State Disbursements
in Ohio SACWIS

Knowledge Base Article

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Last Revised: 12/20/2023

Overview

This Knowledge Base Article describes how to locate State payments. The functionality will allow you to view payment status, expedite eligible records, change the payee, or cancel.

The State Disbursement screen displays the State and Federal share of the following payments:

- Adoption Assistance
- State Adoption Maintenance Subsidy
- Adoption Assistance Connections
- Kinship Permanency Incentive Program (Initial and Redetermination)
- PASSS
- KGAP (C21, Federal, State)
- KGAP Non-Recurring

Navigating to the State Disbursement Screen

1. Click on the **Financial** tab
2. Click on the **Payment** sub-tab
3. Select **State Disbursements** from the left-hand navigation bar.
4. The **State Disbursement Filter Criteria** page appears.

Searching for Payments

1. The system automatically brings back all payments **Awaiting Disbursement Process** for the Agency you are logged in as. To narrow down the result set, enter additional search criteria.

2. Enter the P**erson ID** or **Provider** ID of the individual(s) for whom the payments pertain to. Alternatively, click the Person Search or Provider Search buttons to find the applicable ID. You may proceed to the **Search** button or add additional search criteria to narrow down the result set.

3. Enter an **Expedite Status** of the payment being sought (defaults to Awaiting Disbursement Process).

4. Enter a **Date Range of Payment**.

5. Select **Warrant Month/Year**

6. Select a **Warrant Status**

7. Choose a **Service Category** and corresponding **Service Type**.

8. Enter a **Voucher Related ID** if applicable.

9. Select a **Sort By** value if desired.

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The desired search results appear.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ^	Child, Caden / 1234567	AA	09/01/2023 - 09/30/2023			Awaiting Disbursement Process	$961.68	cancel payment
expedite change payee payee details ^	Person, Penelope / 7654321	AA	08/01/2023 - 08/31/2023			Awaiting Disbursement Process	$779.52	cancel payment
expedite change payee payee details ^	Doe, John / 1112222	AA	07/17/2023 - 07/31/2023			Awaiting Disbursement Process	$438.46	cancel payment

State Disbursements

Result(s) 1 to 100 of 681 / Page 1 of 7

Expediting Payments

Conditions: The **expedite** hyperlink will only display on State Disbursements where:
   a. The Expedite Code is Awaiting Disbursement Process, and
   b. For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security.
   c. For KPIP payments, if the logged in user has KPIP Fiscal security.

Important: if the Payee Name and/or Address needs to be changed, please do that first before expediting payments.

   1. Click the **expedite** link next to the disbursement record you wish to expedite.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ∨	Child, Caden / 1234567	AA	09/01/2023 - 09/30/2023			Awaiting Disbursement Process	$961.68	cancel payment
Provider ID: 2223333		Payee Name: Child, Coriander			Payee Address: 100 Main Street, Anywhere, OH 44000-0000			

   2. The system will display a validation message which indicates "This payment will be issued to <Payee Name> At <Payee Address>. Do you want to continue?"
   3. Click **OK** to expedite the payment or **Cancel** to terminate the action.

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sacwis-hlp.jfs.ohio.gov says

This payment will be issued to 'Child, Coriander'
At '100 Main Street, Anywhere, OH 44000-0000'
Do you want to continue?

| OK | Cancel |

4. The system will indicate that the data has been saved.

✔ Your data has been saved.

5. The Warrant/EFT Status for the expedited record will now display as "**Awaiting Expedite Process**".

Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount
AA	09/01/2023 - 09/30/2023			Awaiting Expedite Process	$961.68

Changing Payee

Conditions: The **change payee** hyperlink will only display on State Disbursements where:
   a. The Expedite Code is Awaiting Disbursement Process, and
   b. For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security.
   c. For KPIP payments, if the logged in user has KPIP Fiscal security.

1. To change payee information for a disbursement, you must first proceed to the Provider Payment Info left hand navigation link in the Payment sub-tab of the Financial tab.

2. Complete a Provider Search or enter the Provider ID associated to the payee.

State Disbursements in Ohio SACWIS

Home	Intake	Case	Provider	**Financial**	Administration
Workload	Action Items	Services	Eligibility	**Payment**	Benefits	Statistical & Expenditure Reports

‹ ›

Create Payment Requests
Payment Requests Roster
Disburse Payment
Payment Search
Agency Repayment Plan
State Disbursements
Create Subsidy Payment
Provider Payment Info
Provider Payment Plan
Kinship Support Program
State Provider Repayment Plan

Provider Search

[Provider Search]   ~ OR ~   Provider ID:
[   ] [Go]

The Maintain Payment Information screen appears.

3. Determine if the payee information needs to be modified for the Provider ID as a whole or in the case of AA, for the Child Specific Provider Payment Information. For this example, the change will be made for Child Specific subsidy payments.

4. Select the child from the drop down.

5. Click **Add Payment Information**.

Child Specific Provider Payment Information for Adoption Subsidy Payments

	Payee Name	Payment Method	Child	DOB	Agency / ID	Payment Address	Effective Date	End Date	Created Date	

To override the payment address as identified above for a specific child, select the child and click "Add Payment Information" below.

Child:
[Person, Penelope - 01/01/2010 ▼]

[Add Payment Information]

6. Follow the directions found in the Knowledge Base Article Adding Payment Information for a Provider.

7. Returning to the State Disbursement record, click on the **change payee** link next to the disbursement record to modify.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ⌄	Person, Penelope / 7654321	AA	08/01/2023 - 08/31/2023			Awaiting Disbursement Process	$779.52	cancel payment
Provider ID: 222222222		Pavee Name: Person, Percival				Payee Address: 50 Main Street, Anywhere, OH 44000-0000		

8. The system will refresh with updated provider payment information. To confirm, check the payee details as detailed in the next section.

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	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ⌄	Person, Penelope / 7654321	AA	08/01/2023 - 08/31/2023			Awaiting Disbursement Process	$779.52	cancel payment
Provider ID:		**Payee Name:**			**Payee Address:**			
222222222		Patricia Person			10 Oak St , Anywhere, OH 44000-0000			

Viewing Payee Details

1. Click the caret beneath the payee details link next to the desired record.

2. The payee details will appear beneath the record within the grid.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ⌄	Child, Caden / 1234567	AA	09/01/2023 - 09/30/2023			Awaiting Disbursement Process	$961.68	cancel payment
Provider ID:		**Payee Name:**			**Payee Address:**			
2223333		Child, Coriander			100 Main Street, Anywhere, OH 44000-0000			

Canceling Payments

Conditions: The **cancel payment** hyperlink only displays on State Disbursements where:
   a. The Expedite Code is Awaiting Disbursement Process, and
   b. For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security
   c. For KPIP payments, if the logged in user has KPIP Fiscal security.

1. Click on the cancel payment hyperlink to the right of the record.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ⌄	Person, Penelope / 7654321	AA	08/01/2023 - 08/31/2023			Awaiting Disbursement Process	$779.52	cancel payment

2. The message, "Canceling this payment will permanently remove this record. Do you wish to continue?" will display. Click **OK** to proceed or Cancel.

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Canceling this payment will permanently remove this record.
Do you wish to continue?

OK   Cancel

3. A confirmation at the top of the screen will indicate the data has been saved, meaning payment has been canceled.

> ✓ Your data has been saved.

Payment Details

- Expedited payments are processed in a daily overnight batch and sent to OAKS. They will be processed within 3-5 days.

- An EFT is sent to the payee or a check sent, depending on their payment preference.

- Monthly payments are generated on the 22nd of each month.

- All checks generated are future dated for the first of the month.

- KPIP and PASSS payments are manually created,

- KGAP and AA future dated.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .

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