

Viewing Policy Files

1. After all policy documents are saved to your desktop, open the “CCMIS R3 Policy and Regulatory Training.ppt” file.
2. From slide 1, press <F5> to begin the slide show.
You can use the right and left arrow keys to navigate through the presentation.
3. On slide 9, “Definitions: Parent,” click the **Click here to see examples** hyperlink.
This opens a separate PowerPoint presentation with family composition examples.
You can use the right and left arrow keys to navigate through this presentation.
Stop when you get to the animated slide with the large question mark.
4. When you get to the animated slide with the large question mark, click the **Click here to return to the Policy Training document** hyperlink. This returns you to the main policy training presentation at the next slide, slide 10, “Definitions: Disability.”
5. On slide 70, “Verification,” click the **Click here to see a chart** hyperlink.
When you have finished reviewing or printing the Word document, minimize or close its window.
6. On slide 127, “Stepparent Deduction,” click the **Click here to see examples** hyperlink.
This opens a separate PowerPoint presentation with Step-parent examples.
You can use the right and left arrow keys to navigate through this presentation.
Stop when you get to the animated slide with the large question mark.
7. When you get to the animated slide with the large question mark, click the **Click here to return to the Policy Training document** hyperlink. This returns you to the main policy training presentation at the next slide, slide 128, “Payments to Permanent Legal Custodians”.