

UJA



JCAP

Jewish Community Affordability Platform

2020

PARENT USER MANUAL Jewish Day Schools



UJA FEDERATION
of Greater Toronto

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ABOUT JCAP

JCAP is the 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.

Program Launch

Subsequent to a successful pilot with the Bialik Hebrew Day School, UJA partnered with all its affiliate day school in the 2019/20 school year to launch the online tuition assistance system for all day school families. 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 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 online system, we will actively monitor and update the system to safeguard our families' information.



APPLICATION PROCESS

Parents are 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

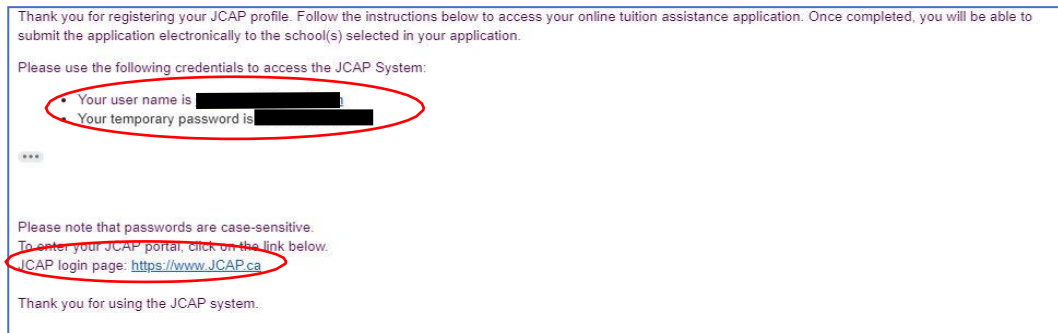


IMAGE 1

- 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 username and temporary password

Step 2: Log in

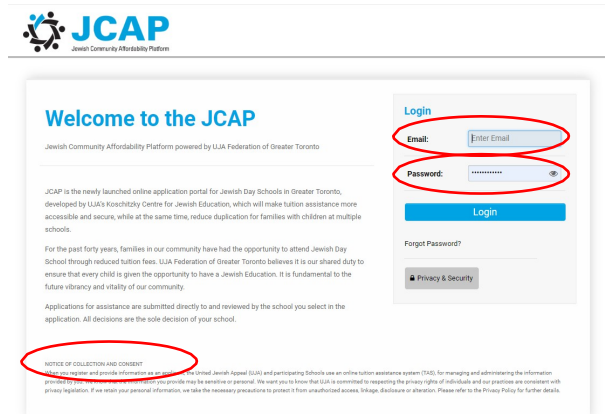


IMAGE 2

- 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)

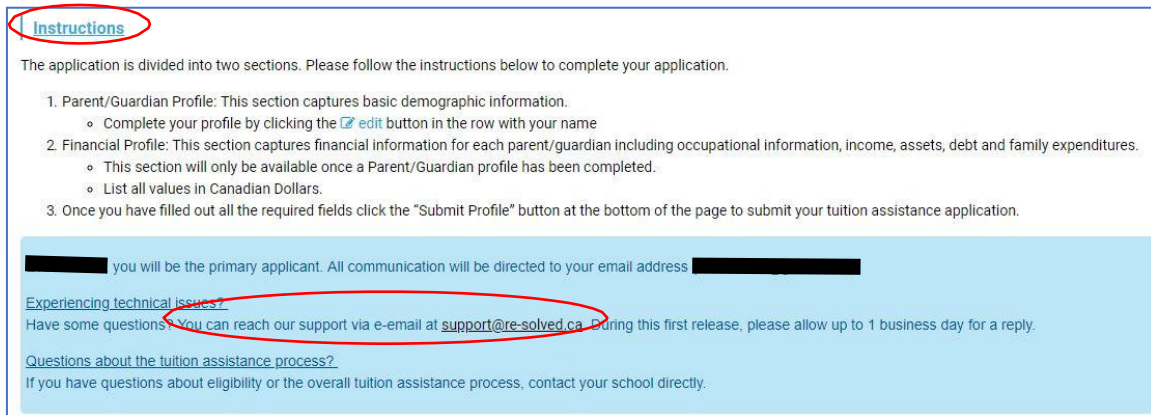


IMAGE 3

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

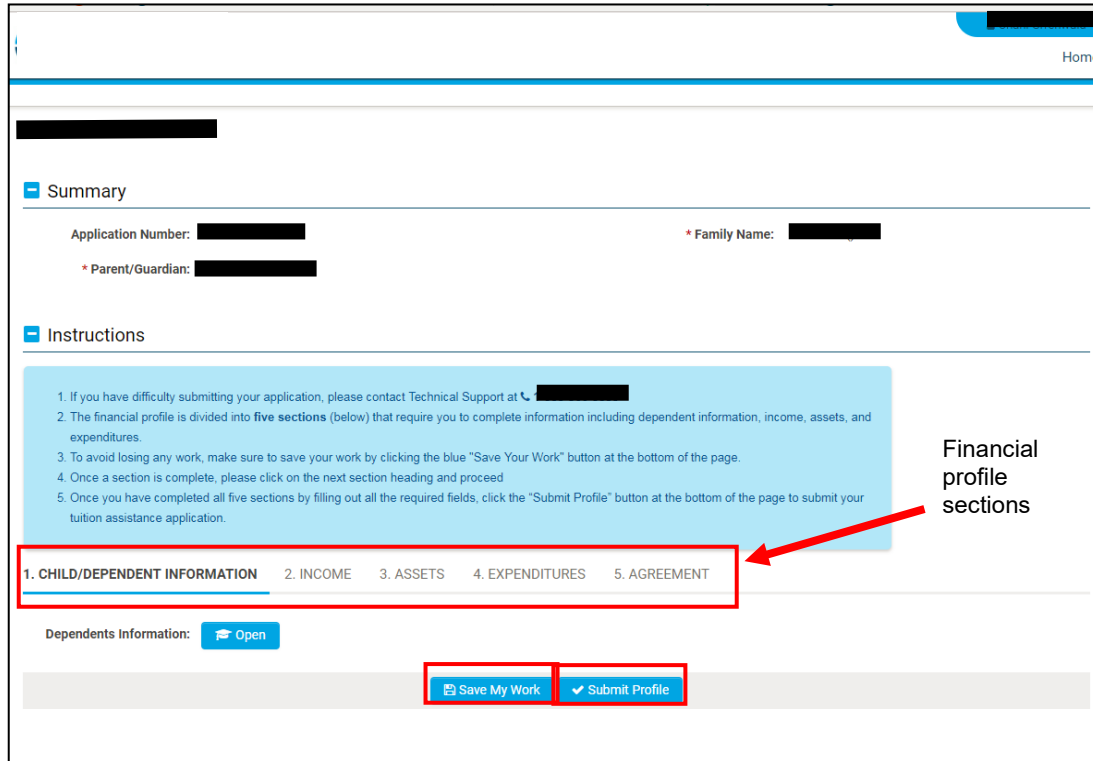


IMAGE 4

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 taken to the incomplete section

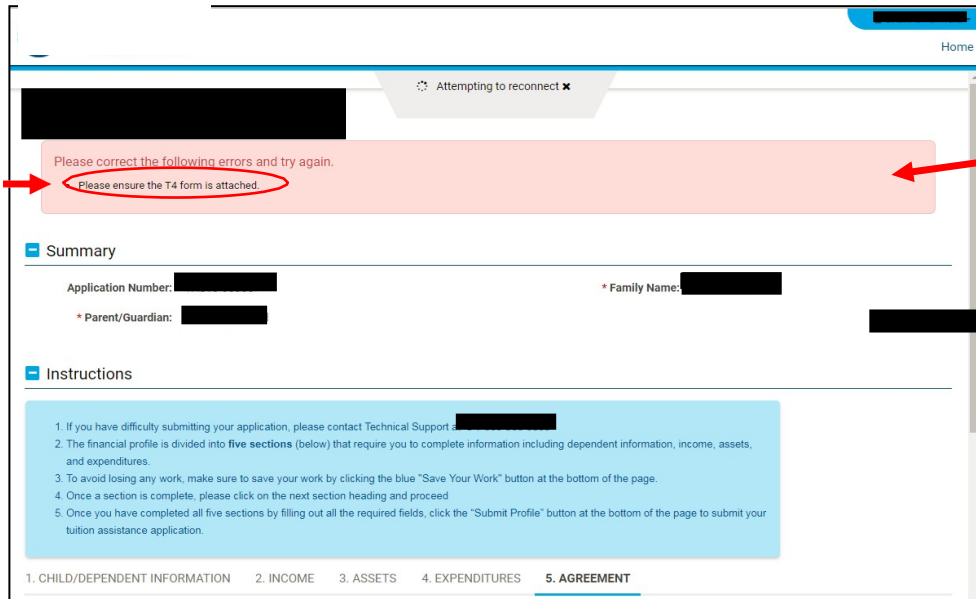


IMAGE 5

Step 4: Verify your information and submit your application

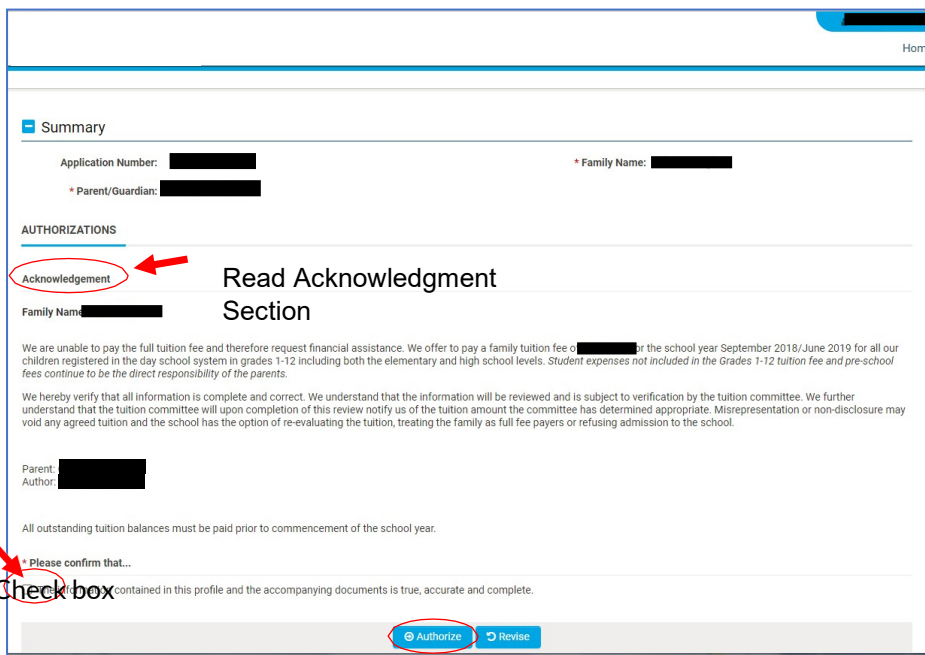


IMAGE 6



- 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

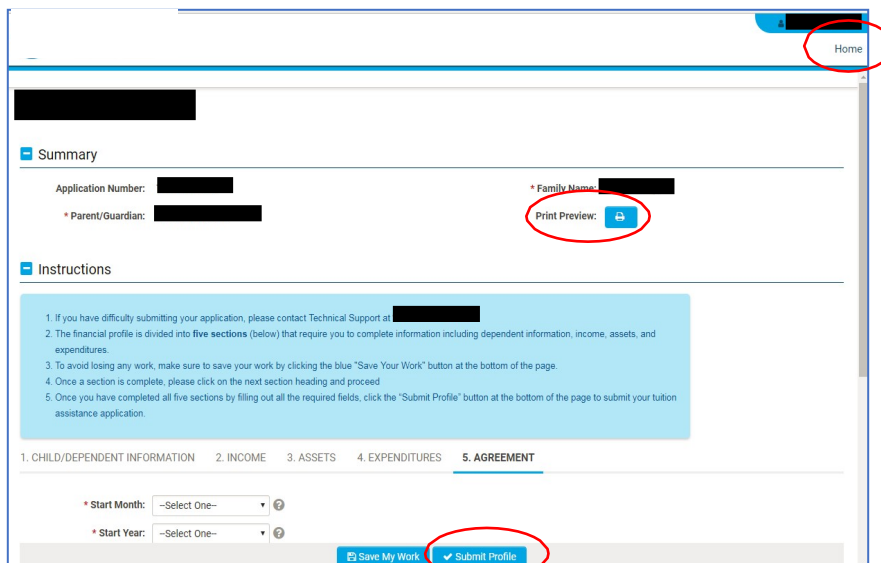


IMAGE7



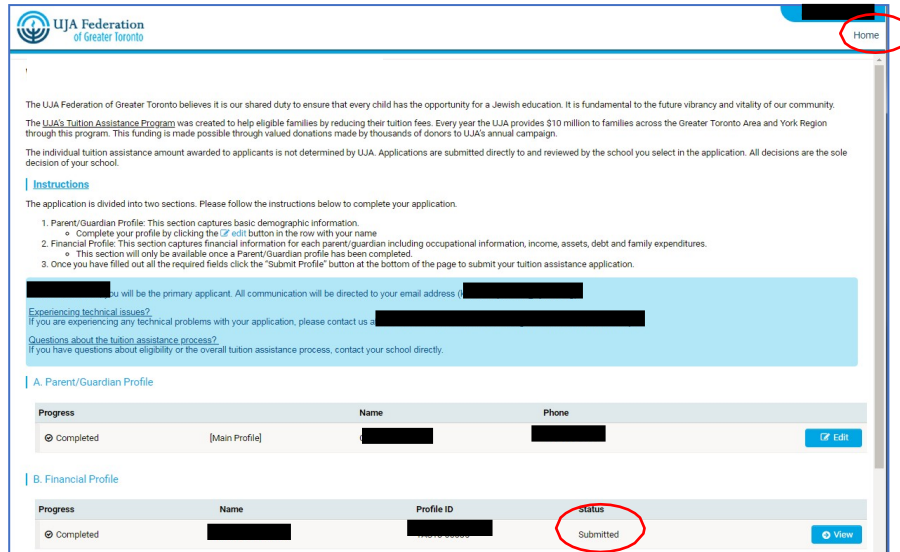


IMAGE 8

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

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:

- a. Scanner
- b. 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.

