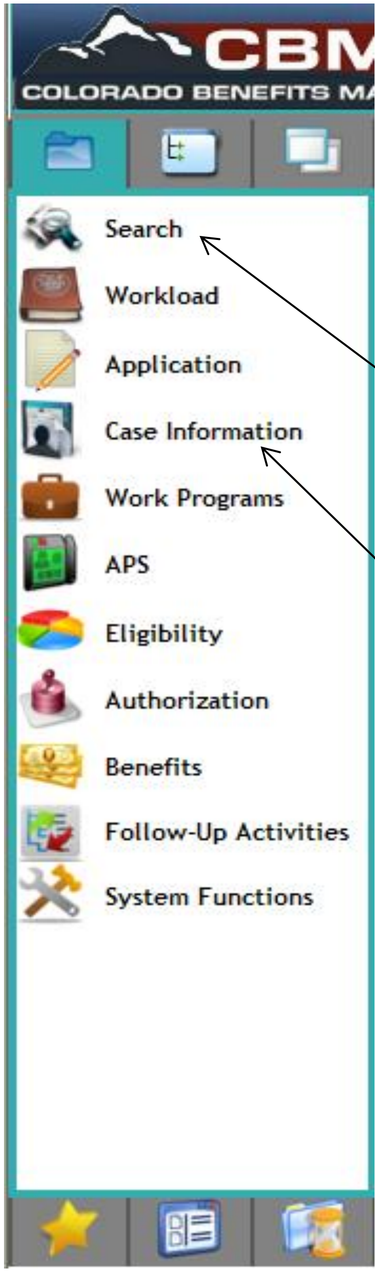


From Home, there are 11 categories under left navigation

To move an entry to 'My Go To', from within the screen click Alt + A or click on the yellow star in the tool bar.

Click on Search

Search:

Search on Case Information (To view case members in the HH, RRR date, Programs)

Clear/Inquire Individual (To find a person by name, county, clt ID, gender, etc.)

Click on Case Information

Interactive Interview:

Case Individual (To view "FS Request Date" for Educ or Trg exemption)

Case Questions (To view exemptions, or sanctions entered on case/HHMs)

Employability Details (To view Caregiver of Incap'd person exemption)

Employment History (To view or data enter employment exemption or history)

HouseHold Relationships Details (To view 'Child Under 6' exempt; PC&C'd)

Income Details (To view Unearned, Inkind, Room and Board exemptions)

Individual Attributes (To view Job Attached, Mig. Seasonal Wkr, D/A exempt, 16/17 yo HofH)

Individual Compliance (To view and enter records of non-compliance/history)

Individual Demographics (To view under 16, 60 (birth date), or SSI exempt)

Individual Time Limit Clock (To view Status (ABAWD or Non, etc.) and tickets)

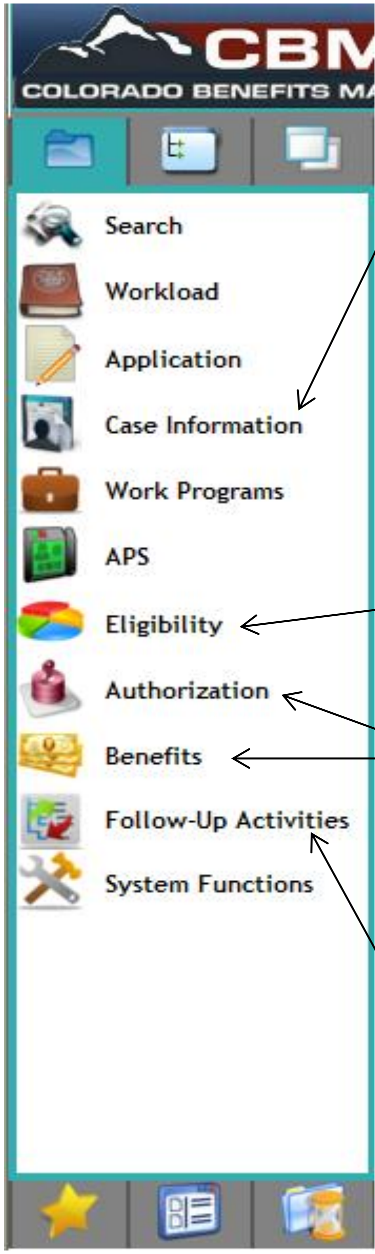
Medical Conditions (To view Disability or SSI exemption and history)

Non-Citizen (To view CRSP Refugee exemption)

Pregnancy (To view Pregnant exemption/history)

Sanctions, Disquals, and POI's (To view posted sanctions/history)

Student Detail (To view HS or Eligible Student (BIC) exemption)



Click on Work Programs

Work Programs:

Display Work Programs Status/Exemptions Summary (To view exemptions in CBMS)
Work Program Summary (View open/closed/Add EF registrations, Run Exemption button
Assessment (To manually add ENHF, Enhanced Funding button)
Plan (To access plan directly)
Attendance Summary By Case (Access attendance by Case #)
Attendance Summary By Case Manager (Access Attendance by report month-previous mo)
View/Add Supportive Services (To view or add SS for reimbursement)
Authorize SS by Participant (For supervisor/managers only)
Authorize SS by Provider (For supervisor/managers only)
Authorize SS by Supervisor (For supervisor/managers only)
Scheduled for Workfare Enhanced Funding (ENHF will pull to reported once it runs)
Reported for Workfare Enhanced Funding (View ENHF by quarter)
Waiting List for Workfare Enhanced Funding (Must be moved to Scheduled if ENHF)

Click on Eligibility

Wrap Up:

Eligibility Summary (To view Eligibility Status/Program Group- also use Indiv'l Details button)
Food Stamps-Financial Eligibility (To view history of **EDBC** and manual run-mo history)

Click on Authorization

Authorization:

Authorize Eligibility Program Benefit (To view the **Authorization** status of a case-history.)

Click on Benefits

Benefits Issuance:

Search for Issuance (To view issuances by case #, SS#, individual, etc.)

Benefits Recovery:

Display Claim Summary by Case (To view if claim on case.)

Click on Follow Up Activities

Interfaces:

View NHR Data (To view possible new hire info.; clt name, DOB, employer name, hire date)

Client Correspondence:

Search/View Printed Client Correspondence (To view notices sent to client)