

Step-by-Step Family Cost Participation Entry

1. From your Family Cost Participation sheet, enter the information as it appears on the screen.
 - Fields denoted by red stars are required fields.
 - The Household Count field is automatically filled in based on the number of Family Members listed on the child's Family Member Detail page. To change, simply delete the old number and fill in the new number.
2. When you are finished filling in the information and all required fields have been completed, select "Save(Draft)" in the bottom, right-hand corner of the screen.
3. Review the information that has been entered. If everything looks correct, select "Calculate Fee."
4. Once the information is saved in draft form (Step 2), a "Confirm Fee" button will have appeared next to the "Save(Draft)" button. At this time, select it.
5. If there are no errors, a box will appear, asking, "Would you like to confirm this?" Select "Proceed."

If this household is going to receive a fee override, follow these steps:

1. Follow Steps 1-3 above. After calculating the fee in Step 3, check the "Override Calculated Fee" box.
 2. Fill in the appropriate reason and amount of the new fee. If the family provided false information, please present a description of the problem and an amount.
 3. Select "Save(Draft)."
 4. Select "Confirm Fee."
 5. If there are no errors, a box will appear, asking, "Would you like to confirm this?" Select "Proceed."
- Note: the "calculated fee" will not change after you have performed the override, however the "Monthly Fee Determination" information in the upper right-hand corner of the screen will display the fee entered by the override.
 - Note: if a child's Fee Override box is checked, and "MFD Data Entry" is filled into the Fee Override Reason field, that means it is a child whose FCP information was entered by DESE in July.