

# RIFIS Activity Update

10/15/2020

Below is an example of how to enter an individual family CARES ACT dollars in the RIFIS Activity tab. Please enter the Payer as an **In kind donation** and document in the General/Flex Notes text field: **CARES ACT**.

**Activities**

Start Date	Start Time	End Date	End Time	Total Minutes
10/15/2020	12:00 AM	10/15/2020	12:01 AM	1

**Activity Details**

FCCP: **EB** Location/FCCP Funding: **Within FCCP**

Agency: **Child and Family Serv** Place of Service: **Child and Family Services of Newport County**

Worker: **Chase, Sheila** Payer: **In kind donation**

Status: **Complete**

**Activity Service**

Service: **SocialServ10**

Unit Type: **Housing**

Unit Cost: **\$500.00**

Total Cost: **\$500.00**

Emergency Expenditure (FLEX FUND ACTIVITIES ONLY):

Status of Record Completion (FLEX FUND ACTIVITIES ONLY): **10/15/2020**

General/Flex Fund Notes: **CARES ACT**

Entering the data this way will prompt the Flex Fund Tool Report (submitted to DCYF each month) to pull In Kind Donation entries. After exporting this data to Excel, you have been instructed to remove In kind donations from the Flex Fund Tool Report. Sort the spreadsheet by General/Flex Notes column so all of your CARES ACT entries are together, then cut and paste them into a new worksheet labeling the tab CARES ACT. Please contact us at RIFIS support if you need assistance.

FCCP	Agency	Family ID	Family Name	RIFIS ID	Child/Youth Last Name	Child/Youth First Name	FCCP Site Code	Activity Type	Category	Notes	Emergency Expenditure	Date	Total Value	Status of Record Completion	Data Entry Date	FSCC Name
EB	Child and Family Services of Newport	123456789	Cullen, Sharon	71725	Chase-Cullen	Sheila-Seth (preferred)	13-01	In kind donation	Housing	CARES ACT	Yes	10/15/2020	\$500.00	10/15/2020	10/15/2020 10:33 AM	Sheila Chase