State Disbursement in
Ohio SACWIS

Knowledge Base Article

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Overview

This Knowledge Base Article describes how to locate State payments. The functionality will allow you to view payment status, expedite eligible records, change the payee, or cancel.

The State Disbursement screen displays the State and Federal share of the following payments:

- Adoption Assistance
- State Adoption Maintenance Subsidy
- Adoption Assistance Connections
- Kinship Permanency Incentive Program (Initial and Redetermination)
- PASSS
- KGAP (C21, Federal, State)
- KGAP Non-Recurring

- OAGP

Navigating to the State Disbursement Screen

1. Click on the **Financial** tab.

2. Click on the **Payment** sub-tab.

3. Select **State Disbursements** from the left-hand navigation bar.

4. The **State Disbursement Filter Criteria** page appears.

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Searching for Payments

1. The system automatically brings back all payments **Awaiting Disbursement Process** for the Agency you are logged in as. To narrow down the result set, enter additional search criteria.

2. Enter the P**erson ID** or **Provider** ID of the individual(s) for whom the payments pertain to. Alternatively, click the Person Search or Provider Search buttons to find the applicable ID. You may proceed to the **Search** button or add additional search criteria to narrow down the result set.

Note: When the payment type is **OAGP** or **PASS**, the user can search by the **Person ID** of the person that received the Payment.

3. Enter a **Date Range of Payment**.
4. Select **Warrant Month/Year**
5. Select a **Warrant Status**
6. Choose a **Service Category** and corresponding **Service Type**.
7. Enter a **Voucher Related ID** if applicable.

State Disbursement Filter Criteria

Person ID: [   ] Person Search   Provider ID: [   ] Provider Search

Expedite Status: Awaiting Disbursement Process   Date Range of Payment: [   ] - [   ] Start Date   End Date

Warrant Month/Year: [   ]   Warrant Status: [   ]

Service Category: [   ]   Service Type: [   ]

Voucher Related ID: [   ]

Sort By: Payment Start Date (Ne

Search   Clear Form

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The desired search results appear.

State Disbursements

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	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ∧	Child, Caden / 123456	KPIP Redetermination Incentive	09/20/2024 - 03/19/2025			Awaiting Disbursement Process	$300.00	cancel payment
expedite change payee payee details ∧	Penelope, Person / 121212	KPIP Redetermination Incentive	09/20/2024 - 03/19/2025			Awaiting Disbursement Process	$300.00	cancel payment
expedite change payee payee details ∧	Doe, John / 111222	AA	09/09/2024 - 09/30/2024			Awaiting Disbursement Process	$1,068.02	cancel payment

Expediting Payments

1. Enter an **Expedite Status** of the payment being sought (defaults to Awaiting Disbursement Process).
2. Click the **Search** button.

The desired search results appear.

State Disbursements

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	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ∧	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	$240.00	cancel payment
expedite change payee payee details ∧	Penelope, Person / 121212	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	$307.87	cancel payment
expedite change payee payee details ∧	Doe, John / 111222	AA	11/01/2023 - 11/30/2023			Awaiting Disbursement Process	$777.70	cancel payment

Conditions: The **expedite** hyperlink will only display on State Disbursements where:
   a. The Expedite Code is Awaiting Disbursement Process, and

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b. For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security.

c. For KPIP payments, if the logged in user has KPIP Fiscal security.

d. The Agency on the payment matches the Agency of the logged in user.

Important: if the Payee Name and/or Address needs to be changed, please do that first before expediting payments.

1. Click the **expedite** link next to the disbursement record you wish to expedite.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ⌄	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	$240.00	cancel payment
Provider ID: 121212		Payee Name: Test, Payee				Payee Address: 123 Test Rd, Test Oh 12345		

2. The system will display a validation message which indicates "This payment will be issued to <Payee Name> At <Payee Address>. Do you want to continue?"

3. Click **OK** to expedite the payment or **Cancel** to terminate the action.

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This payment will be issued to 'Test, Payee'
At '123 Test Rd, Test Oh 12345'
Do you want to continue?

OK   Cancel
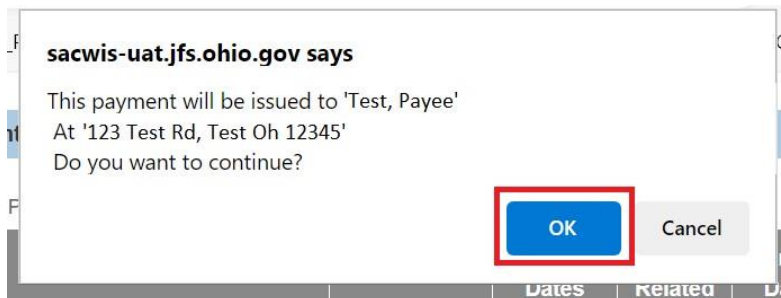
4. The system will indicate that the data has been saved.

✅ Your data has been saved.

5. The Warrant/EFT Status for the expedited record will now display as "**Awaiting Expedite Process**".

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Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount
AA	09/01/2023 - 09/30/2023			Awaiting Expedite Process	$961.68

Changing Payee

Conditions: The **change payee** hyperlink will only display on State Disbursements where:
    a. The Expedite Code is Awaiting Disbursement Process, and
    b. For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security.
    c. For KPIP payments, if the logged in user has KPIP Fiscal security.

    d. The Agency on the payment matches the Agency of the logged in user.

    1. To change payee information for a disbursement, you must first proceed to the Provider Payment Info left hand navigation link in the Payment sub-tab of the Financial tab.

Note: This only needs completed if the Provide Payment Information has not already been updated.

    2. Complete a Provider Search or enter the Provider ID associated to the payee.

The Maintain Payment Information screen appears.

    3. Determine if the payee information needs to be modified for the Provider ID as a whole or in the case of AA, for the Child Specific Provider Payment Information. For this example, the change will be made for Child Specific subsidy payments.

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4. Select the child from the drop down.

Child Specific Provider Payment Information for Adoption Subsidy Payments

	Payee Name	Payment Method	Child	DOB	Agency / ID	Payment Address	Effective Date	End Date	Created Date	

To override the payment address as identified above for a specific child, select the child and click "Add Payment Information" below.

Child:

Persons, Penelope - 05/07/2008 ⌄

Add Payment Information

6. Follow the directions found in the Knowledge Base Article [Adding Payment Information for a Provider](#).

7. Returning to the State Disbursement record, click on the **change payee** link next to the disbursement record to modify.

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	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ⌄	Penelope, Person / 121212	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	$307.87	cancel payment

Provider ID:	Payee Name:	Payee Address:
22222222	Person, Percival	50 Main Street, Anywhere Ohio 12345

8. The system will refresh with updated provider payment information. To confirm, check the payee details as detailed in the next section.

Note: This will only update to the PPI in effect as of the **System Date**. For example: PPI defaults to a future date. If the user completes a new one that defaults to the next day and updates today, the system will not pick it up.

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	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ˅	Penelope, Person / 121212	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	$307.87	cancel payment

Provider ID:	Payee Name:	Payee Address:
22222222	Person, Patricia	10 Oak Street, Anywhere Ohio 12345

Viewing Payee Details

1. Click the **caret** beneath the payee details link next to the desired record.

2. The **payee details** will appear beneath the record within the grid.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ˅	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	$240.00	cancel payment

Provider ID:	Payee Name:	Payee Address:
121212	Test, Payee	123 Test Rd, Test Oh 12345

Canceling Payments

Conditions: The **cancel payment** hyperlink only displays on State Disbursements where:
   a. The Expedite Code is Awaiting Disbursement Process, and
   b. For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security
   c. For KPIP payments, if the logged in user has KPIP Fiscal security.
   d. The Agency on the payment matches the Agency of the logged in user.

1. Click on the cancel payment hyperlink to the right of the record.

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	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	$240.00	cancel payment

2. The message, "Canceling this payment will permanently remove this record. Do you wish to continue?" will display. Click **OK** to proceed or Cancel.

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Canceling this payment will permanently remove this record.
Do you wish to continue?

[OK]   [Cancel]

3. A confirmation at the top of the screen will indicate the data has been saved, meaning payment has been canceled.

✓ Your data has been saved.

Payment Details

- Expedited payments are processed in a daily overnight batch and sent to OAKS. They will be processed within 3-5 days.

- An EFT is sent to the payee, or a check sent, depending on their payment preference.

- Monthly payments are generated monthly. Refer to the Adoption Assistance cut-off Dates: 2024 Adoption Assistance Cut-Off Dates

- KPIP, PASSS and OAGP payments are manually created,

Searching for OAGP Payments

1. From the State Disbursements screen, provide the **Person ID**.
2. Select **OAGP** from the **Service Category** dropdown menu.

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The payment information will display within the **State Disbursement** grid.

3. Click the **Payee Details** dropdown caret.

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The Payee Details display.

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

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