# Entering Client Benefits

# Knowledge Base Article

**Entering Client Benefits**

## Table of Contents

# Entering Client Benefits

## Overview

Agencies can record benefits received on behalf of a child while the agency is responsible for the child's placement and care. This article provides step-by-step instruction for entering those benefits in Ohio SACWIS.
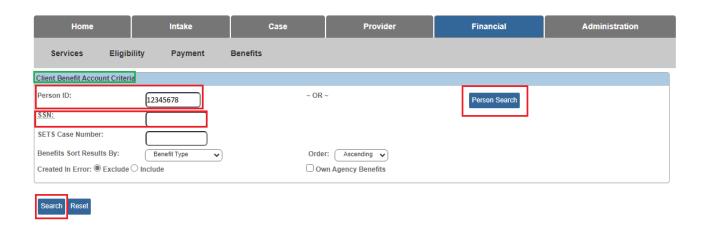
## Navigating to the Screen

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Benefits** tab.



The **Client Benefit Account Criteria** screen appears.

3. In the **Person ID** field, enter the appropriate ID number.
4. Or, use the **Search Person** button or **SSN** field to locate the child.
5. Click the **Search** button.

   **Note**: If you use the Search Person button, please see Using Search Functionality KBA for more information regarding person search.



The result appears in the **Client Benefit Account Search Results** grid.
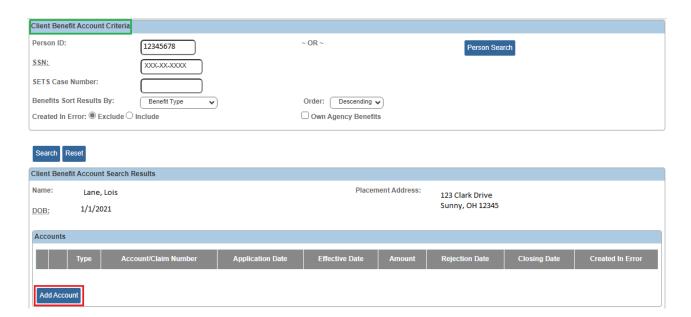
## Adding an Account

**Important:** The benefit type of: "SSI in excess of FCM" has been added to allow agencies to record the receipt of SSI funds that are in excess of the Foster Care Maintenance amount.

The only time you will set up an account is when you are making an application for the child's benefits or when the child is already in receipt of benefits.

# Entering Client Benefits

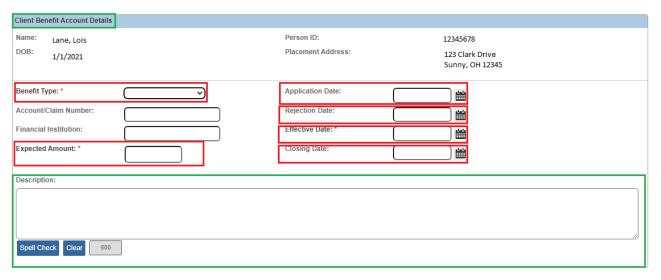1.  If the child has no benefits, click the **Add Account** button.



The **Client Benefit Account Details** screen appears.

2.  In the **Benefit Type** field, select the appropriate benefit from the drop-down list.
3.  If applying for benefits, enter a date in the **Application Date** field.
4.  If you know the amount expected, enter the number in the **Expected Amount** field.
5.  If the child is already in receipt of benefits, enter a date in the **Effective Date** field.

    **Note**: The effective date is the date when the agency will begin receiving the benefits.

    **Important**: When adding an account, you must enter an effective date, or the **Add Benefit** link will not appear in the grid once the record is saved.

6.  If an application for benefits was made but the benefits were rejected, enter the date in the **Rejection Date** field.
7.  If the child is in receipt of benefits but the benefits are ending, enter a date in the **Closing Date** field.
8.  If needed, enter comments in the **Description** field.
9.  Click the **Save** button.

# Entering Client Benefits

**Client Benefit Account Details**

| | |
|---|---|
| Name: Lane, Lois | Person ID: 12345678 |
| DOB: 1/1/2021 | Placement Address: 123 Clark Drive, Sunny, OH 12345 |

Benefit Type: *

Application Date:

Account/Claim Number:

Rejection Date:

Financial Institution:

Effective Date: *

Expected Amount: *

Closing Date:

Description:

[Spell Check] [Clear] [600]
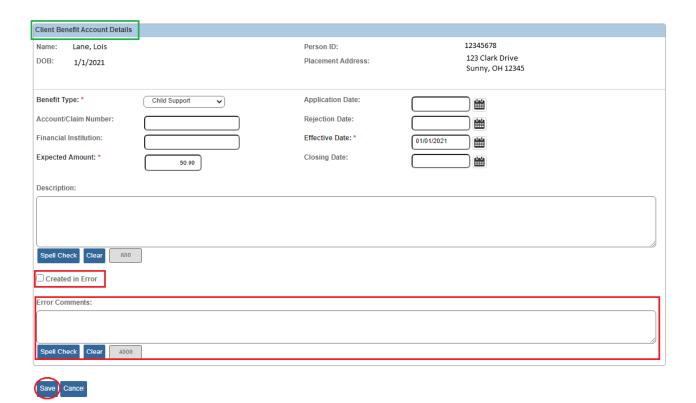
4. [Save] Cancel

**Important:** If the child already has benefits, click the **edit** link in the appropriate row in the **Accounts** grid and update the fields as discussed above.

**Accounts**

| | | Type | Account/Claim Number | Application Date | Effective Date | Amount | Rejection Date | Closing Date | Created In Error |
|---|---|---|---|---|---|---|---|---|---|
| edit | add benefit | Child Support | | | 01/01/2021 | $50.00 | | | |

[Add Account]

**Important:** If the benefit was created in error, click the **edit** link in the appropriate row in the **Accounts** grid and mark the **Created In Error** check box.

- If you check the box, you must enter content in the **Error Comments** field.
- When you mark a record created in error, Ohio SACWIS removes it from the grid, unless you click the **Include Created in Error** radio button and then the **Search** button. (See the **Filtering Client Benefit Information** sub-section for more information.)
- Once a benefit is saved, it can't be deleted. It can only be marked created in error.

Ohio Department of Children & Youth

# Entering Client Benefits

**Client Benefit Account Details**

| | | | |
|---|---|---|---|
| Name: | Lane, Lois | Person ID: | 12345678 |
| DOB: | 1/1/2021 | Placement Address: | 123 Clark Drive<br>Sunny, OH 12345 |

Benefit Type: * [Child Support ▼]　　　　Application Date: [＿＿＿] 📅

Account/Claim Number: [＿＿＿＿＿＿]　　Rejection Date: [＿＿＿] 📅

Financial Institution: [＿＿＿＿＿＿]　　Effective Date: * [01/01/2021] 📅

Expected Amount: * [50.00]　　　　Closing Date: [＿＿＿] 📅

Description:

[＿＿＿＿＿＿＿＿＿＿＿＿＿]

[Spell Check] [Clear] [600]

☐ Created in Error

Error Comments:

[＿＿＿＿＿＿＿＿＿＿＿＿＿]

[Spell Check] [Clear] [4000]

[Save] [Cancel]

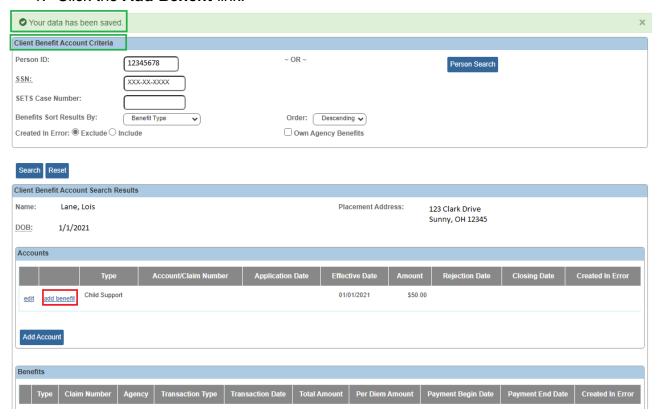The **Client Benefit Account Criteria** screen appears displaying the message, **your data has been saved**.

**Important:** If an effective date was added on the previous screen, the **Add Benefit** link appears in the grid.

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## Adding Benefit Details

1.  Click the **Add Benefit** link.



The **Client Benefit Details** screen appears.
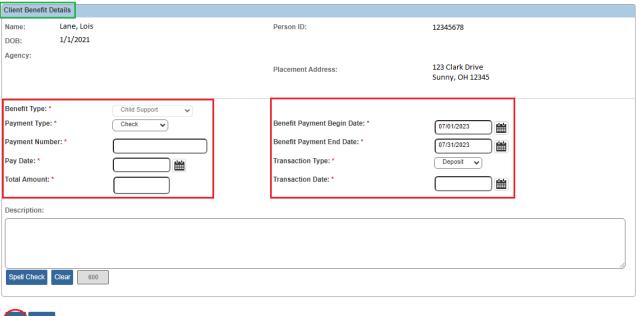
2.  In the **Payment Type** field, enter the appropriate type.
    **Note**: The system defaults to **Check**, but it can be changed.

3.  In the **Payment Number** field, enter the appropriate number.

5.  In the **Pay Date** field, enter the appropriate date.
    **Note**: The pay date is the date of the payment.

6.  In the **Total Amount** field, enter the total amount of the benefit.
    **Note**:

    -   In the **Benefit Payment Begin Date** field and **Benefit Payment End Date** field, the system defaults to the current month, but the dates can be changed, if necessary. The default dates here are what the system uses for reimbursement calculations.

    -   The **Transaction Type** field defaults to **Deposit** but it can be changed.
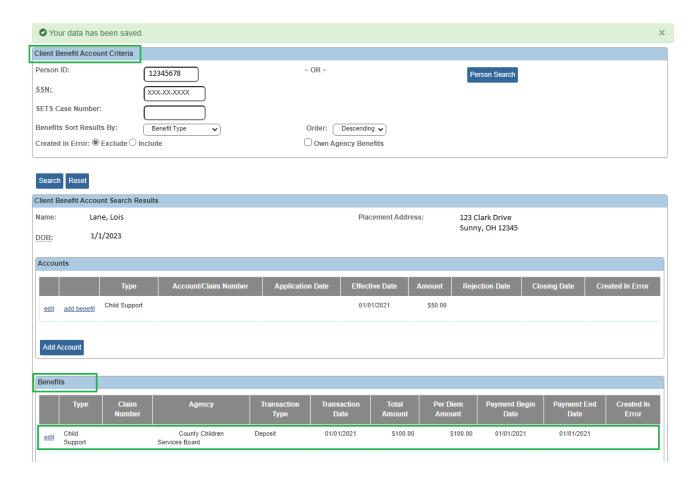
# Entering Client Benefits

- If **Deposit** or **Correction** is selected, the system considers those positive dollar values. If **Return** or **Refund** is selected, the system considers those negative dollar values and displays them as a negative dollar value.

7. In the **Transaction Date** field, enter the appropriate date.
   **Note**: The transaction date is the date that the transaction is being entered into Ohio SACWIS.

8. When complete, click, **Save**.



The **Client Benefit Account Criteria** screen appears displaying the information in the **Benefits** grid.

## Filtering Client Benefit Information

On the **Client Benefit Account Criteria** screen, Ohio SACWIS allows you to filter client benefit information in different ways. For a list of filter options, click the **Benefits Sort Results By** drop-down menu.

If you filter by **Benefit Type**, the system displays all the payments by the first selected type and then all the payments by the second selected type. For example, all the payments associated with child support appear first, followed by all payments associated to SSI.

If you filter by **Claim Number**, all the payments associated with the first claim number display; then all the payments associated with the second claim number display.

You can also filter by order, such as **Ascending** or **Descending** (default).

> **Note**: If you do not apply a filter, the system sorts by payment begin and end date in descending order.

If you want search results to include **Created in Error** records, click the **Include Created in Error** radio button; the default setting is to exclude those records. Use the appropriate sort fields to view client benefits.

1. Select the **Include** radio button.
2. Click the **Search** button.

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Once filtered, the system displays a **Yes** in the **Created in Error** column in the **Benefits** grid, as shown in the graphic below.



| | Type | Claim Number | Agency | Transaction Type | Transaction Date | Total Amount | Per Diem Amount | Payment Begin Date | Payment End Date | Created In Error |
|---|---|---|---|---|---|---|---|---|---|---|
| view | Child Support | | County Children Services Board | Deposit | 01/01/2023 | $200.00 | $200.00 | 01/01/2021 | 01/01/2021 | Yes |

# Calculating Client Benefits

Below are some examples of how the system calculates client benefits:

> **Important**: Once a benefit is saved, it can only be marked, created it in error; it cannot be deleted.

# Per Diem Rate

To determine the per diem rate, the system takes the total payment amount ($100) and divides it by the number of days between the payment begin and end date ($100 / by 31 days).

The screen displays $3.23 (the rounded amount), but the actual system calculation takes the number out six decimal places to 3.225806.



| | Type | Claim Number | Agency | Transaction Type | Transaction Date | Total Amount | Per Diem Amount | Payment Begin Date | Payment End Date | Created In Error |
|---|---|---|---|---|---|---|---|---|---|---|
| edit | Child Support | | County Children Services Board | Deposit | 01/01/2021 | $100.00 | $3.23 | 01/01/2021 | 01/31/2021 | |

Ohio Department of Children & Youth

## Reimbursements
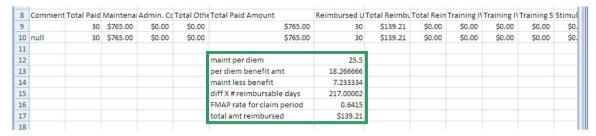
When the system calculates benefits for the reimbursement process, it uses the following business rules. If the benefit type is:

- **Child Support:** No offset occurs in Ohio SACWIS (The offset takes place by the child support agency).
- **SSI**: Ohio SACWIS does not reimburse maintenance but does reimburse administration.
- **Parental Contribution, SSA, Stipend, or Veterans Benefits:** Ohio SACWIS subtracts the daily benefit amount from the maintenance per diem. The amount is then multiplied by the number of reimbursable days in the claim period. That result is then multiplied by the FMAP rate in effect for the claim period.

Here is an example of how Ohio SACWIS determines a reimbursement rate:

- Total Maintenance Paid = $765.00
- Divided by Number of Days in Claim Period = 30 (the maintenance amount = $25.50)
- Subtract the *per diem* benefit amount (18.266666) from the $25.50 maintenance amount

The result equals 7.233334

- Multiply 7.233334 by the number of reimbursable days (30). The result is 217.
- Multiply 217 by the FMAP for the claim period (in this example, it's .6415), which is the total maintenance reimbursement after all benefits have been applied. The result is the total amount of reimbursed maintenance ($139.21).

**Note**: The outlined example, in the graphic below, was typed into the report and will not appear on your report:

| 8 | Comment | Total Paid | Maintena | Admin. C | Total Oth | Total Paid Amount | | Reimbursed U | Total Reimbu | Total Rein | Training I\ | Training I\ | Training S | Stimul |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 9 | | 30 | $765.00 | $0.00 | $0.00 | $765.00 | | 30 | $139.21 | $0.00 | $0.00 | $0.00 | $0.00 | $0. |
| 10 | null | 30 | $765.00 | $0.00 | $0.00 | $765.00 | | 30 | $139.21 | $0.00 | $0.00 | $0.00 | $0.00 | $0. |
| 11 | | | | | | | | | | | | | | |
| 12 | | | | | | maint per diem | 25.5 | | | | | | | |
| 13 | | | | | | per diem benefit amt | 18.266666 | | | | | | | |
| 14 | | | | | | maint less benefit | 7.233334 | | | | | | | |
| 15 | | | | | | diff X # reimbursable days | 217.00002 | | | | | | | |
| 16 | | | | | | FMAP rate for claim period | 0.6415 | | | | | | | |
| 17 | | | | | | total amt reimbursed | $139.21 | | | | | | | |
| 18 | | | | | | | | | | | | | | |

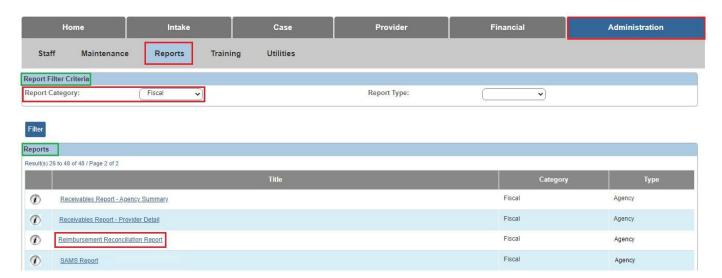## Viewing a Reimbursement Reconciliation (313) Report

**Note:** Refer to the **Running a Reimbursement Reconciliation (313) Report** Knowledge Base Article for additional information.

1. On the Ohio SACWIS **Home** screen, click the **Administration** tab.

2. Click the **Reports** tab. The **Report Filter Criteria** screen appears.
3. In the **Report Category** field, select **Fiscal**.
4. Click the **Filter** button.
5. Click, **Reimbursement Reconciliation Report**.



The **Reports** screen appears.

6. Select the radio button that corresponds to the report form you want (the default is Excel).
7. Click the **Generate Report** button.
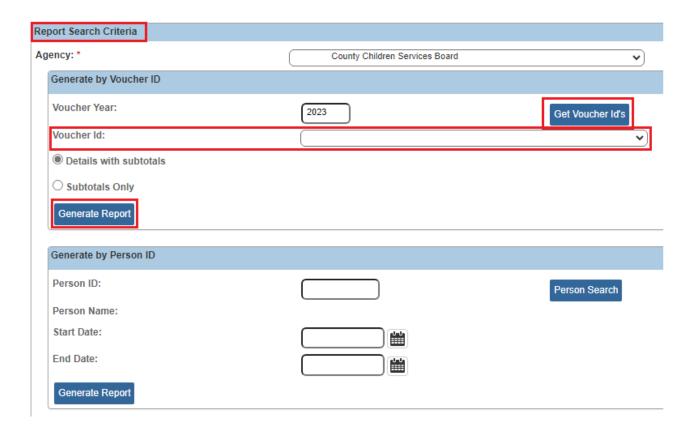


The **Report Search Criteria** screen appears.

You have the option to search a report using a **Voucher ID** or a **Person Name**.

1. Click, **Get Voucher Ids**.
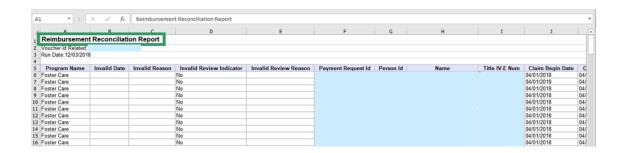2. Make a selection from the **Voucher ID** drop-down menu.
3. Click, **Generate Report**.

Ohio **Department of Children & Youth**

# Entering Client Benefits

**Note**: If you wish to search a report by Person Name, enter the Person ID; if the Person ID is unknown, you can do a Person Search.



The **Reimbursement Reconciliation Report** appears in an Excel spreadsheet.

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