

# **Managing Receivables and Recoupments**



**Knowledge Base Article**

# Managing Receivables and Recoupments

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# Managing Receivables and Recoupments

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## Managing Receivables and Recoupments

### Overview

This Knowledge Base Article discusses what happens between an agency and a provider if a payment becomes invalid in Ohio SACWIS and covers an agency's claim for Title IV-E Foster Care reimbursement.

This Knowledge Base Article refers to some steps discussed in the [Processing FCM Payments](#) KBA, so it may be helpful to have a copy of that document when completing this process.

### Key Assumptions

- Disbursed payments in Ohio SACWIS represent the amount actually paid by the county to the provider.
- Invalid payments are automatically created by the system when data within the system is changed and the source data (placements, leaves, add-on costs and service authorizations) no longer supports the amount actually paid to the provider.

### Terms Definitions

**Receivables** are disbursed payments that are later found to be invalid in Ohio SACWIS. Specifically, it's the amount of money overpaid to a provider (as documented in Ohio SACWIS) that must be returned to the agency (or recouped). The receivable amount equals the **invalid payment** amount.

A **recoupment** is the amount of money a provider has agreed to deduct from a future payment(s).

**Example:** An agency pays a provider. After the payment is disbursed (sent) and recorded in Ohio SACWIS as such, the Ohio SACWIS source data changes. That change now makes the disbursed payment (or part of the payment) invalid. The agency has overpaid the provider.

The agency uses Ohio SACWIS to determine the invalid payment amount that the provider must return. The invalid payment amount is now considered to be a receivable and the agency records in Ohio SACWIS the recoupment of that overpayment from the provider.

## Managing Receivables and Recoupments

There are different ways an agency can recoup a payment, such as:

- The provider returns the original check sent from the agency.
- The provider sends the agency a check to cover the overpayment amount.
- The agency pays the provider again with a reduced amount by creating a replacement payment.
- The overpayment amount is written off, which means the agency does not wish to recoup the amount and does not want to display the amount as a receivable. This action may be needed when source data changes are made within Ohio SACWIS that impact converted payments.

### Determining Recoupments

In Ohio SACWIS, the money a provider must return to an agency because of an overpayment is called **a receivable**. As previously stated, the provider was overpaid because source data changed in Ohio SACWIS, and this made the original payment invalid. As a result, the agency records the recoupment of the overpayment in Ohio SACWIS

**Example:** Your agency places a child with a provider for 30 days and pays the provider for that service. Later, it is determined that the child was only with that provider for 20 days. When the placement dates are changed in Ohio SACWIS (source data), the system determines that the provider was overpaid by 10 days. Your agency will need to record the recoupment of that overpayment amount.

Recoupments can be determined at any time in Ohio SACWIS by identifying invalid payments. You can see which providers have been overpaid and how much they need to return (also called **determining recoupments**). Complete the following steps to locate invalid payments to determine recoupments:

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Search** link in the **Navigation** menu.



The **Payment History Search Criteria** screen appears.

## Managing Receivables and Recoupments

4. Click the **Payment Search Criteria** link to expand the screen.
5. Click the **Disbursement Search Criteria** link to expand the screen.

The screenshot shows a navigation menu with a sidebar on the left and a main menu on the right. The sidebar contains links such as 'Create Payment Requests', 'Payment Requests Roster', 'Disburse Payment', 'Payment Search', 'Agency Recoupment Plan', 'State Disbursements', 'Create Subsidy Payment', 'Provider Payment Info', 'Provider Payment Plan', 'Kinship Support Program', and 'State Provider Recoupment Plan'. The main menu has tabs for 'Home', 'Case', 'Provider', 'Financial', and 'Administration'. Under the 'Financial' tab, there are sub-tabs for 'Workload', 'Action Items', 'Services', 'Eligibility', 'Payment', and 'Benefits'. The 'Payment' sub-tab is active, and a dropdown menu is open showing 'Payment Search Criteria' and 'Disbursement Search Criteria' highlighted with red boxes.

The **Payment Search Criteria** and **Disbursement Search Criteria** fields appear to filter the information.

6. In the **Invalid Indicator** field, select **Invalid Only** from the drop-down list.
7. In the **Disbursement Status** field, select **Disbursed** from the drop-down list.
8. Click the **Search Payment History** button.

The screenshot shows two search forms. The first form is titled 'Payment History Search Criteria' and contains several dropdown menus and text input fields. The 'Invalid Indicator' dropdown menu is highlighted with a red box and has 'Invalid Only' selected. The second form is titled 'Disbursement Search Criteria' and contains a 'Disbursement Status' dropdown menu highlighted with a red box, with 'Disbursed' selected. At the bottom of the second form, there is a 'Search' button highlighted with a red box, a 'Clear All' button, and a 'Go' button.

## Managing Receivables and Recoupments

The **Payment History Search Results** display in the bottom section of the screen.

The grid (below) shows an agency’s payments that were already disbursed to providers but are **now invalid** because source data has changed in Ohio SACWIS.

Payment History Search Results											
Result(s) 1 to 100 of 2234 / Page 1 of 23											
Results per page: <input type="text" value="100"/> <input type="button" value="Go"/>											
	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
<a href="#">view</a> <a href="#">adjust</a>	Test, Payee / 12345	Test, Child / 45678	456		Family Foster Home	\$28.05	6	0	05/26/2023 05/31/2023	\$168.30	
	<b>INVALID</b>										
	Roster Name:		[APPROVED]								
	Disbursement Name:	PurchaseCare						Disbursed Date:	06/15/2023		
<a href="#">view</a> <a href="#">adjust</a>	Test, Payee / 12345	Test, Child / 45678	4565		Family Foster Home	\$26.05	6	0	05/26/2023 05/31/2023	\$156.30	
	<b>INVALID</b>										
	Roster Name:		[APPROVED]								
	Disbursement Name:	OwnFoster						Disbursed Date:	06/15/2023		

### Important:

- The Red Block labeled **INVALID** indicates that the payment is invalid.
- If you hover the cursor over the red invalid box, the reason why the payment is invalid displays.
- For **Own Foster**, the payment check was sent directly to the provider.
- For **Purchased Care**, the payment check was sent to the **network** provider.

### Recouping Payments

When providers are overpaid due to a change in a child’s placement, leave record, add-on costs and service authorization, Ohio SACWIS provides two ways for counties to record how they plan to recoup the invalid payment from the provider.

In Ohio SACWIS recording the recoupment of an invalid payment can be completed by the county either **manually** by searching for the payment or by searching for the provider and creating a provider payment plan or **automatically** which is completed by the system.

## Managing Receivables and Recoupments

**Manual:** Manual recoupments can be created at any time using the two methods discussed below.

**Automatic:** Ohio SACWIS automatically runs a process once a month that looks for source data changes which caused previously disbursed provider payments to now be invalid. When you complete a payment request search, payment search or view a non-approved roster, any system-determined invalid payments will appear on the screen and be “flagged” with a green “R” for your review.

### Method 1: Manually Creating a Recoupment (Search by Payment)

If you find that an invalid payment exists (using the steps in the **Determining Recoupments** section), you can **add an action** that indicates how (or if) the provider will return the overpayment so your agency can recoup the money. To do so, follow these steps:

1. In the **Payment History Search Result** section, click the **Adjust** link in the appropriate invalid payment row.

Payment History Search Results

Result(s) 1 to 100 of 2234 / Page 1 of 23 Results per page: 100

	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
<a href="#">view</a>	Test, Payee / 12345	Test, Child / 45678	456		Family Foster Home	\$28.05	6	0	05/26/2023 05/31/2023	\$168.30	<a href="#">adjust</a>
											<b>INVALID</b>

Roster Name: [APPROVED]  
Disbursement Name: PurchaseCare Disbursed Date: 06/15/2023

The **Payment Action History** screen for that payment appears.

2. Click the **Add Action** button.



# Managing Receivables and Recoupments

## Payment Adjustment History

Provider / ID:  
Test, Provider / 123456

Person Name / ID:  
Test / 456789

Payment Request ID:  
6456

Invalid Date:  
07/10/2023

Original Amount:  
\$168.30

Invalid Reason:  
INVALID

Claim Dates:  
05/26/2023 - 05/31/2023

Comments:

ABC

4000

Once payments have been invalidated any associated reimbursements will be reversed.

	Action	Status	Action Date	Claim Dates	Amount	End Balance
<a href="#">view</a>		Saved		05/26/2023 05/31/2023	\$168.30	\$168.30
<a href="#">edit</a>	Recoupment Payment	Saved	07/10/2023	05/26/2023 05/31/2023	(\$168.30)	\$0.00

Add Action

The **Action Details** screen appears.

**Important:** When you add an action, the **Action Amount** can never be greater than the **Current Receivable Balance**.

3. In the **Action field**, choose a selection from the drop-down list.

## Action Details

Original Amount:  
\$168.30

Current Receivable Balance:  
\$0.00

Claim Dates:  
05/26/2023 - 05/31/2023

Action: \*

Action Date: \*

Action Amount: \*

Warrant/Check Number:

Warrant/Check Date:

## Managing Receivables and Recoupments

### Action Field Term Definitions

- **Check Returned:** The provider returned the original check sent from your agency (that includes the overpayment amount).
- **NSF – Check Returned:** The provider returned a check for the overpayment but had non-sufficient funds to cover the amount.
- **Provider Payment:** The provider sent your agency a check to cover the overpayment (invalid) amount. This is a payment check from the provider to your agency.
- **Write Off:** The agency does not wish to recoup the amount and does not want it to display as a receivables amount.
- **Recoupment Payment:** Your agency is going to pay the provider again (minus a specified reduced amount to make up for the overpayment) by creating a replacement payment for the correct amount as shown in Ohio SACWIS.
- **Created in Error:** Your agency created a Recoupment in error.

### Important Action Field Information

- Choosing any action (except **NSF – Check Returned**) will **reduce** the receivable balance shown in Ohio SACWIS.
- **NSF – Check Returned** will increase the receivable balance shown in Ohio SACWIS.
- If you choose **Recoupment Payment**, the amount will appear on the **Final Payment** report as a deduction from the net payment to the provider if it's been included on a roster and disbursed.

4. In the **Action Date** field, enter the date when the action is being taken.

5. In the **Action Amounts** field, enter the appropriate amount.

Action Details		
Original Amount: \$168.30	Current Receivable Balance: \$0.00	Claim Dates: 05/26/2023 - 05/31/2023
Action: * Check Returned	Action Date: * 08/17/2023	Action Amount: * 0.00
Warrant/Check Number:	Warrant/Check Date:	

6. If the action is for a **Provider Payment** or **NSF – Check Returned**:

7. Enter the appropriate number in the **Warrant / Check Number** field.

## Managing Receivables and Recoupments

- Enter the appropriate date in the **Warrant / Check Date** field. This would be the date the payment was received from the provider, or the date the check bounced.
- Click the **OK** button.

Action Details

Original Amount: \$168.30	Current Receivable Balance: \$0.00	Claim Dates: 05/26/2023 - 05/31/2023
------------------------------	---------------------------------------	---

Action: *	Action Date: *	Action Amount: *
<input type="text" value="Provider Payment"/>	<input type="text" value="08/17/2023"/>	<input type="text" value="0.00"/>

Warrant/Check Number: <input style="width: 95%;" type="text"/>	Warrant/Check Date: <input style="width: 95%;" type="text"/>
--	--

The **Payment Action History** screen appears and:

- Displays a new row with the Action and a status of **Pending**.
- Updates the **End Balance** column to reflect the new amount.
- If needed, click the **Edit link** to edit the new entry until it has been saved.
- If needed, click the **Delete link** to delete the new entry until it has been saved.

	Action	Status	Action Date	Claim Dates	Amount	End Balance
<a href="#">view</a>	Check Returned	Pending	08/17/2023		\$10.00	\$90.00
<a href="#">view</a>	Recoupment Payment	Saved	01/10/2023	07/01/2022 07/31/2022	(\$1,415.15)	\$0.00

- If needed, click the **Add Action** button again (to add another Action) and repeat the instructions in this sub-section.

### Action Field End Balance Example

Depending on the Action(s) entered, the **Payment Action History** screen can appear showing a new **End Balance** of \$0.00.

- If needed, add comments into the Comments field above the table.

# Managing Receivables and Recoupments

Comments: ABC  
4000

*Once payments have been invalidated any associated reimbursements will be reversed.*

	Action	Status	Action Date	Claim Dates	Amount	End Balance
<a href="#">view</a>		Saved				
<a href="#">view</a>	Recoupment Payment	Saved	01/10/2023	07/01/2022 07/31/2022	(\$1,415.15)	\$0.00

**Save** Cancel

**Important:** After you click the **Save** button, the **Edit link** and **Delete link** become unavailable.

12. When complete, click the **Save** button to save the provider action history.

## Method 2: Manually Creating a Recoupment from the Provider Payment Plan Link (Search by Provider)

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Provider Payment Plan** link in the **Navigation** menu.

Home	Case	Provider	Financial	Administration
Workload	Action Items	Services	Eligibility	Benefits

< >

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

The **Payment Search** screen appears.

## Managing Receivables and Recoupments

4. Enter the appropriate number in the **Provider ID** field.

**Important:**

- If the provider is a family foster home (own home), enter the **Provider ID** number.
- If the provider is a network foster home (purchased care provider), enter the **Network ID** number.
- If you put in the wrong number, no results will be returned.
- If you don't know the ID number, use the **Search Provider** button.

5. Click the **Go** button.

The **Provider Search** screen appears showing three sections.

**Receivables (Top Section):** This section shows the **Receivables**, which are all disbursed invalid payments for that provider which still have an outstanding receivables balance. These amounts disappear (from this section) when the Action total equals the original payment total, and after all recoupments are disbursed.

The receivables total equals how much your agency has left to recoup (or create an action against) for that provider.

Click the **Action** link (top section on the left) to show a breakdown of all Actions against that payment.

Receivables											
Payee	Service Provider ID	Person / ID	Payment Request ID	Invalid Date	Roster Name	Disburse Date	Service Type	Claim Dates	Total	Receivables Total	
										Receivables Total:	\$0.00

Recoupments Not Disbursed							
Payee	Service Provider ID	Person / ID	Payment Request ID	Roster Name	Claim Dates	Total	
						Recoupments Total:	\$0.00

Provider Payment Plan							
Plan ID	Plan Dates	Status	Plan Amount	Recouped Amount	Plan Balance		
						Provider Balance for all plans:	\$0.00

## Managing Receivables and Recoupments

**Recoupments Not Disbursed (Mid Section):** This section shows recoupments for providers which haven't yet been disbursed through the Ohio SACWIS payment processing functionality. These recoupments were previously created manually.

This section lists what could be called "pending transactions" because the amounts can still be adjusted through the **Payment Search** screen.

However, information won't appear in this section until after the provider payment plan has been added in the system.

**Provider Search**

Search Provider
- or -

Provider ID:  Go

---

Provider ID:
Provider Name:
Provider Category:
HOME

**Receivables**

Payee	Service Provider ID	Person / ID	Payment Request ID	Invalid Date	Roster Name	Disburse Date	Service Type	Claim Dates	Total	Receivables Total
										Receivables Total: \$0.00

**Recoupments Not Disbursed**

Payee	Service Provider ID	Person / ID	Payment Request ID	Roster Name	Claim Dates	Total
						Recoupments Total: \$0.00

**Provider Payment Plan**

Plan ID	Plan Dates	Status	Plan Amount	Recouped Amount	Plan Balance
					Provider Balance for all plans: \$0.00

**Provider Payment Plan (Bottom Section):** If the provider agrees to the deduction for the overpayment amount, this third section is a way to incrementally and automatically reduce the provider's amount owed from future payments. To add a provider payment plan, see the steps below.

However, information won't appear in this section until after the provider payment plan has been added in the system.

**Important:** There can only be **one non-closed Provider Payment Plan** at a time.

# Managing Receivables and Recoupments

**Provider Search**

Search Provider - or - Provider ID:  Go

Provider ID:       Provider Name:       Provider Category:  HOME

**Receivables**

Payee	Service Provider ID	Person / ID	Payment Request ID	Invalid Date	Roster Name	Disburse Date	Service Type	Claim Dates	Total	Receivables Total
Receivables Total:										\$0.00

**Recoupments Not Disbursed**

Payee	Service Provider ID	Person / ID	Payment Request ID	Roster Name	Claim Dates	Total
Recoupments Total:						\$0.00

**Provider Payment Plan**

Plan ID	Plan Dates	Status	Plan Amount	Recouped Amount	Plan Balance
Provider Balance for all plans:					\$0.00

## Adding a Provider Payment Plan (Automatic Recoupments)

To set up a **Provider Payment Plan**, follow these steps:

1. On the **Provider Search** screen (**Provider Payment Plan** section), click the **Add Provider Payment Plan** button. If needed, see the steps above to get to this screen.

**Provider Payment Plan**

Plan ID	Plan Dates	Status	Plan Amount	Recouped Amount	Plan Balance
Provider Balance for all plans:					\$0.00

Add Provider Payment Plan

**Note:** You must have the appropriate Ohio SACWIS security access to view this screen.

The **Provider Payment Plan Details** screen appears.

2. Enter a date in the **Plan Effective Date** field.

**Important:** The plan effective date can be a date in the future, but not in the past.

3. Enter the provider's total amount due in the **Total Plan Amount** field.

## Managing Receivables and Recoupments

4. Choose **Active** from the Status field drop down list.
5. Enter the amount to be deducted from future provider payments in the **Monthly Amount** field.

**Note:** In this example, Ohio SACWIS will automatically create a payment for the month of October 2023. However, if the **Plan Effective Date** field were dated for December 2023, the system would not create the recoupment, put it on a roster, or reduce the amount to be paid by the provider until December 2023.

**Provider Payment Plan Details**

Remaining Provider Balance: \$1,685.00

Plan Effective Date: \* 10/04/2023

Total Plan Amount: \* 100.00

Status \* Active

Plan End Date: [ ]

Monthly Amount: \* 10.00

Comments: TEST

1996

Save Cancel

6. When complete, click the **Save** button. A new recoupment will be generated each month by the system in the monthly amount specified on the **Provider Payment Plan Details** screen.

## Viewing All Recoupments

1. On the **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Search** link in the **Navigation** menu.

Home Intake Case Provider **Financial** Administration

Workload Action Items Services Eligibility **Payment** Benefits Statistical & Expenditure Reports State Data Mgt Invoicing

<>

Create Payment Requests

Payment Requests Roster

Disburse Payment

**Payment Search**

Agency Recoupment Plan

The **Payment Search Criteria** screen appears.

4. In the **Payment Action Code** field, choose **Recoupments**.
5. Click the **Search** button.



# Managing Receivables and Recoupments

[Payment Search Criteria](#) ^

Payment Search Criteria

Payment Type:

Service Category:

Service Type:

Service Auth Type:

Claim Begin Date:

Voucher Related ID:

Payment Action Code:

Payment Request ID:

Service Description:

Service Auth #:

Claim End Date:

Show Only Non-Rostered Payments

Invalid Indicator:

Action:

The **Payment Requests Search Results** screen appears showing all recoupments that have not yet been put on a roster. You have the ability to manually append these recoupments to an existing roster or create a new roster.

Payment History Search Results

Note: The Action checkboxes are only used for the actions Delete Payments and Add to Roster.

Result(s) 1 to 100 of 2574 / Page 1 of 26 Results per page:

	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
<a href="#">view</a>	Test. Payee / 12345	Test / 1111	222222		Family Foster Home	(\$156.30)	1		05/26/2023 05/31/2023	(\$156.30)	<input type="checkbox"/>

Action:

Roster Name:

Disbursement Name:  Disbursed Date:

Action:

# Managing Receivables and Recoupments

## Managing System-Generated (Flagged) Payments and Recoupments

This section describes how Ohio SACWIS displays payments that are ‘flagged’ for review and also recoupments that need to be added to a roster.

Note: Refer to **Processing FCM Payments** KBA, Sections 3 and 4, for specific details on how to complete Steps 1-3 below.

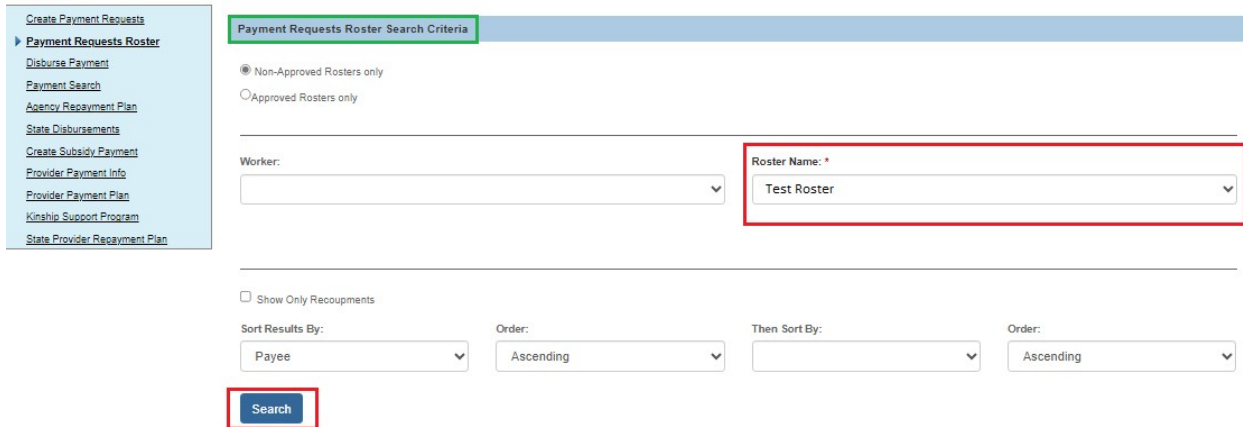
To add a payment to a roster, follow these steps.

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click **Payment**.
3. Click **Payment Requests Roster** link in the **Navigation** menu.



The **Payment Requests Roster Search Criteria** screen appears.

4. Select the appropriate **Roster Name** from the drop-down menu.
5. Click the **Search** button.



## Managing Receivables and Recoupments

The **Payment Requests Roster Search Results** screen appears.

6. In the **Payment Request Roster Search Results** section, checkmark the appropriate **Payment Request** you want to add to a roster.
7. Choose **Approve Payments** from the drop-down list.
8. Click the **Go** button.

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 3 of 3 / Page 1 of 1 Results per page:

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
<a href="#">view</a>	Test, Payee / 123	Test / 456	1111	\$200.00	/ 1	06/29/2023 06/29/2023	\$200.00	Yes	<input checked="" type="checkbox"/>
<a href="#">view</a>	Test, Payee / 456	Test / 789	222	\$50.00	/ 1	06/30/2023 06/30/2023	\$50.00	Yes	<input checked="" type="checkbox"/>
<a href="#">view</a>	Test, Payee / 789	Test / 234	333	\$100.00	/ 1	08/18/2023 08/18/2023	\$100.00	No	<input checked="" type="checkbox"/>

Roster Total : \$350.00  
Approved Total : \$250.00  
Recoupment Total : \$0.00

Action:

The **Approve Payments Requests** screen appears.

9. Checkmark all the **Payments** you want to approve.
10. Click **Save** at the bottom of the screen.

# Managing Receivables and Recoupments

Approve Payment Requests

Result(s) 1 to 3 of 3 / Page 1 of 1

Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Pay Units	Claim Dates	Total	Approve
TEST COUNTY CHILDREN SERVICES BOARD / 10004		LIFE SKILL/INDEP LIV SVS / 56994370	\$200.00	1	06/29/2023 06/29/2023	\$200.00	<input checked="" type="checkbox"/>
TEST COUNTY CHILDREN SERVICES BOARD / 10004		Job seeking and job placement support / 56994595	\$50.00	1	06/30/2023 06/30/2023	\$50.00	<input checked="" type="checkbox"/>
TEST, PROVIDER / 123		Foster Care Miscellaneous Expenses	\$100.00	1	08/18/2023 08/18/2023	\$100.00	<input checked="" type="checkbox"/>

Apply Save Cancel

- You now want to approve the roster, so on the **Payment Request Roster Search Results** screen you:
- Choose **Approve Roster** in the **Options** field drop-down list.
- Click the **Go** button.

Payment Requests Roster Search Results

The checkboxes are only used for the actions Delete Payments and Add to Roster.

Jump to Name by Letter

Result(s) 1 to 3 of 3 / Page 1 of 1 Results per page:

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
<a href="#">view</a>	TEST COUNTY CHILDREN SERVICES BOARD / 10004		LIFE SKILL/INDEP LIV SVS / 56994370	\$200.00	/ 1	06/29/2023 06/29/2023	\$200.00	Yes	<input checked="" type="checkbox"/>
	<a href="#">Provider / Vendor Information</a>								
<a href="#">view</a>	TEST COUNTY CHILDREN SERVICES BOARD / 10004		Job seeking and job placement support / 56994595	\$50.00	/ 1	06/30/2023 06/30/2023	\$50.00	Yes	<input checked="" type="checkbox"/>
	<a href="#">Provider / Vendor Information</a>								
<a href="#">view</a>	TEST, PROVIDER / 123		Foster Care Miscellaneous Expenses /	\$100.00	/ 1	08/18/2023 08/18/2023	\$100.00	Yes	<input checked="" type="checkbox"/>
	<a href="#">Provider / Vendor Information</a>								
							Roster Total : \$350.00		
							Approved Total : \$350.00		
							Recoupment Total : \$0.00		

Reimbursement Report Action: Approve Roster

**Important:**

- If the roster contains any payments to be reviewed, **the system will “flag” those payment requests and present them for review at this time.**

## Managing Receivables and Recoupments

- If the roster contains any payments to a provider where a recoupment exists, Ohio SACWIS **automatically** adds the (pending or outstanding) recoupment payments to a roster.
- The user has the option to remove recoupments and flagged payments from the roster during the approval process.

Payment Requests Roster Search Results

 Roster contains payments that are marked for review. To view these payments, please use the Identify Invalid Payments process.

[Jump to Name by Letter](#) ▼

The **Payment Requests Flagged** for Review screen appears showing any payment requests flagged for review due to changes with the source data and will also display any recoupments.

**Important:** If a provider owes money to your agency from having received an overpayment, a roster that contains a positive payment to that provider can't be approved unless the net payment amount to the provider exceeds the sum total of all recoupments for that provider.

**To approve the roster** that contains a positive payment amount to a provider when a recoupment for the provider is on the same roster, you must either:

- Remove the recoupment payment(s) and then approve the roster.

**Important:** Removing a recoupment payment from a roster **doesn't delete the recoupment**; it just means the payment is off the roster.

- Append positive payments to the roster to make all provider payments on the roster have a net positive payment. To put it another way, your agency can't send a check for a negative amount.

### Removing a Recoupment from a Roster

To remove a recoupment, complete the following steps on the **Payment History Search Results** screen.

1. Click the **Action** check box in the appropriate row(s).

**Note:** If you click the **Action** check box in the chart header, all of the **Action** check boxes in the column will be selected.

2. Select, **Delete Payments** in the **Action** drop-down menu.

# Managing Receivables and Recoupments

**Payment History Search Results**

*Note: The Action checkboxes are only used for the actions Delete Payments and Add to Roster.*

Result(s) 1 to 1 of 1 / Page 1 of 1 Results per page: 100

	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
<a href="#">view</a>	Test, Provider	Test		111111	Training Stipend	(\$10.00)	1		10/31/2014 10/31/2014	(\$10.00)	<input checked="" type="checkbox"/>

Action: Recoupment  
Roster Name:  
Disbursement Name: Disbursed Date:

**Payment Total: (\$10.00)**

**Action:** Delete Payments

The **Payment Requests Roster Search Results** screen appears. The recoupment payment(s) is removed from the roster and not shown on the screen.

## Offsetting a Future Payment with a Recoupment

To record in Ohio SACWIS, a reduction in payment to a provider in order to recoup a previous overpayment, complete the following steps:

3. On the **Payment History Search Results** screen, Click the **Action** check box in the appropriate row(s).

**Note:** If you click the **Action** check box in the chart header, all of the **Action** check boxes in the column will be selected.

4. Select, **Approve Payments** in the **Action** drop-down menu.

## Managing Receivables and Recoupments

### Payment History Search Results

Note: The Action checkboxes are only used for the actions Delete Payments and Add to Roster.

Result(s) 1 to 1 of 1 / Page 1 of 1

Results per page: 100

	Payee / Provider ID	Person Name / ID	Payment Request ID	Adjust Pay ID	Service	Cost	Units	Net Reim Units	Claim Dates	Total	Action
<a href="#">view</a>	Test, Provider	Test	111111		Training Stipend	(\$10.00)	1		10/31/2014 10/31/2014	(\$10.00)	<input checked="" type="checkbox"/>

Action: Recoupment

Roster Name:

Disbursement Name:

Disbursed Date:

Payment Total: (\$10.00)

Action: Approve Payments

Unless recoupment payments are removed, the system automatically adds recoupments to a roster if that roster has a positive payment to the payee.

The **Payment Requests Roster Search Results** screen appears showing the amount that will be deducted from the positive payment made to the provider.

	Roster Total : \$4,727.91
	Approved Total : (\$10.00)
	Recoupment Total : (\$10.00)

Action:

## Approving a Roster with a Recoupment

1. In the **Navigation menu**, click the **Payment Request Roster** link. If you just completed the proceeding steps, you may already be on the **Payment Request Roster Search Criteria** screen.
2. Select **Non-approved Roster** and click **Filter**.
3. Choose the appropriate name in the **Worker** field.
4. Choose the appropriate name in the **Roster Name** field.
5. Click the **Search** button.

# Managing Receivables and Recoupments

The unapproved roster appears in the **Payment Requests Roster Search Results** section at the bottom.

6. If it's not already done, approve the payment(s).

**Important:** As shown below, the **Aprv** column must show **“Yes.”** That means the payment is approved.

7. If needed, to view reimbursement information for payments included on the roster, click the **Reimbursement Report** button (shown below).

8. In the **Options** field, select **Approve Roster**.

9. Click the **Go** button.

The checkboxes are only used for the actions Delete Payments and Add to Roster.

[Jump to Name by Letter](#) ▾

Result(s) 1 to 22 of 22 / Page 1 of 1 Results per page: 100

	Payee / Provider ID	Person Name / ID	Service / Auth Number	Cost	Bal / Pay Units	Claim Begin / End	Total	Aprv	Action
<a href="#">view</a>	Test, Payee		Training Stipend /	\$15.00	1 / 1	04/05/2023 04/05/2023	\$15.00	Yes	<input type="checkbox"/>
	<a href="#">Provider / Vendor Information</a> ▾								
<a href="#">view</a>	Test, Payee		Training Stipend /	\$15.00	1.5 / 1.5	04/05/2023 04/05/2023	\$22.50	Yes	<input type="checkbox"/>
	<a href="#">Provider / Vendor Information</a> ▾								



## Managing Receivables and Recoupments

The **Payment Requests Flagged for Review** screen appears.

10. Click the **Approval Process** button.

The **Process Approval** screen appears.

11. In the **Action** field, choose **Approval – Final** from the drop-down list.

12. If needed, add comments in the **Comments** field.

13. Click the **Save** button.

The screenshot shows the 'Process Approval' screen. At the top, there is a 'Work Item' section with the following details: ID: PAYMENTROSTER, Reference: 2023 FOSTER PARENT TRAINING, Task ID: Payment Roster, Task Reference: Task Status: Routing/Approval Action. Below this, the 'Action' dropdown is set to 'Approved -Final'. The 'Comments' field is empty. There are 'Spell Check' and 'Clear' buttons, and a '2000' input field. The 'Agency' dropdown is set to 'TEST County Children Services Board'. The 'Reviewers/ Approvers' dropdown is set to 'Please Select A Reviewer/Approver'. At the bottom, there are 'Save' and 'Cancel' buttons.

The **Payment Requests Roster Search Criteria** appears with a message that your data has been changed. The roster with a recoupment is now approved.

To submit the roster for **Disbursement**, follow these steps.

1. Navigate to the **Disburse Payment** link in the **Navigation** menu.
2. Select the appropriate **Roster** from the list.
3. Click **Add**
4. Click **Save and Disburse**.

# Managing Receivables and Recoupments

Home Intake Case Provider **Financial** Administration

Services Eligibility **Payment** Benefits

< >

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

Create Disbursement Disburse Payments

Select Rosters to Add to Disbursement

Available Rosters: Add All Add

2023 OWN HOME/NETWORK
2012 County AA Share
2011 AA County Share

Selected Rosters: Remove Remove All Q

2023 FOSTER PARENT TRAINING
-----------------------------

Add to Non-Disbursed Disbursement: OR New Disbursement:

2023 FOSTER PARENT TRAINING

Create Disbursement Save and Disburse

The **Disburse Payment Search Criteria** screen appears.

5. Select the appropriate **Roster** from the drop-down menu.
6. Click **Search**

Create Disbursement Disburse Payments

**Disburse Payment Search Criteria**

Non-Disbursed Only  
 Disbursed Only

Disbursement Name:  
2023 FOSTER PARENT TRAINING

Search

The **Disburse Payment Search Results** screen appears, displaying the roster.

7. Select, **Disburse Payment**, from the Action drop-down menu.
8. Select the appropriate **Date**.
9. Click the **Go** button.


**Important:** The disbursement date (**Disburse Date** field) is the date the agency authorized the county auditor to make the payment to the provider.

# Managing Receivables and Recoupments

Disburse Payment Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

Worker	Roster Name	Roster Approval Date	
	County Share	04/22/2011	<a href="#">remove</a>

Action:  Disburse Date: \*  

A message appears stating the final payment was processed successfully.

## Producing a Final Payment Report

1. On the **Disburse Payment Search Criteria** screen, Select the appropriate **Roster**.
2. Click **Search**.


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

The final payment was processed successfully. ×

Create Disbursement

Disburse Payment Search Criteria

Non-Disbursed Only  
 Disbursed Only

Disbursement Name:  
 

Disburse Payment Search Results

The **Disburse Payment Search Results** screen appears, displaying the roster.

3. Select, **Payment Report** from the drop-down menu.
4. Click the **Go** button.

# Managing Receivables and Recoupments

**Disburse Payment Search Results**

Result(s) 1 to 1 of 1 / Page 1 of 1

Worker	Roster Name	Roster Approval Date	
	2023 FOSTER PARENT TRAINING	02/19/2015	<a href="#">remove</a>

---

Action:

Payment Report

The **Financial Report** screen appears.

5. Click **Generate Report**.

**FinancialReports**

**Document Details**

Document Category: Payment Report  
 Document Title: Payment Report  
 Work-Item ID: Test County Children Services Board  
 Work-Item Reference: Test County Children Services Board  
 Task ID: Task Reference:

**Document History**

ID	Date Created	Employee ID	Name
	05/28/2011 11:05 AM		

**Document History**

Select Report Output Format

PDF  
 Excel

**Important:** The **Final Payment** report displays the amount the agency authorized the county auditor to pay the provider. This report can be included in your voucher packet.

**Example of Final Payment Report:**

Payment Report											Report ID:
Test County Children Services Board											
Service / Action	Recipient Last Name	Recipient First Name	Recipient ID	Payment Begin Date	Payment End Date	JFS 02820 Codes	Voucher Number	County Account Number	Units	Cost / Unit	Amount
IV-E AA	XXXXXXXX	XXXXXXXX		02/01/2012	02/29/2012				1	\$17.92	\$17.92
IV-E AA	XXXXXXXX	XXXXXXXX		02/01/2012	02/29/2012				1	\$89.62	\$89.62
IV-E AA	XXXXXXXX	XXXXXXXX		02/01/2012	02/29/2012				1	\$89.62	\$89.62
IV-E AA	XXXXXXXX	XXXXXXXX		02/01/2012	02/29/2012				1	\$89.62	\$89.62
IV-E AA	XXXXXXXX	XXXXXXXX		02/01/2012	02/29/2012				1	\$89.62	\$89.62
									5	\$376.40	\$376.40

## Appendix A: Recoupments Displaying on Reports

## Managing Receivables and Recoupments

The basic premise behind whether or not a recoupment displays on a report is:

- If the report's main purpose is to show the payment between the county agency and the provider; the recoupment will display.
- If the report's main purpose is to show the reimbursement from the state to the county agency, the recoupment will not display.

**Recoupments ARE included on the following financial reports:**

### **243 Final Payment Report (JAVA) – FM 14-R01 Report 243**

This report is generated from the **Disbursement** screen. Filter by **Disbursed Payments**, and then select **Final Payment Report**.

### **JFS 04280 Report – FM 33**

This report is generated from the **Financial** tab (**Home** screen), and then select the **JFS 04280/04281** tab.

### **JFS 04281 Report – FM 33**

This report is generated from the **Financial** tab (**Home** screen), and then select the **JFS 04280/04281** tab.

### **RPT 241 – Roster / Invoice Report**

This report is generated from the **Roster** screen drop down list. Filter by **Reports**, and then select **Generate Invoices** or **Generate Roster**. This report can also be generated from the **Disbursement** screen by selecting **Payment Report** on the drop down menu.

### **RPT 242 – Payment History Detail Report**

This report is generated from the drop down menu on the **Payment Search** screen.

### **RPT 322 – Payment Allocation Report**

This report is generated from the drop down menu on the **Payment Search** screen.

### **RPT 245 – Receivables Report – Agency Summary**

## Managing Receivables and Recoupments

This report displays Receivables balances per provider for an Agency. It is generated from the **Admin/Reports** tab.

### **RPT 244 – Receivables Report – Provider Detail**

This report displays Receivables balances as well as all actions recorded in Ohio SACWIS. It is generated from the **Admin/Reports** tab.

**Recoupments are NOT included on the following financial reports:**

### **RPT 309 – Reimbursement Report (JAVA)**

This report is generated by selecting the **Reimbursement Report** button on the **Roster** screen.

### **RPT 312 – Reimbursement Summary Report**

This report is generated from the drop down menu on the **Payment Search** screen.

### **RPT 312 – Reimbursement Detail Report**

This report is generated from the drop down menu on the **Payment Search** screen.

### **RPT 313 – Reimbursement Reconciliation Report**

This report is generated from the **Admin/Reports** tab.

### **RPT 238a – Reimbursement Summary Report**

This report is generated from the **Admin/Reports** tab.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [sacwis\\_help\\_desk@childrenandyouth.ohio.gov](mailto:sacwis_help_desk@childrenandyouth.ohio.gov).

# Managing Receivables and Recoupments