

12 WAITING LIST SUMMARY

This option displays the number of children on a purchaser's waiting list grouped by Work First and Non Work First categories. Purchasers must enter the number of children in each category for the current processing month. Purchasers can also update the month just prior to the current month. For example if the current month is November the month of October can also be updated. The option displays number for the current State Fiscal Year (SFY).

Select Option 12 from the Main Menu and press <ENTER>. The Number of Children on Waiting List screen will appear for the current SFY (Figure 12 - 2).

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GHB0001M          SUBSIDIZED CHILD CARE REIMBURSEMENT          01/26/09
99901037          MAIN MENU                                     10:55:52
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OPTION            DESCRIPTION
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(1)              PAYMENT PROCESSING MENU
(2)              TOTALS MENU
(3)              APPROVAL NOTICE MENU
(4)              NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE MENU
(5)              CHILD NAME SEARCH
(6)              FACILITY & NONLICENSED HOME NAME SEARCH
(7)              PROVIDER NAME SEARCH
(8)              QUERIES MENU
(9)              ADMINISTRATIVE MENU
(10)             SCC BULLETIN BOARD
(11)             LIST OF APPROVAL NOTICES RECENTLY ISSUED
(12)             WAITING LIST SUMMARY
(13)             FEDERAL SAMPLING MENU - CASE RECORDS SELECTED
(14)             CASE NUMBER OR FAMILY NAME SEARCH
(15)             SMART START CHILD CARE REPORTING MENU

SELECTION: 12

F KEYS:  1=Help  3=Exit GHB
    
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Figure 12 - 1: Option 12 - Waiting List Summary

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GHB2002M          SUBSIDIZED CHILD CARE REIMBURSEMENT          01/26/09
99901037          NUMBER OF CHILDREN ON WAITING LIST          12:13:14

PURCHASER 78          SFY 2008 - 2009
TURNAROUND PROCESSING MONTH  NOVEMBER
11 / 2008

          TOTAL          NON WORK FIRST          WORK FIRST
JUNE          972          972          _____
JULY          1,126          1,126          _____
AUGUST        1,351          1,351          _____
SEPTEMBER     1,482          1,482          _____
OCTOBER       1,304          1,304          _____
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
MARCH
APRIL
MAY

Please enter the number of children that remain on the Wait List
as of the last day of the Turnaround Processing Month.
F KEYS: 1=Help 3=Exit 4=Main Menu 5=Prev 6=Next
GHB408- Enter or Update totals for Current or Prior month and press ENTER.
    
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Note that since the Waiting List is now grouped by State Fiscal Year (SFY) the first month listed is June and the last month listed is May.

Figure 12 - 2: Current Waiting List - ready for update

Updating the Waiting List

1. Tab down to the row of the current processing month and key in the amounts for Non Work First and Work First fields. If the amount is zero, key in "0" (Figure 12 - 3). Press <ENTER>.

GHB2002M 99901037	SUBSIDIZED CHILD CARE REIMBURSEMENT NUMBER OF CHILDREN ON WAITING LIST		01/26/09 12:13:14
PURCHASER 78 TURNAROUND PROCESSING MONTH 11 / 2008	SFY 2008 - 2009 NOVEMBER		
	TOTAL	NON WORK FIRST	WORK FIRST
JUNE	972	972	_____
JULY	1,126	1,126	_____
AUGUST	1,351	1,351	_____
SEPTEMBER	1,482	1,482	_____
OCTOBER	1,304	1,304	_____
NOVEMBER	1,378	1,378	0
DECEMBER	_____	_____	_____
JANUARY	_____	_____	_____
FEBRUARY	_____	_____	_____
MARCH	_____	_____	_____
APRIL	_____	_____	_____
MAY	_____	_____	_____

Please enter the number of children that remain on the Wait List as of the last day of the Turnaround Processing Month.
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Prev 6=Next
GHB408- Enter or Update totals for Current or Prior month and press ENTER.

This message means that for the November processing month you can enter November totals and only update, if necessary, October totals.

Figure 12 - 3: Update Waiting List

2. Press <F10> to confirm the update (Figure 12 - 4).

GHB2002M 99901037	SUBSIDIZED CHILD CARE REIMBURSEMENT NUMBER OF CHILDREN ON WAITING LIST		01/26/09 12:46:29
PURCHASER 78 TURNAROUND PROCESSING MONTH 11 / 2008	SFY 2008 - 2009 NOVEMBER		
	TOTAL	NON WORK FIRST	WORK FIRST
JUNE	972	972	_____
JULY	1,126	1,126	_____
AUGUST	1,351	1,351	_____
SEPTEMBER	1,482	1,482	_____
OCTOBER	1,304	1,304	_____
NOVEMBER	1,378	1,378	_____
DECEMBER	_____	_____	_____
JANUARY	_____	_____	_____
FEBRUARY	_____	_____	_____
MARCH	_____	_____	_____
APRIL	_____	_____	_____
MAY	_____	_____	_____

Please enter the number of children that remain on the Wait List as of the last day of the Turnaround Processing Month.
 F KEYS: 1=Help 3=Exit 4=Main Menu 5=Prev 6=Next
GHB993 - Press F10 to Update Current Month Wait List.

The system will automatically total your Non Work First and Work First keyed numbers. Note that on the previous figure "0" was keyed for Work First.

Figure 12 - 4: Press <F10> to confirm update

3. *The GHB152 - Successful Update message will appear (Figure 12 – 5).*

GHB2002M 99901037	SUBSIDIZED CHILD CARE REIMBURSEMENT NUMBER OF CHILDREN ON WAITING LIST		01/26/09 13:01:09
PURCHASER 78	SFY 2008 - 2009		
TURNAROUND PROCESSING MONTH 11 / 2008	NOVEMBER		
	TOTAL	NON WORK FIRST	WORK FIRST
JUNE	972	972	_____
JULY	1,126	1,126	_____
AUGUST	1,351	1,351	_____
SEPTEMBER	1,482	1,482	_____
OCTOBER	1,304	1,304	_____
NOVEMBER	1,378	1,378	_____
DECEMBER		_____	_____
JANUARY		_____	_____
FEBRUARY		_____	_____
MARCH		_____	_____
APRIL		_____	_____
MAY		_____	_____
Please enter the number of children that remain on the Wait List as of the last day of the Turnaround Processing Month.			
F KEYS: 1=Help 3=Exit 4=Main Menu 5=Prev 6=Next			
GHB152- Successful Update.			

Figure 12 - 5: Successful Update