



JCAP

Jewish Community Affordability Platform

2019

PARENT USER MANUAL

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ABOUT JCAP

JCAP is the newly launched online application portal for Jewish Day Schools in Greater Toronto, developed by UJA's Koschitzky Centre for Jewish Education (CJE). JCAP signifies CJE's commitment to make tuition assistance more accessible, transparent and secure, while at the same time, reduce duplication for families with children at multiple schools.

For the past forty years, families in our community have had the opportunity to attend Jewish Day School through reduced tuition fees. UJA Federation of Greater Toronto believes it is our shared duty to ensure that every child is given the opportunity to have a Jewish Education. It is fundamental to the future vibrancy and vitality of our community.

2018/2019 Launch Program

In the 2018/19 school year, UJA partnered with The Bialik Hebrew Day School to pilot the new online tuition assistance system. This launch proved to be a tremendous success, with almost all parents reporting little to no issues.

PRIVACY AND CONFIDENTIALITY

JCAP provides a secure online platform for families to complete the application process. The application (as in previous years) requires families to disclose sensitive personal and confidential information. It is important for you to know that we continue to take the role of custodians of personal and confidential information seriously. Beyond the online system's introduced efficiencies, our utmost care and respect for families' confidentiality remains strong.

As this new online system is designed to protect family information, a robust privacy program has been developed, and scrutiny was used in choosing a secure platform. The selected vendor provides safe and secure data collection to several large companies, including Ontario Trillium Foundation and The American Academy of Neurology.

Beyond the extensive initial work involved in ensuring the privacy and security of the new online system, we will actively monitor and update the system to safeguard our families' information.

APPLICATION PROCESS

The new online application will be identical in content to the current paper-based application. Parents will be asked to submit all their information online and upload their supporting documentation to the online application. Schools tuition committees will review and determine the tuition subsidies.

Please take a few moments to read through this user manual.

Step 1: Register Your Online Profile

- You will receive an email from your school with a unique link to the JCAP website, which will direct you to a registration page where you will enter your personal information

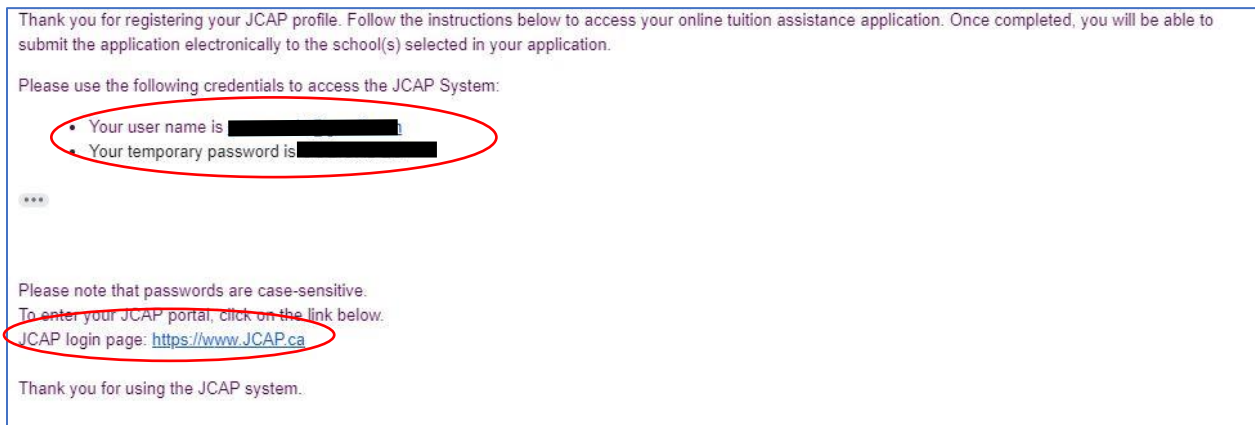


IMAGE 1

- Once you complete this page and press submit, you will receive a registration confirmation email (**Image 1**) with a link to the login page, your user name and temporary password

Step 2: Log in

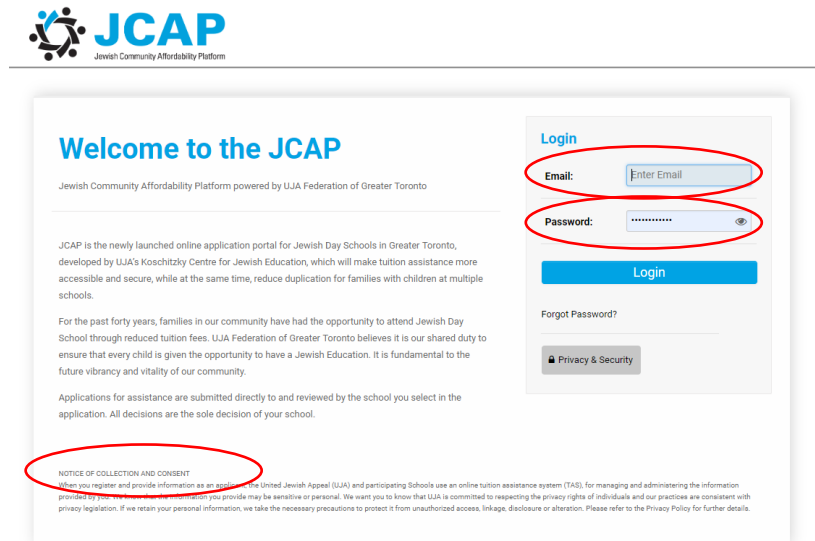


IMAGE 2

- Click the link and enter your email (which is your username) and the temporary password (**Image 2**) provided in the registration confirmation email (**Image 1**)
- Press the 'Login' button to be prompted to create a new password

NOTES:

- Your password must be 6 characters long and include at least one number and one letter
- The Privacy and Security Policy and Notice of Collection and Consent are available at the bottom of this page (**Image 2**)

Step 3: Complete Your Application

- Read the instructions at the top of the page (**Image 3**)
- Note the email contact for technical difficulties. (Emails will be responded to within 24 hours)

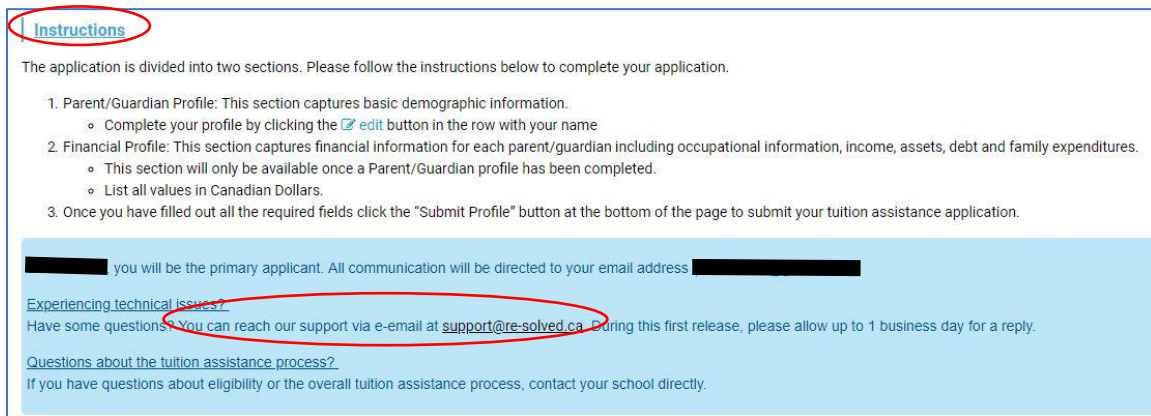


IMAGE 3

3a. Complete the Parent/Guardian Profile

- Select the 'Edit' button to open your profile (**Image 3**), which will be auto-populated with information you provide, including your family address and your personal contact information
- Provide information regarding your relationship with the student(s) for whom you are applying as well as your marital status
- Click the 'Save' button at the bottom on the screen to save your data
- Click the 'Complete Profile' button at the bottom of your screen to return to the main page

Home

Summary

Application Number: [REDACTED] * Family Name: [REDACTED]

* Parent/Guardian: [REDACTED]

Instructions

1. If you have difficulty submitting your application, please contact Technical Support at [REDACTED]
2. The financial profile is divided into **five sections** (below) that require you to complete information including dependent information, income, assets, and expenditures.
3. To avoid losing any work, make sure to save your work by clicking the blue "Save Your Work" button at the bottom of the page.
4. Once a section is complete, please click on the next section heading and proceed
5. Once you have completed all five sections by filling out all the required fields, click the "Submit Profile" button at the bottom of the page to submit your tuition assistance application.

Financial profile sections

1. CHILD/DEPENDENT INFORMATION 2. INCOME 3. ASSETS 4. EXPENDITURES 5. AGREEMENT

Dependents Information: [Open](#)

[Save My Work](#) [Submit Profile](#)

IMAGE 4

3b. Complete the Financial Profile Section

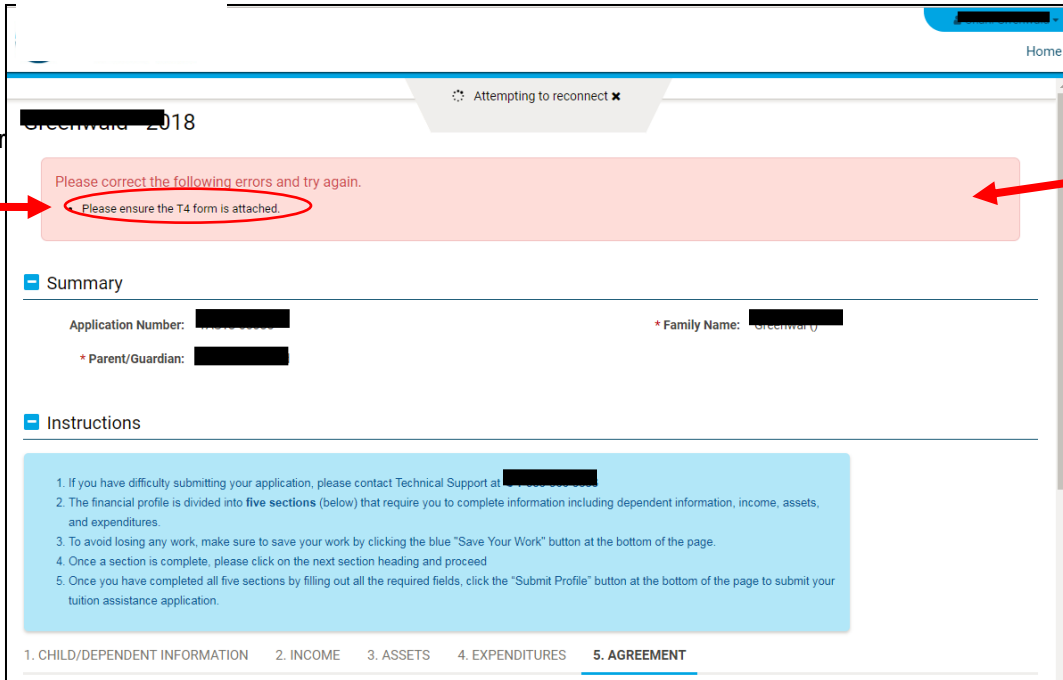
This section captures financial information for each guardian including occupational information, income, assets, debt and family expenses.

- Please read the instructions for this section (**Image 4**)
- The financial profile is divided into 5 sections that appear in a row, numbered 1 to 5
- Complete each section (fill out the information and upload all applicable documents)
- Select '[Save My Work](#)' after you complete each section (**Image 4**)
- To move to the next section, click on the tab with the section title. For example, once you complete the '[1. Child/Dependent Information](#)' section, click on '[2. Income](#)' to move on

3c. Review and Submit Your Application

- When the entire application is complete, including the Parent/Guardian Profile and all five sections of the Financial Profile, click the '[Submit Profile](#)' button (**Image 4**)
- If you missed any required fields or uploads, an error message will display at the top of the page when you press submit, indicating the areas you must still complete (**Image 5**)
- Click on the stated missing information to be directly taken to the incomplete section

Click on the error message to be taken directly to that section

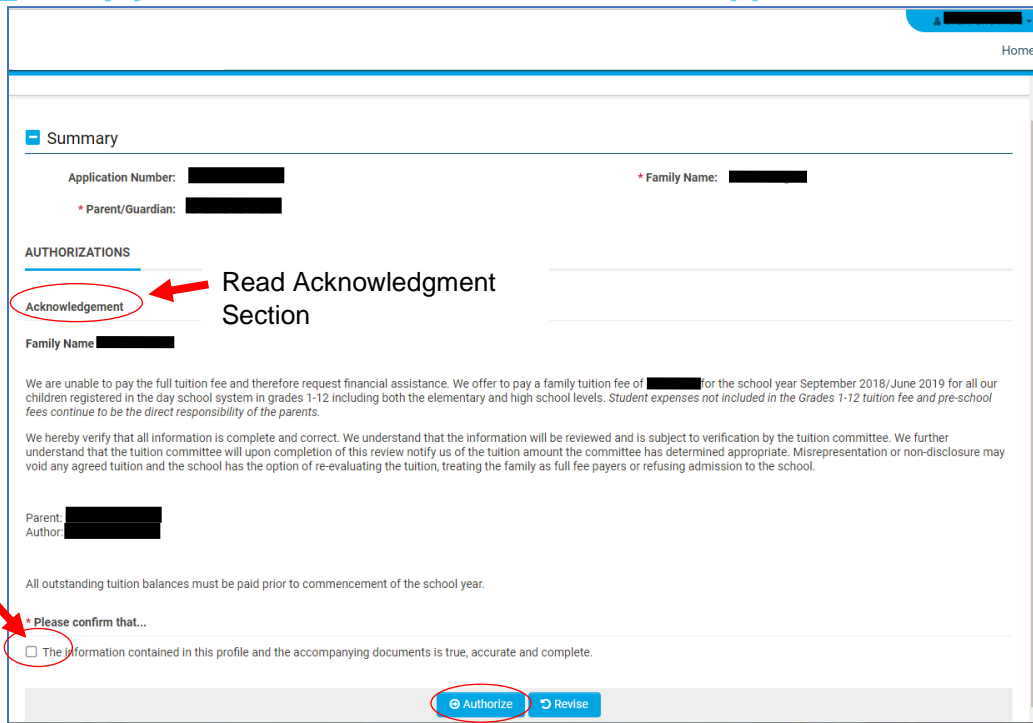


Error message with notice of what information is still required.

IMAGE 5

Step 4: Verify your Information and Submit Your Application

Check box



Read Acknowledgment Section

IMAGE 6

- The 'Submit Profile' button will direct you to an Authorization page (Image 7)

- Read the Acknowledgment section, check the box at the bottom of the page to confirm the information in the profile and accompanying documents is true, accurate and complete, select the 'Authorize' button (**Image 6**)
- Once you click the "authorize" button, your application will be in 'Submitted' status (**Image 8**)
- Your application will be saved securely in JCAP; log in to view your application at any time

The screenshot displays a web application interface for a financial profile. At the top right, a 'Home' button is circled in red. The main content area is divided into two sections: 'Summary' and 'Instructions'. In the 'Summary' section, there are fields for 'Application Number', 'Parent/Guardian', 'Family Name', and a 'Print Preview' button with a printer icon, which is circled in red. The 'Instructions' section contains a list of five steps for submitting the application. Below the instructions, there are navigation tabs for '1. CHILD/DEPENDENT INFORMATION', '2. INCOME', '3. ASSETS', '4. EXPENDITURES', and '5. AGREEMENT'. At the bottom of the form, there are two dropdown menus for 'Start Month' and 'Start Year', both with a question mark icon. At the very bottom, there are two buttons: 'Save My Work' and 'Submit Profile', with the latter being circled in red.

IMAGE 7

NOTES:

- If you would prefer to print your application, select the 'Print Preview' button, located in the Summary section under 'Family Name' (**Image 7**)
- To return to your application's home page, select the 'Home' button (**Image 7**)
- Review your Financial Profile at any time by logging into JCAP

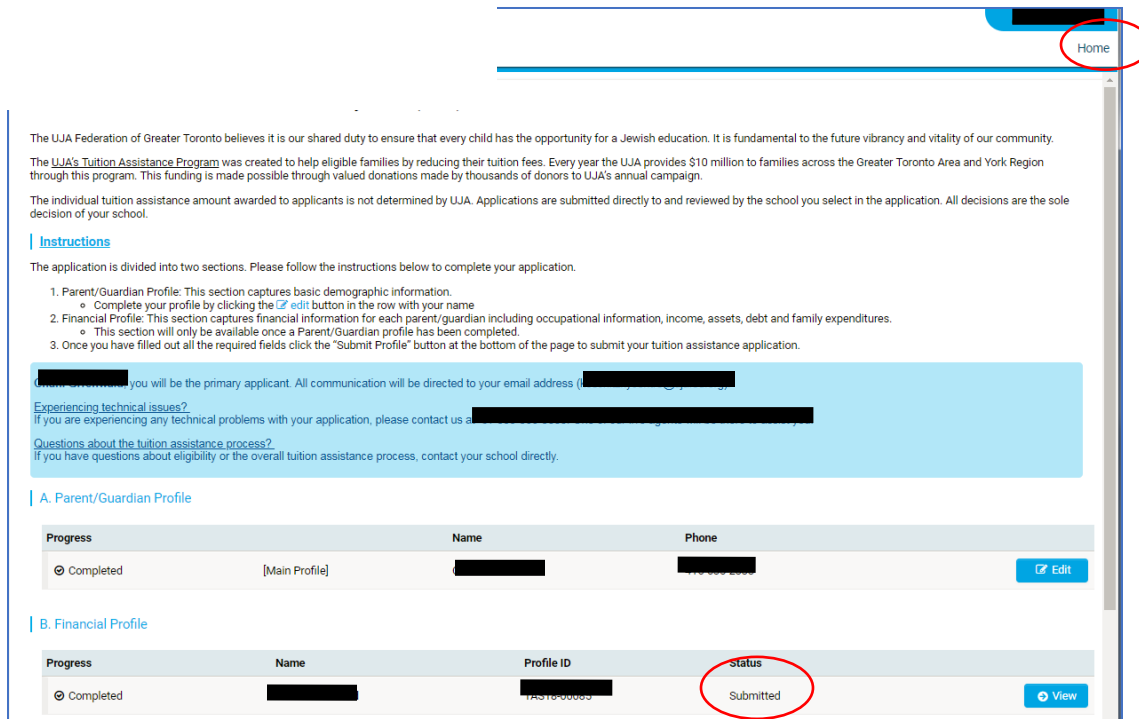


IMAGE 8

Helpful Information:

1. Required Documents

An application can only be submitted to the school tuition committee when it is **complete**. Please ensure you have all required documents to upload to your profile

2. Digitize Documents

There are two ways to digitize your paper documents:

- Scanner
- Smart phone apps to scan paper-based documents

3. Review and Edit Submitted Applications

Once an application is submitted, you will be able to review the application. However, you will not be able to edit your application. If your circumstance change or you would like to make changes to your application, contact your school registrar with a request to reopen your file.

4. Divorced or Separated Parents

Separated or divorced parents are individually responsible for at least partial tuition must complete a separate application. Applications of divorced or separated couples are separated in JCAP so guardians in these circumstances can keep their financial information confidential.

5. Applying to More Than One School

Parents with children in more than one school can apply to all schools with the same application. By selecting the schools your children attend, the application is automatically routed to all these schools.