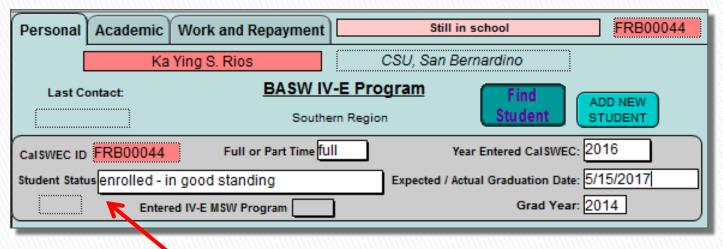


When Students Leave IV-E, But Not School

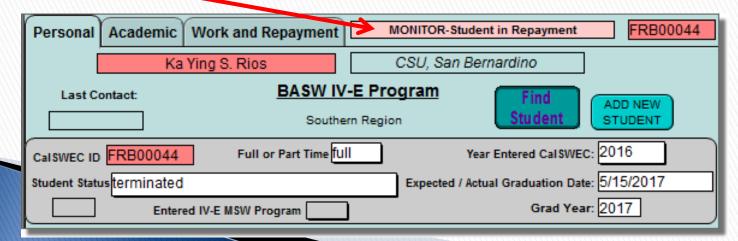
Data in the Tutorial

- 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



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

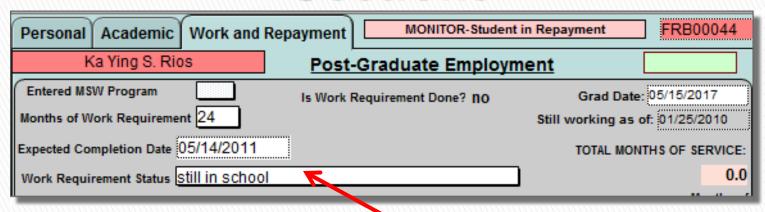


Recording Termination/Withdrawal

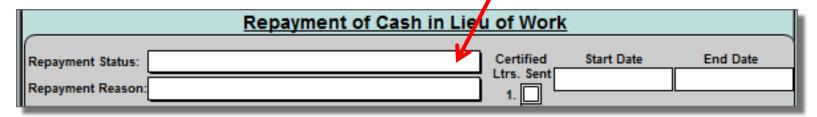
- On the Academic Tab select "IV-E only" in Program affected.
- 2. In the "Reason for leave" select from the dropdown
- 3. And finally add date of termination.

| | Termin | tion or V | Vithdrawal from IV-E/BSW P | rogram |
|------------------|------------|------------|----------------------------|-----------------------------------|
| Program Affected | IV-E onl | | | Date of Termination or Withdrawal |
| Reason for leave | failed Vac | kground ch | eck | 12/15/2016 |
| | | | | |

Updating Work and Repayment Sections



- 1. Change Work Status to "Monetary Repayment"
- 2. In Repayment Status, select "Repayment delayed until Graduation"

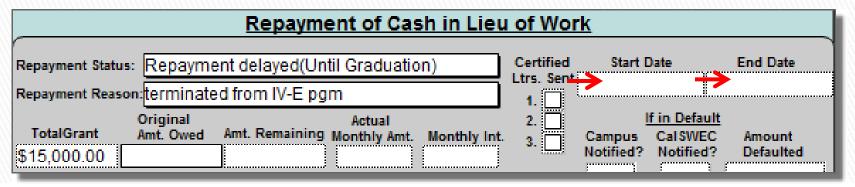


- 3. Track student to ensure repayment of Stipend.
- 4. Once student graduates, arrange repayment schedule.

| Repayment of Cash in Lieu of Work | | | | | | | | | |
|---|---|--|--|--|-----------|-----------------------|-----------|--|--|
| Repayment Status: Repayment delayed(Until Graduation) Certified Start Date End Date | | | | | | | | | |
| Repayment Reason: terminated from IV-E pgm | | | | | | | | | |
| TotalGrant | Original Actual TotalGrant Amt. Owed Amt. Remaining Monthly Amt. Monthly In | | | | | in Default CalSWEC | Amount | | |
| \$15,000.00 | | | | | Notified? | Notified? | Defaulted | | |

- 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.



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

| Repayment of Cash in Lieu of Work | | | | | | | | | |
|---|-----------------------|----------------|------------------------|--------------|------------|-----------|--------------------------|-----------|--|
| Repayment Status: Repayment delayed(Until Graduation) Certified Start Date End Date | | | | | | | | | |
| Repayment Reason: terminated from IV-E pgm | | | | | Ltrs. Sent | | | | |
| TotalGrant | Original Amt. Owed | Amt. Remaining | Actual Monthly Amt. | Monthly Int. | 2. | | f in Default Cal SWEC | Amount | |
| \$15,000.00 | | | | | | Notified? | Notified? | Defaulted | |

- 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.

| Repayment of Cash in Lieu of Work | | | | | | | | | |
|---|-----------------------|----------------|------------------------|--------------|------------------|-----------|--------------------------|-----------|--|
| Repayment Status: Repayment delayed(Until Graduation) Certified Start Date End Date | | | | | | | | | |
| Repayment Reason: terminated from IV-E pgm | | | | | Ltrs. Sent 1. | | | | |
| | Original Amt. Owed | Amt. Remaining | Actual Monthly Amt. | Monthly Int. | 2. | Campus ! | f in Default Cal SWEC | Amount | |
| \$15,000.00 | → | | | | * 📖 | Notified? | Notified? | Defaulted | |

- 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.

| Repayment of Cash in Lieu of Work | | | | | | | | | |
|---|-----------------------|----------------|------------------------|--------------|-------------|-----------|-------------------------|-----------|--|
| Repayment Status: Repayment delayed(Until Graduation) Certified Start Date End Date | | | | | | | | | |
| Repayment Reason: terminated from IV-E pgm | | | | | Ltrs. Sent | | | | |
| TotalGrant | Original Amt. Owed | Amt. Remaining | Actual Monthly Amt. | Monthly Int. | 2. | | f in Default CalSWEC | Amount | |
| \$15,000.00 | | | | | 3. <u> </u> | Notified? | Notified? | Defaulted | |

- 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.

Note: Use above procedures for Graduates in Repayment.

Contact Information

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