

Service Transactions/Requests for funds

- Making a funds request – PG 1
- Voiding a funds request – PG 3
- Deleting a funds request – PG 4

MAKING A FUNDS REQUEST:

Services			
	Start Date	End Date	Provider
	03/11/2016	03/11/2016	HACSA - SPC (Laurel Hill CM) - SHELTERPOINT
	03/01/2016	03/31/2016	SC - Shankle Safe Haven - SHELTERPOINT
	02/26/2016	02/26/2016	HACSA - SPC (Laurel Hill CM) - SHELTERPOINT
	01/20/2016	01/20/2016	SC - Camas 1 CoC-PSH - SHELTERPOINT

Showing 1-4 of 4

(34) Other **SELECT ALL**
 (327) Scar, James M ...OR SELECT CLIENT(S) PAYMENT APPLIES TO
 (22) Last, james (Primary Client)

Service Provider * LC - Provider for Testing (3742)

Creating User: Andrea Russell

Start Date * 05 / 01 / 2016 3 : 19 : 53 PM DATES ARE PERIOD OF TIME PAYMENT APPLIES TO THE SERVICE. FOR MOST, START DATE=END DATE. FOR RENT PAYMENT, DOCUMENT ENTIRE PAYMENT PERIOD AS IN EXAMPLE.

End Date 05 / 31 / 2016 3 : 19 : 53 PM

Service Type * Rent Payment Assistance (BH-3800.7000)

Provider Specific Service -Select-

Service Costs

Number of Units:

Unit Type:

Cost per Unit:

Total Cost of Units:

Apply Funds for Se

Distribute as Voucher

Vendor Client

SERVICE	Service Unit Type
Rental Application Fee Payment Assistance	none
Rent Payment Assistance (at move-in)	Last Month Rent First Month Rent Partial Month Months
Rent Payment Assistance (arrearage)	Month(s) Rent Arrearage(s)
Rental Deposit Assistance	none
Utility Service Payment Assistance (arrearage)	Month(s) Rent Arrearage(s)
Utility Deposit Assistance	none
Birth Certificate Fee Payment Assistance	none
Identification Card Fee Payment Assistance	none

Apply Funds for Service

Expand Apply Funds for Service Panel

Funding Sources

Source

Amount

Client Co-Pay

\$ 0.00

Add Funding Source

Add Other Contributing Sources

Calculate

Total: \$0.00

Fund Search Results

Fund ▲



EHA - State Fund

Updated to limit access to EHA Providers



Select Fund (1)

Updated

Funding Sources

Source

Amount

Client Co-Pay

\$ 50.00

▼ EHA - State Fund

\$ 350.00

Save

Submission

Completed

Add Funding Source

Add Other Contributing Sources

Calculate

Total: \$50.00

Save

Save & Exit

Exit

Funding Sources

Source

Amount

Client Co-Pay

\$ 50.00

▼ EHA - State Fund

Void \$ 350.00

History

Submitted

Completed

ALL DONE!

Submitted on 03/18/2016, Completed

Add Funding Source

Add Other Contributing Sources

Calculate

Total: \$400.00

VOIDING A FUNDS REQUEST: Voiding or changing amount on request

1) Find the service transaction with the request

Member of Service	Service Start Date	Service End Date	Service Type	Service Unit Type	Cost of Service	User Creating
HACSA - EHA-RRH Deposits for VASH	03/18/2016	03/18/2016	Rental Deposit Assistance	First Month Rent	\$400.00	Andrea Russell

Funding Sources

Source
Client Co-Pay
EHA - State Fund
<i>Submitted on 03/18/2016, Completed</i>

Expand

Add Funding Source Add Other Contributing

	Amount
	\$ 50.00
Void	\$ 350.00

Calculate **Total: \$400.00**

Void Fund Request

i You have selected to VOID a Fund Request. Please select a Reason for Void and, if possible, provide additional details in the Additional Notes field.

Reason for Void *	-Select-
Additional Notes	-Select-

CHOOSE REASON - BEST FIT

- Incorrect data
- Duplicate request
- Voucher expired before redemption
- Voucher not returned from vendor
- Submission Deadline passed before submission
- Funding Cycle End Date passed before completion
- Deleting Client or Service
- Other - see notes

Cancel

Funding Sources

Source	Amount
Client Co-Pay	\$ 50.00
EHA - State Fund	VOIDED \$ 350.00

History **Voided**

Voided on 03/18/2016

Add Funding Source Add Other Contributing Sources Calculate **Total: \$50.00**

CLICK SAVE AND EXIT AT THE BOTTOM. ALL DONE! To change amt, click add funding source and repeat.

DELETING A FUNDS REQUEST: Void all funds before deleting a request. Only delete if request was a mistake.

ALL SERVICE TRANSACTIONS CREATE: (1) A NEED AND (2) A SERVICE. IN ORDER TO DELETE BOTH, DELETE THE NEED.

Client Information

Needs Services Referrals Shelter Stays

Service Transactions

Entire Service History

Transaction Type	Date	Provider	Type	Need Status / Outcome	Need Goal
Need	03/18/2016	HACSA - EHA-RRH Deposits for VASH	Rental Deposit Assistance	Identified	
Service	03/18/2016	HACSA - EHA-RRH Deposits for VASH	Rental Deposit Assistance		

Delete Need

Note: This need is shared by other providers in your tree. This need should not be deleted except in extreme circumstances.

Are you sure you want to delete this Need (#264)?

1 Service(s) and 0 Referral(s) are attached to this Need and will also be deleted.

Delete Cancel

16 HACSA - SPC (Laurel Hill CM) - SHELTERPOINT

ALL DONE! Please feel free to contact us with questions😊

Lisë Stuart

Lise.STUART@CO.Lane.OR.US

541-682-3379 desk

Andrea Russell, Admin Analyst

Lane County Human Services Division

Andrea.RUSSELL@CO.Lane.OR.US

151 W. 7th Ave., Room 560, Eugene OR 97401

541-682-8704 desk