

From: [Marjorie Facio](#)
To: [Tracy Dahl](#); [ctclinksme_stufin@lists.ctc.edu](#); [ctclinkfinalsupport@lists.ctc.edu](#)
Cc: [Dani Bundy](#); [FASupport](#); [SFSupport](#); [Jennifer Dellinger](#); [Deana Rader](#); [Ana Ybarra](#)
Subject: RE: WorkFirst Global Item Types *NEW* for FY22
Date: Thursday, October 7, 2021 7:09:00 AM

Good morning,

These are great questions, Tracy!

I'm cc'ing our listserv subscribers as all will benefit from this clarification:

Program administration guidelines were recently announced via the Canvas WorkFirst Administrators group on 10/1/21.

I am hoping that most of your administration questions are addressed by policy guidance.

As this is a transition year, you do not need to reverse and reaward under the new item types, but you will want to:

- Include those old item types in queries and reconciliation review
- Discontinue using those old item types from this moment forward
- Ensure that your staff know to begin awarding under the new global values

Here are the specific answers to your questions:

Q: We have students from summer and fall that were awarded/dispensed WorkFirst tuition using 912xxx600, what happens with those? Are those required to be undisbursed and re awarded using new item types?

A: No need to re-award. CTCs need to be aware there is a manual review when doing expenditure reporting and reconciliation. There may be different item types identified during a reconciliation period.

Some CTCs may still be waiting for the creation of item types. Therefore, start dates using new item types is dependent on when CTCs receive their assigned WorkFirst global item types.

Q: With 3 categories(BE, VE, LS) of tuition and books, we could have a student who have classes in more than one category, how are those processed since tuition is broken down that same way? And for books, how do you process? Does that mean a student will need to have more than one bookstore transaction if they have books in more than one category?

A: The process for tuition is to pay tuition out of each budget category when there are multiple components for one student.

Paying for books process should be the same as tuition such as paying out of the budget category matching the WorkFirst component. For example, if the student is in BE & LS components and the student needs both a LS book and BE book, there may be one Bookstore amount for both books on the invoice. In this case, CTC WorkFirst staff separate the amount out identifying the appropriate student supports budget category when reconciling. Then whoever is processing the charges through Student Financials can easily identifying splitting up charges to the LS & BE item types.

Q: We have students who have WorkFirst workstudy earned under the previous item types, 932xxx700, do those remain there or have to be moved to new Item Type.

A: No re-awarding necessary since this program started as of 10/1. Again, some CTCs may still be waiting for creation of item types. So the start date using the new item types is dependent on when CTCs receive their assigned WorkFirst item types.

Thank you,

FA Support

Marjorie Facio

Functional Analyst, Campus Solutions (Financial Aid)
Washington State Board for Community and Technical Colleges
1300 Quince Street SE
Olympia, WA 98504-2495
mfacio@sbctc.edu • o: 360-704-1836
sbctc.edu • Twitter: [@SBCTCWashington](#) • Facebook: [@WASBCTC](#)

From: Tracy Dahl <tracy.dahl@centralia.edu>
Sent: Monday, October 4, 2021 1:00 PM
To: Marjorie Facio <mfacio@sbctc.edu>; ctclinksme_stufin@lists.ctc.edu
Cc: Dani Bundy <dbundy@sbctc.edu>; FASupport@sbctc.edu; SFSupport@sbctc.edu; [Jennifer Dellinger <jdellinger@sbctc.edu>](mailto:Jennifer.Dellinger@sbctc.edu)
Subject: RE: WorkFirst Global Item Types *NEW* for FY22

Good afternoon!

I just met with our SF/FIN folks and discussion about creation of new WorkFirst Item types. Hoping to get a couple of questions answered and/or clarified for processing WorkFirst awards.

1. We have students from summer and fall that were awarded/dispensed WorkFirst tuition using 912xxx600, what happens with those? Are those required to be

- undisbursed and re awarded using new item types?
- 2. With 3 categories(BE, VE, LS) of tuition and books, we could have a student who have classes in more than one category, how are those processed since tuition is broken down that same way? And for books, how do you process? Does that mean a student will need to have more than one bookstore transaction if they have books in more than one category?
- 3. We have students who have WorkFirst workstudy earned under the previous item types, 932xxx700, do those remain there or have to be moved to new Item Type.

Thank you for any clarification/information/guidance.

Tracy

Tracy Dahl
Director, Financial Aid

From: ctclinkfinaidsupport <ctclinkfinaidsupport-bounces@lists.ctc.edu> **On Behalf Of** Marjorie Facio via ctclinkfinaidsupport
Sent: Thursday, September 30, 2021 11:43 AM
To: ctclinkfinaidsupport@lists.ctc.edu; ctclinksme_stufin@lists.ctc.edu
Cc: Dani Bundy <dbundy@sbctc.edu>; FASupport <FASupport@sbctc.edu>; SFSupport <SFSupport@sbctc.edu>; Jennifer Dellinger <jdellinger@sbctc.edu>
Subject: Re: [ctclinkfinaidsupport] WorkFirst Global Item Types *NEW* for FY22

CAUTION: This email originated from outside of Centralia College. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Clarification/Recommendation:

When requesting these item types, you can use one item type form that is signed with a note: "See attached spreadsheet."

On the spreadsheet you will need to indicate your desired Payment Priority number for each item type and provide GL info.

Thanks!
Marjorie

From: Marjorie Facio
Sent: Thursday, September 30, 2021 11:16 AM
To: ctclinkfinaidsupport@lists.ctc.edu; ctclinksme_stufin@lists.ctc.edu
Cc: SFSupport <SFSupport@sbctc.edu>; FASupport <FASupport@sbctc.edu>; Ana Ybarra <aybarra@sbctc.edu>; Dani Bundy <dbundy@sbctc.edu>; Monica Peper <mpeper@sbctc.edu>; Jennifer Dellinger <jdellinger@sbctc.edu>
Subject: WorkFirst Global Item Types *NEW* for FY22
Importance: High

Good morning,

WorkFirst Global Item Types *NEW* for FY22

The following global item type numbers have been reserved for WorkFirst funding. Item types with "ND" in the description are placeholders for FA tracking outside student supports – these item types do not disburse to the customer account. Please note these include new student support item types as well as NEW global numbers to use for tuition & fees, books, and Work Study. This means all colleges will need to submit requests for these new item types.

The rules surrounding these item types are as follows:

1. "ND" Non-disbursable – The FA Item Type needs to be setup as "Disbursement Method = No"
 - a. Item Type will not disburse to the student account and therefore will not pay charges
2. Tuition & Fees / Books Item Types have been designated to award by "student population" Basic Ed (BE), Life Skills (LS), and Vocational Ed (VE)
3. Please note *NEW* global numbers for WorkFirst Workstudy. You may use one item type or choose to distinguish between on and off campus WorkFirst WorkStudy awards.

To request these item types be created for your college, please open a Ticket under the following [SolarWinds](#) request type: ctclink Support • Campus Solutions • Student Financials • Item Types.

NOTE: For those colleges using Dual Processing, these item types will be used for 21-22 forward only.

Item Type Number Reserved	Category	Description	Short Desc	Refundable Indicator	Account Types	CPL (may vary by local CPL options)
912000002000	Tuition and fees	WorkFirst Tuition & Fee BE	WkFrstTFBE	N	FEE,MIS,TUT	WAIVET&F
		WorkFirst Tuition &				

912000002010	Tuition and fees	Fee LS	WkFrstTFLS	N	FEE,MIS,TUT	SBCTCT&F
912000002020	Tuition and fees	WorkFirst Tuition & Fee VE	WkFrstTFVE	N	FEE,MIS,TUT	SBCTCT&F
912000002030	Books	WorkFirst Books BE	WkFrstBkBE	N	FEE, MIS	FBKSTONL
912000002040	Books	WorkFirst Books LS	WkFrstBkLS	N	FEE, MIS	FBKSTONL
912000002050	Books	WorkFirst Books VE	WkFrstBkVE	N	FEE, MIS	FBKSTONL
912000002060	Clothing	WorkFirst Clothing	WkFrstClth	Y	FEE, MIS	FMISCFEE
912000002070	Clothing Non Disb	WorkFirst Clothing ND	Wrk1ClthND	N	TUT	
912000002080	Emergency Costs	WorkFirst Emergency	WkFrstEmrg	Y	FEE	FMISCFEE
912000002090	Emergency Costs Non Disb	WorkFirst Emergency ND	W1stEmrgND	N	TUT	
912000002100	Medical	WorkFirst Medical	WrkFrstMed	Y	FEE	HLTHCARE
912000002110	Medical Non Disb	WorkFirst Medical ND	Wk1stMedND	N	TUT	
912000002120	Personal Hygiene	WorkFirst Personal	Wrk1stPers	Y	FEE	FMISCFEE
912000002130	Personal Hygiene Non Disb	WorkFirst Personal ND	W1stPersND	N	TUT	
912000002140	Testing	WorkFirst Testing	Wrk1stTest	Y	FEE	FMISCFEE
912000002150	Testing Non Disb	WorkFirst Testing ND	W1stTestND	N	TUT	
912000002160	Tools & Supplies	WorkFirst Tools	Wrk1stTool	Y	FEE	FMISCFEE
912000002170	Tools & Supplies Non Disb	WorkFirst Tools ND	W1stToolND	N	TUT	
912000002180	Transportation	WorkFirst Transportation	Wrk1stTran	Y	FEE, MIS	TRNSPORT
912000002190	Transportation Non Disb	WorkFirst Transportation ND	Wk1TransND	N	TUT	
932000002000	Work Study	WorkFirst Work Study	Wrk1stWS	N		
932000002010	Work Study	WorkFirst WS Off Campus	Wrk1stWSOC	N		

Marjorie Facio

Functional Analyst, Campus Solutions (Financial Aid)

Washington State Board for Community and Technical Colleges

1300 Quince Street SE

Olympia, WA 98504-2495

mfacio@sbctc.edu • o: 360-704-1836

sbctc.edu • Twitter: [@SBCTCWashington](https://twitter.com/SBCTCWashington) • Facebook: [@WASBCTC](https://www.facebook.com/WASBCTC)