

Step 4: Select F5

```

05/23/16 12:53 JOB INCOME          QUESTION 22 ( JINC . 02 )
                                  LAST UPDATED: 05/19/16 11:11 BY      ; ASPAFA

Social Security #:                 Work Requirement:  hours      Group: 3
NAME OF PERSON                     PROJECTED          COUNTABLE
WITH JOB INCOME                    MTG/NOT MTG       CODE
TONYA                               N

Elig Specialist:
Case Manager:                       POLICY REFERENCE: _____

***** EMPLOYMENT INFORMATION *****
TOTAL HRS      MEETS WORK      HOURLY      GROSS MONTHLY
PER WEEK      REQUIREMENT      WAGE      INCOME
6             N             Work      0000000
              PROJECTED      Placement
START DATE    END DATE        Type
05 02 2016   _____   CSP
* EITC AMOUNT *   FOLLOWUP
$$$$$ cc      DATE  STATUS      EMPLOYER NAME/PHONE
00000 00      _____   CVOEO
                                  ( 802 ) - 527 7392
                                  PERIOD: 05 16 COMMAND:

USER:      FNX: WORK MODE: C RPTGRP:
DO:      IMS: GA1 REPORTING ADULT: TONYA
    
```

3

NOTE: The COUNTABLE CODE field should be left blank. Remove any codes that you see in this field as they may cause hours to be counted incorrectly.

Step 5: Enter the WKEX or CSP name, address, phone number, the job title, and start date.

You will need to verify the information by placing a "V" by CM. Then hit F8.

```

05/23/16 12:54      EMPLOYMENT INFORMATION FOR JINC . 0      ASPAFA1

NAME:      TONYA      SSN:
VERIFIED: ES      UPDATED: 20160504
CM V UP DATED: 20160519

EMPLOYER INFO: CVOEO
5 LEMNAH DRIVE
ST ALBANS VT 05478
PHONE ( 802 ) - 527 7392

Work Placement Type: CSP

JOB TITLE(S)      STARTING
*****          MO DA YEAR
1) ADMIN ASSISTANT  05 02 2016   PROJ END      ACTUAL END
2)              MO DA YEAR      MO DA YEAR
3)

DAY  PAY  SCHD HRS  HRLY WAGE  OCCUP.  INDUST.
PAID  FREQ  PER WK  $$$$$ cc  CODE  CLASS.
010
PF8=Hours

USER:      FNX: WORK MODE: C RPTGRP:
DO:      IMS:      REPORTING ADULT: TONYA
    
```

Step 6: Enter the scheduled hours the participant will be participating in their CSP or WKEX per week.

Note: You will not be able to enter scheduled hours before the CSP/WKEX start date. The Average Weekly Scheduled Hours are the hours the participant is scheduled to attend their CSP/WKEX for the month divided by the number of weeks in the month.

```

05/23/16 12:54      EMPLOYMENT INFORMATION FOR JINC . 0      ASPAF1
NAME:              TONYA              SSN:
VERIFIED: ES      UPDATED: 20160504
CM V UPDATED: 20160519
EMPLOYER INFO: CVOEO _____
5 LEMNAH DRIVE _____      Work Placement Type: CSP

Hours for 05/2016
***** Verified *****      ***** Scheduled *****
Week Ending: 05/07 05/14 05/21 05/28      05/07 05/14 05/21 05/28
CSP2          10  00  00  00      10  10  10  10
Excused       00  00  00  00
Holiday       00  00  00  00

Average Weekly Scheduled Hours: 010

DAY  PAY  SCHD HRS  HRLY WAGE  OCCUP.  INDUST.
PAID  FREQ  PER WK      $$$$$$  CC      CODE    CLASS.
          010                      20      5
PF8=Hours
USER:      FNX: WORK MODE: C RPTGRP:      PERIOD: 05 16 COMMAND:
DO:      IMS: GAL REPORTING ADULT: TONYA
  
```

(See below for information on how to enter a CSP/WKEX that does not start the first week of the month.)

Step 7: Place curser on the "Day Paid" and enter "IRR" for irregular.

```

06/02/16 09:50      EMPLOYMENT INFORMATION FOR JINC . 03      ASPAF1
NAME:              SSN:
VERIFIED: ES      UPDATED: 20160504
CM V UPDATED: 20160524
EMPLOYER INFO: CVOEO _____
5 LEMNAH DRIVE _____      Work Placement Type: CSP2
ST ALBANS _____ VT 05478 _____
PHONE ( 802 )- 527 7392      INC      JOB
                              F7      F6

JOB TITLE(S)      STARTING
*****
1) ADMIN ASSISTANT      05 02 2016      PROJ END      ACTUAL END
2)                      MO DA YEAR      MO DA YEAR
3)

DAY  PAY  SCHD HRS  HRLY WAGE  OCCUP.  INDUST.
PAID  FREQ  PER WK      $$$$$$  CC      CODE    CLASS.
IRR  -      010                      20      5
PF8=Hours
USER:      FNX: WORK MODE: C RPTGRP:      PERIOD: 06 16 COMMAND:
DO:      IMS:      REPORTING ADULT: TONYA
  
```

Hint: Press "Shift-F12" for a list of options. Always enter "IRR" for a WKEX or CSP.

```

06/02/16 09:49      EMPLOYMENT INFORMATION FOR JINC . 03      ASPAF1
NAME:                SSN:
VERIFIED: ES        UPDATED: 20160504
CM V UPDATED: 20160524
EMPLOYER INFO: CVOEO
5 LEMNAH DRIVE      Work Placement Type: CSP2
ST ALBANS          VT 05478
PAY DAY:           AS0DFABN
-----
Valid entries are ? and SUN, MON, TUE,
WED, THU, FRI, SAT, IRR. This will be
used to check the validity of the
actual first date paid.
OJ END            ACTUAL END
DA YEAR          MO DA YEAR
INDUST.          CLASS.
010              20
PF8=Hours
USER:            FNX: WORK MODE: C RPTGRP:
DO:             IMS: GAL REPORTING ADULT: TONYA
PERIOD: 06 16 COMMAND:
  
```

Step 8: Place cursor on "PAY FREQ" and enter "I" for Irregular.

```

Job Ends. Check INSU. Close with appropriate reason if insurance also ends.
06/21/16 13:01      EMPLOYMENT INFORMATION FOR JINC . 01      ASPAF1
NAME:                SSN:
VERIFIED: ES V     UPDATED: 20160502
CM              UPDATED: 20160602
EMPLOYER INFO: VT ADULT LEARNING
5 LEMNAH DR      Work Placement Type: CSP
ST ALBANS          VT 05478
PHONE ( 802 )- 524 9210
JOB TITLE(S)      STARTING
*****           MO DA YEAR
1) VOLUNTEER      04 19 2016   PROJ END   ACTUAL END
2)                MO DA YEAR   MO DA YEAR
3)                04 29 2016
DAY  PAY          SCHD HRS  HRLY WAGE  OCCUP.  INDUST.
PAI  FREQ         PER WK   $$$$ $c   CODE    CLASS.
IRR  I           010      00000 00   30      5
PF8=Hours
USER:            FNX: WORK MODE: C RPTGRP:
DO:             IMS: REPORTING ADULT: TONYA
PERIOD: 06 16 COMMAND:
  
```

Hint: Press "Shift-F12" for a list of options. Always enter "I" for a WKEX or CSP.

```
06/02/16 09:49      EMPLOYMENT INFORMATION FOR JINC . 03      ASPAF1
NAME:                SSN:
VERIFIED: ES        UPDATED: 20160504
CM V UPDATED: 20160524
EMPLOYER INFO: CVOEO
5 LEMNAH DRIVE
ST ALBANS VT 05478      Work Placement Type: CSP2
PAY DAY:            AS0DFABN
-----
Valid entries are ? and SUN, MON, TUE,
WED, THU, FRI, SAT, IRR. This will be
used to check the validity of the
actual first date paid.
OJ END      ACTUAL END
DA YEAR    MO DA YEAR
INDUST.
CLASS.
5
010                20
PF8=Hours
USER:  FNX: WORK MODE: C RPTGRP:      PERIOD: 06 16 COMMAND:
DO:  IMS:  REPORTING ADULT: TONYA
```

Step 9: Enter the Occupation Code

```
06/02/16 09:49      EMPLOYMENT INFORMATION FOR JINC . 03      ASPAF1
NAME:                SSN:
VERIFIED: ES        UPDATED: 20160504
CM V UPDATED: 20160524
EMPLOYER INFO: CVOEO
5 LEMNAH DRIVE
ST ALBANS VT 05478      Work Placement Type: CSP2
PHONE ( 802 )- 527 7392
JOB TITLE(S)      STARTING
*****          MO DA YEAR
1) ADMIN ASSISTANT 05 02 2016      PROJ END      ACTUAL END
2)                MO DA YEAR    MO DA YEAR
3)
DAY  PAY      SCHD HRS      HRLY WAGE      OCCUP.  INDUST.
PAID  FREQ      PER WK      $$$$ $ cc      CODE    CLASS.
010                20          5
PF8=Hours
USER:  FNX: WORK MODE: C RPTGRP:      PERIOD: 06 16 COMMAND:
DO:  IMS:  REPORTING ADULT: TONYA
```

Hint: Pressing "shift-F12" will give you a list of all occupation codes available. Use F7 and F8 to navigate forward and backward.

```

Job Ends. Check INSU. Close with appropriate reason if insurance also ends.
06/21/16 13:01      EMPLOYMENT INFORMATION FOR JINC . 01      ASPAFA1
EMPLOYMENT INFORMATION HELP
N
OCCUFATIONAL CODE      ASHD17FB      UPDATED: 20160502
                                UPDATED: 20160602
E
00 - Professional, Technical, Managerial
07 - Health Services (Nurses, Etc.)
09 - Education (Teachers, Etc.)
20 - Clerical
25 - Sales
30 - Dcmestic Services (Private Hcmes)
31 - Food Service
32 - Lodging Service
33 - Barbering, Cosmetology
34 - Recreation
20 Enter Choice or place cursor on selection
then press ENTER
PF2 EXIT Without Update  PF7 EACK  PF8 FWD
USER:      FNX: WORK MODE: C RPTGRP:      PERIOD: 06 16 COMMAND:
DO:      IMS:      REPORTING ADULT: TONYA
  
```

Step 10: Enter the Industrial Class.

```

06/02/16 09:49      EMPLOYMENT INFORMATION FOR JINC . 03      ASPAFA1
NAME:
SSN:
VERIFIED: ES      UPDATED: 20160504
CM V UPDATED: 20160524
EMPLOYER INFO: CVOEO
5 LEMNAH DRIVE
ST ALBANS VT 05478
PHONE ( 802 )- 527 7392
Work Placement Type: CSP2
INC      JOB
F7      F6
JOB TITLE(S)      STARTING
*****            MO DA YEAR
1) ADMIN ASSISTANT  05 02 2016      PROJ END      ACTUAL END
2)                MO DA YEAR      MO DA YEAR
3)
DAY  PAY      SCHD HRS      HRLY WAGE      OCCUP.      INDUST.
PAID  FREQ      PER WK      $$$$ $ c c      CODE      CLASS.
-      010
PF8=Hours
USER:      FNX: WORK MODE: C RPTGRP:      PERIOD: 06 16 COMMAND:
DO:      IMS:      REPORTING ADULT: TONYA
  
```

Hint: Hit shift F12 will give you a list of all industrial classes available. Use F7 and F8 to navigate forward and backward.

```

06/21/16 13:26      EMPLOYMENT INFORMATION FOR JINC . 03      ASPAF1
NAME:
EMPLOYER INFO: CV0EO
                    5 LEMNAH DRIVE
                    ST ALBANS VT 05478
                    PHONE ( 802 )- 527 7392
                    INC F7
                    JCB F6
                    WORK PLACEMENT TYPE: CSP2
                    PDATED: 20160504
                    CM V UPDATED: 20160621
                    ACTUAL END
                    MO DA YEAR
                    : 06 16 COMMAND:
DO:  IMS:  REPORTING ADULT: TONYA

```

EMPLOYMENT INFORMATION HELP

INDUSTRIAL CLASSIFICATION ASHD17FD

0 - Transportation and Public Utilities

1 - Wholesale Trade

2 - Retail Trade

3 - Finance, Insurance, Real Estate

4 - Government

5 - Services

** 6 - Agricultural, Forestry, Fishing, Mining

1) 7 - Manufacturing

2) 8 - Construction

3) 9 - Other and Unknown

5 Enter Choice or place cursor on selection then press ENTER

PF2 TO EXIT WITHOUT UPDATING

Step 11: After entering all required information hit Enter.

```

06/21/16 13:36      EMPLOYMENT INFORMATION FOR JINC . 03      ASPAF1
NAME:
SSN:
VERIFIED: ES      UPDATED: 20160504
CM V UPDATED: 20160621
EMPLOYER INFO: CV0EO
                    5 LEMNAH DRIVE
                    ST ALBANS VT 05478
                    PHONE ( 802 )- 527 7392
                    INC F7
                    JCB F6
                    WORK PLACEMENT TYPE: CSP2
                    PDATED: 20160504
                    CM V UPDATED: 20160621
                    ACTUAL END
                    MO DA YEAR
                    : 06 16 COMMAND:
DO:  IMS:  REPORTING ADULT: TONYA

```

JOB TITLE(S)	STARTING	PROJ END	ACTUAL END
*****	MO DA YEAR	MO DA YEAR	MO DA YEAR
1) ADMIN ASSISTANT	05 02 2016		
2)			
3)			

```

DAY   PAY   SCHD HRS   HRLY WAGE   OCCUP.   INDUST.
PAID  FREQ   PER WK    $$$$ cc    CODE     CLASS.
IRR   I      010                20       5
PF8=Hours
USER:  FNX: WORK MODE: C RPTGRP:      PERIOD: 06 16 COMMAND:
DO:  IMS:  REPORTING ADULT: TONYA

```

Step 12: A box will generate asking for the first pay date. Enter the date the participant began the WKEX/CSP. Then hit enter.

```

06/21/16 13:36      EMPLOYMENT INFORMATION FOR JINC . 03      ASPAFA1

NAME:                SSN:
                     VERIFIED: ES   UPDATED: 20160504
                     CM V UPDATED: 20160621

EMPLOYER INFO: CVOEO
                  5 LEMNAH DRIVE
                  ST ALBANS VT 05478
                  PHONE ( 802 )- 527 7392

Work Placement Type: CSP2

INC F7   JOB F6

JOB TITLE(S)   STARTING

****
1) A  ENTER THE FIRST PAY DATE
2)   MM DD YYYY FORMAT PLEASE
3)   05 02 2016
DAY PAID IRR
ENTRY IS REQUIRED; THEN HIT ENTER.

ACTUAL END
R NO YEAR
UST.
SS.

USER DO:
RIOD: 06 16 COMMAND:

```

Step 13: Do not enter any information on the "INCOME INFORMATION FOR JINC" Panel. Hit "Enter" to return to the WORK/C screen (on some cases you will need to hit enter multiple times).

```

06/21/16 13:47      INCOME INFORMATION FOR JINC . 03      ASPAFA3

NAME:                SSN:

MO DA YEAR   HOURS   GROSS WAGES   TIPS/COMMISSION   PAY   PAY
              HHH     $$$$ ¢¢      $$$$ ¢¢          FREQ  DAY

1.  -
2.
3.
4.
5.

TOTALS:
MONTHLY:

EMP F5   JOB F6

**EITC AMOUNT:  $$$$ ¢¢      VERIFIED: ES   UPDATED: 20160504
FUTURE START:   /   /           CM V UPDATED: 20160621

USER:   FNX: WORK MODE: C RPTGRP:
DO:    IMS:   REPORTING ADULT: TONYA

PERIOD: 06 16 COMMAND:

```

Entering a WKEX or CSP that Does Not Start the First Week of the Month on a Family Development Plan:

Step 1: Enter the CSP/WKEX by following the steps above in the month the CSP/WKEX begins. Enter all other activities the participant will participate in for the month.

```

05/23/16 12:54      EMPLOYMENT INFORMATION FOR JINC . 0      ASPAF1
NAME:              TONYA              SSN:
VERIFIED: ES      UPDATED: 20160504
CM V UPDATED: 20160519
EMPLOYER INFO: CVOEO
5 LEMNAH DRIVE      Work Placement Type: CSP

Hours for 05/2016
***** Verified *****
Week Ending: 05/07 05/14 05/21 05/28
CSP2          10  00  00  00
Excused       00  00  00  00
Holiday       00  00  00  00
***** Scheduled *****
05/07 05/14 05/21 05/28
                20  20

Average Weekly Scheduled Hours: 010

DAY  PAY   SCHD HRS  HRLY WAGE  OCCUP.  INDUST.
PAID  FREQ   PER WK    $$$$$$  CC     CODE   CLASS.
                010                20     5
PF8=Hours
USER:  FNX: WORK MODE: C RPTGRP:      PERIOD: 05 16 COMMAND:
DO:   IMS:  REPORTING ADULT: TONYA
    
```

```

05/24/16 08:23      EMPLOYMENT INFORMATION FOR JINC . 02      ASPAF1
NAME:              TONYA              SSN:
VERIFIED: ES      UPDATED: 20160504
CM V UPDATED: 20160504
EMPLOYER INFO: CVOEO
5 LEMNAH DRIVE      Work Placement Type: CSP2

Hours for 06/2016
***** Verified *****
Week Ending: 06/04 06/11 06/18 06/25
CSP2          -  -  -  -
Excused       -  -  -  -
Holiday       -  -  -  -
***** Scheduled *****
06/04 06/11 06/18 06/25
                20  20  20  20

Average Weekly Scheduled Hours: 20

DAY  PAY   SCHD HRS  HRLY WAGE  OCCUP.  INDUST.
PAID  FREQ   PER WK    $$$$$$  CC     CODE   CLASS.
                020                20     5
PF8=Hours
USER:  FNX: WORK MODE: C RPTGRP:      PERIOD: 06 16 COMMAND:
DO:   IMS:  REPORTING ADULT: TONYA
    
```

Step 2: Proceed to the following month (Example if the participant starts their CSP/WKEX in May proceed to June). Update their Scheduled Hours and Average Weekly Scheduled Hours.

Step 3: Print the FDP in the month with correct hours in the JINC panel. Example: if the participant starts their CSP/WKEX the third week in May you will print the participant’s FDP in June.

Example: If Tonya started her CSP the week of 5/21 and was doing 20 hours per week, enter 20 hours in the week of 5/21 and 5/28. ACCESS will calculate the “Average Weekly Scheduled Hours” as 10 (40 total hours divided by 4 weeks

Step 3: Select F5

```

05/23/16 12:53 JOB INCOME          QUESTION 22 ( JINC . 02 )
                                  LAST UPDATED: 05/19/16 11:11 BY      ; ASPAFA

Social Security #:                Work Requirement:  hours      Group: 3
NAME OF PERSON                    PROJECTED      COUNTABLE
WITH JOB INCOME                   MTG/NOT MTG   CODE
TONYA                              N             A

Elig Specialist:
Case Manager:                      POLICY REFERENCE: _____

***** EMPLOYMENT INFORMATION *****
TOTAL HRS      MEETS WORK      HOURLY      GROSS MONTHLY
PER WEEK      REQUIREMENT      WAGE        INCOME
6              N             0000000
              PROJECTED      Work
              END DATE      Placement
START DATE    END DATE      Type
05 02 2016    CSP
* EITC AMOUNT * FOLLOWUP
$$$$$ cc     DATE STATUS
00000 00

EMPLOYER NAME/PHONE
CVOEO
( 802 ) - 527 7392
PERIOD: 05 16 COMMAND:

USER:  FNX: WORK MODE: C RPTGRP:
DO:    IMS: GAL REPORTING ADULT: TONYA

```

3

Step 4: Select F8

```

05/24/16 15:42      EMPLOYMENT INFORMATION FOR JINC . 02      ASPAFA1

NAME:                TONYA      SSN:
                    VERIFIED: ES  _  UPDATED: 20160504
                    CM  V  UPDATED: 20160523

EMPLOYER INFO: CVOEO
                  5 LEMNAH DRIVE
                  ST ALBANS      VT 05478
                  PHONE ( 802 )- 527 7392

Work Placement Type: CSP

JOB TITLE(S)        STARTING
*****            MO DA YEAR
1) ADMIN ASSISTANT  05 02 2016      PROJ END      ACTUAL END
2)                MO DA YEAR      MO DA YEAR
3)

DAY  PAY      SCHD HRS  HRLY WAGE  OCCUP.  INDUST.
PAID  FREQ    PER WK    $$$$$$ cc  CODE    CLASS.
      010
      PF8=Hours
USER:  FNX: WORK MODE: C RPTGRP:
DO:    IMS: GAL REPORTING ADULT: TONYA

```

Step 5: Enter the verified hours according to the Participant Attendance Report or other verification. Make sure to correctly enter excused and holiday hours as they are reported.

```

05/24/16 15:42      EMPLOYMENT INFORMATION FOR JINC . 02      ASPAF1

NAME:              TONYA              SSN:
                   VERIFIED: ES      UPDATED: 20160504
                   CM V UPDATED: 20160523

EMPLOYER INFO: CVOEO
                   5 LEMMON DRIVE
                   Work Placement Type: CSP

Hours for 05/2016
***** Verified *****
Week Ending: 05/07 05/14 05/21 05/28
CSP2         10  00  00  00
Excused      00  00  00  00
Holiday      00  00  00  00
***** Scheduled *****
Week Ending: 05/07 05/14 05/21 05/28
CSP2         10  10  10  10

Average Weekly Scheduled Hours: 010

DAY PAID SCHD HRS  HRLY WAGE  OCCUP.  INDUST.
PAID FREQ  PFD WK  SSSSS  CODE  CLASS.
      010          20      5
PF8=Hours
USER:  FNX: WORK MODE: C RPTGRP:      PERIOD: 05 16 COMMAND:
DO:  IMS:  REPORTING ADULT: TONYA
  
```

Reminder: See the Reach Up Services Procedure P-2332A on FLSA for more information.