

Neighbors In Need Of Services, Inc.

"Creating a brighter future for our children and la Familia"



Notice Regarding In-Kind

*ChildPlus ID for Parent/Guardian Volunteers
Classroom ID
&
Report F-0001*

Revised: November 19, 2020

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1. Volunteer Information Requirements (Adult's ChildPlus ID and Classroom ID)

The **Volunteer Information** (shown below) is required for all In-Kind Tracking forms. All fields must be completed, with the exception of the ChildPlusID section. The ChildPlusID of the volunteer is need only if the volunteer is a Parent or Guardian.

Volunteer Information:		Adult's ChildPlusID (CPID of Parent/Guardian only not Child)	
Last Name	First		
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Living Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Volunteer Description (mark with an x)			
<input type="checkbox"/> Agency or Business	<input type="checkbox"/> Board Member	<input type="checkbox"/> Community Volunteer	<input type="checkbox"/> Former Parent/Guardian
<input type="checkbox"/> Non-Parent	<input type="checkbox"/> Parent/Guardian		
Site	Classroom ID (example: 1.PA34-3.F)	Program (mark base on classroom)	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Head Start	<input type="checkbox"/> Early Head Start
Volunteer dates of donation for (Month & Year) <input type="text"/>			

- Adult's ChildPlusID:** If a Volunteer is a Parent or Guardian of the child you must include the Adult's ChildPlus ID. **Not the Child's CPID**
- Classroom ID:** must be formatted and identical to ChildPlus, example **1.PA34-3.F**.
- Program:** Head Start or Early Head Start must be selected based on the classroom.

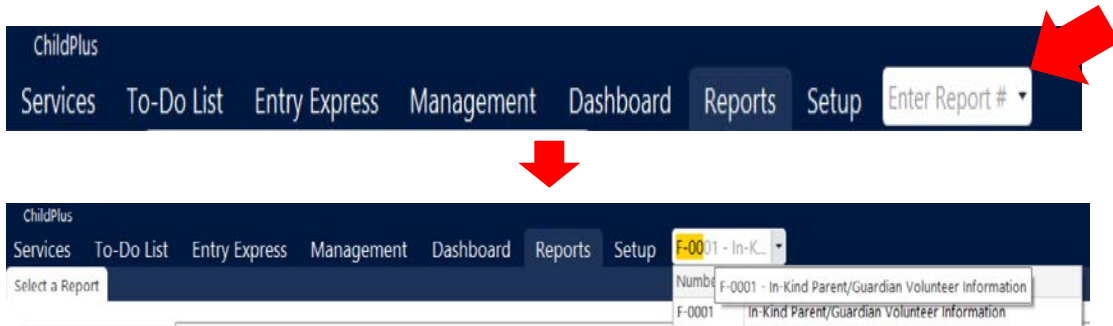
If a volunteer provides services for an HS/EHS Center, you must select the program that the Classroom ID is associated with. If the Classroom ID is an Early Head Start classroom, you will select the program Early Head Start. Follow the same for a Head Start classroom that the volunteer is associated with.

2. Report F-0001 – In-Kind Parent/Guardian Volunteer Information (REQUIRED TO RUN EACH MONTH BEFORE YOU BEGIN IN-KIND)

- ChildPlus report F-0001 is now being required for you to run before you begin to record In-Kind for the month. The report will provide you the information you need for your parent/guardian volunteers by classroom which are:
 - Name (Last, First)
 - ChildPlus ID of the parent/guardian
 - Parent/Guardian Classification (Primary or Secondary)
 - Physical Address
 - City, State, and Zip
- You will be required to attached this report each month as the last page to the In-Kind form for each classroom. **(NO EXCEPTIONS)**
- Note you use this information to have the right information for you parent/guardian volunteers. Not to submit an in-kind for each adult on this list.

Instruction to run Report F-0001:

1. Type F-0001 at Enter Report # Search bar and hit enter on your keyboard to access the report.



2. Next make sure the following items are correct as shown below
 - Program/Term (HS or EHS)
 - Site (Select your Site)
 - Classroom (select a single classroom)
 - Status (Enrolled & Dropped)

The screenshot shows the 'Select a Report' form for 'F-0001 - In-Kind Parent/Guardian Volunteer Information'. The form is divided into several sections: 'General', 'Custom Filters (1)', and 'Individuals'. The 'General' section includes dropdown menus for Program/Term (HS 2020 - 2021), Program Option (<ALL>), Group (< All Groups >), Agency (Ninos, Inc. Head Start), Site (Ben Brite HS - PA63), and Classroom (1.PA63-3.A). There is a 'Group By Agency' dropdown and a 'Use Advanced Setup' checkbox. The 'Status' section has checkboxes for New, Accepted, Waitlisted, Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed, and Abandoned. The 'Report Type' section has radio buttons for Detail (selected) and Summary. The 'Show Participants' section has radio buttons for 'whose enrollment date is between' (selected) and 'that were enrolled at least one day between'. There are also 'Begin Date' and 'End Date' input fields.

3. Print the report. The report will look similar as shown in the next page.
4. Use the information to your parent/guardian volunteer that provide In-Kind for the month.

- e. Once all In-Kind Forms have been completed, the Area Manager will attached the classroom's F-0001 report as the last page and scan all In-Kind Forms to Dropbox into the correct classroom folder for the center.
- f. Once all classroom forms have been scanned to Dropbox correctly then the original forms will be sent to the Finance Department at Main Office. Classroom F-0001 report must be included be classroom as well.