLEGE (Campus: MILWAUKEE AREA TECHNICAL COLLEGE) Term number 1

Update Information

Created By: Jolene Cooley
Created Date: 2/16/2018 8:47:03 AM
Comments: Auto Generated Authorization Update for Training Grant for school MILWAUKEE AREA TECHNICAL COLLEGE (Campus: MILWAUKEE AREA TECHNICAL COLLEGE) Term number 2

Update Information

Created By: Jolene Cooley
Created Date: 10/1/2018 8:51:09 AM
Comments: Auto Generated Authorization Update for Training Grant for school MILWAUKEE AREA TECHNICAL COLLEGE (Campus: MILWAUKEE AREA TECHNICAL COLLEGE) Term number 2

[Add Authorization For Services Update](#)

PO/DP Summary

[Add PO](#) [Add Direct Pay](#)

[Check All](#) [Uncheck All](#)

Direct Payments for this Case

0 direct payment(s) found.

Refund to DVR

- Contact CCP with student details
- Refer to [Refunds and Additional Payments for Training Grants](#) instructions

Work Items Definitions:

Signature Missing:

- Training Grant form not yet signed.

Purchase Order Needed:

- Form waiting for staff to create a PO.

Schedule Needed:

- Schedule not yet received for a term that has activity.

Grades Needed:

- Grades not received for a current or past term where DVR provided funding.

Send to College:

- Training Grant Form waiting to be sent to the FAO College.

Purchase Order Returned:

- A PO for a Training Grant has been sent back to a staff person for any reason.

Documentation Missing Checkbox Checked:

- Documentation Missing checkbox checked on the Education/Training page.

Education Training Enrolled Not Complete:

- An Education/Training record has a Start Date but no Credential Attained/Graduation or Withdrawal Date filled in.

Education Training Not Active:

- Education/Training record marked as Draft.

Previous Student Missing Form:

- A student that DVR provided a Training Grant to in the past year – but doesn't have one created for the next year yet.

Future Enrolled Date Passed:

- An Education record has a Future Enrolled Date that is in the past – either needs to be made active or reset to a new future date.

Training Grant PO with School Not in System:

- These are POs that are to Out of System Schools that need to be printed and sent to the college to trigger an Invoice be sent to DVR. Suppressed from the CCP staff members' work lists.

Process Overview and Training Grant Status Descriptions

Training Grant Status	Action taking place
Draft	When DVR creates a TG for the school year Also, automatically creates an Authorization
Blank TG w/Signature	Draft TG with signature collected or scanned in IRIS.
Submitted to FAO	Draft TG sent to FAO in IRIS. FAO completes initial estimate.
Estimate received from FAO/Review w/Consumer	Estimated TG sent back to DVR from FAO
Waiting for census date/FAO Confirmation	Waiting for census date and confirmation or adjustment of TG amount
Waiting for PO Payment	Payment steps need to be completed to: 1.) Approve the PO 2.) Complete Receiving 3.) Route to CCP 4.) Payment issued to School by CCP
Completed/Closed	Term has ended (Completed) or school year has ended (Closed)