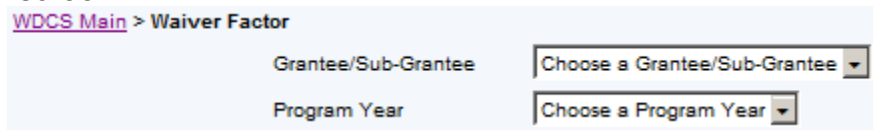# Waiver Factor Administrative Function

The **Waiver Factor Administrative Function** provides the ability to review and update waiver factors for multiple participants. (For a single participant, you may also use the Waiver of Durational Limit section, P51 through P58, on an individual Participant's Information screen.) The utility will display the waiver factors of all participants for the specified sub-grantee in a given program year. Using this utility provides the ability to review and modify participants' waiver factor data, and to record the date when changes were made. Waiver factors will be displayed for the current and previous program years.

Note(s): The data from a program year for which Final QPRs have been processed will display as read-only. Consequently, waiver factors for previous program years will not be available for correction/update.

To add/modify Waiver Factors for multiple participants:

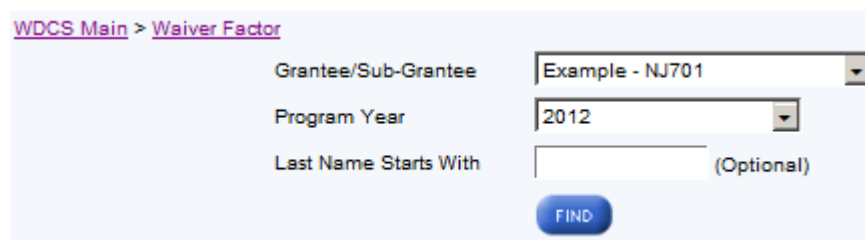1. Click Waiver Factor on the **WDCS Main** screen. The system will display the **Waiver Factor** screen.

    WDCS Main > Waiver Factor

Grantee/Sub-Grantee	Choose a Grantee/Sub-Grantee ▼
Program Year	Choose a Program Year ▼

2. Select the correct set of data to work with using the Grantee/Sub-Grantee drop-down menu.

3. Select the appropriate program year from the drop-down menu.

4. When both choices have been made, the FIND button will appear, as will an optional filter for last name. If desired, enter information in the last name filter to narrow results.

    WDCS Main > Waiver Factor

Grantee/Sub-Grantee	Example - NJ701 ▼
Program Year	2012 ▼
Last Name Starts With	(Optional)
	FIND

    When the filter for last name is used, the utility will return all records that begin with the letters entered. For example, entering "john" will return any record where the last name is "John" or "Johns" or "Johnson." The filter is not case sensitive.

5. Click [FIND] to refresh the **Waiver Factor** screen so that it displays the data entry section.

> *Note(s):* The table will list, in alphabetical order, all participants with an active assignment in the selected program year.

When a selection results in a return of more than 50 records, up to 50 records will appear on each page. When shown, the "[Next 50>>]" and "[<<Previous 50]" links can be used to navigate throughout the results.

WDCS Main > Waiver Factor

	Grantee/Sub-Grantee	Example - NJ701
	Program Year	2012
	Last Name Starts With	Tester

[<<Previous 50]   Results 51 - 100 of 376   [Next 50>>]

(51) Tester, Tessa (875743) 10/05/2009

Num:	WAIVER FACTORS	Indicator	Date Of Last Update
51	Severe Disability?	Yes: ● No: ○	01/15/2013
52	Frail?	Yes: ○ No: ●	
53	Old enough for but not receiving SS Title II?	Yes: ○ No: ●	
54	Severely Limited Employment Prospects?	Yes: ○ No: ●	
55	Limited English Proficiency (LEP)?	Yes: ○ No: ●	
56	Low Literacy Skills?	Yes: ○ No: ●	

[Save] [Reset Form]

To update an individual participant's data, select either "Yes" or "No" in the **Indicator** column (P51 through P56).

6. Click [Save] to update the database. The following message will appear at the top of the screen:

The changes have been saved