

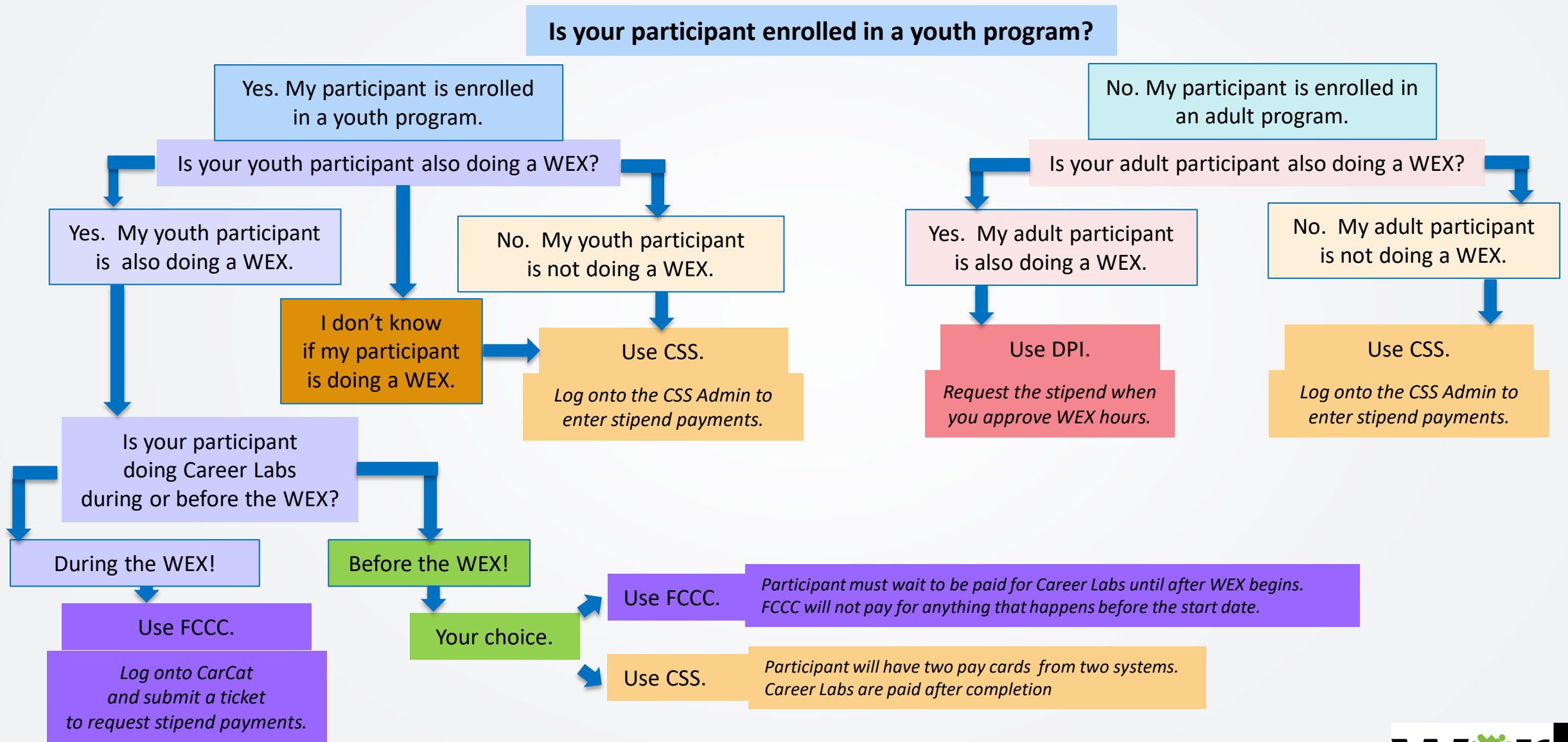
Worksystems CSS Stipend Payment System

What's Covered in This Training

- CSS or FCCC or DPI?
- Pay Cycle: Steps (*slide 4*) & Calendar (*slide 5*)
- How Participants Set Up CSS Accounts (*slides 6-13*)
- Pay Options for Participants (*slides 14-21*)
- Participant Administration
 - Updating Participants (*slide 23*)
 - Entering Payments (*slide 22*)
 - Exiting Participants (*slide 24*)
- Pay Card Administration
 - Pay Card Creation (*slide 25*)
 - Pay Card Status (*slides 26 & 27*)
 - Required Pay Card Reports (*slides 28-34*)
 - Helping Participants with Pay Cards (*slide 35*)
- Contacts (*slide 36*)



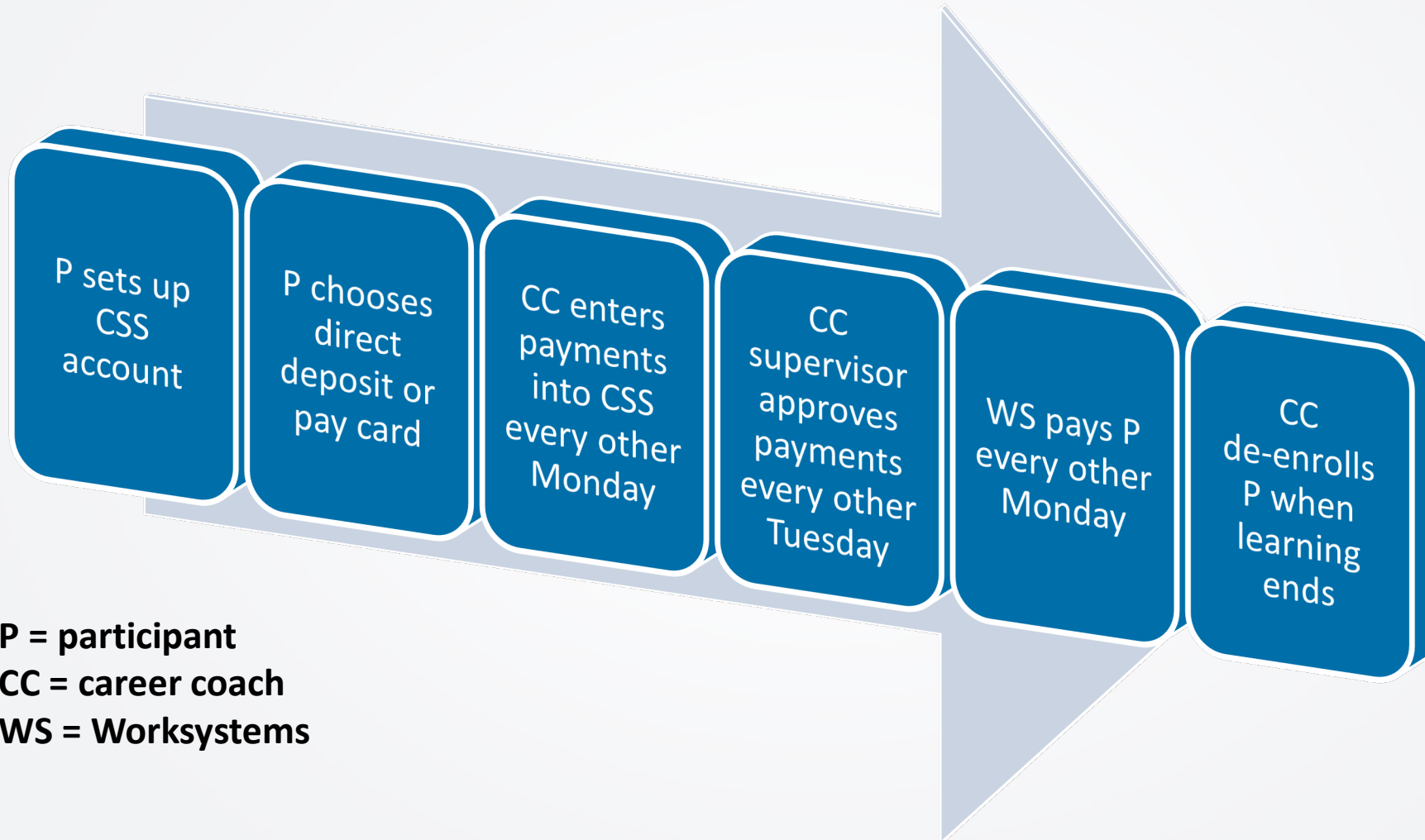
CSS or FCCC or DPI? Decision Tree



CSS or FCCC or DPI? Key Differences

| CARCAT | CSS |
|--|--|
| Coach enters participant info on spreadsheet. | Participant creates an account for payment site. |
| W9 is a Jot form. | W9 is part of account creation. |
| To request payment, coach submits ticket. | To request payment, coach enters milestone into payment admin site. |
| Every other Wednesday 10 days before Friday pay day | Every other Monday 7 days before Monday pay day |
| Pay card only | Pay card or direct deposit |
| Coach can submit ticket to request pay card info | Coach can look up pay card info on admin site. |
| Payments listed on Google sheet . | Coach can look up, or run reports on, payments, milestones and participant info. |

CSS Pay Cycle: Steps



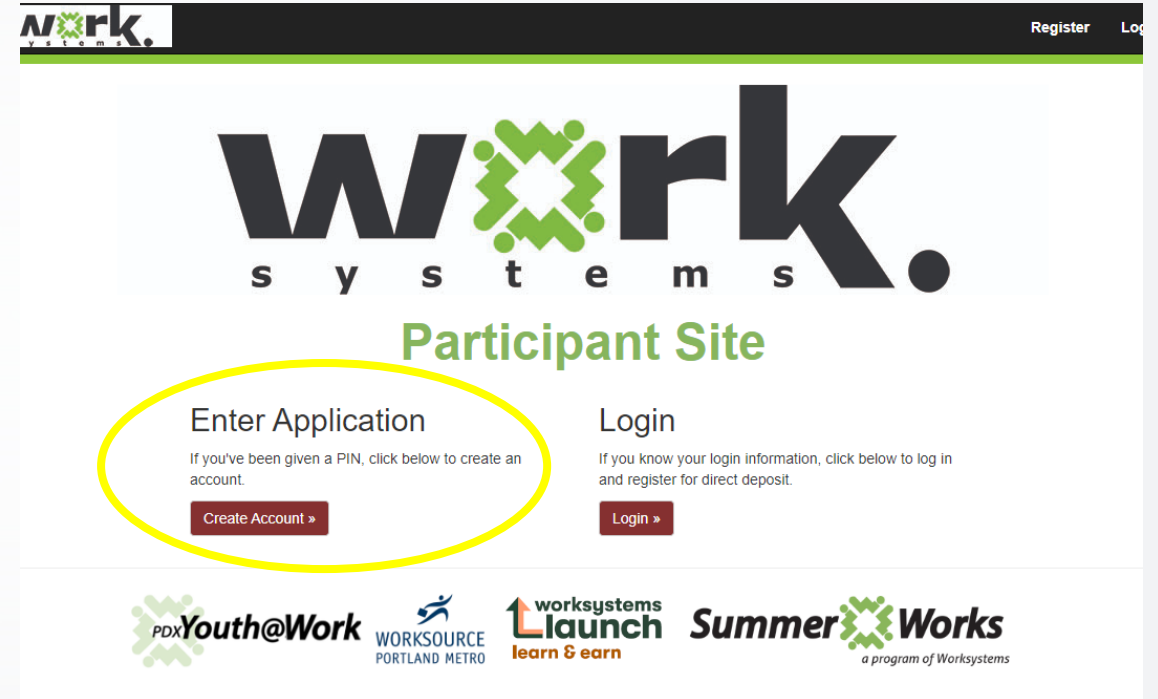
P = participant
CC = career coach
WS = Worksystems

CSS Pay Cycle: Calendar

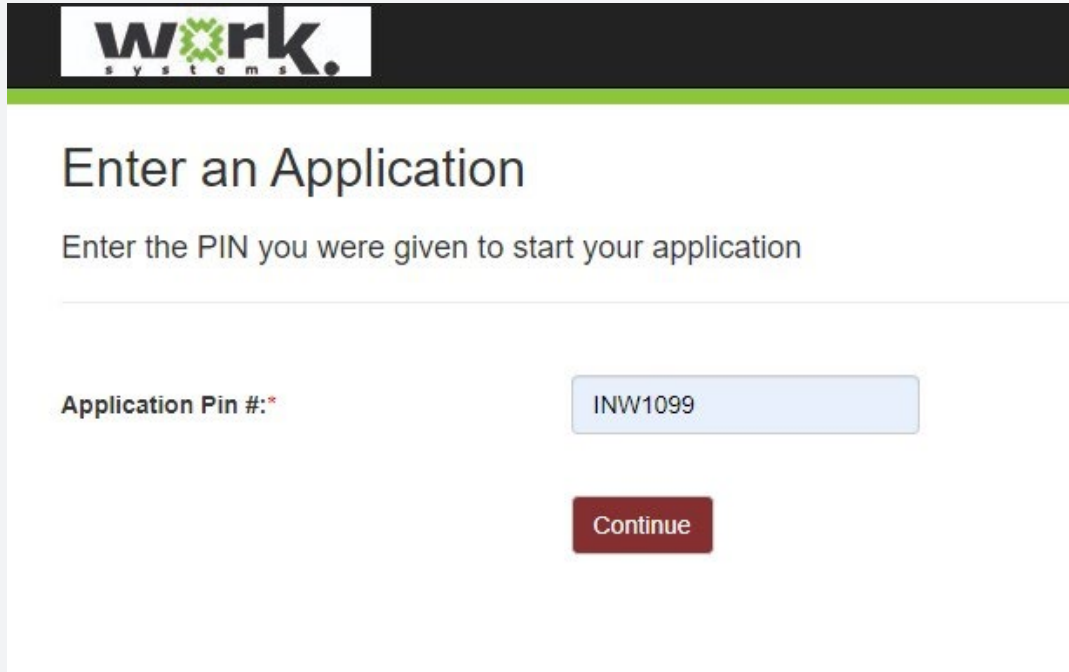
| PAY PERIOD | DEADLINE TO ENTER PAYMENTS | DEADLINE TO APPROVE | PAY DATE |
|--------------------------|----------------------------|---------------------|------------|
| MONDAY to SUNDAY | MON @ 5 pm | TUE @ 5 pm | MON |
| 5/29/2023 to 6/11/2023 | 6/12/2023 | 6/13/2023 | 6/19/2023 |
| 6/12/2023 to 6/25/2023 | 6/26/2023 | 6/27/2023 | 7/3/2023 |
| 6/26/2023 to 7/9/2023 | 7/10/2023 | 7/11/2023 | 7/17/2023 |
| 7/10/2023 to 7/23/2023 | 7/24/2023 | 7/25/2023 | 7/31/2023 |
| 7/24/2023 to 8/6/2023 | 8/7/2023 | 8/8/2023 | 8/14/2023 |
| 8/7/2023 to 8/20/2023 | 8/21/2023 | 8/22/2023 | 8/28/2023 |
| 8/21/2023 to 9/3/2023 | 9/4/2023 | 9/5/2023 | 9/11/2023 |
| 9/4/2023 to 9/17/2023 | 9/18/2023 | 9/19/2023 | 9/25/2023 |
| 9/18/2023 to 10/1/2023 | 10/2/2023 | 10/3/2023 | 10/9/2023 |
| 10/2/2023 to 10/15/2023 | 10/16/2023 | 10/17/2023 | 10/23/2023 |
| 10/16/2023 to 10/29/2023 | 10/30/2023 | 10/31/2023 | 11/6/2023 |
| 10/30/2023 to 11/12/2023 | 11/13/2023 | 11/14/2023 | 11/20/2023 |
| 11/13/2023 to 11/26/2023 | 11/27/2023 | 11/28/2023 | 12/4/2023 |
| 11/27/2023 to 12/10/2023 | 12/11/2023 | 12/12/2023 | 12/18/2023 |
| 12/11/2023 to 12/24/2023 | 12/25/2023 | 12/26/2023 | 1/1/2024 |
| 12/25/2023 to 1/7/2024 | 1/8/2024 | 1/9/2024 | 1/15/2024 |

How Participants Set Up CSS Accounts

1. Go to <https://participant.stipendworksystems.org>
2. Click on the red “Create Account” button



How Participants Set Up CSS Accounts: PIN



work systems.

Enter an Application


Enter the PIN you were given to start your application

Application Pin #:*

[Continue](#)

| PROGRAM PIN CODES | Most Participants | Undocumented Participants |
|-------------------------------|-------------------|---------------------------|
| CareerWorks Medical | CWMSEW | n/a |
| Constructing Hope | CH1099 | CH599 |
| Division Midway Alliance | DMA1099 | DMA599 |
| Driving Diversity | DDSEW | n/a |
| Gresham-Barlow SD | GBSD1099 | GBSD599 |
| Info Tech @ IRCO | IRCOIT | n/a |
| Info Tech @ PCC | PCCWAIT | n/a |
| Info Tech @ POIC | POICIT | n/a |
| Learning Opportunities @ IRCO | IRCO1099LO | IRCO599LO |
| Learning Opportunities @ NAFY | NAFY1099LO | NAFY599LO |
| Learning Opportunities @ POIC | POIC1099LO | POIC599LO |
| NextUp | NXT1099 | NXT599 |
| Nutrition Garden Rx | NGRX1099 | NGRX599 |
| PPS Summer | PPS1099 | PPS599 |
| Quick Start Semiconductor | QS1099 | n/a |

How Participants Set Up CSS Accounts: Contact Info




Enter an Application

Application Information

Please fill out the information below and click continue.

Social Security Number/TIN:*
(Please enter numbers only)


Date of Birth:* 

First Name:*

Middle Initial:

Last Name:*

Gender:*



Enter an Application

Address and Contact Information

Please fill out the information below and click continue.

Street Address:*

Apartment #:

City:*

State:*

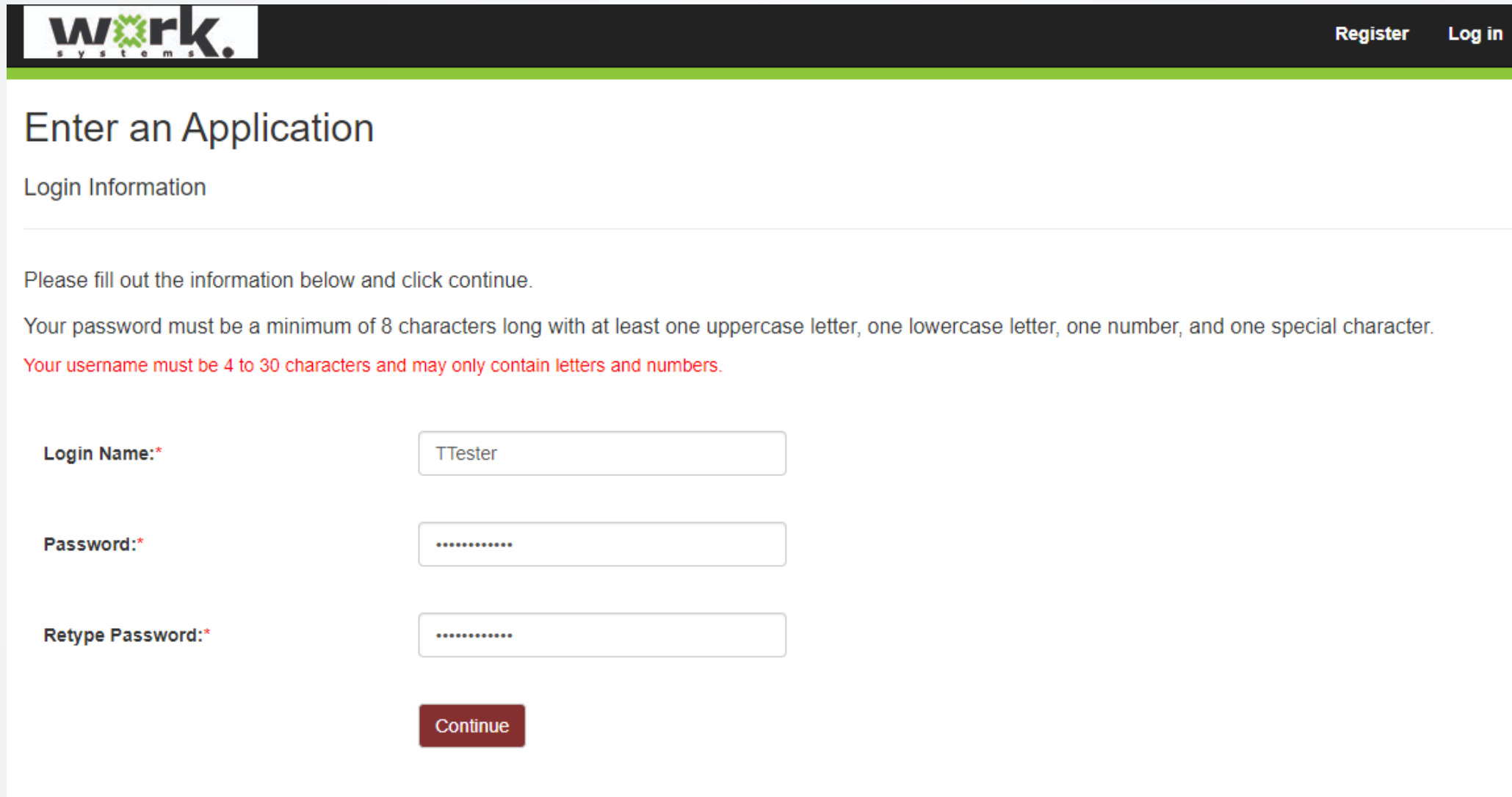
Zip Code:*

Home Phone:

Cell Phone:*

Email:*

How Participants Set Up CSS Accounts: Login Info



work
systems

Register Log in

Enter an Application

Login Information

Please fill out the information below and click continue.

Your password must be a minimum of 8 characters long with at least one uppercase letter, one lowercase letter, one number, and one special character.


Your username must be 4 to 30 characters and may only contain letters and numbers.

Login Name:*

Password:*

Retype Password:*

How Participants Set Up CSS Accounts: W9

Register Log in

Enter an Application

W-9: Request for Taxpayer Identification Number and Certification

| | | |
|---|---|--|
| Form W-9 <small>(Rev. October 2018) Department of the Treasury Internal Revenue Service</small> | Request for Taxpayer Identification Number and Certification | Give Form to the requester. Do not send to the IRS. |
|---|---|--|

Go to www.irs.gov/FormW9 for instructions and the latest information.

Name:*

Address (number, street, and apt. or suite no.):*

City, State, and ZIP Code:*


Taxpayer Identification Number (SSN/ITIN):*
(Please enter numbers only)

EMPLOYEE ELECTRONIC SIGNATURE

The words "execution," "signed," "signature," and words of like import in this document shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity or enforceability as a manually executed signature or the use of a paper-based record keeping system, as the case may be, to the extent and as provided for in any applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the New York State Electronic Signatures and Records Act, or any other similar state laws based on the Uniform Electronic Transactions Act.

Accept*

Signature of Employee:*

Date:* 

How Participants Set Up CSS Accounts: Pay Card Disclosure

work SYSTEMS Register Log in

Enter an Application

FSV Disclosure

Below is information regarding being paid on a Pay Card.
Please scroll down to the bottom to review all the items in the disclosure.

FSV_US_Blue.pdf 1 / 4 100%

U.S. Bank Focus Card Pre-Acquisition Disclosure
Program Number: NCRPOD

| Monthly fee | Per purchase | ATM withdrawal | Cash reload |
|--|--------------|------------------------------|------------------|
| \$0 | \$0 | \$0 in-network | \$5.95* |
| | | \$2.00 out-of-network | |
| ATM Balance Inquiry (in-network or out-of-network) | | | \$0 or \$1.00 |
| Customer Service (automated or live agent) | | | \$0 per call |
| Inactivity (after 90 days with no transactions) | | | \$2.00 per month |

I acknowledge that I have reviewed the U.S. Bank Focus Card Pre-Acquisition Disclosure

[Continue](#)

How Participants Set Up CSS Accounts: Review



Enter an Application

Summary Information

Please review the information below and click submit.

Application Info [\(Edit\)](#)

First Name: Testy
Middle Initial:
Last Name: Tester
Birth Date: XX/XX/XXXX
SSN: XXX-XX-7890
Gender: X

Address and Contact Information [\(Edit\)](#)

Street Address: 1618 SW First Ave
Apartment #:
City: Portland
State: OR
Zip Code: 90201
Home Phone: 5039367050
Cell Phone: 5034787347
Email: jfox@worksystems.org

Login Info [\(Edit\)](#)

Login Name: TTester

Form W-9 [\(Edit\)](#)

Name: Testy Tester
Address: 1618 SW First Ave
City, State, Zip Code: Portland, OR 90201
SSN: XXX-XX-7890

FSV Disclosure [\(Edit\)](#)

Acknowledged: Yes

To complete your application please re-enter your SSN/ITIN and Birth Date

Social Security Number/ITIN:*

(Please enter numbers only)

Date of Birth:*



Submit



How Participants Set Up CSS Accounts: Pay Choice



[Register](#)

[Log in](#)

Enter an Application

Confirmation Page

Your Application has been submitted.

If you wish to sign up for Direct Deposit please click on the login link below. The system will direct you to your account to enter the direct deposit information.

[Login](#)

[Home](#)



Pay Options for Participants

Direct Deposit or VISA Pay Card

JOHN DOE
1234 MAIN ST
FRESNO, CA 93711

DATE _____ 1234

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

Central Valley Community Bank

MEMO _____ MP

⑆ 121137726 ⑆ 1234 ⑆ 567890000 ⑆

Routing No. Check No. Account No.



Pay Options: Pay Cards

Pay cards are the default payment option. They are issued to all participants who do not successfully sign up for direct deposit.



4

Pay Options: Pay Cards - Activation

Participants Follow These Steps to Activate Pay Card

- Open the envelope
- Call the number on the card
- Or, go to www.usbankfocus.com
- Enter the 16-digit card number
- Enter your 8-digit date of birth – month, day, year
- Enter the last 4 digits of your SSN
- 4 • Select a PIN (Easy for you, hard for someone else to guess!)
- Ready to use!

Pay Options: Pay Cards - Transactions

- Store Purchases
 - With or without cash back
- Teller Withdrawal
- Transfer to Bank Account
- Savings Option
- ATM Withdrawal

4

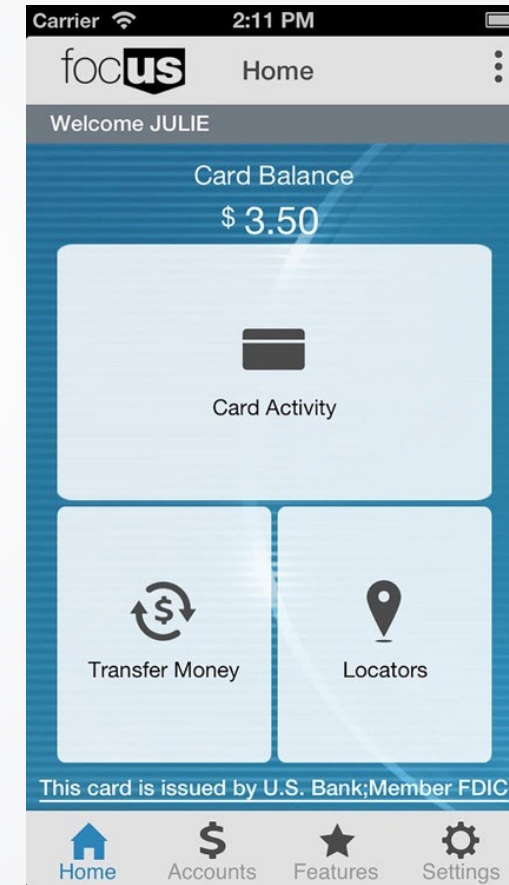
Pay Options: Pay Cards – Card App

Use the App!

Participants can:

- check balances
- track card activity

4



Pay Options: Pay Cards – ATM

Use US Bank or Allpoint ATM to take out \$\$ without fees!



4

Pay Options: Direct Deposit – Set Up

Direct Deposit Signup

WS 2020/2021

Step 1 of 3

Setting up direct deposit for the WS 2020/2021 is simple. All you will need is your bank's ABA routing number and your savings or checking account number. Direct Deposit - is one of the fastest ways you can receive your paycheck. If you wish to be paid by direct deposit, you must sign-up online with your account information before 04/30/2021, which will ensure that you get paid on time. We will verify your account information with a test. If we can't verify your account information, we will provide you with a payroll card so that you get paid on time. Due to the short nature of the program we cannot accommodate changes to your selected method of pay.

Please enter your Direct Deposit Information

Bank Name:

janesmith

Bank ABA Number (Routing Number):

.....

Your Bank Account Number:

Account Type:

Continue

Cancel

1. Select Direct Deposit from menu.
2. Enter bank info.
3. Click continue.
4. Re-enter bank info on next screen.
5. Enter last 4 of SSN to confirm.

The image shows a simulated check with the following details:

- Amount: 2400
- Date: 19 91-548/1221
- Pay to the order of: _____
- FOR: _____
- Routing Number: 122205278
- Account Number: 6724301068
- Check Number: 2400

Pay Options: Direct Deposit

CSS will test the participant's bank account on or before the next pay day. CSS tests accounts (runs prenotes) weekly on Thursdays.

- If the timing is too tight, CSS will issue wage participants a pay card to use until direct deposit is activated.
- If the test fails, CSS will issue all participants a pay card to use until direct deposit is corrected.

4

How Staff Enter Stipend Payments

Enter stipends EVERY OTHER MONDAY!

1. FIRST TIME ONLY: Update participant record with ITrac ID, coach name and fund code..
2. Select Dashboard from the Payment Entry menu.
3. Select your program name from drop down menu and click view.
4. Click "View Payment Entries" under Step 1.
5. Choose the entry method you like best.
6. To enter by milestone: Click on button for "Add Payment Entry by Milestone."
7. Select milestone from dropdown menu.
8. A list of all participants doing that milestone will appear.
9. Enter number next to each participant you wish to pay.
10. Click save.
11. Switch weeks to enter hours for both weeks in the cycle by clicking the "switch weeks" button.
12. Ensure your supervisor approves your entered milestones by COB every other Tuesday.

Process Payments Entries for the Week Ending 06/04/2023

Provider:

Contract #: NAFY100010

Program Name: Learning Opportunities @ NAFY

This is the first week of this two week pay period.
Payment Entries for this week must be approved by 06/07/2023 07:00 PM .
Payment Entries for this pay period must be committed by 06/14/2023 07:00 PM .
You have selected 1 program(s).
There are 0 clients in these program(s) for this week.

Step 1: Enter Payment Entries for Milestones

0: Number of payment entry records entered. [View Payment Entries](#)

Step 2: Approve Entered Payment Entries

0: Number of payment entries that need to be approved.
0: Number of payment entries that have been approved [View Non-Approved Payment Entries](#)
[View Approved Payment Entries](#)

Step 3: Commit Payment Entries

Payment entries can only be committed in the second week of this pay cycle.

How Staff Update Participants

Update participant info the FIRST TIME you enter a stipend payment!

1. Select Participant Search from the Participants menu.
2. Click on the participant's name to open their record.
3. You will see general participant info on the **General** tab.
4. **Click the "Update" button on the right side of the screen.**
5. Locate the "ITrac" field and enter the participant's ITrac ID number.
6. Locate the "Coach" field and select your name.
7. Locate the "Fund Code" field and enter the fund code for the fund paying this stipend
8. Click the "Save" button on the right side of the screen.
9. **TIP:** You can use the "Next" button on the top right side of the screen to navigate to the next participant's record. This is useful if you are updating more than one person's info.

Participant: [redacted] Ashlee [redacted]

Next Exit

General Contacts Documents Enrollment Payroll Milestones Pay Notes Reports

General Info: General participant information.

Participant ID: 9985015

I-TRAC ID: [redacted]

Social Security Number/ITIN: [redacted]

Birth Date: 4/25/2007

Gender: Female

Last Name: [redacted]

First Name: [redacted]

Middle Initial: [redacted]

Zip Code: 97213

Street Address: [redacted]

Apartment #: [redacted]

City: Portland

State: OR

Home Phone Number: [redacted]

Cell Phone Number: [redacted]

Email: [redacted]

Coach: [redacted]

Fund Code: [redacted]

Debit Card Disclosure Acknowledgement: Yes

Miscellaneous:

How Staff Exit Participants

Exit participants when they finish their program!

1. Select Participant Search from the Participants menu.
2. Click on the participant's name to open their record.
3. You will see general participant info on the General tab.
4. Click on the **Enrollment** tab.
5. Click on the **blue Edit link** next to the program that is finished.
6. **Click the "Update" button on the right side of the screen.**
7. Locate the "Ending Date" field and enter the last date of the program.
8. Locate the "Ending Reason" field and select the reason: Never Started, Quit, Successful Completion.
9. Click the "Save" button on the right side of the screen.
10. TIP: You can use the "Next" button on the top right side of the screen to navigate to the next participant's record. This is useful if you are exiting more than one person.

Participant: [Redacted] Ashlee [Redacted]

Next Exit

General Contacts Documents **Enrollment** Payroll Milestones Pay Notes Reports

Enrollment History: Participant's Enrollment History

Add New

| Program Type | Provider | Program | Current Status | |
|--------------|----------|------------|---------------------------|-------------|
| 1099 | IRCO | PPS Summer | Enrolled as of 06/12/2023 | Edit |

Participant: [Redacted] Ashlee [Redacted]

General Contacts Documents **Enrollment** Payroll Milestones Pay Notes Reports

Participant Period Enrollment Detail: Viewing Participant Enrollment Information

Provider: Immigrant & Refugee Community Outreach

Program: PPS Summer-1099

Date Added: 06/12/2023

Date Enrolled: 06/12/2023

Ending Date:

Ending Reason:

Update Exit

Pay Cards – Creation

- A pay card is created for a youth when the youth has a CSS account and hours are entered in it.
- The pay card company then mails the card to that youth's coaching agency 1-2 days after its creation. Cards are shipped via UPS 2-day air. Coaches must deliver pay cards to their customers before the next pay day.
- Coaches can check the “Debit Card Inventory Report” in CSS to see if a pay card has been created. The report is in the “Debit Card” section on the REPORTS tab.

Pay Cards – How to Check Card Status

- Click on Debit Card Inventory Report.
- Complete yellow-highlighted fields.
- Click PDF button.

Debit Card Inventory Report

Provider:

Contract #: or

Program Name:

Last Name: Starts with

First Name: Starts with

Participant ID:

Start Date:

End Date:

Show:

4

Pay Cards – How to Check Card Status

The resulting report lists youth name, coach, card ID #, date created and program name. If you have a question about when the cards will arrive, email [Jennifer Fox](#).

User: FOX, Jennifer (FOX) Date: 08/19/2020 11:49 AM

Payroll Card Inventory Report

Initiative: All Initiatives
Provider: All Providers
Contract: All Contracts
Date Range: All to All
Applicants: All
Show: All
Sort By: Participant Last Name

| | <u>Confirmed</u> | <u>Application Id</u> | <u>Name</u> | <u>Coach</u> | <u>FSV Customer ID</u> | <u>Date Created</u> | <u>Work Site</u> |
|-----|------------------|-----------------------|-------------|------------------|------------------------|---------------------|--------------------|
| No | | 7461372 | ██████████ | Boyd Urban | 3923505022 | 8/7/2020 | WORD IS BOND |
| Yes | | 1101148 | ██████████ | Heather Thompson | 3637410162 | 6/10/2019 | NEIGHBORHOOD HOUSE |
| No | | 1002974 | ██████████ | Boyd Urban | 3923505014 | 8/7/2020 | WORD IS BOND |
| Yes | | 1479684 | ██████████ | Alexa Aggeler | 3024405692 | 6/14/2017 | SNEAKER WEEK |

4

Pay Cards – Required Reports

Coaches are required to complete two reports that help us track and inventory pay cards.

- **“Debit Card Inventory Report”**

This report is updated to show you have received the pay cards at your agency. It must be updated within two days of card delivery.

- **“Debit Card Sign Off Report”**

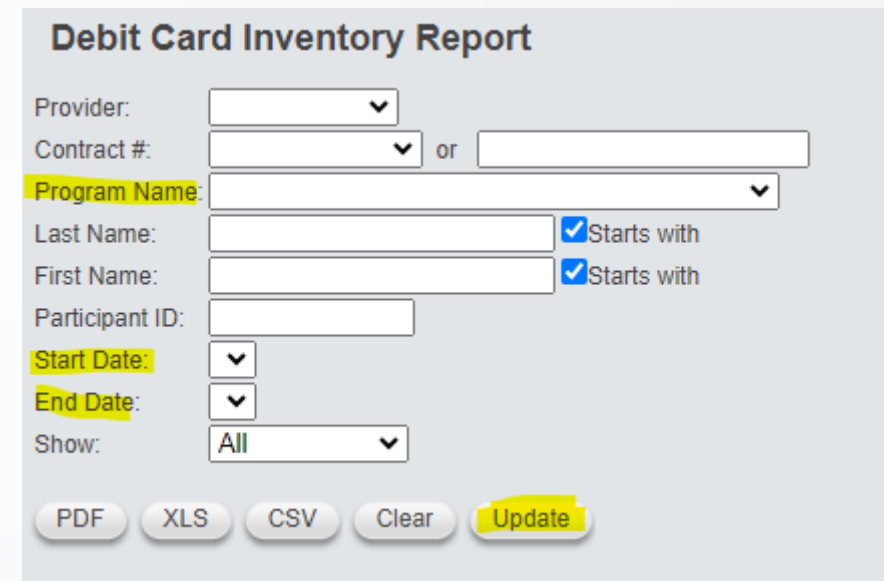
This report is updated to show you have delivered the pay cards to your participants. Participants must sign the report to acknowledge receipt. They must receive cards before, or on, the next pay day. The next pay day is the deadline to complete this report.

Pay Cards – Required Reports

Confirming Delivery

When cards are received, coaches must document receipt, again using the “Debit Card Inventory Report.” This report must be updated within two days of delivery.

- Click on Debit Card Inventory Report.
- Complete yellow-highlighted fields.
- Click UPDATE button.



Debit Card Inventory Report

Provider:

Contract #: or

Program Name:

Last Name: Starts with

First Name: Starts with

Participant ID:

Start Date:

End Date:

Show:

Pay Cards – Required Reports

Confirming Delivery

Click on box for each card received. Then, click SAVE.

Cancel Save Exit

| <u>Confirmed</u> | <u>Application Id</u> | <u>Name</u> | <u>FSV Customer Id</u> | <u>Date Created</u> | <u>Worksite</u> |
|--------------------------|-----------------------|-----------------------------|------------------------|---------------------|-----------------------------------|
| <input type="checkbox"/> | 4581351 | [REDACTED] | 3923505238 | 8/7/2020 | CITY OF PORTLAND |
| <input type="checkbox"/> | 7131161 | GEBREABLAH, WILBERT | 3923505220 | 8/7/2020 | MULTNOMAH COUNTY YOUTH COMMISSION |
| <input type="checkbox"/> | 4961411 | Gonzalez, Talya | 3923505212 | 8/7/2020 | MULTNOMAH COUNTY YOUTH COMMISSION |
| <input type="checkbox"/> | 2663690 | [REDACTED] | 3923505204 | 8/7/2020 | |
| <input type="checkbox"/> | 2027032 | King, Quinci | 3923505196 | 8/7/2020 | HISTORIC PARKROSE |
| <input type="checkbox"/> | 1289906 | [REDACTED] | 3923505188 | 8/7/2020 | |
| <input type="checkbox"/> | 9623306 | Mason, Lyle | 3923505170 | 8/7/2020 | WILD DIVERSITY |
| <input type="checkbox"/> | 2455736 | Mason, Rangoli, Emily | 3923505162 | 8/7/2020 | |
| <input type="checkbox"/> | 4607556 | [REDACTED] | 3923505154 | 8/7/2020 | AMERICAN CANCER SOCIETY |
| <input type="checkbox"/> | 7625742 | Solis, Maldonado, Alexander | 3923505147 | 8/7/2020 | YOUTH EDUCATING POLICE |

Cancel Save Exit

Pay Cards – Required Reports

How to Give Cards to Participants

- Click on Debit Card Sign Off Report.
- Complete blue-highlighted fields.
- Click PDF button.

4

Debit Card Sign Off Report

Provider:

Contract #: or

Program Name:

Last Name: Starts with

First Name: Starts with

Participant ID:

Start Date:

End Date:

Show:

Pay Cards – Required Reports

How to Give Cards to Participants

Youth can sign and date the resulting report to acknowledge receipt.

Payroll Card Sign Off Report

Initiative: All Initiatives
Provider: All Providers
Contract: All Contracts
Date Range: All to All
Applicants: All
Show: All
Sort By: Participant Last Name

| <u>Coach</u> | <u>Application Id</u> | <u>Name</u> | <u>Participant Signature</u> | <u>Date</u> | <u>FSV Customer ID</u> | <u>Contractor Signature</u> |
|------------------|-----------------------|----------------|------------------------------|-------------|------------------------|-----------------------------|
| Boyd Urban | 7461372 | [REDACTED] | _____ | | 3923505022 | _____ |
| Heather Thompson | 1101148 | [REDACTED] | _____ | | 3637410162 | _____ |
| Boyd Urban | 1002974 | [REDACTED] JAH | _____ | | 3923505014 | _____ |
| Alexa Aggeler | 1479684 | A [REDACTED] | _____ | | 3024405692 | _____ |

Pay Cards – Required Reports

Confirming Participants Have Cards

When cards are given to youth, coaches must document it, again using the “Debit Card Sign Off Report.” Youth must receive cards before, or on, the next pay day. You must complete this report before the next pay day.

- Click on Debit Card Sign Off Report.
- Complete green-highlighted fields.
- Click UPDATE button.

Debit Card Sign Off Report

Provider:

Contract #: or

Program Name:

Last Name: Starts with

First Name: Starts with

Participant ID:

Start Date:

End Date:

Show:

Pay Cards – Required Reports

Confirming Participants Have Cards

Click on box for each card given to that participant. Then, click SAVE.

Cancel Save Exit

| <u>Distributed</u> | <u>Application Id</u> | <u>Name</u> | <u>FSV Customer Id</u> | <u>Date Created</u> | <u>Date Distributed</u> | <u>Work Site</u> |
|--------------------------|-----------------------|--------------------|------------------------|---------------------|-------------------------|-----------------------------------|
| <input type="checkbox"/> | 4581351 | [REDACTED] | 3923505238 | 8/7/2020 | | CITY OF PORTLAND |
| <input type="checkbox"/> | 7131161 | GERDEAMLAK, MIHLEN | 3923505220 | 8/7/2020 | | MULTNOMAH COUNTY YOUTH COMMISSION |
| <input type="checkbox"/> | 4961411 | [REDACTED] | 3923505212 | 8/7/2020 | | MULTNOMAH COUNTY YOUTH COMMISSION |
| <input type="checkbox"/> | 2663690 | [REDACTED] | 3923505204 | 8/7/2020 | | |
| <input type="checkbox"/> | 2027032 | [REDACTED] | 3923505196 | 8/7/2020 | | HISTORIC PARKROSE |
| <input type="checkbox"/> | 1289906 | [REDACTED] | 3923505188 | 8/7/2020 | | |
| <input type="checkbox"/> | 9623306 | [REDACTED] | 3923505170 | 8/7/2020 | | WILD DIVERSITY |
| <input type="checkbox"/> | 2455736 | [REDACTED] | 3923505162 | 8/7/2020 | | |
| <input type="checkbox"/> | 4607556 | NGUYEN, JUSTIN | 3923505154 | 8/7/2020 | | AMERICAN CANCER SOCIETY |
| <input type="checkbox"/> | 7625742 | [REDACTED] | 3923505147 | 8/7/2020 | | YOUTH EDUCATING POLICE |

Cancel Save Exit

Pay Cards – Helping Participants

The Documents section in CSS has a quick reference guide that will help you understand pay cards. This same guide is inside the envelope that contains each participant's card.

U.S. Bank Focus Card



The Focus Card is a prepaid debit card issued by U.S. Bank. It is not a credit card.



Get started

Your card will be provided to you.

Follow the instructions on the card carrier to activate your card.

Use your card



Getting paid

Your payments will automatically be loaded to your card and your funds are protected if your card is ever lost or stolen.¹

Track spending



Cardholder website

Log in at usbankfocus.com to check balance, view recent transactions, sign up for alerts and more.

4

Worksystems Stipend Contacts

If you have questions, contact:

CSS Administrator: [Jennifer Fox](#), 503-936-7050

Adult Stipends: [Jennifer Fox](#)

Youth Learn & Earn Project Manager: [Matthew Heady](#)

Youth Learning Opportunities Project Manager: [Lindsey Davis](#)

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