OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM:	2006-008
CONTACT:	Paula Sadler, Accountant Budgeting & Financial Services
TELEPHONE:	833-7689

TO: Selected Principals

FROM: Rita Scallan, Director – Finance

DATE: September 14, 2005

SUBJECT: Child Care Scholarship Procedures

On September 8, 2005, the School Board approved schools to use site-based decisions and site-based funds to grant child care scholarships for students displaced by the hurricane.

Scholarships may be used to provide free before and after school child care and free registration. Please find attached procedures to assist your child care coordinator in implementing the child care scholarships at your school.

Should you have any questions, please contact Paula Sadler at 833-7689.

Attachment

C: Cabinet Members
     Child Care Coordinators

Child Care Scholarship Procedures
Fiscal Year 2005-2006

An account should be set up in the ProCare Software for each child receiving a scholarship. The child's account will be charged for the program he/she is attending, and a scholarship credit will be recorded. The net affect to the child's account will be zero. The registration fee will also be paid with the scholarship.

The following instructions describe how to set-up the Scholarship Description and the Family Billing Box in the ProCare Software:

1. To set-up the scholarship description:
    a. Go to Family Data and Accounting Module
    b. Select Functions
    c. Select "Program Configuration"
    d. Select "Family Accounting Setup"
    e. Select Credit Description
    f. Type in description – Scholarship,
    g. Enter 0.00 for the Standard Amount
    h. Check the Billing Box to activate the account
    i. Type 4000.00 as the GL Number
    j. Tuition Charges should pop-up as General Ledger Description

Below is an example of the Credit Description Screen:

Credit Descriptions

	Description	Standard Amount	Billing Box	GL Number	General Ledger Description
1	Family Discount	0.00	✓	4000.00	Tuition Charges
2	Absent Credit	0.00	✓	4000.00	Tuition Charges
3	Misc. Credit	0.00	✓	4030.00	Misc. Charges
4	SISP	35.00	✓	4000.00	Tuition Charges
5	Scholarship	0.00	✓	4000.00	Tuition Charges
6	Written off checks	0.00	✓	4000.00	Tuition Charges
7			☐		
8			☐		
9			☐		
10			☐		

Insert   Delete   Cut   Paste   Cancel   ?   Exit

2. To set up the Family Billing Box:
    a. Enter the Ledger Card to be charged (Sponsor Ledger)
    b. Enter the Contract Cycle as Weekly
    c. Enter the Description of the tuition being charged (Before/After School)
    d. Enter a comment, if desired
    e. The amount charged for the tuition should pop up automatically; if it does not, then enter the amount.
    f. Enter the Ledger Card to receive the Scholarship credit (Sponsor Ledger)
    g. Enter the Contract Cycle as weekly
    h. Enter the Description (Scholarship)
    i. Enter a comment, if desired
    j. Enter the amount.

Example of the Family Billing Box:

Family Billing Box

Allen & Linda Harper

Carrado Harper, 3RD GRADE, 8 Yr 1 Mo

| Contract Cycle | Billing Method | | | |

Ledger Card	Contract Cycle	Description	Comment	Amount
Sponsor Ledger	Weekly	Tuition-FTED We		60.00
Sponsor Ledger	Weekly	Scholarship		60.00

3. Once the scholarship description and billing boxes are set-up use the automatic billing procedure as normal.

After Automatic Billing, and example of the ledger card:

Customer Ledger Card

Data Field Information
Select the Charge or Credit Description.

Allen & Linda Harper

Tuition Express

Current Ledger Card:
>Sponsor

| Review Prior Week | Review Next Week |

Initials	Day	Date	Description	Comment	Amount	Balance
KEM	Mon	09/12/2005	Tuition-FTED Weekly	Sept. 12 - 16, 2005	60.00	60.00
KEM	Mon	09/12/2005	Scholarship	Sept. 12 - 16, 2005	60.00	0.00
						0.00

| Void | Sort | Post | | Cancel | ? | Exit |

Should you have any questions regarding the Scholarship Procedures, please contact Paula Sadler at 833-7689.