

Determining Bridges Eligibility and Reimbursability



Knowledge Base Article

Determining Bridges Eligibility and Reimbursability

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Determining Bridges Eligibility and Reimbursability

Overview

This document outlines the process of determining Bridges eligibility and reimbursability in Ohio SACWIS. Prior to completing the steps listed in this document, please ensure you have entered a completed housing record if one exists and any court rulings that have been obtained. These should be entered in the case module of Ohio SACWIS.

Security Requirements

The following Ohio SACWIS security user group is needed for this functionality:

Bridges Fiscal Worker – This will permit the worker to add and edit eligibility and reimbursability records. The eligibility record will need to be routed to the appropriate state worker for final approval upon completion.

Determining Eligibility

From the Ohio SACWIS Home Page:

1. Click the **Financial** tab.
2. Click **Eligibility**.
3. Click **Eligibility/Reimbursability** on the navigation pane.



Important: Bridges eligibility can be determined without a pre-existing housing record. However, until the housing record is completed, the eligibility determination will be, “No.”

Determining Bridges Eligibility and Reimbursability

The **Person Selection** screen appears.

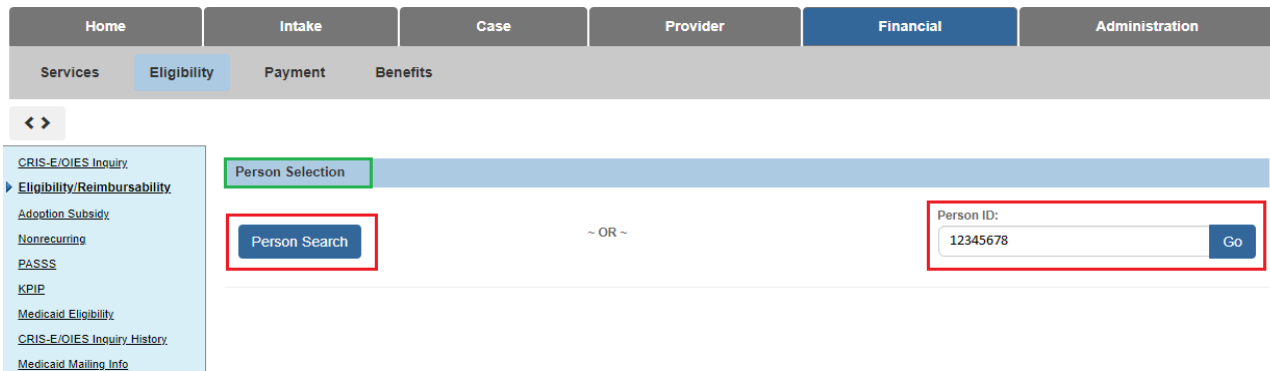
1. Click **Person Search**.

Note: If you know the **Person ID** number:

- Enter the number into the **Person ID** box.
- Click **Go**.

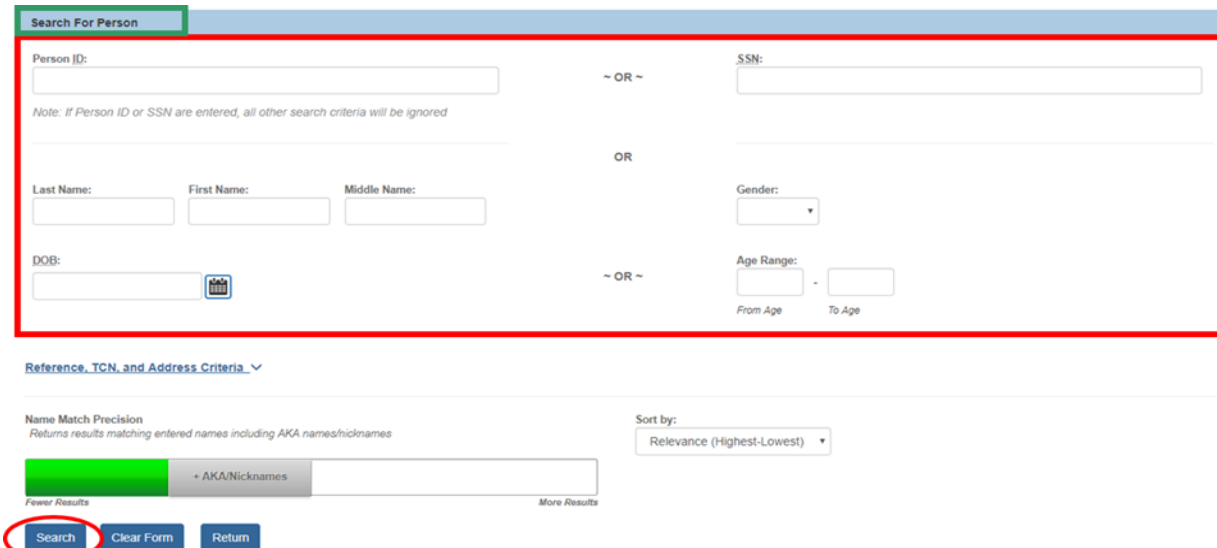
If you do not know the Person ID number:

2. Click, **Person Search** on the **Person Selection** screen.



The **Search For Person** screen appears.

3. Enter **Search Criteria**.
4. Click **Search**.



Determining Bridges Eligibility and Reimbursability

The **Person Search Results** grid appears.

- Click, **select**, in the appropriate row.

Person Search Results					
Result(s) 1 to 1 of 1 / Page 1 of 1					
<input type="checkbox"/> Include only active case members					
	Person Name / ID	Address	Gender	(Age) DOB	Active Case
select	Lane, Lois / 12345678	123 Clark Drive, Sunny OH 12345	Female	(2) 01/01/2021	Yes
Related Persons ▾					

The **Program Eligibility** and **Program Reimbursability** grids appear, indicating whether there are any existing records for the Person. If you need to add an eligibility record, follow the steps below:

- Select the **Determination Type** from the dropdown within the **Program Eligibility** grid. This can include one of the following:
 - Initial** – This option will be available if an eligibility record does not exist for the most recent custody episode for the person. The system should create an initial pending record with the custody episode's start date as the effective date once the young adult enters care and placement.
 - Ongoing** – This option will be available if ALL conditions below exist:
 - A completed initial eligibility record exists for the most recent Bridges custody episode.
 - A pending eligibility record DOES NOT exist for the most recent custody episode.

Note: The system will automatically create an ongoing eligibility record when the Best Interest ruling is due. Workers can also manually create this record if needed.

- Click **Add Eligibility**.

Note: You can click the **legal status history** link in the **Person Selection** grid to view information in the **Legal Custody Episode & Status Information** grid.

Important: The young adult's name, in the graphic below, is a hyperlink that will take you to the Person record; on the Person record, you can make any necessary changes before you proceed (e.g., adding resources for the eligibility determination)

Determining Bridges Eligibility and Reimbursability

Person Selection

Person Search

~ OR ~

Person ID:

Go

Name / ID: Lane, Lois / 12345678

Age, DOB: 1/1/2015
Age 8,

Assigned Workers:

Title IV-E # / Medicaid Recipient ID:

Legal Status History

Program Eligibility

☒ Include Created in Error

Determination Type:

Initial

Add Eligibility

Program Reimbursability

Effective Date:


End Date:

Add Reimbursability

The **Eligibility Details** screen appears. The steps for the next series of screens will provide the elements needed for the person's eligibility determination.

3. Provide the required information (denoted with a red asterisk) in the **Eligibility Details** grid.
4. If applicable, ensure a **Housing Record** exists for the person in the case module of Ohio SACWIS.
5. If applicable, ensure you have recorded **Best Interest** and **Reasonable Efforts** rulings for the person in the case module of Ohio SACWIS.
6. Ensure the **Effective Date** and **Eligibility Month** fields are correct if they have populated based on the young adult entering care and placement or enter/revise them accordingly.
7. Click, **View Requirements 1 to 7**.

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 Department of
Children & Youth

Last Revised: 04/17/2025

Determining Bridges Eligibility and Reimbursability

Eligibility Details

Eligibility Month: *	Effective Date: *
11/2021	11/01/2021 
Termination Date:	
<input type="text"/> 	

Initial Program Eligibility

Initial Removal and corresponding placement exists.	YES
Removal Date: 11/01/2021	

Requirements 1 to 7

[View / Update Requirements 1 to 7](#)

1. The child is a citizen or a qualified alien.	YES
2. Legal responsibility was obtained.	YES
3. Best Interest was obtained in the appropriate time frame.	YES
4. Reasonable Efforts were obtained in the appropriate time frame.	YES
5. The child met the age requirement.	YES
6. The child was living with the specified relative within the eligibility month or in the previous six months.	YES
7. The child met the deprivation requirement.	YES

The **Requirements 1 to 7** grid appears.

Determining Bridges Eligibility and Reimbursability

Completing Requirements 1 to 7

1. Select **Yes** or **No** from the dropdown for **U.S. Citizen** to complete **Requirement 1**.

Note: If the answer is, **No**, complete the **Qualified Alien Worksheet**.

2. Verify that **Requirements 2 through 4** have populated the correct **Legal Status**, **Best Interest Statement**, and **Reasonable Efforts Statement**, respectively, from the person's case.
3. Select the appropriate **Age Eligibility** option, and document **How Verified** in the text box to complete **Requirement 5**.
4. For **Requirement 6**, verify the **Specified Relative**.

Note: verify the date that populates is accurate based on when the young adult voluntarily entered the Bridges program.

5. For **Requirement 7**, Click **Deprivation Type**, Select a **Deprivation Type** from the drop-down menu, Select **Which Parent** for whom the deprivation type applies. Document **How Verified** in the text box.
6. Click, **Save**.


Determining Bridges Eligibility and Reimbursability

Removal Information			
Removal Date: 11/01/2021	Removal Circumstances: PCSA received custody		
Primary Caretaker:	Secondary Caretaker:		

Requirements 1 to 7			
Citizenship Information - Requirement 1			
U.S. Citizen: Yes			
Birth City, State, Country:			
⚠ Birth City, State and/or Country need to be entered on the Person.			
Test, Adult			
Legal Responsibility - Requirement 2			
Agency Legal Status: Ex-parte		Effective Date: 11/01/2021	
Termination Date: 11/02/2021			
Best Interest - Requirement 3			
Best Interest:		Best Interest Received	
Ruling Date: 11/01/2021	Ruling Received: Best Interest	Ruling Type: Custody	
Reasonable Efforts - Requirement 4			
Reasonable Efforts:		Reasonable Efforts Received	
Ruling Date: 11/01/2021	Ruling Received: RE to Prevent Removal - Initial	Ruling Type: Custody	
Age Eligibility - Requirement 5			
Eligibility Month: 11/2021		DOB: 10/31/2008	
Child's Age at the time of Removal: 13 years, 1 months			
Age Eligibility: Child under 18 during eligibility month			
How Verified: * Birth Certificate			
			✓ ABC 3983

Determining Bridges Eligibility and Reimbursability

Living with Specified Relative - Requirement 6

Was the child removed from a specified relative? 

Yes 

Name of Relative:

Relationship to Child:
Biological Mother

Change Specified Relative

Update Relationship

Did the child live with the specified relative in the eligibility month or any one of the preceding six months?

Yes 

How Verified:


Case Worker

✓ABC

3989

Deprivation - Requirement 7

Deprivation Type: *

Continued Absence from the Removal Home 

Which Parent: *

Father 

How Verified: *

OIES

✓ABC

3996

Determining Bridges Eligibility and Reimbursability

The **Eligibility Details** screen appears.

Note: The **Effective Date** and **Eligibility Month** have been saved. The word “**Yes**” now displays beside **Completed housing record exists**, and for **Requirements 1 to 7**. The response to the existence of a completed housing record, and/or to the status of any Requirements, may be, “**No**,” under other circumstances). Additionally, the **Determine Eligibility** button now displays near the bottom of the screen.

7. Click, **View Requirements 8 to 9**.

Eligibility Details

Eligibility Month: *

11/2021

Effective Date: *

11/01/2021

Termination Date:

Initial Program Eligibility

Initial Removal and corresponding placement exists.

Removal Date:

11/01/2021

Requirements 1 to 7

View / Update Requirements 1 to 7

1. The child is a citizen or a qualified alien.	YES
2. Legal responsibility was obtained.	YES
3. Best Interest was obtained in the appropriate time frame.	YES
4. Reasonable Efforts were obtained in the appropriate time frame.	YES
5. The child met the age requirement.	YES
6. The child was living with the specified relative within the eligibility month or in the previous six months.	YES
7. The child met the deprivation requirement.	YES

Requirements 8 and 9

View / Update Requirements 8 and 9

8. The resources available to the <u>SFU</u> were equal to or less than \$10,000.	YES
9. The income available to the child was less than the July 1995 <u>ADC</u> need standard.	YES

The **Requirements 8 to 9** grid appears.

Determining Bridges Eligibility and Reimbursability

Completing Requirements 8 to 9

For requirement 8, Click **SFU Information**

The screen expands, listing the young adult in the **Available Case Members** grid.

Note: The young adult has been automatically added as the only member in the **SFU Members** grid. This will add the young adult for inclusion in the **Needs Standard Summary – Requirement 9**.

Standard Filing Unit (SFU) Members - Requirement 8

Available Case Members

Person	Relationship to Child	Receives SSI/FCM/AA	Worksheet Completed
Test, Adult Male Age 30, DOB:	Non-Relative	No	
Test, Child Female Age 14, DOB:	Self	No	

Add SFU Member

SFU Members

Name / ID	Relationship to Child	Address	Income Verified	Resource Verified	Expense Verified
Test, Adult	Biological Mother	Unknown Address	Verified	Verified	Verified
Test, Self	Self	Unknown Address	Verified	Verified	Verified

Important: Clicking the **edit** link next to the name of the young adult will take you to the **Person Profile** where income, resource, and expense information (and other items) can be updated, if necessary.

Once the young adult's addition as an **SFU Member** has been confirmed:

1. For **Requirement 9**, the **Needs Standard Summary** will appear showing Need Standard Budget.

Needs Standard Summary - Requirement 9

Need Summary	Result
Stepparent Budget	\$0.00
Minor Parent Living with Parent(s) Budget	\$0.00
Undocumented Alien Parent(s) Budget	\$0.00
Alien Parent(s) Sponsors Income Budget	\$0.00
Intentional Program Violation Budget	\$0.00
Total SFU Members	1
Total Countable Income	\$0.00
185% Need Standard Test	
Need Standard Based on SFU Members	\$1,046.00
Does the child meet the 185% Need Standard?	Yes
100% Need Standard Test	
Need Standard Based on SFU Members	\$566.00
Does the child meet the 100% Need Standard?	Yes

Determining Bridges Eligibility and Reimbursability

A link for the **Income/Resource Summary** worksheet appears below budget grid.

- Click the link titled, **Income/Resource Summary**.

Budget Worksheets	
1. Income/Resource Summary	4. Minor Parent living with Parent(s)
2. Alien Sponsor Worksheet	5. Stepparent
3. Intentional Program Violation (IPV)	6. Undocumented Alien

The **Income and Resources Summary Worksheet Search Criteria** screen appears.

Note: The young adult's name has automatically been added as the **SFU Member**.

NAME / ID: Test, Child / 12345678	AGE, DOB: 16, 08/04/2006	CASE ID: 12345
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Income and Resources Summary Worksheet Search Criteria	
SFU Member: * Test, Adult - All Verified	Eligibility Month/Year: 01/2023

The **Income and Resources Summary** grid appears.

- Review the **Resources**, **Expenses**, and **Income Summary** grids to be certain information has correctly populated from the Person record.
- If the record is correct, select the **Verified** option from each drop-down menu.
- Click, **Calculate**.
- In the **Reasons for not including** text box, enter the following text when not including income: **Child only case, income not considered**.
- Click, **Save**.

Resources Summary						
Type	Amount (Subtract Lien Amount)	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Total Resources	\$0.00	\$0.00		\$0.00		Verified

Expenses Summary						
Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Total Expenses	\$0.00	\$0.00		\$0.00		Verified

Income Summary						
Type	Amount	Less Disregard	Less Expenses	Total Countable	Do Not Include	Verified *
Total Earned Income	\$0.00	\$0.00		\$0.00		
Total Unearned Income	\$0.00	\$0.00		\$0.00		
Total Income	\$0.00	\$0.00	\$0.00	\$0.00		Verified

Calculate

Determining Bridges Eligibility and Reimbursability

The **Requirements 7 to 9** grid appears.

8. Click, **Save**

The **Eligibility Details** screen appears.

1. Verify that all **Yes** or **No** responses are accurate based on the previous steps.
2. Click, **Determine Eligibility**.

Initial Program Eligibility	
Initial Removal and corresponding placement exists.	YES
Removal Date: 01/25/2023	
Requirements 1 to 7	
View / Update Requirements 1 to 7	
1. The child is a citizen or a qualified alien.	YES
2. Legal responsibility was obtained.	YES
3. Best Interest was obtained in the appropriate time frame.	YES
4. Reasonable Efforts were obtained in the appropriate time frame.	YES
5. The child met the age requirement.	YES
6. The child was living with the specified relative within the eligibility month or in the previous six months.	YES
7. The child met the deprivation requirement.	YES
Requirements 8 and 9	
View / Update Requirements 8 and 9	
8. The resources available to the <u>SFU</u> were equal to or less than \$10,000.	YES
9. The income available to the child was less than the July 1996 ADC need standard.	YES

The **Eligibility Details** screen appears, displaying the eligibility determination. Click, **Process Approval**.

Eligibility Details

Determination Type: *

Initial

Effective Date: *

10/01/2017

Eligibility Month: *

10/2017

Termination Date:

12/31/2017

Comments

Comments:

[Eligibility Automatically Terminated by System(Aged Batch) on Mon Jan 01 02:00:23 EST 2018]

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IV-E Eligible: Yes

Determine Eligibility

Process Approval

1. Make a selection from the **Action** drop-down menu.
2. Make a selection from the **Agency** drop-down menu. For Bridges young adults, this will be the **Ohio Department of Job and Family Services** unless otherwise instructed.
3. Make a selection from the **Reviewers/Approvers** drop-down menu.
4. Click, **Save**.

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

Determining Bridges Eligibility and Reimbursability

The **Program Eligibility** and **Program Reimbursability** history grids appear.

Note: After final approval of an initial eligibility record, the system will create a pending initial reimbursability record. If this record is not created, or deleted for any reason, a new record can be added by entering the **Effective Date** and clicking the **Add Reimbursability** button.

Program Reimbursability

Initial Eligibility from 01/25/2023 - Present ^

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
view	Annual Reasonable Efforts	Complete	Yes	05/10/2023		 
view	Placement	Complete	Yes	05/09/2023	05/09/2023	 
view	Placement	Complete	Yes	04/25/2023	05/08/2023	 
view	Initial	Complete	Yes	01/25/2023	04/24/2023	 

Effective Date:



End Date:



Add Reimbursability

Determining Reimbursability

From the Ohio SACWIS Home Page:

1. Navigate to the **Program Eligibility** and **Program Reimbursability** history screen based on the steps above.
2. Click the **edit** link next to the word, **Initial**, in the Program Reimbursability grid.

Determining Bridges Eligibility and Reimbursability

Program Eligibility









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[Legal Responsibility of Testing County Children Services Board from 01/25/2023 to Present ^](#)

	Determination Type	Status	IV-E Eligible	Effective Date	Termination Date	
edit	Initial	Complete	Yes	01/25/2023		

Program Reimbursability

[Initial Eligibility from 01/25/2023 - Present ^](#)

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
view	Annual Reasonable Efforts	Complete	Yes	05/10/2023		 
view	Placement	Complete	Yes	05/09/2023	05/09/2023	 
view	Placement	Complete	Yes	04/25/2023	05/08/2023	 
edit	Initial	Pending	Yes	01/25/2023	04/24/2023	 

The **Initial Reimbursability Screen** appears.

1. Verify that the **housing information** is correct within the **Initial Reimbursability grid**.

Note: The child must be **placed in a reimbursable housing type** for **Reimbursability** to be **Yes**.

2. Verify that the child's countable income was less than the cost of care paid by your agency. This can be reviewed by clicking the **Income/Resource Summary** link within the Worksheets grid.

Note: The young adult's countable income cannot exceed this amount for **Reimbursability** to be "Yes."

3. Click the **Determine Reimbursability** button.

Determining Bridges Eligibility and Reimbursability

Initial Reimbursability		
Program Eligible Date: 01/25/2023	Effective Date: 01/25/2023	End Date: 04/24/2023
Child's Placement		
Was the child placed in a reimbursable setting as of the Effective Date?		YES
Placement Provider: <input type="text"/>	Service Type: Treatment Foster Home Special Needs	
License Date: 10/27/2021	Licensed/Certified Placement: Yes	
Placement Begin Date: 01/25/2023	Placement End Date: 04/25/2023	
View Service Authorization		
Income/Cost of Care		
Was the child's countable income less than the cost of care paid by the agency?		YES
Worksheets		
Income / Resource Summary		
Child's Need		
Override Reimbursability		
<input type="checkbox"/> Child should not be reimbursable		
Comments: <div></div>		
<div>✓ ABC 4000</div>		
IV-E Reimbursable: Not Determined		
Determine Reimbursability		

Important: You have the ability to override reimbursability if the young adult should not be reimbursable, (i.e., if Ohio SACWIS displays a determination of 'Yes' when it really should be 'No'), by selecting the checkbox within the **Override Reimbursability** section below. Document your reason in the comment box.

The **Initial Reimbursability** grid appears, displaying the reimbursability decision.

Determining Bridges Eligibility and Reimbursability

1. Once your determination has been made, click the **Save** button.

Override Reimbursability

☐ Child should not be reimbursable

Comments:

✓ ABC 4000

IV-E Reimbursable: Yes

Determine Reimbursability

Created By:

Created Date:

Modified By:

Modified Date:

Save

Cancel

The following message appears:

2. Click **Ok**.

sacwis-uat.jfs.ohio.gov says

Reimbursability has been determined for the child. Saving the record will freeze the record from further updates. OK or Cancel?

OK

Cancel

Determining Bridges Eligibility and Reimbursability

The **Program Reimbursability** history screen appears. The reimbursability record is now marked, **Complete**.

Program Reimbursability						
Initial Eligibility from 01/25/2023 - Present ^						
	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
view	Placement	Complete	Yes	05/09/2023	05/09/2023	 
view	Placement	Complete	Yes	04/25/2023	05/08/2023	 
view	Initial	Complete	Yes	01/25/2023	04/24/2023	 

Important: With the exception of the annual reasonable efforts criterion, the program reimbursability steps outlined above are also applicable to **Continued Reimbursability** records. If the **Continued Reimbursability** record is the result of an Ongoing Eligibility Determination, then the system will create a pending reimbursability record. However, the user can also manually add a **Continued Reimbursability** record by entering the **Effective Date** and clicking, **Add Reimbursability**.

The **Continued Reimbursability** screen appears.

Program Reimbursability						
Initial Eligibility from 01/25/2023 - Present ^						
	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
view	Annual Reasonable Efforts	Complete	Yes	05/10/2023		 
view	Placement	Complete	Yes	05/09/2023	05/09/2023	 
view	Placement	Complete	Yes	04/25/2023	05/08/2023	 
view	Initial	Complete	Yes	01/25/2023	04/24/2023	 

Effective Date: <input type="text"/> 	End Date: <input type="text"/> 	<input type="button" value="Add Reimbursability"/>
---	---	--

Determining Continued Reimbursability

The **Continued Reimbursability** grid appears.

Note: The system will create a pending **Annual Reasonable Efforts** reimbursability record when one is due and has not been created.

Important: Reimbursability will stop if the user does not complete the pending **Annual Reasonable Efforts** determination timely.

1. Make a selection from the **Reason** drop-down menu.

2. Ensure all **Housing** information is correct.

Note: The child must be in a reimbursable housing type and the reasonable efforts requirement must be satisfied for the determination to be, Yes.

3. Click the **Determine Reimbursability** button.

Determining Bridges Eligibility and Reimbursability

Continued Reimbursability

Reason:

Effective Date:

05/01/2023

End Date:

Child's Placement

Was the child is placed in a reimbursable setting as of the Effective Date?

YES

Placement Provider:

Service Type:

Treatment Foster Home Special Needs

License Date:

10/27/2021

Licensed/Certified Placement:

Yes

Placement Begin Date:

11/01/2021

Placement End Date:

[View Service Authorization](#)

Annual Reasonable Efforts

Were the Annual Reasonable Efforts to finalize the Permanency Plan obtained in the appropriate time frame?

YES

Ruling Date:

02/21/2023

Ruling Received:

RE to Finalize Permanency Plan - Subsequent

Ruling Type:

Permanent Custody

Override Reimbursability

☐ Child should not be reimbursable

Comments:

✓ ABC

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IV-E Reimbursable: Not Determined

Determine Reimbursability

The **Continued Reimbursability** screen appears, displaying the determination.

IV-E Reimbursable: Yes

Determine Reimbursability

Created By:

Created Date:

Modified By:


Modified Date:

Save

Cancel

Click, **Save**

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 Department of Children & Youth

Last Revised: 04/17/2025

Determining Bridges Eligibility and Reimbursability

The follow message appears. Click the **Ok** button.

sacwis-uat.jfs.ohio.gov says

Reimbursability has been determined for the child. Saving the record will freeze the record from further updates. OK or Cancel?

OK

Cancel

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