

California Department of Education

Expanded Learning Division

OCTOBER 14, 2016

9:30–12:00

Come learn more about...

**How Best to Utilize ASSIST**  
**and get FISCAL Support**

**New to ASES or 21st CCLC grants in terms of attendance and fiscal reporting—need a refresher? Having a challenge working within ASSIST? Come hear from the experts!**

**Come and learn about:**

- How to enter budgets into ASSIST
- Process for inputting budget revisions in ASSIST
- How to enter Attendance for Before School, After School and Supplemental attendance into ASSIST
- How to submit expenditures in ASSIST, indirect costs, 5100 line for subcontracting, 5th and 6th quarter expenditures for 21st and ASSETSs
- What to do if you lose your ASSIST password
- How to update your contact information in ASSIST
- Walk through an actual tutorial on submission of budgets, attendance and expenditure reports in ASSIST
- How to pull your own reports from ASSIST: for yearly funding status per school, payments and attendance reports

<http://aspire.lacoe.edu>

ASSIST System

THE EXPANDED LEARNING DIVISION ONLINE REPORTING SYSTEM