

Training Corner (Continued from Page 4)

Comparing Balloons vs. Crossed-out Text

1. Reading sentences that mix the original crossed-out words with the new words can be confusing.

You can easily change the formatting of ~~selected text in the document text~~ ~~document text that you select~~ by ~~choosing a look~~ ~~selecting a style~~ for the ~~selected-highlighted~~ text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

2. Reading sentences with the crossed-out words removed can be easier on the eyes. The deleted words have been moved to balloons in the margin, allowing you to read through the changed text more easily.

<p>You can easily change the formatting document text that you select by selecting a style for the highlighted text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.</p>	<div style="border: 1px solid red; padding: 2px; margin-bottom: 2px;">Deleted: of selected text in the document text</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 2px;">Deleted: choosing a look</div> <div style="border: 1px solid red; padding: 2px;">Deleted: selected</div>
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FYI

Clarification of Relocation Benefit Payments

When authorizing a Relocation Benefit payment(s) to a vendor(s) on behalf of a client, case managers are reminded to only accept a “Sold To” billing invoice when the billing invoice identifies the client as the customer. The “Sold To” billing invoice verifies that the client has incurred or will incur an expense which may qualify for a relocation benefit payment. Additionally, the case manager must ensure that the billing invoice submitted reflects the vendor that is actually providing the goods or service, and not a third party, such as a Housing Consumer Education Center.

Once an acceptable billing invoice and a properly completed *Relocation Benefit Verification* form are submitted to the TAO, an Invoice for Special Services (SSPS) can be issued to the vendor.

Please see Operations Memo 2012-19 for current procedures regarding Relocation Benefit payments.