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

Knowledge Base Article

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Ohio **Department of Children & Youth**

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 form 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.

The **Agency Details** screen appears.

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

The **Config Details** screen appears.

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

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

If you have additional questions pertaining to this Deployment Communication, please contact the Customer Care Center.

Ohio Department of Children & Youth