

Adding an Agency Point of Contact for the Interface with the Social Security Administration



Knowledge Base Article

Interface with Social Security Administration

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Overview

The purpose of this interface is to update the Social Security Administration with the status of children coming in and out of care, and to ensure Social Security funds appropriated to that child are sent to the appropriate payee. Ohio SACWIS will send a monthly file to the SSA. The following changes will be conveyed to the SSA:

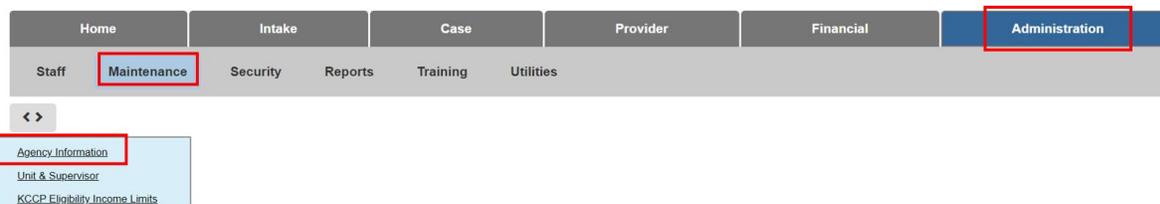
- When a new child enters agency care, or
- When a child in agency care exits care, or
- When a child changes placement. Special notifications will be sent when:
 - The child leaves placement because their adoption has finalized
 - The child leaves placement because they have reached the age of majority.

All transfer of information to the SSA will be handled by the system in the background. Agencies will only need to designate a point of contact for the SSA to reach out to when there are questions or problems about a child in care.

Creating a Point of Contact

From the SACWIS Home Page:

1. Click the **Administration** tab.
2. Click the **Maintenance** tab.
3. Click the **Agency Information** hyperlink from the left hand navigation.



The **Agency Search Criteria** grid appears.

4. Enter the agency **Name**, followed by the wildcard (percent, %) symbol.
Important: Failure to use the percent symbol will prevent the return of search results.
5. Click, **Search**.



The **Agency Search Results** grid appears.

6. Click the **edit** hyperlink for the correct agency.

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Agency Search Results

Result(s) 1 to 5 of 5 / Page 1 of 1

ID	Name	Status
[Redacted]	[Redacted]	Active
odil	[Redacted]	Active
[Redacted]	[Redacted]	Active
[Redacted]	[Redacted]	Active
[Redacted]	[Redacted]	Active

The **Agency Details** screen appears.

7. In the **Agency Configuration Results** grid, click the **Add Configuration** button.

Agency Details

ID: [Redacted]

Name: * [Redacted]

Agency Type: IV-E Flag Agency pays for the last day of placement Bulk Med Flag

Office: Agency Code: [Redacted] Employee Identification Number: [Redacted] Payment Code: [Redacted]

Auditor Account Number: [Redacted] Vendor Address Code: [Redacted] OAKS Vendor ID: [Redacted]

Protect Ohio Agency

Rapback Agency ID: [Redacted]

Agency Default Court: [Redacted]

Address: [Redacted]

County: [Redacted]

Agency Configuration Results

Name	Value	Effective Date	End Date
Bulk MCP Flag	True	03/06/2017	
Short Agency Name		01/01/1900	
Custodial Agency	[Redacted]	01/01/1990	12/31/9999

The **Config Details** screen appears.

8. Select, **Agency SSA Contact** from the **Type** dropdown menu.

Config Details

Type:

Start Date: [Redacted] End Date: [Redacted]

Value: [Redacted]

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Note: Once you select Agency SSA Contact from the Type dropdown menu, the Config Details grid will expand to request a **Person ID**.

9. Enter a **Start Date**.

10. Enter the **Person ID**.

Note: If the Person ID is unknown, click, **Person Search** to locate and select the ID number. For information regarding a person search, please see the following article: [Using Search Functionality](#).

11. Click, **OK**.

The screenshot shows a 'Config Details' form with the following fields and controls:

- Type:** Agency SSA Contact (dropdown menu)
- Start Date:** [Empty text box] [Calendar icon]
- End Date:** [Empty text box] [Calendar icon]
- Person Search** (blue button) - or - [Empty text box]
- Person ID:** [Empty text box]
- OK** (blue button) and **Cancel** (blue button) at the bottom.

The **Agency Information** screen appears, displaying the Agency Contact for SSA in the **Agency Configuration Results** grid.

Administration=Maintenance Agency Information

Name	Value	Effective Date	End Date
Bulk MCP Flag	True	03/06/2017	
Short Agency Name		01/01/1900	
Custodial Agency		01/01/1990	12/31/9999
Agency Contact for SSA		11/01/2019	

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov.