

SACWIS Functionality Overview Webinar for Payment Processing
Questions & Answers
Session Held 5/23/2013

Payment Processing

Q: If you have a group of payments you want to process, but you actually paid them on different days, do you need to go on separate rosters?

A: Yes, for auditing and reconciliation purposes. In SACWIS when you disburse the roster, the disburse date for the payments on the roster must reflect the date the payments were made by your county auditor. If multiple groups of payments are made on different dates then each group needs to be on a separate roster so that the disburse date for each roster reflects the date the group of payments were made. The Reimbursement Reconciliation report also reflects the disbursement date as well.

Q: Why do we need to have the paid date on the disbursement and not just put the end of the month?

A: State auditors will review payment disbursement dates to ensure that it matches the date paid by the county. The disbursement date also triggers the 23 month time period for reimbursement of the payment.

Q: We were told also we could use the date the bills go to our auditors, not just the date paid.

A: State auditors will review payment disbursement dates to ensure that it matches the date paid by the county. The disbursement date also triggers the 23 month time period for reimbursement of the payment.

Q: If you are claiming several different clothing, misc. items to have them all on one roster, say all purchased in May do the dates paid all have to be the same? I was under the impression that they do

A: Yes, the payments that are grouped on each roster must have the same disburse date.

SACWIS Functionality Overview Webinar for Payment Processing
Questions & Answers
Session Held 5/23/2013

Q: If a Payment Request Processing Report is requested (therefore can't request that report again until tomorrow), if changes are made to any child later that day (after the report has been requested), will this child's changes be reflected in the report as well, even though these changes were made after the report was requested?

A: Yes, if a change is made to information after the report is requested, but before the overnight batch runs, the changes will be picked up in the report.

Q: Should we enter a clothing expense in SACWIS even though we will not be reimbursed because the child is not IV-E?

A: Yes, the payment will display on the JFS 4280 report and will need to be entered in SACWIS in order to have the information accurately displayed.

Q: Would it be better to direct us to ensure that the disbursement date be on or after the actual date the auditor provides payment? Many counties batch process by month and "disburse" rosters, i.e., submit for reimbursement, monthly after a collection payments are made.

A: The disbursement date should be the date the auditor provided payment.

Q: How far back can we submit for miscellaneous reimbursement?

A: Any payment over 23 months old cannot be reimbursed.