

# #80 - CYMS Training Guide – Setup (DOD Income Tables)

(10.3 – Updated May 2011)

## Background:

- CYMS compares the *Family Income Amount* entered on a Household's **DOD Financial** screen to this table to determine the DOD Family Income Category for CDC/SA fees.
- This table is traditionally updated/adjusted annually in accordance with specific guidance from higher headquarters.
- **CAUTION:** Rates and income tables should NOT be changed until the day you want them implemented.
  - Example: If new categories become effective on 01 Oct, the **DoD Income Category Maintenance** table should be changed just before you run Installment Billing for 01 October.

## To Update the DOD Income Categories:

- 1 Go to **Files → CY5 → CY5 Financial Maintenance → DoD Income Category Maint.**

DoD/Fam Income Code	Description	Effective Date	Lower Income Limit	Upper Income Limit
CAT1	CAT 1		1.00	29,400.99
CAT2	CAT 2		29,401.00	35,700.99
CAT3	CAT 3		35,701.00	46,200.99
CAT4	CAT 4		46,201.00	57,750.99
CAT5	CAT 5		57,751.00	73,500.99
CAT6	CAT 6		73,501.00	85,000.99
CAT7	CAT 7		85,001.00	100,000.99
CAT8	CAT 8		100,001.00	125,000.99
CAT9	CAT 9		125,001.00	999,999.99

**Figure 1: The DoD Income Category Maintenance Table**

- 2 Select the Income Category you wish to edit and click **Change**.

**Note:** The Category 1 Lower Income Limit should be \$1.00, not \$0.00.

- 3 Make changes to the **Lower Income Limit** and **Upper Lower Income Limit** appropriately.

**Figure 2: Income Category Table, Single Income Rate Core Information screen**

- 4 Click **Done** to save your changes.
- 5 To view or edit the other categories, press the **F5** key to refresh the screen.
- 6 Repeat the process until all applicable categories have been updated.
- 7 Click **Exit** to return to the Main Menu.

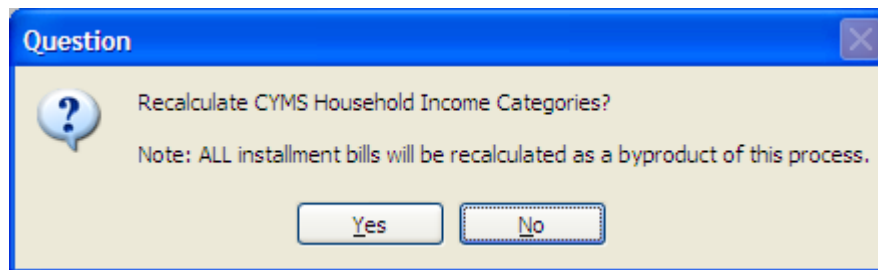
### Household Income Recalculation:

Once the Income Category ranges have been changed, you **must** run the **Household Income Recalculation!** This program looks at the *DOD Income Fee Category*, as listed on the **DOD Financial** screen, for ALL households in your database and changes Income Categories as needed to match the new ranges.

**Notes:**

- If this process is not run, household incomes will not be in synch with the new category ranges.
- Households not in synch with the new category ranges will NOT be charged correctly for their childcare.
- This process will also recalculate installment bills to be in synch with the new income categories.

- 1 Go to **Period End → CYS → CYS HH Income Recalculate.**



- 2 Click **Yes** to continue.