



Texas Department of
Family and Protective Services

Title IV-E Stipend Application
Job Aid for the University Admin

11/14/2024
Version: v1.1

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Section 1. Overview

1.1 Purpose

The purpose of this job aid is to describe the steps that will need to be taken by University Admin to login, view/manage University and Admin details, submit Student Stipend Details to the ROSA/SSCC, Approve or Reject Student's Form 7039 and submit Quarterly Invoices.

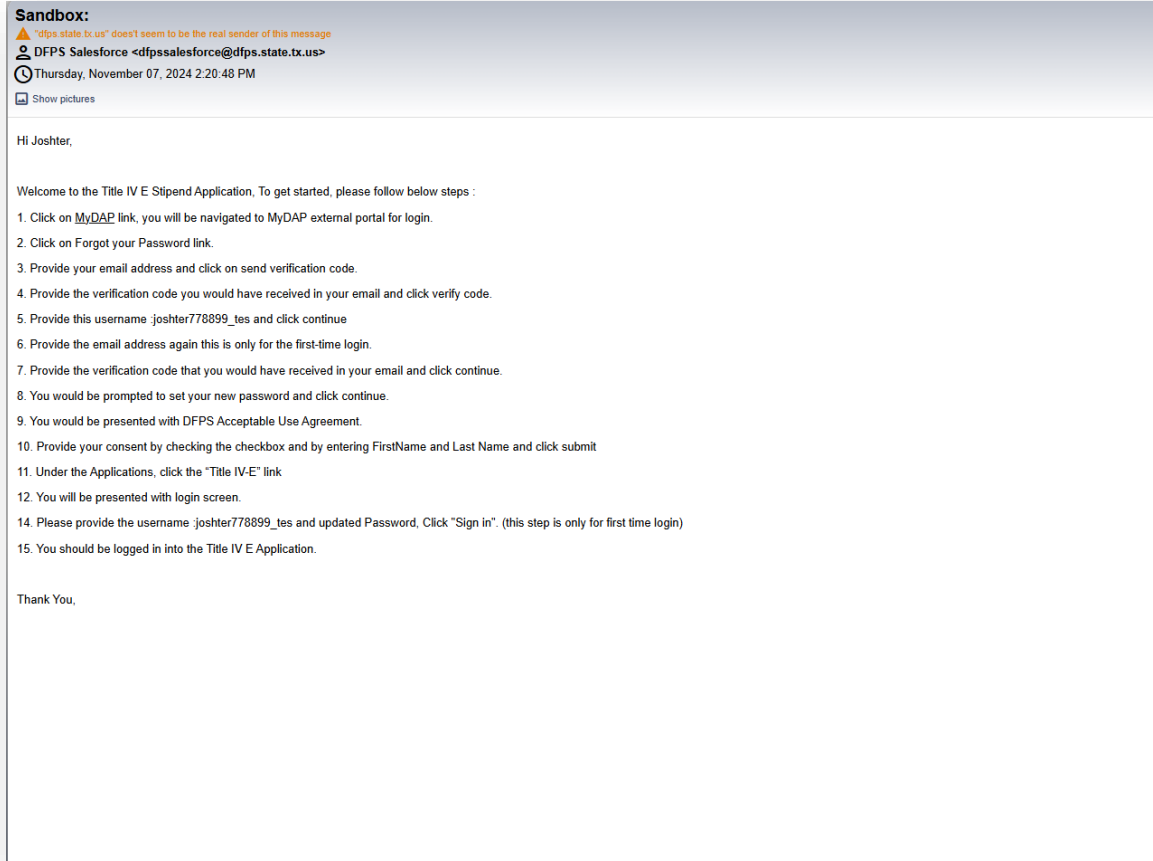
1.2 Scope

The scope of this **Title IVE Stipend Application University Admin Job Aid** is to show University Admins how to login to the system and manage the information on the Title IV-E Application tabs (**MyDetails, University, Student, Contract Documents, and Invoice**).

Section 2. Login

2.1 Welcome Email

User will receive an email from DFPS with login instructions: Email will have welcome message and the steps to get access to the application:



1. Click on <https://dfpsportal.dfps.texas.gov/>, you will be navigated to MyDAP (MyDAP is DFPS's Identity and Access management system) external portal for login.

My DFPS Application Passport

DFPS
Texas Department of
Family and Protective Services

System Use Notification

Warning: This is a Texas Department of Family Protective Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign in with your username

Username

Password

Forgot your password? Forgot Username?

Sign in

Don't have an account? Sign up now

2. Click on **Forgot your Password** link.

My DFPS Application Passport

DFPS
Texas Department of
Family and Protective Services

System Use Notification

Warning: This is a Texas Department of Family Protective Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign in with your username

Username

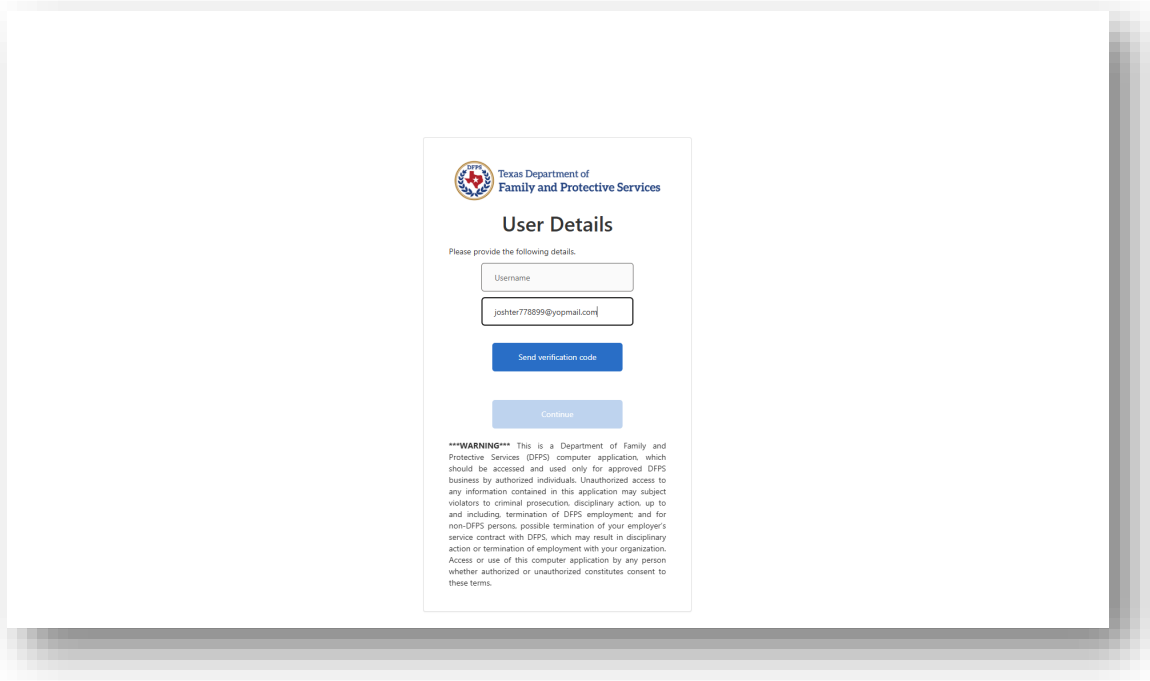
Password

Forgot your password? Forgot Username?

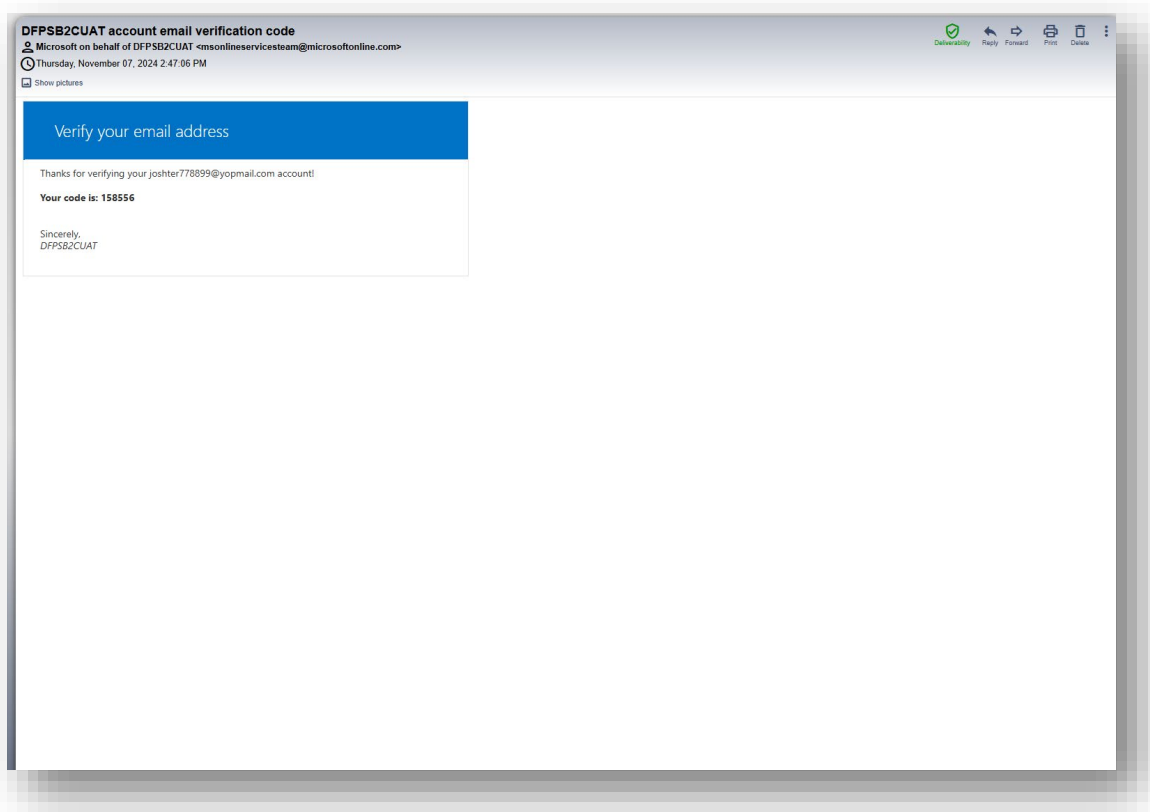
Sign in

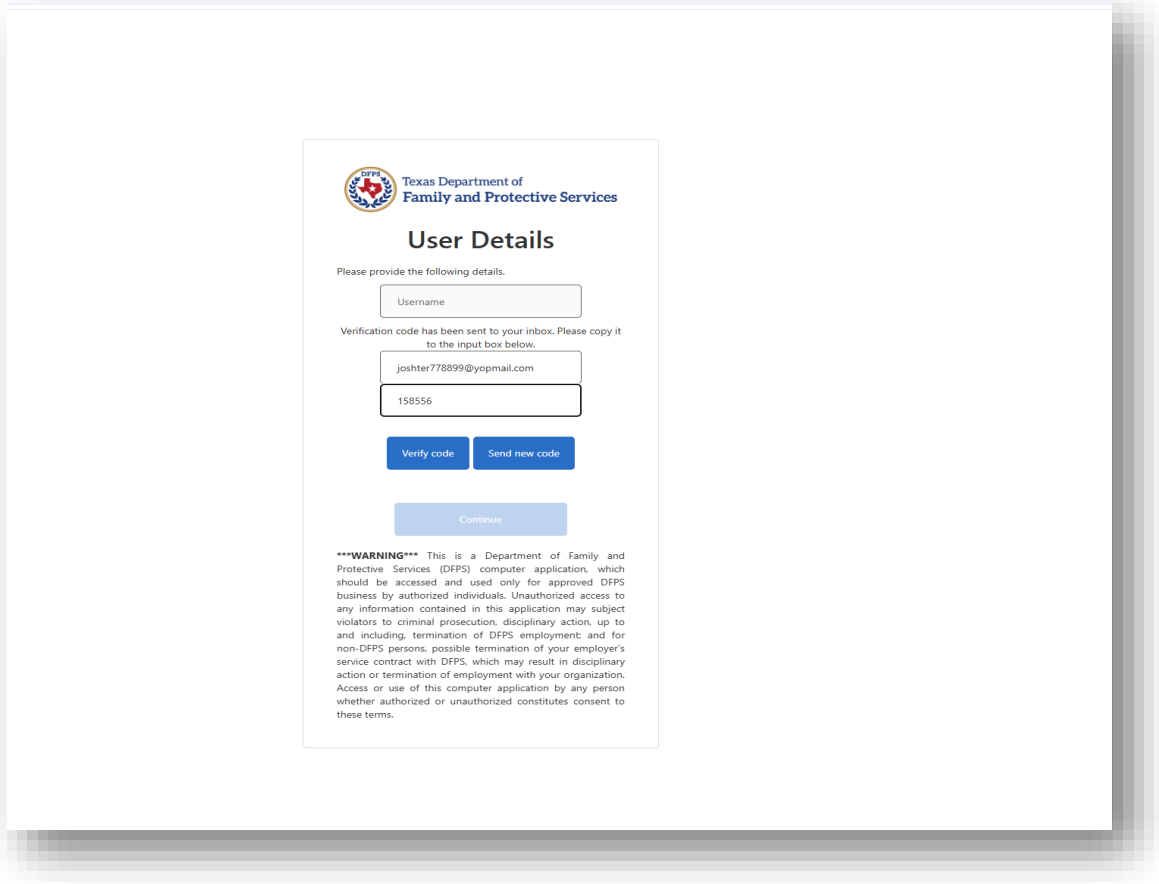
Don't have an account? Sign up now

3. Provide your email address and click on **send verification code**.

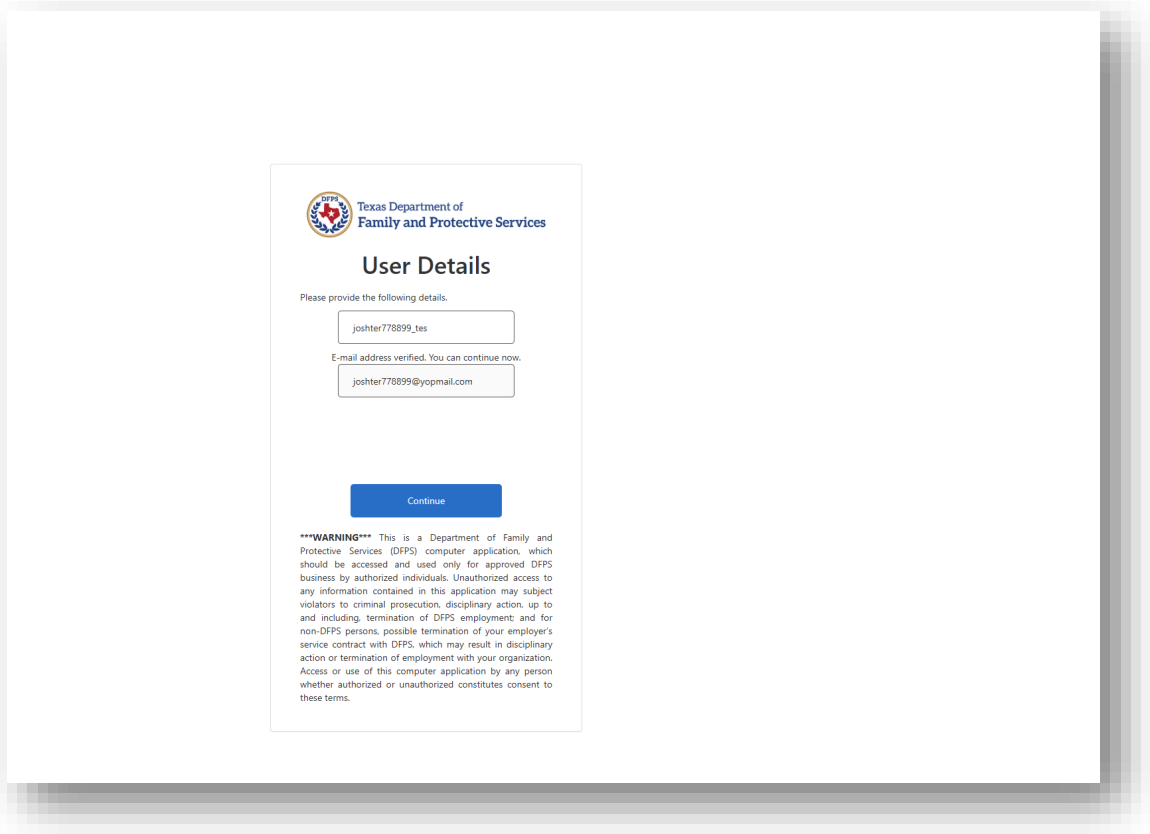


4. Provide the verification code you received in a separate email and click **verify code**.

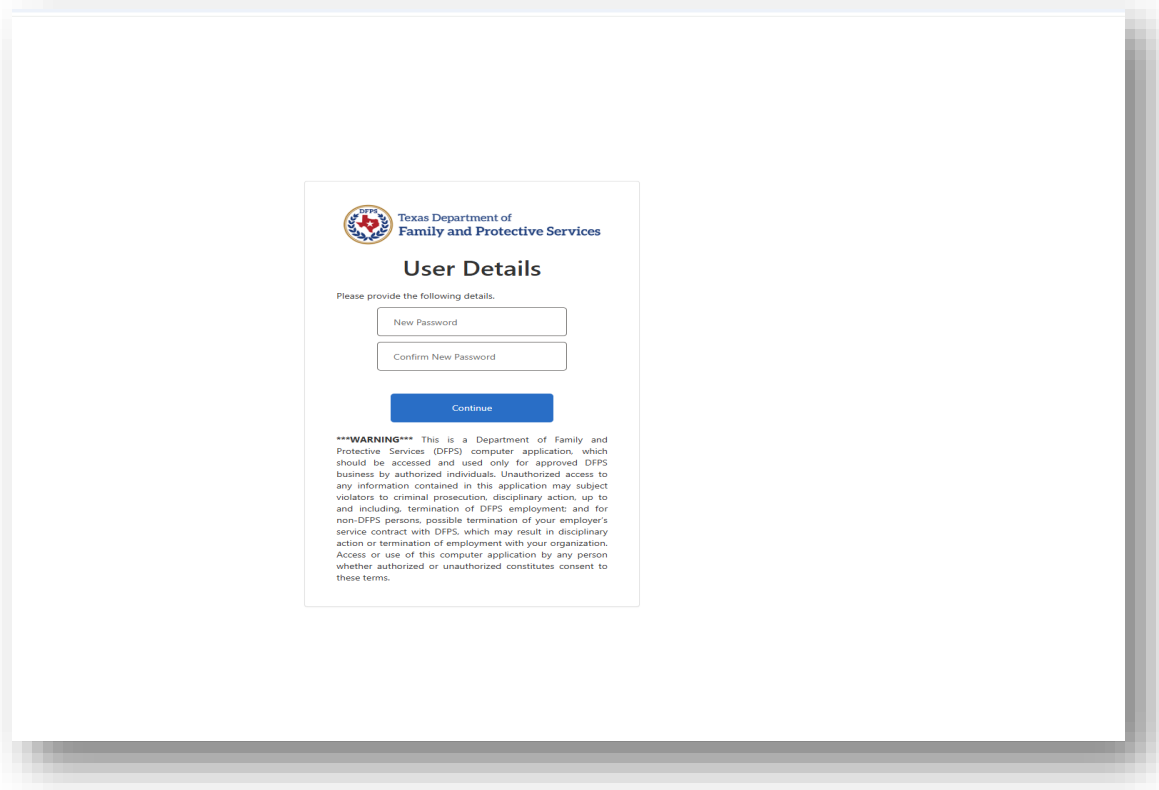




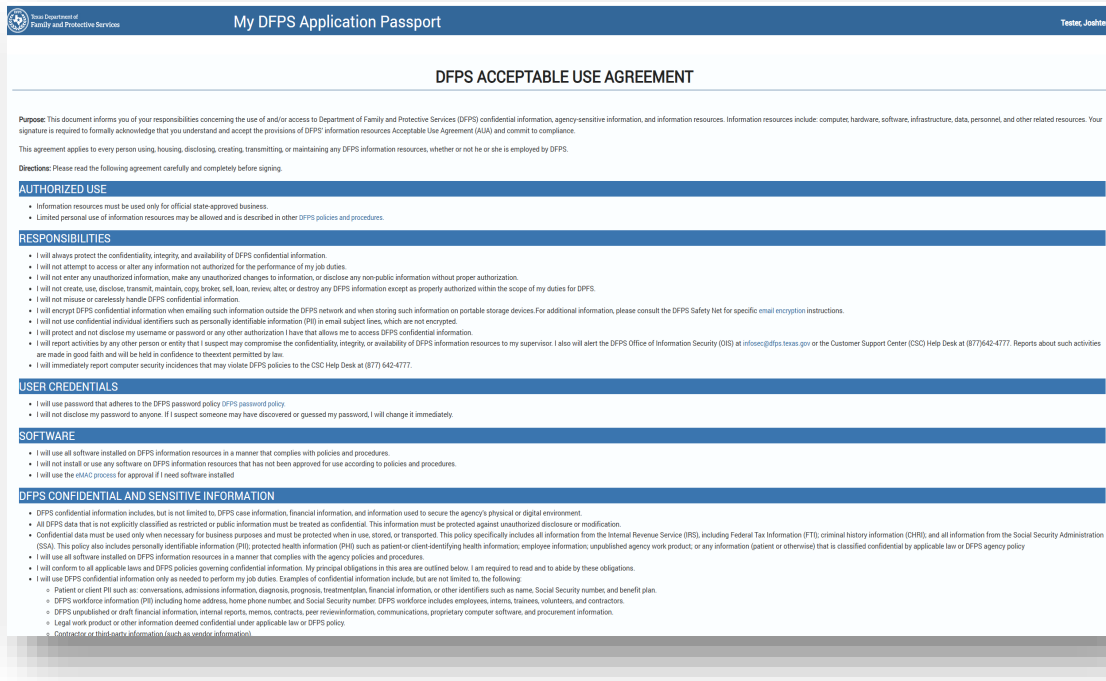
5. Provide the username as shown in your Welcome Email and click **continue**



6. You will be prompted to set your new password and click **continue**.



7. You will be presented with DFPS Acceptable Use Agreement.



Scroll to the bottom of the page

8. Provide your consent by checking the checkbox and by entering FirstName and Last Name and click submit

◦ Keeping my workspace clean.
◦ Not leaving DFPS confidential information, DFPS agency sensitive information, or information resources in my vehicle unattended.
◦ Locking information resources with a locking cable or an approved locked container under my control when needed.

EMAIL

- I will not send any email that violates DFPS policy, such as an email that contains malicious, hostile, threatening, abusive, vulgar, defamatory or profane content, or inappropriate racial, gender, sexual, or religious content.
- I will not use third-party email accounts (such as Gmail, Hotmail, or Yahoo) for transmitting or receiving DFPS agency information or conducting agency business without prior written approval by the DFPS Chief Information Security (CIS).
- I acknowledge that electronic communications transmitted across the DFPS network are DFPS property, are not considered private, and are subject to inspection at any time.

INTERNET

- I will not knowingly view or attempt to view web content that violates DFPS policy. This includes the following:
 - Sites known to contain graphics or text that is malicious, hostile, threatening, abusive, vulgar, defamatory or profane.
 - Content that is considered inappropriate racial, gender, sexual, or religious content.
- I will not utilize any cloud computing resources or storage unless approved by DFPS. These include but are not limited to Apple iCloud, Onebox, Google Drive, or any other available cloud computing service.
- I will not use a personal or publicly available proxy to circumvent security policies for internet usage.

SOCIAL MEDIA

- I will not visit social networking sites such as Facebook, Reddit, Twitter, Instagram, or video hosting sites such as YouTube using state information resources unless required as part of my job duties and previously approved.
- The DFPS Chief Information Security Officer must approve exceptions for the use of social media sites for approved business purposes before establishing each new social media presence on the agency's behalf.

INSTANT MESSAGING

- I understand that the only approved instant messaging (IM) system is DFPS provided instant messaging from Microsoft through Microsoft Teams. Use of other instant messaging systems for DFPS business use is prohibited, except for specific instances approved by Office of Information Security for legitimate DFPS agency business purposes.

CONSENT TO MONITORING

- I understand that DFPS has the legal right to monitor use of DFPS information resources, DFPS confidential information, and DFPS sensitive information.
- I understand that DFPS monitors use to ensure these resources are protected and to verify compliance with applicable law, DFPS policy, security standards, and controls.
- By using DFPS information resources or using, disclosing, creating, transmitting, or maintaining DFPS confidential or sensitive information, I consent to the monitoring of the use of these resources and information in any form and on any device. I understand that I have no expectation of privacy while using DFPS information resources or when transmitting DFPS confidential or sensitive information.

NON-COMPLIANCE

- I understand that non-compliance with this agreement or violation of the DFPS Information Security Acceptable Use Policy may be cause for removal of my access to information resources and disciplinary action up to and including dismissal and/or civil or criminal prosecution.
- I also understand that I must comply with applicable law and DFPS policies, procedures, standards, and guidelines about information resources and DFPS confidential and sensitive information. This includes the requirements and any changes in requirements for the following:
 - DFPS Human Resources Manual.
 - DFPS Privacy Policy.
 - DFPS Security Policy.
- I will be held responsible for any of the following:
 - Violations of applicable law or DFPS policy related to DFPS confidential or sensitive information or DFPS information resources caused by my acts or omissions.
 - Any harm, loss, or adverse consequences arising from the use of my credentials, including unauthorized use by a third party or contractor if such party gains access to my credentials due to my negligence or misconduct.
- I understand disciplinary actions up to and including dismissal and civil or criminal prosecution may result from any violations of this Acceptable Use Agreement.
- Transactions initiated under my credentials will be considered as having been authorized and electronically signed by me.
- I understand that my failure to comply with this Acceptable Use Agreement may result in loss of access privileges to DFPS applications, disciplinary action, up to and including dismissal, and civil or criminal prosecution.

By checking this box and typing my name below, I acknowledge that I read, understand, and will comply with the requirements in the Information Security Acceptable Use Policy

Provide an electronic signature by entering your first name and last name

First Name:

Last Name:

9. Under Applications on the left-hand side of the screen, click the "Title IV-E" link

State Department of Family and Protective Services My DFPS Application Passport Teitel, Jodie

Home My Profile My Requests

Access Management

- Notifications
- Manage Access
- View Agreements

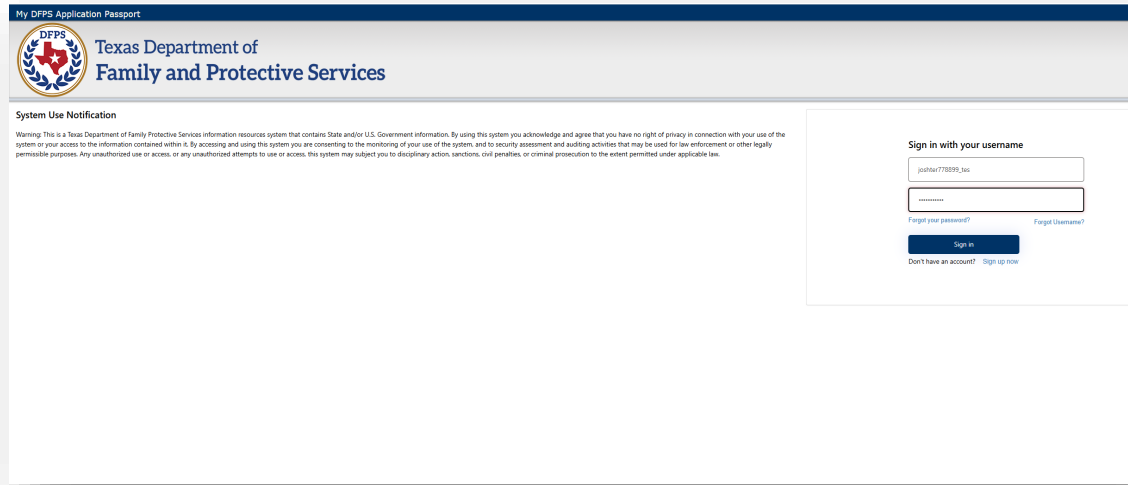
Applications

- Title IV-E
- ESAPIS

Help

- Help

10. You will be presented with login screen.



11. Provide -your username and updated Password, Click "**Sign in**". (This step is only for your first-time login.)

12. You will be logged into the **Title IV E Application**.



Notes: Recommended Browser is Chrome. Please bookmark the link for future logins.

2.2 Additional University Admins

Send an email to DFPS (CPSUNIVContracts@dfps.texas.gov) requesting access to the application. A Contract Manager will add the additional admin to the system. Newly added admin will receive an email with login details. (Details are provided in section 2.1.)

The following details needs to be provided in the email:

1. Name of the **University**.
2. **First Name** of the admin
3. **Middle Name** (Optional) of the admin
4. **Last Name** of the admin
5. **Phone** Number
6. **Address** information (**Street, City, State/Province, Zip/Postal Code, and Country**).
7. **Role** optional

DFPS should be notified via email to CPSUNIVContracts@dfps.texas.gov when university staff is no longer affiliated with the program or university so that person's access to the application can be deactivated.

Section 3. Title IV-E Application

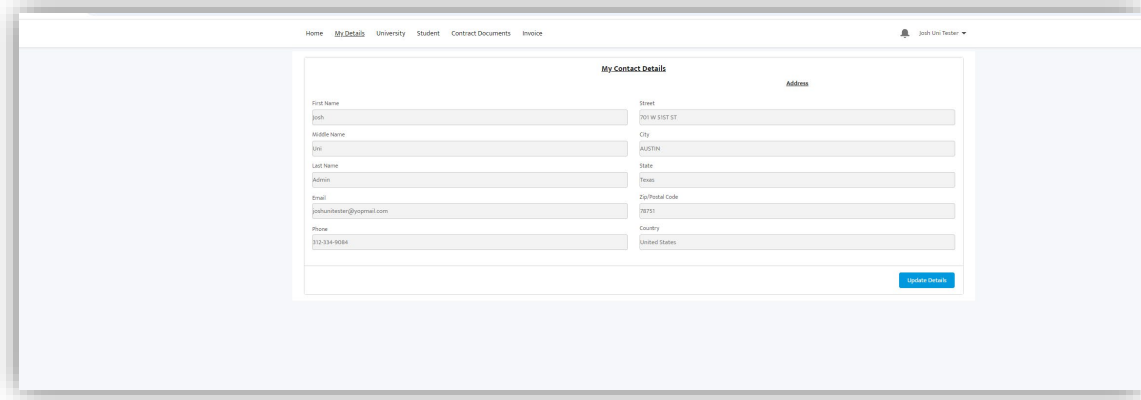
3.1 Home

When you login to the Title IV-E Stipend Application, you will be initially taken to the **Home** tab, as depicted below. From the **Home** page, you can navigate to **MyDetails** to view and manage admin details, **University** tab to view the University details, **Students** tab to manage Student Stipend details, **Contract Documents** to view Student Contract Documents, **Invoice** tab to view and manage invoices and **Reports** tab to view any available reports.



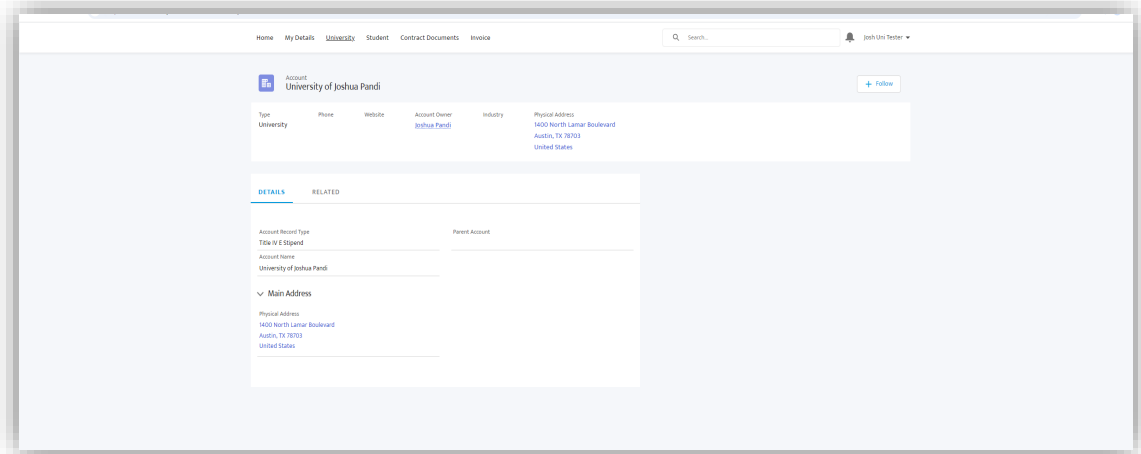
3.2 MyDetails

Details of the admin (whoever is logging in) can be viewed by either clicking on the **MyDetails** picture or using the **MyDetails** tab provided on the home page. Admin is allowed to update Address and Phone Number by clicking **Update Details** button provided on the bottom of the page. All other details are read only.



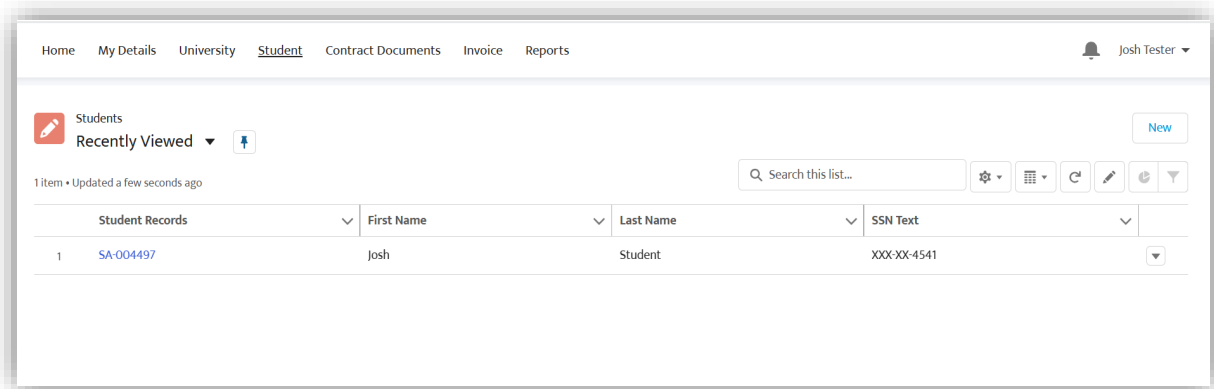
3.3 University

The University **Details** can be viewed by either clicking on the **University** picture or using the tab provided on the home page. University Admin is NOT allowed to update any of the details displayed here (read only).



3.4 Student

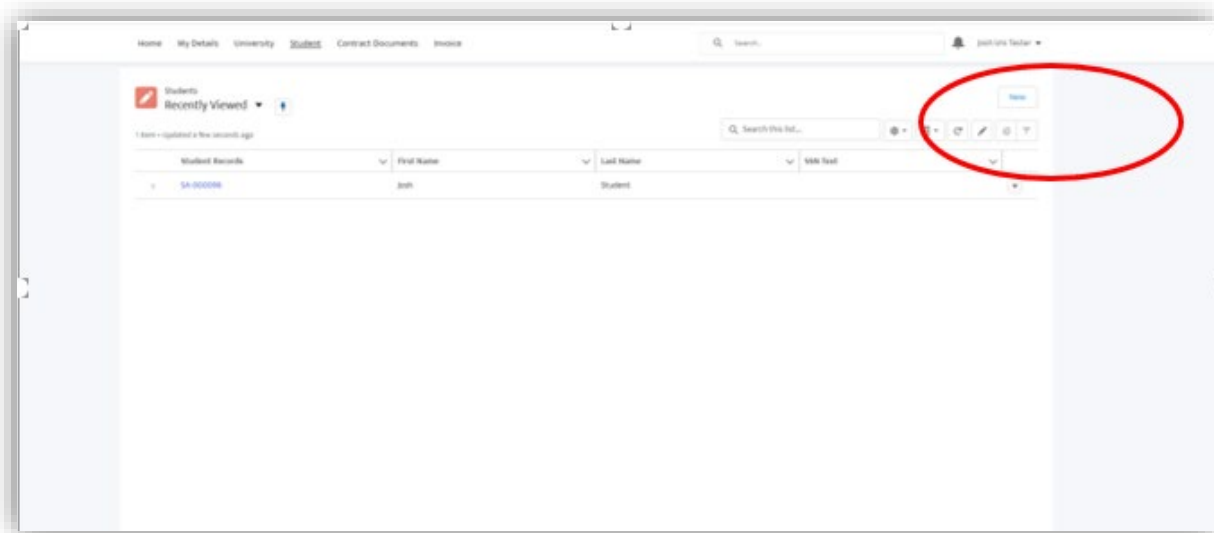
The University Admin will be able to manage the Students Stipend details by either clicking on the **Student** picture or using the tab provided on the home page.



- 1) University Admin can click on the drop-down arrow next to **Recently Viewed** to change the list view from **Recently Viewed** to **All**. **This view will enable the admin** to view all the students from their university. **University** Admin can also search for a student using free text in the **“Search this list...”** search box option, after updating the list view from **Recently Viewed** to **All**.
- 2) Click on the **Student Records ID** (Ex: SA-004497) to view the **Student Stipend** Details.
Note: Student Records can be sorted by clicking on the column header

Creating and Submitting New Student Stipend Details to the ROSA/SSCC:

- 3) University Admin can click on the **New** button to create a new student stipend details in the application



- 4) University Admin to add **Student Details**:

- Enter First Name – Required
- Middle Name – Optional
- Last Name – Required
- Date of Birth – Required
- University – Required
- Phone Number – Required
- Personal Email – Required
- University Email (Secondary Email) – Required

The screenshot shows a web application interface for 'Student Details'. The form is divided into several sections:

- Student Information:** Includes fields for *First Name (highlighted with a red box), Middle Name, *Last Name, *Date of Birth, *University (with a search field), *Phone Number, *Personal Email, and *University Email. A 'Vendor ID' field and a 'Status' dropdown (set to 'Draft') are also present.
- Stipend Information:** Contains dropdown menus for *Student Status at Initial Stipend, *Degree, *DFPS/SSCC, and Classification. It also features search fields for ROSA and SSCC, and input fields for *Anticipated Graduation Date, Total Additional Stipend, Additional Stipend Effective Date, and Additional Stipend Details.
- Vendor ID:** Includes a field for Vendor ID and a 'Status' dropdown.

At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

5) University Admin to add **Stipend Information:**

- Student Status at Initial Stipend – Required Dropdown list
- Degree – Required Dropdown list
- Classification – Required Dropdown list
- DFPS/SSCC – Required Dropdown list
- Search and select a ROSA or SSCC – Required
- Anticipated Graduation Date – Required
- Total Number of Stipends Received per FY – Required Dropdown list
- Max Number of Stipends Received for Program - Required Dropdown list
- Amount of Stipend for Fall

- Amount of Stipend for Spring/Winter
- Amount of Stipend for Summer

Note: DO NOT enter any other details. Admin can select either ROSA or SSCC, system will display error if you select both. System will display error if required fields are left blank (upon save).

- 6) Click on Save
- 7) Review the details and edit if required using the **Edit** button provided

Home My Details University Student Contract Documents Invoice Reports Josh Tester

Student Record SA-004497 Edit Submit Approve Form 7039

Student Details

Student Records SA-004497

First Name	Josh	Middle Name	Oct
Last Name	Student	Date of Birth	10/4/2005
University	University of AI	Phone Number	773-220-9878
Personal Email	joshoctstudent@yopmail.com	University Email	joshuaststudent2@yopmail.com
Vendor ID		Corrections Required	1

Status Active

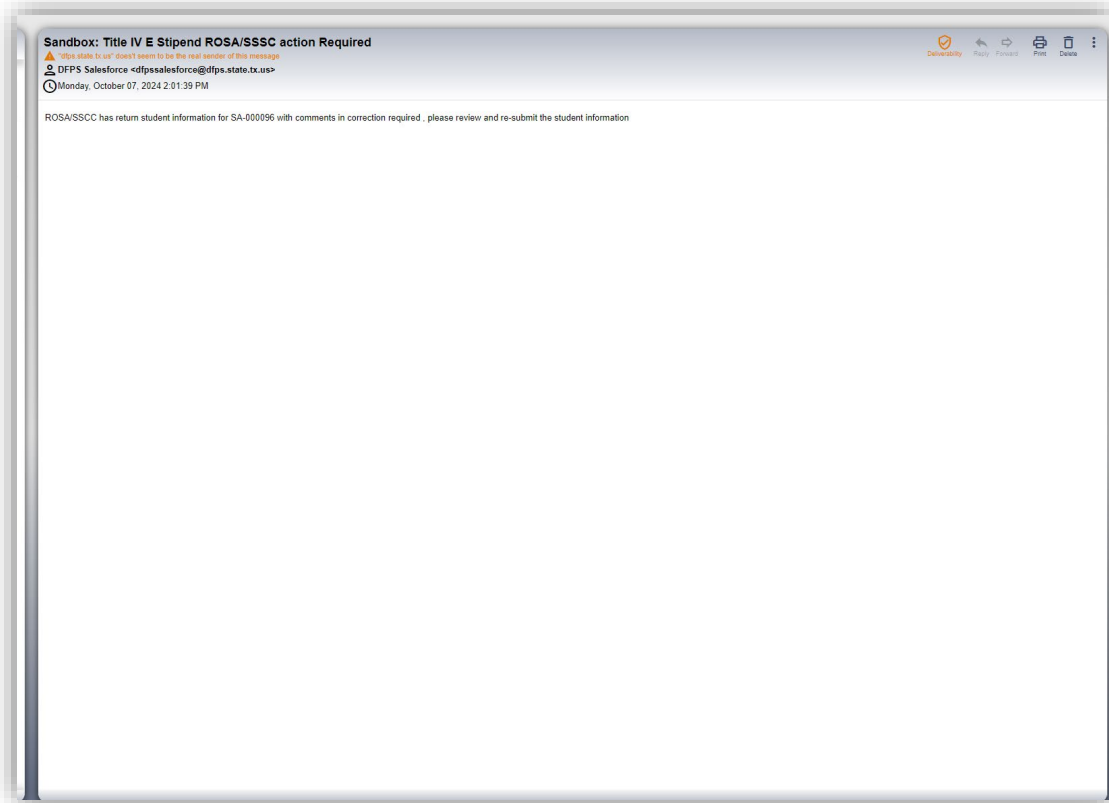
Stipend Information

Student Status at Initial Stipend	DFPS Employee	Degree	BSW
DFPS/SSCC		Classification	Junior
SSCC		Anticipated Graduation Date	10/13/2027
ROSA		Total Additional Stipend	
SSCC	SSCC of Joshua Pardi	Additional Stipend Effective Date	
Total Number of Stipends Receive per FY	3	Additional Stipend Details	
Max Number of Stipends Receive for Prog	6	Total Amount Stipend to Receive per FY	\$6,000.00
Amount of Stipend for Summer	\$2,000.00	Stipend Amount to Receive for Program	\$36,000.00
Amount of stipend for Fall	\$2,000.00	Final Student Employment Status	
Amount of Stipend for Spring/Winter	\$2,000.00		

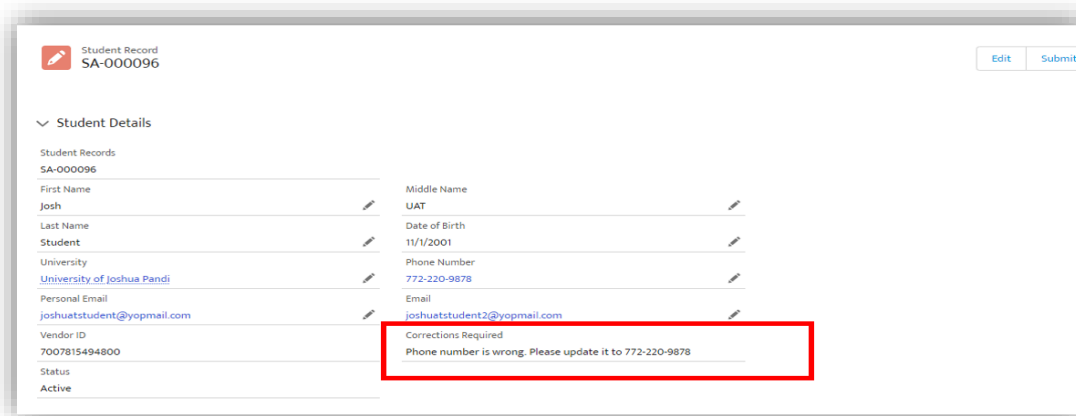
Status Updates

Date Temporary Pause Started		Actual Graduation Date	
Date Temporary Pause Ended		Date Last Attended	
Reason for Temporary Pause		Discontinue Letter Mailed Date	
Termination Reason		Contract Termination Date	

- 8) Click on **Submit** button to submit the student stipend detail to ROSA/SSCC. Email alert is sent to the ROSA/SSCC notifying that the student details are available for their review.
- 9) Rosa/SSCC may request **corrections** with Student Details submitted by the University Admin. University Admin will receive an email notifying them that corrections are requested.



10) University Admin to navigate to the **Student** tab, click on the **Student ID**, refer to the **Corrections Required** field (in the Student Details section) to view the ROSA/SSCC admin comments regarding the required corrections to the Student Stipend Details.



11) Make necessary updates/edits, **Save** and **Submit** to resubmit to the ROSA/SSCC.

Approve or Reject Form 7039 submitted by the Student:

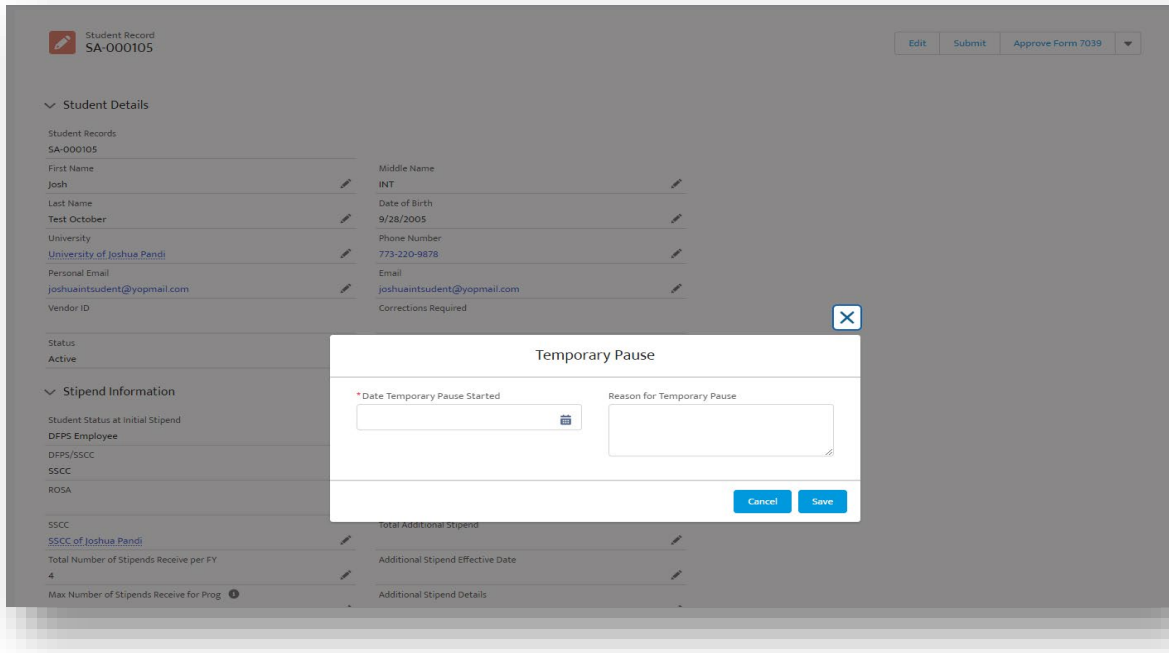
- 1) University Admin will receive an email alert when student submits **Form 7039**
- 2) University Admin will navigate to the **Student** tab, click on the **Student ID** (to access the student details), scroll down to the Form 7039 section to review the details.

- 3) If any correction are required to the **Form 7039**, University admin can **Reject** the **Form 7039** using the button **Form 7039 Corrections Required** (use the drop-down arrow to see additional options). An email Alert is sent to the student to correct the **Form 7039** and resubmit.

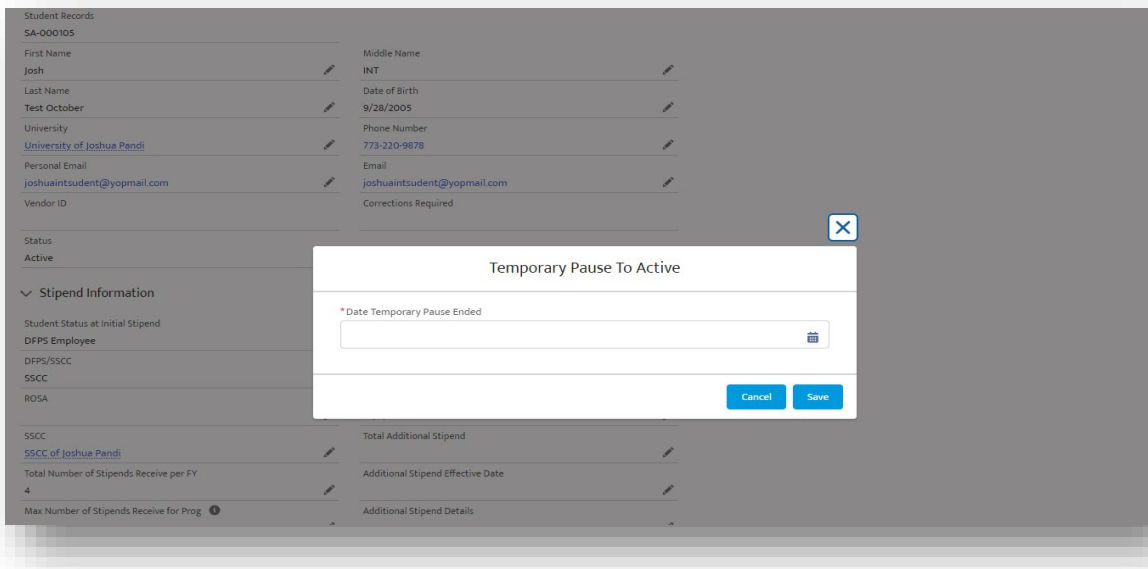
- 4) If **NO** corrections are required to the **Form 7039**, University admin can **Approve** the **Form 7039** using the button **Approve Form 7039**. Email Alert is sent to the student, ROSA/SCC and the Contract Managers stating the student's **Form 7039** has been approved by the University.

Updating Student Status to Temporary Pause:

- 5) University Admin can update the status of the Student to **Temporary Pause** by clicking the down arrow next to Approve Form 7039 and selecting **Temporary Pause**. Provide **Temporary Pause Start Date, Reason for Temporary Pause** and **Save**. This will update the Student **Status** (of the Student Details section) from **Active** to **Temporary Pause**.

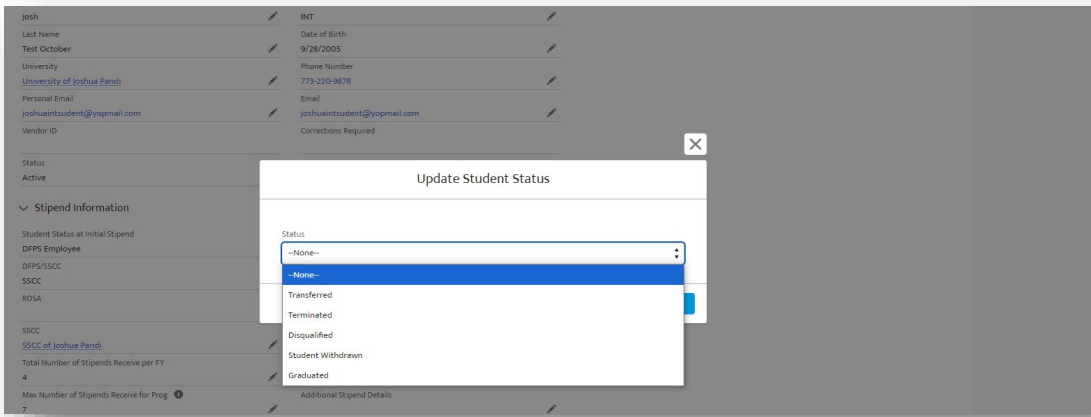
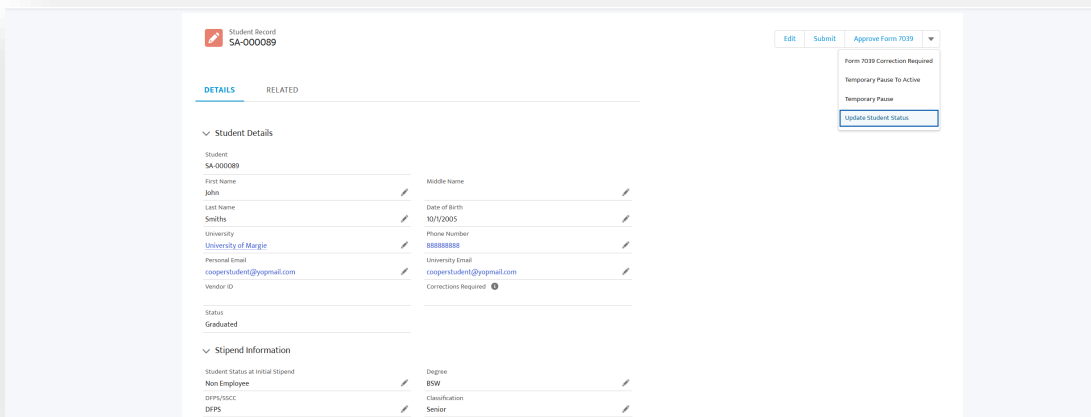


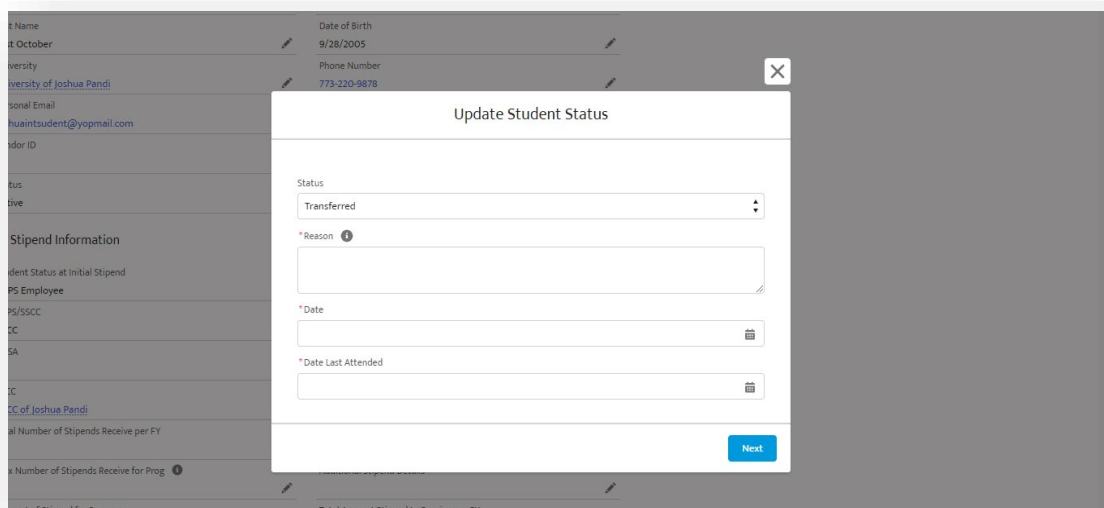
- 6) University Admin can update the status of the Student from **Temporary Pause** to **Active** by clicking the dropdown option of **Temporary Pause To Active**. Provide **Date Temporary Ended** and **Save**. This will update the Student **Status** (of the Student Details section) from **Temporary Pause** to **Active**.



Updating Student Status to Transferred:

- 1) University Admin can update the status of the Student to **Transferred** by clicking the down arrow next to Approve Form 7039 and selecting **Update Student Status**. Select **Transferred** option from the dropdown list, provide **Reason, Date, Date Last Attended** and click **Next**.



The image shows a screenshot of a web application interface. In the background, there is a student profile card for Joshua Pendi, with fields for Name, Date of Birth (9/28/2005), University (University of Joshua Pendi), Phone Number (773-220-9878), Personal Email (jhuaintsudent@yahoo.com), and Student ID. Overlaid on this is a modal window titled "Update Student Status". The modal contains a dropdown menu for "Status" with "Terminated" selected. Below this are three text input fields: "* Reason", "* Date", and "* Date Last Attended". A blue "Next" button is located at the bottom right of the modal.

Updating Student Status to Terminated:

- 2) University Admin can update the status of the Student to **Terminated** by clicking the down arrow next to Approved Form 7039 and selecting **Update Student Status**. Select **Termination** option from the dropdown list, provide **Termination Reason**, **Date**, **Date Last Attended**, **Comments** and click **Next**.

Updating Student Status to Disqualified:

- 3) University Admin can update the status of the Student to **Disqualified** by clicking the down arrow next to Approved Form 7039 and selecting **Update Student Status**. Select **Disqualified** option from the dropdown list, provide **Reason**, **Date**, **Date Last Attended** and click **Next**.

Updating Student Status to Student Withdrawn:

- 4) University Admin can update the status of the Student to Student **Withdrawn** by clicking the down arrow next to Approved Form 7039 and selecting. **Update Student Status**. Select Student **Withdrawn** option from the dropdown list, provide **Reason**, **Date**, **Date Last Attended** and click **Next**.

Updating Student Status to Graduated:

- 5) University Admin can update the status of the Student to **Graduated** by clicking the down arrow next to Approved Form 7039 and selecting **Update Student Status**. Select **Graduated** option from the dropdown list, **Actual Graduation Date** and click **Next**.

3.5 Contract Documents

University Admin should click on **Contract Documents** Tab on the home page to view and download the **Final Contracts** that were uploaded by the DFPS Contract Managers. Click on the **Document Name** and not on the Student ID to view the details of the **Contract Document**. Navigate to the **Related** list to download the actual document.

The screenshot shows a table titled 'Contract Documents' with a filter set to 'All'. The table has four columns: 'Contract Document Name', 'Student Name', 'Student ID', and 'Student's First Date of Class'. There is one row of data.

Contract Document Name	Student Name	Student ID	Student's First Date of Class
Contract Document Sample	Josh Student	SA-000096	10/7/2024

The screenshot shows the 'DETAILS' view for a 'Final Executed Contracts' entry. It displays a grid of key-value pairs for various contract details.

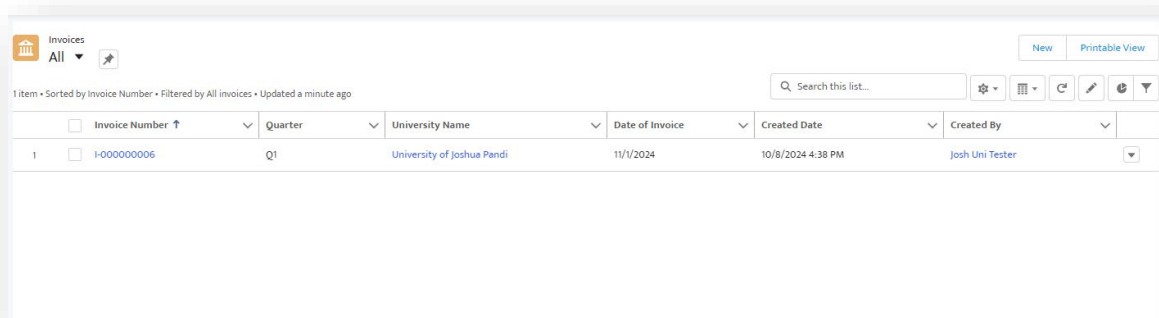
Contract Document Name	Contract Document Sample	Student Name	Josh Student
Student ID	SA-000096	Student's First Date of Class	10/7/2024
Student Signing Date	10/1/2024	DFPS Signing Date	10/4/2024
Contract uploaded Date	10/8/2024		
Created By	Joshua Pandi, 10/8/2024 2:35 PM	Last Modified By	Joshua Pandi, 10/8/2024 2:35 PM

The screenshot shows the 'RELATED' section of the 'Final Executed Contracts' details page. It features a 'Files (1)' section with an 'Upload Files' button and a list of files.

Files (1)
Contract Document ... Oct 8, 2024 • 22KB

3.6 Invoices

University Admin should to navigate to the **Invoice** Tab from home page to view previously submitted **Invoices**.



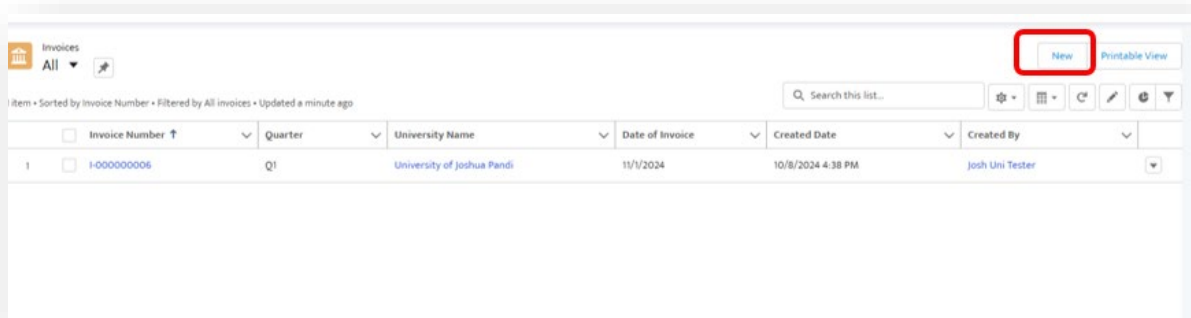
Invoices
All

1 item • Sorted by Invoice Number • Filtered by All invoices • Updated a minute ago

Search this list...

<input type="checkbox"/>	Invoice Number ↑	Quarter	University Name	Date of Invoice	Created Date	Created By
<input type="checkbox"/>	I-000000006	Q1	University of Joshua Pandi	11/1/2024	10/8/2024 4:38 PM	Josh Uni Tester

- 1) University Admin can use the **New** button provided to create and submit a new **Invoice** to the DFPS Contract Manager.



Invoices
All

1 item • Sorted by Invoice Number • Filtered by All invoices • Updated a minute ago

Search this list...

<input type="checkbox"/>	Invoice Number ↑	Quarter	University Name	Date of Invoice	Created Date	Created By
<input type="checkbox"/>	I-000000006	Q1	University of Joshua Pandi	11/1/2024	10/8/2024 4:38 PM	Josh Uni Tester

- 2) Select the **University** if required, provide **Date of Invoice** and **Quarter** and **Save**

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'My Details', 'University', 'Student', 'Invoice', and 'More'. A modal window titled 'Information' is open, containing the following fields:

- Invoice Number
- * University Name: A search box with the placeholder text 'Search Accounts...' and a magnifying glass icon.
- * Date of Invoice: A date picker field.
- Amount Paid
- Status: A dropdown menu with 'Draft' selected.
- * Quarter: A dropdown menu with '--None--' selected.
- Payment Status: A dropdown menu with 'Not Paid' selected.
- Paid Date

At the bottom of the modal are three buttons: 'Cancel', 'Save & New', and 'Save'.

- 3) Navigate to the **Related** tab of the **Invoice** and click **New** button. Click **New** button on the **Invoice Line Items** to add **Invoice line items**.

The screenshot shows the 'Related' tab of an invoice details page. At the top, it displays 'Invoice F-000000006' with 'Edit' and 'Submit' buttons. Below this, there are two sections:

- Invoice Line Items (0)**: A section with a 'New' button.
- Files (0)**: A section with an 'Upload Files' button.

Below the 'Files' section, there is a dashed border area containing an 'Upload Files' button and the text 'Or drop files'.

- 4) Provide **Student Name**, **Date of Disbursement**, **Stipend Amount** of the Student, **Semester of Disbursement** and click **Save** or Click **Save & New** to add one more **Invoice Line Item**.

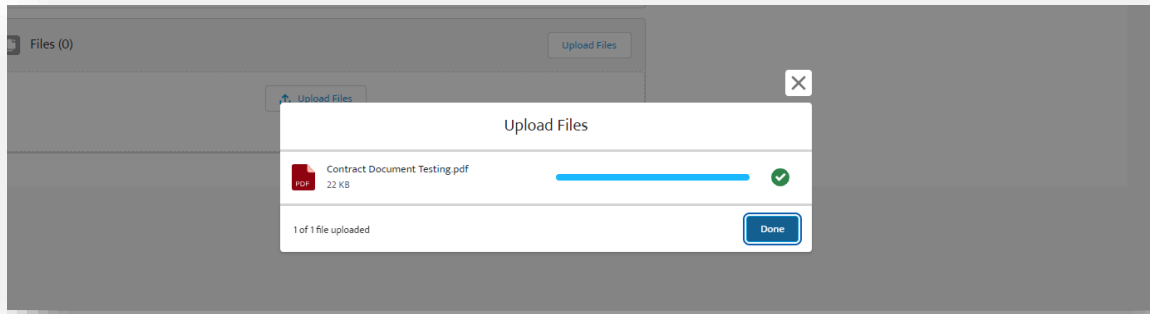
The screenshot shows a modal window titled "New Invoice Line Item" with a close button (X) in the top right corner. The form is divided into an "Information" section and a "Required Information" section. The "Information" section includes fields for "Invoice Line Item Number", "Invoice Number" (with a dropdown menu showing "I-000000006"), "Student Name" (with a search field "Search Students..."), "Date of Disbursement" (with a calendar icon), "Stipend Amount" (with a text input field), and "Semester of Disbursement" (with a dropdown menu showing "--None--"). The "Required Information" section is currently empty. At the bottom of the modal, there are three buttons: "Cancel", "Save & New", and "Save".

The screenshot shows the "Related" tab of the "Invoice" page. The page header includes the "Invoice" icon and the ID "I-000000006", along with "Edit" and "Submit" buttons. The "RELATED" tab is selected. Below the header, there is a section for "Invoice Line Items (1)" with a "New" button. A table displays the following data:

Invoice Line Item: Invoice ...	Stipend Amount	Last Name	First Name
ILI-000000008	\$2,000.00	Student	Josh

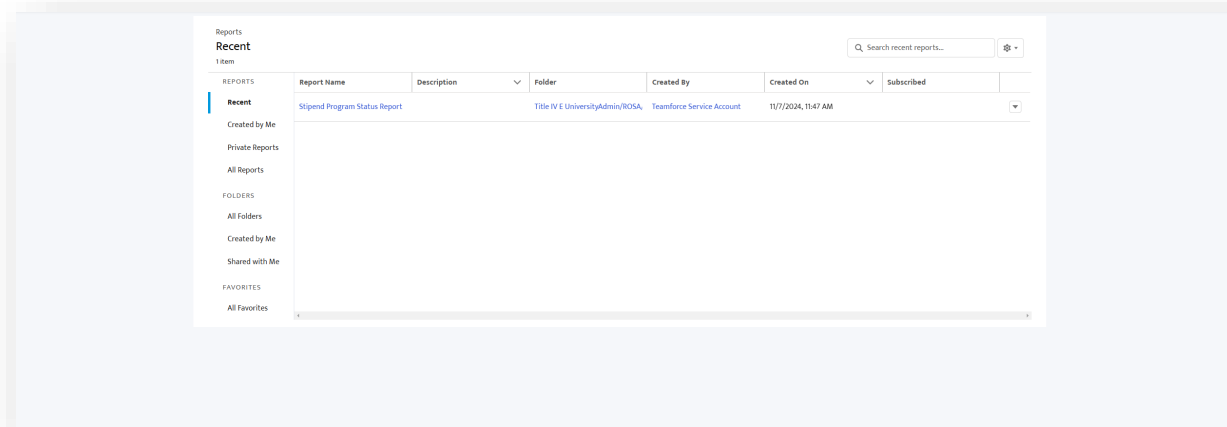
Below the table, there is a "View All" link. Underneath, there is a "Files (0)" section with an "Upload Files" button. At the bottom, there is another "Upload Files" button and the text "Or drop files".

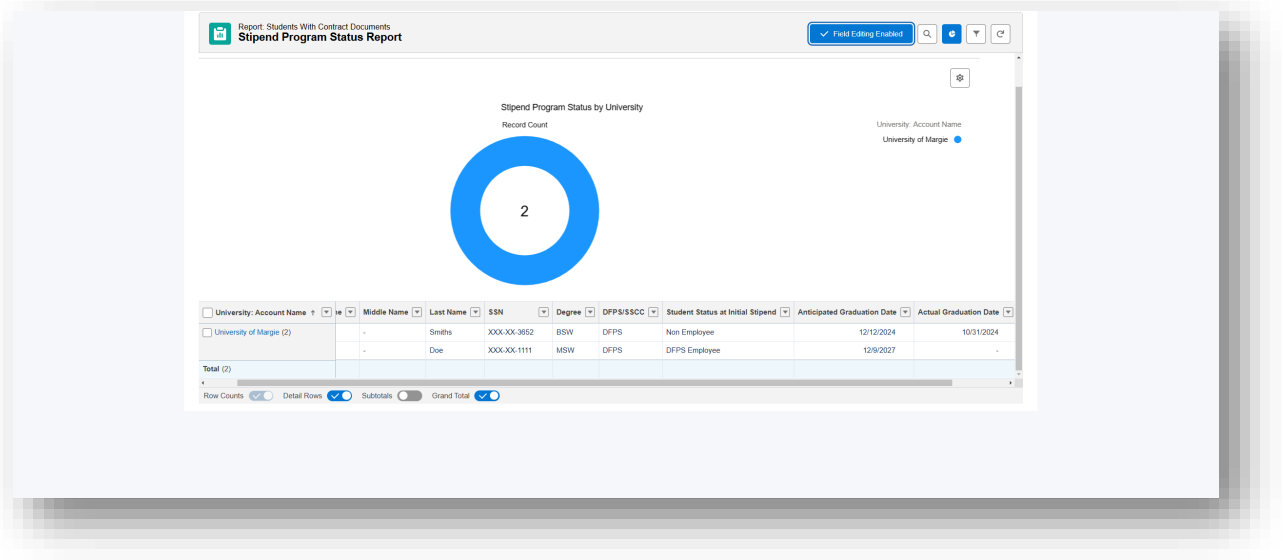
- 5) Upload **Invoice attachment** by clicking on **Upload Files** of the **Files** section on the **Related** tab. After providing all the details and attaching/uploading an invoice document, admin can click on the **Submit** button.



3.7 Reports

Limited reports are available for the University Admin. Reports can be viewed by either clicking on the **Reports** picture or using the tab provided on the home page. Admin can click on the **Report Name** to view the **Report**.





Section 4. Revision History

Version	Date	Name	Description
1.0	11/12/2024	Joshua Pandi	Initial version of this document.
1.1	11/14/2024	Joshua Pandi	Updated based on the review and feedback from the users.