

Determining Title IV-E Reimbursability



Knowledge Base Article

Determining Title IV-E Reimbursability

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Determining Title IV-E Reimbursability

Overview

This article provides step-by-step instruction for completing Title IV-E Reimbursability in Ohio SACWIS which supports OAC Rule 5101:2-47.

To complete a Reimbursability record, the child must have a corresponding Title IV-E Eligibility record with a Determination of Yes.

The following Ohio SACWIS security user groups are required to utilize the functionality:

- **Eligibility Specialist** –ability to add and edit eligibility records.
- **Eligibility Specialist Supervisor** –ability to add, edit and final-approve eligibility records.
- **Reimbursability Specialist** –ability to edit Reimbursability records.

Accessing the Eligibility/Reimbursability List Screen

From the Ohio SACWIS Home Page:

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

The screenshot shows the Ohio SACWIS Home Page navigation menu. The 'Financial' tab is highlighted with a red box. Under the 'Financial' tab, the 'Eligibility' sub-tab is highlighted with a red box. In the left-hand navigation pane, the 'Eligibility/Reimbursability' link is highlighted with a red box.

The **Person Selection** screen appears.

4. Enter the **Person ID**.
5. Click, **Go**.

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Note: If you do not know the **Person ID**, click **Person Search**. For further information on performing a person search, please refer to the *Using Search Functionality* Knowledge Base Article.

The **Program Eligibility** and **Program Reimbursability** grids appear below the Person Selection, indicating whether there are any existing records for the Person.

Name / ID:
[Flintstone, Pebbles / 0000000](#)

Age, DOB:
Age 4, 03/28/2017

Assigned Workers:
Sally Caseworker, Sue Supervisor

Title IV-E # / Medicaid Recipient ID:
0890000000080

[Legal Status History](#)

Program Eligibility

Include Created in Error

[Legal Responsibility of Adams County Children Services Board from 02/19/2021 to Present ^](#)

	Determination Type	Status	IV-E Eligible	Effective Date	Termination Date	
edit	Initial	Complete	Yes	02/19/2021		

Program Reimbursability

[Initial Eligibility from 02/19/2021 - Present ^](#)

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
view	Initial	Complete	Yes	02/19/2021		

Effective Date:

End Date:

[Add Reimbursability](#)

[Close](#)

Additional Information: Legal Status History is a link to the Legal Custody & Status List for the child. For more information on recording Legal Custody/Status please refer to the *Recording a Legal Status & Custody Episode* Knowledge Base Article.

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Note: Deleting completed records will affect Medicaid Eligibility for the child and may affect reimbursement.

Adding a Reimbursability Record

Follow the steps below if any of these circumstances apply:

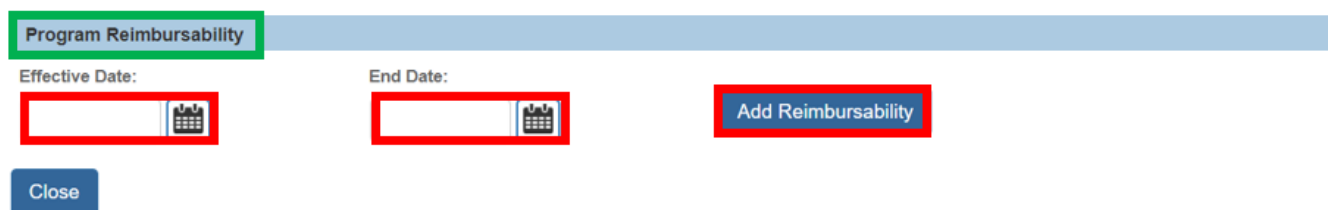
- The Reimbursability record was created in error and a new one is being added **OR**
- A record is being completed prior to the system generated record **OR**
- A record is being added due to a placement change

1. Enter the **Effective Date**.


Important: For an Initial Reimbursability record to be created the Effective Date of the Reimbursability record must be the same date as the Effective Date of the Eligibility record.


2. Enter the **End Date** (optional).

3. Click, **Add Reimbursability**.



Program Reimbursability

Effective Date: 

End Date: 

The **Program Reimbursability** screen appears.

Completing a Reimbursability Record

Some details in the Reimbursability record will be system generated from other areas of Ohio SACWIS. This will be noted throughout the article with links to the associated KBA's.

1. INITIAL RECORD - Verify the **Program Eligible Date**:
Populated from the Legal Custody Episode Begin Date.
OR
1. CONTINUED RECORD - Select the **Reason**: (required)
For more information on the types of Reimbursability records click [here](#) to go to the section System Generated Reimbursability records.
2. Verify the **Effective Date**:
If this date is incorrect, cancel the record, select the trash can icon to delete the record and create a new record.

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3. Verify the **End Date**:

The end date will be necessary in two situations:

- a. When there is a change in the **Compliance Status** from **'Compliant'** to **'Compliance Not Determined'** or **'Not Compliant'**
- b. When another Reimbursability record exists where the **Effective Date** of that record is after the **Effective Date** of the record being created.

Financial / Eligibility / Eligibility/Reimbursability

Initial Program Reimbursability

NAME / ID: Charlesworth-Dewitt, Janey Hacksaw / 000000000	AGE, DOB: 17, 07/04/2000	CASE ID: 0000000000000
REIMBURSABILITY ID: 123456789	STATUS: Complete	IV-E REIMBURSABLE: Yes

Initial Reimbursability

Program Eligible Date:

MM/DD/YYYY

Effective Date:

MM/DD/YYYY

End Date:

MM/DD/YYYY

Continued Program Reimbursability

NAME / ID: Charlesworth-Dewitt, Janey Hacksaw / 000000000	AGE, DOB: 17, 07/04/2000	CASE ID: 0000000000000
REIMBURSABILITY ID: 123456789	STATUS: Complete	IV-E REIMBURSABLE: Yes

Continued Reimbursability

Reason: *

Reason: *

 Placement
 Annual Reasonable Efforts
 Age
 Initial

Effective Date:

MM/DD/YYYY

End Date:

MM/DD/YYYY

4. Verify the **Was the child placed in a reimbursable setting as of the Effective Date?** result is correct.

This is determined as **YES** when the child is placed in a reimbursable setting as of the Effective Date of the Reimbursability record. For more information refer to the Knowledge Base Article on *Recording a Placement Record* and OAC 5101:2-47-16

- a. When applicable, select the **View Service Authorization** link to update the service authorization. For more information refer to the Knowledge Base Article on *Editing a Service Authorization*.

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Child's Placement	
Was the child placed in a reimbursable setting as of the Effective Date?	YES
Placement Provider: St. Vincent Family Center	Service Type: Children's Residential Center
License Date: MM/DD/YYYY	Licensed/Certified Placement: Yes
Placement Begin Date: MM/DD/YYYY	Placement End Date: MM/DD/YYYY
View Service Authorization	

No Service Authorization exists for this placement.
Displays when there is not a service authorization for the placement

5. **INITIAL RECORD** - Verify the **Was the child's countable income less than the cost of care paid by the agency?** is correct.

This is determined as **Yes** when the Income / Resource Summary worksheet is verified, and the monthly cost of care paid by the Agency is less than the child's income (Child's needs worksheet)

- a. Select the **Income / Resource Summary** link.
Click [here](#) to go to the section Completing the Income / Resource Summary Worksheet.
- b. Select the **Child's Needs** link.

Click [here](#) to go to the section Reviewing the Child's Need Worksheet.

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 Needs	

OR

6. **CONTINUED RECORD** - Verify **Were the Annual Reasonable Efforts to finalize the Permanency Plan obtained in the appropriate timeframe?** is correct.

- A determination of **Yes** is made for the **Initial Annual Reasonable Efforts Requirement** when a Ruling exists with a Rulings Received of '**RE to Prevent Removal – Initial**' or '**RE to Prevent Removal initial received via Transcript**' with a Date of Ruling prior to the end of the 12th month from the Custody Date.

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- A determination of **Yes** is made for the **Subsequent Annual Reasonable Efforts Requirement** when a Ruling exists with a Rulings Received of ‘**RE to Finalize Permanency Plan – Subsequent**’ or ‘**Reasonable Efforts to Finalize Permanency Plan – Subsequent**’ with a Date of Ruling within the end of the 12th month from the Ruling recorded in the previous Reimbursability record.

Annual Reasonable Efforts		
Were the Annual Reasonable Efforts to finalize the Permanency Plan obtained in the appropriate timeframe?		
Ruling Date: MM/DD/YYYY	Ruling Received: <Ruling Received>	Ruling Type: <Ruling Type>

YES

When the placement setting displayed in #4 is a Congregate Care Placement continue to step #7, otherwise click [here](#) to jump to step #11

7. When applicable, verify **Was the placement provider’s agency QRTP compliant?** is correct. This section displays when the placement is a Congregate Care facility. This will be determined as **Yes** when the placement’s Network Provider has a QRTP Status record of ‘**Compliant**’ that intersects the child’s 1st placement with the Network Provider.

Qualified Residential Treatment Program (QRTP) Compliance			
Was the placement provider’s agency QRTP compliant?			
Status: Compliant	Effective Date: 06/01/2022	End Date:	Certifying Entity: Ohio Department of Job and Family Services (ODJFS)
Status: Non-compliant	Effective Date: 05/16/2022	End Date: 05/31/2022	Certifying Entity: Ohio Department of Job and Family Services (ODJFS)
Status: Compliant	Effective Date: 10/01/2021	End Date: 05/15/2022	Certifying Entity: Ohio Department of Job and Family Services (ODJFS)

YES

For more information on Agency Compliance please refer to the *Identifying a Qualified Residential Treatment Program (QRTP)* Knowledge Base Article.

When the QRTP Compliance is Yes, continue to step #8, otherwise click [here](#) to jump to step #11

8. When applicable, verify **Was the Placement recommended by a QRTP Assessment within 30 days of the initial placement with the Network Provider?** is correct. This section displays when **Was the placement provider’s agency QRTP compliant?** is **Yes**. This question is determined as **Yes** when the most recent assessment has a

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Recommendation of '**QRTP Placement Recommended**' before or after 30 days of the child's 1st placement with the Network Provider.

QRTP Assessment

Was the Placement recommended by a QRTP Assessment within 30 days of the initial placement with the Network Provider? **YES**

Tool: <Tool> Date Assessment Completed: MM/DD/YYYY Recommendation: QRTP Placement Recommended

View Child's Assessment(s)

Financial / Eligibility / Eligibility/Reimbursability

QRTP Assessments

NAME / ID Charlesworth-Dewitt, Janey Hacksaw / 00000000	AGE, DOB 17, 07/04/2000	CASE ID 00000000000000
REIMBURSABILITY ID 123456789	STATUS Complete	IV-E REIMBURSABLE Yes

QRTP Assessments

Tool	Associated Placement	Date Completed	Recommendation
<Tool>	Pinewood Children's Center Current 18/01/2021 -	19/15/2021	QRTP Placement Recommended
<Tool>		19/20/2021	QRTP Placement Not Recommended

Note: Selecting the **View Child's Assessment(s)** button will open a view of the QRTP Assessments recorded in the Placement Section of the Case for the selected child.

9. When applicable, verify **Was the Placement approved by the court within 60 days after the initial placement with the Network Provider?** is correct. This section displays when **Was the placement provider's agency QRTP compliant?** is **Yes**.
This question is determined as **Yes** when the most recent Ruling that contains a Rulings Received of '**QRTP Placement Approved – Initial**' exists within 60 days of the child's 1st placement with the Network Provider.

QRTP Court Approval

Was the Placement approved by the court within 60 days after the initial placement with the Network Provider? **YES**

Ruling Date: MM/DD/YYYY Ruling Received: QRTP Placement Approved – Initial Ruling Type: Status Review

10. When applicable, verify **Has the Title IV-E Agency Director recorded a signature approving continued placement within the appropriate timeframe?** is correct. This section displays when **Was the placement provider's agency QRTP compliant?** is **Yes**.
This question is determined as **Yes** when the Effective Date is within the **DUE DATE**. Click [here](#) to see the **DUE DATE** definition within the System Generated Records section.

Determining Title IV-E Reimbursability

Title IV-E Agency Director Signature

Has the Title IV-E Agency Director recorded a signature approving continued placement within the appropriate timeframe?

YES

When a child 13 years old or older is placed in a QRTP for more than 12 consecutive months or 18 nonconsecutive months, or when a child younger than 13 years old is placed for more than 6 consecutive or nonconsecutive months, the Title IV-E Agency is to obtain the signed approval of the Title IV-E Agency Director for the continued placement of the child in the QRTP within the Family Case Plan pursuant to rule 5101.2-42-12 of the Administrative Code. If the child remains in the QRTP placement, the Title IV-E Agency Director's signature is required every 12 months thereafter.

Director Name: Lastname, Firstname	Signature Captured: Yes	Capture Date: MM/DD/YYYY	Family Case Plan Number: 0.0
---------------------------------------	----------------------------	-----------------------------	---------------------------------

11. When applicable, select **Child should not be reimbursable**.

This will override a **Yes** IV-E Reimbursable determination to **No**.

a. Enter **Non-reimbursable reason**: (required when **Child should not be reimbursable** is checked)

12. Enter **Comments**: (optional).

13. Click, **Determine Reimbursability**.

The system will update the **IV-E Reimbursable** field to display the overall result for the Reimbursability record.

A determination of **Yes** will be made when all applicable Results are **Yes**, and **Child should not be reimbursable** has not been selected.

14. Click, **Save**.

15. Click, **OK** when the pop-up appears stating, '**Reimbursability has been determined for the child. Saving the record will freeze the record from further updates OK or Cancel?**' appears.

Determining Title IV-E Reimbursability

Override Reimbursability

Child should not be reimbursable

Child should not be reimbursable
Non-reimbursable Reason:

Comments:

IV-E Reimbursable: **YES**

Determine Reimbursability

SACWIS System Generated Notes:

06/01/2022 – System set the Reimbursability record to pending due to a change in the Placement Agency's QRTP Compliance Status.

06/15/2022 – System ended Reimbursability record due to a change in the QRTP Ruling.

Created By: Worker, Bob

Created Date: 05/09/2017 04:46:11 PM

Modified By: Worker, Steve

Modified Date: 07/11/2017 06:22:38 PM

Save

Cancel

The **Eligibility/Reimbursability List** screen appears.

Additional Information:

- **Ohio SACWIS System Generated Notes** will display when the system has automatically updated/created the record due to a change for a Congregate Care Placement. Click [here](#) to go to the section **System Generated Reimbursability Records**.

Completing the Income / Resource Summary Worksheet

The **Initial Reimbursability** record uses the **Income / Resource Summary** worksheet in conjunction with the **Child's Need Worksheet** to determine whether the child's income and resources are less than the cost of care provided by the agency.

The **Income and Summary Worksheet** contains the Resources, Expenses, and Income for the child. This worksheet is complete when the record was system generated by the final approval of the Eligibility record. When the record is user created this worksheet must be completed to verify the child's Resources, Expenses, and Income.

1. Select Yes or No in **Verified** for the **Resource Summary** section.
2. Select Yes or No in **Verified** for the **Expenses Summary** section.
3. Select Yes or No in **Verified** for the **Income Summary** section.

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4. When applicable, select **Do Not Include** checkbox for any shown Resources, Expenses and/or Incomes (optional)
5. Select the **Calculate** button when a Resource, Expense or Income has been marked as Do Not Include to update the Total for each section (optional).
6. Enter **Reasons for not including:** which is required when a Resource, Expense or Income has been marked as **Do Not Include**.
7. Click, **Save**.

Income and Resources Summary Worksheet

NAME / ID:		AGE, DOB:		CASE ID:		
Flintstone, Pebbles / 0000000		4, 03/28/2017		0000000		
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	<input type="checkbox"/>	Unverified v
Expenses Summary						
Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Child Support	\$50.00	\$0.00		\$50.00	<input type="checkbox"/>	
Total Expenses	\$50.00	\$0.00		\$50.00	<input type="checkbox"/>	Unverified v
Income Summary						
Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Wages or Salary / Wendy's Old Fashioned Hamburger	\$301.00	\$90.00		\$211.00	<input type="checkbox"/>	
Total Earned Income	\$301.00	\$90.00		\$211.00	<input type="checkbox"/>	
Social Security	\$550.00	\$0.00		\$550.00	<input type="checkbox"/>	
Total Unearned Income	\$550.00	\$0.00		\$550.00	<input type="checkbox"/>	
Total Income	\$851.00	\$90.00	\$50.00	\$711.00	<input type="checkbox"/>	Unverified v
Calculate						
Reasons for not including:						
						✓ ABC 4000
Apply Save Cancel						

The **Program Reimbursability** screen appears. Click [here](#) to return to Completing an Initial Reimbursability record.

Determining Title IV-E Reimbursability

Reviewing the Child's Need Worksheet

The **Initial Reimbursability** record uses the **Child's Need Worksheet** in conjunction with the **Income / Resource Summary Worksheet** to determine whether the child's income and resources are less than the cost of care provided by the agency. The cost of care displayed is the total of placement and ancillary costs for the child during the month that intersects the eligibility records Effective Date.

When information is missing from this screen, the updates are made through the following sections of the Person Profile:

- **Person Profile Employment** – please refer to the *Add Employment to the Person Record* Knowledge Base Article for the following fields of the Child's Need Worksheet.
 - **Did the child receive SSI-Supplemental Security Income?**
Displays as **Yes** when the child has a valid Income record with the type 'Unearned – SSI – Supplemental Security Income' whose Effective/End Months intersect the Reimbursability record's Effective Date.
 - **Did the child have any income?**
Displays as **Yes** when the child has a valid Income record whose Effective/End Months intersect the Reimbursability record's Effective Date.
 - **Was the child employed?**
Displays as **Yes** when the child has a valid Employment record whose Begin/End Dates intersect the Reimbursability record's Effective Date.
 - **Eligible Child Care Costs**

Displays the total amount of **Child Care Expenses** where the Expense Begin and End Dates intersect the Reimbursability record's Effective Date.
 - **Social Security**
Displays the total amount of income when **Did the child receive SSI-Supplemental Security Income?** is **No** and the child has any of the following income record's where the income Effective/End Dates intersects the Reimbursability record's Effective Date:
 - Social Security and RSDI – retirement
 - Survivors and Disability Insurance
 - **Child Support to be applied (Amount of child support more than the IV-E payment less \$50 disregard)**

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Displays the total amount of the income records for **Child Support** when the income record's Effective and End Date intersects with the Reimbursability record's Effective Date, less \$50.

- **Veteran Administration Benefit**

Displays the total amount for the child's income record with a type of **Veteran's Disability and/or Veteran's Pension** and the income record's Effective and End Date intersects with the Reimbursability record's Effective Date.

- **Other (unearned income)**

Displays the total of the unearned income records where the income record's Effective and End Date intersects with the Reimbursability record's Effective Date, excluding social security and veteran's benefits.

- **Person Profile Education** – refer to the *Completing the Education Section of the JFS 01443 Form - Child's Education and Health Information Report* Knowledge Base Article for the following field in the Child's Need Worksheet.

- **Was the child a full-time or part-time student?**

Displays as **Yes** when a valid school record exists for the child that intersects the record's Effective Date.

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Child's Need Worksheet for Title IV-E Reimbursability

NAME / ID: <i>Flintstone, Pebbles / 0000000</i>	AGE, DOB: <i>4, 03/28/2017</i>	CASE ID: <i>0000000</i>
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Child's Need Worksheet for Title IV-E Reimbursability

Child's Need	
Did the child receive SSI-Supplemental Security Income?	No
Did the child have any income?	No
Was the child employed?	No
Was the child a full-time or part-time student?	No

Monthly Earned Income	
Total Monthly Earned Income (less \$90 disregard):	\$0.00
Eligible Child Care Costs:	\$0.00
Total: \$0.00	

Monthly Unearned Income	
Social Security:	\$0.00
Child Support to be applied (Amount of child support in excess of the IV-E payment less \$50 disregard):	\$0.00
Veterans Administration Benefit:	\$0.00
Other:	\$0.00
Total: \$0.00	
Total Earned and Unearned Income: \$0.00	

Monthly Cost of Care	
Monthly cost of care paid by the agency:	\$1,820.00

[Close](#)

The screen calculations are completed as follows:

- **Total Monthly Earned Income** (less \$90 disregard)
 Displays the Total of the child's income record where the child's income was earned and the income record's Effective and End Dates intersect the Reimbursability record's Begin Date, less \$90.
- **Monthly Earned Income** – Total is the difference between the Total Monthly Earned Income and the Eligible Child Care Costs.
- **Monthly Unearned Income**

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- **Total** is all the unearned income fields added together.
- **Total Earned and Unearned Income** is the total fields from the Earned Income and Unearned Income sections added together.

The total of the Earned/Unearned Income must be less than the Monthly Cost of Care for the child to be reimbursable.

Selecting close will go back to the **Program Reimbursability** screen. Click [here](#) to return to Completing an Initial Reimbursability record.

System Generated Reimbursability Records

Reimbursability records are system generated at specific times during the custody episode.

1. **Initial** – When an Initial Eligibility record with a determination of Yes has been Final Approved.
2. **Continued** with a **Reason** of **Initial**– When an Ongoing Eligibility record with a determination of Yes has been Final Approved.
3. **Continued** with a **Reason** of **Age** – When an Age Eligibility record with a determination of Yes has been Final Approved.
4. **Continued** with a **Reason** of **Annual Reasonable Efforts**
 - a. **First Annual Reasonable Efforts** – A non-End Dated Reimbursability record with a determination of **Yes** exists that is not linked to a Ruling with a Ruling(s) Received of '**Annual Reasonable Efforts – Initial**' and the current date is greater than 365 days from the Initial Removal Date.
 - b. **Subsequent Annual Reasonable Efforts** – A non-End Dated Reimbursability record with a determination of **Yes** exists that is not linked to a Ruling with a Ruling received of '**Annual Reasonable Efforts – Subsequent**' and the current date is greater than 365 days from the Date of Ruling for the ruling linked to the previous Reimbursability record.
5. **Continued** with a **Reason** of **Placement**
 - a. QRTP Court Approval - A non-End Dated Reimbursability record with a determination of **Yes** exists, the Reimbursability record shows '**Not Required**' for the QRTP Ruling Result and the current date is more than the 60th day from the child's 1st placement with the Network Provider.

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- b. Title IV-E Agency Director Signature – A non-End Dated Reimbursability record with a determination of **Yes** exists, the Reimbursability record shows '**Not Required**' for the Title IV-E Agency Director Signature and the current date is more than the DUE DATE.

DUE DATE is defined as follows:

- The child is under 13 years old as of the current date and the child has been placed in one or more congregate care settings where the placement's Network Provider was QRTP Compliant for either 180 consecutive or non-consecutive days during the custody episode.
- The child is 13 years old or older as of the current date during the custody episode and the child has been placed in one or more congregate care settings where the placement's Network Provider was QRTP Compliant for either:
 - 365 consecutive days
 - 545 non-consecutive days

When reviewing from section **Adding a Reimbursability Record**, click [here](#) to go back.

Reimbursability records with a Reimbursability Type of **Placement** are to be user created when a child moves from a non-reimbursable placement setting to a reimbursable placement setting or vice versa. The exception to this rule is when the child is placed in a **Congregate Care** setting. **Congregate Care** is defined as any of the following placement types:

- Group Home
- Emergency Shelter Care
- Children's Residential Center
- Residential Parenting

For more information on Reimbursable Placements please refer to the *Making Reimbursable Placements* Knowledge Base Article.

When a new congregate care placement setting is completed and the previous placement was not a congregate care setting or the previous placement was a congregate care setting with the different Network Provider, the system will end the existing completed Reimbursability record and create a new pending record when the child is IV-E Eligible.

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When the child is IV-E Eligible *and*

- the congregate care placement's Begin and End Dates intersect the Reimbursability record's Begin and End Dates *and*
- the placement's Network Provider had a QRTP Compliance record of 'Compliant' at the time of the child's first placement within the placement's Network Provider,

the system will end existing Reimbursability records, set Reimbursability records back to pending or create new Reimbursability records when any of the following occur:

1. QRTP Compliance Record is changed
 - a. Status changes from 'Compliant' to 'Compliance Not Determined' or 'Not Compliant' or vice versa
 - b. Begin or End Date of the Compliance record is updated
2. QRTP Assessment is changed
 - a. Marked Created in Error and no new assessment was completed within the required 30 days of the 1st placement in the Network Provider
 - b. When an assessment is initially completed
3. Ruling that contains a Rulings Received of 'QRTP Placement Approved – Initial' or 'QRTP Placement Disapproved – Initial' is changed
 - a. Ruling is marked Created in Error and no new ruling was completed within the required 60 days of the 1st placement in the Network Provider
 - b. Rulings Received of 'QRTP Placement Approved/Disapproved – Initial' is added or removed from a Ruling
 - c. Ruling Date is changed
4. Title IV-E Agency Director's Signature in the Family Case Plan is changed signature is added to the Family Case plan where the child has been associated to the signature.

When a Reimbursability record is completed and contains any of the following:

- QRTP Compliance record
- QRTP Assessment record

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- QRTP Court Approval record
- Title IV-E Agency Director Signature record

and that record is changed but does not change the requirement result of the Reimbursability record, the system will update the Reimbursability records to associate the correct record.

Note: All Reimbursability records that have been changed or added due to one of the rules above will display a section at the bottom of the screen called '**SACWIS System Generated Notes**' giving the date and reason for the change/addition.

Other Helpful information

- **Created By/Date** displays the worker name or the process which created the record and when the record was created
- **Modified By/Date** displays the name of the worker or process that completed the most recent change to the record and when change was completed.
- **Cancel** button - when selected will return to the previous screen without saving any changes that occurred while the record was open.
- On the Eligibility/Reimbursability List screen, the **Program Eligibility & Program Reimbursability** is sectioned to allow each custody episode to be expanded and hidden. The most recent episode is automatically expanded. Click the '**Legal Responsibility of....**' to expand or hide sections.
- **Report icon** will create the report specific to the associated Eligibility or Reimbursability record where it is selected.
- **Trash Can icon** deletes the associated Reimbursability record. Pending and Completed Reimbursability records can be deleted but the user needs to be aware when deleting records, the Reimbursability is linked to and can impact the following:
 - Medicaid and the Medicaid Eligibility can be affected.
 - Reimbursement and any Payments can be affected.
- **Close** button on the Eligibility/Reimbursability List screen navigates to the Financial Workload. The close button will only display on the screen when the Eligibility/Reimbursability record is accessed from the Financial Workload. For information on managing the workload for Eligibility Specialists, please refer to the *Managing the Financial Workload for Eligibility Specialists* Knowledge Base Article.

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For more information on managing the workload for Supervisors, refer to the *Managing the Financial Workload for Supervisors* Knowledge Base Article.

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