



## ARMS Instruction – How to Consumer Contribution / Program Income

**Home Screen**

Your Agency name here

Click here to see the different services

After you click the word “Services”, you should see a list of your agency services:

Index on County Name: [All] - A - B - C - **D** - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

County	Provider	Service				
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	CONGREGATE NUTRITION(180)	Detail	SRWs		<b>Contributions</b>
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	CONGREGATE NUTRITION-COVID(185)	Detail	SRWs		Contributions
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	FF-CONGREGATE MEALS(187)	Detail	SRWs		Contributions
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	FF-HOME DELIVERED MEALS(026)	Detail	SRWs		Contributions
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	HOME DELIVERED MEALS(020)	Detail	SRWs		Contributions
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	IN-HOME LEVEL 1 - HOME MANAGEMENT(041)	Detail	SRWs		Contributions
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	IN-HOME LEVEL 2 - PERSONAL CARE(042)	Detail	SRWs		Contributions
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	IN-HOME LEVEL 2 - RESPITE(236)	Detail	SRWs		Contributions
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	IN-HOME LEVEL 3 - PERSONAL CARE(045)	Detail	SRWs		Contributions
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	IN-HOME LEVEL 3 - RESPITE(237)	Detail	SRWs		Contributions
Davidson	DAVIDSON COUNTY SENIOR SERVICES(G035)	SENIOR CENTER OPERATION(170)	Detail		Reimbursements	Contributions

### Click on Contributions

**Provider Consumer Contribution/Program Income**

Region : PIEDMONT TRIAD REGIONAL COUNCIL      County : Davidson  
 Provider: DAVIDSON COUNTY SENIOR SERVICES(G035)      Service: CONGREGATE NUTRITION

**Add Consumer Contribution**    Provider Budgets

Click on the button that says “Add Consumer Contribution” to open the area dollar amount is entered.



**Provider Consumer Contribution/Program Income**

Region :	PIEDMONT TRIAD REGIONAL COUNCIL
County :	Davidson
Provider:	DAVIDSON COUNTY SENIOR SERVICES(G035)
Service :	CONGREGATE NUTRITION(180)
Report Month :	Jul ▾
Monthly Gross Consumer Contribution/Program Income Collected:	\$ <input type="text"/>
Monthly Amount Deducted to Cover Allowable Cost:	\$ <input type="text"/>

Cancel

Once the new screen opens, you will see a drop-down box for the month contribution was received.

- Choose the month you received the contribution;
- Add the consumer dollar amount received in the “Monthly Gross Consumer Contribution/Program Income Collected” dialogue box;
- Click “Add”

## Verification Reports

In The lavender bar – click the word Reports



## Click Verification Reports

Home Region Allocation Region Budget

[Reimbursement Reports](#)

[Demographic Reports](#)

[Verification Reports](#)

[Financial Reports](#)

[Client/Waiting Lists](#)

[NAPIS Reports](#)

[Other Reports](#)



**Verification Reports**

<b>Name</b>	<b>Description</b>
<a href="#">ZGA542</a>	Units of Service Verification Report
<a href="#">ZGA542-1</a>	Service Totals Summary by State
<a href="#">ZGA542-2</a>	Service Totals Summary by Region
<a href="#">ZGA542-3</a>	Service Totals Summary by County
<a href="#">ZGA542-4</a>	Service Totals Summary by Provider
<a href="#">ZGA542-5</a>	Service Totals Summary of Clients Served by State
<a href="#">ZGA543</a>	Consumer Contributions/Program Income Verification Report
<a href="#">ZGA544</a>	Non-Unit Service Verification Report
<a href="#">ZGA300</a>	Site/Route/Worker Code Table
<a href="#">ZGA301</a>	Site/Route/Worker Code Information
<a href="#">ZGA546</a>	Information and Assistance Contacts Report
<a href="#">ZGA547</a>	Caregiver Unregistered I & A Contacts Report
<a href="#">ZGA548-1</a>	Legal Client And Unit Verification Report
<a href="#">ZGA548-2</a>	Family Caregiver Legal Client And Unit Verification Report
<a href="#">ZGA549</a>	Housing and Home Improvement Report
<a href="#">ZGA550</a>	Care Management Persons Served Report
<a href="#">ZGA551</a>	CONSUMER DIRECTED CARE (CDC) REPORTS
<a href="#">ZGA553</a>	PROJECT CARE REPORT- STATE RECURRING

**Financial Reports**

**Print the report, per Report Printing Instructions.**

**Keep a copy of the verification report with your contribution log.**