

# Chapter 11

## Working with Eligibility Codes

T.O.M. Routing automatically assesses a students' eligibility for transportation; however, you can always override it. To help manage multiple eligibilities, you can define various eligibility codes and quickly categorize student addresses into these groups.

### Accessing Eligibility Codes

Eligibility codes are accessed from the T.O.M. Routing Main Menu, as shown in Figure 11-1. From the File menu, choose the Other menu and then the Eligibility Codes command. The Eligibilities Search screen is displayed (Figure 11-2).

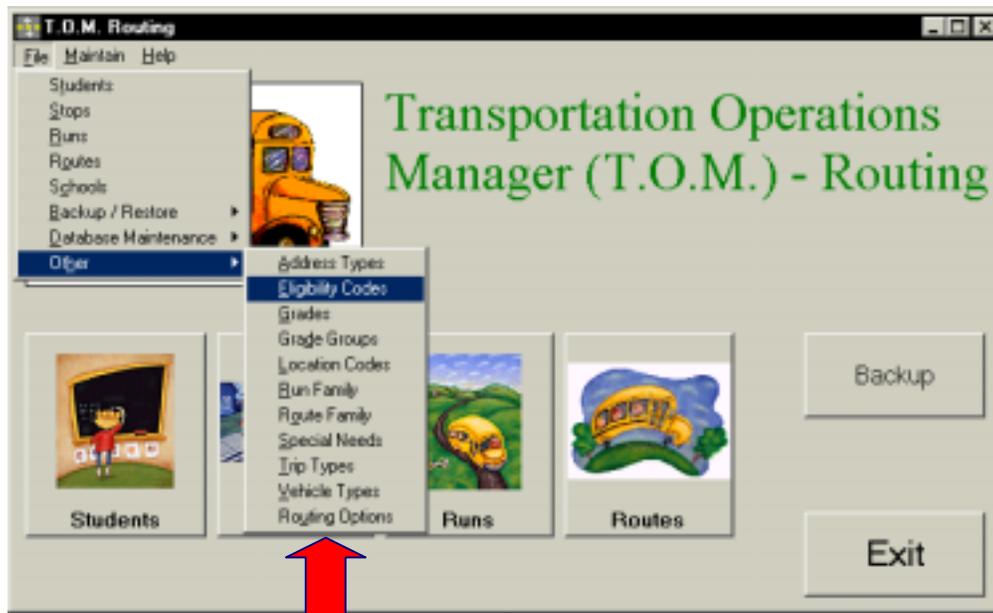


Figure 11-1. Accessing Eligibility Codes

### Using the Eligibilities Search Screen

The Eligibilities Search screen (Figure 11-2) displays the eligibility codes you have already set up in T.O.M. Routing. To find an eligibility code, scroll through the list using the vertical scroll bar, if necessary.



See Table 11-1 for field descriptions

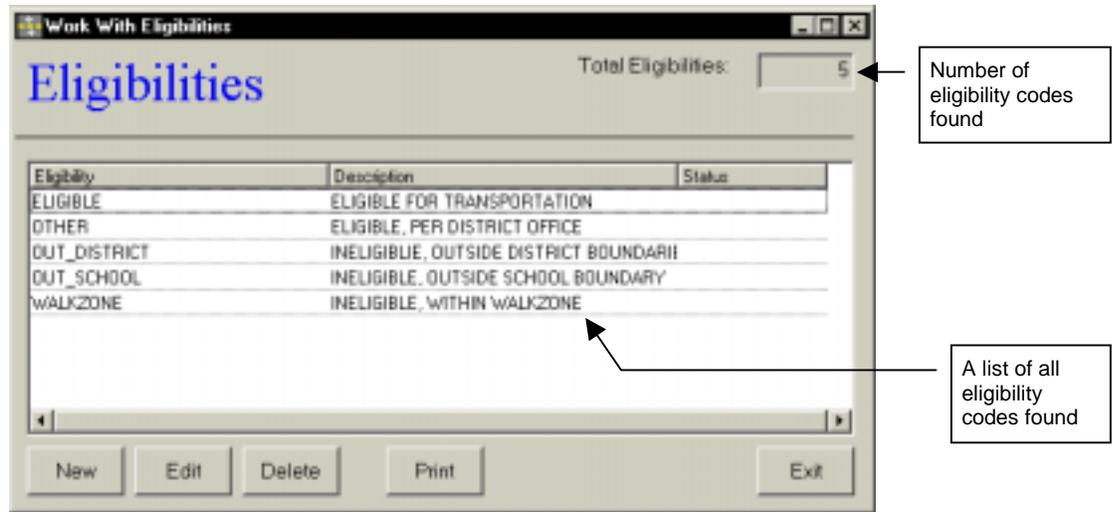
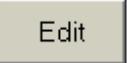


Figure 11-2. The Eligibilities Search Screen

From the Eligibilities Search screen (Figure 11-2), you can add a new eligibility code, edit an existing eligibility code or delete all but the system (default) eligibility codes. You can also print a complete list. See Table 11-1 for details.

Table 11-1. Eligibilities Search Screen Options (Figure 11-2)

Field	Description
Total Eligibilities	Displays the total number of eligibilities found in your T.O.M. Routing database, including both active and inactive.
Eligibility	The eligibility code is a code assigned to a particular type of transportation eligibility status, such as WALKZONE. There are several default codes: <b>[Lisa: Are they ONLY those listed now in this screen? Brett's chapter said ELIGIBLE and DOWNLOAD, but using T.O.M. says otherwise.]</b> , as well as eligibility codes you add using the New button. See Table 11-2 for additional details.
Description	The description field provides a clarifying description for the eligibility code. See Table 11-2 for details.
Status	Displays whether the eligibility code is active or inactive. See Table 11-2 for details.
	To add a new eligibility code, click the New button. See <a href="#">Adding a New Eligibility Code</a> for details.
	To edit an existing eligibility code, select it in the list and then click the Edit button, or simply double-click the eligibility code in the list. See <a href="#">Editing an Existing Eligibility Code</a> for details.
	To delete an existing eligibility code, select it in the list and then click the Delete button. See <a href="#">Deleting an Existing Eligibility Code</a> for details.
	Prints a list of all eligibility codes.
	Closes the Eligibilities screen.



## Using the Eligibility Maintenance Screen

See Table 11-2  
for field  
descriptions



Figure 11-3. The Eligibility Maintenance Screen

Table 11-2 describes options in the Eligibility Maintenance screen.

Table 11-2. Eligibility Maintenance Screen Options (Figure 11-3)

Field	Required?	Limitations	Description
Eligibility	Yes	20 characters (letters, numbers or both)	Eligibility is a code assigned to a particular type of transportation eligibility status, such as WALKZONE. WALKZONE indicates the student is ineligible for transportation because the address used is within the school's walkzone (the student is able to walk to school).
Description	No	50 characters (letters, numbers or both)	The description field provides a clarifying description for the eligibility code. Enter the description as you wish it to be sorted in a list or searched in the database. Notice how the descriptions in the sample below start with similar words, which are good for searching and sorting.  <div data-bbox="764 1329 1182 1514" style="border: 1px solid black; padding: 5px;"> <p>Description</p> <p>ELIGIBLE FOR TRANSPORTATION</p> <p>ELIGIBLE, PER DISTRICT OFFICE</p> <p>INELIGIBLE, OUTSIDE DISTRICT BOUNDARI</p> <p>INELIGIBLE, OUTSIDE SCHOOL BOUNDARY</p> <p>INELIGIBLE, WITHIN WALKZONE</p> </div>
Eligible	No	Checked or unchecked	This checkbox determines if the student with this eligibility code is considered eligible for transportation (checked) or ineligible (unchecked).
Update Eligibility	No	Checked or unchecked	This checkbox determines if T.O.M. rechecks the eligibility of all students assigned this code during an automatic eligibility check (checked) or does not recheck the eligibility (unchecked).
Active Checkbox	Yes	Checked or unchecked	This checkbox determines if the eligibility code is active (checked) or inactive (unchecked). It allows you to make an eligibility code inactive without deleting it from the database. To use it again later, simply check this option to make it active. It is also useful during a search when you want your search results to show records with only active or inactive eligibility codes.



## Adding a New Eligibility Code

1. Click the New button on the Eligibilities Search screen (Figure 11-2). The Eligibility Maintenance screen is displayed (Figure 11-4). This screen allows you to enter the new eligibility code and description. The new eligibility code is checked active by default. See Table 11-2 for details.

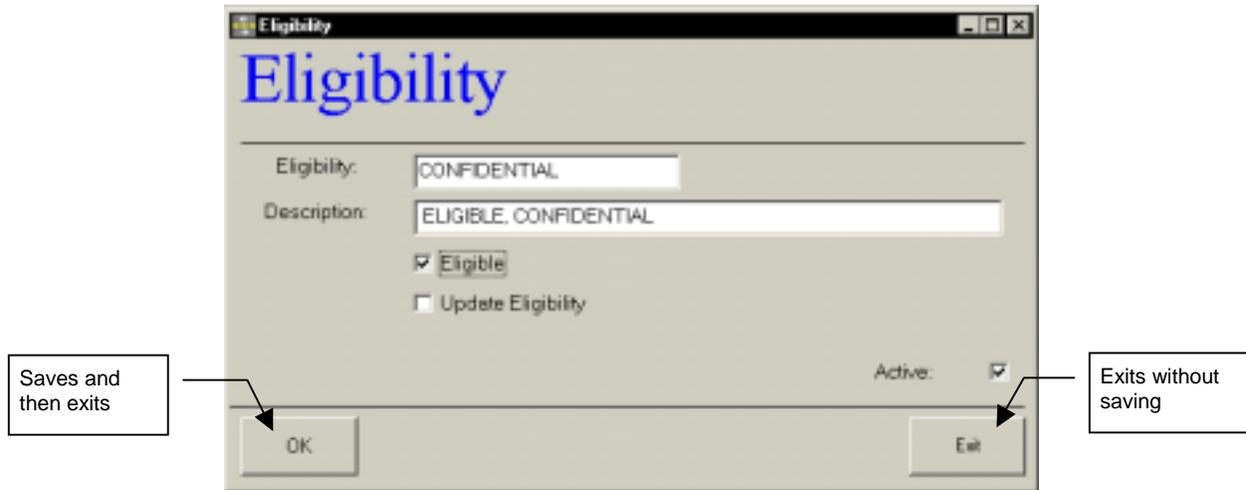


Figure 11-4. Adding a New Eligibility Code

2. To save the new eligibility code, click the OK button. To close the screen without creating the eligibility code, click the Exit button.

## Editing an Existing Eligibility Code

1. Select the eligibility code you wish to edit on the Eligibilities Search screen and then click the Edit button (Figure 11-2). The Eligibility Maintenance screen is displayed (Figure 11-5). This screen allows you to make changes as described in Table 11-2.

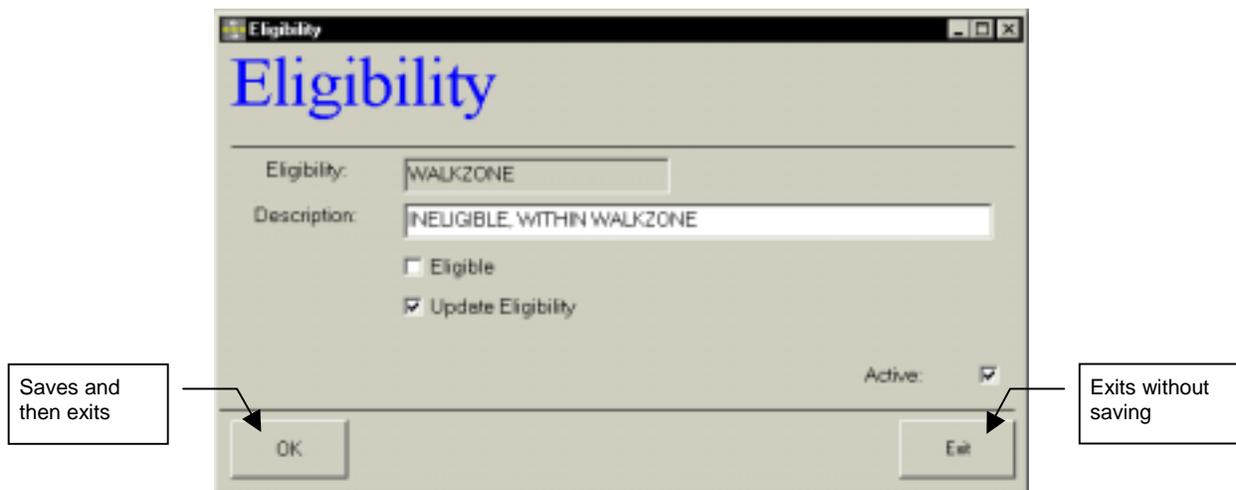


Figure 11-5. Editing an Existing Eligibility Code

2. To save your changes, click the OK button. To close the screen without saving the changes, click the Exit button.



## Deleting an Existing Eligibility Code

1. Select the eligibility code you wish to delete on the Eligibilities Search screen and click the Delete button (Figure 11-6).

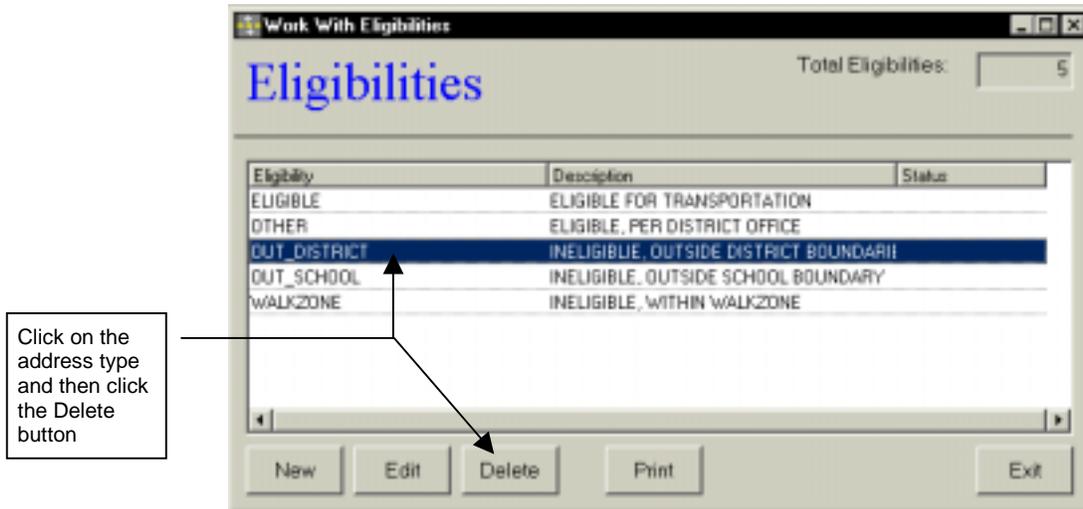


Figure 11-6. Deleting an Existing Eligibility Code

2. Click Yes to confirm that you want to delete this eligibility code from the T.O.M. Routing database; otherwise, click No (Figure 11-7).

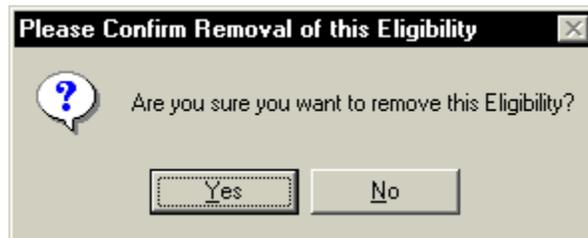


Figure 11-7. Confirming the Eligibility Code Deletion

**NOTE:** You cannot delete a system (default) eligibility code (see Table 11-2) or an eligibility code that is currently being used. Figure 11-8 shows an error message indicating it is a system (default) eligibility code.



Figure 11-8. A Typical Eligibility Code Error Message