Adding Payment Information for a Provider

Ohio SACWIS

Knowledge Base Article

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Ohio | **Department of Job and Family Services**

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Adding Payment Information for a Provider

Overview

This knowledge base article discusses how to add information regarding a payee, the payment method, and the payment effective date.

In Ohio SACWIS, the payment information for a private agency home will default to the payment information recorded for the associated network provider for foster care maintenance.

However, Child-Specific Provider Payment Information can be recorded when an adoption subsidy is received by the home directly from OAKS. The payment should then be routed to a unique address.

Adding Payment Information for a Provider

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Payment** tab. The **Navigation** menu appears.
3. Click the **Provider Payment Info** link. The **Provider Search** screen appears.
4. Click the **Provider Search** button.

The **Provider Profile Search Criteria** screen appears.

5. Enter filter criteria information in the appropriate fields.
6. Click the **Search** button.

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7. Click the **Select** link in the appropriate row.

	Provider Name / ID	Provider Status	Provider Category	Address
select		ACTIVE	HOME	

View Provider Type Information ∨

The **Provider Search** screen appears.

8. To establish a default payment information record for a provider, click the **Add Payment Information** button.

Important: The **Default Provider Payment Information** will be used for all FCM, AA, and SAMS payments issued to the provider. Payments made for purchased care services will be issued using the Provider Payment Information associated with the network provider.

9. If the payment information is for a child receiving an adoption subsidy, select the child's name from the **Child** field drop-down list. (Also see **Important Information** on the next page for additional instructions.)
10. Then, click the **Add Payment Information** button.

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State Provider Repayment Plan

Maintain Payment Information

Filter:
[Active ⌄]

Default Provider Payment Information

	Payee Name	Payment Method	Payment Address	Effective Date	End Date	Created Date	
	To add Provider Payment Information, click "Add Payment Information" below.						

Add Payment Information

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

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Important Information: Child-Specific Provider Payment Information is only used for adoption subsidy payments and is optional. The **Child** field drop-down list displays the name and date-of-birth for any children who have adoption subsidy records which are linked to that provider and are "owned" by the agency associated with the logged-in worker.

If a child's provider payment information record is active, the payee information associated with the child's record will be used for the adoption subsidy payments, regardless of if an active default provider payment information also exists for the provider. If no child specific provider payment record exists, the active default payment information record (if one exists) will be used for the adoption subsidy payments.

There is no need to establish a child-specific payment information record if the payee information for the provider is the same as the default provider payment information.

A child-specific payment information record can be established if a special account (different from the payment method or account information established by the default provider payment information record) has been set up for the child and a direct deposit is desired for that separate account.

Child-specific provider payment information can also be established if the payee for the child's subsidy is different from that of the default record, such as in the case of a separation or divorce and the children resides with different adoptive parents.

11. In the **Payee Name** field, enter the appropriate name.

12. In the **Payment Method** field, select the method from the drop-down list.

Important: When **Check** is selected, the payee name will print on the check exactly as it has been entered in the **Payee Name** field.

13. If the **Effective Date** field, select the appropriate date.

14. In the **Payments Delivered to Address** section, click the radio button next to the appropriate address (if more than one appears).

15. If the correct address does not appear in the grid, click the **Address Search** button and complete a search for the desired payee address.

Important: These addresses are generated from the current, non-end-dated addresses listed on the provider's record.

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16. When complete, click the **Save** button.

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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