

Homeless Assistance Time Track

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Purpose

The purpose of this job aid is to provide information how to view and track the Homeless Assistance (HA) benefits issued in the 12-month (365/366 Calendar-day) period.

Overview

Time limit pages allow you to track and view the Temp-HA program 12-month period with begin and end date, number of days used, number of days remaining. These pages also track Permanent HA benefits used within a 12-month period. These Homeless Assistance time track pages may be accessed from the Time Limit Summary page.

The Time track pages for the Homeless Assistance and their features display based on your security rights.

Accessing the Homeless Assistance Time Track List

The following tables provide step-by-step instructions for accessing the Homeless Assistance Time Track List page and assumes you are in the context of a case.

Step	Action
1.	Place the cursor over Eligibility in the Global navigation bar.
2.	Click Customer Information in the Local navigator.
3.	Click the Non-Financial expand caret in the Task navigation bar.
4.	Click the Time Limits hyperlink in the Task navigation bar.
5.	On the Time Limit Summary page: a) Click the < Name > hyperlink in the Homeless Assistance section to access the Homeless Assistance Track List page.

Time Limit Summary Page

The Homeless Assistance section of the Time Limit Summary page displays the latest Time Track period for each adult on the case including: Name, Current Caretaker [Y/N] – for non-parent’s case, Type, Begin/End Date of the 12-month period, Days Used, and Exception Days used.

To access the Homeless Assistance Time Track List page, click the Add button or Name hyperlink in the Homeless Assistance section.

The Remove button in the Homeless Assistance section allows you to remove a Domestic Abuse Assistance Time Track.

Homeless Assistance Time Track List Page

In Add mode, the Homeless Assistance Time Track List page allows you to add new Time Track period information for the Customer including Type and Begin Date. The End Date field is not editable, this date is automatically calculated based on Begin Date and Type you enter.

In View mode, the Homeless Assistance Time Track List page allows you to view the individual time track period; the number of days used for the regular and/or exception temporary HA, and the remaining days from the 16-day temporary HA. This includes Temporary HA, Temporary HA with exception.

In the Search Results Summary section, the Add and Edit buttons and the Begin Date hyperlink access the Homeless Assistance Time Track Detail page. The Edit button only displays to Workers with the appropriate security rights from the County where the time track record was created.

Note: The System does not track Temporary HA with a State/Federal Declared Natural Disaster Exception.

Homeless Assistance Time Track Detail Page

The Homeless Assistance Time Track Detail page allows you to add a payment record for the individual's Homeless Assistance time track. This page includes: Name (not editable field); Case Number – of temporary HA benefits; Time Period – the 365/366 day' time period of the time track detail; Exception field; Program – HA-Temp/HA-Perm; County – where the benefits created; Begin Date and End Date – of the benefits.

Adding a Homeless Assistance Time Track Record

The following table provides step-by-step instructions to add a Homeless Assistance time track record to Homeless Assistance section of the Time Limit Summary page. These steps assume you are in the context of a case.

Step	Action
1.	On the Time Limit Summary page: a) Click the Add button in the Homeless Assistance section.
2.	On the Homeless Assistance Time Track List page: a) Select the <Name> from the Name drop list.

	<ul style="list-style-type: none"> b) Enter the <Type> from the Type drop list. c) Enter the <Date> in the Begin Date field. d) Click the Save button.
3.	<p>On the Homeless Assistance Time Track List page:</p> <ul style="list-style-type: none"> a) Click the Add button in the Search Results Summary section.
4.	<p>On the Homeless Assistance Time Track Detail page:</p> <ul style="list-style-type: none"> a) Select the <Case Number> from the Case Number drop list. b) Select an <Option> from the Time Period drop list. c) Select the <Program> from the Program drop list. d) Enter the <Date> in the Begin Date field. e) Enter the <Date> in the End Date field. f) Click the Save button.
5.	<p>On the Homeless Assistance Time Track List page:</p> <ul style="list-style-type: none"> a) Click the Close button.

Note: Step 4 The Begin Date and End Date fields from the above table: user to enters the payment begin date and payment end date of each Temp-HA payment issued. Example 1st payment issued for 3 days: payment begin date 09/11, payment end date 09/13. 2nd payment issued for 7 days: payment begin date 09/17, payment end date 09/23...