

Correcting Reimbursability Records

Only users who have a **Reimbursability Specialist** security profile can correct reimbursability records in SACWIS.

Once a reimbursability record has been deleted, one or more records can be inserted for that time period. This will allow you to make changes only during a specified time period, rather than deleting all reimbursability records from that time through the most recent record.

To correct a reimbursability record, complete the following steps:

Navigating to the Child Selection Screen

1. From the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Eligibility** tab.
3. Select the **Eligibility/Reimbursability** link. The **Child Selection** screen appears.
4. Click the **Person Search** button to locate the child whose eligibility you want to view.
5. Or, if you know the child's Person ID, you can enter the number in the **Person ID** field and click the **Go** button.



The child's eligibility and reimbursability history information appears as shown below.

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Deleting a Reimbursability Record

Important: SACWIS may generate **annual redetermination records** and **reasonable efforts records** on the same date. When this occurs, you can delete one of these records using the following steps and then complete the other one.

1. To delete a record, in the **Program Reimbursability** section, click the **Delete** link in the appropriate row.

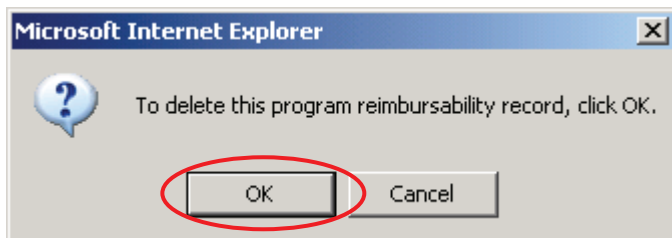
The screenshot shows the SACWIS interface for Program Reimbursability. On the left is a navigation menu with options like 'CRIS-E Inquiry', 'Eligibility/Reimbursability', 'Adoption Subsidy', 'Medicaid Eligibility', 'CRIS-E Inquiry History', 'Medicaid Mailing Info', and 'Medicaid Card History'. The main area is divided into sections: 'Child Selection' with a search bar, 'Program Eligibility' with a table of determinations, and 'Program Reimbursability' with a table of reimbursement records. The 'Program Reimbursability' table has columns: Reimbursability Type, Status, IV-E Reimbursable, Effective Date, and End Date. The 'Initial Eligibility from' row is expanded, showing a list of records. The 'delete' link in the last row of this list is highlighted with a red box.

Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
Initial Eligibility from					
view Placement	Complete	No		12/28/2011	delete
view Annual Redetermination	Complete	Yes		06/29/2011	delete
view Annual Redetermination	Complete	Yes		06/25/2011	delete
view Annual Redetermination	Complete	Yes		06/25/2010	delete
view Annual Reasonable Efforts	Complete	Yes		06/25/2009	delete
view Annual Redetermination	Complete	Yes		06/24/2009	delete
view Initial	Complete	Yes		06/25/2008	delete

A message appears asking if you want to delete the record.

2. Click the **OK** button.

Note: Or, click the **Cancel** button to return to the previous screen.



The selected reimbursability record is now deleted.

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Creating a Reimbursability Record

Once a record has been deleted, you can create one (or multiple) reimbursability records to replace it. To create a new record, complete the following steps:

1. On the **Child Selection** screen, enter a date in the **Effective Date** field near the bottom of the screen.
2. In the **End Date** field, enter an end date.
3. Click the **Add Reimbursability** button.

The screenshot shows a web application interface for managing reimbursability records. At the top, there is a title 'Program Reimbursability'. Below it is a table with the following columns: 'Reimbursability Type', 'Status', 'IV-E Reimbursable', 'Effective Date', and 'End Date'. The table contains several rows of data, including 'Initial Eligibility from', 'Placement', 'Annual Redetermination', and 'Annual Reasonable Efforts'. Below the table, there are two date input fields: 'Effective Date' and 'End Date'. The 'Effective Date' field is currently set to '06/26/2011' and the 'End Date' field is set to '06/29/2011'. A blue button labeled 'Add Reimbursability' is positioned between these two date fields. A red rectangular box highlights the 'Effective Date' and 'End Date' fields and the 'Add Reimbursability' button.

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
[-] Initial Eligibility from						
view	Placement	Complete	No		12/28/2011	delete
view	Annual Redetermination	Complete	Yes		06/25/2011	delete
view	Annual Redetermination	Complete	Yes		06/25/2010	delete
view	Annual Reasonable Efforts	Complete	Yes		06/25/2009	delete
view	Annual Redetermination	Complete	Yes		06/24/2009	delete
view	Initial	Complete	Yes		06/25/2008	delete

Effective Date: 06/26/2011 End Date: 06/29/2011 **Add Reimbursability** End Date: End Reimbursability

Important: For the record being created, if the **Effective Date** or the **End Date** overlaps the dates on the preceding (or subsequent) reimbursability record, you will receive the following error message:

Please correct the following data validation errors:
Add Reimbursability dates cannot overlap existing Reimbursability dates

If there is no date overlap, the **Continued Reimbursability** screen appears.

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4. Complete the **Reason** field to specify the determination.
5. Complete the fields in each of the **Deprivation Worksheet**, **Income/Resources Summary**, and **Child's Need** links.
6. Click the **Determine Reimbursability** button to determine reimbursability for the record that was just created.
 - As shown in gold, if the child meets the requirements, the word **Yes** appears in the **Redetermination Requirements** section. Otherwise, **Incomplete** or **No** appears.
 - When you add a reimbursability record, the system looks back 12 months from the effective date of the record to determine whether or not **reasonable efforts to finalize the youth's permanency plan** were achieved. As shown in green, SACWIS displays the most recent reasonable effort determination date and indicates whether the requirement was met.
 - After the **Determine Reimbursability** button is selected, the system displays **Yes** or **No** as shown in these examples.

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

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Overriding a Reimbursability Determination

If needed, you can override a **Yes** reimbursability with a **No** in SACWIS.

Example: If a county is paying for the child's care from non IV-E funds and the child is determined to be IV-E reimbursable, the child would need to be made non-reimbursable within the system.

1. On the **Continued Reimbursability** screen, check the **Child Should Not Be Reimbursable** checkbox.
2. Enter a reason in the **Non-Reimbursable Reason Comment** field.

Note: To save the record, both fields must be completed.

The screenshot shows a web interface for overriding reimbursability. It includes sections for 'Redetermination Requirements', 'Worksheets', and 'Override Reimbursability'. The 'Override Reimbursability' section is highlighted with a red box and contains a checked checkbox for 'Child should not be reimbursable' and a text field for 'Non-reimbursable Reason Comment' with the value 'Child care paid with non-IV-E funds'. Below this are buttons for 'Spell check', 'Clear', and a counter '2463'.

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

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End-Dating a Reimbursability Record

Reimbursability records can also be end-dated when the custody episode has ended and the **Program Eligibility** record has a termination date. To end date a record, complete the following steps:

1. On the **Child Selection** screen, enter a date in the **End Date** field (at the bottom of the screen).
2. Click the **End Reimbursability** button.

view	Placement	Complete	Yes	delete
view	Initial	Complete	No	delete

Effective Date: End Date: [Add Reimbursability](#) [End Reimbursability](#)

End Date: 08/01/2011 [End Reimbursability](#)

Important:

- The **Reimbursability End** date must be equal to or less than the **Program Eligibility Termination** date.
- As mentioned previously, you will only have the ability to end reimbursability if the **Program Eligibility** record is ended, but (for whatever reason) the **Reimbursability** record didn't automatically get end-dated in the system.
- If the **Reimbursability End** date is greater than the **Program Eligibility Termination** date, the following message displays:

Please correct the following data validation errors:
New Reimburseability end date must be within associated Eligibility dates