

# State Disbursement in Ohio SACWIS



**Knowledge Base Article**

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## Overview

This Knowledge Base Article describes how to locate State payments. The functionality will allow you to view payment status, expedite eligible records, change the payee, or cancel.

The State Disbursement screen displays the State and Federal share of the following payments:

- Adoption Assistance
- State Adoption Maintenance Subsidy
- Adoption Assistance Connections
- Kinship Permanency Incentive Program (Initial and Redetermination)
- PASSS
- KGAP (C21, Federal, State)
- KGAP Non-Recurring

## Navigating to the State Disbursement Screen

1. Click on the **Financial** tab.
2. Click on the **Payment** sub-tab.
3. Select **State Disbursements** from the left-hand navigation bar.
4. The **State Disbursement Filter Criteria** page appears.

The screenshot shows the SACWIS interface. At the top, there is a navigation bar with tabs: Home, Intake, Case, Provider, **Financial** (highlighted with a red box), and Administration. Below this is a sub-navigation bar with options: Workload, Action Items, Services, Eligibility, **Payment** (highlighted with a red box), Benefits, Statistical & Expenditure Reports, and Invoicing. On the left side, there is a vertical navigation menu with various options, including **State Disbursements** (highlighted with a red box). The main content area is titled "State Disbursement Filter Criteria" and contains several search and filter fields: "Person ID:" with a text input and a "Person Search" button; "Provider ID:" with a text input and a "Provider Search" button; "Expedite Status:" with a dropdown menu currently set to "Awaiting Disbursement Process"; "Date Range of Payment:" with two date pickers (Start Date and End Date) and a minus sign between them; and "Warrant Month/Year:" with a text input and "Warrant Status:" with a dropdown menu.

## Searching for Payments

1. The system automatically brings back all payments **Awaiting Disbursement Process** for the Agency you are logged in as. To narrow down the result set, enter additional search criteria.
2. Enter the **Person ID** or **Provider ID** of the individual(s) for whom the payments pertain to. Alternatively, click the Person Search or Provider Search buttons to find the applicable ID. You may proceed to the **Search** button or add additional search criteria to narrow down the result set.
3. Enter an **Expedite Status** of the payment being sought (defaults to Awaiting Disbursement Process).
4. Enter a **Date Range of Payment**.
5. Select **Warrant Month/Year**
6. Select a **Warrant Status**
7. Choose a **Service Category** and corresponding **Service Type**.
8. Enter a **Voucher Related ID** if applicable.

### State Disbursement Filter Criteria

Person ID:

Person Search

Provider ID:

Provider Search

Expedite Status:

Awaiting Disbursement Process

Date Range of Payment:



Start Date

End Date

Warrant Month/Year:

Warrant Status:

Service Category:

Service Type:

Voucher Related ID:

Sort By:

Payment Start Date (Ne

Search

Clear Form

## State Disbursements in Ohio SACWIS

The desired search results appear.

### State Disbursements

Result(s) 1 to 52 of 52 / Page 1 of 1

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
<a href="#">expedite</a> <a href="#">change payee</a> <a href="#">payee details</a> ^	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$240.00	<a href="#">cancel payment</a>
<a href="#">expedite</a> <a href="#">change payee</a> <a href="#">payee details</a> ^	Penelope, Person / 121212	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$307.87	<a href="#">cancel payment</a>
<a href="#">expedite</a> <a href="#">change payee</a> <a href="#">payee details</a> ^	Doe, John / 111222	AA	11/01/2023 - 11/30/2023			Awaiting Disbursement Process	\$777.70	<a href="#">cancel payment</a>

## Expediting Payments

**Conditions:** The **expedite** hyperlink will only display on State Disbursements where:

- a. The Expedite Code is Awaiting Disbursement Process, and
- b. For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security.
- c. For KPIP payments, if the logged in user has KPIP Fiscal security.

**Important:** if the Payee Name and/or Address needs to be changed, please do that first before expediting payments.

1. Click the **expedite** link next to the disbursement record you wish to expedite.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
<span style="border: 1px solid red; padding: 2px;"><a href="#">expedite</a></span> <a href="#">change payee</a> <a href="#">payee details</a> v	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$240.00	<a href="#">cancel payment</a>
Provider ID: 121212		Payee Name: Test, Payee			Payee Address: 123 Test Rd, Test Oh 12345			

2. The system will display a validation message which indicates "This payment will be issued to <Payee Name> At <Payee Address>. Do you want to continue?"
3. Click **OK** to expedite the payment or **Cancel** to terminate the action.

## State Disbursements in Ohio SACWIS



- The system will indicate that the data has been saved.



- The Warrant/EFT Status for the expedited record will now display as “**Awaiting Expedite Process**”.

Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount
AA	09/01/2023 - 09/30/2023			Awaiting Expedite Process	\$961.68

## Changing Payee

**Conditions:** The **change payee** hyperlink will only display on State Disbursements where:

- The Expedite Code is Awaiting Disbursement Process, and
  - For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security.
  - For KPIP payments, if the logged in user has KPIP Fiscal security.
- To change payee information for a disbursement, you must first proceed to the Provider Payment Info left hand navigation link in the Payment sub-tab of the Financial tab.
  - Complete a Provider Search or enter the Provider ID associated to the payee.

# State Disbursements in Ohio SACWIS

Home Intake Case Provider **Financial** Administration

Workload Action Items Services Eligibility **Payment** Benefits Statistical & Expenditure Reports

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- Create Payment Requests
- Payment Requests Roster
- Disburse Payment
- Payment Search
- Agency Repayment Plan
- State Disbursements
- Create Subsidy Payment
- Provider Payment Info**
- Provider Payment Plan
- Kinship Support Program
- State Repayment Plan
- Tax Records

Provider Search ~ OR ~ Provider ID:  Go

The Maintain Payment Information screen appears.

- Determine if the payee information needs to be modified for the Provider ID as a whole or in the case of AA, for the Child Specific Provider Payment Information. For this example, the change will be made for Child Specific subsidy payments.
- Select the child from the drop down.

Child Specific Provider Payment Information for Adoption Subsidy Payments

Payee Name	Payment Method	Child	DOB	Agency / ID	Payment Address	Effective Date	End Date	Created Date
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To override the payment address as identified above for a specific child, select the child and click "Add Payment Information" below.

Child:  
Persons, Penelope - 05/07/2008

Add Payment Information

- Follow the directions found in the Knowledge Base Article [Adding Payment Information for a Provider](#).
- Returning to the State Disbursement record, click on the **change payee** link next to the disbursement record to modify.

## State Disbursements in Ohio SACWIS

### State Disbursements

Result(s) 1 to 52 of 52 / Page 1 of 1

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
<a href="#">expedite</a>	Penelope, Person / 121212	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$307.87	<a href="#">cancel payment</a>
<a href="#">change payee</a>								
payee details								
▼								

Provider ID: 22222222	Payee Name: Person, Percival	Payee Address: 50 Main Street, Anywhere Ohio 12345
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- The system will refresh with updated provider payment information. To confirm, check the payee details as detailed in the next section.

### State Disbursements

Result(s) 1 to 52 of 52 / Page 1 of 1

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
<a href="#">expedite</a>	Penelope, Person / 121212	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$307.87	<a href="#">cancel payment</a>
<a href="#">change payee</a>								
payee details								
▼								

Provider ID: 22222222	Payee Name: Person, Patricia	Payee Address: 10 Oak Street, Anywhere Ohio 12345
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## Viewing Payment Details

- Click the **caret** beneath the payee details link next to the desired record.
- The **payee details** will appear beneath the record within the grid.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
<a href="#">expedite</a>	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$240.00	<a href="#">cancel payment</a>
<a href="#">change payee</a>								
payee details								
▼								

Provider ID: 121212	Payee Name: Test, Payee	Payee Address: 123 Test Rd, Test Oh 12345
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## Canceling Payments

**Conditions:** The **cancel payment** hyperlink only displays on State Disbursements where:

- The Expedite Code is Awaiting Disbursement Process, and
- For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security
- For KPIP payments, if the logged in user has KPIP Fiscal security.

- Click on the cancel payment hyperlink to the right of the record.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
<a href="#">expedite</a> <a href="#">change payee</a> <a href="#">payee details</a>	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$240.00	<a href="#">cancel payment</a>

- The message, "Canceling this payment will permanently remove this record. Do you wish to continue?" will display. Click **OK** to proceed or Cancel.

### sacwis-hlp.jfs.ohio.gov says

Canceling this payment will permanently remove this record.  
Do you wish to continue?



- A confirmation at the top of the screen will indicate the data has been saved, meaning payment has been canceled.



## Payment Details

- Expedited payments are processed in a daily overnight batch and sent to OAKS. They will be processed within 3-5 days.
- An EFT is sent to the payee, or a check sent, depending on their payment preference.
- Monthly payments are generated on the 22<sup>nd</sup> of each month.
- All checks generated are future dated for the first of the month.
- KPIP and PASSS payments are manually created,

## State Disbursements in Ohio SACWIS

- KGAP and AA future dated.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).