



**Multiple Payments
Per Month
In CFIS Client Tracking**



CFIS Case Plan

- CFIS Case/Services screen tracks costs by month
- Each voucher payment ties to only one monthly line item
- Where can we enter the second, third, or fourth payment in the same month?

<u>Year</u>	<u>Month</u>	<u>Project</u>	<u>Service Amount</u>	<u>Authorized?</u>
2017	June	C41	313.41	<input checked="" type="checkbox"/>
2017	July	C41	1529.69	<input checked="" type="checkbox"/>
2017	August	C41	1408.12	<input checked="" type="checkbox"/>
Total			\$3,251.22	

Services that often require multiple monthly payments

Work Experience

Wages are usually paid weekly or bi-weekly

- First pay period: January 1 to January 14
- Second pay period: January 15 to January 28

Supportive Services

Many job seekers need fast reimbursement

- Week 1 mileage reimbursement
- Week 2 mileage reimbursement
- Week 3 mileage reimbursement
- Week 4 mileage reimbursement

Solution: Create Multiple Services in WCMS

Duplicate the same service repeatedly

duplications of the same service

=

of payments to be issued each month

Paying work experience wages **2** times per month

=

Create **2** identical work experience services

Paying a supportive service **4** times monthly

=

Create **4** identical supportive services

Work Experience being paid twice per month

- Example: Participant in work experience from Sept. through Dec.
- Will be paid twice-per-month
- Two identical services were created in OWCMS and imported to CFIS:
 - First service will track the first payroll issued each month
 - Second service will track the second payroll issued each month

Service	Type	Project	Start Date	End Date	Service Status
<input type="radio"/> WORK EXPERIENCE/TRADITIO...	Dir	CCMEP TANF WORK SUBSID -...	08/31/2017	12/31/2017	Approved
<input type="radio"/> WORK EXPERIENCE/TRADITIO...	Dir	CCMEP TANF WORK SUBSID -...	08/31/2017	12/31/2017	Approved

It is OK to use the same Begin and End Dates

Example Voucher Payments

Work Experience Service #1

Year	Month	Project	Service Amount
2017	August		
2017	September	C41	729.40
2017	October		
2017	November	C41	597.69
2017	December		
Total			\$1,327.09

Work Experience Service #2

Year	Month	Project	Service Amount
2017	August		
2017	September	C41	643.28
2017	October		
2017	November		
2017	December		
Total			\$643.28

Two work experience services were created to track twice-a-month payments.

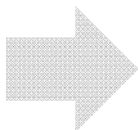
Participant was paid twice in the month of September 2017:

- \$729.40 for the first pay period
- \$643.28 for the second pay period

Reminder: End of Services

When the participant completes the service:

- Remember to end all the duplicate versions of the same service to prevent the case from never exiting
- As long as all duplicates of the service are properly ended, the participant will exit from the program according to the usual timeframes



Questions?

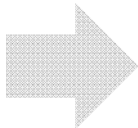
CFIS Client Tracking Help Desk

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(877) 916 – 3222

Hours: Monday - Friday

8:00 A.M. to 5:00 P.M.



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Department of
Job and Family Services

