

Slide 1 Slide notes:

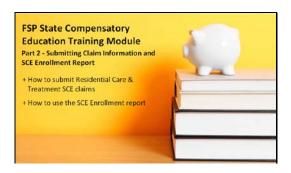


Slide 3 Slide notes:



Slide 5

Slide notes: From the SCE main page, select the \*\*Submit Residential Care & Treatment SCE Claims\*\* link.



Slide 2

Slide notes: Welcome to the Submitting Claim information and SCE Enrollment Report part of the FSP State Compensatory Education training module. In this part, you will learn... How to submit Residential Care & Treatment SCE claims...and How to use the SCE Enrollment report.



Slide 4

Slide notes: School Districts and Open enrollment Charter Schools that did not participate in the National School Lunch Program or School Breakfast Program through the TDA TXUNPS, and did not submit these students on the Basic Monthly Claims for Alternative SCE reporting to the Division of State Funding, can report the SCE students through the Residential Care & Treatment program.



Slide 6 Slide notes:



Slide 7

Slide notes: The Residential Care & Treatment SCE Claims Detail page will open, showing four questions. Your eligibility to submit these claims depends on your answers to these questions.



Slide 9

Slide notes:



Slide 11

Slide notes:



Slide 8

Slide notes: Answer the questions as accurately as possible.



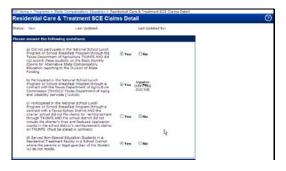
Slide 10 Slide notes:



Slide 12 Slide notes:

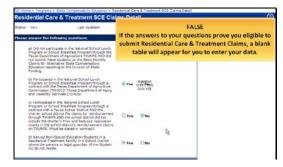


Slide 13 Slide notes:



Slide 15

Slide notes: If the answers to your questions prove you eligible to submit Residential Care & Treatment Claims, a blank table will appear for you to enter your data.

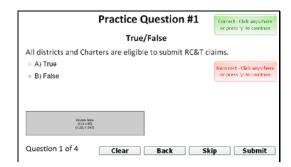


Slide 17

Slide notes: False! If the answers to your questions prove you eligible to submit Residential Care & Treatment Claims, a blank table will appear for you to enter your data.



Slide 14 Slide notes:



Slide 16
Slide notes: All districts and Charters are eligible to submit RC&T claims.



Slide 18 Slide notes: Enter your monthly data.



Slide 19 Slide notes:



Slide 20 Slide notes:



Slide 21 Slide notes:



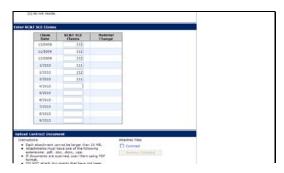
Slide 22 Slide notes:



Slide 23 Slide notes:



Slide 24 Slide notes:



Slide 25 Slide notes:



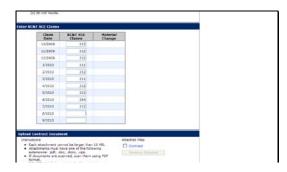
Slide 26 Slide notes:



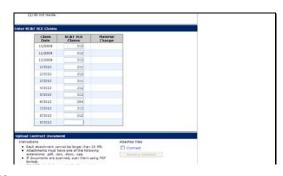
Slide 27 Slide notes:



Slide 28 Slide notes:



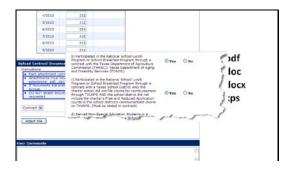
Slide 29 Slide notes:



Slide 30 Slide notes:



Slide 31 Slide notes:



Slide 33

Slide notes: If the answers to questions B \*\*or\*\* C are Yes, then you \*\*must\*\* attach the actual contract. As noted in the instructions, contracts cannot be larger than 10 megabytes, contracts must be one of the following extensions: .pdf, .d o c, docx, or .xps. If documents are scanned they must be in PDF format, and documents which have not been requested, should \*\*not\*\* be attached.



Slide 35

Slide notes: Select the contract to attach.



Slide 32 Slide notes:



Slide 34

Slide notes: Navigate to the document. Click the browse button.



Slide 36

Slide notes: Click the \*\*Open\*\* button.



Slide 37

Slide notes: The document path will appear on the page. Click the \*\*Attach File\*\* button.



Slide 39

Slide notes: In this example, a contract has already been attached, as indicated by the error message at the top of the page. We will need to delete the already attached contract, before we can add the correct one.



Slide 41

Slide notes: To remove the previously attached contract, click the contract box under \*\*Attached Files.\*\*



Slide 38 Slide notes:





Slide 40 Slide notes:



Slide 42

Slide notes: The \*\*Removed Selected\*\* button will become enabled. To delete the attached contract, click the \*\*Remove Selected\*\* button.



Slide 43

Slide notes:



Slide 45

Slide notes:



Slide 47

Slide notes: Click on the document to select it.



Slide 44 Slide notes:



Slide 46

Slide notes: The page will refresh and the "No documents have been found" message will appear indicating that the document was deleted. Navigate to the document you wish to attach.



Slide 48

Slide notes: Click the Open button.



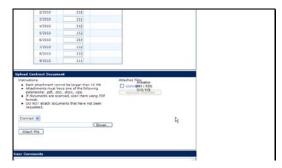
Slide 49

Slide notes: Click the Attach File button to attach the selected document.



Slide 51

Slide notes: The page will refresh.



Slide 53

Slide notes:



Slide 50

Slide notes:



Slide 52

Slide notes: And the contract will now be attached.

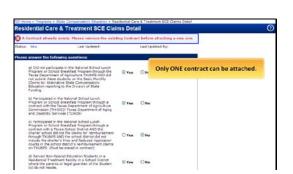


Slida 5/

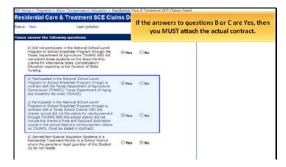
Slide notes: When all entries are complete, click the \*\*Submit to Superintendent\*\* button.



Slide 55 Slide notes:

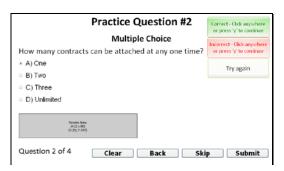


Slide 57
Slide notes: Only \*\*one\*\*\* contract can be attached, as indicated by the error message at the top of the page.



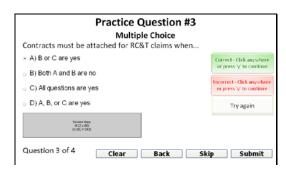
Slide 59

Slide notes: If the answers to questions B or C are Yes, then you \*\*must\*\* attach the actual contract.



Slide 56

Slide notes: How many contracts can be attached at any one time?



Slide 58

Slide notes: Contracts must be attached for RC&T claims when...  $\label{eq:contracts}$ 



Slide 60

Slide notes: Click to add notes for the selected slide



Slide 61

Slide notes: The SCE Enrollment report allows users to view the SCE enrollment, which is the highest six-month average of the total claims. This is the sum of TDA SCE claims, Alternative basic monthly claims, Contract SCE claims and RC&T SCE claims.



Slide 63

Slide notes:



Slide 65

Slide notes: Select the 2010 2011 school year.



Slide 62

Slide notes: From the SCE main page, select the SCE Enrollment Report link.



Slide 64

Slide notes: The SCE Enrollment report page will appear. Be sure to select the correct year. Click the School Year drop down.

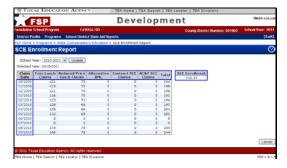


Slide 66

Slide notes: Click the \*\*Update\*\* button.



Slide 67 Slide notes:



Slide 69

Slide notes: The SCE Enrollment Report lists all the SCE claims submitted for the selected year. The claims are broken down by month, and by category. Also included is the SCE enrollment, which is the highest six-month average of the total claims submitted.



Slide 71

Slide notes: You will be returned to the SCE main page.



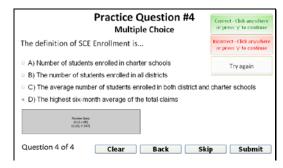
Slide 68

Slide notes: The page will refresh, and the 2010 2011 school year data will appear.



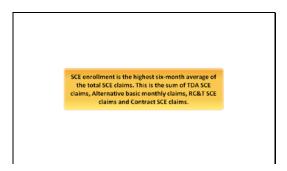
Slide 70

Slide notes: When you are done reviewing the report, click the cancel button to exit the page.



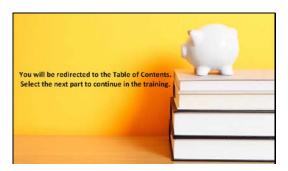
Slide 72

Slide notes: The definition of SCE Enrollment is...



Slide 73

Slide notes: SCE enrollment is the highest six-month average of the total SCE claims. This is the sum of TDA SCE claims, Alternative basic monthly claims, RC&T SCE claims and Contract SCE claims.



Slide 75 Slide notes:



Slide 74

Slide notes: Congratulations! You have completed the Submitting Claim Information and SCE Enrollment report part of the FSP State Compensatory Education training module. You have learned, How to submit Residential Care & Treatment claims...and How to use the SCE Enrollment report. To continue your SCE training, return to the training home page and select the next part.