Determining Bridges Eligibility and Reimbursability

Knowledge Base Article

Table of Contents

Ohio | Department of Job and Family Services

Overview

This document outlines the process of determining Bridges eligibility and reimbursability in Ohio SACWIS. Prior to completing the steps listed in this document, please ensure you have entered a completed housing record if one exists and any court rulings that have been obtained. These should be entered in the case module of Ohio SACWIS.

Security Requirements

The following Ohio SACWIS security user group is needed for this functionality:

> **Bridges Fiscal Worker** – This will permit the worker to add and edit eligibility and reimbursability records. The eligibility record will need to be routed to the appropriate state worker for final approval upon completion.

Determining Eligibility

From the Ohio SACWIS Home Page:

1. Click the **Financial** tab.
2. Click **Eligibility**.
3. Click **Eligibility/Reimbursability** on the navigation pane.

Important: Bridges eligibility can be determined without a pre-existing housing record. However, until the housing record is completed, the eligibility determination will be, "No."

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Determining Bridges Eligibility and Reimbursability

The **Person Selection** screen appears.

1. Click **Person Search**.

Note: If you know the **Person ID** number:

- Enter the number into the **Person ID** box.
- Click **Go**.

If you do not know the Person ID number:

2. Click, **Person Search** on the **Person Selection** screen.

The **Search For Person** screen appears.

3. Enter **Search Criteria**.
4. Click **Search**.

Ohio Department of Job and Family Services

The **Person Search Results** grid appears.

   5. Click, **select**, in the appropriate row.

		Person Name / ID	Address	Gender	(Age) DOB	Active Case
(select)		Lane, Lois / 12345678	123 Clark Drive, Sunny OH 12345	Female	(2) 01/01/2021	Yes

Person Search Results

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

☐ Include only active case members

Related Persons ⌄

The **Program Eligibility and Program Reimbursability** grids appear, indicating whether there are any existing records for the Person. If you need to add an eligibility record, follow the steps below:

1. Select the **Determination Type** from the dropdown within the **Program Eligibility** grid. This can include one of the following:
    a. **Initial** – This option will be available if an eligibility record does not exist for the most recent custody episode for the person. The system should create an initial pending record with the custody episode's start date as the effective date once the young adult enters care and placement.
    b. **Ongoing** – This option will be available if ALL conditions below exist:
        i. A completed initial eligibility record exists for the most recent Bridges custody episode.
        ii. A pending eligibility record DOES NOT exist for the most recent custody episode.

        Note: The system will automatically create an ongoing eligibility record when the Best Interest ruling is due. Workers can also manually create this record if needed.

2. Click **Add Eligibility**.

    Note: You can click the **legal status history** link in the **Person Selection** grid to view information in the **Legal Custody Episode & Status Information** grid.

    Important: The young adult's name, in the graphic below, is a hyperlink that will take you to the Person record; on the Person record, you can make any necessary changes before you proceed (e.g., adding resources for the eligibility determination)

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Determining Bridges Eligibility and Reimbursability

The **Eligibility Details** screen appears. The steps for the next series of screens will provide the elements needed for the person's eligibility determination.

3. Provide the required information (denoted with a red asterisk) in the **Eligibility Details** grid.
4. If applicable, ensure a **Housing Record** exists for the person in the case module of Ohio SACWIS.
5. If applicable, ensure you have recorded **Best Interest** and **Reasonable Efforts** rulings for the person in the case module of Ohio SACWIS.
6. Ensure the **Effective Date** and **Eligibility Month** fields are correct if they have populated based on the young adult entering care and placement or enter/revise them accordingly.
7. Click, **View Requirements 1 to 7**.

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Determining Bridges Eligibility and Reimbursability

Eligibility Details

Eligibility Month: *
11/2021

Effective Date: *
11/01/2021

Termination Date:

Initial Program Eligibility

Initial Removal and corresponding placement exists.   YES

Removal Date:
11/01/2021

Requirements 1 to 7

View / Update Requirements 1 to 7

1. The child is a citizen or a qualified alien.	YES
2. Legal responsibility was obtained.	YES
3. Best Interest was obtained in the appropriate time frame.	YES
4. Reasonable Efforts were obtained in the appropriate time frame.	YES
5. The child met the age requirement.	YES
6. The child was living with the specified relative within the eligibility month or in the previous six months.	YES
7. The child met the deprivation requirement.	YES

The **Requirements 1 to 7** grid appears.

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Completing Requirements 1 to 7

1. Select **Yes** or **No** from the dropdown for **U.S. Citizen** to complete **Requirement 1**.

    Note: If the answer is, **No**, complete the **Qualified Alien Worksheet**.

2. Verify that **Requirements 2 through 4** have populated the correct **Legal Status, Best Interest Statement,** and **Reasonable Efforts Statement**, respectively, from the person's case.

3. Select the appropriate **Age Eligibility** option, and document **How Verified** in the text box to complete **Requirement 5**.

4. For **Requirement 6**, verify the **Specified Relative**.

    Note: verify the date that populates is accurate based on when the young adult voluntarily entered the Bridges program.

5. For **Requirement 7**, Click **Deprivation Type**, Select a **Deprivation Type** from the drop-down menu, Select **Which Parent** for whom the deprivation type applies. Document **How Verified** in the text box.

6. Click, **Save**.

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Removal Information

Removal Date:
11/01/2021

Removal Circumstances:
PCSA received custody

Primary Caretaker:

Secondary Caretaker:

Requirements 1 to 7

Citizenship Information - Requirement 1

U.S. Citizen:
Yes

Birth City, State, Country:

⚠ Birth City, State and/or Country need to be entered on the Person.

Test, Adult

Legal Responsibility - Requirement 2

Agency Legal Status:
Ex-parte

Effective Date:
11/01/2021

Termination Date:
11/02/2021

Best Interest - Requirement 3

Best Interest:
Best Interest Received

Ruling Date:
11/01/2021

Ruling Received:
Best Interest

Ruling Type:
Custody

Reasonable Efforts - Requirement 4

Reasonable Efforts:
Reasonable Efforts Received

Ruling Date:
11/01/2021

Ruling Received:
RE to Prevent Removal - Initial

Ruling Type:
Custody

Age Eligibility - Requirement 5

Eligibility Month:
11/2021

DOB:
10/31/2008

Child's Age at the time of Removal:
13 years, 1 months

Age Eligibility:
Child under 18 during eligibility month

How Verified: *

Birth Certificate

✔ ABC

3983

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Living with Specified Relative - Requirement 6

Was the child removed from a specified relative? ⓘ

Yes ▾

Name of Relative:

Change Specified Relative

Relationship to Child:
Biological Mother

Update Relationship

Did the child live with the specified relative in the eligibility month or any one of the preceding six months?

Yes ▾

How Verified:

Case Worker

✔ ABC

3989

Deprivation - Requirement 7

Deprivation Type: *

Continued Absence from the Removal Home ▾

Which Parent: *

Father ▾

How Verified: *

OIES

✔ ABC

3996

The **Eligibility Details** screen appears.

> **Note**: The **Effective Date** and **Eligibility Month** have been saved. The word "**Yes**" now displays beside **Completed housing record exists**, and for **Requirements 1 to 7**. The response to the existence of a completed housing record, and/or to the status of any Requirements, may be, "**No**," under other circumstances). Additionally, the **Determine Eligibility** button now displays near the bottom of the screen.

7. Click, **View Requirements 8 to 9**.

The **Requirements 8 to 9** grid appears.

Completing Requirements 8 to 9

For requirement 8, Click **SFU Information**

The screen expands, listing the young adult in the **Available Case Members** grid.

> **Note:** The young adult has been automatically added as the only member in the **SFU Members** grid. This will add the young adult for inclusion in the **Needs Standard Summary** – Requirement 9.

Standard Filing Unit (SFU) Members - Requirement 8

Available Case Members

Person	Relationship to Child	Receives SSI/FCM/AA	Worksheet Completed
Test, Adult Male Age 30, DOB:	Non-Relative	No	
Test, Child Female Age 14, DOB:	Self	No	

Add SFU Member

SFU Members

Name / ID	Relationship to Child	Address	Income Verified	Resource Verified	Expense Verified	
Test, Adult	Biological Mother	Unknown Address	Verified	Verified	Verified	
Test, Self	Self	Unknown Address	Verified	Verified	Verified	

> **Important**: Clicking the **edit** link next to the name of the young adult will take you to the **Person Profile** where income, resource, and expense information (and other items) can be updated, if necessary.

Once the young adult's addition as an **SFU Member** has been confirmed:

1. For **Requirement 9**, the **Needs Standard Summary** will appear showing Need Standard Budget.

Needs Standard Summary - Requirment 9

Need Summary	Result
	$0.00
Stepparent Budget	$0.00
Minor Parent Living with Parent(s) Budget	$0.00
Undocumented Alien Parent(s) Budget	$0.00
Alien Parent(s) Sponsors Income Budget	$0.00
Intentional Program Violation Budget	$0.00
Total SFU Members	1
Total Countable Income	$0.00
185% Need Standard Test	
Need Standard Based on SFU Members	$1,046.00
Does the child meet the 185% Need Standard?	Yes
100% Need Standard Test	
Need Standard Based on SFU Members	$566.00
Does the child meet the 100% Need Standard?	Yes

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Determining Bridges Eligibility and Reimbursability

A link for the **Income/Resource Summary** worksheet appears below budget grid.

2. Click the link titled, **Income/Resource Summary**.

Budget Worksheets

1. Income/Resource Summary
2. Alien Sponsor Worksheet
3. Intentional Program Violation (IPV)

4. Minor Parent living with Parent(s)
5. Stepparent
6. Undocumented Alien

The **Income and Resources Summary Worksheet Search Criteria** screen appears.

> **Note**: The young adult's name has automatically been added as the **SFU Member**.

NAME / ID:	AGE, DOB:	CASE ID:
Test, Child / 12345678	16, 08/04/2006	12345

Income and Resources Summary Worksheet Search Criteria

SFU Member: *
Test, Adult - All Verified

Eligibility Month/Year:
01/2023

The **Income and Resources Summary** grid appears.

3. Review the **Resources**, **Expenses**, and **Income Summary** grids to be certain information has correctly populated from the Person record.
4. If the record is correct, select the **Verified** option from each drop-down menu.
5. Click, **Calculate**.
6. In the **Reasons for not including** text box, enter the following text when not including income: **Child only case**, **income not considered**.
7. Click, **Save**.

Resources Summary

Type	Amount (Subtract Lien Amount)	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Total Resources	$0.00	$0.00		$0.00		Verified

Expenses Summary

Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Total Expenses	$0.00	$0.00		$0.00		Verified

Income Summary

Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Total Earned Income	$0.00	$0.00		$0.00		
Total Unearned Income	$0.00	$0.00		$0.00		
Total Income	$0.00	$0.00	$0.00	$0.00		Verified

Calculate

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Last Revised: 09/20/2023

The **Requirements 7 to 9** grid appears.

8. Click, **Save**

The **Eligibility Details** screen appears.

1. Verify that all **Yes** or **No** responses are accurate based on the previous steps.
2. Click, **Determine Eligibility**.

Initial Program Eligibility	
Initial Removal and corresponding placement exists.	**YES**
Removal Date: 01/25/2023	
Requirements 1 to 7	
View / Update Requirements 1 to 7	
1. The child is a citizen or a qualified alien.	**YES**
2. Legal responsibility was obtained.	**YES**
3. Best Interest was obtained in the appropriate time frame.	**YES**
4. Reasonable Efforts were obtained in the appropriate time frame.	**YES**
5. The child met the age requirement.	**YES**
6. The child was living with the specified relative within the eligibility month or in the previous six months.	**YES**
7. The child met the deprivation requirement.	**YES**
Requirements 8 and 9	
View / Update Requirements 8 and 9	
8. The resources available to the SFU were equal to or less than $10,000.	**YES**
9. The income available to the child was less than the July 1996 ADC need standard.	**YES**

The **Eligibility Details** screen appears, displaying the eligibility determination. Click, **Process Approval.**

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The **Process Approval** screen appears.

1. Make a selection from the **Action** drop-down menu.
2. Make a selection from the **Agency** drop-down menu. For Bridges young adults, this will be the **Ohio Department of Job and Family Services** unless otherwise instructed.
3. Make a selection from the **Reviewers/Approvers** drop-down menu.
4. Click, **Save**.

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The **Program Eligibility** and **Program Reimbursability** history grids appear.

> **Note**: After final approval of an initial eligibility record, the system will create a pending initial reimbursability record. If this record is not created, or deleted for any reason, a new record can be added by entering the **Effective Date** and clicking the **Add Reimbursability** button.

	Reimbursability Type	**Status**	**IV-E Reimbursable**	**Effective Date**	**End Date**	
view	Annual Reasonable Efforts	Complete	Yes	05/10/2023		
view	Placement	Complete	Yes	05/09/2023	05/09/2023	
view	Placement	Complete	Yes	04/25/2023	05/08/2023	
view	Initial	Complete	Yes	01/25/2023	04/24/2023	

Program Reimbursability

Initial Eligibility from 01/25/2023 - Present ^

Effective Date:

End Date:

Add Reimbursability

Determining Reimbursability

From the Ohio SACWIS Home Page:

1. Navigate to the **Program Eligibility** and **Program Reimbursability** history screen based on the steps above.
2. Click the **edit** link next to the word, **Initial**, in the Program Reimbursability grid.

Determining Bridges Eligibility and Reimbursability

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	
edit	Initial	Complete	Yes	01/25/2023		📄

Program Reimbursability

Initial Eligibility from 01/25/2023 - Present ⌃

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date		
view	Annual Reasonable Efforts	Complete	Yes	05/10/2023		📄	🗑
view	Placement	Complete	Yes	05/09/2023	05/09/2023	📄	🗑
view	Placement	Complete	Yes	04/25/2023	05/08/2023	📄	🗑
edit	Initial	Pending	Yes	01/25/2023	04/24/2023	📄	🗑

The **Initial Reimbursability Screen** appears.

1. Verify that the **housing information** is correct within the **Initial Reimbursability grid**.

   > **Note:** The child must be **placed in a reimbursable housing type** for **Reimbursability** to be **Yes**.

2. Verify that the child's countable income was less than the cost of care paid by your agency. This can be reviewed by clicking the **Income/Resource Summary** link within the Worksheets grid.

   > **Note:** The young adult's countable income cannot exceed this amount for **Reimbursability** to be "**Yes**."

3. Click the **Determine Reimbursability** button.

Determining Bridges Eligibility and Reimbursability

Initial Reimbursability

Program Eligible Date:
01/25/2023

Effective Date:
01/25/2023

End Date:
04/24/2023

Child's Placement

Was the child placed in a reimbursable setting as of the Effective Date?   **YES**

Placement Provider:

Service Type:
Treatment Foster Home Special Needs

License Date:
10/27/2021

Licensed/Certified Placement:
Yes

Placement Begin Date:
01/25/2023

Placement End Date:
04/25/2023

View Service Authorization

Income/Cost of Care

Was the child's countable income less than the cost of care paid by the agency?   **YES**

Worksheets

Income / Resource Summary
Child's Need

Override Reimbursability

☐ Child should not be reimbursable

Comments:

✔ ABC   4000

IV-E Reimbursable: Not Determined

Determine Reimbursability

Important: You have the ability to override reimbursability if the young adult should not be reimbursable, (i.e., if Ohio SACWIS displays a determination of 'Yes' when it really should be 'No'), by selecting the checkbox within the **Override Reimbursability** section below. Document your reason in the comment box.

The **Initial Reimbursability** grid appears, displaying the reimbursability decision.

1. Once your determination has been made, click the **Save** button.

The following message appears:

2. Click **Ok**.

Determining Bridges Eligibility and Reimbursability

The **Program Reimbursability** history screen appears. The reimbursability record is now marked, **Complete**.

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
view	Placement	Complete	Yes	05/09/2023	05/09/2023	📄🗑
view	Placement	Complete	Yes	04/25/2023	05/08/2023	📄🗑
view	Initial	Complete	Yes	01/25/2023	04/24/2023	📄🗑

Program Reimbursability — Initial Eligibility from 01/25/2023 - Present ∧

Important: With the exception of the annual reasonable efforts criterion, the program reimbursability steps outlined above are also applicable to **Continued Reimbursability** records. If the **Continued Reimbursability** record is the result of an Ongoing Eligibility Determination, then the system will create a pending reimbursability record. However, the user can also manually add a **Continued Reimbursability** record by entering the **Effective Date** and clicking, **Add Reimbursability**.

The **Continued Reimbursability** screen appears.

Program Reimbursability — Initial Eligibility from 01/25/2023 - Present ∧

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
view	Annual Reasonable Efforts	Complete	Yes	05/10/2023		📄🗑
view	Placement	Complete	Yes	05/09/2023	05/09/2023	📄🗑
view	Placement	Complete	Yes	04/25/2023	05/08/2023	📄🗑
view	Initial	Complete	Yes	01/25/2023	04/24/2023	📄🗑

Effective Date: [   ] 📅   End Date: [   ] 📅   **Add Reimbursability**

Determining Continued Reimbursability

The **Continued Reimbursability** grid appears.

> **Note:** The system will create a pending **Annual Reasonable Efforts** reimbursability record when one is due and has not been created.

> **Important:** Reimbursability will stop if the user does not complete the pending **Annual Reasonable Efforts** determination timely.

1. Make a selection from the **Reason** drop-down menu.

2. Ensure all **Housing** information is correct.

   Note: The child must be in a reimbursable housing type and the reasonable efforts requirement must be satisfied for the determination to be, Yes.

3. Click the **Determine Reimbursability** button.

Determining Bridges Eligibility and Reimbursability

Continued Reimbursability

Reason: [dropdown]   Effective Date: End Date:
                                    05/01/2023

Child's Placement

Was the child is placed in a reimbursable setting as of the Effective Date?   **YES**

Placement Provider: Service Type:
                                                 Treatment Foster Home Special Needs

License Date: Licensed/Certified Placement:
10/27/2021   Yes

Placement Begin Date: Placement End Date:
11/01/2021

View Service Authorization

Annual Reasonable Efforts

Were the Annual Reasonable Efforts to finalize the Permanency Plan obtained in the appropriate time frame?   **YES**

Ruling Date: Ruling Received: Ruling Type:
02/21/2023   RE to Finalize Permanency Plan - Subsequent   Permanent Custody

Override Reimbursability

☐ Child should not be reimburseable

Comments:

[✔ ABC]   [4000]

IV-E Reimbursable: **Not Determined**

[Determine Reimbursability]

The **Continued Reimbursability** screen appears, displaying the determination.

IV-E Reimbursable: **Yes**

[Determine Reimbursability]

Created By: Created Date:

Modified By: Modified Date:

[Save] [Cancel]

Click, **Save**

The follow message appears. Click the **Ok** button.

sacwis-uat.jfs.ohio.gov says

Reimbursability has been determined for the child. Saving the record
will freeze the record from further updates. OK or Cancel?

OK   Cancel

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