Entering Client Benefits in SACWIS

Knowledge Base Article

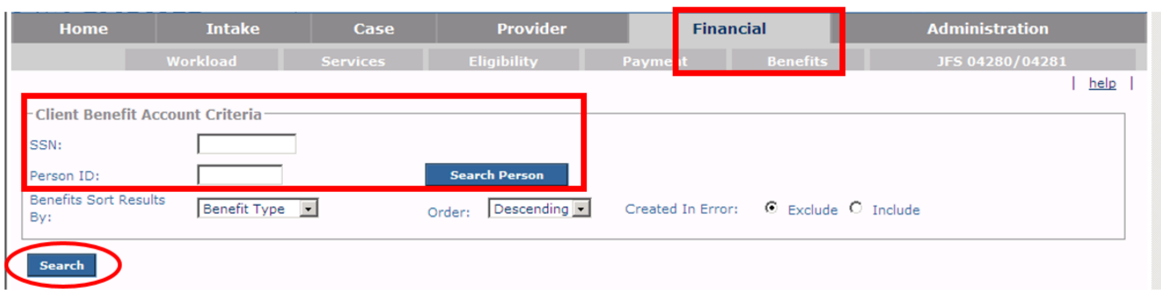
Entering Client Benefits in SACWIS

Overview

Agencies can record benefits received on behalf of a child while the agency is responsible for the child's placement and care. This article provides step-by-step instruction for entering those benefits in SACWIS.

Navigating to the Screen

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Benefits** tab. The **Client Benefit Account Criteria** screen appears.
3. In the **Person ID** field, enter the appropriate ID number.
4. Or, use the **Search Person** button or **SSN** field to locate the child.
5. Click the **Search** button.



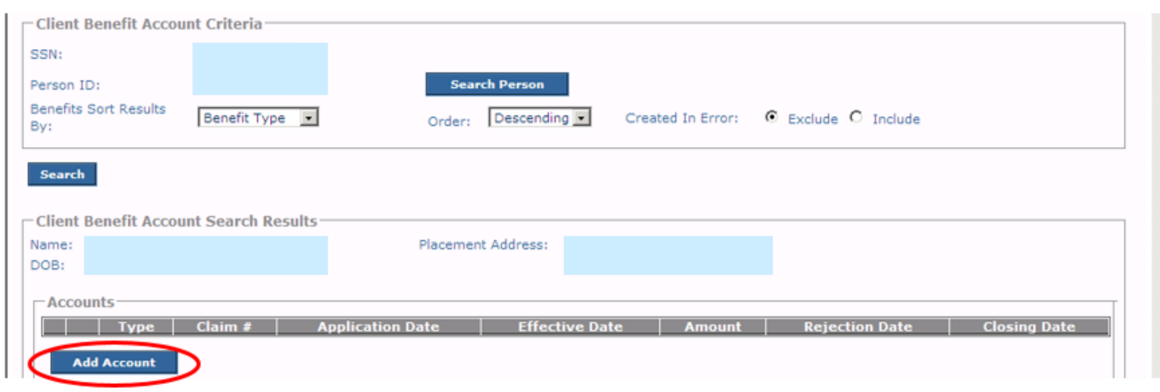
The results appear in the **Client Benefit Account Search Results** section.

Adding an Account

Important: The benefit type of: "SSI in excess of FCM." has been added to allow agencies to record the receipt of SSI funds that are in excess of the Foster Care Maintenance amount.

The only time you will set up an account is when you are making an application for the child's benefits or when the child is already in receipt of benefits.

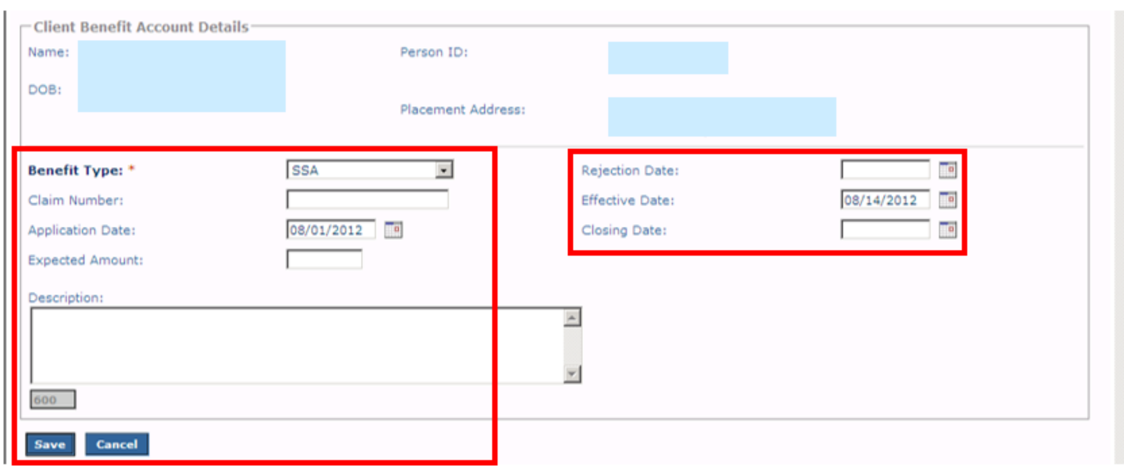
1. If the child has no benefits, click the **Add Accout** button.



The **Client Benefit Account Details** screen appears.

2. In the **Benefit Type** field, select the appropriate benefit from the drop-down list.
3. If applying for benefits, enter a date in the **Application Date** field.
4. If you know the amount expected, enter the number in the **Expected Amount** field.
5. If the child is already in receipt of benefits, enter a date in the **Effective Date** field.
   - The effective date is the date when the agency will begin receiving the benefits.
   - When adding an account, you must enter an effective date or the **Add Benefit** link will not appear in the grid once the record is saved.

6. If an application for benefits was made but the benefits were rejected, enter the date in the **Rejection Date** field.
7. If the child is in receipt of benefits but the benefits are ending, enter a date in the **Closing Date** field.
8. If needed, enter comments in the **Description** field.
9. Click the **Save** button.



Important: If the child already has benefits, click the **Edit** link the in appropriate grid row and update the fields as discussed above.

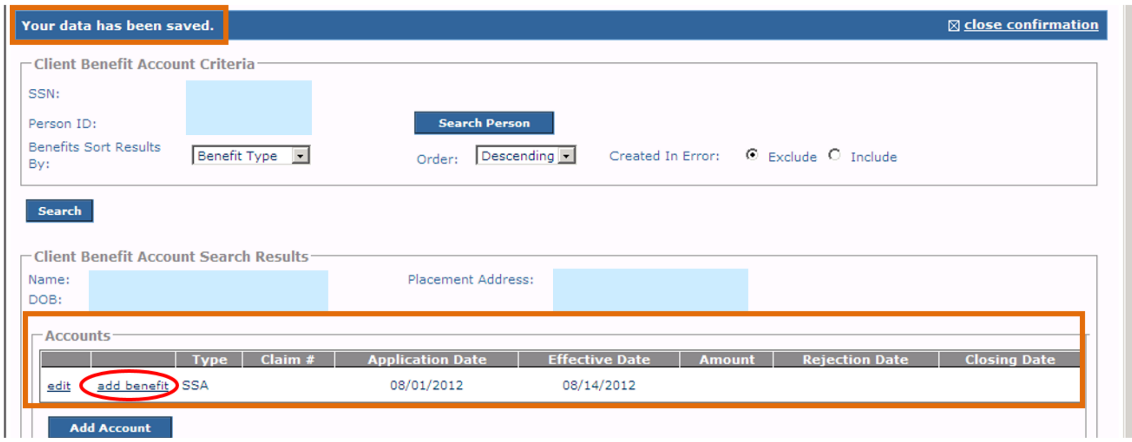
Entering Client Benefits in SACWIS

As shown in gold, the **Client Benefit Account Criteria** screen appears displaying information in the grid along with a message that your data has been saved.

Important: If an effective date was added on the previous screen, the **Add Benefit** link appears in the grid.

Adding Benefit Details

1. Click the **Add Benefit** link.



The **Client Benefit Details** screen appears.

2. In the **Payment Type** field, enter the appropriate type.

Note: The system defaults to **Check**, but it can be changed.

3. In the **Payment Number** field, enter the appropriate number.
4. In the **Pay Date** field, enter the appropriate date.

Note: The pay date is the date of the payment.

5. In the **Total Amount** field, enter the total amount of the benefit.
6. In the **Benefit Payment Begin Date** field and **Benefit Payment End Date** field, the system defaults to the current month, but the dates can be changed.

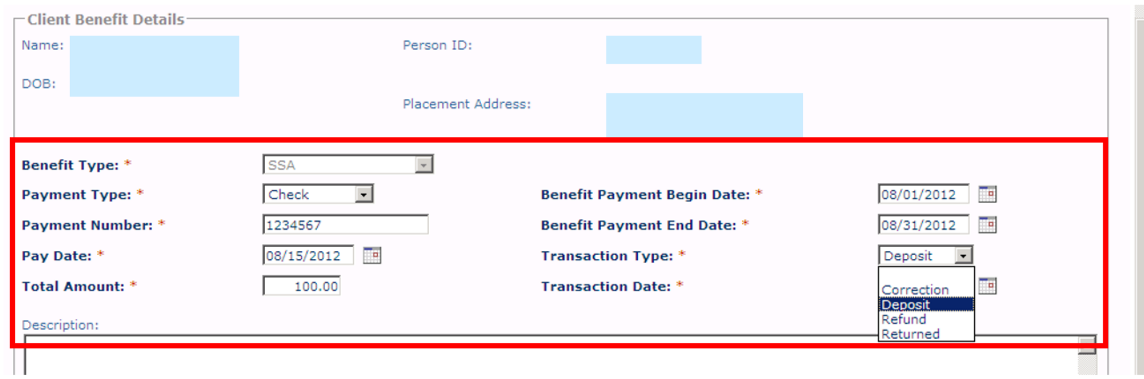
Note: The begin date and end date entered here are what the system uses for reimbursement calculations.

7. The **Transaction Type** field defaults to **Deposit** but it can be changed.

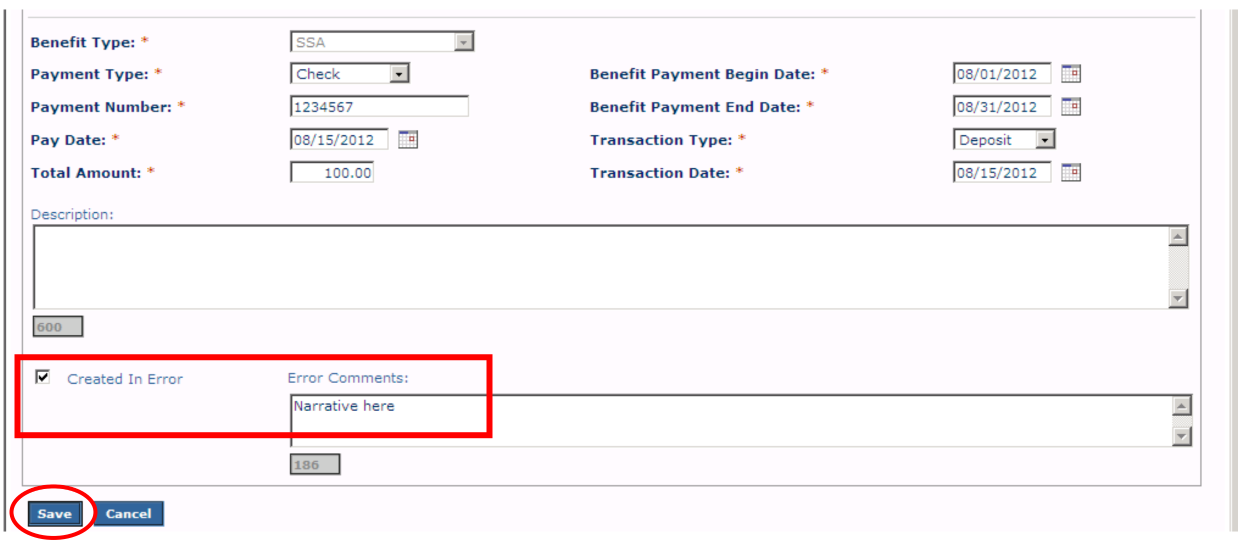
Note: If **Deposit** or **Correction** is selected, the system considers those positive dollar values. If **Return** or **Refund** is selected, the system considers those negative dollar values and displays them as a negative dollar value.

8. In the **Transaction Date** field, enter the appropriate date.

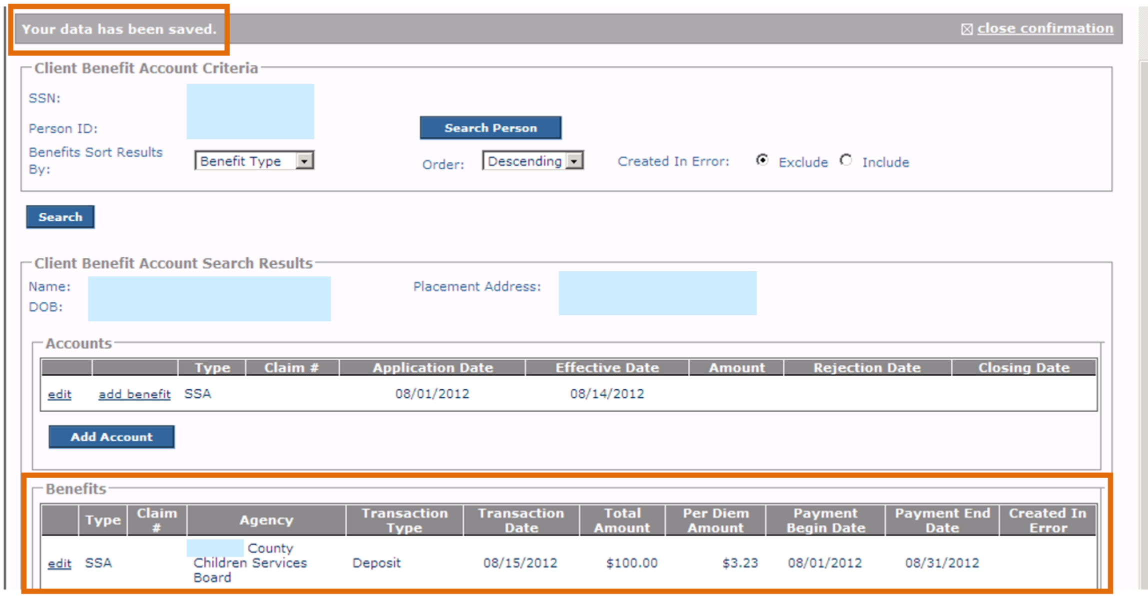
Note: The transaction date is the date that the transaction is being entered into SACWIS.



9. If the benefit was created in error, mark the **Created In Error** check box.
   - If you check the box, you must enter content in the **Error Comments** field.
   - When you mark a record created in error, SACWIS removes it from the grid unless you click the **Include Created in Error** radio button and then the **Search** button. (See the **Filtering Client Benefit Information** sub-section for more information.)
   - Once a benefit is saved, it can't be deleted. It can only be marked created in error.
10. When complete, click the **Save** button.



The information appears in the **Benefits** grid (**Client Benefit Account Criteria** screen), along with a message that your data has been saved.



Filtering Client Benefit Information

Using the fields near the top of the **Client Benefit Account Criteria** screen, SACWIS allows you to filter client benefit information in different ways.

If you filter by type, the system displays all of the payments by the first selected type and then all of the payments by the second selected type. For example, all of the payments associated with child support appear first, followed by all of the payments associated to SSI.

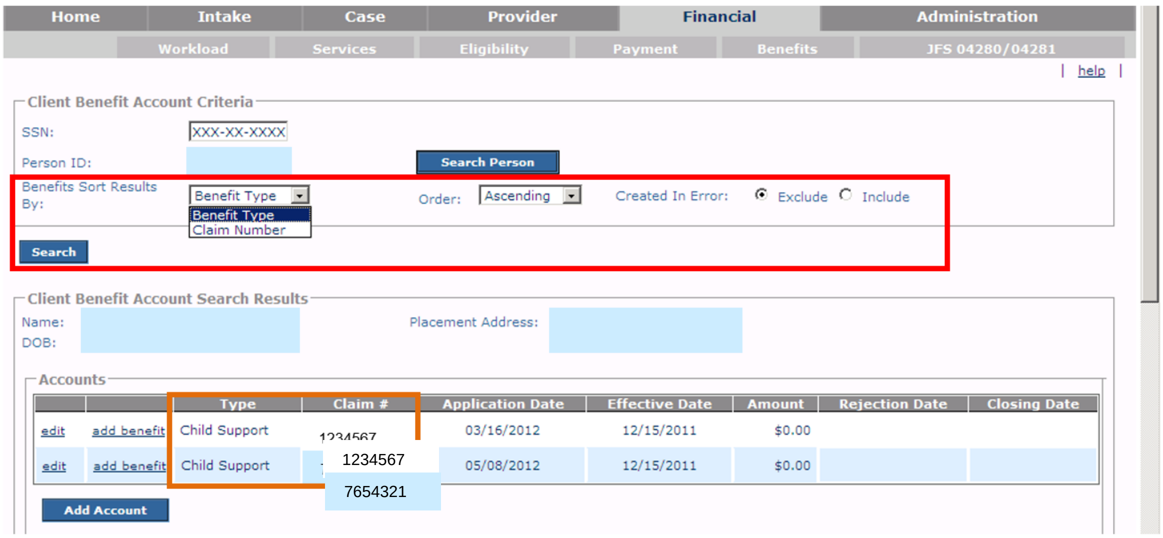
If you filter by claim number, all of the payments associated with the first claim number display; then all of the payments associated with the second claim number display.

You can also filter by order, such as ascending or descending (default).

To include the Created in Error records in your search results, click the **Include Created in Error** radio button. You can also exclude those records (default). Once filtered, the system displays a **Yes** in the **Created In Error** column as shown here.

If you do not apply any filter, the system sorts by payment begin and end date in descending order, not by type.

1. Use the appropriate sort fields at the top of the screen to view client benefits.
2. Click the **Search** button.



As shown in gold, this screen displays two different claim numbers for child support.

Calculating Client Benefits

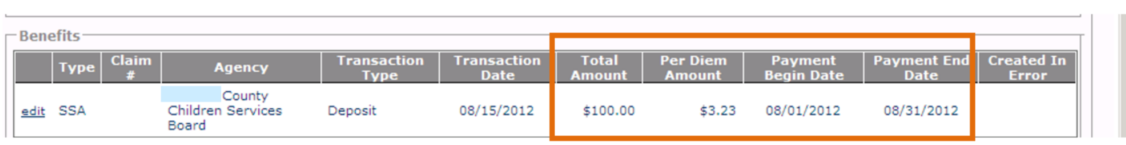
Below are some examples of how the system calculates client benefits:

Reminder: Once a benefit is saved, it can only be marked created it in error, not deleted.

Per Diem Rate

To determine the per diem rate, the system takes the total payment amount ($100) and divides it by the number of days between the payment begin and end date ($100 / by 31 days).

The screen displays $3.23 (the rounded amount), but the actual system calculation takes the number out six decimal places to 3.225806.



Reimbursements

When the system calculates benefits for the reimbursement process, it uses the following business rules. If the benefit type is:

Child Support: No offset occurs in SACWIS (The offset takes place by the child support agency.)

SSI: SACWIS does not reimburse maintenance, but does reimburse admin.

Parental Contribution, SSA, Stipend, or Veterans Benefits: SACWIS subtracts the daily benefit amount from the maintenance per diem. The amount is then multiplied by the number of reimburseable days in the claim period. That result is then multiplied by the FMAP rate in effect for the claim period.

Here is an example of how SACWIS determines a reimbursement rate:

Total Maintenance Paid = $765.00

Divided by Number of Days in Claim Period = 30 (the maintenance amount = $25.50)

Take the $25.50 maintenance amount and subtract the per diem benefit amount (18.266666).

The result equals 7.233334.

Take 7.233334 multiplied by the number of reimbursable days (30) = 217.

Then take 217 multiplied by the FMAP for the claim period (in this example it's .6415) which is the total maintenance reimbursement after all benefits have been applied equals the total maintenance amount reimbursed $139.21.

> **Note:** The example in gold was typed into the report and will not appear on your report:

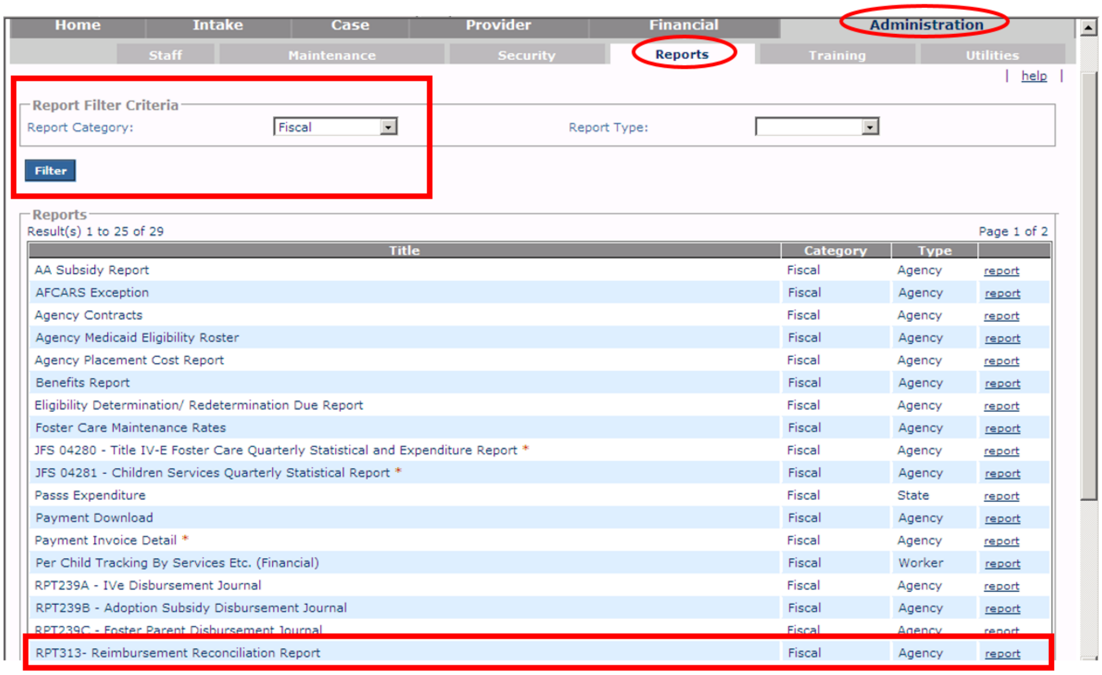
8	Comment	Total Paid	Maintenai	Admin. Cc	Total Othe	Total Paid Amount	Reimbursed U	Total Reimbu	Total Rein	Training I\	Training I\	Training S	Stimul
9		30	$765.00	$0.00	$0.00	$765.00	30	$139.21	$0.00	$0.00	$0.00	$0.00	$0.
10	null	30	$765.00	$0.00	$0.00	$765.00	30	$139.21	$0.00	$0.00	$0.00	$0.00	$0.
11													
12						maint per diem	25.5						
13						per diem benefit amt	18.266666						
14						maint less benefit	7.233334						
15						diff X # reimbursable days	217.00002						
16						FMAP rate for claim period	0.6415						
17						total amt reimbursed	$139.21						
18													

Viewing a Reimbursement Reconciliation (313) Report

Note: Refer to the **Running a Reimbursement Reconciliation (313) Report** Knowledge Base Article for additional information.

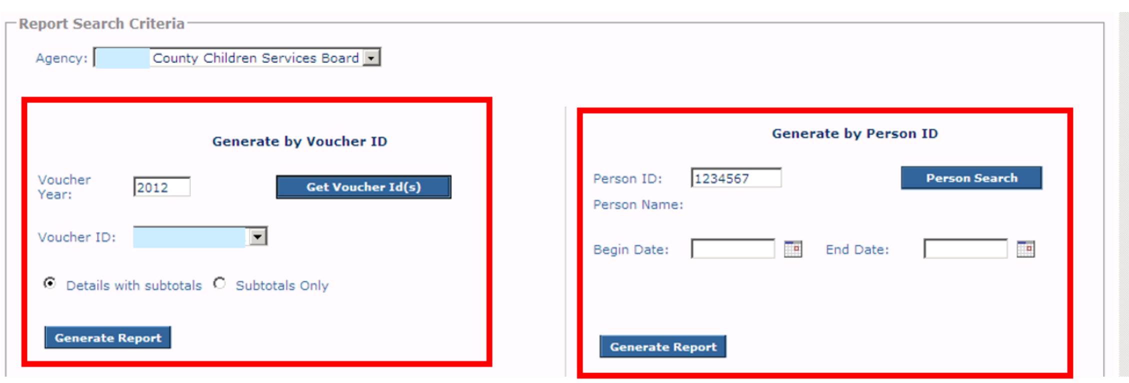
1. On the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Filter Criteria** screen appears.
3. In the **Report Category** field, select **Fiscal**.

4. Click the **Filter** button.
5. Click the **RPT313 – Reimbursement Reconciliation Report** link.

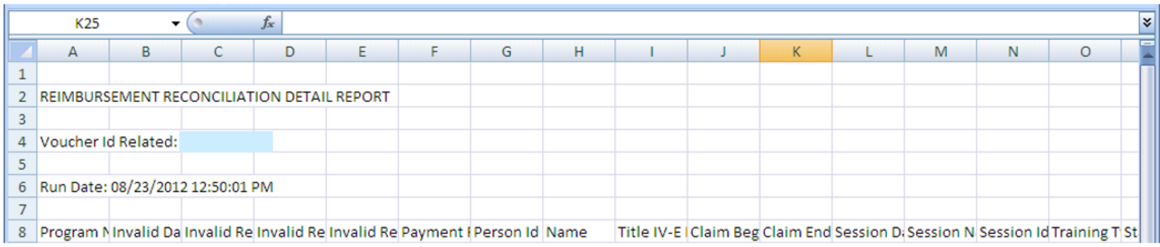


The **Report Search Criteria** screen appears.

6. Complete the fields as needed.
7. Click the **Generate Report** button.



The selected report appears displaying the **Reimbursement Reconciliation Detail Report** appears in an Excel spreadsheet.



If you need additional assistance, please contact the help desk.