informationinc.

Foster Care - Admin Guide

Prepared by:

Information, Inc.
michael@informationinc.net
919-545-0246

Foster Care - Admin Guide

Contents

Information, Inc. Contact Information

For technical questions, please contact:

Michael Bradley
michael@informationinc.net
919-545-0246

For all other questions, please contact:

Regi Bradley
regi@informationinc.net
919-545-0246

Overview

Information, Inc. Foster Care is a web-based system to manage and track foster care payment requests. The application allows users to manage foster children and their resource family/facility stays and will automatically calculate boarding payment requests based on the facility stays entered for each child.

Admins generate boarding payment requests for an entire month with the click of a button. Boarding payment requests are calculated based on the child's age, facility type and length of stay, factoring in any child income to be applied towards boarding payments. Users can add manual payment requests for additional fees such as clothing. After boarding payment requests are generated, admins review, edit if necessary, and approve all payment requests prior to submitting them to finance.

Once payment requests are submitted, finance will receive an email notification that the payment request report is ready for review. The system supports multiple finance user roles and provides admins with the ability to specify separate payment accounts for line item groups.

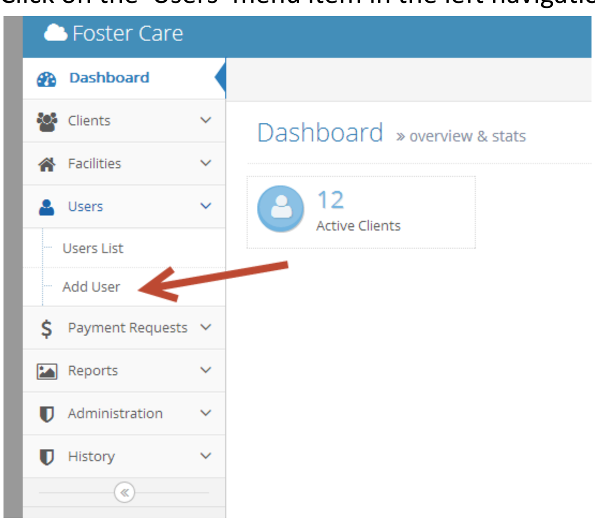
System Preparation

Information, Inc. will work with admins to pre-load the system with as much information as possible. There may be some data that needs to be entered prior to system use. It is recommended that data is created in the following order:

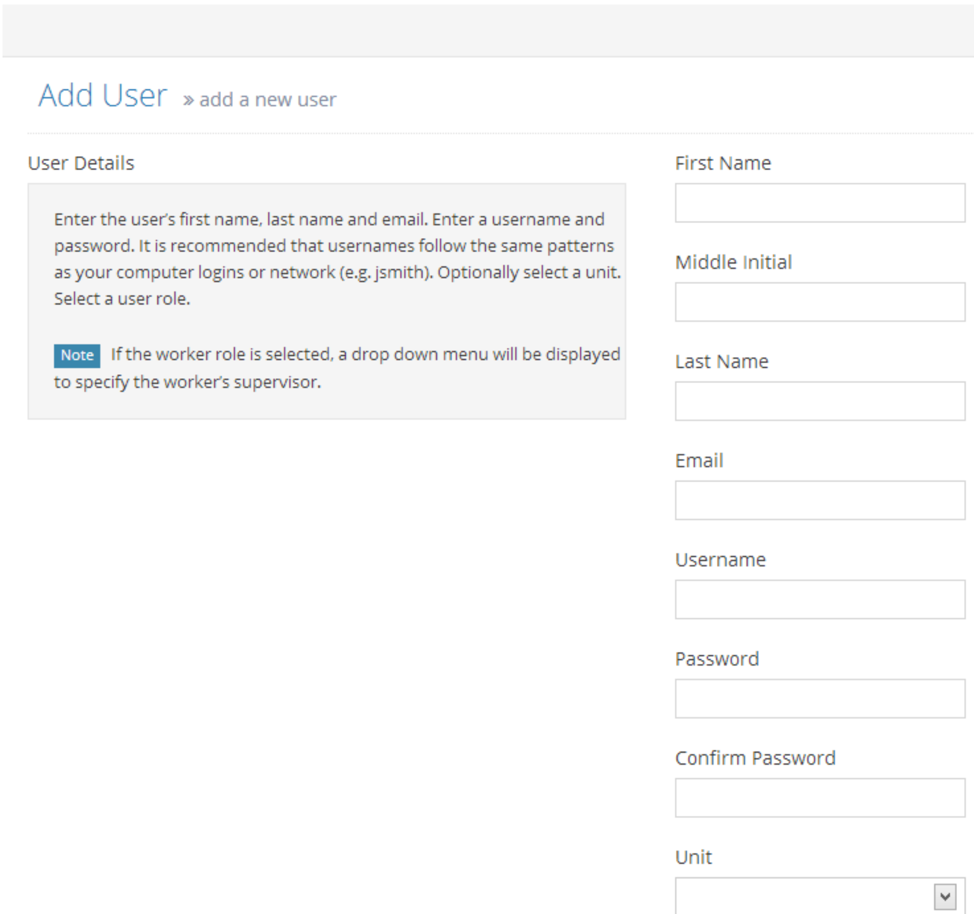
1. Staff user accounts
2. Payment accounts
3. Facilities – Licensing Agencies
4. Facilities
5. Clients

Add User Accounts

1. Click on the 'Users' menu item in the left navigation and select 'Add User'.



2. Enter the user's first name, last name and email. Enter a username and password. It is recommended that usernames follow the same patterns as your computer logins or network (e.g. jsmith). Optionally select a unit.



3. Select a user role. The following user roles are available in the system:

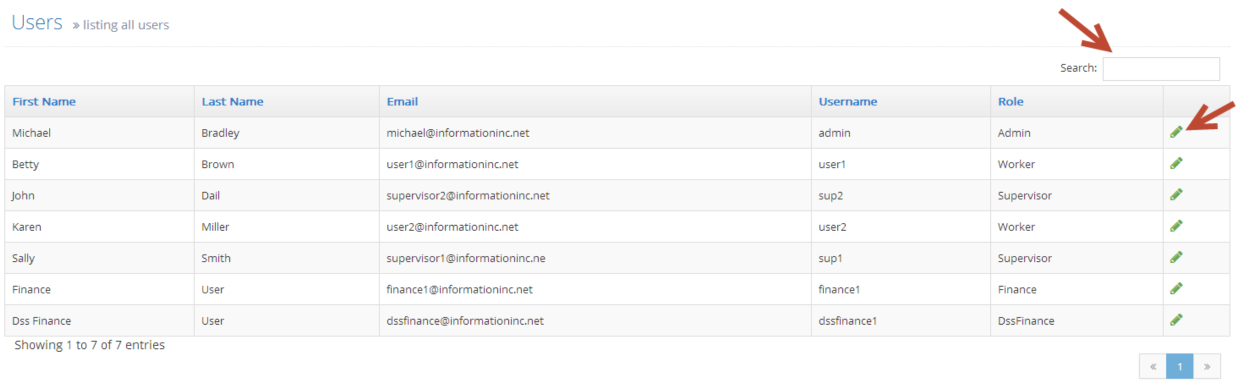
   a. ***Admin****:* Admins have access to all system functions and data, including the ability to add/edit users, clients, facilities and payment accounts. Admins can generate boarding payment requests and access reports.
   b. ***DSS Finance*****:** DSS Finance users can access Request for Payment reports. By default, DSS Finance users will be shown payment request line items that are paid by DSS Finance. DSS Finance users will receive an email notification when payment requests are submitted.
   c. ***Finance*****:** Finance users can access Request for Payment reports. By default, Finance users will be shown payment request line items that are paid by Finance. Finance users will receive an email notification when payment requests are submitted.
   d. ***Supervisor*****:** Supervisors can add/edit clients, enter manual payment requests and view boarding payment requests. In addition, supervisors have access to review and approve client and payment request changes that are requested by their associated workers.

e. ***Worker***: Workers can add/edit clients, enter manual payment requests and view boarding payment requests. Any changes requested by a worker must first be approved by their assigned supervisor.

4. When finished, click ‘Submit’ to create the user account.

Edit User Accounts

1. Click on the 'Users’ menu item in the left navigation and select ‘Users List’.
2. To filter the users list, please type the user’s first or last name into the search box. Click the green pencil icon next to the user to edit the account.


Users » listing all users

Search:

First Name	Last Name	Email	Username	Role	
Michael	Bradley	michael@informationinc.net	admin	Admin	
Betty	Brown	user1@informationinc.net	user1	Worker	
John	Dail	supervisor2@informationinc.net	sup2	Supervisor	
Karen	Miller	user2@informationinc.net	user2	Worker	
Sally	Smith	supervisor1@informationinc.ne	sup1	Supervisor	
Finance	User	finance1@informationinc.net	finance1	Finance	
Dss Finance	User	dssfinance@informationinc.net	dssfinance1	DssFinance	

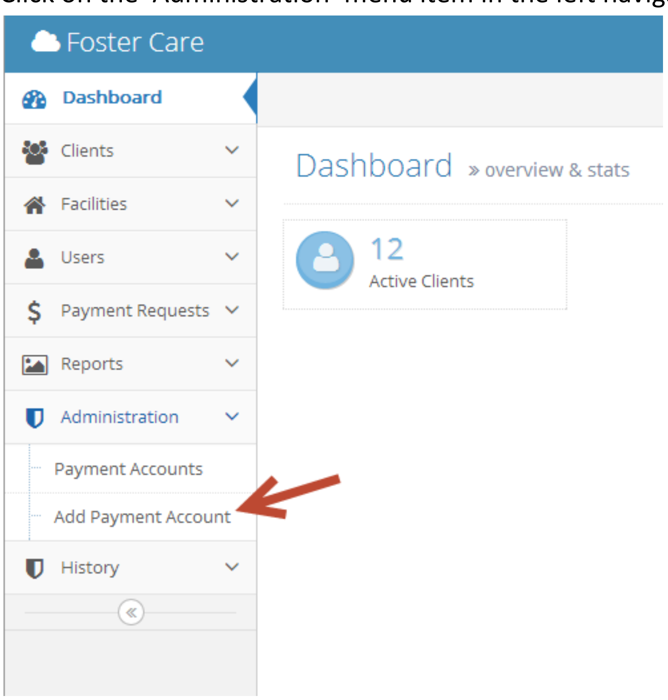
Showing 1 to 7 of 7 entries

« 1 »

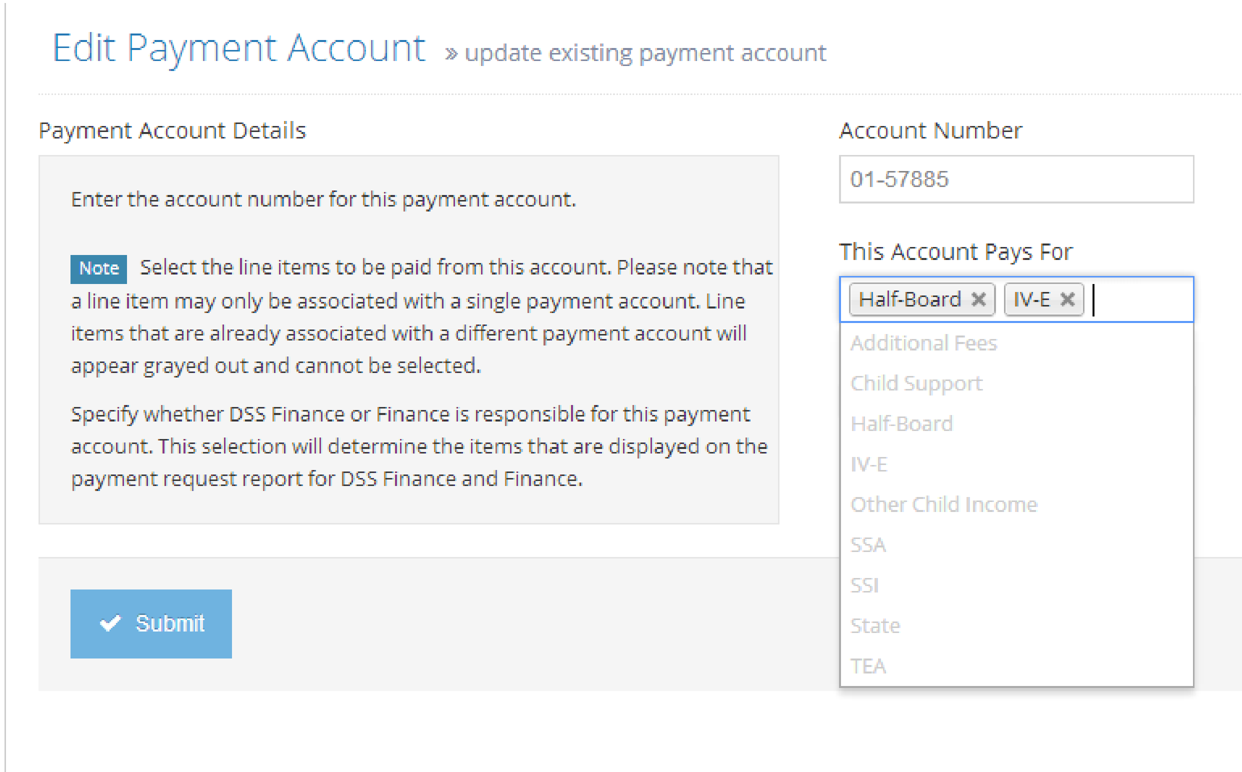
Add Payment Account

Payment accounts need to be set up and all line items must be associated with an account prior to boarding payment generation.

1. Click on the ‘Administration’ menu item in the left navigation and select ‘Add Payment Account’.



2. Enter the account number for the payment account. Select the line items to be paid from this account. Please note that a line item may only be associated with a single payment account. Line items that are already associated with a different payment account will appear grayed out and cannot be selected. If a line item needs to be associated with a different account, please remove the line item from its currently assigned account first.

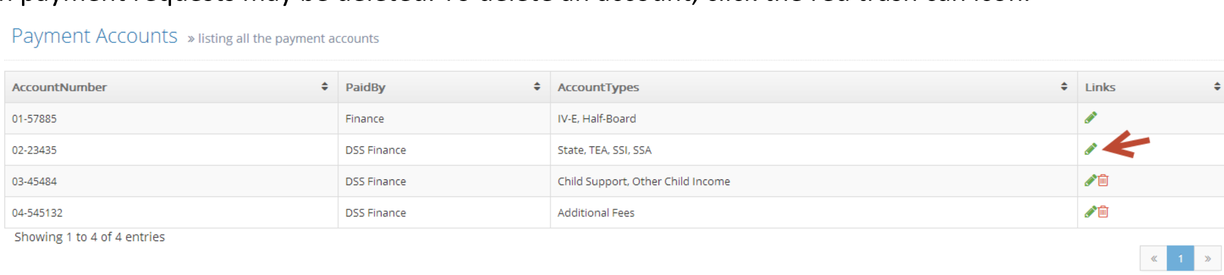


3. Specify whether DSS Finance or Finance is responsible for this payment account. This selection will determine the items that are displayed on the payment request report for DSS Finance and Finance.

4. When finished, click 'Submit' to create the payment account.

Edit Payment Accounts

1. Click on the 'Administration' menu item in the left navigation and select 'Payment Accounts'.
2. Click the green pencil icon next to edit the account. Payment accounts that have not yet been used in payment requests may be deleted. To delete an account, click the red trash can icon.

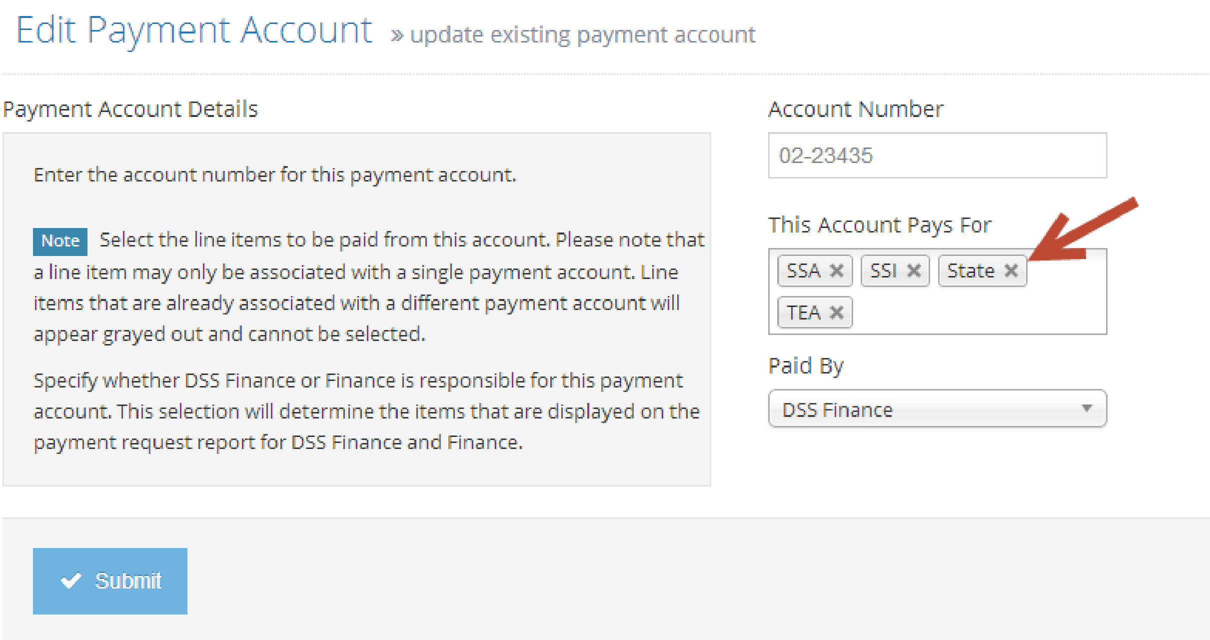


Payment Accounts » listing all the payment accounts

AccountNumber	PaidBy	AccountTypes	Links
01-57885	Finance	IV-E, Half-Board	
02-23435	DSS Finance	State, TEA, SSI, SSA	
03-45484	DSS Finance	Child Support, Other Child Income	
04-545132	DSS Finance	Additional Fees	

Showing 1 to 4 of 4 entries

3. To remove a line item from a payment account, please click the ‘X’ next to the line item in the ‘This Account Pays For’ box.

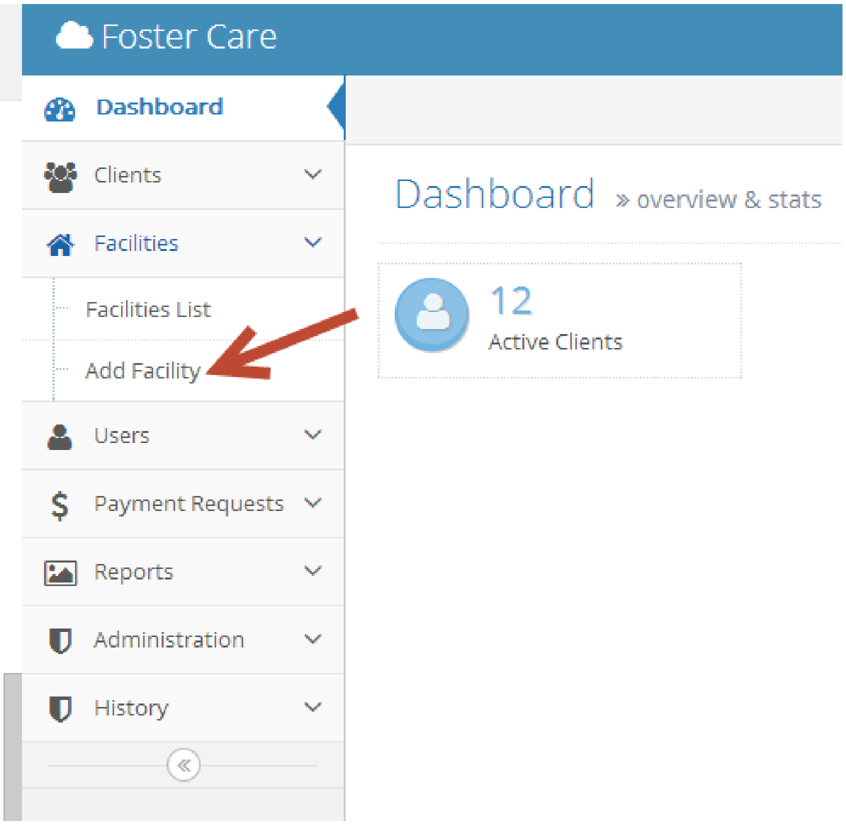


4. When finished, click ‘Submit’ to update the payment account.

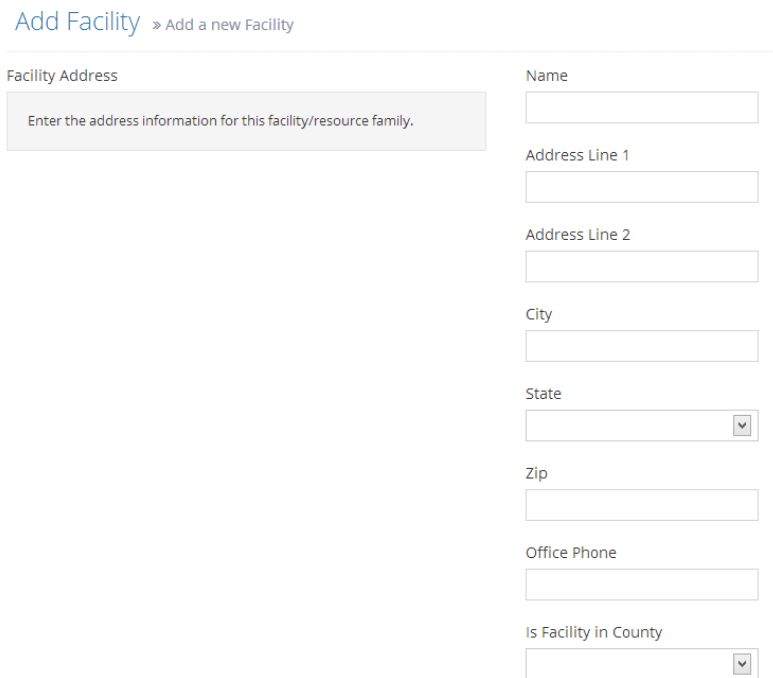
Add Facilities

Facilities may act as licensing agencies for other facilities and/or resource families and may receive payment for assigned families. Please add facilities acting as licensing agencies prior to adding other facilities and resource families.

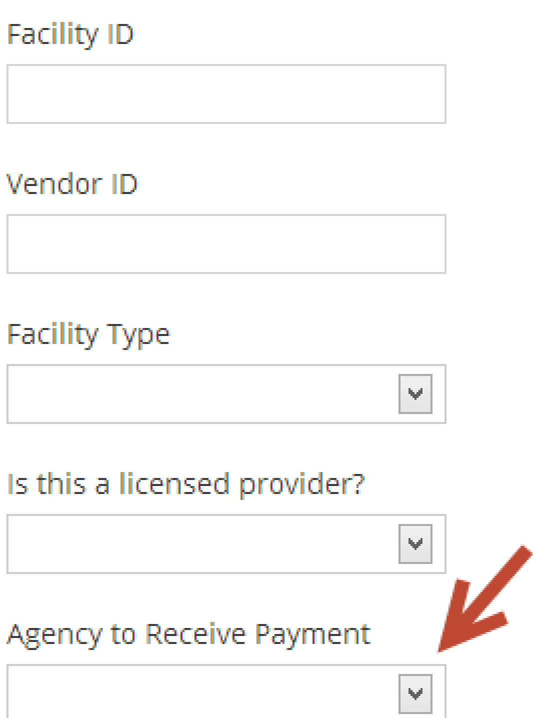
1. Click on the ‘Facilities’ menu item in the left navigation and select ‘Add Facility’.



2. Enter the facility/resource family address and specify whether the facility is in your county.



3. Enter the Facility ID and Vendor ID for the facility/resource family and select a facility type from the drop down menu. Facility rates will be calculated based on the facility type chosen. If a facility does not provide boarding but manages payments for other facilities/resource families, please select the 'Licensing Agency' type. If the facility/resource family is not paid directly, select an agency to receive payments in the 'Agency to Receive Payments' drop down.



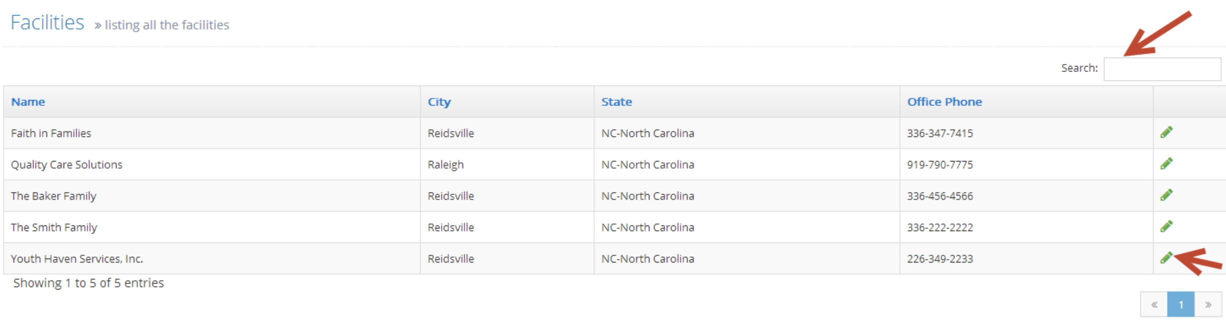
4. Select 'Active' from the Status drop down.

5. When finished, click 'Submit' to create the facility.

Edit Facilities

1. Click on the 'Facilities' menu item in the left navigation and select 'Facilities List'.

2. To filter the facilities list, please type the facility name into the search box. Click the green pencil icon to edit the facility. Facilities that do not yet have children assigned may be deleted using the red trash can icon.



Name	City	State	Office Phone	
Faith in Families	Reidsville	NC-North Carolina	336-347-7415	
Quality Care Solutions	Raleigh	NC-North Carolina	919-790-7775	
The Baker Family	Reidsville	NC-North Carolina	336-456-4566	
The Smith Family	Reidsville	NC-North Carolina	336-222-2222	
Youth Haven Services, Inc.	Reidsville	NC-North Carolina	226-349-2233	

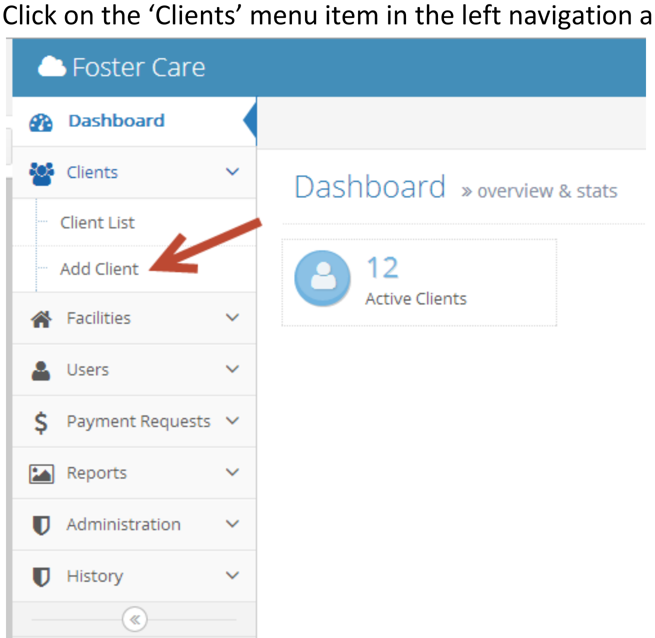
Showing 1 to 5 of 5 entries

3. Make the necessary updates. If a facility no longer provides boarding, you may change the facility status to 'Inactive'. Before making a facility inactive, please check to make sure that there are no children assigned to the facility and that the facility is not set to receive payments for another facility/resource family.

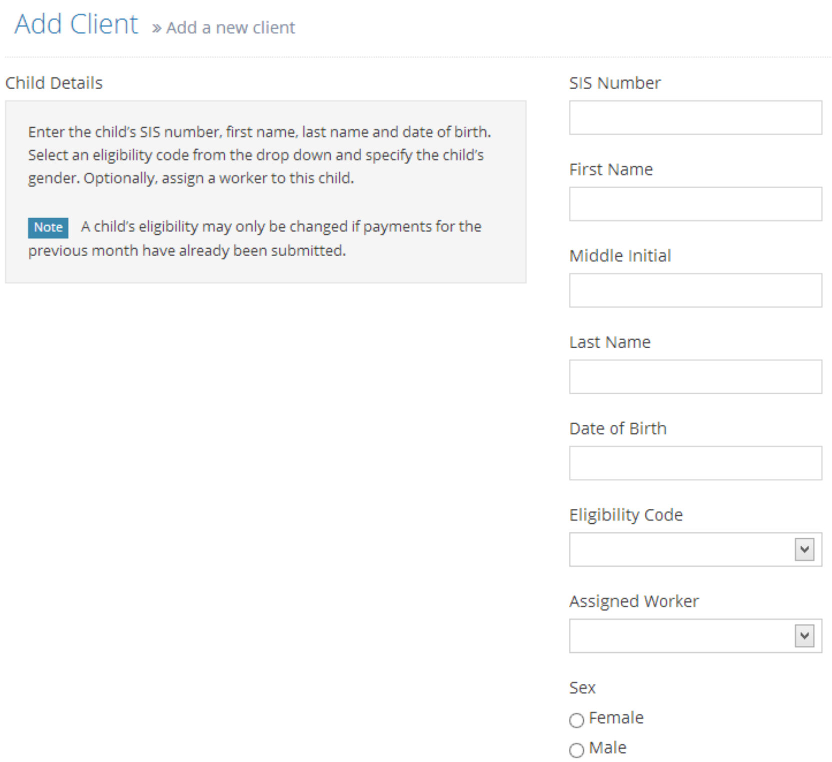
4. When finished, click 'Submit' to update the facility.

Add Clients

1. Click on the 'Clients' menu item in the left navigation and select 'Add Client'.



2. Enter the child's details, including SIS number, first name, last name, and date of birth. Select an eligibility code from the drop down and specify the child's gender. The child's eligibility code and date of birth will be used to determine the facility rate.



Add Client » Add a new client

Child Details

Enter the child's SIS number, first name, last name and date of birth. Select an eligibility code from the drop down and specify the child's gender. Optionally, assign a worker to this child.

Note A child's eligibility may only be changed if payments for the previous month have already been submitted.

SIS Number

First Name

Middle Initial

Last Name

Date of Birth

Eligibility Code

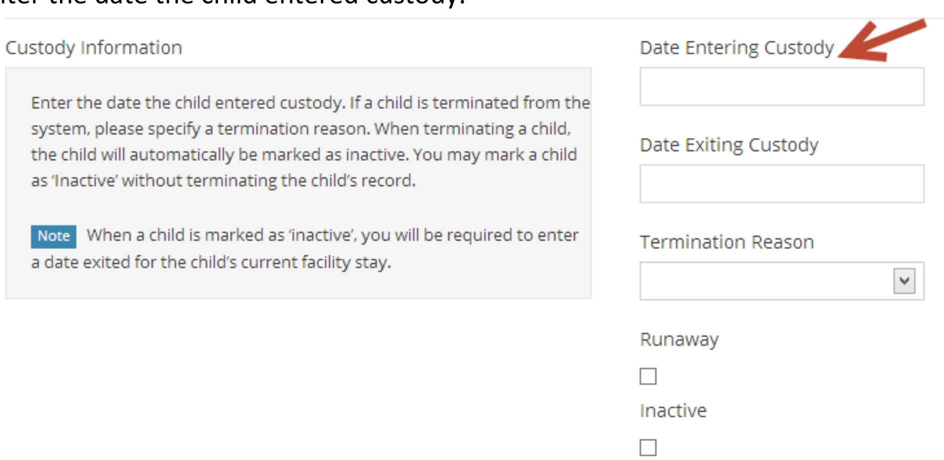
Assigned Worker

Sex

Female

Male

3. Enter the date the child entered custody.



Custody Information

Enter the date the child entered custody. If a child is terminated from the system, please specify a termination reason. When terminating a child, the child will automatically be marked as inactive. You may mark a child as 'Inactive' without terminating the child's record.

Note When a child is marked as 'inactive', you will be required to enter a date exited for the child's current facility stay.

Date Entering Custody

Date Exiting Custody

Termination Reason

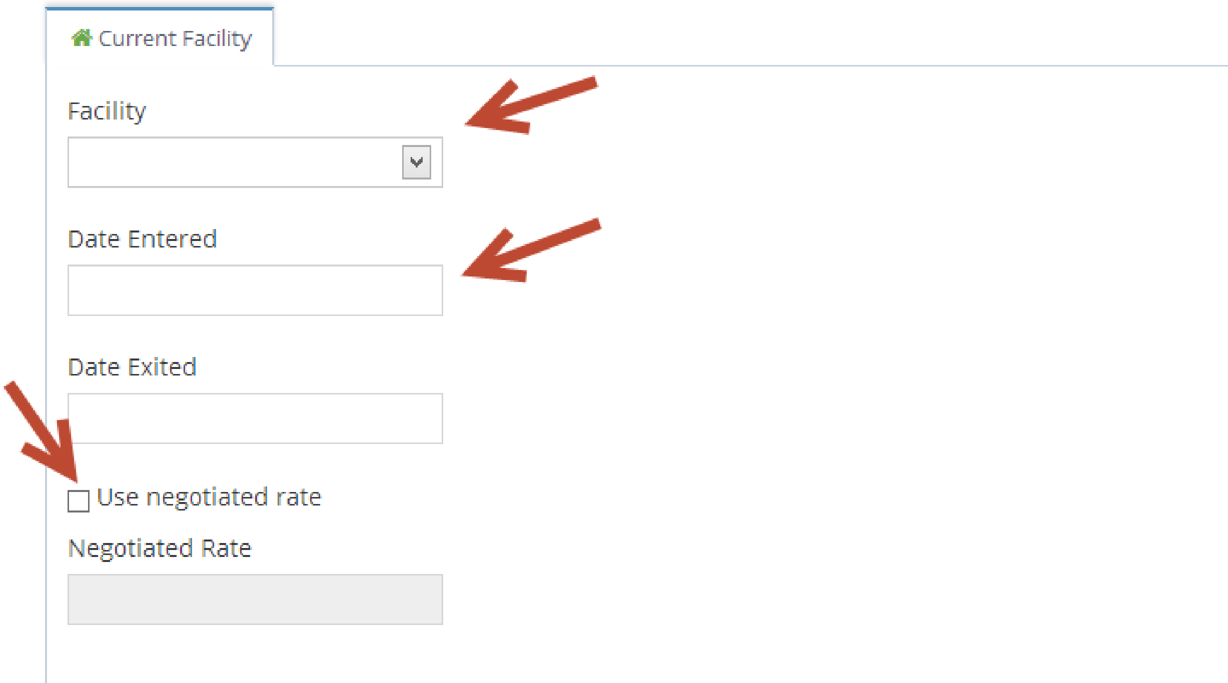
Runaway

Inactive

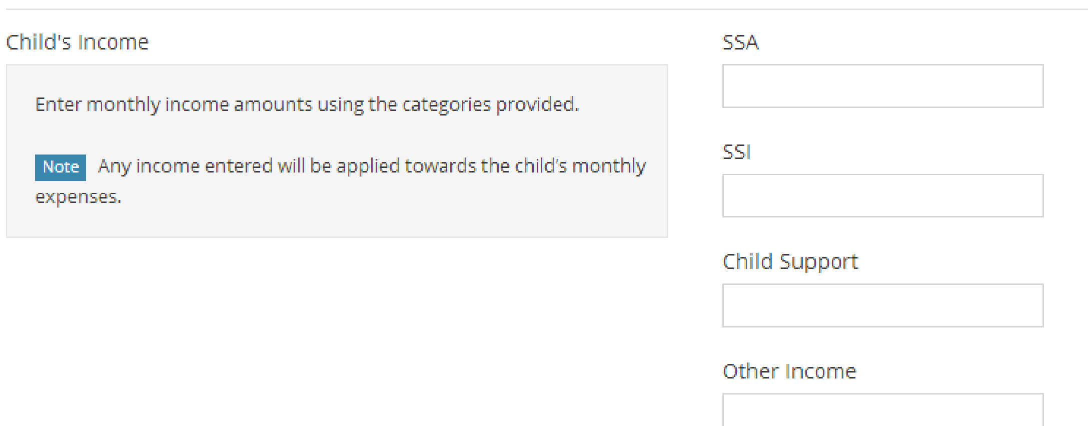
4. Select the facility or resource family that the child is staying with and enter a date entered. Please use the actual date that the child entered/exited the facility. The system will automatically calculate the number of nights spent at the facility based on the dates entered.

After a facility is selected from the drop down, the facility rate will automatically be calculated using the child's date of birth and eligibility. The facility rate will be displayed to the right of the facility drop down.

If the child has a negotiated rate for the selected facility or resource family, click the 'Use negotiated rate' check box and enter the monthly negotiated rate amount.



5. Enter the child's monthly income amounts using the categories provided. Any income entered will be applied towards the child's boarding fees.

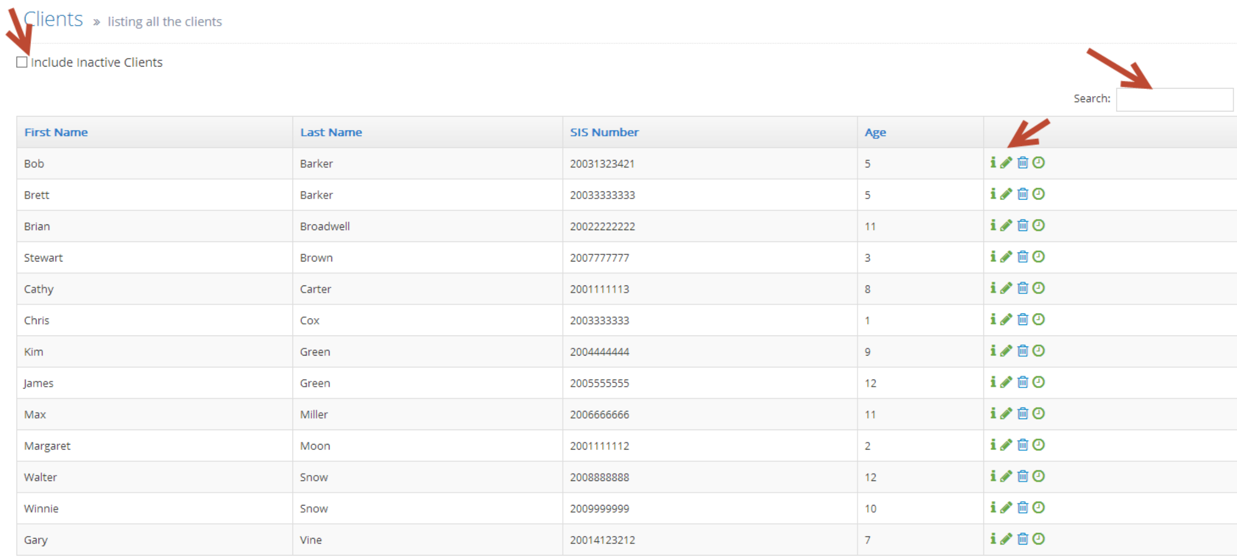


6. When finished, click ‘Submit’ to create the client.

Edit Clients

1. Click on the ‘Clients’ menu item in the left navigation and select ‘Client List’.

2. To filter the client list, please type the client first name, last name or SIS number into the search box. To include inactive clients in the results, please check the ‘Include Inactive Clients’ check box in the top left. Click the green pencil icon to edit the client. Clients may be deleted using the blue trash can icon.


Clients » listing all the clients

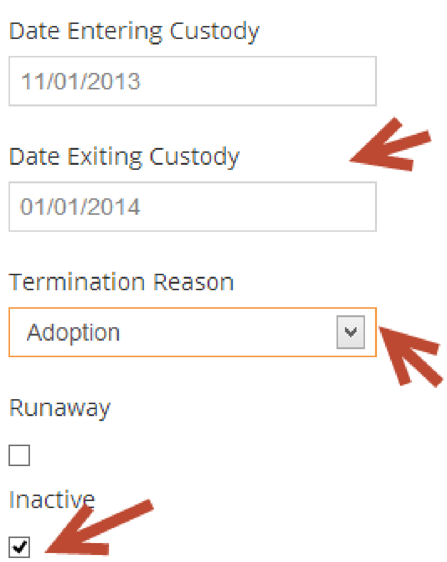
Include Inactive Clients

Search:

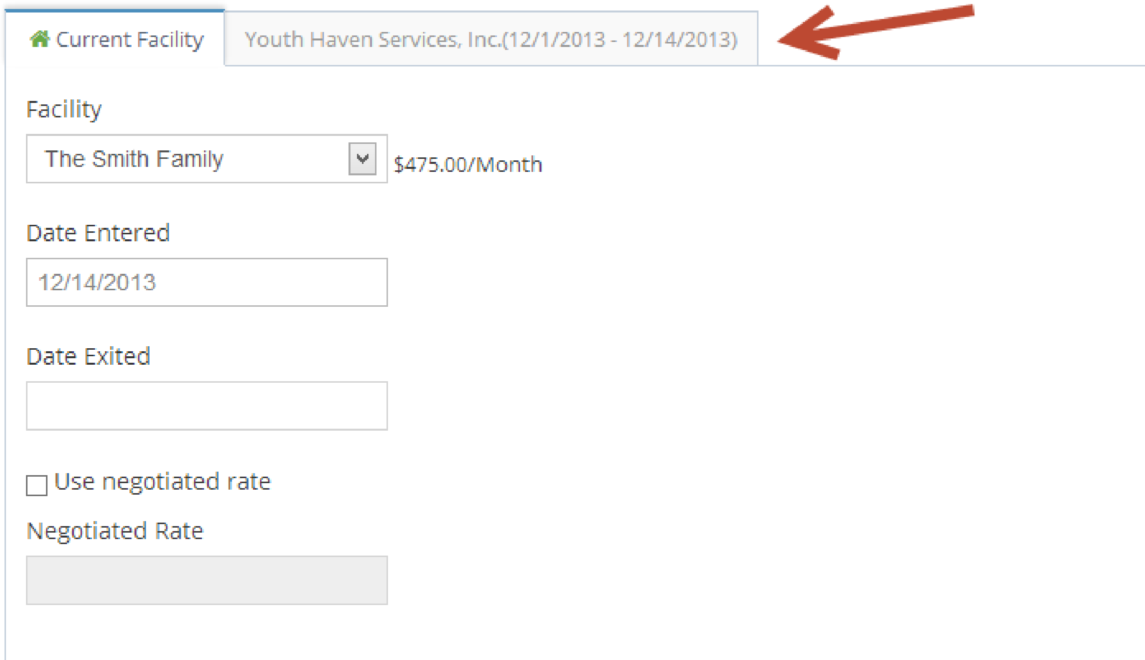
First Name	Last Name	SIS Number	Age	
Bob	Barker	20031323421	5	
Brett	Barker	20033333333	5	
Brian	Broadwell	20022222222	11	
Stewart	Brown	2007777777	3	
Cathy	Carter	2001111113	8	
Chris	Cox	2003333333	1	
Kim	Green	2004444444	9	
James	Green	2005555555	12	
Max	Miller	2006666666	11	
Margaret	Moon	2001111112	2	
Walter	Snow	2008888888	12	
Winnie	Snow	2009999999	10	
Gary	Vine	20014123212	7	

Showing 1 to 13 of 13 entries

3. Update the client record. When updating custody information, please select a termination reason. When terminating a child, the child will automatically be marked as inactive. When a child is marked as inactive, you will be required to enter a date exited for the child’s current facility stay. You may mark a child as inactive without terminating the child’s record.



4. To view or edit previous facility stays, please click on the corresponding facility stay tab. Please note that facility stays can only be edited when payment requests have not yet been generated for the selected facility stay dates.

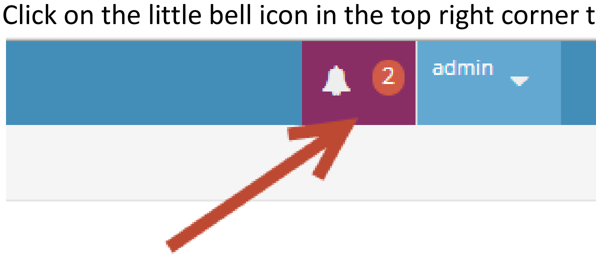


5. When finished, click 'Submit' to update the client.

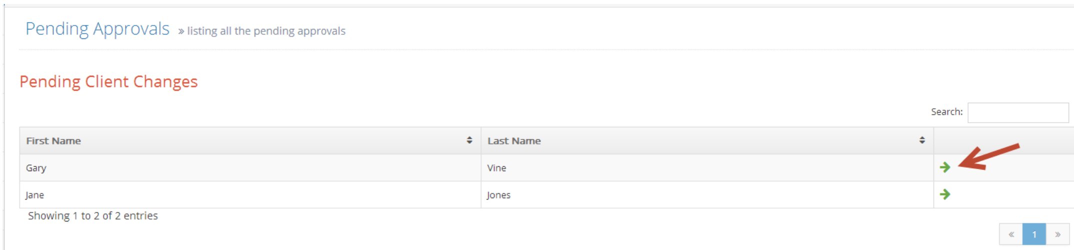
Review Pending Client Additions and Changes

New clients and client changes entered by workers must be approved by a supervisor and/or admin. The system can optionally be configured to require both supervisor and admin approval for all client additions and changes. Supervisors and admins are alerted to changes pending approval with the little bell icon in the top right corner. **Please note that all pending client changes must be reviewed prior to generating payment request.**

1. Click on the little bell icon in the top right corner to see a list of changes pending approval.



2. Click on the green arrow next to the client record to review the changes.



Pending Approvals » listing all the pending approvals

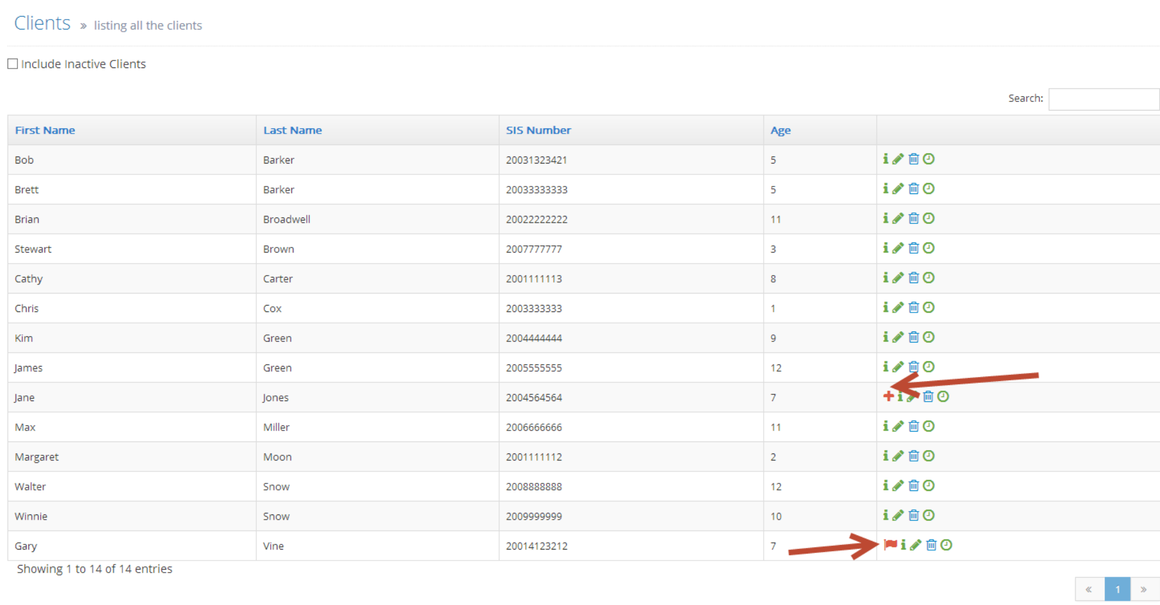
Pending Client Changes

Search:

First Name	Last Name	
Gary	Vine	
Jane	Jones	

Showing 1 to 2 of 2 entries

3. Alternatively, client additions or changes may be reviewed from the client list. Newly created clients pending approval are marked with a red '+'. Client records with changes pending approval are marked with a red flag. To review the changes, click the green pencil icon.



Clients » listing all the clients

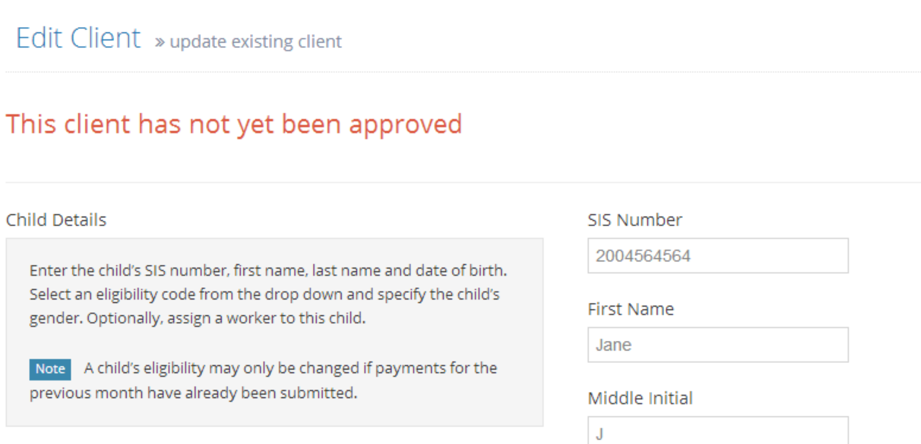
Include Inactive Clients

Search:

First Name	Last Name	SIS Number	Age	
Bob	Barker	20031323421	5	
Brett	Barker	20033333333	5	
Brian	Broadwell	20022222222	11	
Stewart	Brown	2007777777	3	
Cathy	Carter	2001111113	8	
Chris	Cox	2003333333	1	
Kim	Green	2004444444	9	
James	Green	2005555555	12	
Jane	Jones	2004564564	7	+
Max	Miller	2006666666	11	
Margaret	Moon	2001111112	2	
Walter	Snow	2008888888	12	
Winnie	Snow	2009999999	10	
Gary	Vine	20014123212	7	

Showing 1 to 14 of 14 entries

4. For newly created records, a note stating 'This client has not yet been approved' will be displayed across the top of the record. Please review the child's information, make any necessary edits and select 'Submit' to approve the new client. You may reject the new client by clicking the 'Reject' button. **Please note that when newly created client records are rejected, the client will be deleted.**



Edit Client » update existing client

This client has not yet been approved

Child Details

Enter the child's SIS number, first name, last name and date of birth. Select an eligibility code from the drop down and specify the child's gender. Optionally, assign a worker to this child.

Note A child's eligibility may only be changed if payments for the previous month have already been submitted.

SIS Number

2004564564

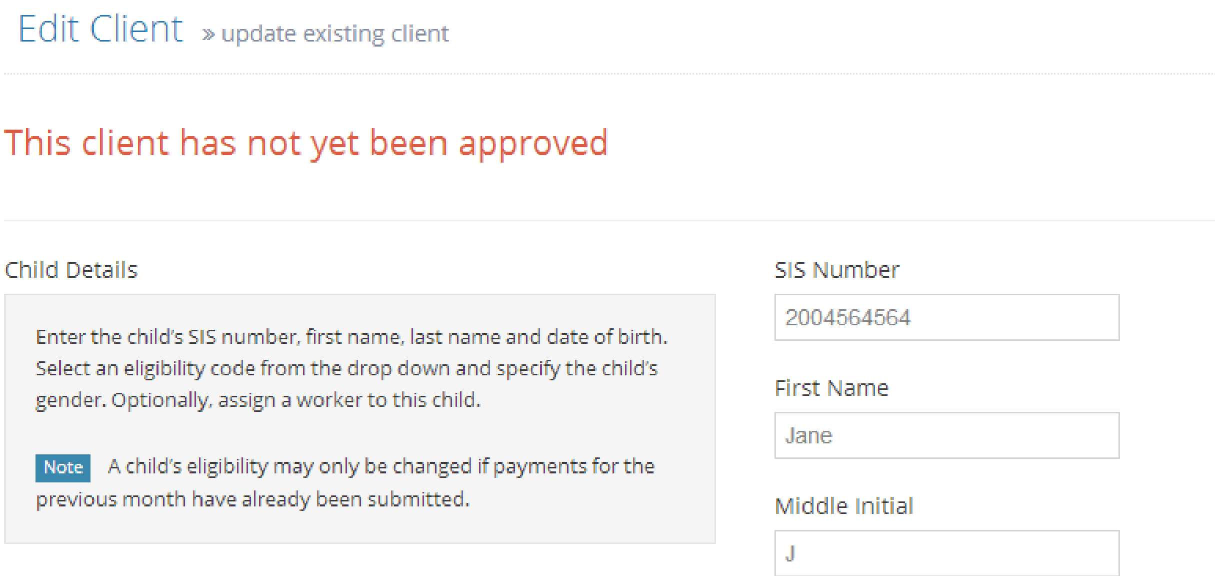
First Name

Jane

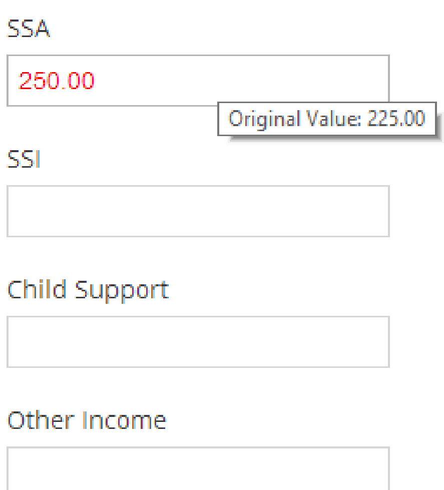
Middle Initial

J

5. For edited client records, a note stating 'There are pending changes for this client. Please review the pending changes prior to saving' will be displayed across the top of the record.



6. Changed values will be displayed in red. The original value may be viewed by hovering over the changed field.



7. Please review the child's information, make any necessary edits and select 'Submit' to approve the changes. You may reject the changes by clicking the 'Reject' button. **Please note that when changes are rejected, the client record will be reverted to its original state.**

Client History

The system keeps track of all client changes. The client history feature is only available to admins.

1. A client's history may be reviewed individually by clicking on the green clock icon on the Client List page.

Clients » listing all the clients

☐ Include Inactive Clients

Search:

First Name	Last Name	SIS Number	Age	
Bob	Barker	20031323421	5	
Brett	Barker	20033333333	5	
Brian	Broadwell	20022222222	11	
Stewart	Brown	2007777777	3	
Cathy	Carter	2001111113	8	
Chris	Cox	2003333333	1	
Kim	Green	2004444444	9	
James	Green	2005555555	12	
Jane	Jones	2004564564	7	
Max	Miller	2006666666	11	
Margaret	Moon	2001111112	2	
Walter	Snow	2008888888	12	
Winnie	Snow	2009999999	10	
Gary	Vine	20014123212	7	

2. Alternatively, a full list of client changes is available by clicking on 'History' in the left navigation. The client history list may be filtered by typing either the client's name or the name of the person that edited the record.

Client History » listing the recent client history first

Search:

Client Name	Modified By	Current State	Modified At	Type of Change	
Jane Jones	Betty Brown	Unapproved	1/14/2014 10:38 AM	Child Data Added	
Gary Vine	Betty Brown	Unapproved	1/14/2014 10:37 AM	Child Data Edited	
Brett Barker	Michael Bradley	Approved	1/14/2014 10:27 AM	Child Data Added	
Chris Cox	Michael Bradley	Approved	1/14/2014 10:12 AM	Child Data Edited	
Bob Barker	Michael Bradley	Approved	1/10/2014 12:14 PM	Child Data Edited	
Gary Vine	Michael Bradley	Approved	1/10/2014 12:14 PM	Child Data Edited	
Cathy Carter	Michael Bradley	Approved	1/10/2014 12:14 PM	Child Data Edited	
Margaret Moon	Michael Bradley	Approved	1/10/2014 12:14 PM	Child Data Edited	
Winnie Snow	Michael Bradley	Approved	1/10/2014 12:14 PM	Child Data Edited	
Walter Snow	Michael Bradley	Approved	1/10/2014 12:14 PM	Child Data Edited	

Showing 1 to 10 of 160 entries

« 1 2 3 4 5 »

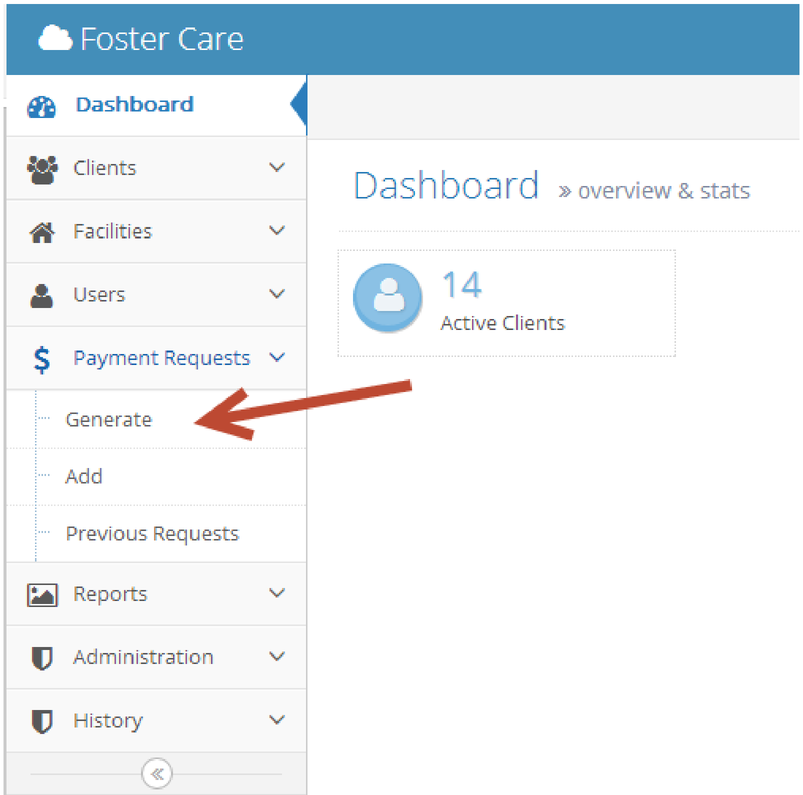
3. By clicking the green magnifying glass, you will see the client's record at the selected point in time. Any data changes are denoted in red.

Generate Payment Requests

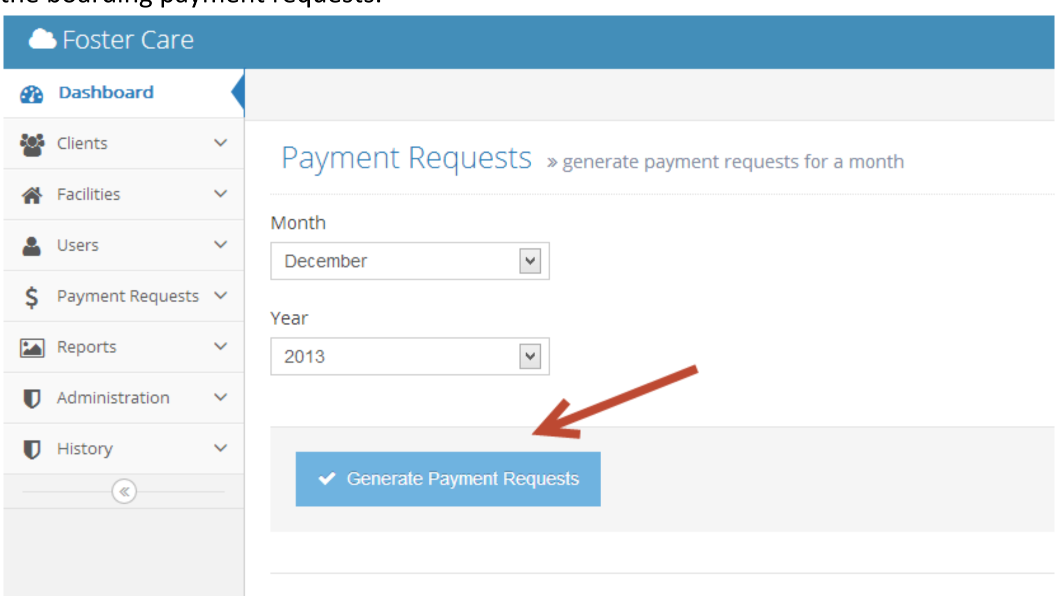
At the beginning of the month, admins can automatically generate payment requests for boarding payments for the previous month. The system will look at facility stays entered for each client and will calculate the payment request amount, including what account monies should be drawn from. **Please**

note that all pending client additions and changes must be approved before generating payment requests.

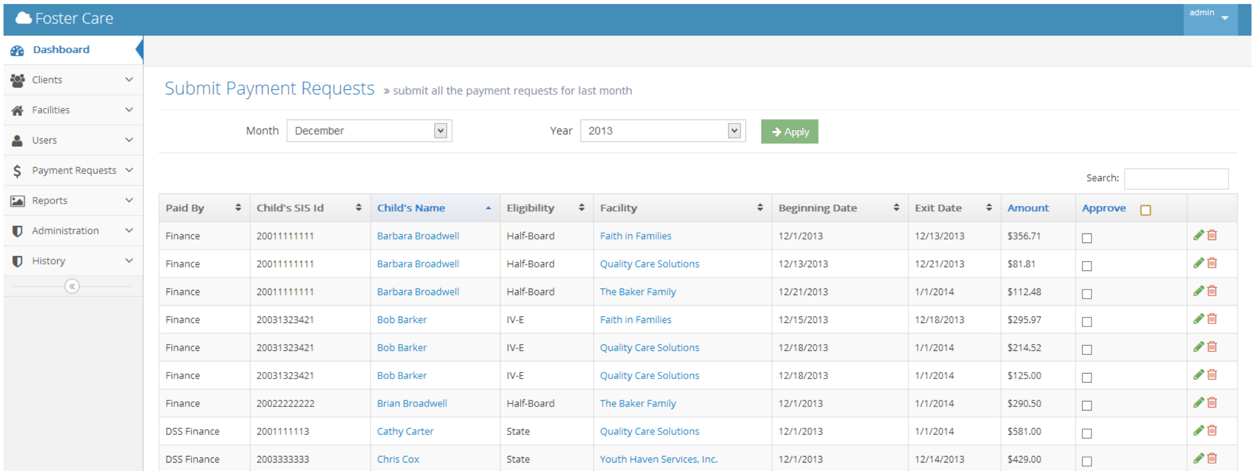
1. Click on the 'Payment Requests' menu item in the left navigation and select 'Generate'.



2. The previous month will automatically be selected. Click 'Generate Payment Requests' to generate the boarding payment requests.



3. A list of boarding payment requests will be displayed for review, approval and submission to finance.

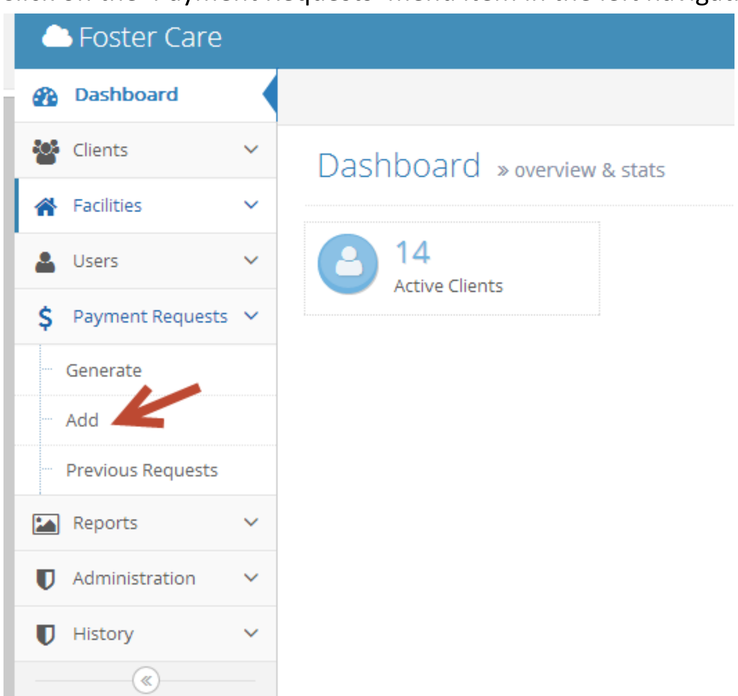


Paid By	Child's SIS Id	Child's Name	Eligibility	Facility	Beginning Date	Exit Date	Amount	Approve
Finance	20011111111	Barbara Broadwell	Half-Board	Faith in Families	12/1/2013	12/13/2013	$356.71	
Finance	20011111111	Barbara Broadwell	Half-Board	Quality Care Solutions	12/13/2013	12/21/2013	$81.81	
Finance	20011111111	Barbara Broadwell	Half-Board	The Baker Family	12/21/2013	1/1/2014	$112.48	
Finance	20031323421	Bob Barker	IV-E	Faith in Families	12/15/2013	12/18/2013	$295.97	
Finance	20031323421	Bob Barker	IV-E	Quality Care Solutions	12/18/2013	1/1/2014	$214.52	
Finance	20031323421	Bob Barker	IV-E	Quality Care Solutions	12/18/2013	1/1/2014	$125.00	
Finance	20022222222	Brian Broadwell	Half-Board	The Baker Family	12/1/2013	1/1/2014	$290.50	
DSS Finance	2001111113	Cathy Carter	State	Quality Care Solutions	12/1/2013	1/1/2014	$581.00	
DSS Finance	2003333333	Chris Cox	State	Youth Haven Services, Inc.	12/1/2013	12/14/2013	$429.00	

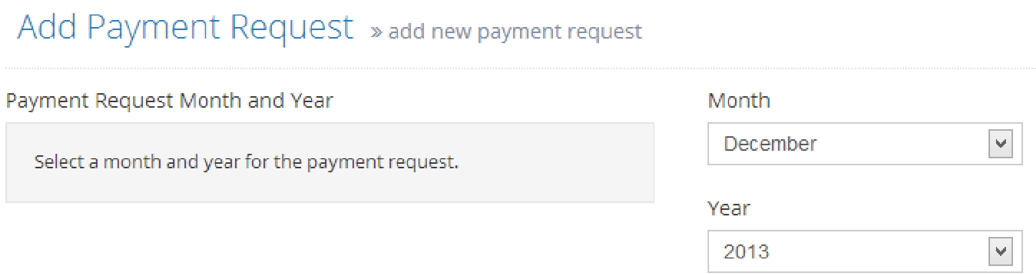
Add Payment Request

Boarding payment requests are automatically generated by the system. In order to add a boarding payment requests, please enter a facility stay for the child and re-generate payments as outlined above. Manual payment requests for additional fees may be entered by all user types. Payment requests entered by workers or supervisors must be reviewed and approved by an admin.

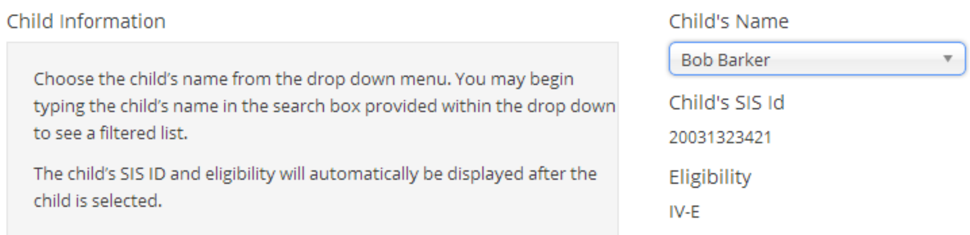
1. Click on the 'Payment Requests' menu item in the left navigation and select 'Add'.



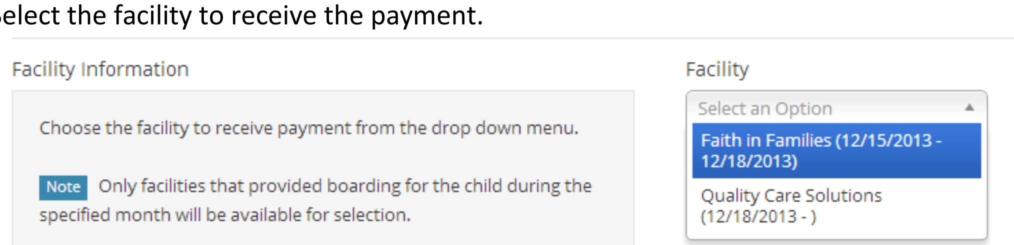
2. Select the payment request month and year.



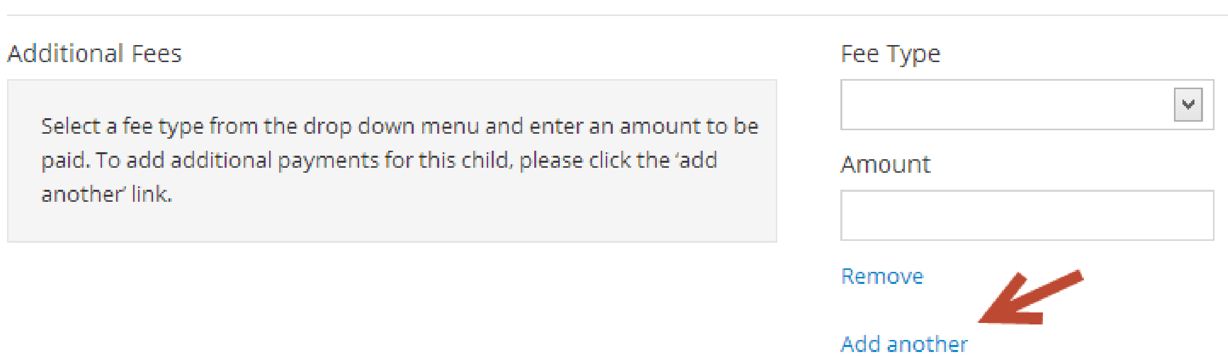
3. Choose the child's name from the drop down menu. You may begin typing the child's name in the search box provided within the drop down to see a filtered list of children. The child's SIS ID and eligibility will automatically be displayed after the child is selected.



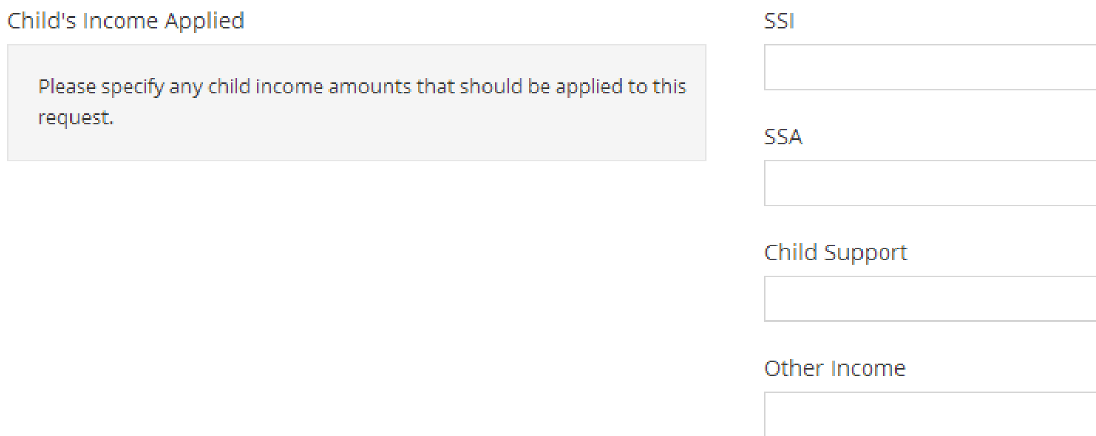
4. Select the facility to receive the payment.



5. Select a fee type from the drop down menu and enter an amount to be paid. To add additional payments for this child, please click the 'add another' link.



6. Specify any child income amounts that should be applied to this request and enter a comment to describe the request.

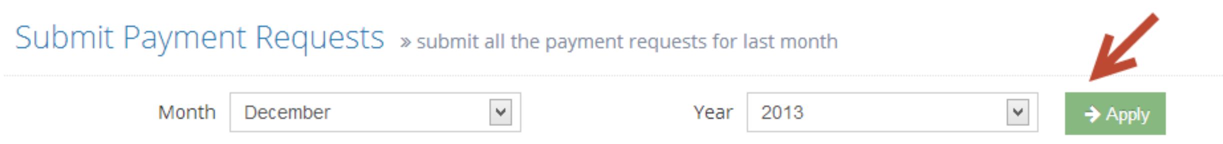


7. When finished, click ‘Submit’ to create the payment request.

Edit Payment Requests

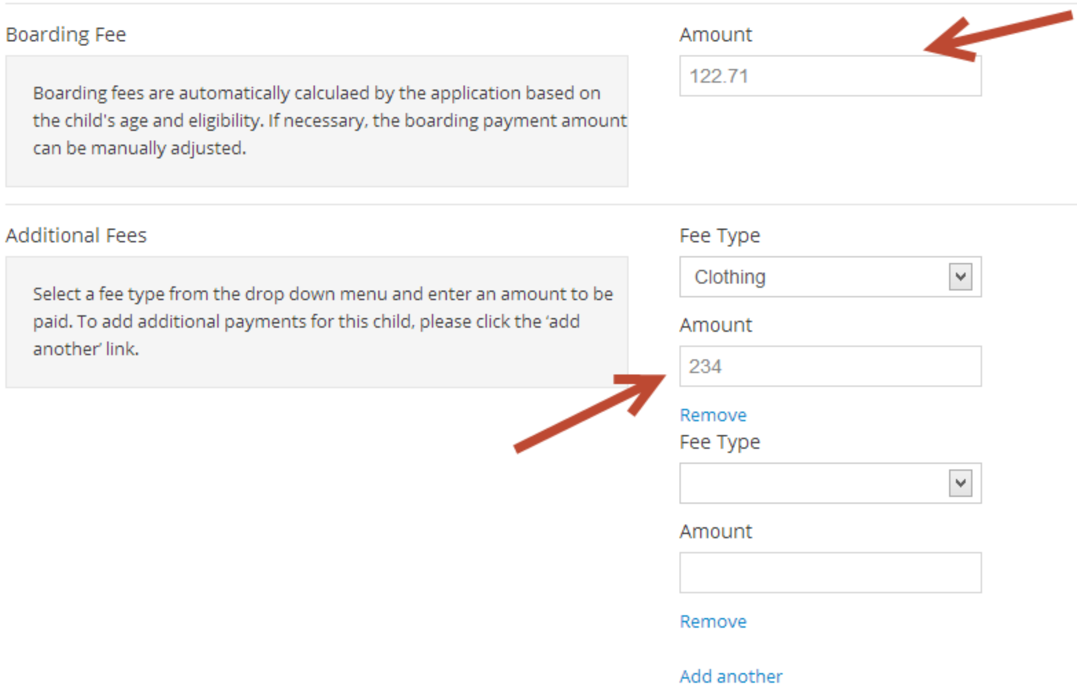
1. Click on the ‘Payment Requests’ menu item in the left navigation and select ‘Previous Requests’.

2. Select the month containing the request you would like to edit and click ‘Apply’. Please note that requests within submitted months may not be edited unless payments are unsubmitted by an admin first.



3. To filter the payment requests list, please type the client SIS number, client name or facility name into the search box. Click the green pencil icon to edit the payment request. Payment requests may be deleted using the red trash can icon.

4. If necessary, boarding payment requests can be manually adjusted. Additional fees can also be added to boarding payment requests, however, this feature is only available to admins.



5. Please enter a comment describing the payment request changes you made.

6. When finished, click 'Submit' to update the request.

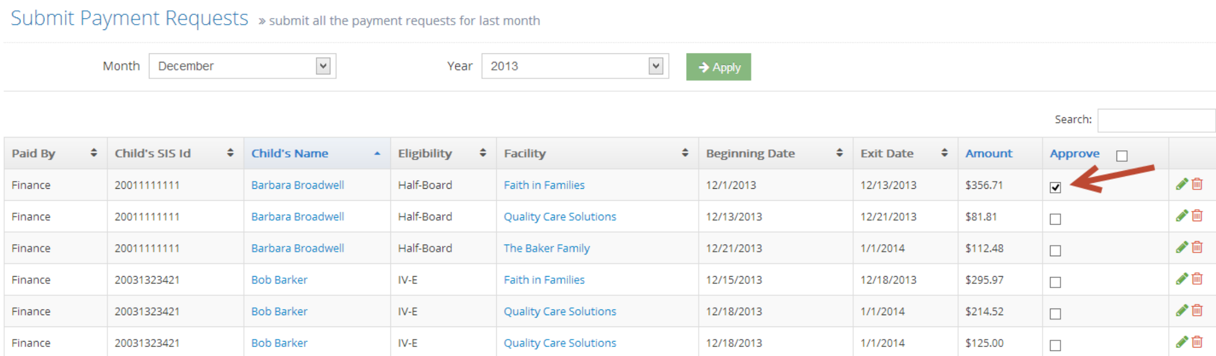
Review, Approve & Submit Payment Requests

Payment requests in the system will need to be reviewed and approved by an admin prior to submission to finance. DSS Finance and Finance users will receive an email notification when payment request are submitted.

1. Click on the 'Payment Requests' menu item in the left navigation and select 'Previous Requests'.

2. Select the month containing the request you would like to edit and click 'Apply'.

3. To review a payment request, click the green pencil icon. After review, click the ‘Approve’ check box next to the record to approve the payment request.


Submit Payment Requests » submit all the payment requests for last month

Month December Year 2013 Apply

Search:

Paid By	Child's SIS Id	Child's Name	Eligibility	Facility	Beginning Date	Exit Date	Amount	Approve
Finance	20011111111	Barbara Broadwell	Half-Board	Faith in Families	12/1/2013	12/13/2013	$356.71	
Finance	20011111111	Barbara Broadwell	Half-Board	Quality Care Solutions	12/13/2013	12/21/2013	$81.81	
Finance	20011111111	Barbara Broadwell	Half-Board	The Baker Family	12/21/2013	1/1/2014	$112.48	
Finance	20031323421	Bob Barker	IV-E	Faith in Families	12/15/2013	12/18/2013	$295.97	
Finance	20031323421	Bob Barker	IV-E	Quality Care Solutions	12/18/2013	1/1/2014	$214.52	
Finance	20031323421	Bob Barker	IV-E	Quality Care Solutions	12/18/2013	1/1/2014	$125.00	

4. Payment requests may optionally be approved in bulk by clicking the ‘Approve’ check box in the payment request table header.

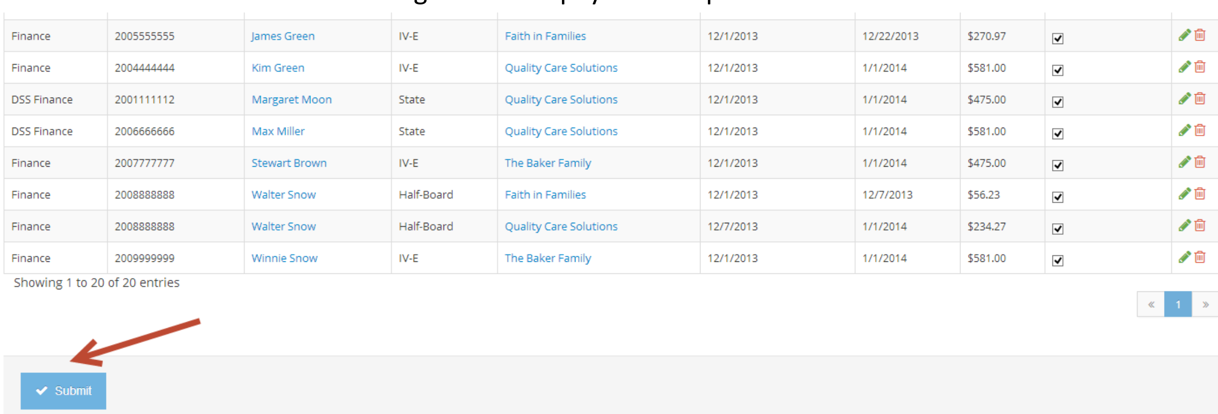

Submit Payment Requests » submit all the payment requests for last month

Month December Year 2013 Apply

Search:

Paid By	Child's SIS Id	Child's Name	Eligibility	Facility	Beginning Date	Exit Date	Amount	Approve
Finance	20011111111	Barbara Broadwell	Half-Board	Faith in Families	12/1/2013	12/13/2013	$356.71	
Finance	20011111111	Barbara Broadwell	Half-Board	Quality Care Solutions	12/13/2013	12/21/2013	$81.81	
Finance	20011111111	Barbara Broadwell	Half-Board	The Baker Family	12/21/2013	1/1/2014	$112.48	
Finance	20031323421	Bob Barker	IV-E	Faith in Families	12/15/2013	12/18/2013	$295.97	

5. When all payment requests are approved, a blue ‘Submit’ button will become visible at the bottom of the page. Click ‘Submit’ to submit payment request to finance. DSS Finance and Finance users will receive an email notification alerting them that payment request have been submitted.



Finance	2005555555	James Green	IV-E	Faith in Families	12/1/2013	12/22/2013	$270.97
Finance	2004444444	Kim Green	IV-E	Quality Care Solutions	12/1/2013	1/1/2014	$581.00
DSS Finance	2001111112	Margaret Moon	State	Quality Care Solutions	12/1/2013	1/1/2014	$475.00
DSS Finance	2006666666	Max Miller	State	Quality Care Solutions	12/1/2013	1/1/2014	$581.00
Finance	2007777777	Stewart Brown	IV-E	The Baker Family	12/1/2013	1/1/2014	$475.00
Finance	2008888888	Walter Snow	Half-Board	Faith in Families	12/1/2013	12/7/2013	$56.23
Finance	2008888888	Walter Snow	Half-Board	Quality Care Solutions	12/7/2013	1/1/2014	$234.27
Finance	2009999999	Winnie Snow	IV-E	The Baker Family	12/1/2013	1/1/2014	$581.00

Showing 1 to 20 of 20 entries

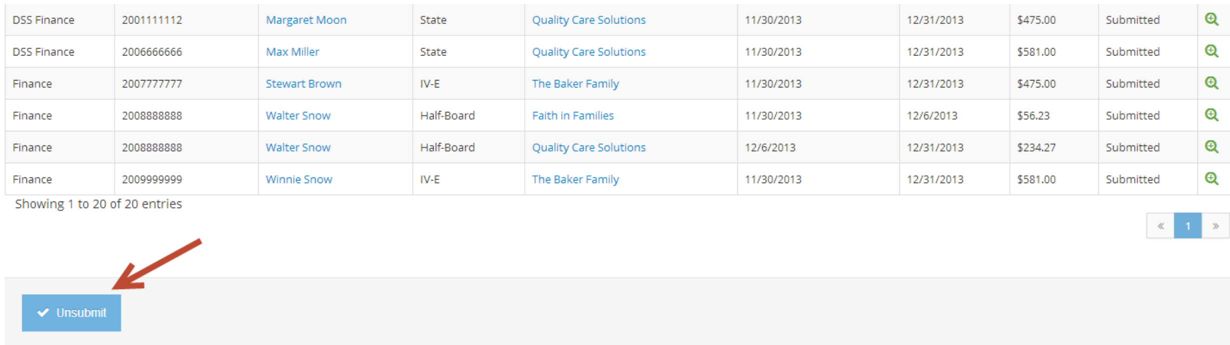
Unsubmit Payment Requests

If for any reason payment requests need to be modified after submission, an admin will first need to unsubmit the month.

1. Click on the ‘Payment Requests’ menu item in the left navigation and select ‘Previous Requests’.

2. Select the month containing the request you would like to edit and click ‘Apply’.

3. Scroll all the way down to the bottom of the page and click ‘Unsubmit’.

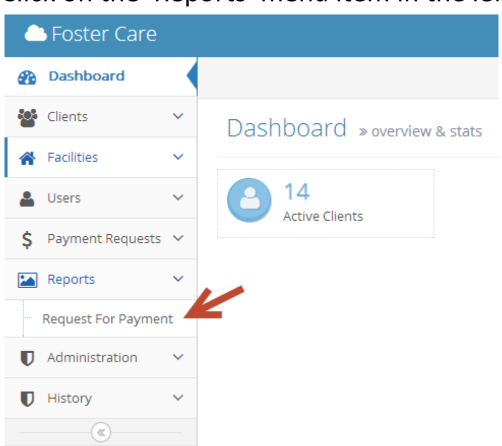


DSS Finance	2001111112	Margaret Moon	State	Quality Care Solutions	11/30/2013	12/31/2013	$475.00	Submitted	
DSS Finance	2006666666	Max Miller	State	Quality Care Solutions	11/30/2013	12/31/2013	$581.00	Submitted	
Finance	2007777777	Stewart Brown	IV-E	The Baker Family	11/30/2013	12/31/2013	$475.00	Submitted	
Finance	2008888888	Walter Snow	Half-Board	Faith in Families	11/30/2013	12/6/2013	$56.23	Submitted	
Finance	2008888888	Walter Snow	Half-Board	Quality Care Solutions	12/6/2013	12/31/2013	$234.27	Submitted	
Finance	2009999999	Winnie Snow	IV-E	The Baker Family	11/30/2013	12/31/2013	$581.00	Submitted	

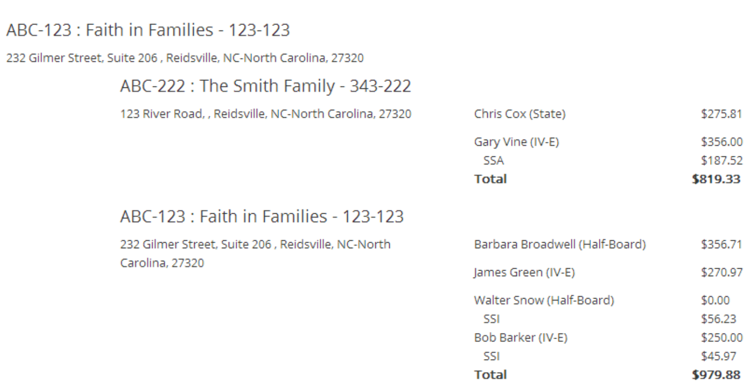
Reports

After payment requests are submitted, the request for payment report will become available for the submitted month. This report is visible to Admin, DSS Finance and Finance users.

1. Click on the ‘Reports’ menu item in the left navigation and select ‘Request for Payment’.



2. The report will display a breakdown of the payment request amounts by licensing agency, facility, and child.



ABC-123 : Faith in Families - 123-123
232 Gilmer Street, Suite 206 , Reidsville, NC-North Carolina, 27320

ABC-222 : The Smith Family - 343-222
123 River Road, , Reidsville, NC-North Carolina, 27320

Chris Cox (State)	$275.81
Gary Vine (IV-E)	$356.00
SSA	$187.52
Total	**$819.33**

ABC-123 : Faith in Families - 123-123
232 Gilmer Street, Suite 206 , Reidsville, NC-North Carolina, 27320

Barbara Broadwell (Half-Board)	$356.71
James Green (IV-E)	$270.97
Walter Snow (Half-Board)	$0.00
SSI	$56.23
Bob Barker (IV-E)	$250.00
SSI	$45.97
Total	**$979.88**