

TA SUPPORTIVE SERVICES PAYMENT

The TA Supportive Services Payment (FM6K) screen is used to issue supportive services. Supportive services include Transportation Related Expense (TRE), Forty-Five Miles One Way (FRE), and Work Related Expenses (WRE) for a component activity in which an individual participated.

Step 1

To fast path to this screen, type FM6K or SUPPORT on the command line. Go to Step 2.

To use the menus, take the following action:

- Type FMPX to go to the FAMIS Main Menu and press enter.
- Type 3 on the command line and press enter to go to the Maintenance Menu (FMPY).
- Type 10 on the command line and press enter to go to the TA Supportive Services Payment (FM6K) screen.

In maintenance, the information for the last Supercase worked with displays. If the case appearing is not the case you wish to update, type or prompt for the Supercase number of the case you wish to review. Type or prompt for the DCN of the individual you wish to review. Press enter.

NOTE: If you prompt for the SCN, there is no link to return you to the TA Supportive Services Payment (FM6K) screen. Once the desired SCN displays select the SCN and type FM6K or SUPPORT on the command line and press enter.

Step 2

Type “a” on the command line to add, “u” to update, or “d” to delete a supportive services payment.

NOTE: Deletion is allowed only if the payment has not been made (prior to payroll closing date).

Step 3

Press F18=COMMENT to record information regarding Temporary Assistance Supportive Services Payment. Comments entered on this screen are recorded for the individual and do not apply to a specific supportive service payment. A “Y” displays in the “Comment” field when a comment is recorded.

Step 4

Tab to Comp Act field. If known, the component activity code can be entered manually. If the component activity is not known, prompt on the "Comp Act" field to go to the Component Activity screen to select a component for payment. The component activity entered does not have to be an open component in order to pay supportive services. However, the component must have been open within the start and end dates of the payment being entered.

Step 5

Tab to Supp Serv field. Type or prompt for Supportive Service Payment Type.

Step 6

Tab to Start Date field. Enter the start date (MMDDCCYY) of the supportive services payment. The state date entered must be within the open and end dates of the component activity for which payment is being entered.

Step 7

Tab to End Date field. Enter the end date (MMDDCCYY) of the supportive services payment. The end date entered must be within the open and end dates of the component activity for which payment is being entered.

NOTE: Overlapping dates are not allowed for the same component activity. However, payments for different component activities, with overlapping dates, are allowed.

Step 8

Tab to Payment Amount field. Enter the amount of the supportive services payment to be issued for the component.

FRE (Forty-Five Miles One Way) – Amount entered cannot be greater than the number of days between the start and end dates multiplied by \$10.00 per day.

TRE (Transportation Related Expense) – Amount entered cannot be greater than the number of days between the start and end dates multiplied by \$5.00 per day.

WRE (Work Related Expense) – Amount of the Work Related Expense reimbursed to the individual or paid to the WRE provider. Entries over \$350.00 must be entered by a supervisor.

NOTE: This field remains updateable until a payment is made.

Step 9

Tab to SAM II field. Enter (Y)es only when the WRE payment is paid through the SAM II system.

Step 10

Tab to WRE Provider field. Entry is required in this field only if the WRE payment is issued through the SAM II system. The SAM II field must display "Y" when an entry is made in this field.

Step 11

Tab to Daily Payroll field. Enter (Y)es when the supportive services payment is to be paid on a daily payroll verses the bi-weekly payroll. (Daily payroll is used on an emergency basis and not on a regular basis.)

Step 12

Hit enter.

FAMIS displays the sum of the amounts entered in the Payment Amount field to the corresponding supportive service categories that display in the header portion (top) of the screen:

- TRE Services,
- WRE Services (excluding SAM II payments),
- Payment (total amount of the check to be issued to the individual)
- FRE Services, and
- Current WRE Usage (FAMIS displays WRE for the prior twelve (12) months).

Once the payroll has run, these fields will be reset, with the exception of the Current WRE Usage field. The Current WRE Usage field continues to accumulate and display the sum of WRE payments for a period of 12 months.