

TRACS Personal Development Plans and JOBS Child Care Billings (JCCB)

The Authorized Amount is computed by the system using the number of hours of open or planned JOBS activities. The bottom portion of the screen displays all the open and planned activities and calculates the percent of the payment for each activity. You can adjust the percent charged to each activity, if needed.

Changes made to any of the systems are reflected immediately on the **WSIT** screen. If activities or attendance records are updated on JAS, the information is available to WSIT.

Issuances can be made for full or partial months. If you are issuing JCCBs for full months, you may have them go out automatically or review them before they are issued. If you need to authorize JCCBs for partial months, you must create each JCCB using the **WJSS** screen.

To control the issuance of JCCBs, use the following codes:

- A** Automatic (JCCB automatically issued during EOM processing)
- I** Issue the monthly JCCB. Used when the worker has reviewed a situation coded R and authorizes the issuance of a monthly JCCB for the current benefit period. The system will issue the JCCB overnight. The code will revert back to R (review) after the JCCB is issued. This code may also be used after the current month's JCCB is issued and before CMS end of month when the review is completed early. This will allow the next JCCB to be issued during the CMS end of month processing.
- R** Review necessary before a monthly JCCB is issued. Also used when the client needs worker-initiated partial month JCCBs.
- W** Worker initiated. Used to set up the situation for worker- initiated JCCBs. When this code is used, no JCCBs are issued automatically. You must go to the **WJSS** screen to issue each JCCB.

Before a JCCB is computer issued, it is evaluated by the system. The system will:

- ✓ Check to see if the situation is still active.
- ✓ Ensure that there is no non-issue reason on the active situation.
- ✓ Make sure there are activities within the benefit month.
- ✓ Look at the children on CMS to see if they are currently eligible for JOBS child care.

- ✓ Calculate the open and planned activity hours, and multiply by 125% for the benefit period.
- ✓ Calculate the authorized child care amounts based on the age of the child, child care region, special rates and authorized hours.

JCCBs will not be issued when:

- ✓ A JCCB already exists for that period and situation.
- ✓ The begin and end dates are not within the month of issuance.
- ✓ The begin date of the situation is a future month.
- ✓ A non-issue reason is on the child care situation. Non-issue reasons include:
 - ACT There are no open or planned activities.
 - ATH **JACT** scheduled hours were changed, and the bypassed authorized hours were not updated.
 - ATT Activity attendance is not current. An open activity has had no attendance reported for more than 5 weeks.
 - CMS The CMS record does not have a child eligible for child care.
 - HDR **JPRT** is in HLD status with DQ/AQ/MQ/TO or EP reason code.
 - INS Inactive situation. There are at least 2 unpaid JCCBs outstanding for more than 35 days, not including any issued in the current month.
 - PRD The activity period is invalid. The scheduled end date for an activity is prior to the actual begin date.
 - REV Worker review is required before the JCCB can be issued.