

Fee Waivers on the AS/400

Each School is now required by the state to maintain a record of all fee waivers. To assist in the audit of this requirement, a fee waiver program has been created on the AS/400. This document will give you an idea of how to use that program.

First – Where do I find this program?

The program is labeled: Fee Waivers STU.312
It can be used to verify Food Services waiver of school lunch charges, and to record fee waiver information.

Menu SC.E : ELEMENTARY SCHOOL MENU

15. Fee Waivers STU.312

Menu SC.FIN: SCHOOL FINANCIAL SECRETARIES MENU

20. Fee Waivers STU.312

Menu SC.1: SCHOOL ADMINISTRATOR

16. Fee Waivers STU.312

Now, let's select this program to see what it looks like.

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7/05/06 FY 6 ALPINE SCHOOL DISTRICT 07:54:43 QPADEV0081
ALPINE Fee Waiver Applications Ref: STU.312 .01

I _____ Student No. _____ School 411
Add
Change
Delete
Lookup Index: 2
Index 1 = Name (L/F) _____
End 2 = Applications for current Students
3 = Applications on file
4 = Waiver Statistics for current students
5 = Waiver Statistics for applicants
Include Current Students? Y

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To begin with, let's use the Index command to see what we have on file. Index option 1 will give us a list of our students. Index option 2 will show us a list of the waivers that we already have on file. Let's try that one.

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7/05/06 FY 6 ALPINE SCHOOL DISTRICT 07:57:10 QPADEV0081
ALPINE Fee Waivers for Current Students Ref: STU.312Y21

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"X"	Student Name	Number	CL	Applied	Stat	Meth	Letter
_	ACOSTA, BRIAN	945751	07	8/12/05	A	P	8/12/05
_	ACOSTA, GERARDO	941773	07	8/11/05	A	T	8/11/05
_	ACOSTA, NATASHA A.	954488	07	8/12/05	A	T	8/12/05
_	ACOSTA, YARABI	928594	09	8/11/05	A	T	8/11/05
_	AHMU, SAMUEL J.	947811	07	8/11/05	D	F	8/11/05

This shows us a list of students that are on our fee waiver file. Each application for a fee waiver is entered. Some are approved and some are denied. The program will generate a letter for you and keep track of when you printed each letter. The Stat column (STATUS) shows an 'A' for Approved, or a 'D' for Denied. The Meth column (METHOD), shows a one letter code for the method used to verify income.

Index option 3 will show us a similar list. In this view, we are looking at fee waivers that we have processed at our school, regardless of where the student is currently assigned. If we entered the fee waiver information, it will remain attached to our school. Other schools may view the record, and change the comment, but the certification and approval or denial is restricted to the school that made the entry.

Now let's look at what we need to do to add a record for a student.

7/05/06 FY 6	ALPINE SCHOOL DISTRICT	08:11:29	QPADEV0081
ALPINE	Fee Waiver Applications	Ref:	STU.312 .01

A _____ Student No. 937176 School 411

Add
Change
Delete
Lookup
Index
End

Index: 1

1 = Name (L/F) ABBOTT _____ MICHAEL _____
 2 = Applications for current Students
 3 = Applications on file
 4 = Waiver Statistics for current students
 5 = Waiver Statistics for applicants
 Include Current Students? Y

I just picked the first student in the file. Now I will add a fee waiver record for that student.

7/05/06 FY 6	ALPINE SCHOOL DISTRICT	10:09:55	QPADEV002H
ALPINE	Fee Waiver Applications	Ref:	STU.312 .11

937176 ABBOTT, MICHAEL N. Direct Certified: *NO

APPLICATION	FOOD SERVICE	CERTIFICATION
Date █ _____		Date _____
Status _ A/D	*NO	Method _
Reason _ If Denied		Comment _____

F2=Print Letter F6=Reasons F8=Methods

FAMILY INFORMATION

Family Member	SCH	Applied	Status	Comment
ABBOTT, DAVID T.	121			
ABBOTT, CAROLINE	121			
ABBOTT, CATHERINE	121			
ABBOTT, MICHAEL N.	411			

This is what I see when the screen first comes up. I can tell from looking at this screen that the student is not be in the Direct Certified file, and that food service has not granted them free lunch.

I can also see that there are 3 other students in this family and none of them have fee waiver applications on file. If this student is applying for a fee waiver, I am the first to process an application for anyone in this family.

In this case, the Direct Certified says *NO. It might also say:

Direct Certified *UNKNOWN
F5=List

This happens when you go to add a student to the fee waiver file, and social security number is not present on the student record. In this case, the program has no way of checking so it indicates that the Direct Certified status is *UNKNOWN. If you press the F5 key, you can search the Direct Certified list for a match. The list shows you student name, birthday, and guardian name. If you spot your student, you can select the student with an 'X' and it will return:

Case Number 86326
Direct Certified: *YES

When a student is found to be on the Direct Certified List, no additional approval is needed. The program will show:

Method DIRECT CERTIFIED
Comment _____

Notice that no place is left to enter either a date, or a method code. You can enter a comment if you desire.

APPLICATION
Date 08/12/05
Status A

On the Application side, if the student is found to be in the Direct Certified file, the application is automatically approved. There is no place to enter a denial reason. All you have to do is press the F2 key to print a letter.

Letter sent on 08/12/05

F2=Print Letter F3=Log F6=Reasons F8=Methods F9=History

After you print a letter for a student, the date will show up on the screen.

There will also be an F3-Log option that appears.

The F3 key will then display a log of all letters that have been printed for this student. The date, Status, Reason, school, and a flag indicating if you printed this on letterhead, is included for each time a letter was printed. The school on the letter log will be the current school where the student is attending at the time the letter is printed.

To re-print a letter for any student, use the C command to change the fee waiver record, then just press the F2 key to print the letter. The LOOKUP Command will only show family information and will not allow the other function keys to be used.

The bottom half of the screen contains a place for me to view other information. If I press the F6 key:

F2=Print Letter		F4=Family	F8=Methods
		REASONS FOR DENIAL	
Reason	Description	Used	
A	INCOME IS TOO HIGH TO QUALIFY FOR FEE WAIVER	Y	
B	PUBLIC ASSISTANCE VERIFICATION NEEDED	N	
C	SSI VERIFICATION NEEDED FOR BLIND AND DISABLED STUDENTS	Y	
D	INCOME VERIFICATION NEEDED.	Y	
E	BRING IN THE LAST THREE CHECK STUBS	N	
F	BRING IN THE LAST 3 CHECK STUBS AND TAX RETURNS	Y	
G	HOUSEHOLD MEMBERSHIP DOES NOT MATCH	N +	
			Cancel? N

The '+' indicates that there may be more so I hit the Page-Down key

F2=Print Letter		F4=Family	F8=Methods
		REASONS FOR DENIAL	
Reason	Description	Used	
H	BRING IN THE LAST TAX RETURN OF EACH HOUSEHOLD MEMBER.	Y	
I	BRING IN VERIFICATION NEEDED FOR FOSTER CARE	N	
J	BRING IN VERIFICATION NEEDED FOR STATE CUSTODY	N	

I now see a list of the reason codes that are used to describe why we denied the application for a fee waiver. I can see that I now have an F4 key to display the family members. That is the default when I first come into this program.

If I were to press the F4 key, I would again see the list of family members.

F2=Print Letter		F6=Reasons	F8=Methods
		FAMILY INFORMATION	
Family Member	SCH	Applied	Status Comment
ABBOTT, DAVID T.	121		
ABBOTT, CAROLINE	121		
ABBOTT, CATHERINE	121		
ABBOTT, MICHAEL N.	411		

If I press the F8 key:

F2=Print Letter		F4=Family	F6=Reasons	F9=History	
CERTIFICATION METHODS					
Method Description		Used	Method Description		Used
A	AFDC	Y	Q	ASSET TEST QUESTIONNAIRE	Y
C	STATE CUSTODY	Y	S	SSI	Y
D	USOE CNP 00267325 FS	Y	T	TAX RETURN	Y
F	FOSTER CARE UTAH GOV	Y	V	DIST VERIFICATION FORM	Y
L	LHJR APPROVED WAIVER	Y	W	W2'S	Y
O	SPECIAL FAMILY SITUATION	Y			
P	PAY STUBS	Y			
					Cancel? <u>N</u>

I can see a list of codes used to describe the method used to verify the income of the family. This will be important for the audit by the state.

If this student had a fee waiver application on file from a prior year, there would also be an F9=History option. If I pressed the F9 key, I would see:

F2=Print Letter		F4=Family	F6=Reasons	F8=Methods		
FEE WAIVER HISTORY						
YR Applied	Let	Reason	Cert	Meth	Comment	Case
6	8/12/05	A	9/23/05	P	PAY STUBS	

Use the function keys shown in the middle of the screen to control what is displayed on the bottom of the screen. This enables you to get more information to help you in filling out the fee waiver screen.

You can see that when you use the comment line, you will get information on the history view and on other views that may be useful to you. This comment line is not printed on any letter to the parent and is for internal use only.

There are only six fields on the screen where I can enter something.

7/05/06 FY 6 ALPINE SCHOOL DISTRICT		09:50:43 QPADEV0081																																																
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<p>F2=Print Letter F4=Family F6=Reasons</p> <p>CERTIFICATION METHODS</p> <table border="1"> <thead> <tr> <th>Method</th> <th>Description</th> <th>Used</th> <th>Method</th> <th>Description</th> <th>Used</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>AFDC</td> <td>Y</td> <td>Q</td> <td>ASSET TEST QUESTIONNAIRE</td> <td>Y</td> </tr> <tr> <td>C</td> <td>STATE CUSTODY</td> <td>Y</td> <td>S</td> <td>SSI</td> <td>Y</td> </tr> <tr> <td>D</td> <td>USOE CNP 00267325 FS</td> <td>Y</td> <td>T</td> <td>TAX RETURN</td> <td>Y</td> </tr> <tr> <td>F</td> <td>FOSTER CARE UTAH GOV</td> <td>Y</td> <td>V</td> <td>DIST VERIFICATION FORM</td> <td>Y</td> </tr> <tr> <td>L</td> <td>LHJR APPROVED WAIVER</td> <td>Y</td> <td>W</td> <td>W2'S</td> <td>Y</td> </tr> <tr> <td>O</td> <td>SPECIAL FAMILY SITUATION</td> <td>Y</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P</td> <td>PAY STUBS</td> <td>Y</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Method	Description	Used	Method	Description	Used	A	AFDC	Y	Q	ASSET TEST QUESTIONNAIRE	Y	C	STATE CUSTODY	Y	S	SSI	Y	D	USOE CNP 00267325 FS	Y	T	TAX RETURN	Y	F	FOSTER CARE UTAH GOV	Y	V	DIST VERIFICATION FORM	Y	L	LHJR APPROVED WAIVER	Y	W	W2'S	Y	O	SPECIAL FAMILY SITUATION	Y				P	PAY STUBS	Y			
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On the left is a place for the application date, a place for me to put an 'A' if I have approved the waiver, and a place to put a 'D' if I denied the waiver. There is a 3rd space for a denial reason, which is only needed if the application for a fee waiver has been denied.

On the right, there is a place for the date that I certified that the student met the income requirements for a fee waiver. If they did meet those requirements, then I need to put a code, from the list of methods shown on the screen, to indicate how I made that determination.

The comment field is a place where I can put any comment that I want to help me remember something about this application. This will be available to the next person that deals with any member of this family, but will not be printed on the letter to the parent.

That is all there is to it.

Any questions?