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

- **K - 8 Grade:** $10,000 | **9 - 12 Grade:** $15,000

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
- 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 **current** School Year.
  - Please update all fields with new information.
  - Complete the Certification Section.
  - **Save**

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 and Breaks 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 **Current School Year** 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 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
- Valerie Carpenter| Deputy Manager, Family & Community Affairs| valeriec@servingourchildrendc.org

School Relations & Finance Contact:

- OSP Schools| ospschools@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:

- Data Team | data@servingourchildrendc.org
- 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