

# **Correcting a Legal Status Linked to an Eligibility Determination**



**Knowledge Base Article**

# Correcting a Legal Status Linked to an Eligibility Determination

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# Correcting a Legal Status Linked to an Eligibility Determination

## Overview

This Knowledge Base Article discusses steps on how to correct a legal status that has been linked to an eligibility determination.

If a child's eligibility has already been terminated, these process steps will not apply.

## Marking a Legal Status Record as Created in Error

Complete the following steps to navigate to the **Legal Action** screen:

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link. The **Case Overview** screen appears.

**Note:** If you know the **Case ID** number, you can also use the **Search** link to navigate to the **Case Overview** screen.

4. Click the **Legal Custody / Status** link. The **Legal Custody and Status** screen appears.
5. Click the **Maintain Custody & Status** link in the appropriate row.

The screenshot displays the Ohio SACWIS Case Overview interface. At the top, there is a navigation bar with tabs for Home, Intake, Case, Provider, Financial, and Administration. Below this, a sub-navigation bar includes Workload, Court Calendar, and Placement Requests. The 'Case' tab is active, and the 'Workload' sub-tab is selected. The main content area shows case details for 'Adoption Open (11/21/2022)' for 'Sacwis, Susie / 123456'. The 'Legal Custody/Status' link in the left sidebar is highlighted with a red box. The 'Case Actions' section is visible at the bottom.

The **Legal Custody Episode & Status Information** screen appears displaying a grid showing the child's legal status history.

## Correcting a Legal Status Linked to an Eligibility Determination

6. Click the **Edit** link in the row for the legal status that you want to edit.

**Legal Custody & Status Filter Criteria**

All Persons  
 Persons with a Current or Historical Legal Status  
 Persons Under Age 22

**Filter**

**Legal Custody & Status Information**

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

	Case Participant	DOB	Custody Start Date - End Date	Legal Status	Legal Status Effective Date - Termination Date	Agency
<a href="#">edit</a>	Sacwis, Susie	07/03/2009	05/11/2022 -	Permanent Custody	10/19/2022 -	Test County Children Services Board

The Legal Custody and Status List screen appears.

7. Click the **Edit** link next to the legal status that you want to edit.

**Legal Custody Episode & Status Information**

[Custody Episode \(started with Ex-Parte\) - Start Date: 05/11/2022 ^](#)

Custody Episode Start Date: 05/11/2022      Custody Episode End Date:

**Legal Status Information**

	Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility of <a href="#">Test County Children Services Board</a> from 05/11/2022 to				
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Permanent Custody	10/19/2022		

The **Child Legal Status Details** screen appears.

8. Click the **Created in Error** check box.

9. Click the **Save** button.

## Correcting a Legal Status Linked to an Eligibility Determination

**Legal Status Details**

Agency:  
Test County Children Services Board

Custody Episode Start Date:  
05/11/2022 12:00:00 AM

Custody Episode End Date:

Most Recent Legal Guardianship:  
05/11/2022 - 05/11/2022

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**Legal Status: \***  
Temporary Custody/Placement and Care

**Effective Date: \***  
06/28/2022

**Effective Time:**  
HH:MM AM / PM

**Termination Reason:**  
Change in Custody Type

**Termination Date:**  
10/19/2022

**Expiration Date:**

**Secondary Termination Reason:**

Was this Custody Episode less than 24 hours?:  
 Yes  No  Not Answered

**Narrative**

Created in Error

Created Date: 06/29/2022  
Created By:

Modified Date: 11/04/2022  
Modified By:

**Save** **Cancel**

The record is saved, and a message displays that your data has been changed.

If an eligibility / reimbursability determination has already been completed (with associated reimbursements) and linked to a legal status, the following warning message appears:

**Please correct the following data validation errors:**  
State payments exist in the system associated to the existing legal status information. This change cannot be saved until the corresponding reimbursability records have been deleted.

When this occurs, the court worker and eligibility worker should work together to correct the data issue(s) in Ohio SACWIS.

## Correcting a Legal Status Linked to an Eligibility Determination

### Deleting a Reimbursability Record

To delete reimbursability records back to a specific eligibility date, complete the following steps:

#### Important:

- You must have a security of **Reimbursability Specialist** to delete a record.
- Deleting a reimbursability record will reverse all associated reimbursements.

1. From the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Eligibility** tab.
3. Click the **Eligibility / Reimbursability** link. The **Child Selection** screen appears.
4. Type the appropriate person ID number in the **Person ID** field.
5. Click the **Go** button.

**Note:** Or, use the **Person Search** button to locate the child.

The screenshot shows the Ohio SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial (highlighted), and Administration. Below these are sub-tabs: Services, Eligibility (highlighted), Payment, and Benefits. A sidebar on the left contains a menu with items like CRIS-EOIES Inquiry, Eligibility/Reimbursability (highlighted), Adoption Subsidy, Nonrecurring, PASSS, KPIP, Medicaid Eligibility, CRIS-EOIES Inquiry History, and Medicaid Mailing Info. The main content area is titled 'Person Selection' and contains a 'Person Search' button, a '~ OR ~' separator, a 'Person ID:' input field, and a 'Go' button.





The **Child Selection** screen expands to display the **Program Eligibility** section and the **Program Reimbursability** section.

6. In the **Program Reimbursability** section, click the **Delete** link in the appropriate row.

## Correcting a Legal Status Linked to an Eligibility Determination

### Program Reimbursability

Initial Eligibility from 01/25/2023 - Present ^

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
<a href="#">view</a>	Placement	Complete	Yes	05/10/2023		
<a href="#">view</a>	Placement	Complete	Yes	05/09/2023	05/09/2023	
<a href="#">view</a>	Placement	Complete	Yes	04/25/2023	05/08/2023	
<a href="#">view</a>	Initial	Complete	Yes	01/25/2023	04/24/2023	

Effective Date:

09/08/2023



End Date:

09/08/2023



Add Reimbursability

The following warning message appears.

7. Click the **OK** button.

**Important:** As mentioned above, deleting a reimbursability record will reverse all associated reimbursements.

**sacwis-uat.jfs.ohio.gov says**

To delete this program reimbursability record, click OK.

OK

Cancel

The record is deleted.

8. If there is more than one record, repeat the previous steps until the desired eligibility date is reached.

## Correcting a Legal Status Linked to an Eligibility Determination

### Marking the Eligibility Record as Created in Error

To mark an eligibility record as created in error, complete the following steps:

1. Navigate to the **Child Selection** screen using the steps previously discussed.
2. In the **Program Eligibility** section, click the **Edit** link in the appropriate row.

Program Eligibility

Include Created in Error

[Legal Responsibility of Testing County Children Services Board from 01/25/2023 to Present ^](#)

	Determination Type	Status	IV-E Eligible	Effective Date	Termination Date	
<a href="#">edit</a>	Initial	<a href="#">Complete</a>	Yes	01/25/2023		

The **Eligibility Details** screen appears.

3. Near the bottom of the screen, click the **Created in Error** check box.
4. Click the **Save** button.

Eligibility Details

Eligibility Month: \*  
01/2023

Effective Date: \*  
01/25/2023 

Termination Date:  
 

Initial Program Eligibility

Initial Removal and corresponding placement exists. YES

Removal Date:  
01/25/2023



## Correcting a Legal Status Linked to an Eligibility Determination

Override Eligibility

Child not eligible due to Invalid Removal

Created in Error

Created By: Created Date: 01/25/2023 11:52:00 AM  
Modified By: Modified Date: 01/27/2023 01:06:49 PM

Apply Save Cancel

The **Child Selection** screen appears displaying a **Yes** value in the **Created in Error** column.

### Recreating a Court Ruling after the Legal Status is Created in Error

After marking a legal status as created in error, complete the following steps to re-create the court ruling:

1. Navigate to the child's **Case Overview** screen.
2. Click the **Legal Action** link. The **Legal Actions** screen appears.
3. In the **Legal Action** field, select **Maintain Legal Action**.

<a href="#">Actual Risk Assessment</a>	<b>Case Legal Actions / Delinquency Participants</b>		
<a href="#">Family Assessment</a>	Result(s) 1 to 2 of 2 / Page 1 of 1		
<a href="#">Ongoing Case All</a>	<b>Case Participants</b>	<b>DOB</b>	
<a href="#">Specialized All Top</a>	Sacwis, Susie	05/09/2008	<a href="#">Maintain Legal Action</a>
<a href="#">Law Enforcement</a>			<a href="#">Maintain Delinquency</a>
<a href="#">Justification/Waiver</a>	Sacwis, Susie	12/22/2001	<a href="#">Maintain Legal Action</a>
<a href="#">Case Services</a>			<a href="#">Maintain Delinquency</a>
<b><a href="#">Legal Actions</a></b>			
<a href="#">Legal Custody/Status</a>			
<a href="#">Living Arrangement / Guardianship</a>			

The **Participant Legal Action** screen appears.

4. Click the **Add Action** button.

## Correcting a Legal Status Linked to an Eligibility Determination

Participant Legal Action Information

Legal Action:  [Add Legal Action and Grouping](#) [Expand All](#)

Legal Actions Group Beginning with a Ruling Effective Date: 08/31/2023

Legal Action Information		Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
<a href="#">edit</a>	<a href="#">delete</a>	08/31/2023	Ruling	Delinquency/Unruly	Rulings Received: Added as a Party to Case		<input type="checkbox"/>	
<a href="#">edit</a>	<a href="#">delete</a>	08/31/2023	Ruling	Delinquency/Unruly	Rulings Received: Adjudicated Dependent		<input type="checkbox"/>	

Legal Action:  Record Ruling [Add Action](#)

The **Ruling Information** screen appears.

5. In the **Date of Ruling** field, enter the appropriate date.
6. In the **Action Participant** field, select the appropriate person.
7. In the **Ruling Type** field, select the appropriate type from the drop-down list.
8. In the **Ruling(s) Received** field, select the appropriate value(s).
9. Click the **Add** button to move the value(s) to the **Selected Ruling Received** field.
10. Click the **Add Legal Status** button.

Ruling Information

Date of Ruling:\*

Action Participant:\*

Court Case Number:

Court ID Number:

Court Name:

Judge/Magistrate:

Court Address:

County:

Ruling Type:\*

Last Modified Date:

Journalized Date:

Ruling(s) Received:

Add

- Active Efforts (ICWA)
- Added as a Party to Case
- Adjudicated Abused
- Adjudicated Delinquent
- Adjudicated Dependent
- Adjudicated Deserted Child/Safe Hvn Baby
- Adjudicated Neglected
- Adjudicated Unruly

Selected Rulings Received:

Remove

Legal Status Information

Legal Status	Effective Date	Termination Date	Termination Reason
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[Add Legal Status](#)

# Correcting a Legal Status Linked to an Eligibility Determination

The **Legal Status Details** screen appears.

## Adding a Legal Status

1. Complete the fields, as required.
2. Click the **OK** button.

**Legal Status Details**

Agency:  
Athens County Children Services Board

Custody Episode Start Date: 06/23/2022 12:00:00 AM      Custody Episode End Date:

Most Recent Legal Guardianship:  
12/15/2020 - 06/23/2022

**Legal Status:** \* [dropdown]      **Effective Date:** \* [calendar icon]

**Effective Time:** [dropdown]      [dropdown]  
HH:MM      AM / PM

**Termination Reason:** [dropdown]      **Termination Date:** [calendar icon]

**Expiration Date:** [calendar icon]

**Secondary Termination Reason:** [dropdown]

Was this Custody Episode less than 24 hours?:  
 Yes    No    Not Answered

**Narrative**

[text area]      [✓ABC]      [3000]

[OK] [Cancel]

The **Ruling Information** screen appears displaying the **Legal Status Information** in the grid.

**Legal Status Information**

Legal Status	Effective Date	Termination Date	Termination Reason
Temporary Custody/Placement and Care	06/23/2022		terminate

[Add Legal Status]

[Appeal Information]

[Add Appeal / Objection]

**Jurisdiction Transfer Information**

Receiving Agency Name	Court Acceptance Date

[Associate Jurisdiction Transfer]

Ruling has been Created in Error

[Save] [Cancel]

## Correcting a Legal Status Linked to an Eligibility Determination

3. Click the **Save** button at the bottom of the screen.

The **Legal Actions** screen appears displaying a message that your data has been saved.



## Recreating the Eligibility / Reimbursability Record

To recreate a record after the Legal Status has been corrected, complete the following steps:

1. Navigate to the **Child Selection** screen using the steps previously discussed.
2. In the **Program Eligibility** section, click the **Edit** link in the appropriate row.



The **Eligibility Details** screen appears.

3. Complete the new (pending) eligibility record.
4. If the child is program eligible, complete reimbursability record(s) as needed.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov).