

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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Interface with Social Security Administration

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 Ohio 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. Select an **Agency Type** from the dropdown menu.
6. Click, **Search**.

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The **Agency Search Results** grid appears.

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

Agency Search Results		
Result(s) 1 to 25 of 231 / Page 1 of 10		
Name / ID	Status	
(DO NOT USE) Multi-County Juvenile Attention System /	Inactive	
Test County Children Services Board /	Active	
Test County Children Services /	Active	
Test County Juvenile Court /	Active	
Test County Department of Job and Family Services /	Active	
Test County Children Services Board /	Active	
Test County Juvenile Court /	Active	
edit Test County Children Services Board /	Active	

The **Agency Details** screen appears.

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

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Agency Configuration Results

Result(s) 1 to 8 of 8 / Page 1 of 1

	Name	Value	Effective Date	End Date
edit	Bulk MCP Flag	true	01/11/2016	
	Alternative Response Live	true	11/01/2010	12/31/9999
	Levy County	true	01/01/2008	
	Short Agency Name	County Children Services	01/01/1900	
	SETS TPN		07/29/2014	
edit	Agency Contact for SSA	507909	12/23/2019	
edit	MCP Portal Coordinator	489657	02/06/2024	
edit	MCP Contact Name	489657	01/01/2024	

Add Configuration

The **Config Details** screen appears.

9. Select **Agency SSA Contact** from the **Type** dropdown menu.

Add Configuration Details

Configuration Details

Type: Start Date: End Date:

Value:

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

10. Enter a **Start Date**.

11. 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](#).

12. Click, **OK**.

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Configuration Details

Type: Agency SSA Contact

Start Date:

End Date:

Person Search - or - Person ID:

Agency Configuration History

Result(s) 1 to 8 of 8 / Page 1 of 1

Name	Value	Effective Date	End Date
Bulk MCP Flag	true	01/11/2016	
Alternative Response Live	true	11/01/2010	12/31/9999
Levy County	true	01/01/2008	
Short Agency Name	Athens County Children	01/01/1900	

Ok Cancel

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

Agency Details

Agency Details

ID: 1111

Name: *

Agency Type: Public

Office: Main

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