

CYMS TRAINING GUIDE

CTG-F01c - DOD INCOME CATEGORY SETUP

Updated Apr 04

- 1 Go to Files → CYS → CYS Financial Maintenance → DoD Income Category Maint.

DoD/Fam Income Code	Description	Effective Date	Lower Income Limit	Upper Income Limit
CAT1	Category I	10/01/2000	1.00	28,000.99
CAT2	Category II	10/01/2000	28,001.00	34,000.99
CAT3	Category III	10/01/2000	34,001.00	44,000.99
CAT4	Category IV	10/01/2000	44,001.00	55,000.99
CAT5	Category V	10/01/2000	55,001.00	70,000.99
CAT6	Category VI	10/01/2000	70,001.00	999,999.99

- 2 Click the category you wish to edit and click **Change**.

Core Information

DoD Category/Code: CAT3

Prit Desc: Category III

Effective Date For This Rate: 10/01/2000

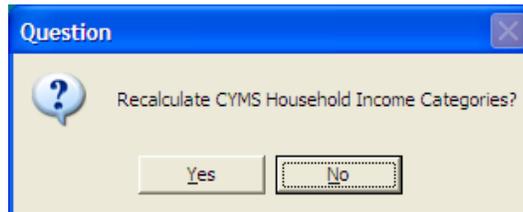
Lower Income Limit For This Code: 34,001.00

Upper Income Limit For This Code: 44,000.99

Next Done Cancel

Enter a DESCRIPTION for this income category

- 3 Change the **Lower Income Limit For This Code** and **Upper Lower Income Limit For This Code** appropriately. Click **Done** to save your changes.
- 4 To view or edit the other categories, press the spacebar to refresh the screen and repeat steps 1 and 2.
- 5 Click **Exit** to return to the Main Menu.
- 6 Once the ranges have been changed, you *must* run the household income recalculation process. Go to Period End →CYS → HH Income Recalculate.



- 7 Click **Yes** to continue.

Note: If the household income recalculation process is not run, household incomes will not be in synch with the new income category ranges. This will cause households to get charged the wrong amount for their childcare.