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. student records, invoicing, Annual School Requirement, Fees, Holidays will be archived and no longer available for your view in S.T.A.R.S.

Scholarship Awards for 2022-23 School Year

- K - 8th Grade: $10,204 | 9th - 12th Grade: $15,307

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
- 2022-2023 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 2022-2023 School Year.
  - Please update all 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
  o 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.
  o 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.
  o Once submitted, and upon review, the Approval Status shall be updated from Pending to Approved or Rejected.

Holidays
  o Fees are subject to a hierarchy, or a prioritization; payments are applied as per this Hierarchy.

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

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

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

• **OSP Student Enrollment**
  o Go to Reports, then the OSP Schools Folder.
  o Review the 2022-2023 Enrollment Report.
    o Be sure that all the OSP Students listed on the report match your enrollment.
  o If an OSP Student is enrolled in your school but is not listed on the 2022-2023 Enrollment Report.
    o Please contact: **ospschools@servingourchildrendc.org** Office: (202) 464-6712

• **Approval for Payment 2**
  o 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.
  o 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**
- Valerie Carpenter | Deputy Manager, Family & Community Affairs | **valeriec@servingourchildrendc.org**

**School Relations & Finance Contact:**
- OSP Schools | **ospschools@servingourchildrendc.org**
- 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**
- Kayla Thomas | Family Support Specialist (**Spanish**) | **kaylat@servingourchildrendc.org**

Last Updated September 1, 2022