



**USAID**  
FROM THE AMERICAN PEOPLE

## TraiNet/VCS Newsletter

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USAID/EGAT/ED, PARTICIPANT TRAINING TEAM

### News

#### VCS Updates - Other Funding Information

The Visa Compliance System (VCS) has been updated again in response to the recent SEVIS upgrade mentioned in the July newsletter (see <http://usaidtraining.devis.com/Newsletters/>). This latest change requires the R2 Verifier to enter the source of Other Funding when this type of non-USAID funding (i.e. cost sharing) is indicated for an event. The information requested is required and must be entered before you can proceed to verify the exchange visitor (EV).

This is how it works for the Verifier:

- The Verifier receives an email notification that there are exchange visitors to verify in her or his queue. Verifier logs into the VCS at <https://vcs.usaid.org>.
- In the Verify New Exchange Visitor screen, Funding section, there will be a hyperlink to <Add Other Funding>. Click on this link.
- You will be prompted to enter Other Organization financial information - Organization Name and Funding Amount. Enter this and click the <Save> button.
- If the Other Funding information is not added during verification an error message will appear in the Funding section.

#### Clarification of Entry of Exchange Visitor Name

It is important that biographical data entered into TraiNet for U.S.-bound EVs exactly match the information on the passport. The name must be in the same order on the DS-2019, as it is on the passport. Please follow these guidelines for entry of EV's names:

##### From TraiNet Web:

VCS will accept 40 characters of the first name into the First Name field and 40 characters of the last name into the Last Name field. Enter any middle names into the First Name field or split multiple names between the First and Last Name fields. **Only use First and Last Name fields in TraiNet Web, but do not use the Middle Name field until further announcement.**

##### From Trainet Desktop:

VCS will accept the first 40 characters for the first name and 40 characters of the last name. Enter first and middle names into the first name field and last name into the last name field.

### Hints & Tips

#### The importance of validating the start of a program:

We have addressed this issue in many previous newsletters. The TraiNet/VCS Help Desk continues to troubleshoot problems caused by this issue more frequently than any other question. Please see these previous newsletters at <http://usaidtraining.devis.com/Newsletters/> for more details:

- Vol. 1 No. 5 - Program Validation article
- Vol. 1 No. 6 - Validation article (sidebar)
- Vol. 1 No. 7 - Verifiers and Approvers article (sidebar)
- Vol. 2 No. 2 - Updating Status article
- Vol. 2 No. 4 - Validating (sidebar)

Remember: Program and participant information must be kept up-to-date and accurate in TraiNet and the VCS at all times for U.S. events.

Within three days of the participant's arrival in the United States, the TraiNet Operator must update the Participant Status field to "In-Training" and transfer that update to the VCS. Verifiers and Approvers should not delay in verifying and approving accurate "validate" updates.

If this is not done in a timely manner, DHS will assume that the visitor entered the country and disappeared. This can jeopardize current and/or future program participation.

## Budgets in TraiNet and the VCS: How They Differ

Whether you're a TraiNet Operator, VCS Verifier or Approver, did you ever notice how mysterious budget updates appear for verification and approval in the VCS when no budget changes were made in TraiNet? Understanding how TraiNet and VCS handle budgets can help you avoid unnecessary VCS re-verification and re-approval in the future.

TraiNet budgets are entered and displayed on the program level. The VCS must operate with budgets on a participant level. When TraiNet data is transferred to the VCS, the VCS divides the total program budget by the number of exchange visitors in the program to determine a per participant cost. How can this difference cause re-verification and re-approval when no apparent budget changes are made in TraiNet?

Example: Say you have a program budget of \$30,000 for 10 exchange visitors traveling to the U.S. That equals \$3,000 per person. If one of these EVs cancels and you send that update to the VCS you now have 9 EVs sharing \$30,000. This results in \$3,333.33 per person. This changes the budget for every participant, therefore the Verifier and Approver now see that they have to re-verify and re-approve 9 people. If you were to also reduce the budget (in TraiNet) to \$27,000, the per participant cost in the VCS is STILL \$3,000 and no re-verification or re-approval is necessary. When adding or removing exchange visitors from U.S.-bound programs, remember that you can also adjust the total program budget (if appropriate) to prevent the additional verification and approval caused by leaving the budget in its original form.

## Who Do I Ask if I Have a Question?

The USAID TraiNet/VCS support team is comprised of five people. Please send your inquiry to the appropriate person so we can ensure the fastest, most efficient response:

- For TraiNet/VCS technical support questions pertaining to the use and troubleshooting of the software, Verifier nominations, or questions with participant or program data, send an email to [jvisa@devis.com](mailto:jvisa@devis.com). You may contact one of the support staff listed below, BUT ALWAYS cc the [jvisa@devis.com](mailto:jvisa@devis.com) email address:
  - Chris Kagy: [ckagy@devis.com](mailto:ckagy@devis.com)
  - Patricia Cortes: [pcortes@devis.com](mailto:pcortes@devis.com)
  - Steve Tavella: [stavella@devis.com](mailto:stavella@devis.com)
  - Phone (for all three) : +1.703.527.4340
- For immigration or visa questions:
  - Marina Gelles: [mgelles@devis.com](mailto:mgelles@devis.com)
- For a lost or forgotten password for the VCS:
  - Colleen Oakes: [coakes@istiinc.com](mailto:coakes@istiinc.com)

## TraiNet Desktop Data Transfer Clarification:

Periodically a TraiNet user reports that they transferred data but it was not received by another site, or by their VCS Verifier. If this happens to you, transfer data again using the "All Data" option.

The options that transfer "All data that has been added or updated" have proven to be unreliable and should not be used.

## TraiNet Web User Roles:

Did you know that if you're a TraiNet Web Site Administrator you can add new user accounts to your site? If you're not sure about your role, or how you would do this, please contact the TraiNet/VCS Help Desk.

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