

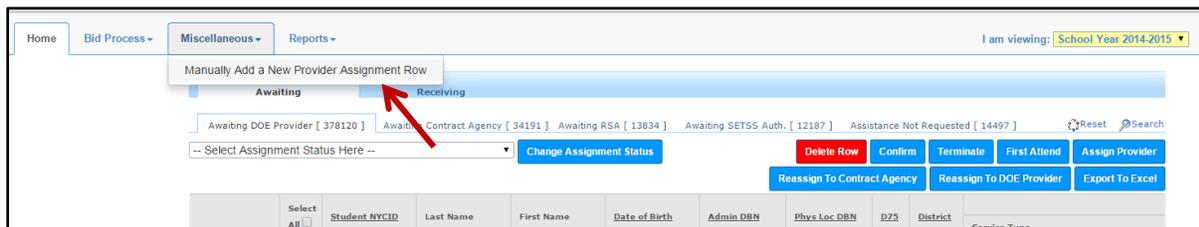
This training guide provides you with the process steps for creating new mandate for the term prior to the current term. The example used is for the 2014/2015 school year.

1. Select the prior school term from the *I am viewing:* drop-down list.

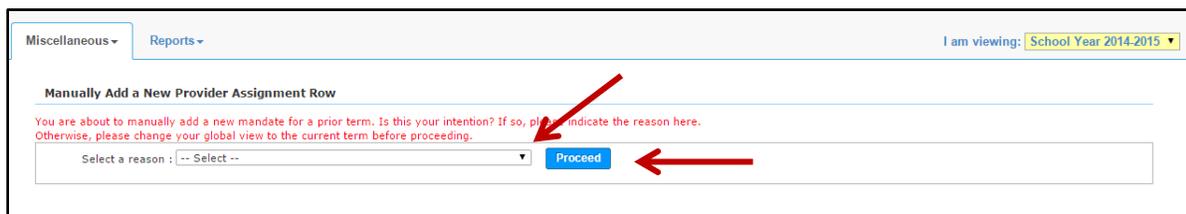


The background will turn yellow (see below) to remind you that you are not viewing the current term.

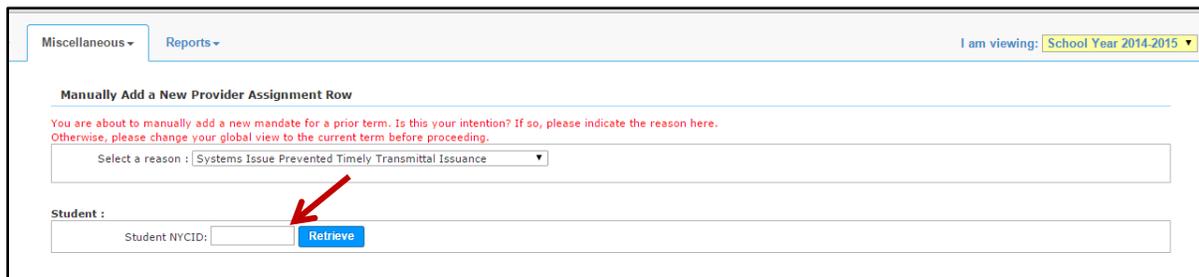
2. Select *Manually Add a New Provider Assignment Row* from the *Miscellaneous* menu.



**Note:** When using *Manually Add a New Row* for a term prior to the current term, you will be provided with a reminder (see image below) to ensure that this is your intention. In order to proceed, you need to select a reason from the drop-down list, and then click on **Proceed**.



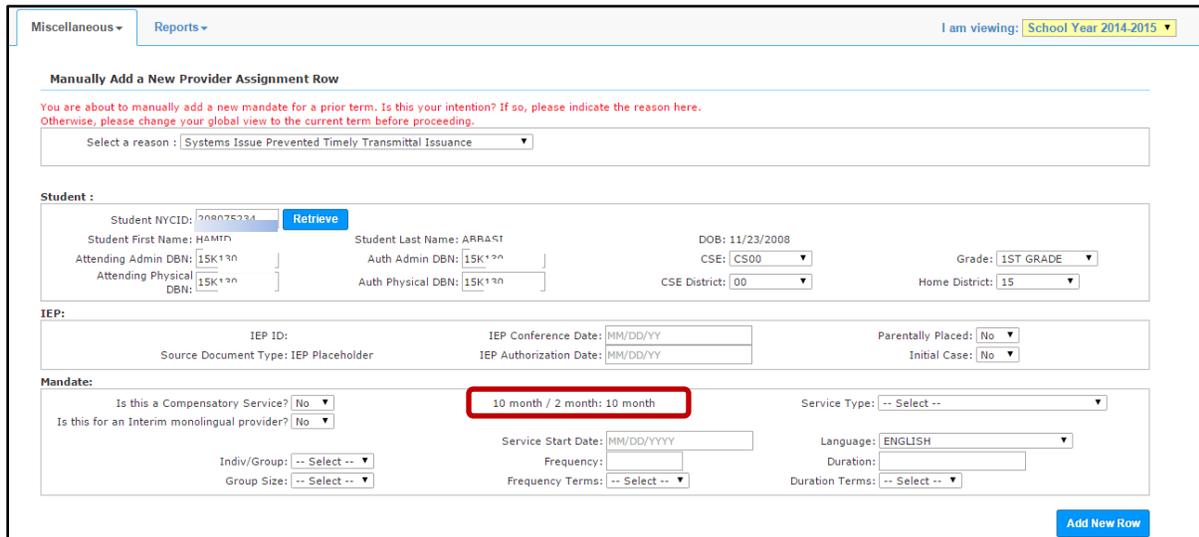
3. Enter the student's NYC ID number and click **Retrieve**.



4. Complete the required fields; and then click **Add New Row**.

**Notes:**

- The *Service Start Date* entered must fall within the allowable range, for example August 1 through June 30 for school year services.
- The default value for the *10 month / 2 month:* field will indicate 10 month for the school year services.



Miscellaneous ▾ Reports ▾ I am viewing: School Year 2014-2015 ▾

**Manually Add a New Provider Assignment Row**

You are about to manually add a new mandate for a prior term. Is this your intention? If so, please indicate the reason here. Otherwise, please change your global view to the current term before proceeding.

Select a reason : Systems Issue Prevented Timely Transmittal Issuance ▾

**Student :**

Student NYCID: 208075234 Retrieve  
 Student First Name: HAMMO Student Last Name: ARRAST DOB: 11/23/2008  
 Attending Admin DBN: 15K130 Auth Admin DBN: 15K130 CSE: CS00 Grade: 1ST GRADE ▾  
 Attending Physical DBN: 15K130 Auth Physical DBN: 15K130 CSE District: 00 Home District: 15 ▾

**IEP:**

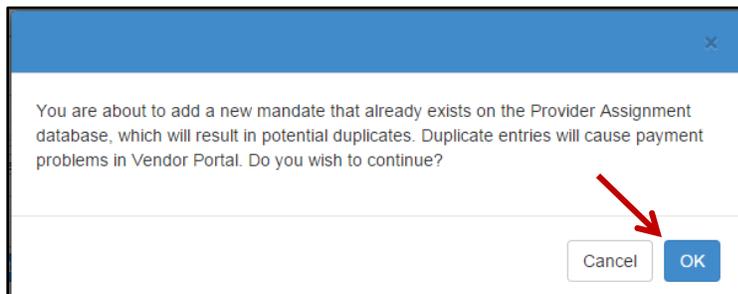
IEP ID: IEP Conference Date: MM/DD/YY Parentally Placed: No ▾  
 Source Document Type: IEP Placeholder IEP Authorization Date: MM/DD/YY Initial Case: No ▾

**Mandate:**

Is this a Compensatory Service? No ▾ 10 month / 2 month: 10 month Service Type: -- Select -- ▾  
 Is this for an Interim monolingual provider? No ▾  
 Indiv/Group: -- Select -- ▾ Service Start Date: MM/DD/YYYY Language: ENGLISH ▾  
 Group Size: -- Select -- ▾ Frequency:  Duration:   
Frequency Terms: -- Select -- ▾ Duration Terms: -- Select -- ▾

Add New Row

5. Click **OK** in the popup window.



✕

You are about to add a new mandate that already exists on the Provider Assignment database, which will result in potential duplicates. Duplicate entries will cause payment problems in Vendor Portal. Do you wish to continue?

Cancel
OK