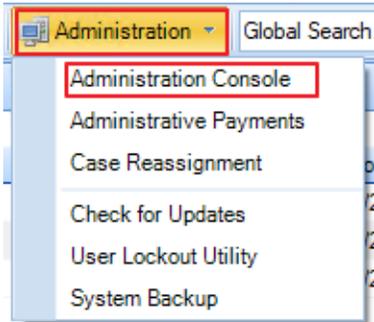


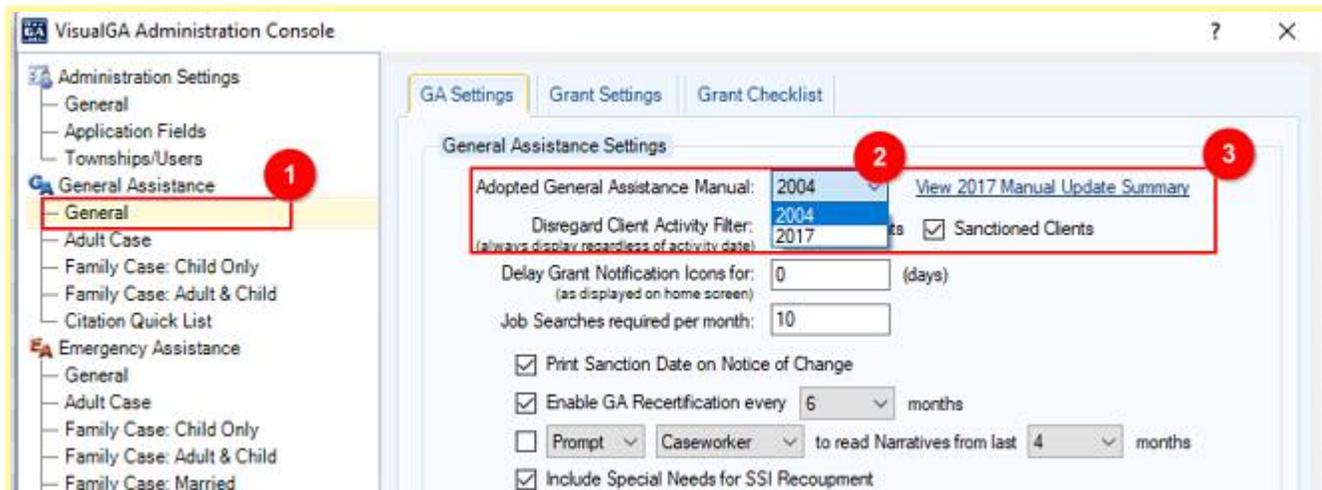
## 2017 Manual Setup

Within VisualGA.net software, select the Administration Console from the Top Menu



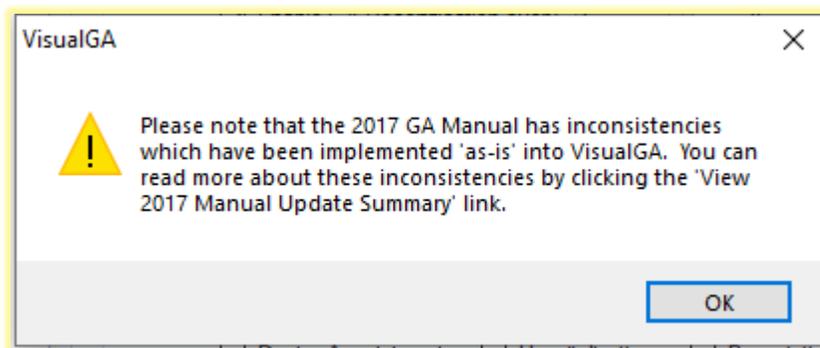
Select the General Assistance – General Option (see below #1)

From the Drop Down menu select the version of the manual you want to adopt. (see below #2)

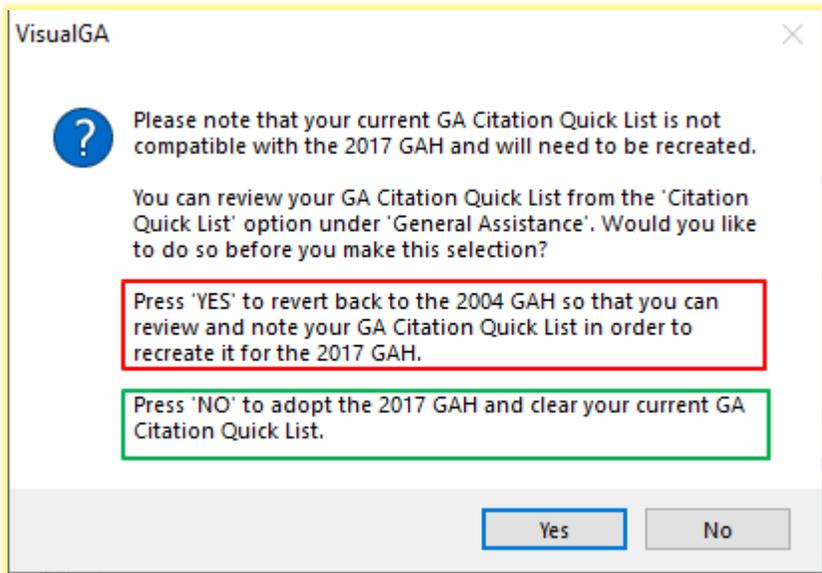


Select the “View 2017 Manual Update Summary” to open your browser and review the document regarding the changes to the manual and how it affects the VisualGA.net software (see below #3).

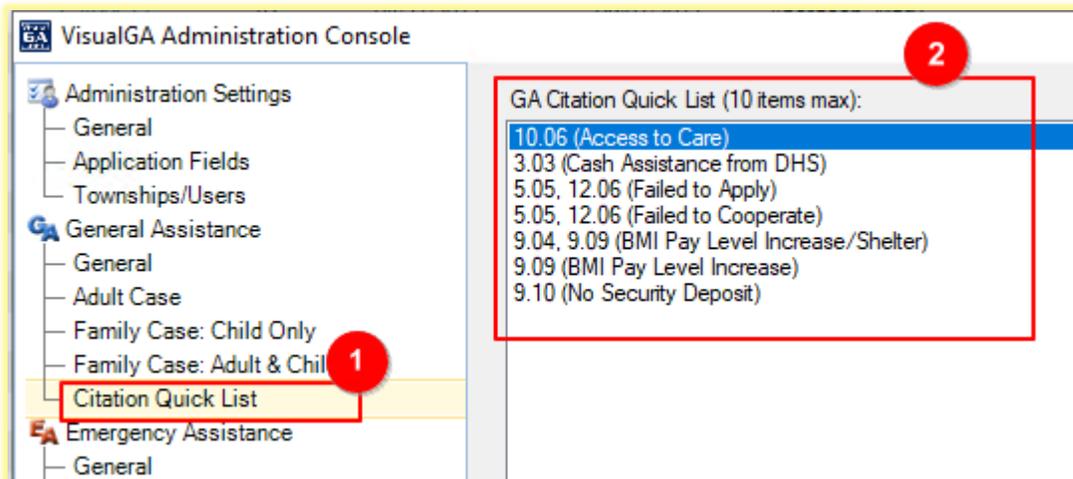
If you select 2017 (see above #2), you will be presented with a pop-up warning.



Next you are presented with a warning that if your Township modified the standard Quick Citation list, you will need to document the changes and apply them to VisualGA.net once you adopt the 2017 manual.



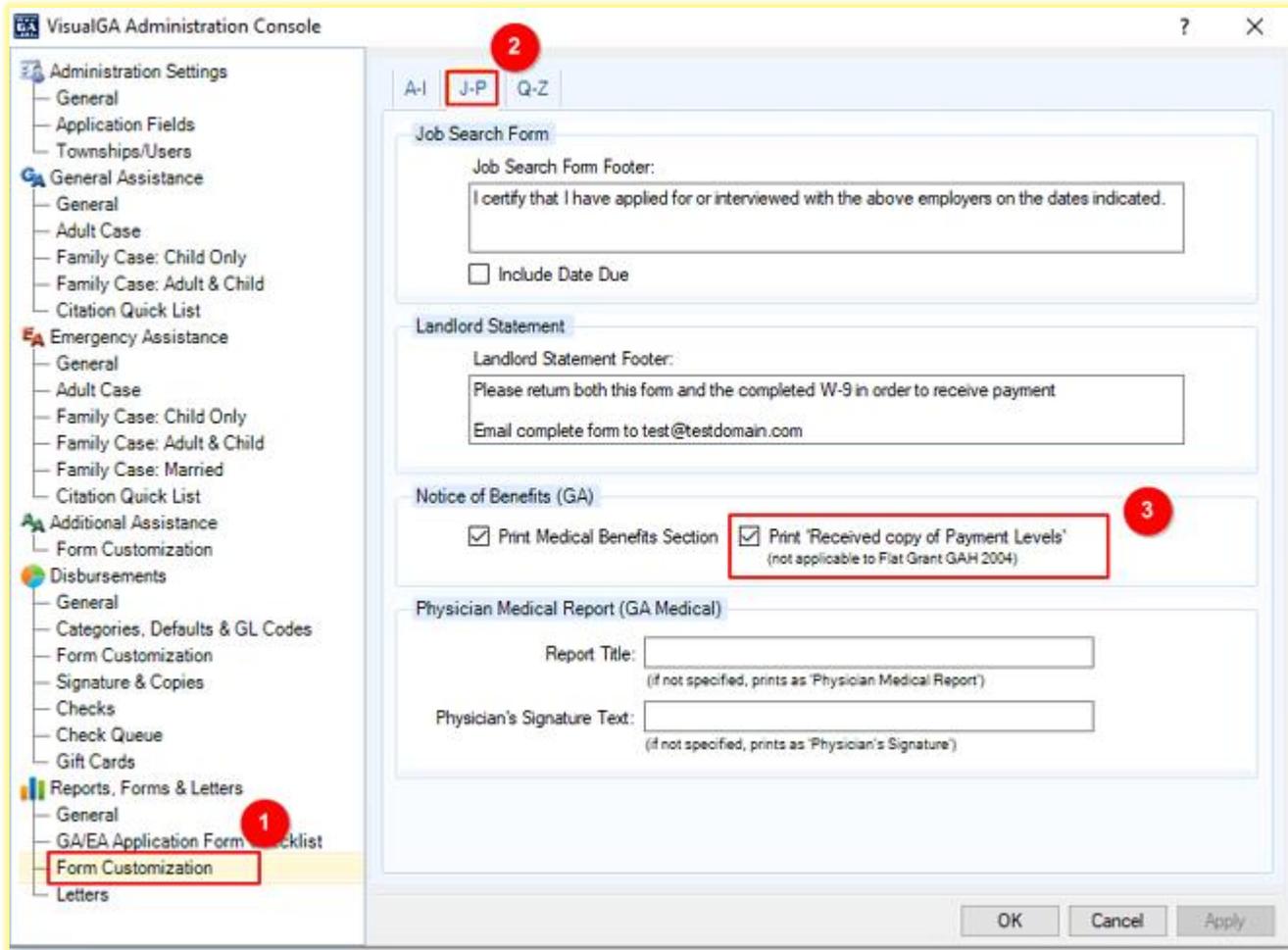
The General Assistance Quick Citation List can be located in the Admin Section under General Assistance – Citation Quick List (see below #1)



The final selection for adopting the 2017 Manual is under Reports, Forms and Checklists (see below #1)

Select the J-P page (see below #2)

The Option Print 'Received copy of Payment Levels' (see below #3), will toggle this message on the Notice of Benefits form.



Here is an example from the Notice of Benefits with the Print option selected

### **MONTHLY BASIC NEEDS ASSISTANCE**

- General Assistance (GA) provides monthly assistance for basic maintenance needs, including shelter, utilities, food (even if you receive Food Stamps), personal essentials (soap, shampoo, toothpaste, etc.), household supplies (laundry soap, detergent) and clothing. If you have certain allowable special needs, such as a therapeutic diet, amounts may be provided for your special needs.
- The maximum amount of monthly benefits for basic maintenance needs will depend upon the size of your assistance unit, who is in the assistance unit and whether you have any income. You are herewith receiving a written copy of those payment levels which you should keep. However, you may not receive the maximum amounts if you have any income or if you do not have a sufficient need for a certain basic maintenance need.
- You will not receive cash. If approved, the General Assistance Office will issue "disbursing orders" to vendors to supply you with goods and services. Every month you will be issued disbursing orders totaling the amount of your grant. The disbursing orders may only be used to obtain the basic maintenance needs for which you have been approved.

Here is an example from the Notice of Benefits with the Print option **NOT** selected

### **MONTHLY BASIC NEEDS ASSISTANCE**

- General Assistance (GA) provides monthly assistance for basic maintenance needs, including shelter, utilities, food (even if you receive Food Stamps), personal essentials (soap, shampoo, toothpaste, etc.), household supplies (laundry soap, detergent) and clothing. If you have certain allowable special needs, such as a therapeutic diet, amounts may be provided for your special needs.
- The maximum amount of monthly benefits for basic maintenance needs will depend upon the size of your assistance unit, who is in the assistance unit and whether you have any income. However, you may not receive the maximum amounts if you have any income or if you do not have a sufficient need for a certain basic maintenance need.
- You will not receive cash. If approved, the General Assistance Office will issue "disbursing orders" to vendors to supply you with goods and services. Every month you will be issued disbursing orders totaling the amount of your grant. The disbursing orders may only be used to obtain the basic maintenance needs for which you have been approved.

If you have any questions about this article or need additional help, please contact [support@visualGA.net](mailto:support@visualGA.net) or call the office 847-586-9222