



CalSWEC

California Social Work Education Center

When Students Leave IV-E, But Not School

Data in the Tutorial

- ▶ All data are fictitious
 - Identifying information has been altered
- ▶ FileMaker is very Interactive
 - FileMaker saves continuously
 - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
 - **DO NOT DO IT!**
 - FileMaker 11 is not compatible with FileMaker 12.

Student Leaves IV-E, But Not MSW Program

Personal Academic Work and Repayment Still in school FRB00044

Ka Ying S. Rios CSU, San Bernardino

Last Contact: BASW IV-E Program Southern Region Find Student ADD NEW STUDENT

CalSWEC ID FRB00044 Full or Part Time full Year Entered CalSWEC: 2016

Student Status enrolled - in good standing Expected / Actual Graduation Date: 5/15/2017

Entered IV-E MSW Program Grad Year: 2014

1. Change Student Status to “terminated” or “withdrew”
2. STATUS or DONE changes to **MONITOR-Student in Repayment**

Personal Academic Work and Repayment MONITOR-Student in Repayment FRB00044

Ka Ying S. Rios CSU, San Bernardino

Last Contact: BASW IV-E Program Southern Region Find Student ADD NEW STUDENT

CalSWEC ID FRB00044 Full or Part Time full Year Entered CalSWEC: 2016

Student Status terminated Expected / Actual Graduation Date: 5/15/2017

Entered IV-E MSW Program Grad Year: 2017

Recording Termination/Withdrawal

1. On the Academic Tab select “IV-E only” in Program affected.
2. In the “Reason for leave” select from the dropdown
3. And finally add date of termination.

The screenshot shows a form titled "Termination or Withdrawal from IV-E/BSW Program". It contains three input fields. Red arrows from the list above point to each field: the first arrow points to the "Program Affected" field containing "IV-E only"; the second arrow points to the "Reason for leave" field containing "failed background check"; and the third arrow points to the "Date of Termination or Withdrawal" field containing "12/15/2016".

Termination or Withdrawal from IV-E/BSW Program	
Program Affected	IV-E only
Reason for leave	failed background check
Date of Termination or Withdrawal	12/15/2016

Updating Work and Repayment Sections

Personal	Academic	Work and Repayment	MONITOR-Student in Repayment	FRB00044
Ka Ying S. Rios		Post-Graduate Employment		
Entered MSW Program	<input type="text"/>	Is Work Requirement Done?	NO	Grad Date: 05/15/2017
Months of Work Requirement	24	Still working as of:		01/25/2010
Expected Completion Date	05/14/2011	TOTAL MONTHS OF SERVICE:		0.0
Work Requirement Status	still in school			

1. Change Work Status to “Monetary Repayment”
2. In Repayment Status, select “Repayment delayed until Graduation”

Repayment of Cash in Lieu of Work				
Repayment Status:	<input type="text"/>	Certified Ltrs. Sent	Start Date	End Date
Repayment Reason:	<input type="text"/>	1. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

3. Track student to ensure repayment of Stipend.
4. Once student graduates, arrange repayment schedule.

What to Do When Student Who Left IV-E Graduates

Repayment of Cash in Lieu of Work									
Repayment Status:	<input type="text" value="Repayment delayed(Until Graduation)"/>				Certified Ltrs. Sent	Start Date		End Date	
Repayment Reason:	<input type="text" value="terminated from IV-E pgm"/>				1. <input type="checkbox"/>				
					2. <input type="checkbox"/>				
					3. <input type="checkbox"/>				
Total Grant	Original Amt. Owed	Amt. Remaining	Actual Monthly Amt.	Monthly Int.	<u>If in Default</u>				
<input type="text" value="\$15,000.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Campus Notified?	Cal SWEC Notified?	Amount Defaulted		
					<input type="text"/>	<input type="text"/>	<input type="text"/>		

- ▶ Change Repayment Status to:
 - Repayment pending (arrangements are being made)
 - Repayment begun(making payments)

Note: Do **NOT** change student status to graduated. The student didn't complete IV-E program. Student cannot work off stipend.

What to Do When Student Who Left IV-E Graduates

Repayment of Cash in Lieu of Work									
Repayment Status:		Repayment delayed(Until Graduation)			Certified Ltrs. Sent		Start Date		End Date
Repayment Reason:		terminated from IV-E pgm			1. <input type="checkbox"/>				
				2. <input type="checkbox"/>					
				3. <input type="checkbox"/>					
Total Grant	Original Amt. Owed	Amt. Remaining	Actual Monthly Amt.	Monthly Int.	If in Default				
\$15,000.00					Campus Notified?	Cal SWEC Notified?	Amount Defaulted		

- ▶ Change Repayment Status to:
 - Repayment pending (arrangements are being made)
 - Repayment begun(making payments)
- ▶ Enter **Start Date** and **End Date** of repayment.

What to Do When Student Who Left IV-E Graduates

Repayment of Cash in Lieu of Work									
Repayment Status:	Repayment delayed(Until Graduation)				Certified Ltrs. Sent	Start Date		End Date	
Repayment Reason:	terminated from IV-E pgm				1. <input type="checkbox"/>				
					2. <input type="checkbox"/>				
					3. <input type="checkbox"/>				
Total Grant	Original Amt. Owed	Amt. Remaining	Actual Monthly Amt.	Monthly Int.	<u>If in Default</u>				
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- ▶ Change Repayment Status to:
 - Repayment pending (arrangements are being made)
 - Repayment begun(making payments)
- ▶ Enter **Start Date** and **End Date** of repayment.
- ▶ Enter **Original Amt. Owed**.

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Repayment Status:	Repayment delayed(Until Graduation)				Certified Ltrs. Sent	Start Date	End Date		
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- ▶ Change Repayment Status to:
 - Repayment pending (arrangements are being made)
 - Repayment begun(making payments)
- ▶ Enter **Start Date** and **End Date** of repayment.
- ▶ Enter **Original Amt. Owed**.
 - Adjust Amt. Remaining at least quarterly.

What to Do When Student Who Left IV-E Graduates

Repayment of Cash in Lieu of Work									
Repayment Status:	Repayment delayed(Until Graduation)				Certified Ltrs. Sent	Start Date	End Date		
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Total Grant	Original Amt. Owed	Amt. Remaining	Actual Monthly Amt.	Monthly Int.	<u>If in Default</u>				
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 - Repayment pending (arrangements are being made)
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- ▶ Enter **Start Date** and **End Date** of repayment.
- ▶ Enter **Original Amt. Owed**.
 - Adjust **Amt. Remaining** at least quarterly.

Note: Use above procedures for Graduates in Repayment.

Contact Information

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