

This guide is intended for Social Worker partners to assist with using the Application Submission Portal. Using the portal, social workers can...

- Submit an application on behalf of a family
- Review grant disbursements for families
- See their previous applications

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## Setting up your social worker account

To set up an account, a Fred's Footsteps staff member will need to register you in our system. Please email [diane@fredsfootstep.org](mailto:diane@fredsfootstep.org) to get your account set up.

1. Once your account is created, you will receive an email.
2. Click on the link in the email to access the portal.
3. Once you are on the portal login page, click forgot password.
4. A new email will be generated for you to update your password. Follow the prompts to reset your password.



### Register/Sign-In Instructions

#### If you are a new User:

ALL new social worker users need to be approved by Fred's Footsteps. Please contact [diane@fredsfootsteps.org](mailto:diane@fredsfootsteps.org) to access the system.

Please note: if you sign up using the form to the right you will NOT be given access to submit applications without contacting us first.

#### For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal.

If you have forgotten your password, click "Forgot your password?" and follow the prompts to reset your password.

#### Sign In

Email

Password

[Forgot your password?](#)

Need an Account?

## Verify Your Social Worker Profile

Once logged in, please verify that the data in your profile is correct



Fred's Footsteps Core Grant Program

Welcome, clobley@gmail.com

Please check the information below to ensure your social worker profile is completely accurate. You can edit your Profile by clicking "Edit".

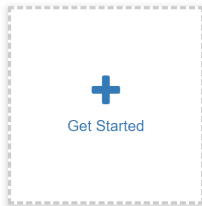
Social Worker Profile

Complete

Edit

To start an application for a Family, click "+Get Started" below. When you return to this Homepage, you can see the status of your application by the colored status

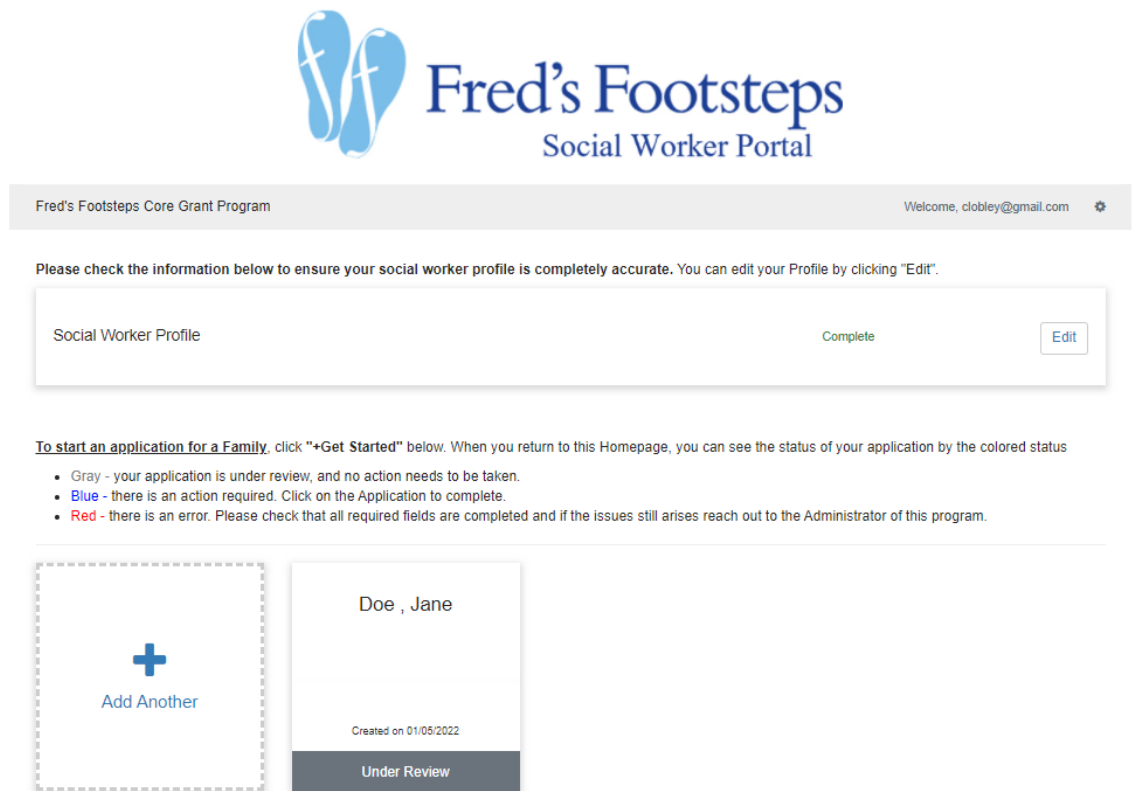
- Gray - your application is under review, and no action needs to be taken.
- Blue - there is an action required. Click on the Application to complete.
- Red - there is an error. Please check that all required fields are completed and if the issues still arises reach out to the Administrator of this program.



## Starting a new application

On the bottom of your homepage, click on the plus sign that says "Get Started" to start a new application

This section will be your dashboard and all in progress and prior applications will be listed here with a color-coded status on the bottom bar

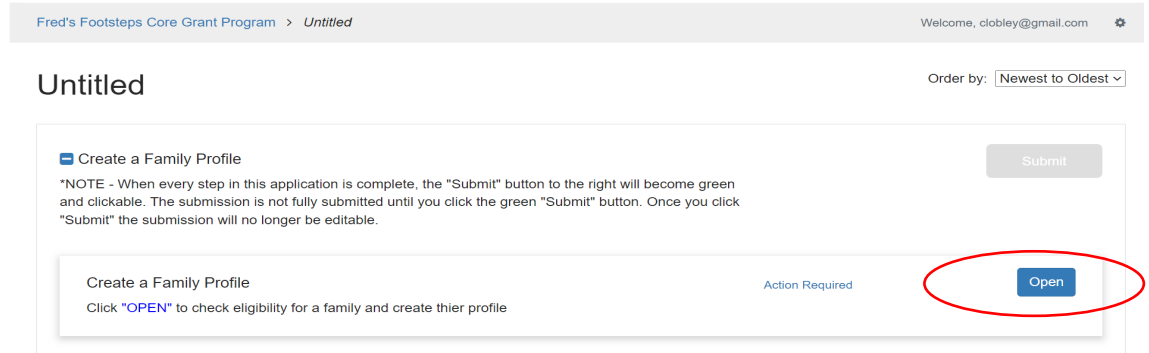


The screenshot shows the Fred's Footsteps Social Worker Portal interface. At the top, there is a header with the logo and the text "Fred's Footsteps Social Worker Portal". Below the header, there is a navigation bar with "Fred's Footsteps Core Grant Program" on the left and "Welcome, clobley@gmail.com" on the right. The main content area contains a message: "Please check the information below to ensure your social worker profile is completely accurate. You can edit your Profile by clicking 'Edit'". Below this message is a card for "Social Worker Profile" with a "Complete" status and an "Edit" button. Underneath, there is a section titled "To start an application for a Family" with instructions and a list of status colors: Gray (under review), Blue (action required), and Red (error). At the bottom, there is a "Get Started" button (a plus sign in a dashed box) and a card for "Doe, Jane" with a status of "Under Review" and a creation date of "01/05/2022".

## Creating a Family Profile

To create the family profile, click the blue open "OPEN" button

From here, you will start with the eligibility questions and then create the basic family profile if the case meets the basic requirements.



Fred's Footsteps Core Grant Program > Untitled

Welcome, clobley@gmail.com

Untitled

Order by: Newest to Oldest

Create a Family Profile

\*NOTE - When every step in this application is complete, the "Submit" button to the right will become green and clickable. The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Submit

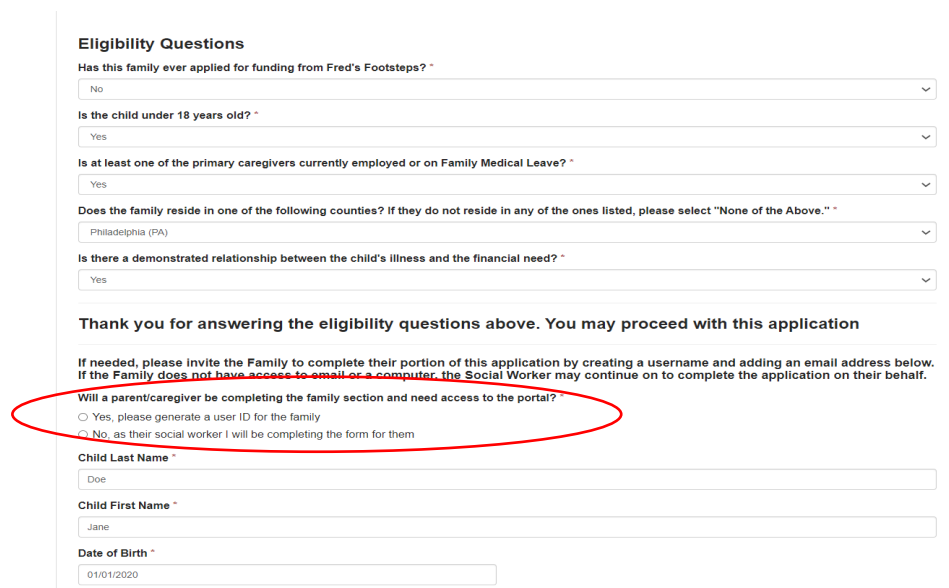
Create a Family Profile

Action Required

Open

When creating the profile, you can chose whether to have a family assist with the application or if you plan to enter their information into their sections.

- **Please note that if the family will be completing their application you MUST enter a valid email address for the family.**
- If you will be completing their sections of the application, please enter your email for the family email



Eligibility Questions

Has this family ever applied for funding from Fred's Footsteps? \*

No

Is the child under 18 years old? \*

Yes

Is at least one of the primary caregivers currently employed or on Family Medical Leave? \*

Yes

Does the family reside in one of the following counties? If they do not reside in any of the ones listed, please select "None of the Above." \*

Philadelphia (PA)

Is there a demonstrated relationship between the child's illness and the financial need? \*

Yes

Thank you for answering the eligibility questions above. You may proceed with this application

If needed, please invite the Family to complete their portion of this application by creating a username and adding an email address below. If the Family does not have access to email or a computer, the Social Worker may continue on to complete the application on their behalf.

Will a parent/caregiver be completing the family section and need access to the portal? \*

Yes, please generate a user ID for the family

No, as their social worker I will be completing the form for them

Child Last Name \*

Doe

Child First Name \*

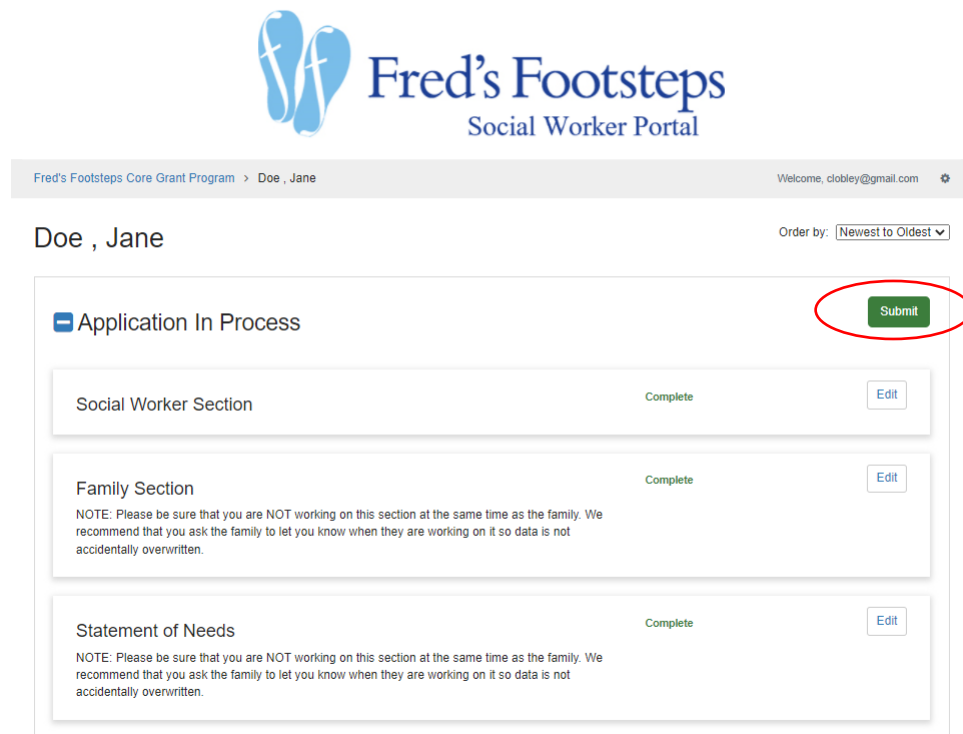
Jane

Date of Birth \*

01/01/2020

You can “Save as Draft” or “Mark as Complete”. ALL required questions must be completed in order to “Mark as Complete”

Once you mark as complete, you will then need to click the green submit button to finalize their profile.



The screenshot displays the Fred's Footsteps Social Worker Portal interface. At the top, the logo and name "Fred's Footsteps Social Worker Portal" are visible. Below the header, a navigation bar shows "Fred's Footsteps Core Grant Program > Doe, Jane" on the left and "Welcome, clobley@gmail.com" on the right. The main content area is titled "Doe, Jane" and includes a sorting option "Order by: Newest to Oldest". A section titled "Application In Progress" contains three sub-sections: "Social Worker Section", "Family Section", and "Statement of Needs". Each sub-section is marked as "Complete" and has an "Edit" button. A green "Submit" button is highlighted with a red circle in the top right corner of the application section.

## Completing the application Forms

There are three sections in each application:

- Social Worker Section – **ONLY** you can see and complete this section.
- Family Section – both you and the family can see and edit this section
- Statement of Needs - both you and the family can see and edit this section



Fred's Footsteps Core Grant Program > Doe , Jane

Welcome, clobley@gmail.com

Doe , Jane

Order by: Newest to Oldest

Application In Process Submit

Social Worker Section	Action Required	<a href="#">Open</a>
Family Section <small>NOTE: Please be sure that you are NOT working on this section at the same time as the family. We recommend that you ask the family to let you know when they are working on it so data is not accidentally overwritten.</small>	Action Required	<a href="#">Open</a>
Statement of Needs <small>NOTE: Please be sure that you are NOT working on this section at the same time as the family. We recommend that you ask the family to let you know when they are working on it so data is not accidentally overwritten.</small>	Action Required	<a href="#">Open</a>

**\* Please be sure that you are NOT working on this section at the same time as the family.** We recommend that you ask the family to let you know when they are working on it so data is not accidentally overwritten.

Open each section and complete all the questions in the section.

- You can “Save as Draft” or “Mark as Complete”. ALL required questions must be completed in order to “Mark as Complete”

## Submitting an Application

Once all sections are complete, the family and social worker need to sign off on the release form in the *Statement of Needs* section.

Please note – the family is unable to mark the Statement of Needs section as complete since social worker sign off is needed. If a family is working on the application, please advise them to save as draft so you can then complete the final submission and sign off.

### Release/Electronic Signature (Family)

#### RELEASE FORM

For valuable consideration, the undersigned does hereby grant perpetual, unrestricted and royalty free rights to the G. Fred DiBona Jr. Memorial Foundation, also known as Fred's Footsteps (The Foundation) and its affiliates, subsidiaries, officers, directors, employees, agents, licensees, successors, and assigns for the following purpose:

- To use any information in my application or information I discuss with/write to (on paper or electronically) Fred's Footsteps. I understand that this may mean, but is not limited to, the release of Protected Health Information (PHI) to other individuals/organizations for the purpose of carrying out the mission of The Foundation and to provide funding.
- To use my name, photograph(s), likeness and/or testimonials(s) in connection with The Foundations promotional and marketing pieces.

The undersigned hereby releases The Foundation and its affiliates, subsidiaries, officers, directors, employees, agents, licensees, successors, and assigns from any and all claims for damages, libel, slander, invasion of privacy, and/or any other claims resulting from or based on the use of my name, photograph(s), likeness, and/or testimonial(s).

I hereby represent that I am of full legal age and have every right to contract in the above regard. I hereby represent that this Release and Authorization has been fully explained to me and I fully understand its terms, meaning and effect.

Please check below to agree to all statements above. \*

Agree

Digital signature of family member (print full name) \*

Date signed \*

#### Social Worker Sign-off

By submitting this form, you are agreeing to the following statement: The information I provided is a complete assessment of the family. I have reviewed the family's portion of the application and have determined that it is truthful to the best of my knowledge. I understand that I am the primary owner of the application. \*

Agree

Digital signature of Social Worker (print full name) \*

PLEASE NOTE - Social worker sign off is REQUIRED for this form. FAMILIES - please click "Save as Draft" once you have completed this form and then let your social worker know you have finished your portions of the application.

Once all sections are complete and you have signed off on the application, press the green **SUBMIT** button.

The status of the application will then change to **UNDER REVIEW** and you will be unable to make additional changes.



**Making changes to an application**

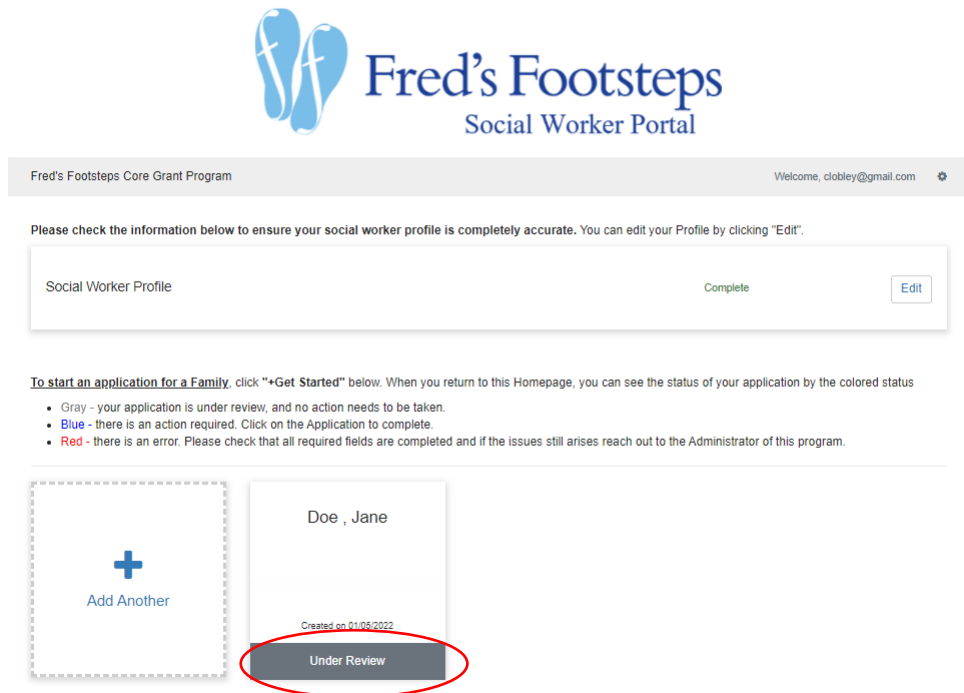
Once an application is submitted, it will be reviewed internally by our staff.

If any changes/updates are required, our staff will contact you and revert the application to draft status for you to make the needed changes.

After making the requested changes, you may resubmit the application by pressing the green SUBMIT button

**Status of an application**

Under each application in your portal, you will see a status for the applications.



The screenshot shows the Fred's Footsteps Social Worker Portal interface. At the top, there is a header with the logo and the text "Fred's Footsteps Social Worker Portal". Below the header, there is a navigation bar with "Fred's Footsteps Core Grant Program" on the left and "Welcome, clobley@gmail.com" on the right. A message states: "Please check the information below to ensure your social worker profile is completely accurate. You can edit your Profile by clicking 'Edit'". Below this is a box for "Social Worker Profile" with a "Complete" button and an "Edit" button. A section titled "To start an application for a Family" includes instructions and a list of status colors: Gray (under review), Blue (action required), and Red (error). At the bottom, there is a card for "Doe, Jane" with a status of "Under Review" circled in red. A dashed box labeled "Add Another" is also visible.


Once an application has been reviewed by the grant committee, the status will be updated, and an email will be sent to you regarding funding.

## Accepting a grant and viewing payments

If an application is approved, the email will include the expenses that have been approved for payment.

**You then need to login to the portal to accept the grant.**

- First, click on **VIEW** to see the grant information. Then, click **OPEN** to accept the grant



Fred's Footsteps Core Grant Program > Doe, Jane

Welcome, clobley@gmail.com

Doe, Jane

Order by: Newest to Oldest

**Application Approved** Accept Grant

Please click here to complete an Additional Funding Request.

Step 1 - Grant Information View

Please click on the "View" button to see the details of the grant(s) approved.

Step 2 - Grant Acceptance Action Required Open

Please complete this step to accept your award.

Step 3 - Grant Disbursements Open

Open this to see more details about your disbursements.

Both you and the family can then log back into the portal to view each individual expense (under Grant Disbursements) and the status of the payment.



Fred's Footsteps Core Grant Program > Doe, Jane > Step 3 - Grant Disbursements

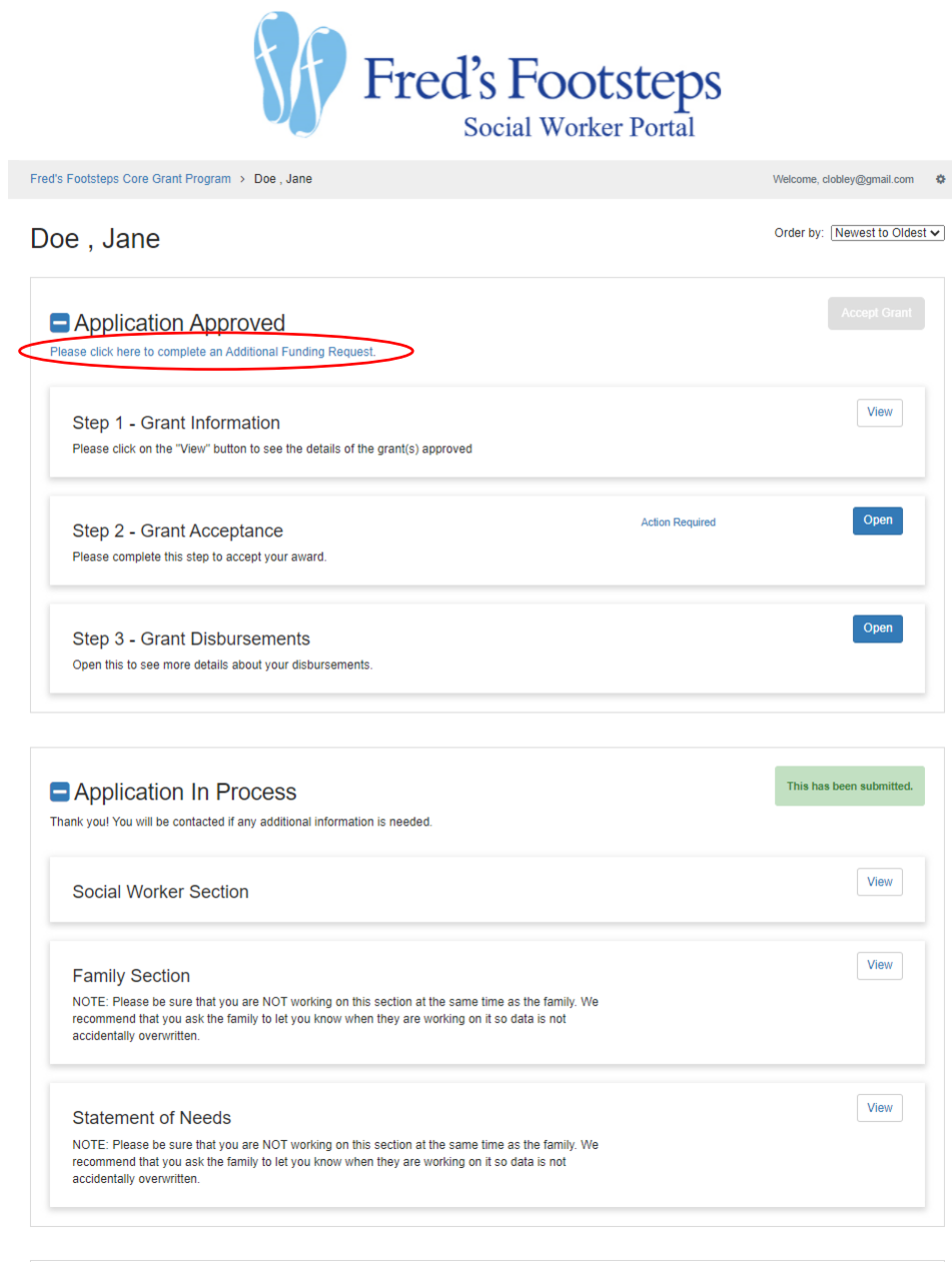
Welcome, clobley@gmail.com

Step 3 - Grant Disbursements Close

Disbursement Type	Disbursement Amount	Date of Disbursement	
Mortgage 1 of 2	\$1,000.00		<span>View</span>
Mortgage	\$1,000.00		<span>View</span>
Peco	\$500.00	01/27/2022	<span>View</span>

## Submitting an Additional Request

Once a family is approved, you will see a button appear under their application to submit an additional request.



Fred's Footsteps Core Grant Program > Doe, Jane Welcome, clobley@gmail.com

Doe, Jane Order by: Newest to Oldest

**Application Approved** Accept Grant

[Please click here to complete an Additional Funding Request.](#)

**Step 1 - Grant Information** View

Please click on the "View" button to see the details of the grant(s) approved

**Step 2 - Grant Acceptance** Action Required Open

Please complete this step to accept your award.

**Step 3 - Grant Disbursements** Open

Open this to see more details about your disbursements.

**Application In Process** This has been submitted.

Thank you! You will be contacted if any additional information is needed.

**Social Worker Section** View

**Family Section** View

NOTE: Please be sure that you are NOT working on this section at the same time as the family. We recommend that you ask the family to let you know when they are working on it so data is not accidentally overwritten.

**Statement of Needs** View

NOTE: Please be sure that you are NOT working on this section at the same time as the family. We recommend that you ask the family to let you know when they are working on it so data is not accidentally overwritten.

Complete the form and click submit.