DC OSP Participating School Guide to Processing Payment 1: Beginning of the School Year Process

What is STARS?

- The OSP Scholarship Transaction & Application Review System

Archiving Data

- During Mid July-August, the S.T.A.R.S system will begin the End of Year (EOY) Rollover Process.
- All previous school year data i.e. Annual School Requirement, Fees, Holidays, etc will be archived and no longer available for your view in S.T.A.R.S.

Scholarship Awards for 2020-21 School Year

- K - 8th Grade: $9,161 | 9th - 12th Grade: $13,742

Beginning of the School Year Process

OSP Participating School Administrators must complete the following items in S.T.A.R.S in order to invoice for your enrolled students and receive Payment 1:

- Update your School Profile
- Letter of Agreement
- 2020-2021 Annual School Requirement (ASR)
- Fees
- Holidays
- Submit School Placement Forms (SPFs For All OSP Enrolled Students)

*Important Notes for S.T.A.R.S:

- Every field with a Red Bar is required.
- Save – your entries are saved and you return to the previous screen
- Save & New – saves your work and opens another opportunity to enter data in the same format
- Cancel – leave and not save your inputs

School Profile

- Login to STARS
- Click the School tab
- Next, click Go next to View All Schools
- Select your school name
- On the School detail page go to the Grade Span section (update if this has changed)
- Scroll down to the Occupancy Information section
  - Staff will update with received documentation, but most, if not all, schools shall have this requirement met
Expiration Date, update if applicable

- Scroll down to the **School Points of Contact** section
- Review the contact list to be sure it is up to date. If you have staff changes, please inform SOC staff, so that we can update your profile.

- Scroll down to the **School Calendar** section
  - Enter the First Day of School
  - Enter the Last Day of School
  - STARS will calculate the other fields

**Letter of Agreement**

- Login to STARS
- Click the Libraries Tab
- Scroll to the Top Content section and located the **Letter of Agreement** document
- Download, Complete and Email the **Letter of Agreement** to Kevin Mills at kevinm@servingourchildrendc.org

**Annual School Requirement (ASR)**

- Login to STARS
- Click the School tab
- Next, click Go next to View All Schools
- Select your school name
- On the School detail page Scroll down to the **Annual School Requirement** Section
- Click New Annual School Requirement
- Click Edit
- When completing the ASR remember that
  - **All** the fields are required
  - In the **School Year field**, select the magnifying glass and search (T*) to select the 2020-2021 School Year (the steps are shown in this [video](#))
  - Please update any fields with new information
  - Complete the Certification Section
  - Class GPA and Slots Sections **DO NOT** need to be completed

**Fees**

- Login to STARS
- Click the School tab
- Next, click Go next to View All Schools
- Select your school name
- On the School detail page Scroll down to the **Fees** Section
- Click New Fee
  - Add all Tuition and Fees should be listed
  - Fee Name – you do not need to be to verbose here, just a simple description
  - Fee Type – STARS has predefined types
  - Tuition – a prorated fee based on instructional days attended
  - Application – no longer a fee to be paid through this process
  - Please inform your OSP parents that they may request reimbursement for any application fee paid to an OSP school
  - Registration – a fixed fee
• Uniform – if applicable, a fixed fee
• Books - if applicable, a fixed fee
• Before & After Care – a prorated fee based on instructional days attended
• Transportation – a fixed fee, may only be applied to a Metro card
• Cafeteria – a prorated fee based on instructional days attended
• Enrichment/Field Trip – a fixed fee
• Other – as may be necessary
• Summer – for summer programs, more on this later in the year
• Fee Amount – the annual amount that is charged to all students, OSP and non-OSP alike, or the specific amount for a special activity
• Payment Type – Prorated or Fixed
• Grade Span – assign the grades that are applicable to the fee
• PTF or FAF
  ▪ PTF – Published Tuition & Fees
  ▪ Must be presented on your website or on a Fee Schedule handed out to parents
  ▪ Upload a copy of this schedule to your Notes & Attachments
  ▪ This will be reviewed against the fee schedule you created
  ▪ FAF – Fee Approval Form
  ▪ Any fee not on your Published Tuition & Fees must be approved by the Executive Director
  ▪ Complete the form (FAF attached) and submit to SOC for review and approval
  ▪ Once submitted, and upon review, the Approval Status shall be updated from Pending to Approved or Rejected
  ▪ Fees are subject to a hierarchy, or a prioritization; payments are applied as per this hierarch

**Holidays**
• Login to STARS
• Click the School tab
• Next, click Go next to View All Schools
• Select your school name
• On the School detail page Scroll down to the **Holidays** Section
• Click New Holiday
  • Add all Holidays, Breaks and etc should be listed

**Notes & Attachments**
• Upload your school calendar, published tuition, fees, and other school documents to your school profile.

**Next Steps**
• **Await approval for Payment 1**
  • Email notification will be sent once approved
• **Approved for Payment 1**
  • If not checked, you cannot invoice for your school
  • Letter of Agreement must be submitted prior to Payment 1
  • Certified Annual School Requirement is updated by STARS (see Annual School Requirements)
  • Published Tuition Fees Submitted
• **Invoice Students**
  - The "Invoice Wizard" tab is only available for **School Payment Users**
  - Go to Invoice Wizard tab
  - Click Payment Cycle 1
  - Next click Search Students
  - Check all the enrolled student you wish to invoice
  - Proceed with the remaining prompts

• **OSP School Placement**
  - School Placement Forms are **required** for every enrolled OSP Student in order to invoice and receive payment.
  - Submit all School Placement Forms (SPFs) to SOC Staff or Tonya Sykes at tonyas@servingourchildrendc.org

• **OSP Student Enrollment**
  - Go to Reports, then the OSP Schools Folder
  - Review the 2020-2021 Enrollment Report
    - Be sure that all the OSP Students listed on the report match your enrollment
  - If an OSP Student is enrolled in your school but is not listed on the 2019-2020 Enrollment Report
    - Please contact: ospschools@servingourchildrendc.org Office: (202) 464-6712

• **Approval for Payment 2**
  - Requires the submission of the results of an audit of your school’s financials by a certified public accountant with the assessment of financial sustainability
  - Repeat steps for invoicing students via Invoice Wizard

### Serving Our Children Contacts

#### General Contacts:
- Rachel Sotsky | Executive Director | rachels@servingourchildrendc.org
- Kevin Mills | Manager, Family & Community Affairs | kevinm@servingourchildrendc.org
- Carla Durandisse | Deputy Manager, Family & Community Affairs | carlad@servingourchildrendc.org
- Raven Duvall | Office Manager | ravend@servingourchildrendc.org

#### School Relations & Finance Contact:
- Robert Uyttebroek | Manager, Finance & Operations | robertu@servingourchildrendc.org
- Tonya Sykes | Assistant Manager, Finance & Operations | tonyas@servingourchildrendc.org

#### SOC STARS Contacts i.e. S.T.A.R.S Login, System Updates, Reporting/Data and Training:
- Sharita Page | Manager, Data & Compliance | sharitap@servingourchildrendc.org
- Robinson Mateo | Deputy Manager, Data & Compliance | robinsonm@servingourchildrendc.org

#### Family Support Specialist Contacts:
- Tilak Kebede | Family Support Specialist *(Amharic)* | tilakK@servingourchildrendc.org
- Samir Osman | Family Support Specialist | samiro@servingourchildrendc.org
- Luis Garcia | Family Support Specialist *(Spanish)* | luisg@servingourchildrendc.org