

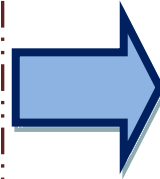
HiSET

Financial Obligations and Request for Payments

Job Center Staff

- Verify WIOA enrollment in CalJOBS and ensure the WIOA enrollment date precedes the date requesting obligation for HiSET testing.
- Enter activity code associated with supportive service and verify the enrollment and activity date precede the time of reimbursement you are requesting.
- Verify customer has not exceeded the caps for training/supportive service. If caps have been reached, obtain Workforce Development Manager approval
- Assist customers with registration for HiSET testing online at <http://www.hiset.ets.org> to obtain an Educational Student Testing (ETS) identification number (i.e. ETS ID #: SFM54991), which is required on the HiSET testing Referral Form.
- Complete the HiSET Testing Referral Form (attached) and submit to one of the following for obligation:
 - Sacramento City – Charles A. Jones (Eileen.ramos-prince@seta.net)
 - Folsom Cordova Adult School (ASirochman@fcusd.org and PBoateng@theFCCP.org)
 - Elk Grove Adult and Community Education Center (gwandell@egusd.net)

Note: HiSET testing obligations must be made at least two days prior to testing



Job Center Supervisor HiSET Proctor

- Review submitted HiSET Testing Referral Form for completeness and accuracy, and verify WIOA enrollment in CalJOBS.
- Enter customer information into Job Center's obligation spreadsheet.
- Once obligated, send an e-mail confirmation of the entry of HiSET testing fee obligation to the referring Job Center Staff (coach).
- Prepare and submit a monthly invoice to SETA's Fiscal Department requesting payment for HiSET testing provided to customers. *Note: Fiscal will not reimburse on customers not reflected in a Job Center's HiSET obligation spreadsheet.*

Note: In most instances, obligations will be made within 2 days (48 hours)



Fiscal

- Review Fiscal Invoice for completeness and accuracy.
- Verify WIOA enrollment of customer and supportive service activity code in CalJOBS.
- Review obligation for accuracy in HiSET spreadsheet and correct errors where needed.
- Process Fiscal Invoice.
- Update HiSET spreadsheet in applicable ITA Obligation folder on a monthly basis.