Recording Credit Reports
In Ohio SACWIS

Knowledge Base Article

Recording Credit Reports in Ohio SACWIS

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Recording Credit Reports in Ohio SACWIS

Overview

This article describes how to record a **Credit Report** for a youth in custody. Credit Reports are required to be requested every year from each of the 3 **Credit Reporting Agencies** for youth in custody who are 14 years and older.

In Ohio Administrative Code Rule 5101:2-42-19 | **Requirements for the provision of independent living services to youth in custody**, section (J) states, "For each child in the custody of the PCSA or PCPA who has attained the age of fourteen, the PCSA or PCPA shall request a credit report from each of the three major credit reporting agencies (CRA) each year until the child is discharged from substitute care. This may be completed simultaneously or separately throughout the year.

(1) A request shall be submitted to at least one CRA by the first semi-annual review (SAR) held after the child attains the age of fourteen.

(2) The PCSA or PCPA shall ensure each child in agency custody who has attained the age of fourteen or older until emancipation, annually receives all copies of their consumer credit report. The PCSA or PCPA shall assist the youth in interpreting the credit reports.

(3) The PCSA or PCPA shall assist youth in the resolution of any inaccuracies reported on any of the credit reports by working with the Ohio attorney general's office.

Recording a Credit Report

Complete the following steps to record the **Credit Reports**. The Credit Reports will pull into the youth's Case Review and Semi-Annual Review.

Navigating to the Credit Reports Screen

1. Within an Ohio SACWIS Case, click on the **Independent Living** left-hand navigation link.

2. Click the **Credit Reports** tab.

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The **Credit Reporting Filter Criteria** screen appears displaying the **Credit Reporting Records** grid.

Note: You can hover the mouse pointer over the 👁 icon to display the first 400 characters of the narrative.

Credit Reporting Records

	Youth Name	Credit Reporting Agency	Requested Date	Provided Date	Inconsistencies	
edit	IndependentLiving, Irene	Trans Union	08/18/2023	08/18/2023	Yes	👁
edit	IndependentLiving, Irene	Experian	04/28/2022	04/28/2022	No	👁

Youth Name: * [▼]   **Add Credit Report**

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3. To filter and/or navigate through a long list of **Credit Reporting Records**, you may:

- Enter **Filter Criteria** (such as the **Youth Name** and/or **Credit Reporting Agency**) and click the **Filter** button to shorten the list of records.

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Click the page navigation buttons below the **Credit Reporting Records** grid to move between additional records.

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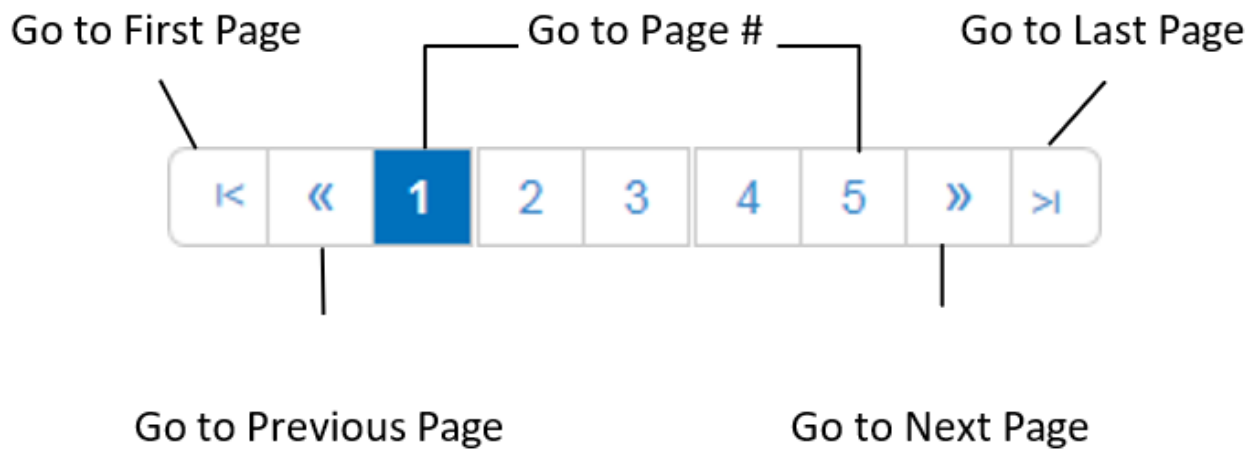
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Adding a Credit Reporting Record

1. In the **Youth Name** field, select the appropriate name from the drop-down list. (Required)

2. Click the **Add Credit Report** button.

The **Credit Report Details** screen appears.

On the **Credit Report Details** screen:

1. In the **Credit Reporting Agency** field, select the name of the appropriate credit reporting agency. (Required)

2. Enter the **Date Credit Report Requested**. (Required)

Last Revised: 03/07/2025

3. Enter additional information in the **Comments** field, if desired.

4. Click the **Save** button.

The **Credit Reporting Filter Criteria** screen appears.

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Editing a Credit Reporting Record

1. Navigate to the **Credit Reporting Filter Criteria** screen displaying the **Credit Reporting Records** grid using the steps previously discussed.

2. Click the **Edit** link beside the appropriate credit reporting record.

The **Credit Report Details** screen appears.

3. Enter or modify information as appropriate.

Note: Upon save, **Credit Reporting Agency** and **Date Credit Report Requested** will not be editable. When **Date Credit Report Provided to the Youth**, **Were Inconsistencies Found**, and **Date Inconsistencies Reported to the Ohio Attorney General** are entered and saved, they will no longer be editable.

4. If you selected **Yes** in the **Were Inconsistencies Found** field, you must enter the **Date Inconsistencies Reported to the Ohio Attorney General**. This date must be the day of or after the **Date Credit Report Requested**.

Date Credit Report Provided to the Youth:		

Were Inconsistencies Found: Yes

Date Inconsistancies Reported to the Ohio Attorney General:

Historical Comments: *Expand Full Screen*

01/01/2016 - 03:30:12 PM - SACWIS, Suzie: The first comment

01/03/2016 - 06:30:12 AM - SACWIS, Suzie: The second comment

Updated Comments:

✔ABC   300

☐ Created In Error

01/01/2016

Save   Cancel

5. The **Historical Comments** field displays any comments that were entered previously and is not editable. Enter any additional or updated information in the **Updated Comments** text field. (Optional)

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Note: After saving this record, any comments entered in the **Updated Comments** field will be added to the previous Comments and will display in the **Historical Comments** field (as shown by the "second comment" in the example above).

6. If this record was created in error, click the **Created in Error** checkbox (shown in blue above).

7. Click the **Save** button.

The **Credit Reporting Filter Criteria** screen appears displaying the **Credit Reporting Records** section.

Note: If you marked the record as **Created in Error**, it will no longer display in the grid by default. To display these records, click the **Include Created in Error** checkbox in the Filter Criteria section of the screen and click the **Filter** button. The grid will display a **Created in Error** indicator beside the relevant records as shown below.

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