Outstanding Checks

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Introduction

Checks go through several stages during the various financial batch processes. The payment processing begins three business days before the month's end at the Pre-Payment stage. Pre-Payment allows you to view (from the FM0103 Pre-Payment Report) what the payment amount will be **before any payment batches have actually run**. If a payment amount is incorrect at the Pre-Payment stage, modifications can be made to the placement or the Rate Setting allowing the payment to process correctly when the payment batches run.

The Pending check status is the first status achieved once a check is created by Calc Ongoing. During this stage all payments are swept up for a particular provider (and county) and pulled together to form a Pending check. Pending Checks will show up on the FM0201 Pending Checks Payee Listing Report. This report should be used to reconcile the newly created Pending checks with the anticipated check output. During the Pending status, a user has the ability to cancel that check or cancel individual line items within that check. A check will only stay in a Pending status for 24 to 48 hours before being picked up by the check write batch.

As a general rule, for a monthly run, this takes place on the first business day of the month. For a weekly run this will occur most often on a Friday of that week.

> **Note:** The batch run calendars can be found on the eWiSACWIS Knowledge Web.

The check write batch, run 48 hours after pending checks are produced (for monthly runs) and 24 hours for weekly runs, moves the check from a Pending status to an In Process status. Once a check has reached the In Process status, there is an expectation (for the purpose of IV-E claiming) that the check amounts are accurate, and that check numbers and dates will be applied to the In Process check. In Process checks can be reconciled using the FM0202 Monthly Pre-Audit Payee Listing Report.

> **Note:** One cannot cancel an In Process check. In fact, once a check reaches the In Process status, nothing can be done to maintain the disposition of that check. If the check is incorrect, then you must move that check to an Outstanding status in order to maintain the disposition of that check.

Once a check sits in an Outstanding status, the payment amounts associated with the check will be available for IV-E claiming.

This guide will describe the various methods for viewing and maintaining Outstanding checks.

Viewing Payment and Check Data

In most instances, Outstanding Checks will remain in this final status. However, in some instances, you may need to change the disposition of an existing Outstanding Check. Given this, the application provides several methods for retrieving and working with an Outstanding Check. They are as follows:

Depending upon preference, you can view payment and check data from either a case or provider perspective.
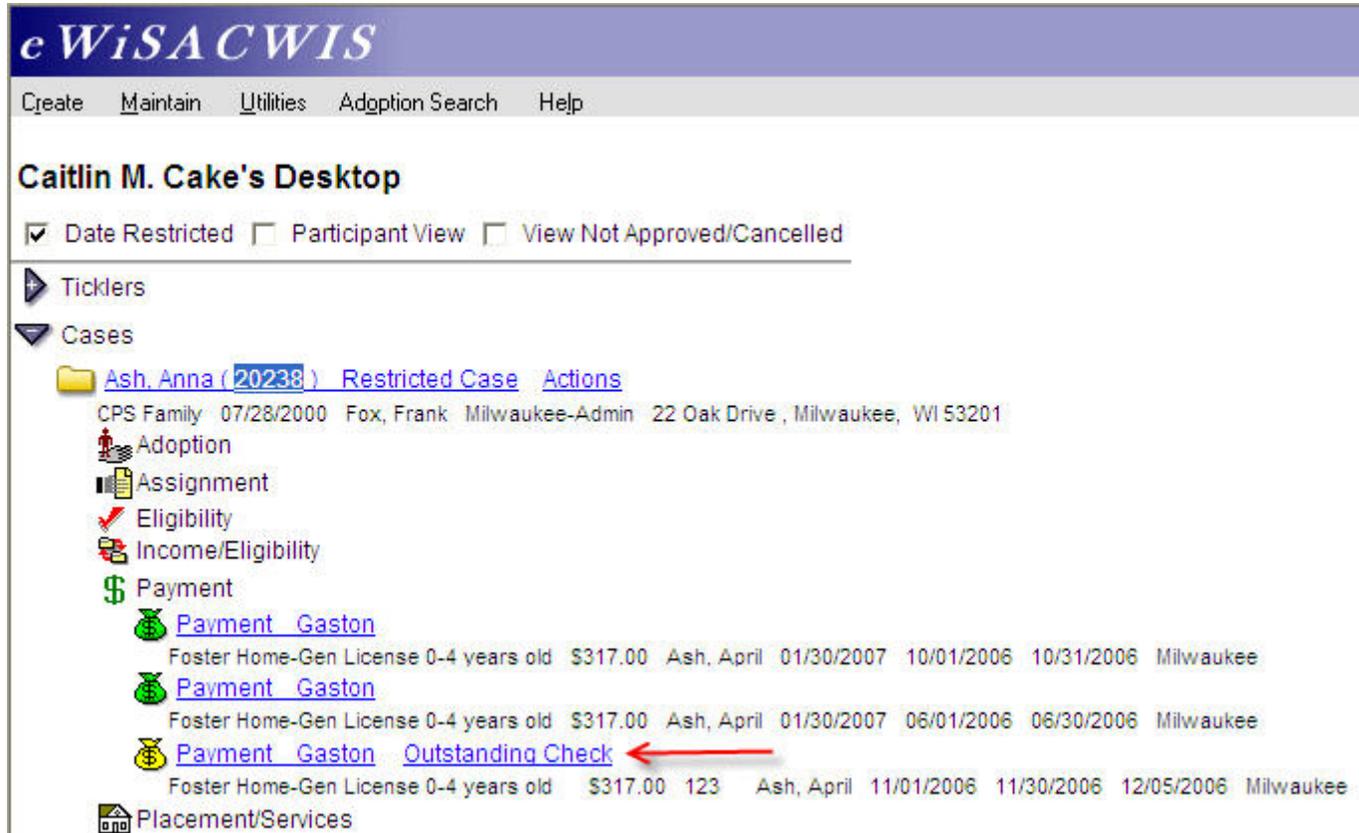
When viewing information from a case perspective, you will only see the payments associated with that case. Green money bags indicate payments that are not linked to a check. Yellow money bags designate a payment that is associated with a check. The status of the check (Outstanding, In Process, Outstanding, etc.) is described in the associated hyperlink located just to the right of the Payment hyperlink.

When viewing information from a provider perspective, payments and checks are separated from one another (this is due to the specific association that payments and checks have with the provider record). Unlike the case view (where the payments only specific to that case are displayed), the provider view allows for display of the checks and payments separately. **Note**: Checks may be comprised of multiple payments from several different cases within the county. Similarly, multiple payments from several different cases may display under the Payment icon.

The examples below illustrate accessing an Outstanding check from the Payment icon of a case and from the Checks icon of a provider.

Working with an Outstanding Check (From a Case)

From your expanded case, expand the Payment icon **$** .

Click on the Outstanding Check hyperlink and the Review Outstanding Checks page will open with the associated payment details listed below.
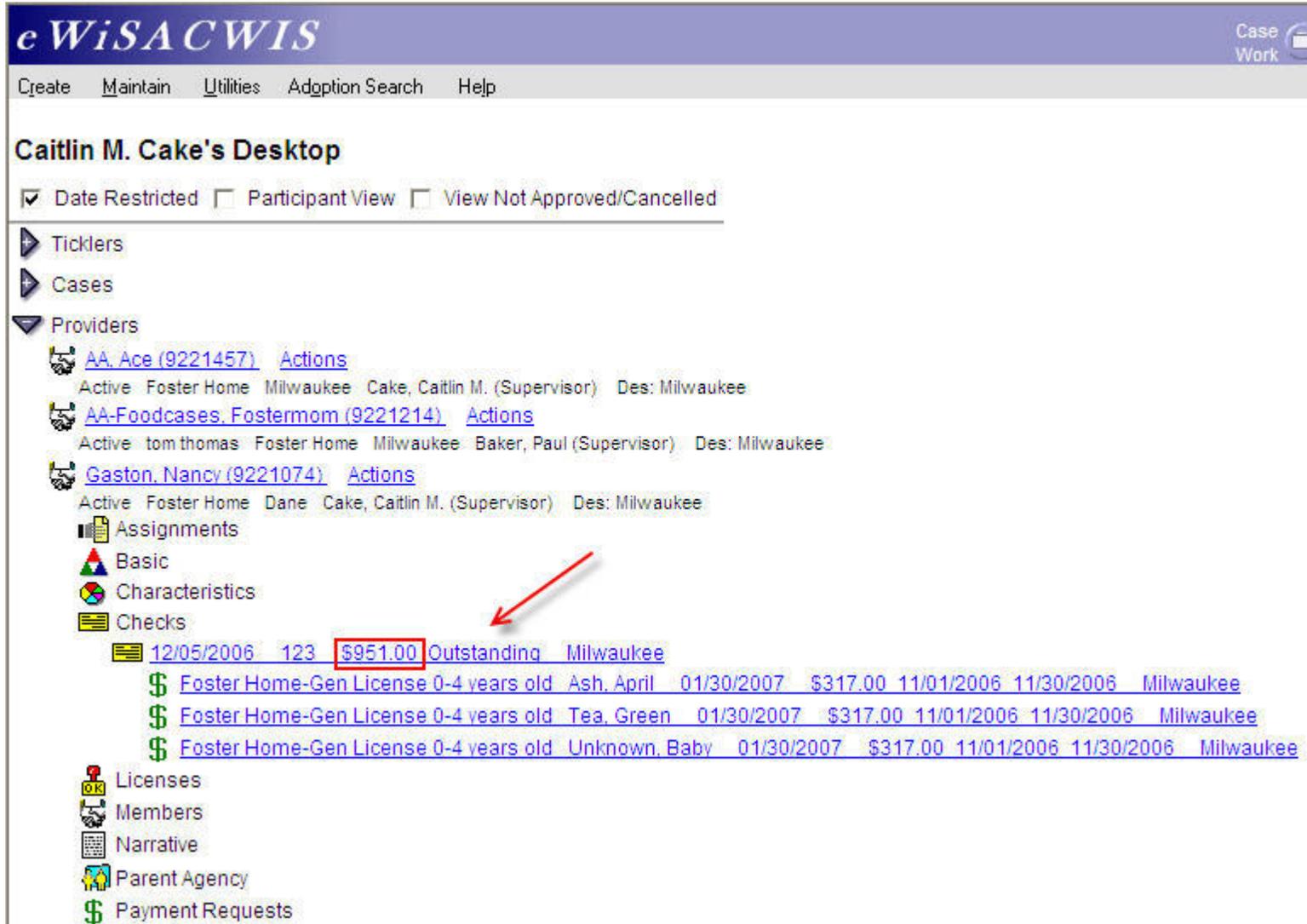
Note: The check amount may differ from the payment detail line. Remember that checks may be comprised of more than one payment, or payments and payment adjustments. In our example below, the payment equals $317.00. However, as we look at the check from the provider view, we will see that the associated check totals $951.00 because there are actually 3 payments that make up the entire check.

Working with an Outstanding Check (From a Provider)

Providers display both payments and checks.

In order to work with the Outstanding Check, expand the provider and expand the Checks icon ▣. Click on the associated hyperlink for the check you wish to maintain.

Note: If you click on the Checks icon again ▣ the check will expand and display all associated payments with the check.

Working with an Outstanding Check (From a Provider – Continued)

Clicking on the hyperlink will open the Review Outstanding Checks page with the associated payment details listed below.

e WiSACWIS

Check Information

Trace/ Check Number:	123	Transmission/Check Date:	12/05/2006	Voucher Number:
Provider Name:	Gaston	First Name:	Nancy	Search
Payable To:	Gaston	Check Amount:	$951.00	County: Milwaukee

Disposition Information

Current Disposition:	Outstanding	New Disposition:	
Disposition Reason:		Reschedule Date:	00/00/0000
Disposition Notes:		Cleared/Expired Date:	00/00/0000

Payment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.
Ash, April	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	$317.00	$0.00	$0.00	$0.00
Tea, Green	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	$317.00	$0.00	$0.00	$0.00
Unknown, Baby	Foster Home-Gen License 0-4	11/01/2006	11/30/2006	$317.00	$0.00	$0.00	$0.00

Payment Adjust Lines

There are no Payment Adjust lines for this check.

Save   Close

Working with an Outstanding Check (With No Assignment to Either the Case or Provider)

This method requires that you search out the payee of the check you wish to maintain. Access the search page from Maintain > Financial > Check Disposition.
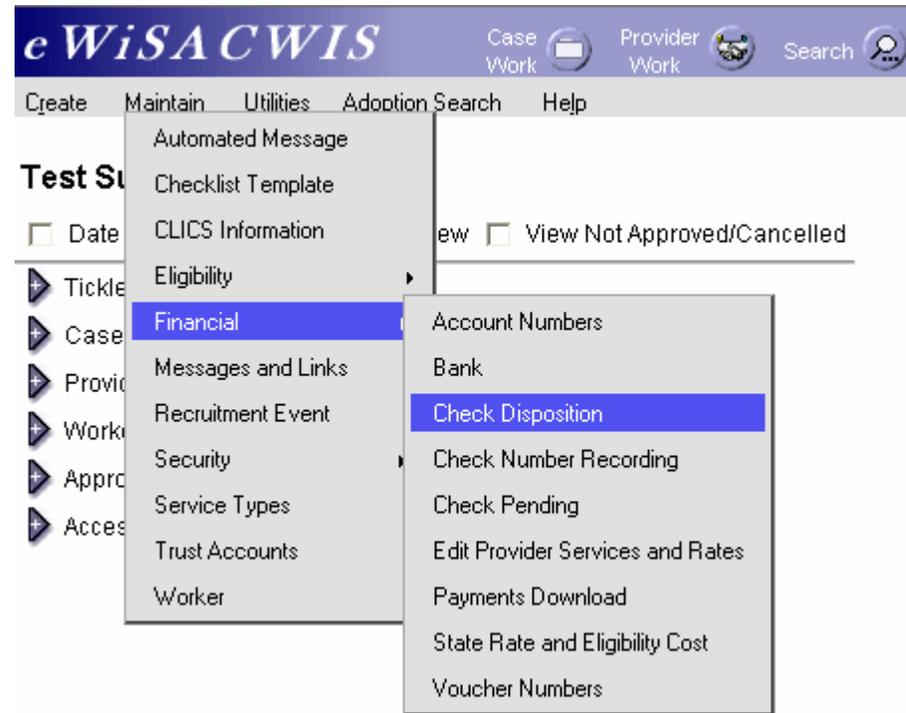
Working with an Outstanding Check (With No Assignment to Either the Case or Provider – Continued)

A blank Check Disposition page will open with a "Search" hyperlink. Click the Search hyperlink and search out the provider (Payee) for the check you wish to maintain.

Working with an Outstanding Check (With No Assignment to Either the Case or Provider – Continued)

Once you have returned the appropriate provider (payee), expand the Checks icon and select the radio button next to the "Outstanding Check" that you wish to maintain.

Working with an Outstanding Check (With No Assignment to Either the Case or Provider – Continued)

The Check Disposition page will open with the associated payment details listed below.

eWiSACWIS

Check Information

Trace/ Check Number:	123	Transmission/Check Date:	12/05/2006	Voucher Number:		
Provider Name:	Gaston	First Name:	Nancy	Search		
Payable To:	Gaston	Check Amount:	$951.00	County:	Milwaukee	

Disposition Information

Current Disposition:	Outstanding	New Disposition:	
Disposition Reason:		Reschedule Date:	00/00/0000
Disposition Notes:		Cleared/Expired Date:	00/00/0000

Payment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.
Ash, April	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	$317.00	$0.00	$0.00	$0.00
Tea, Green	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	$317.00	$0.00	$0.00	$0.00
Unknown, Baby	Foster Home-Gen License 0-4 years old	11/01/2006	11/30/2006	$317.00	$0.00	$0.00	$0.00

Payment Adjust Lines

There are no Payment Adjust lines for this check.

Save   Close

Maintaining an Outstanding Check

There are several options you have to maintain an Outstanding Check. However, unlike a Pending Check, the Outstanding Check will not allow you to cancel single payment lines with the check. When you maintain an Outstanding Check, you are maintaining the entire check and all associated payments.

Canceling an Entire Outstanding Check

Select the check that you wish to maintain through one of the methods outlined above. The Review Outstanding Checks page lists the entire check and the associated payments that make up that check.

To cancel the entire check, select from the Check Information group box "Cancel - Do Not Pay." This will cancel the entire check and all associated payments.

Note: You may need to recreate the correct check in eWiSACWIS for claiming purposes.

Canceling and Rescheduling an Entire Outstanding Check

The "reschedule" function will take the attached payments that are a part of a check and disassociate those payment lines from the existing check. If you are canceling and rescheduling the entire check, then the associated check will be cancelled and all of the payments will be detached from the cancelled check. Once the payments have been detached from the check, you can work with the payments individually (this may include canceling single payment lines etc.).

Note: The reschedule method is most helpful when rebuilding payment or check data. You should make every effort to have eWiSACWIS match whatever processed on the county ledger system. Therefore, if on the county side the check contained two payments, then the check on eWiSACWIS should match not only in amount, it should also consist of two payments. Thus, if the original eWiSACWIS check contained three payments (one of which was for a different date), then using the cancel reschedule method would allow you to detach the incorrect payment line and associate it through the Manual Checks Process to the correct check (See Manual Checks for more details).

Select the check that you wish to maintain through one of the methods outlined above. The Check Disposition page lists the entire check and the associated payments that make up that check.

To cancel the entire check, select the New Disposition from the Disposition Information group box "Cancel – Reschedule." Enter the reschedule date in the appropriate field. As a general rule, the reschedule date will be the date the piece of work is being done. The reschedule date is a flag for the fiscal batches to enable the payment to be picked up once that date has been reached.

Viewing The Newly Rescheduled Payments

Once "Cancel – Reschedule" has been selected with an appropriate reschedule date, the entire check will be cancelled and all of the associated payments will detach from that check. The newly detached payments can be found under the placement provider (this may be different from the payee in Treatment Foster Home scenarios).

Bullet Points Regarding Outstanding Checks

✓ The "Outstanding" status is the final status of a check. The amounts recorded and held within eWiSACWIS (as part of an "Outstanding" check) are the exact amounts the State uses when calculating the Federal IV-E claim. Please be accurate in your recordings.

   o Do not move a check to the "Outstanding" status unless it accurately represents the check amount that went out on the county side.

✓ There are several other dispositions a check can have (for example, "Cleared," "Expired," "Redeposited"). These are optional dispositions, available to the county should they wish to be more descript as to the status of the check. There is no requirement that a county maintain the disposition of any check beyond "Outstanding."

✓ If a check's total is incorrect, in most instances it's easiest to simply cancel the original check and recreate the check by doing one-time payments and then pulling the one-time payments together through the Manual Check Process. See the *Financial How Do I Guide*.

   o Do not create supplementary one-time payments unless this is how the check went out the door on the county side. In other words, if the actual county check was for $200.00 and the check in eWiSACWIS totaled $150.00, do not create a one-time payment for $50.00 and then attach it to the original check. It's much cleaner (from and auditing/claiming perspective) to cancel the original $150.00 check and create a new check for $200.00.

✓ If a check contains multiple payment lines and some of the payment lines are accurate and others are off, use the Cancel-Reschedule method to detach the payment lines from the check. Then cancel the payments that are incorrect. Then recreate those payments accurately reflecting the correct payment amount. Then pull all the payments together through the Manual Checks Process (See the *Financial How Do I Guide*).

Recommended Reports for Outstanding Checks

✓ **FM0106 Financial Checks Reconciliation:** This report provides a listing of all system-disbursed payments and overpayment adjustments where the check date falls within the specified range. Only non-cancelled payments that are part of an Outstanding or Cleared check are retrieved.

✓ **FM0108 Financial Payment Sweep:** This report provides a listing of all system-disbursed payments and overpayment adjustments (this report does not list non-recouped overpayments) as well as the status and information on the checks the payments are associated to. Use this report to reconcile against the county's reported financial output.

Note: This listing of reports is not wholly inclusive of all reports available for this topic. This is a listing of the recommended reports that are available through the eWiSACWIS application. There may be other reports that a county or individual user may find helpful. Please refer to your eWReports application and access Utilities > Report Information to view all reports that are available.

Key Financial Terms and Definitions for Outstanding Checks

Term	Definition
Administrative rate	The administrative rate paid to the parent agency is set by a contract.
Basic Rate	The rate intended to cover food, clothing, housing, basic transportation, personal care, and other expenses on a monthly basis. The fixed monthly payment for a foster child is determined solely by the age of the child. A child's basic maintenance rate will increase when the child reaches the age of 5, 12, and 15. The higher rate is effective on the date on which the birthday occurs. Because the rate is based on the needs of each child, it may also include extra payments (supplemental and exceptional payments) in addition to a basic maintenance rate. **Note**: No monthly payment for the combined basic maintenance, supplemental, and exceptional rates may exceed $2,000.
Batch	A batch is a program that is assigned to run without further user interaction. Batch jobs run in the background and produce data (such as payments or checks) and reports.
Calc Ongoing payments	Recurring payments generated by the "Calc Ongoing" batch. These payments are most often generated for out of home placements, such as foster homes, Treatment Foster Homes, Kinship etc. One time payments and Overpayment Adjustments are also picked up by the "Calc Ongoing" batch. Calc Ongoing automatically pro-rates for partial month periods, and generates overpayments automatically when appropriate. Services that use the "Calc Ongoing" batch to generate payments will do so until a closing date has been entered.
Cancelled	A status indicating that a piece of case work or provider work is no longer valid. Generally this is related to Checks, Payments, or Overpayments.
Check	A Check may consist of one or several different Payments and Overpayment Adjustments. **Pending:** This is the first stage in the check process. Checks remain appear in a pending status immediately after the "Calc Ongoing" batch runs. They will remain in this status until the "Pre-Audit" batch runs, which moves a check from a Pending status to an In Process status. **Note:** When a check is in a "Pending" status you may cancel or stop this check or any associated payments. **In Process:** This is the 2nd stage in the check process. A check that is in the In Process status is assumed to be correct in its makeup. The check was not cancelled in the pending stage and is waiting to be printed and mailed. **Note:** The check status will remain "In Process" until a check number and check date is applied to that check. Once a check number and date is recorded for that check the status will move from "In Process" to "Outstanding." **Outstanding:** This is the final stage in the check process. A check that is in an "Outstanding" status has check numbers and dates recorded. The check number and check date correspond with the actual check number and the date of the actual check processing. **Note:** Once a check has reached an "Outstanding" status it can be used for reimbursement in Trust Accounts, and will ultimately be figured into the IV-E claiming calculations.

Term	Definition
Child specific rate	This type of rate is documented on the Out-of-home placement. It is used to generate a paid rate that is specific to the child that is placed. It is most commonly used to document out of state placements, as well as adoption assistance.
Cost of care	The total cost to a county for a child's placements and other services. Counties have discretion regarding what types of services that they document as paid outside of the standard paid placement service and associated rate setting.
Exceptional Rate	An additional monthly payment for a child's care where the needs of the child require more from the provider warranting a rate paid above the basic maintenance and supplemental payments. The additional payment is being provided in order to ensure the child's needs in the foster home are met and to prevent placement in a more restrictive setting.

Note: No monthly payment for the combined basic maintenance, supplemental, and exceptional rates may exceed $2,000. |
| **Maintain Rate** | **By Service:** All providers will use the same rate established for the specific service. An example of a "Service" specific rate would be a Foster Home services rate, where each provider carrying the Foster Home General - 0-4 Rate will generate the same standard Basic Maintenance Rate.

By Provider: The rate is governed at the provider level. For a specific service, each provider carrying that service can have a different rate. An example of a "Provider" specific rate would be a Group home service where many providers carry the Group Home service and often offer different rates for that service. |
| **Manual check** | Used when a worker issues a physical check, on the spot. The financial worker will enter a One Time Payment into the system for a service which is designated as an Emergency Payment on the Payment Request page. A check number must then be recorded for that physical check, through the Manual Checks page. |
| **Non-System Disbursed Payment** | This is a specific type of payment used to document that a payment occurred, yet it is not desired to attach the payment to a check. This type of payment is used most often when document placement costs for FPI, YES, or Wraparound placements where the state can claim the costs of the Non-System Disbursed placement payment. The actual costs of the program are paid out via a System Disbursed payment that is attached to a check containing the full amount of the program's costs. |
| **Outstanding** | A status related to Checks and Overpayments. For Checks, an outstanding status means check numbers have been recorded as the check has been printed and mailed. When a check is in an Outstanding status the payments that make up the check can be used in the State's IV-E claiming calculations.

A little twist in thinking, for Overpayments, an outstanding status means that the Overpayment is true and has not been repaid. |
| **Override parent agency rule** | If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, overriding the parent agency is necessary. **Note**: If the CPA is "Not for Profit," the Administrative payment plus foster care provider payment will be sent to the CPA. If the CPA is "For Profit," the Administrative portion will be sent to the parent agency and the foster care provider payment (basic, supplemental, and/or exceptional portion) will be sent to the foster care provider. |

Term	Definition
Parent Agency	The agency that is responsible for the licensing and supervision for a home provider, most often associated to a Treatment Foster Home. In eWiSACWIS, all payments made to a home provider that is associated with a "not-for-profit" parent agency go directly to the parent agency. That parent agency is then responsible for paying the home provider. If the parent agency is "for-profit" then the payment is split: the provider receives their foster payment and the parent agency receives their appropriate amount.
Payee	The provider receiving payment. In most Foster Home scenarios the "Placement Provider" and the "Payee" are one in the same. However, in Treatment Foster Homes, Group Homes, or RCCs the "Placement Provider" often is governed by a Parent Agency or a Child Placing Agency that is responsible for receiving the payment. In these scenarios the "Placement Provider" and the Payee will differ. It is important to realize that all payment and check data will reflect under the Payee.
Payment	A payment will consist of the Basic Maintenance, Supplemental, Exceptional, and Administrative costs for a particular child and provider. There can be several payments attached to one check. In essence, the payment comes before the check. Visually, payments are reflected several different ways: This icon indicates that the payment is not attached to a check. You will see payments recorded like this for one-time payment requests that have not been picked up by a check batch, or for "Episode Driven Payments" (Zero-dollar payments) for Group Homes, RCC, and some Wraparound Payments. This icon illustrates a payment that is attached to a check. Following this icon will be two hyperlinks, the first will be the hyperlink for the payment and the second will be the link for the check that the payment is attached to. This icon describes an overpayment, which can also be thought of as a negative one-time payment.
Placement Provider	The provider where the child is physically resides for care.
Rate Setting	A tool used to document costs paid to a provider above the Basic Maintenance Rate. The Rate Setting justifies Supplemental costs based on Behavioral, Emotional, or Physical characteristics of a child. There is also an area of the Rate Setting used to justify Exceptional costs that are paid above the identified Supplemental and Basic Maintenance costs. **Note:** Any type of payment to a provider that goes above the Basic Maintenance Rate must use a Rate Setting to justify the additional payment costs. This includes Receiving homes.
Service Rate	The rate is specific to the service type. All providers will use the same rate established for the specific service. An example of a "Service" specific rate would be a Foster Home services rate, where each provider carrying the Foster Home General - 0-4 Rate will generate the same standard Basic Maintenance Rate.
Split payment	An action that allows a user to set eWiSACWIS to generate multiple payments from one system generated payment. The payments can be split by percentage or a set amount. This is most commonly used when a payment should be sent to two distinct providers that share in the care of a given child.

Term	Definition
Supplemental Rate	An additional monthly payment intended to cover the costs of caring for the child's special needs for a foster child with emotional, behavioral, or physical needs. A supplemental rate can be changed if the child's condition has changed. **Note:** No monthly payment for the combined basic maintenance, supplemental, and exceptional rates may exceed $2,000.
Target Population	The categorization of Youth Aids or Non-Youth Aids based on the selected criteria that ultimately directs the cost of care for the given child to come out of a specific funding source ("pot of money").
Voucher number	The Voucher Number equates to a batch of checks. Each check run is assigned a specific voucher number. The voucher number then serves as a pointer to all checks produced for that given batch run. Voucher Numbers are established for a given fiscal year. The fiscal year runs July 1st to June 30th. Voucher Numbers should never be duplicated across fiscal years.