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## EMPLOYMENT, EDUCATION, AND MILITARY SCREENS

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CREATION DATE: March 15, 2012

### Pointers to Remember:



1. Employment, education, and military service information entered on these screens populates to a number of other screens and reports in FACES.NET, including case plans and court reports.
2. Schools can be chosen from a list, the addresses of which are already recorded in FACES.NET. If a school is not listed, its information can be entered directly. In this case, please contact the FACES.NET helpdesk so that the information can be added to the list for the benefit of other workers.
3. The **Enrolled Date** is the first date the child began his current grade.
4. FACES.NET will automatically populate the **Date Updated** in the field as the date you are entering the information.
5. Clicking the **New** button will generate a new line for entering a new school and/or daycare.
6. Foster Connections provides CFSA with an opportunity to claim Title IV-E reimbursement for youth between the ages of 18-21, provided that the child meets certain requirements regarding educational, employment, or documented incapacity. Starting in the Federal FY 2011, states that support foster youth up to age 19, 20, or 21 will receive federal reimbursement. To qualify, youth must be IV-E eligible and:
  - Employed at least 80 hours per month OR;
  - Finishing high school or an equivalency program OR;
  - Enrolled in post-secondary or vocational school OR;
  - Participating in activities to enhance job opportunities OR;
  - Medically incapable of meeting the above criteria.

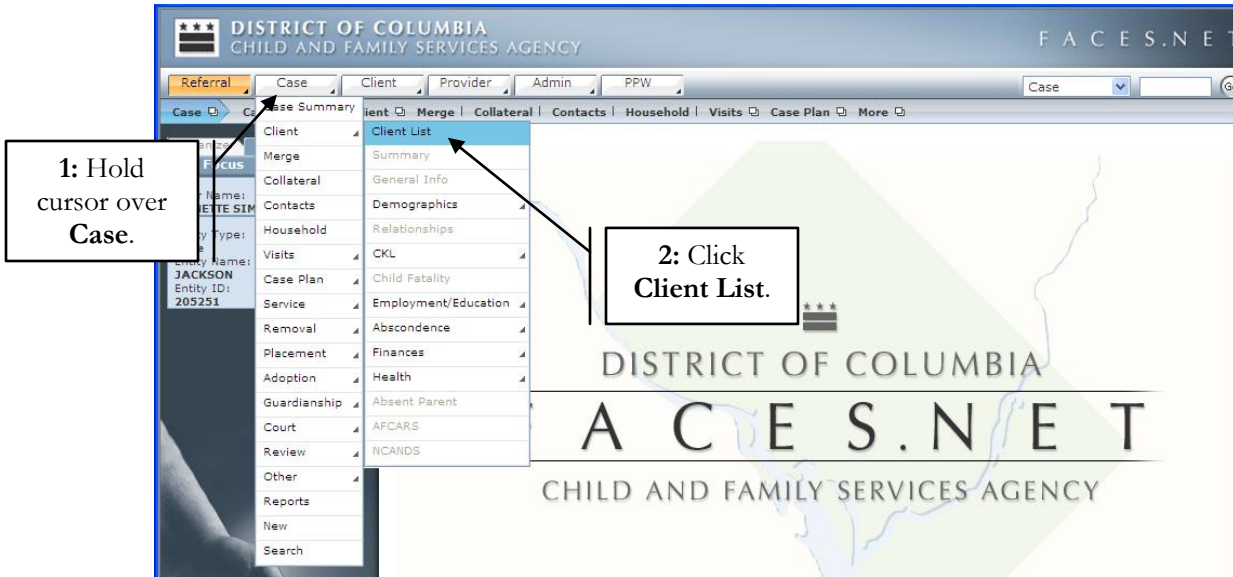
### Entering Employment Information

*First, place Case record in Focus*

#### Steps include:

**Step 1:** Hold cursor over **Case**.

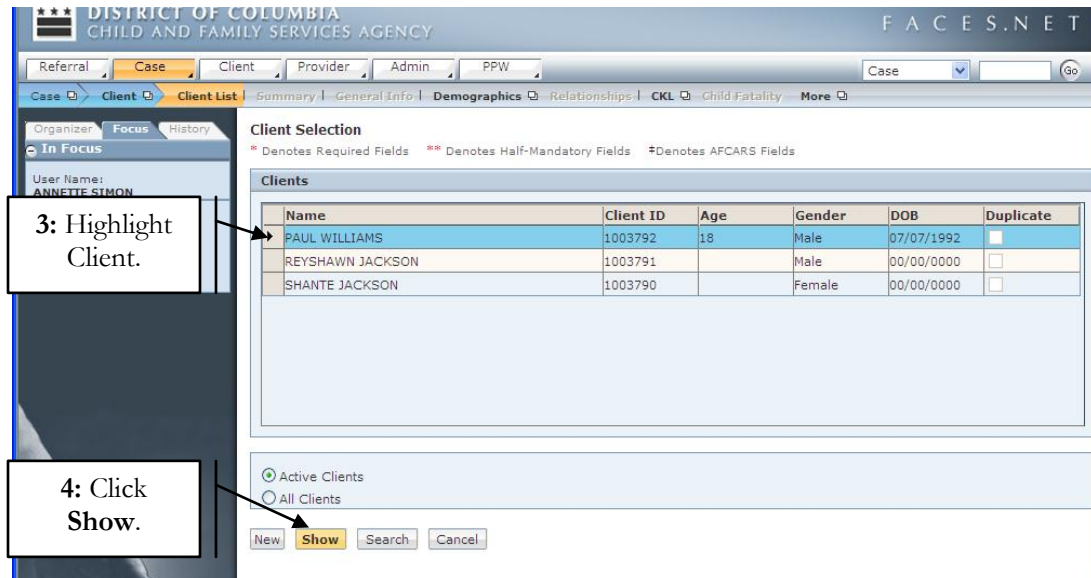
**Step 2: Click Client List.**



**Figure 1**

**Step 3: Highlight client record you want to view.**

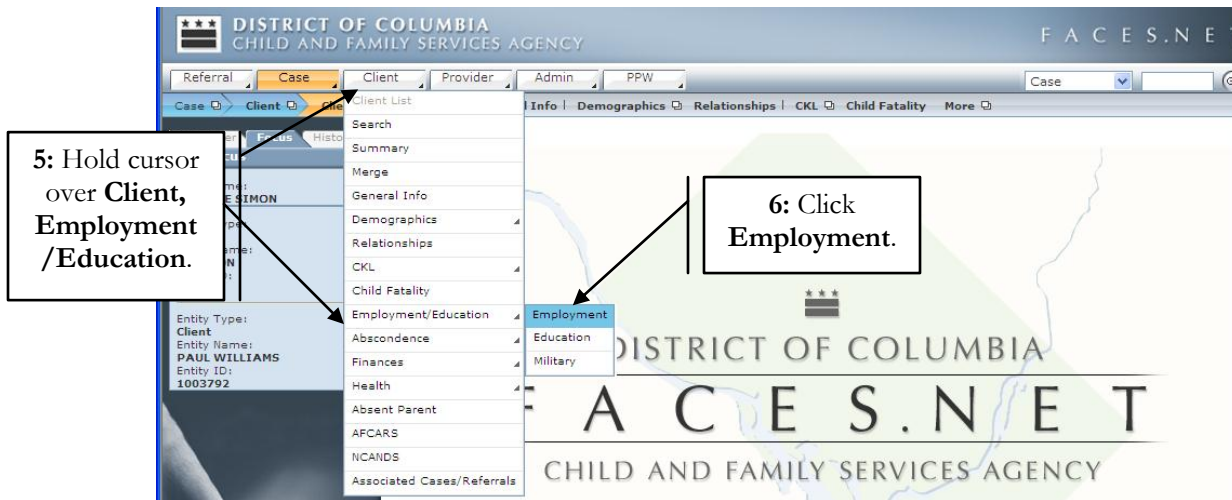
**Step 4: Click on Show.**



**Figure 2**

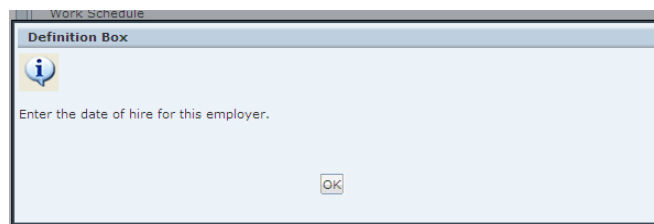
**Step 5: Hold cursor over Client then Employment/Education.**

**Step 6:** Click on **Employment**.



**Figure 3**

*Advisory Example:*



**Figure 4**

**Step 7:** Complete both **Client Employment Address** and **Occupation** tabs.

**Step 8:** Enter **Start Date**. Enter the date of hire for this employer.

*Click and refer to “advisory” icons for field definition clarification. ?*

**Step 9:** Enter **Monthly Hours Employed**. Enter the estimated number of hours of employment for this employer.

Step 10: Click Save.

**7: Complete Employment Address and Occupation.**

**8: Enter Start Date.**

**9: Enter Monthly Hours Employed.**

**10: Click Save.**

Figure 5

After receiving proof of hours worked, complete the following next steps.

**Step 11:** Click **Insert Verification Record** button.

**11: Click Insert Verification Record.**

**Figure 6**

**Step 12:** Select **Type of Verification** from pick list to document how hours worked were verified.

**Step 13:** Enter verification **From** date for which this verification is applicable.

**Step 14:** Enter verification **To** date for which this verification is applicable.

**Step 15:** Enter **Number of Hours Worked**. This is based on actual number of hours worked as reported on the verification document.

**Step 16:** Click **Save**.

Step 17: Click **New** to get a new line for entering next time period verification information.

**12: Select Type of Verification.**

**13: Enter From.**

**14: Enter To.**

**15: Enter Number of Hours Worked.**

**16: Click Save.**

**17: Click New.**

Figure 7

**Note:**



- Enter **End Date** information if the employee separates from employer.
- The employment **Verification of Hours Worked** documentation is mandatory for Title IV-E Fostering Connections eligibility. It is used to verify actual hours worked during a particular period. The worker will be able to choose one of the following values per record:
  - Letter from the employer
  - Pay stub(s)
  - Self Reported Hours



## Entering Education Information

### Pointers to Remember:

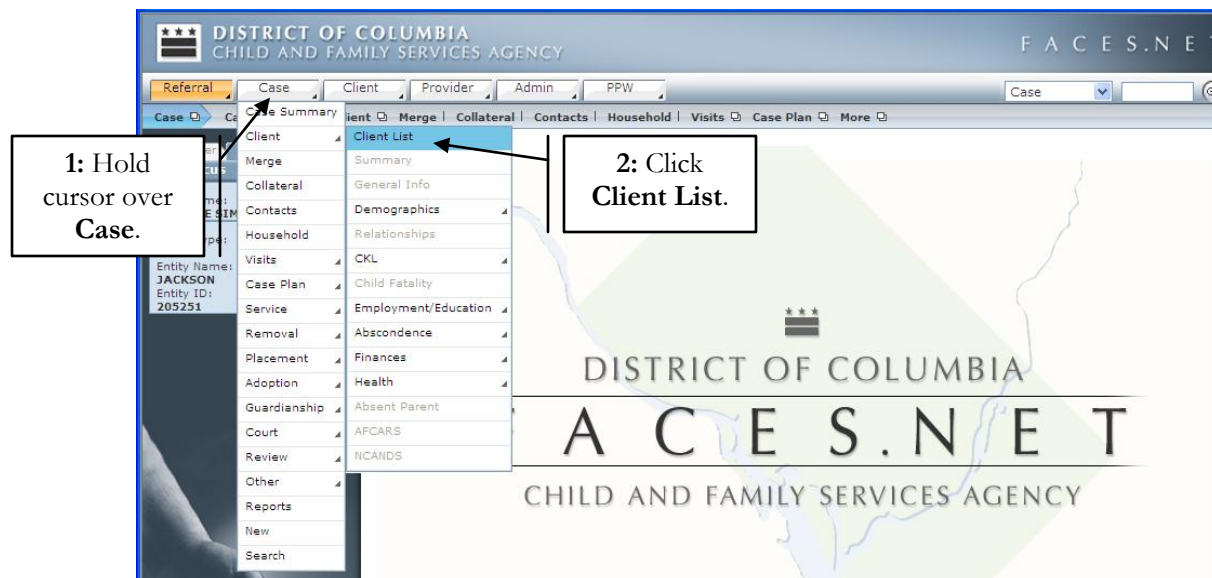
1. Each time a child enters a new school or educational information changes, this information should be updated and reflected on the Education Screen in FACES.NET.
2. The **Education** screen can be accessed from both the Referral track and the Case track through the client screens.
3. The **Enrolled Date** is the first date the child began his current grade.

*First, place Case record in Focus*

### Steps include:

**Step 1:** Hold cursor over **Case**.

**Step 2:** Click **Client List**.



**Figure 8**

**Step 3:** Highlight **Client** record you want to view.

Step 4: Click on Show.

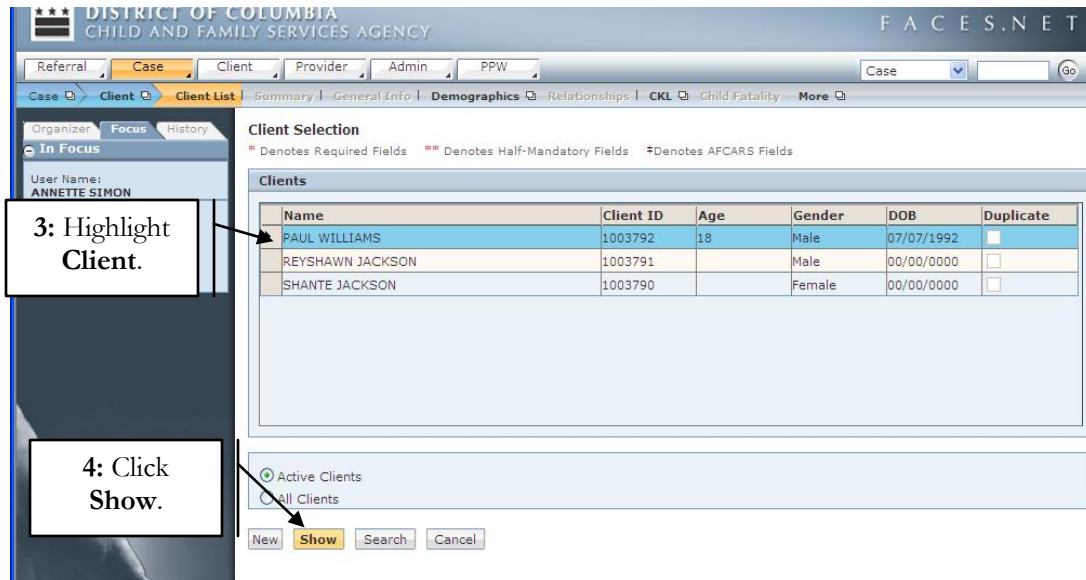


Figure 9

Step 5: Hold cursor over Client then Employment/Education.

Step 6: Click on Employment.

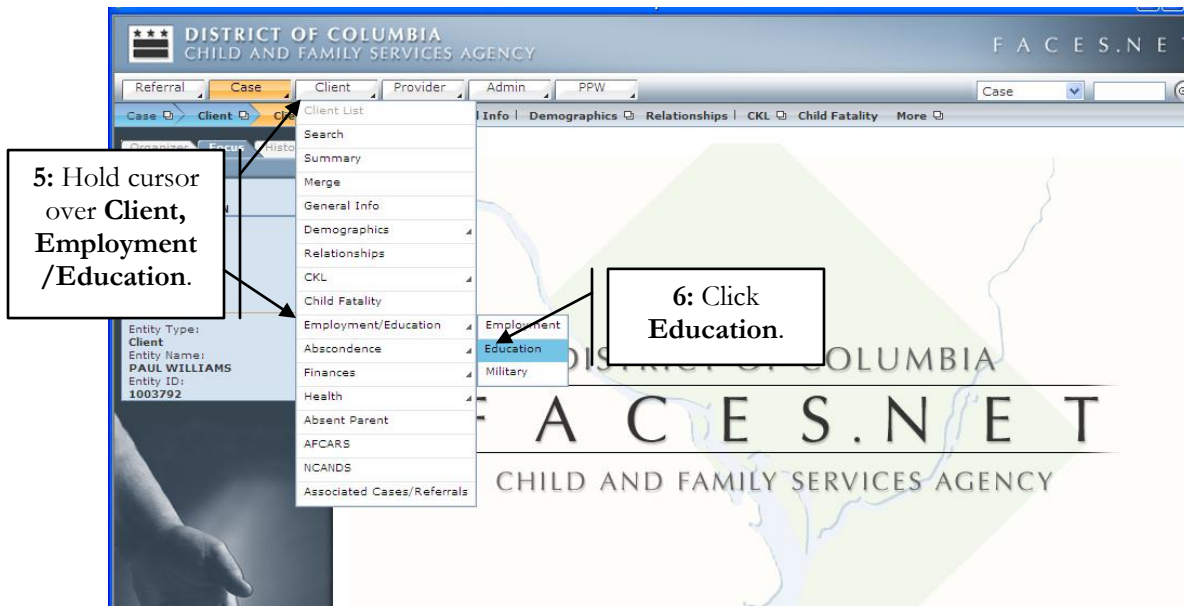


Figure 10

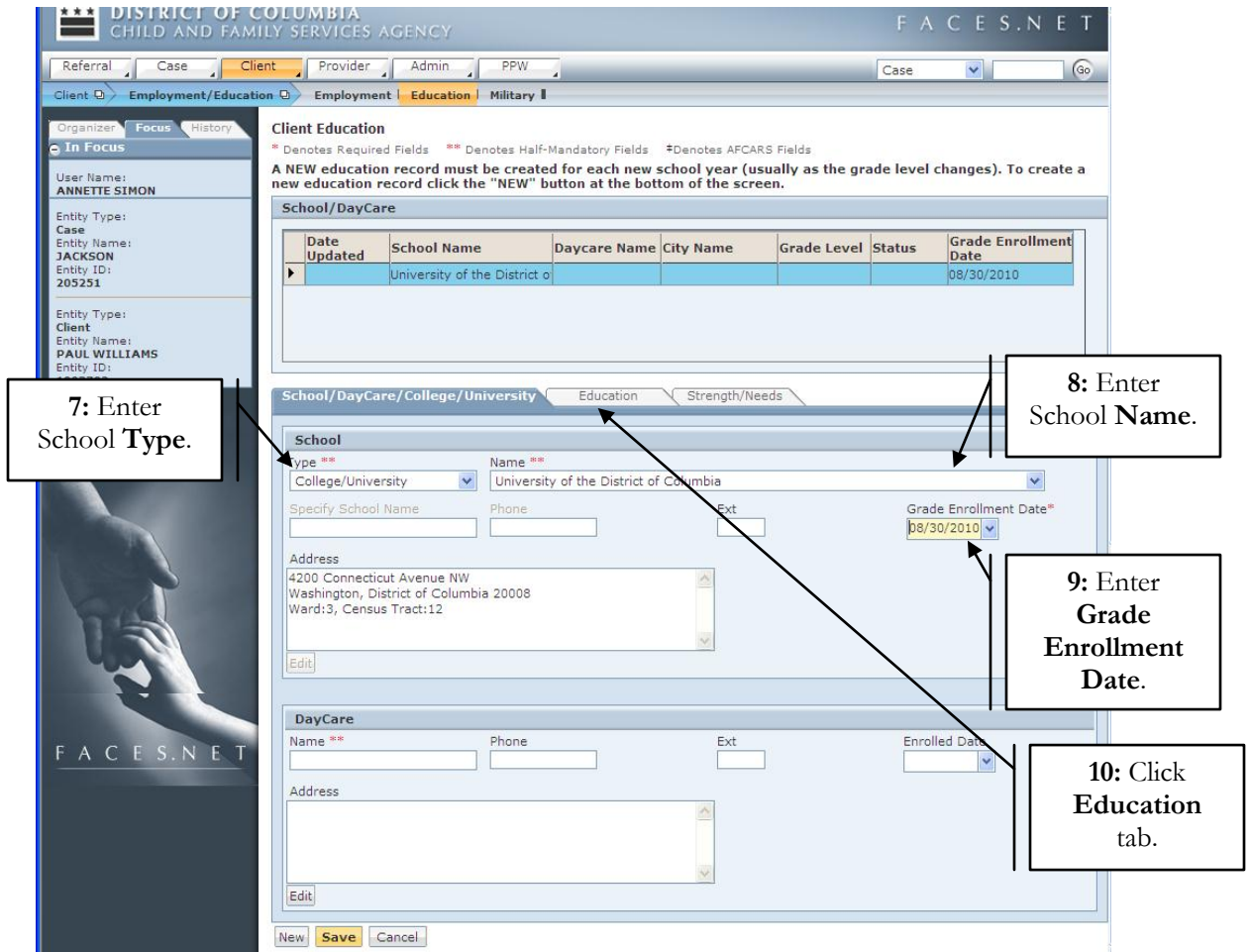
Step 7: Enter School Type.

Step 8: Enter School Name. *Address information will automatically populate except if "Other" is selected in Type field.*



**Step 9:** Enter **Grade Enrollment Date**.

**Step 10:** Click on the **Education** tab.



**Figure 11**

*Day Care information should be completed as needed.*

**Step 11:** Enter **Current Grade Level**.

**Step 12:** Enter **Part Time/Full Time**.

**Step 13:** Enter **Grade Last Completed**.

**Step 14:** Enter **Education Status**.

**Step 15:** Enter **Enrollment Status**.

Step 16: Click on **Strength/Needs** tab.

The screenshot shows the FACES.NET interface for the 'Client Education' form. The form is divided into several sections: 'School/DayCare', 'Education', and 'Strength/Needs'. The 'Education' section is currently active, showing fields for 'Current Grade Level\*', 'Part Time/Full Time\*', 'Grade Last Completed\*', 'Enrollment Status\*', 'Date of Last IEP', 'Date Updated', and 'Transportation'. The 'Strength/Needs' tab is highlighted at the top right of the form. Callout boxes with arrows point to specific fields: '11: Enter Current Grade Level.' points to the 'Current Grade Level' dropdown; '13: Enter Grade Last Completed.' points to the 'Grade Last Completed' dropdown; '15: Enter Enrollment Status.' points to the 'Enrollment Status' dropdown; '12: Enter Part Time/Full Time.' points to the 'Part Time/Full Time' dropdown; '14: Enter Education Status.' points to the 'Education Status' dropdown; and '16: Click Strength/Needs tab.' points to the 'Strength/Needs' tab.

Figure 12

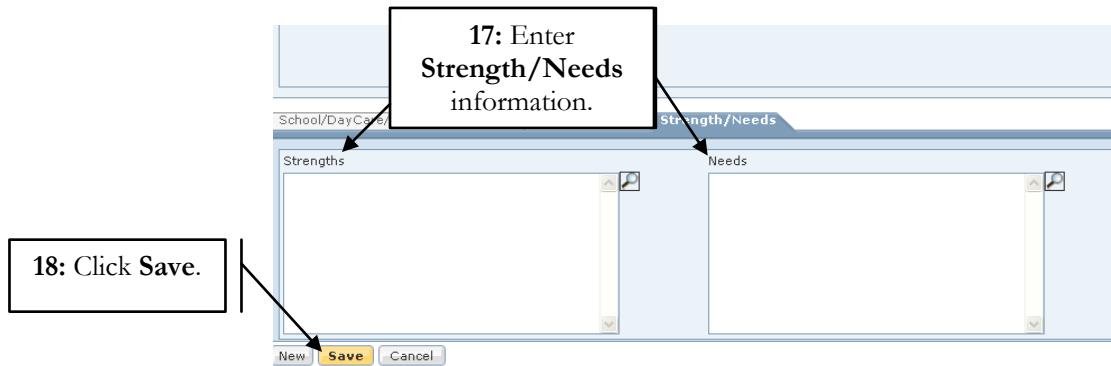
**Note:**



- The **Date Updated** field is a read-only screen. It reflects the date in which the screen was last updated.
- The **Date Last Attended** field will become mandatory if any of the following values are selected in the **Enrollment Status** field:
  - Dropped Out
  - Expelled
  - GED Completed
  - Graduated
  - Promoted

Step 17: Enter **Strength/Needs** information.

**Step 18:** Click Save.



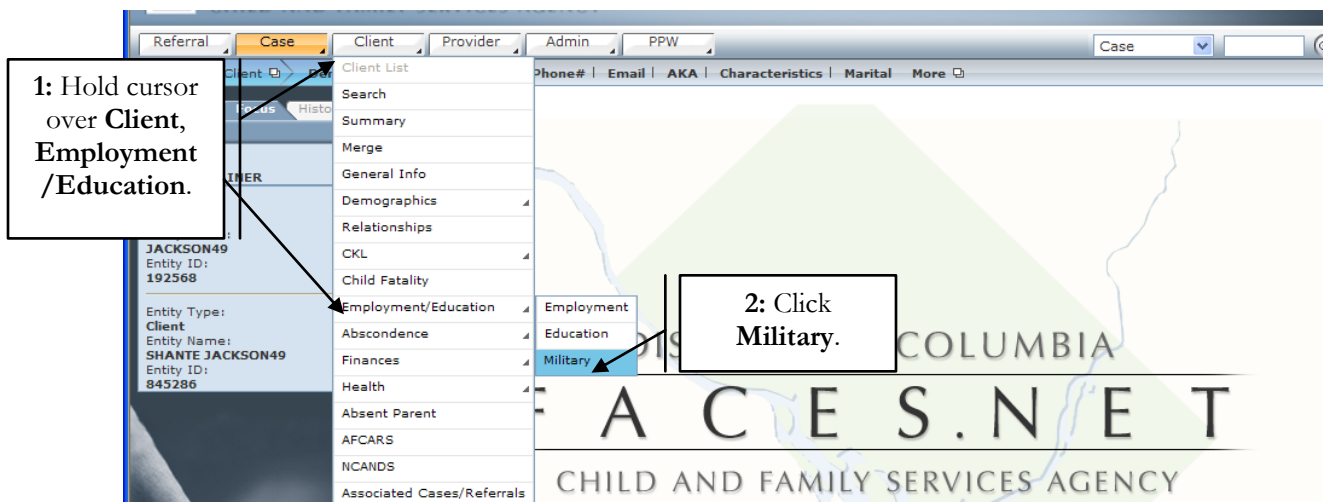
**Figure 13**

### Entering Military Information

**Steps Include:**

**Step 1:** Hold cursor over **Client**, then **Employment/Education**.

**Step 2:** Click on **Military**.



**Figure 14**

**Step 3:** Select **Branch**.

**Step 4:** Enter **Duration** of Service.

Step 5: Click Save.

The screenshot shows a web application interface for 'Client Military'. At the top, there are navigation tabs for 'Employment', 'Education', and 'Military'. Below the tabs, there is a header for 'Client Military' with a legend: '\* Denotes Required Fields', '\*\* Denotes Half-Mandatory Fields', and '# Denotes AFCARS Fields'. The main content area is titled 'Military Information' and contains a table with the following data:

Branch	From Date	To Date	Discharge Status
U.S. Air Force	03/07/2001		

Below the table, there is a form for 'Military' with the following fields:

- Branch\*: U.S. Air Force (dropdown menu)
- Discharge Status: (dropdown menu)
- From Date\*: 03/07/2001 (dropdown menu)
- To Date: (dropdown menu)

At the bottom of the form, there are three buttons: 'New', 'Save', and 'Cancel'. Three callout boxes with arrows point to specific elements:

- Box 1: '3: Select Branch.' points to the 'Branch\*' dropdown menu.
- Box 2: '4: Enter Duration.' points to the 'From Date\*' dropdown menu.
- Box 3: '5: Click Save.' points to the 'Save' button.

Figure 15