

Department of Human Services Allegheny County, Pennsylvania

IL Stipend – Provider Job Aid

The *IL Stipend* screen is completed by DHS Management staff to document the details of a youth's stipend payments while receiving higher education. This screen is read only for the Independent Living Provider for Stipend and Administrative fees being paid.

Accessing and Viewing the IL Stipend screen

Departmen Allegheny C	Department of Human Services Allegheny County, Pennsylvania			hormation and Demographics System
Referral Case Provider	Admin		Help	Loqout Case 🗉 💿
Case D IL D Client List IL Assessn	nent 😳 ILSP 😳 IL Service Log 🛛 IL Stipend 🖡 I	NYTD Survey 🖸		
Organizer Focus History In Focus User Name: Charon Franklin Crawford-PCW Entity Type: Case Entity Name:	IL Stipend Denotes Required Fields Tovider JDE Address Book # Stipend Summary IL Unit Begin Date A	alf-Mandatory Fields *Denotes AFCARS Field	Save JDE#	Voided
Entity ID:	08/11/2012		10	
Entity Type: Client Entity Name: Entity ID:	Provider Client C Provider Name Address I Smithfield St Pittsburgh, PA 15222-222 Select Edit	Resource ID Resource Type Agency/Program A Agency/Program A Home Phone	Area Work Phone Exte	nsion
	Stipend Details			
	IL Unit Begin Date 08/11/2012 ♥ Subpidy Rate * \$10.00 If Admin Rate Admin Rate Begin Date 08/11/2012 ♥ Comments	IL Unit End Date	×	P

- 1. Bring the Case and Youth in to focus from the *My Services* screen.
- 2. Navigate to the *IL Stipend* screen.

a. Case > IL > IL Stipend

- 3. Select a stipend record in the *Stipend Summary* section. The details of the stipend record are displayed in the fields below.
- 4. The *Provider* section displays the details of who is receiving the payment.
 - *i.* TIP: Providers see only Stipend records that they are being paid.
- 5. Details of the stipend, such as the start and end date and amount of payments are captured and displayed in the *Stipend Details* section.

For more information...

For assistance, please contact the Allegheny County Service Desk at <u>servicedesk@alleghenycounty.us</u> or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <u>http://servicedesk.alleghenycounty.us</u>.

This Job Aid and additional user materials are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.