

# Entering Client Benefits



## Knowledge Base Article

# Entering Client Benefits

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## Entering Client Benefits

### 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 Ohio SACWIS.

### Navigating to the Screen

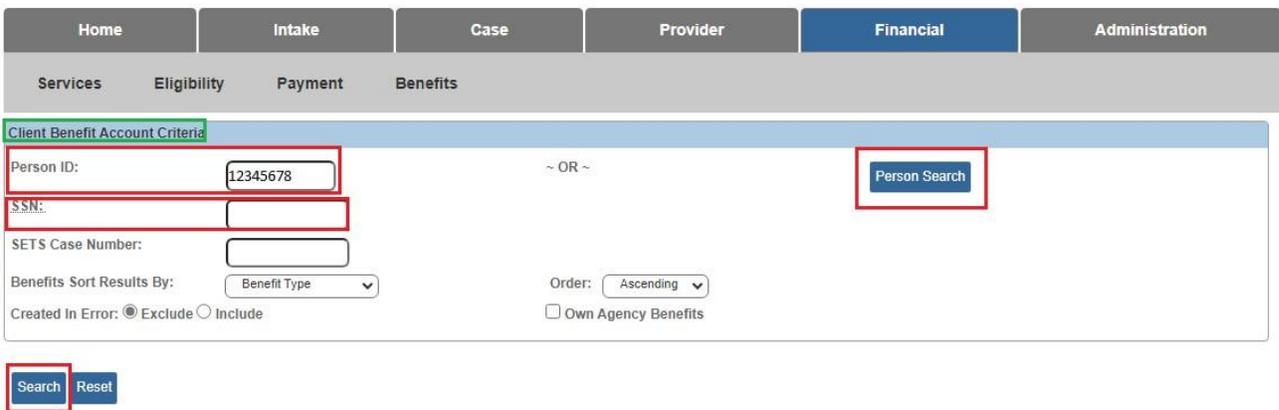
1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Benefits** tab.



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.

**Note:** If you use the Search Person button, please see Using Search Functionality KBA for more information regarding person search.



The result appears in the **Client Benefit Account Search Results** grid.

### Adding an Account

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 Account** button.

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For guidance about managing Benefit Accounts for children in custody, see [Rule 5180:3-27-02](#).

**Client Benefit Account Criteria**

Person ID:  ~ OR ~

S.S.N.:

SETS Case Number:

Benefits Sort Results By:  Order:

Created In Error:  Exclude  Include  Own Agency Benefits

**Client Benefit Account Search Results**

Name: Test, Name Placement Address: 123 Clark Dr  
Sunny Oh 12345

DOB: 09/21/2022

**Accounts**

	Type	Account/Claim Number	Application Date	Effective Date	Expected Amount	Account Balance	Rejection Date	Closing Date	Created In Error
<a href="#">view</a> <a href="#">add transaction</a>	Child Support	71717171 Test, Name	06/17/2024	02/08/2024	\$0.00	\$0.00			
<a href="#">Current Person Receiving Payments</a> ▾									
<a href="#">Transactions</a> ▾									
<a href="#">view</a> <a href="#">add transaction</a>	Child Support	3131313 Test, Name 2	06/17/2024	02/08/2024	\$0.00	\$0.00			
<a href="#">Current Person Receiving Payments</a> ▾									
<a href="#">Transactions</a> ▾									

**Add Account**

**Trust Fund**

Account Number	Financial Institution	Transaction Type	Transaction Date	Transaction Amount	Current Trust Balance	Created In Error

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.  
**Note:** The effective date is the date when the agency will begin receiving the benefits.
- Important:** 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.



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CHILD NAME / ID Test, Child / 123456	AGE, DOB: 2, 09/21/2022	
ACCOUNT TYPE:	ACCOUNT NUMBER:	EFFECTIVE DATE:

For guidance about managing Benefit Accounts for children in custody, see rule [5180:3-27-02](#)

Person Receiving Payments Search Criteria

Title IV-E Agency is Receiving the payments ~ OR ~ Person ID:  ~ OR ~

**Note:** Below is an example of Title IV-E Agency receiving payments.

12. The page expands, displaying the **Person Receiving Payments Details information**.

13. Provide an **Effective Date**.

14. Click **Ok**.

For guidance about managing Benefit Accounts for children in custody, see rule [5180:3-27-02](#)

Person Receiving Payments Search Criteria

Title IV-E Agency is Receiving the payments ~ OR ~ Person ID:  ~ OR ~

Person Receiving Payments Details

To update the Identified Agency Representative, please go to Administration - Maintenance - Agency Information and update the Agency Contact for SSA for your Agency.

Person Name / ID:	<a href="#">Test, Person / 232323</a>	DOB:	No DOB exists for person selected
Address:	111 Test Rd Test OH 12345	Primary Contact:	(123) 456-7788
Relationship to Child:	Agency Representative		
Effective Date: *	<input type="text"/>	End Date:	<input type="text"/>

The Client Benefit Account Details screen displays. The newly added person receiving payments shows in the grid.

**Important:** If the benefit was created in error, check the **Created in Error** check box. You can also do this by clicking the Edit Link in the appropriate row in the Accounts Grid and then selecting the Created In Error check box.

- If you check the box, you must enter a narrative in the **Error Comments** field.
- When you mark a record created in error, Ohio SACWIS removes it from the grid, unless you click the **Include Created in Error** radio button and then the **Search**

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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.

14. Click **Save**.

Person Receiving Payments History

Person Receiving Payments Name / ID	Relationship to Child	Effective Date	End Date	Created in Error
<a href="#">edit</a> Test, Person / 232323	Agency Representative	09/01/2025		No

[Add Person Receiving Payments](#)

Created in Error

Error Comments:

[Spell Check](#) [Clear](#) 4000

[Save](#) [Cancel](#)

The **Client Benefit Account Criteria** screen appears displaying the message, **your data has been saved**.

Home	Intake	Case	Provider	<b>Financial</b>	Administration		
Workload	Action Items	Services	Eligibility	Payment	Benefits	Statistical & Expenditure Reports	Invoicing

✔ Your data has been saved. ×

*For guidance about managing Benefit Accounts for children in custody, see [Rule 5180:3-27-02](#).*

### Client Benefit Account Criteria

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

15. Click **Current Person Receiving Payments** to view the newly added information.

16. Click **Transactions** to view transactions. If there are no recorded transactions, a message will display.

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**Client Benefit Account Search Results**

Name: Test, Name / 123456 Placement Address: 123 Sunny Dr  
Sunny Oh 12345

DOB: 09/21/2022

**Accounts**

	Type	Account/Claim Number	Application Date	Effective Date	Expected Amount	Account Balance	Rejection Date	Closing Date	Created In Error
<a href="#">edit</a> <a href="#">add transaction</a>	Social Security Survivors			09/01/2025	\$771.00	\$0.00			

**Current Person Receiving Payments ^**

Person Receiving Payments Name / ID	Relationship to Child	Effective Date	End Date
<a href="#">Test, Person / 232323</a>	Agency Representative	09/01/2025	

**Transactions ^**

There are no transactions for this benefit account

## Adding Transaction Details

1. Click the **Add Transaction** link.

Home	Intake	Case	Provider	Financial	Administration		
Workload	Action Items	Services	Eligibility	Payment	Benefits	Statistical & Expenditure Reports	Invoicing

✔ Your data has been saved.

For guidance about managing Benefit Accounts for children in custody, see [Rule 5180:3-27-02](#).

**Client Benefit Account Criteria**

Person ID:  ~ OR ~

SSN:

SETS Case Number:

Benefits Sort Results By:

Order:

Created In Error:  Exclude  Include  Own Agency Benefits

**Client Benefit Account Search Results**

Name: Test, Name / 123456 Placement Address: 123 Sunny Dr  
Sunny Oh 12345

DOB: 09/21/2022

**Accounts**

	Type	Account/Claim Number	Application Date	Effective Date	Expected Amount	Account Balance	Rejection Date	Closing Date	Created In Error
<a href="#">edit</a> <a href="#">add transaction</a>	Social Security Survivors			09/01/2025	\$771.00	\$0.00			

[Current Person Receiving Payments ^](#)

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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.

**Note:**

- 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, if necessary. The default dates here are what the system uses for reimbursement calculations.
- The **Transaction Type** field defaults to **Deposit** but it can be changed.
- 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.
- If **Funds Released to Payee** is selected, the screen will expand, allowing the user to provide additional information.
- If **Funds Spent** is selected, the screen will expand, allowing the user to provide additional information.

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

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

7. To upload documents, click the **Upload Documents** button.

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**Client Benefit Details**

Name: Test, Name      Person ID: 123456  
DOB: 09/21/2022  
Agency:      Placement Address: 123 Sunny Drive  
Sunny Oh 12345

**Benefit Type:** \* Social Security Survivors  
**Payment Type:** \* Check  
**Benefit Payment Begin Date:** \* 09/01/2025  
**Benefit Payment End Date:** \* 09/30/2025  
**Payment Number:** \* 1  
**Transaction Type:** \* Funds Released to Payee  
**Pay Date:** \* 09/04/2025  
**Transaction Date:** \* 09/04/2025  
**Total Amount:** \* 771.00  
**Payment Made To:** \*  
**Vendor ID:** \*  
**Agency Warrant Number:** \*  
**Reason For Payment:** \*

**Attached Documents**  
No Documents Attached.  
[Upload Document](#)

The **Manage Document** screen displays.

8. Make a selection for **Document Type**.
9. Provide a **Document Name**.
10. Provide the **Date on Document**.
11. Click the **Browse** button and select the appropriate document.
12. Add **Comments** if necessary.
13. Click **Save**.

**Maintain Document Information**

Document Category: Benefit  
**Document Type:** \*  
**Document Name:** \*  
**Date on Document:** \*  
**File to Attach:** \*  
Choose File  
Browse  
Comments: [\(expand full screen\)](#)  
500  
[Save](#) [Cancel](#)

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The Client Benefit Details screen displays. The document is now saved under the Attached Documents section.

14. When complete, click **Save**.

**Attached Documents**

<a href="#">edit</a>	Document Date: 09/01/2025	Document Type: Statement	Document Name: Test Doc	<a href="#">1 Testing</a> <a href="#">Doc.docx</a>	
	Document Size: MB				
	Comments: Testing				

Description:

800

The **Client Benefit Account Search Criteria** screen appears displaying the information in the **Benefits** grid. The newly added Transaction displays.

✔ Your data has been saved. ✕

For guidance about managing Benefit Accounts for children in custody, see [Rule 5180:3-27-02](#).

**Client Benefit Account Criteria**

Person ID:	<input type="text" value="123456"/>	~ OR ~	<input type="button" value="Person Search"/>
SSN:	<input type="text" value="XXX-XX-XXXX"/>		
SETS Case Number:	<input type="text"/>		
Benefits Sort Results By:	<input type="text" value="Benefit Type"/>	Order:	<input type="text" value="Ascending"/>
Created In Error:	<input checked="" type="radio"/> Exclude <input type="radio"/> Include		<input type="checkbox"/> Own Agency Benefits

**Client Benefit Account Search Results**

Name: <b>Test, Name</b>	Placement Address: 123 Sunny Dr Sunny Oh 12345
DOB: 09/21/2022	

**Accounts**

	Type	Account/Claim Number	Application Date	Effective Date	Expected Amount	Account Balance	Rejection Date	Closing Date	Created In Error
<a href="#">edit</a> <a href="#">add transaction</a>	Social Security Survivors			09/01/2025	\$771.00	\$0.00			

Current Person Receiving Payments ▼

Transactions ^

	Transaction Type	Transaction Date	Total Amount	Per Diem Amount	Payment Begin and End Dates	Created In Error
<a href="#">edit</a>	Funds Released to Payee	09/04/2025	\$0.00	\$0.00	09/01/2025 - 09/30/2025	

## Entering Client Benefits

### Filtering Client Benefit Information

On the **Client Benefit Account Criteria** screen, Ohio SACWIS allows you to filter client benefit information in different ways. For a list of filter options, click the **Benefits Sort Results By** drop-down menu.

If you filter by **Benefit Type**, the system displays all the payments by the first selected type and then all the payments by the second selected type. For example, all the payments associated with child support appear first, followed by all payments associated to SSI. If you filter by **Claim Number**, all the payments associated with the first claim number display; then all the payments associated with the second claim number display.

You can also filter by order, such as **Ascending** or **Descending** (default).

**Note:** If you do not apply a filter, the system sorts by payment begin and end date in descending order.

If you want search results to include **Created in Error** records, click the **Include Created in Error** radio button; the default setting is to exclude those records. Use the appropriate sort fields to view client benefits.

1. Select the **Include** radio button.
2. Click the **Search** button.

The screenshot shows the 'Client Benefit Account Criteria' search form. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial (selected), and Administration. Below these are sub-tabs: Services, Eligibility, Payment, and Benefits. The main form area is titled 'Client Benefit Account Criteria' and contains the following fields and options:

- Person ID: 12345678
- SSN: XXX-XX-XXXX
- SETS Case Number: (empty)
- Benefits Sort Results By: Benefit Type (selected in a dropdown menu)
- Order: Descending (selected in a dropdown menu)
- Created in Error:  Exclude  Include
- Own Agency Benefits

At the bottom left, there are two buttons: Search (highlighted with a red box) and Reset.

Once filtered, the system displays a **Yes** in the **Created in Error** column in the **Benefits** grid, as shown in the graphic below.

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Benefits										
	Type	Claim Number	Agency	Transaction Type	Transaction Date	Total Amount	Per Diem Amount	Payment Begin Date	Payment End Date	Created In Error
<a href="#">view</a>	Child Support		County Children Services Board	Deposit	01/01/2023	\$200.00	\$200.00	01/01/2021	01/01/2021	Yes

### Calculating Client Benefits

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

**Important:** Once a benefit is saved, it can only be marked, created in error; it cannot be 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.

Benefits										
	Type	Claim Number	Agency	Transaction Type	Transaction Date	Total Amount	Per Diem Amount	Payment Begin Date	Payment End Date	Created In Error
<a href="#">edit</a>	Child Support		County Children Services Board	Deposit	01/01/2021	\$100.00	\$3.23	01/01/2021	01/31/2021	

### 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 Ohio SACWIS (The offset takes place by the child support agency).
- **SSI:** Ohio SACWIS does not reimburse maintenance but does reimburse administration.

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

- Total Maintenance Paid = \$765.00
- Divided by Number of Days in Claim Period = 30 (the maintenance amount = \$25.50)
- Subtract the *per diem* benefit amount (18.266666) from the \$25.50 maintenance amount the result equals 7.233334

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- Multiply 7.233334 by the number of reimbursable days (30). The result is 217.
- Multiply 217 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. The result is the total amount of reimbursed maintenance (\$139.21).

**Note:** The outlined example, in the graphic below, was typed into the report and will not appear on your report:

8	Comment	Total Paid	Maintena	Admin. Cc	Total Othe	Total Paid Amount	Reimbursed U	Total Reimb	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													
13													
14													
15													
16													
17													
18													

	maint per diem	25.5
	per diem benefit amt	18.266666
	maint less benefit	7.233334
	diff X # reimbursable days	217.00002
	FMAP rate for claim period	0.6415
	total amt reimbursed	\$139.21

## 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 Ohio 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, **Reimbursement Reconciliation Report**.

The screenshot shows the Ohio SACWIS Administration interface. The 'Administration' tab is selected. Underneath, the 'Reports' sub-tab is highlighted. The 'Report Filter Criteria' section shows 'Report Category' set to 'Fiscal'. A 'Filter' button is visible. Below this, the 'Reports' list displays several report titles, with 'Reimbursement Reconciliation Report' highlighted in red.

Title	Category	Type
Receivables Report - Agency Summary	Fiscal	Agency
Receivables Report - Provider Detail	Fiscal	Agency
Reimbursement Reconciliation Report	Fiscal	Agency
SAMS Report	Fiscal	Agency

The **Reports** screen appears.

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6. Select the radio button that corresponds to the report form you want (the default is Excel).
7. Click the **Generate Report** button.

Report Details			
Report Category:	FISCAL	Report Title:	Reimbursement Reconciliation Report
Report Type:	AGENCY		
Report History			
ID	Date Created	Employee ID	Name
Document History			
Select Report Output Format			
<input type="radio"/> PDF			
<input checked="" type="radio"/> Excel			
<b>Generate Report</b>			

The **Report Search Criteria** screen appears.

You have the option to search for a report using a **Voucher ID** or a **Person Name**.

1. Click, **Get Voucher Ids**.
2. Make a selection from the **Voucher ID** drop-down menu.
3. Click, **Generate Report**.

**Note:** If you wish to search for a report by Person Name, enter the Person ID; if the Person ID is unknown, you can do a Person Search.

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**Report Search Criteria**

Agency: \* County Children Services Board

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**Generate by Voucher ID**

Voucher Year: 2023 Get Voucher Id's

Voucher ID:

Details with subtotals  
 Subtotals Only

Generate Report

---

**Generate by Person ID**

Person ID:  Person Search

Person Name:

Start Date:

End Date:

Generate Report

The **Reimbursement Reconciliation Report** appears in an Excel spreadsheet.

Program Name	Invalid Date	Invalid Reason	Invalid Review Indicator	Invalid Review Reason	Payment Request Id	Person Id	Name	Title IV-E Num	Claim Begin Date	C
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/
Foster Care		No	No						04/01/2018	04/