

**Program Non-Federal Share (In-Kind)  
Child Plus Data Entry**

**PURPOSE:** To assist in recording the 25% Non-Federal Match and In-Kind Federal Mandate Child Plus transactions.

**WHO IS RESPONSIBLE:** Direct Service Staff and/or As Assigned

**WHEN TO COMPLETE:** This information is to be completed in Child Plus immediately after the individual has volunteered and/or donation has been received

**STEP-BY-STEP INSTRUCTIONS:**

Select Child, Select Application, Select In-Kind to the right of the adult you are entering for  
Upon selecting In-Kind you will automatically see a "Volunteer Information Screen" (first tab). This is automatically generated by Child Plus  
Select "Transaction" 2nd tab (the "Defaults for In-Kind Transaction for This Volunteer" have been set up already).  
Select "Add Transaction"  
Select "Date" from drop down menu  
PAWS Specific-Will need to change "Type" from drop down menu.  
Select "Save"

**To Copy a Transaction for efficiency (see screen shot)**

**Parent, Family & Community Engagement Opportunities:**

\*HV-Home Visit \*CL-Classroom \*HW-Home Work \*LL-Lending Library \*FE-Father Engagement \*SP-Speech \*HE-Health  
\* PAWS Meeting \*A-Application \*FT-Field Trip \*MP-Material Preparation \*PAWS Activity \*OT-Other

**Monitoring In-Kind: Central Office weekly, monthly report for parent verification signature**

Select In-Kind from "Select a Report Column"

**Select Report "4310"**

Select Program (either Early Head Start or Head Start)

**Select the Following from Drop down Menu (if you do not have viewing of ONLY one caseload)**

Volunteer Description Service Area Service Type Grouping-Select from none, site or classroom

Type-Select from Detail, Volunteer Summary or Summary

**Select Report 4315 PAWS Specific:** Select In-Kind from "Select a Report Column" **Select Report "4315"**

Select Program (either Early Head Start or Head Start), Site and Classroom (for viewing more than one caseload)

Select Volunteer Description: Parent/Guardian, Family Member

Select Service Area: PAW-Parents Active With School

Select Service Type: HWK-PAWS Home to School Work, LL-PAWS Lending Library, MTG-PAWS Meeting

**Additional Guidance Hard Copies of Meeting In-Kind (meeting and group events) and FS 9 (Community volunteers/donations) will be used**

**FORMS TO USE:** PAWS Home to School, Meeting In-Kind, FS 9 Child Plus 4310

**WHO TO ASK FOR QUESTIONS:** Family Services Specialist/DATA Entry Clerk, Parent Resource Coordinator (PAWS Specifics)

- HSPPS 1303.4
- Licensing
- PTQ
- Other