Trust Accounts

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Introduction

Trust Account pages were developed to track county cost of care and benefit refunds (Child Support, SSI (Supplemental Security Income), SSA (Social Security Administration), Waiver contributions, etc.) that the county receives to offset the costs for a particular child/youth. The net result of the cost of care minus the benefit refunds determines the amount that the county uses in their Title IV-E claiming calculations to the Federal Government. Trust Account information is child and county specific. When a Trust Account is viewed for a specific child, it shows all of a county's costs of care for all of the child's cases within the county.

It's important to remember that benefit refunds cannot be applied to costs of care that are not in an "Outstanding" status. If a county is behind in check number entry, the refunds to offset that cost of care won't be applied and the State will be behind in claiming the county's costs of care to the Federal Government. Given the importance of Trust Accounts and how they impact claiming, General Trust Accounts are automatically created when a claimable placement type (such as Foster Care, Treatment Foster Care, Group Home, or RCCs) is created manually and final approved.

There are two types of Trust Accounts: General and Dedicated. The General Account is the holding account for all cost of care. This is the account where the drawdown calculations take place. Drawdown calculations are driven by a drawdown batch that takes the incoming benefit refunds against the existing cost of care to arrive at the net result of claimable cost of care for that child.

As mentioned above, General Trust Account records are created when an out of home placement with a claimable placement type is created and final approved. The page is pre populated with the child's name and person ID as well as the county's General Trust Account Bank name and account number. An editable Trust Account Benefit Record for type of Child Support is also automatically created and accessible from the Benefit Record tab of the Trust Account page. This allows Child Support benefit refunds to be deposited into the child's Trust Account through an interface shared between the KIDS (Kids Information Data System) and eWiSACWIS.

The Trust Account page also has a Ledger tab which allows the Trust Account Manager to maintain a complete history of all debit and credit transactions for a child's trust account. Ledger Records inserted on the Maintain Ledger Record page then display and can be edited from the Ledger tab of the Trust Account page.

When there is a question regarding how a benefit refund should be applied to the existing cost of care, the benefit refund should be deposited into the Dedicated Account. The Dedicated Account serves as a holding place for these types of benefit refunds. No Trust Account batches, including the drawdown batch, ever look to the Dedicated Account. Also, benefit refunds are not deposited into a Dedicated Account through an interface. Any deposits made to the account are made manually. An example for using a Dedicated Account would be when a county receives a single refund of SSA that covers several months' worth of a benefit refund. The county must first contact Social Security to determine how this money may be applied to their existing cost of care. This refund is sheltered against any Trust batches in the Dedicated Account. Once there is a determination of how this money can be used, it may then be withdrawn out of the Dedicated Account and deposited into the child's General Account.

This guide will describe the various methods for viewing and maintaining Trust Account information. This includes costs of care that have occurred since eWiSACWIS fiscal go-live date for the county and those costs of care incurred by the county that precede eWiSACWIS. It is important to note that counties have their own accounting systems that are separate from the Trust Account module in eWiSACWIS.
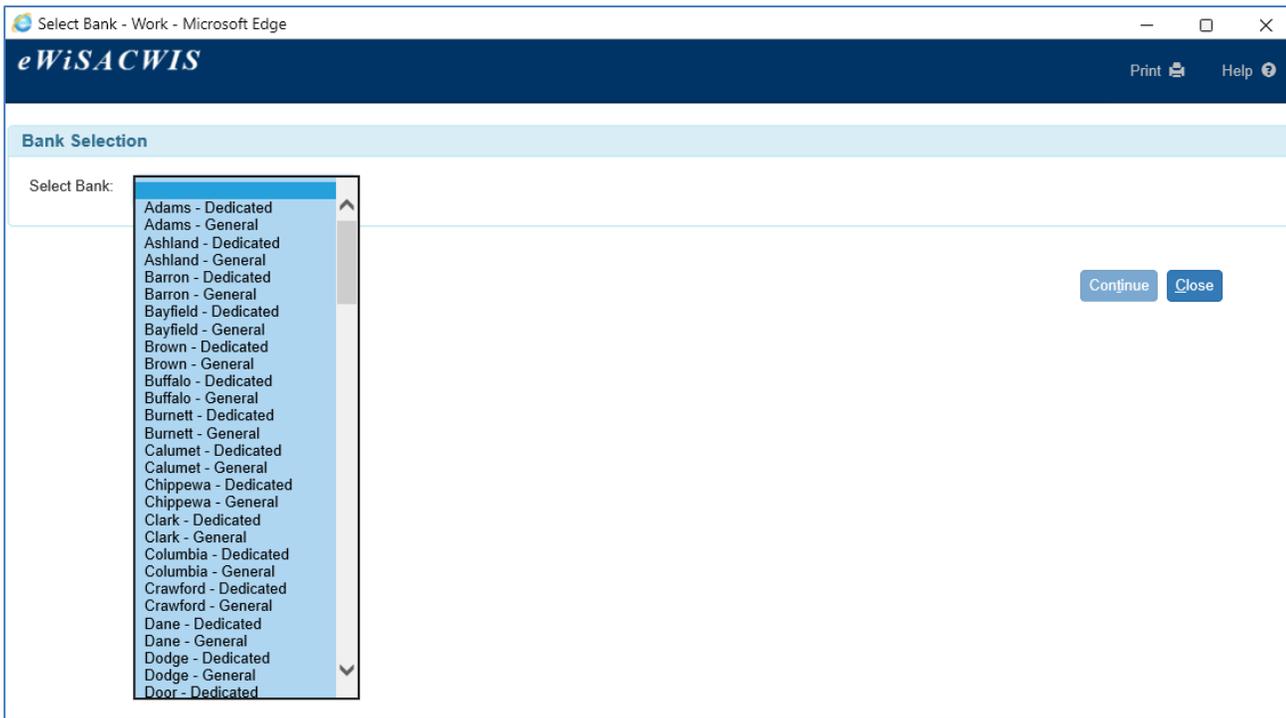
Bank Page

The Bank page in eWiSACWIS allows workers with the proper security, including the Trust Account manager, to maintain current address and account number for each of the county's bank accounts where trust account money is kept. Each county is permitted to have two separate bank records documented for trust funds; i.e. one General and one Dedicated account type. Each child's Trust Account must be matched to one account number. This matching occurs when the Trust Account page is opened for the first time when creating a child's trust account.

Workers can also launch the Interest page from the Bank page, Options drop down to post the interest accrued amount from the bank statement which is then applied to the trust accounts for each child.

Launch the Bank page from the desktop: Financial > Bank.
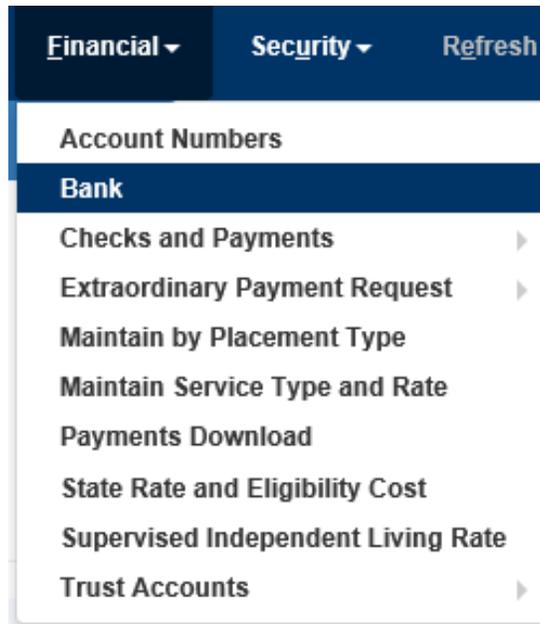
From the Select Bank page, choose the appropriate county - Trust Account type.

Note: Once a Bank record is established, there is no need to add a new record or change that record unless something changes with the account.

After selecting Continue on the Select Bank page, the Bank page displays where the Bank Name, ABA Number, Account Number, and Bank Address is documented.
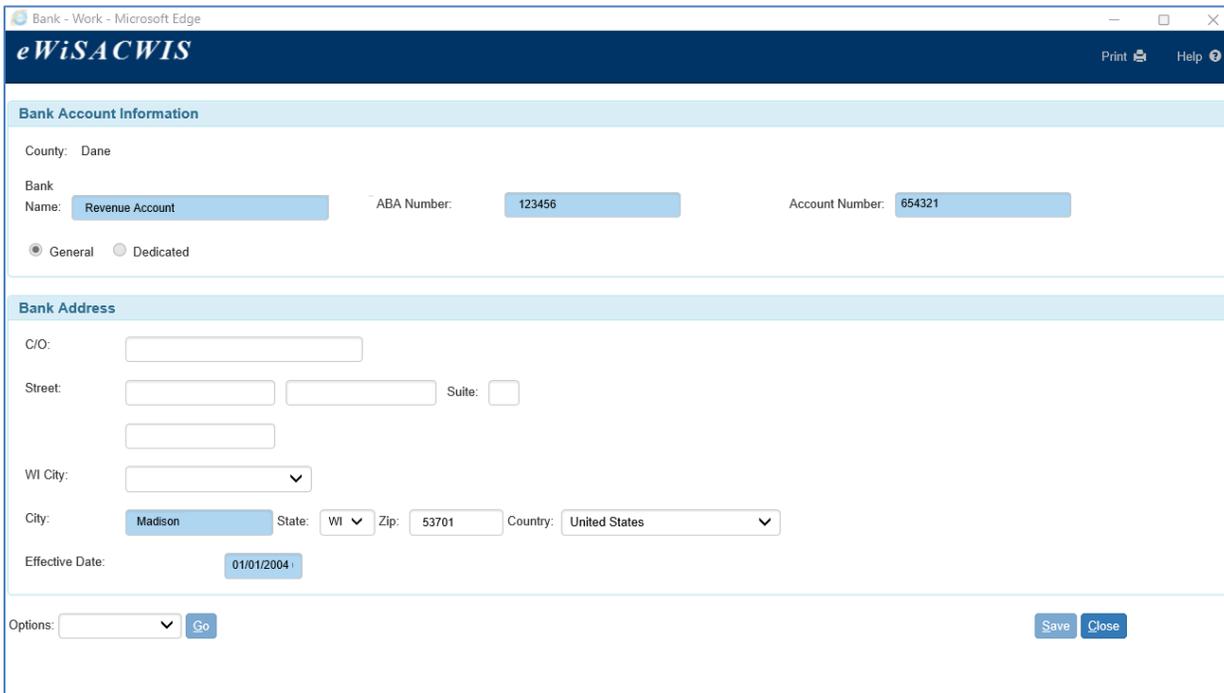
Note: True data is not required in these fields, however, the required fields must be populated in order to save the page.

Documenting Interest

The Interest page, launched from the Options drop down of the Bank page, allows the trust account manager to post accrued interest to the trust accounts for each child for the specific county.

Note: The Check Update value in the Options drop down shown above launches the Check Update page for worker with the proper security. The State no longer uses this page.

The Trust Account manager enters the amount of interest earned from the county's bank statement along with an effective date; i.e. the date on which the statement was produced. An eWiSACWIS batch process calculates

the Total Balance based on ledger transactions that are less than or equal to the effective date, then calculates each child's portion of the interest earned. Therefore it's crucial that the transaction dates and interest effective dates are accurately entered.

Note: When the Interest page is saved, the effective date is frozen. The Interest Amount is frozen and the Flag Posted checkbox is checked by the eWiSACWIS batch process.

Troubleshooting an Incorrect Interest Amount
If the trust account manager discovers that the interest amount is incorrect, the amount can be corrected and re-spread across accounts by unchecking the Flag Posted checkbox to enable the Interest Amount field and re-entering the amount. The batch process will then pick up the new amount and recalculate each child's portion of interest.

Troubleshooting an Incorrect Effective Date
If the effective date was entered incorrectly, the amount of interest for that date must be set to zero, and a new row inserted on the Interest page with the correct effective date.

Viewing Trust Account Information

Trust Account information can be viewed from the Eligibility expando of a case or from the Trust Account Maintenance page. Both methods lead to the same information.

If a child has more than one trust account, even if the trust account is for a different county, a link exists at the case level for all of the child's trust account records. Worker has view only access though to any of the child's trust accounts outside of their county. For example if a child has a trust account in multiple cases, such as one for mom's case and one for dad's case, the child's cost of care information is accessible from either case regardless of which county created the Trust Account record.

The Trust Account Maintenance page offers a more comprehensive view of all trust accounts that exist for a particular county with options to filter the search results by Trust Account (TA) Type, child's last name, person ID, etc. Launching the child's cost of care information from the Trust Account Maintenance page then is specific to the selected county.

The examples below illustrate accessing a Trust Account from the desktop and from the Trust Account Maintenance page.

Viewing a Trust Account from a case

From the desktop, select the case, and expand the Eligibility section. Click on the Trust Account hyperlink to open the child's Trust Account page.

Viewing a Trust Account from the Trust Accounts Maintenance page

From the desktop Financial drop down select Trust Accounts then Trust Accounts Maintenance.

eWiSACWIS

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County	Case

Search Criteria

County: Milwaukee TA Type: All Hold Status: All Over Limit: All

Last Name: Bubbin Person ID: SSN:

Record 1 to 1 of 1 Clear Fields Search

Search Results

Person	Prsn ID	Acct Type	Current Balance	Pending Reimb Cost of Care	Total Cost of Care	Benefit on Hold	Over Limit	County	
Bubbin, Pearl	9222344	General	$500.00	$0.00	$15,528.04	N	N	Milwaukee	Edit
Bubbin, Pearl	9222344	Dedicated	$1,876.99	$0.00	$15,528.04	N	N	Milwaukee	Edit

Options: Go   Close

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eWiSACWIS

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County	Case

Search Criteria

County: Barron TA Type: All Hold Status: All Over Limit: All

Last Name: Bubbin Person ID: SSN:

Record 1 to 1 of 1 Clear Fields Search

Search Results

Person	Prsn ID	Acct Type	Current Balance	Pending Reimb Cost of Care	Total Cost of Care	Benefit on Hold	Over Limit	County	
Bubbin, Pearl	9222344	General	$0.00	$0.00	$0.00	N	N	Barron	Edit

Options: Go   Close

Note: The County drop down is only enabled for workers with View All Counties security access.

Trust Account, County Tab and Filter options

By default, the Trust Account Maintenance page opens to the County tab. The County drop down prefills with the county of the logged on worker. If the worker has View All County security, the County field will be enabled allowing worker to select a different value from the dropdown.

The default for the remaining drop down filters in the group box is set to 'All'. When accepting these defaults as search criteria, the results received are for all Trust Accounts for the selected county.

Note: Search results can be sorted in ascending or descending order by clicking the name of the column. The Edit hyperlink in the last column launches the child's Trust Account page where Benefit Records are inserted and Ledger Transactions created.

TA Type filter

The TA Type drop down allows the user to filter the search results to display just Dedicated Trust Accounts or just General Trust Accounts for the county.

Last Name filter

The Last Name field allows the user to narrow the search by a specific last name. In the example, results are limited to last names that start with 'Ba*'.

Case tab, Search Criteria

The Case tab allows the Trust Account manager to access all trust account records for a specific case. When the tab is opened initially the Search Criteria group box drop-down lists are set to their default values therefore

no search results display. The group box has a Search hyperlink allowing the user to retrieve a case via standard Case Search.

1.   Click the Search hyperlink to the right of the Case Name field label.

2.   Enter the search criteria, such as the last name of the case head and click Search.

3.	Select the radio button next to the applicable case and click Continue to return to the Trust Account Maintenance page.

Search Results hyperlinks

The Search Results group box contains hyperlinks that launch other pages. Clicking on a name in the Person column opens the selected person's Person Management record. This may be helpful in determining that the Trust Account entry is being created for the correct person.

The Edit hyperlink opens the Trust Account page in edit mode where Trust Account benefit refunds can be entered for the child.

Note: The Search Results columns on the Trust Account Maintenance page can be sorted in ascending or descending order by clicking the name of the column.

Search Results, Current Balance

A nightly batch process in eWiSACWIS uses on-line logic to calculate and record the Current Balance, Pending Reimbursement Cost of Care, and Total Cost of Care column amounts.

The Current Balance column displays the amount of benefit refunds (i.e. trust account deposits) minus any benefit payments (i.e. trust account withdrawals), but the amount is not updated dynamically like on the trust account page. The amount is updated by the nightly Trust Account Balance batch process.

Person ▲	Prsn ID	Acct Type	Current Balance	Pending Reimb Cost of Care	Total Cost of Care	Benefit on Hold	Over Limit	County	
Aardvark, Abigail A., III	9226560	General	$2,793.58	$13,033.00	$13,033.00	N	N	Milwaukee	Edit
Aardvark, Adam A.	9227179	General	$2,013.39	$2,013.39	$15.00	N	N	Milwaukee	Edit
Aardvark, Alan	9227019	General	$21,362.94	$0.00	$17,217.03	N	N	Milwaukee	Edit

Search Results, Pending Reimb Cost of Care

Pending Reimbursement Cost of Care is the outstanding cost of care that is eligible for reimbursement by the county. The amount is calculated/updated by the nightly Trust Account Balance batch process..

Person ▲	Prsn ID	Acct Type	Current Balance	Pending Reimb Cost of Care	Total Cost of Care	Benefit on Hold	Over Limit	County	
Aardvark, Abigail A., III	9226560	General	$2,793.58	$13,033.00	$13,033.00	N	N	Milwaukee	Edit
Aardvark, Adam A.	9227179	General	$2,013.39	$2,013.39	$15.00	N	N	Milwaukee	Edit
Aardvark, Alan	9227019	General	$21,362.94	$0.00	$17,217.03	N	N	Milwaukee	Edit

Search Results, Total Cost of Care

The Total Cost of Care amount is calculated/updated by the nightly Trust Account Balance batch process.

eWiSACWIS

County	Case

Search Criteria

County:	Milwaukee ▾	TA Type:	All ▾	Hold Status:	All ▾	Over Limit:	All ▾
Last Name:		Person ID:				SSN:	

Record 1 to 50 of 290   Next

Clear Fields   Search

Search Results

Person ⏶	Prsn ID	Acct Type	Current Balance	Pending Reimb Cost of Care	Total Cost of Care	Benefit on Hold	Over Limit	County	
Aardvark, Abigail A., III	9226560	General	$2,793.58	$13,033.00	$13,033.00	N	N	Milwaukee	Edit
Aardvark, Adam A.	9227179	General	$2,013.39	$2,013.39	$15.00	N	N	Milwaukee	Edit
Aardvark, Alan	9227019	General	$21,362.94	$0.00	$17,217.03	N	N	Milwaukee	Edit

Options: ▾   Go

Close

Maintaining a Trust Account

The eWiSACWIS Trust Account page consist of a Person Information group box and Benefit Record and Ledger tabs. The Trust Account page is launched from a link under the Eligibility subject for a case or from the Edit link on the Trust Account Maintenance page, County tab, in the Search Results group box.

The trust account Benefit Record tab lists all of the benefit types that child is receiving or has received. The Ledger tab provides worker with a way to search and display a listing of all benefit refunds/deposits received, and all withdrawals/payments against the child's cost of care.

Users can also access the Analysis page from the Options drop down. The Analysis page displays the payments deposited or withdrawn from the child's trust account and provides reimbursement detail associated to those payments or deposits.

The Trust Account Options drop down also allows user to export the Ledger records; i.e. deposits and withdrawals to an Excel spreadsheet.

Person Information Group Box

The Person Information group box displays the following read only data
- Name
- Child ID
- SSN Child
- General Trust Account # or Dedicated Trust Acct #:
- Bank
- Current Balance
- Reimbursable Cost of Care
- Total Cost of Care

eWiSACWIS					Print 🖨	Help ❓
Person Information						
Name:	Abby, Art, J.	Child ID:	20998	SSN Child:	999-99-9999	General Trust Acct #:	9221002
Bank:	Firstar - Milwaukee - General 12121212	Current Balance: $90.00		Reimbursable Cost of Care: $0.00	Total Cost of Care:	$8,743.69

The Current Balance in the Person Information groupbox dynamically calculates the current balance based on the value selected in the View by field; i.e. is the sum of the Ledger transactions entered for the selected Benefit.

The Reimbursable Cost of Care is the sum of the cost of care payments for the child and county that are eligible for Trust Account withdrawals, and are associated with a check with an Outstanding status. Note: (payments for Kinship Care are not a reimbursable cost so are not included).In other words, the payment is for a IV-E reimbursable cost and the status of the check that the payment is associated with is Outstanding (i.e. check number entered/check paid to the provider) . For example, payments for reimbursable costs that are in checks with a status of Pending, In Process, or Cancelled, are not included in the sum.

The Total Cost of Care is the sum of the outstanding cost of care for the child and county. Only the county's approved non-cancelled payments that are eligible for trust account withdrawals are included in the sum.

There will be a difference between the Total Cost of Care and Reimbursable Cost of Care if all check data has not been entered correctly and/or if the type of care is not IV-E reimbursable.

Benefit Record Tab

The Benefit Record tab is where all of the benefit types that a child is receiving or has ever received is documented. A benefit type may be Interest, Child Support, some form of Federal support, or a refund obtained through a program (such as a Waiver Program). Essentially, any money coming into the county that is going to offset the child's cost of care should be documented through the eWiSACWIS Trust Account page, Benefit Record tab.

Each type documented on the Benefit Record tab can be edited or deleted by selecting the Edit or Delete hyperlink. The Edit hyperlink launches the Maintain Benefit Record page for the corresponding benefit type.

The Effct.Date (effective date of the benefit) is the "from" date for determining which benefits received/documented can be used towards ongoing care. Any payments with a begin date prior to this effective date will not be used to reimburse the State.

Note: The Delete hyperlink is only available until at least one ledger transaction against the benefit is processed by the eWiSACWIS batch process; i.e. until that benefit type has been used to drawdown the cost of care.

Note: A Ledger transaction cannot be made on a specific benefit until that benefit has been documented on the Benefit Record tab; i.e. user can't create a ledger transactions for Child Support unless a Benefit Record for Child Support exists.

Note: The Options drop down on both tabs of the Trust Account page allows user to launch the Analysis page and/or export Ledger records to an Excel spreadsheet.

Benefit(s) can also be placed on hold by selecting the checkbox in the On Hold column and saving the page.

When a benefit is placed "On Hold", transactions associated with the benefits placed on hold will not be processed by the draw-down batch. Therefore, if those refunds remain in the Trust Account (i.e. are not withdrawn), then the Trust Account will begin to accrue a balance. To release the hold, user unchecks the On

Hold checkbox and saves the page.

Note: If the Current Balance exceeds the maximum balance allotted ($1500.00), the Trust Account will be flagged as being Over the Limit, viewable in the Trust Account Maintenance page Search Results after nightly batch processing.

Maintain Benefit Record page

The Maintain Benefit Record page is used to enter new benefit types for the child's Trust Account record. An example of Benefit Types would be Child Support, Parental Support, Interest, or SSA and are detailed below.

The Maintain Benefit Record page is created by clicking the insert button on the Benefit Record tab of the Trust Account. Once all required fields have been completed, the "Continue" button is enabled. Click Continue to return to the Benefit Record tab where a new row displays with an Edit link to re-launch the record.

Trust account benefits are inserted and maintained on the Maintain Benefit Record page. The Child Support Benefit Record is automatically inserted with the creation of the eWiSACWIS Trust Account record when worker documents that a child has been placed in out-of-home care for a reimbursement service.

Maintain Benefit Record	Print 🖶 Help ❓

Person Information

| Name: | Abby, Art, J. | Child ID: | 20998 | SSN Child: | | Trust Acct #: | 9221002 |

Maintain Benefit Record

Type: Child Support ▾ Effective Date: 03/03/2022 Hold Date: Release Date:

Federal ID: 123-45-69874523 Benefit is available for Current Month ▾ cost of care expenses View Explanation of Benefit

Description:

Continue Close

Maintain Benefit Record page, Type values

The Type drop down specifies the type of benefit the child is receiving. Each type of benefit carries with it special rules surrounding how that benefit may be used. It is important that the appropriate Benefit Type is documented so that these rules are enforced. It is also important to note that if a county uses US Bank, the county can utilize a fully developed interface that automatically downloads to a child's eWiSACWIS Trust Account any Federal refunds the child may be receiving.

Maintain Benefit Record	Print 🖶 Help ❓

Person Information

| Name: | Abby, Art, J. | Child ID: | 20998 | SSN Child: | | Trust Acct #: | 9221002 |

Maintain Benefit Record

Type:
Child Support
Child Support - Adoption Assistance
Interest
Other - CLTS, AODA, etc.
Parental Support
Railroad Retirees
SSA
SSI - Federal
SSI - State
VA

Effective Date: 00/00/0000 Hold Date: Release Date:

Federal ID: Benefit is available for All Outstanding ▾ cost of care expenses View Explanation of Benefit

Description:

Continue Close

Child Support: Payments made by a parent through a court order and collected by KIDS and dispersed to the appropriate County providing care for the child. Benefits shall reimburse all outstanding cost of care (food, clothing and housing) for that child beginning with current month costs.

Child Support - Adoption Assistance (previously known as Relinquished Adoption Assistance): Payments previously paid to an adopting parent for a child under the age of 18 that has been removed from the adopting home and whose care is now being provided by the state/county. Benefits shall be used in the same manner as SSI – Federal.

Interest: Funds paid by the bank that were earned on the principal amount remaining in the bank account at the end of each month. Funds are distributed to individual trust accounts based on what percentage an individual trust account with remaining funds is to the sum of all trust accounts having remaining funds. Benefit funds shall be used in the same manner as SSI – Federal.

Other - CLTS, AODA, etc.: Payments received from various waiver programs.
Note: The benefit can also be used to document personal need deductions moved from a child's account.

Parental Support: Voluntary payments made by the parent of the child in care for that child's cost of care. Payments are sent by the parent directly to the County that is providing care for that child. Benefits shall be used in the same manner as Child Support.

Railroad Retirees: Payments received from the Railroad Retirement Board for a child that is under the age of 18 and is eligible due to a parent that has qualified as being totally disabled or is deceased. Benefits shall reimburse a child's cost of care (food, clothing and housing) for the month (prior month) it was received. Funds, exceeding the cost of care, shall remain in the trust account to be used for personal needs. Funds remaining, at the time of his or her 18th birthday shall be disbursed to the individual for whom benefits were received.

SSA: Payments from the Social Security Admin for a child under the age of 18 having a deceased or disabled parent that qualifies for Survivors or Disability Insurance benefits. Benefits shall reimburse a child's cost for care (food, clothing and housing) for the month (prior month) it was received. Funds exceeding the cost of care shall remain in the trust account to be used for personal needs. Funds remaining at the time of child's 18th birthday shall be refunded to SSA for the purpose of being disbursed to the individual for whom benefits were received.

SSI – Federal: Benefits are received from the US Treasury for children that are under the age of 18 who qualify if he or she meets social Security's definition of disability for children and if his or her income and resources fall within the eligibility limits. The resource limit shall not exceed $2,000.00. Benefits shall reimburse all outstanding cost of care (food, clothing and housing) for that child beginning with current month costs. After those needs are met, funds may be used for personal needs such as recreation and miscellaneous expenses. Remaining funds shall be saved for the child.

SSI – State: Benefits are a supplement provided by the State of Wisconsin for a child that is receiving SSI – Federal Disability benefits. Benefits shall be used in the same manner as SSI- Federal.

VA: Payments received from the Veterans Administration for a child that is under the age of 18 and is eligible due to a parent that has qualified as being totally disabled or is deceased. Benefits shall reimburse a child's cost for care (food, clothing and housing) for the month (prior month) it was received. Funds exceeding the cost of care, shall remain in the trust account to be used for personal needs. Funds remaining at the time of the child's 18th birthday, shall be disbursed to the individual for whom benefits were received.

Note: The above information can be found by selecting the View Explanation of Benefit hyperlink on the Maintain Benefit Record page under the Release Date field. User navigates to the eWiSACWIS Knowledge Web, Trust Account Information pages shown below.

Maintain Benefit Record page, Effective Date

The Effct.Date (effective date of the benefit) is the "from" date for determining which benefits received/documented can be used towards ongoing care. In order for the Trust Account benefits to be selected by the Trust Draw Down batch process (i.e. be used to reimburse the State), the payment begin date must be equal to or greater than the benefit effective date.

Example: If a Trust Account manager enters a benefit with the Effective Date of May 10th, 2022, then proceeds to document several refunds that have come in using dates of January, February, March, and April 2022, the batch process will ignore these entries, as they are prior to the effective date of that benefit. At the same time, any refunds documented on or after May 10th 2022 will be used by the batch for drawdown calculations.

The Effective Date serves two purposes:

1. To document when that benefit became available for the county to use against their outstanding cost of care;

2. Used by eWiSACWIS as the earliest date that reimbursements of that type can be applied against cost of care.

Additionally:
- If the benefit type "is available for Current Month cost of care expenses", then the payment must fall in current month in which the batch is run to be selected/processed by the batch.
- If the benefit type "is available for Prior Month cost of care expenses", then the Payment must fall in the prior month from when the batch is run to be selected/processed by the batch.
- If the benefit type is available for All Outstanding cost of care expenses, then the Payment begin date must be equal to or greater than the benefit effective date to be selected/processed by the batch.

Note: If the benefit has been placed On-Hold, the batch will not draw against ledger transactions associated with the on-hold benefits.

Maintain Benefit Record page, Benefit is available for . . .

The 'Benefit is available for' drop down is system derived based on the Type of benefit chosen. For example, when a user chooses Type of SSA, the system automatically selects "Prior Month" as the value in the 'Benefit is available for' drop down. This tells the system that any SSA money that comes in to offset the child's cost of care shall reimburse a child's prior month's cost for care based on the month it was received. It also stipulates that any remaining funds that exceed the cost of care shall remain in the trust account to be used for personal needs ("Other – CLTS, AODA, etc.").

Note: Although the 'Benefit is available for' drop down is system derived, the field remains enabled so that users may change the value if needed. In most circumstances, however, users are encouraged to leave the selection as the default since these have been programmed to meet the federal or state requirements for the benefit type. An example of when it may be necessary to change this value is when a Trust Account manager obtains permission to use several months of SSA to offset all outstanding costs of care. The manager can change the drop down to read "All Outstanding" then after the drawdown batch has used all of the available refund, the value can be changed back to "Prior Month" so that future refunds are used as they normally would.

Maintain Benefit Record page, Hold Date & Release Date

The Hold Date and Release Date are derived from checking or unchecking the "On Hold" checkbox found on the Benefit Record tab. Each Benefit Type has a corresponding "On Hold" checkbox that populates these fields. The purpose of this function is to allow Trust Account managers to tell the drawdown batches to ignore any refunds of a certain type. The screen shot below shows where the SSI - Federal benefit type was placed on hold on 10/08/2015 and remained on hold until it was released 04/20/2021. During this time, no drawdowns occurred against any SSA benefits documented in the ledger.

Maintain Benefit Record				Print 🖨 Help ❓

Person Information

Name:	Abby, Art, J.	Child ID:	20998	SSN Child:		Trust Acct #:	9221002

Maintain Benefit Record

Type:	SSI - Federal ⌄	Effective Date: 03/01/2022	Hold Date: 10/08/2015	Release Date: 04/20/2021
Federal ID:	- -	Benefit is available for All Outstanding ⌄ cost of care expenses	View Explanation of Benefit	
Description:				

Continue   Close

Ledger Tab

The Ledger tab allows the Trust Account manager to view a complete history of all debit and credit transactions for a particular trust account. The Ledger tab consists of two main group boxes: Account Information and Transaction Ledger Listing. The Account Information group box provides functionality for filtering the search results that display in the Transaction Ledger Listing group box. The columns in the Transaction Ledger Listing group box are sortable, making it easier to view Trust Account transactions. The Analysis page and the ability to export the ledger transactions to an excel spreadsheet are also accessible from the Ledger tab Options drop down.

Trust Account manager manually documents deposits and withdrawals of benefits by using the Create button to launch the Maintain Ledger Record page. Trust Account Ledger transactions are also created by eWiSACWIS batch processes as well as on-line actions performed by worker; i.e. saving a check status of Cancel do not pay could trigger a reversal. The Trust Account Ledger tab is simply a bookkeeping tool for the user and eWiSACWIS in order to accurately track the cost of care for a child and the reimbursement of those costs from the benefits received.

A key point to take note of is that the actual refunds that come in to the county will remain receipted to the county's appropriate account.

Note: Just like from the Benefit Record tab the Analysis page and Export Ledgers functionality is accessible

from the Ledger tab.

Ledger tab, View By filter

The View By drop down allows the Trust Account manager to view the ledger transactions by a certain benefit type and/or within a specific date range. The system defaults to display all ledger entries for all benefit types.

Note: The From and To date fields can work independent of one another. If you enter a From date and no To date, then the results returned will begin with the earliest entry matching the From date and there will be no cap on the To date. Conversely if a To date is entered without a From date, then the results returned will not go beyond the To date.

To change the results of the ledger listing, select a value from the View By drop down, adjust any date parameters as necessary, then click the Search button.

The following illustration shows a ledger listing that is being "viewed by" the Child Support benefit with no date restrictions.

Note: When a ledger record is manually created the new row will have an Edit and a Delete hyperlink. The new record then can be edited or entirely deleted prior to Trust Account batch processing. Once the batch has applied the deposit to the Trust account, the Edit and Delete hyperlinks change to a View hyperlink.

Ledger tab, Transaction Ledger Listing group box information

The Trans Type column shows whether the benefit transaction is a withdrawal or deposit to the Ledger. The Detail describes the type of deposit or withdrawal. In the screen shot above for example, where View By is set to Child Support, a Trans Type of Deposit displays EFT Deposit in the Detail column which would indicate funds were deposited electronically for the child support benefit.

Note: Some values that display in the Detail column are auto generated, such as a Reimbursement or Prior Period Reversal. Other values such as Monthly Check or One Time Payment, are manually selected.

Ledger tab, Payment ID and Service Month

The Payment ID column displays a hyperlink to the original payment associated with the auto generated withdrawal transactions for Reimbursement or Prior Period Reversal of a benefit. This is to show the relationship between the payment that had been reimbursed or reversed.

If the Prior Period Reversal transaction is a Deposit, the Payment and Service Month columns will be blank .

The Service Month is the month in which the reimbursed payment produced the cost of care.

Note: As a general rule, the Service Month will only apply to withdrawals that are reimbursements.

 The example below shows a series of reimbursements against a single payment. The rules of reimbursement in eWiSACWIS direct that reimbursements will follow a first in first out (FIFO) concept where reimbursements will continue against a particular payment until that payment has been completely reimbursed. This means that the reimbursement batch process will apply benefits against the <u>oldest</u> cost of care first, only moving to another payment after that payment is fully reimbursed. It's important to remember that, the "Benefit is available for" selection on the Maintain Benefit Record page further governs how or if a benefit is applied to the cost of care.

Ledger tab, Reimbursement Detail

The Reimb Detail column provides a link to each Detail of Reimbursement. The Detail hyperlink takes user to the Payment Reimbursement History detail page. From this view, you can easily see the drawdowns that went against the current payment, the IV-E Reimbursement History, and the Days of Care History. The illustration below details what this page might look like.

eWiSACWIS

Basic Information

Case Name:	Art J. Abby	Person Name:	Art J. Abby
Provider Name:	Midge Barbie	Payee Name:	Midge Barbie
Service Type:	F.H. - Relative 5-11	Reimb Ctgry:	Foster Home
Begin Date:	05/16/2006	End Date:	05/17/2006
Check Date:	00/00/0000	Amount:	$22.75

Trust Accounts Draw Downs

Date	Amount	Benefit Type
10/12/2004	($83.78)	SSI - State
06/11/2004	($100.94)	SSI - Federal
06/11/2004	($30.23)	SSI - Federal

Title IV-E Reimbursement History

Date	Source	Status	Maint Amt	Title XIX Amt	FFP %	Maint %	Title XIX %	Pre-2y Rpt Dt
11/10/2009	TANF	Active	$83.78		%	%	%	
12/15/2004	TANF	Inactive	$0.00		%	%	%	
10/12/2004	TANF	Inactive	$0.00		%	%	%	

Days of Care History

Date	Status	Elig Reimb	Elig Nonreimb	Ineligible	SSI	Pending	Federal	State
06/10/2004	Active	0	0	0	0	30	0	0

Close

Ledger tab, Reversal

A Reversal can only be performed against a reimbursement. The reversal is a process that backs the reimbursement (withdrawal) completely out of the Trust Account. For example, if SSA is incorrectly used to drawdown against cost of care, then the Trust Account manager can "reverse" this transaction by checking the Reversal checkbox of the appropriate reimbursement row. eWiSACWIS will create a deposit for the amount of the original reimbursement.

When the user checks the reversal check box the system inserts a deposit amount equal to the amount of a reimbursement withdrawal and allow the user to zero out the transaction.

Please note, several on-line actions trigger generation of the on-line reversal. Saving check status changes to: Cancel - Do Not Pay, Expired, Redeposited, and Stop - Do Not Pay triggers the generation of the reversals.

When the Reversal checkbox is checked, user receives the pop-up below. If Yes is selected eWiSACWIS also auto creates a withdrawal for the newly created deposit in order to remove the reversed amounts from the Trust Account; i.e. so that future drawdowns will not occur.

The Maintain Ledger Record page displays as shown below representing the request to document the immediate deposit and withdrawal of funds from the Trust Account. **Note:** This only occurs for the response of "Yes" to the pop-up.

•When No is selected, the Maintain Ledger Record page opens populated with one record in the Maintain Ledger Record group box. The fields of the record will be prefilled with the information associated with the system-generated deposit with the amount equal to the amount of the reversed withdrawal.

Maintain Ledger Record					Print 🖨 Help ❓

Person Information

Name:	Abby, Art, J.	Child ID:	20998	SSN Child:		General Trust Acct #:	9221002

Maintain Ledger Record

Date	Benefit Type	Ledger Entry Type	Amount	Check ID	Detail	Description
07/13/2004	SSI - Federal ⌄	Deposit ⌄	$214.90		Prior Period Reversal ⌄	
07/13/2004	SSI - Federal ⌄	Withdrawal ⌄	$-214.90		Prior Period Reversal ⌄	

Insert

Save Close

On Save of the above Maintain Ledger Record the user closes back to the Ledger tab where Prior Period Reversal Deposit and Withdrawal rows have been created for the reversal transaction.

Ledger tab, Trans Grp

The "Trans Grp" column was added to the Ledger tab as a simple way for sorting deposits and withdrawals that share the same payment detail. The Trans Grp number is auto assigned to all deposits and cannot be edited. Note: deposits made prior to when this functionality was added to eWiSACWIS in June 2007 do not have a Trans Grp ID.

The screen shot below is a good example where sorting by the Trans Grp may be helpful in identifying a reversal. The original deposit and reimbursement occurred in November 2019. If the corresponding reversal action was done in 2020 and the data sorted by Date, the original deposit could've been buried below other entries. By sorting the data by Trans Grp, user can see all related ledger entries pulled together.

eWiSACWIS

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Person Information

Name:	Abby, Art, J.	Child ID:	20998	SSN Child:	999-99-9999	General Trust Acct #:	9221002
Bank:	Firstar - Milwaukee - General 12121212	Current Balance:	$1,564.05	Reimbursable Cost of Care:	$0.00	Total Cost of Care:	$8,743.69

Benefit Record	Ledger

Account Information

View By: [All ▼]   From: [00/00/0000]   To: [00/00/0000]   [Search]

Transaction Ledger Listing

Date	Trans Type	Amount	Detail	Pmnt ID	Service Month	Benefit Type	Reimb Detail	Reversal	Trans GRP ▲	
09/14/2018	Withdrawal	$-2,102.24	Reimbursement	12999723	08/2016	SSI - Federal	Detail	☐	9676341	
11/13/2019	Withdrawal	$-161.79	Reimbursement	13128041	01/2017	SSI - State	Detail	☑	9894687	
11/01/2019	Deposit	$161.79	Prior Period Reversal			SSI - State			9894687	
11/01/2019	Deposit	$161.79	EFT Deposit			SSI - State			9894687	
11/01/2019	Deposit	$771.00	EFT Deposit			SSI - Federal			9894983	
12/12/2019	Withdrawal	$-156.14	Reimbursement	13164986	02/2017	SSI - Federal	Detail	☐	9914402	
12/12/2019	Withdrawal	$-614.86	Reimbursement	13128041	01/2017	SSI - Federal	Detail	☐	9914402	
11/29/2019	Deposit	$161.79	Prior Period			SSI - State			9914633	

[Create]

Options: [▼] [Go]   [Save] [Close]

Analysis Page

The Analysis page is launched from the Trust Account, Benefit Record or Ledger tab Options drop down and offers Trust Account managers a way to view Trust Account data through two different avenues. You can view trust information from the perspective of the deposits that have come in for a child, or you can look at specific payment data and analyze the Drawdowns that have occurred against that payment.

The radio buttons in the Analysis Detail Criteria group box tell the system how you want to view your data. The From and To fields further let you narrow your search results based on the dates entered.

Analysis page, Deposit to Payment

In the illustration below, all Deposits that meet the search criteria specified are displayed. The Deposit lines offer information on the date of the deposit, the type of benefit, the amount of the deposit, and the remaining amount of that deposit. You can view detail on the payment that the deposit reimbursed by expanding the deposit icon ⬇.

Note: A drawdown will not occur against any payments as long as the checks associated with payment remain in a Pending or In Process status. In other words, check numbers must be entered on a check before the payments are eligible to be reimbursed.

The expanded deposit detail shows the amount that was reimbursed, the payment's service dates, service type, original payment amount, check number, and the remaining payment amount (i.e. not reimbursed). The row also has a link to the Payment Reimbursement History detail page similar to the Detail link from the Trust Account, Ledger tab.

Analysis page, Payment to Drawdown

The payment to drawdown (Payment – Drawdown radio button) gives a slight twist to looking at the same data. Using this view, you can pinpoint specific payments and then view the deposits that have currently been drawn down against that payment. The example below illustrates a payment line of $418.45 for the July service dates that has had four Benefits ⊙ applied against that cost of care leaving a remaining balance of $0.00.

Analysis page, Options drop down

Note that under the Options drop down of the Analysis page, there is an option to export the search results to an Excel spreadsheet. The following is an illustration of what that would look like.

Worker selects the Open button to open the Excel spreadsheet and then Save or can select the arrow next to Save in order to perform a Save as of the Analysis Detail Results on the Excel spreadsheet.

Non-WiSACWIS Benefits

Non-WiSACWIS Benefits are benefits received for children that were never on eWiSACWIS. For example, if a county is receiving Child Support to offset cost of care for a child that had been in placement with the county 15 years ago, then those benefits will be documented through the Non-WiSACWIS Benefits page.

The Non-WiSACWIS Benefits page was developed specifically to document benefits for these individuals. In some instances though, a child may have bridged the gap between having been in care before eWiSACWIS and having ended their out-of-home care after the county became fiscally live on eWiSACWIS. In this instance, the county needs to document the benefits that have come in for that child two ways. First, the county will need to document all benefits into the child's eWiSACWIS Trust Account. Once all eWiSACWIS cost of care has been reimbursed, then the county will need to continue documenting benefits that have come in to offset the cost of care incurred prior to the county going fiscally live into the Non-WiSACWIS Benefits page.

Note: It is the responsibility of the county to calculate "life of case" costs for the child. In other words, the county is responsible for knowing when all of their costs (that were not a part of eWiSACWIS) have been fully recouped.

You can access the Non-WiSACWIS Benefits page via Financial > Trust Accounts > Non-WiSACWIS Benefits.
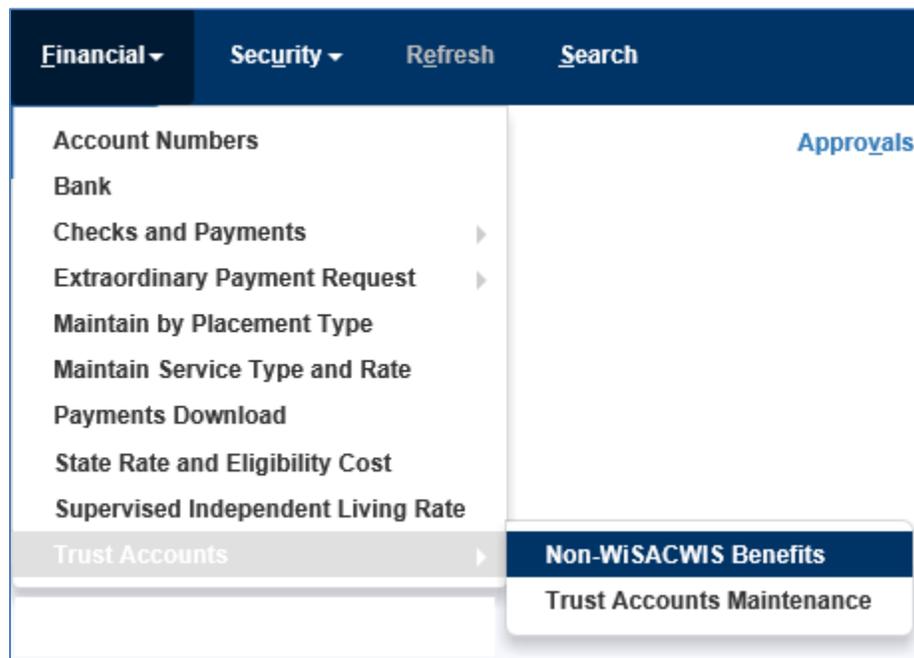
Non-WiSACWIS Benefits View Page

The Non-WiSACWIS Benefits View page allows worker to search and view records where trust benefits were received for children not currently in eWiSACWIS who are known to be FFP. The page consists of two group boxes: Search Criteria and Non-WiSACWIS Benefits Results. The View By drop down in the Search Criteria group box, defaults to the county of the logged on worker and will only be enabled for workers with View All County Access security.

The Search Criteria group box works very similar to the Trust Account Maintenance page for general trust accounts. To narrow the search results for records that fall within a certain time frame, enter dates in the View Records From and/or View Records To fields. Non-WiSACWIS Benefit Results can also be narrowed using the Reference ID (if known) or Last Name field.

Note: If this is the first time that the county has used this page then there will be no Non-WiSACWIS Benefit records to return.

Creating a Non-WiSACWIS Benefit Record

Before any search results display on the Non-WiSACWIS Benefits View page a Non-WiSACWIS Record must be created for the child that the county is receiving Non-WiSACWIS Benefits for by clicking the Create button to launch the Non WiSACWIS Benefit page. On Save of the Non-WiSACWIS Record, a Reference ID is system-generated for that particular record/child. This Reference ID will serve as the identifying element to group all benefit records for that child. The first step to creating Non-WiSACWIS Records is to identify the names and other demographic information of those children who meet the definition of a Non-WiSACWIS child.

Note: The View By drop down in the Search Criteria groupbox will only be enabled for workers with View All County Access security.

Non-WiSACWIS Benefit Page

The Non-WiSACWIS Benefit page, launched from the Create button or Edit link on the Non-WiSACWIS Benefits View page, has two sections. In the unnamed group box at the top of the page, worker enters the Last Name, First Name, and SSN (if known) for the Non-WiSACWIS child. On Save, the Date Created and Reference ID fields are automatically populated. The Reference ID created then is specific to that child's name. And any rows inserted on that child's Non-WiSACWIS Benefits record, are specific to that child's name.

Note: Entering the child's name on this page will not create a person record in eWiSACWIS. It's important to understand that each Non-WiSACWIS Benefit record holds all of the benefits for a single child's cost of care. The child, and ultimately his or her Non-WiSACWIS Benefit record, is identified by the Reference ID.

Note: The Reference ID created for this child on the Non WiSACWIS Benefit page can be used to filter search results on the Non-WiSACWIS Benefits View page.

Once the Benefit Record has been created, click the Insert button in the Non-WiSACWIS Benefits group box which adds a new row for documenting refunds for that child. Complete all of the required fields to the best of your knowledge. The "Date App. To" field should reflect the date associated to the cost of care that the refund will offset. If unknown, choose the latest date known that the child was in placement. It is also important that the FFP (Federal Financial Participation aka Title IV-E Eligibility) Status selection be accurate as this directly affects how these funds are used in claiming. Selecting "Unknown" should only be done if truly unknown.

To enter another refund for the same child (Reference ID), click the Insert button to create a new blank row. To copy an existing row to the group box, click the Copy hyperlink to insert a row with the same data as the selected row. Note: the Date App. To and Refund Amt fields will not be copied.

The Delete hyperlink is available until the reimbursement batch runs (generally mid-month). Therefore the user can delete any row that has not been touched by the batch. Note: The hyperlink no longer displays after the batch runs.

Viewing and Editing Non-WiSACWIS Benefits Results

After entering the applicable refunds for the child on the Non WiSACWIS Benefit page and clicking save, user clicks Close to return to the Non-WiSACWIS Benefits View page. User needs to refresh the data in Non-WiSACWIS Benefits Results by performing a new search; i.e. click the Search button in the Search Criteria group box to see new rows created on the Non WiSACWIS Benefit page.

Note: Any Non-WiSACWIS Benefit records that have associated refunds attached to them will display with an expando ▶ . Clicking the expando will reveal the list of refunds attached to that child's Non-WiSACWIS Benefit record including any historical Non-WiSACWIS Refund records that are grouped to the child's Reference ID.

To maintain or edit Non-WiSACWIS Benefit records (including grouped historical records), worker clicks the Edit hyperlink in the Non-WiSACWIS Benefits Results group box to launch the Non-WiSACWIS Benefit page.

Here user can edit existing data, insert new rows by clicking the Insert button and copy or delete existing benefit refund rows.
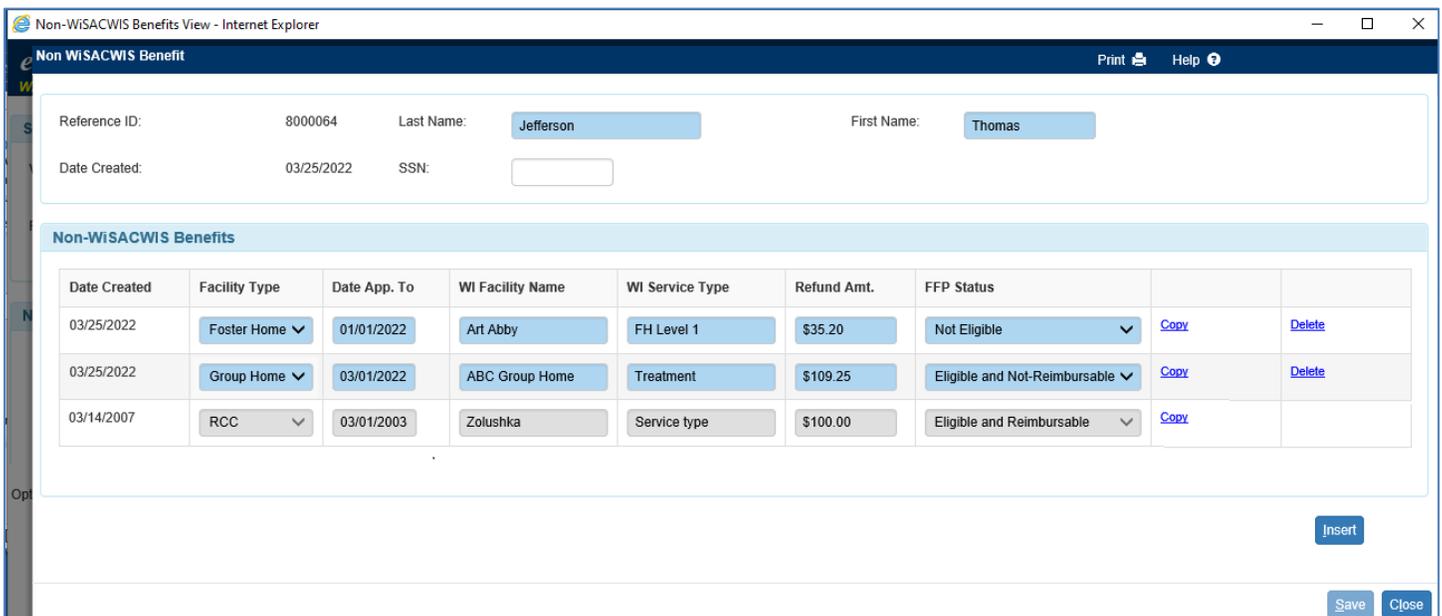
Group Historical Non-WiSACWIS Refunds

The Group Historical Non-WiSACWIS Refunds page launched from the Non-WiSACWIS Benefits View page allows counties to group historical refund records under an individual Reference ID. Again, the Reference ID equates to a specific child/record that had once received care from the county but now has a Non-WiSACWIS Benefit record.

Note: Please note that the page is county specific meaning that Historical Non-WiSACWIS Benefit records can only be grouped by worker from the same county that received the benefit/created the record. In other words,

even though worker with View All Access security is able to create and update some of the data for any county's Non-WiSACWIS Benefit record, worker can only group historical records for their county.
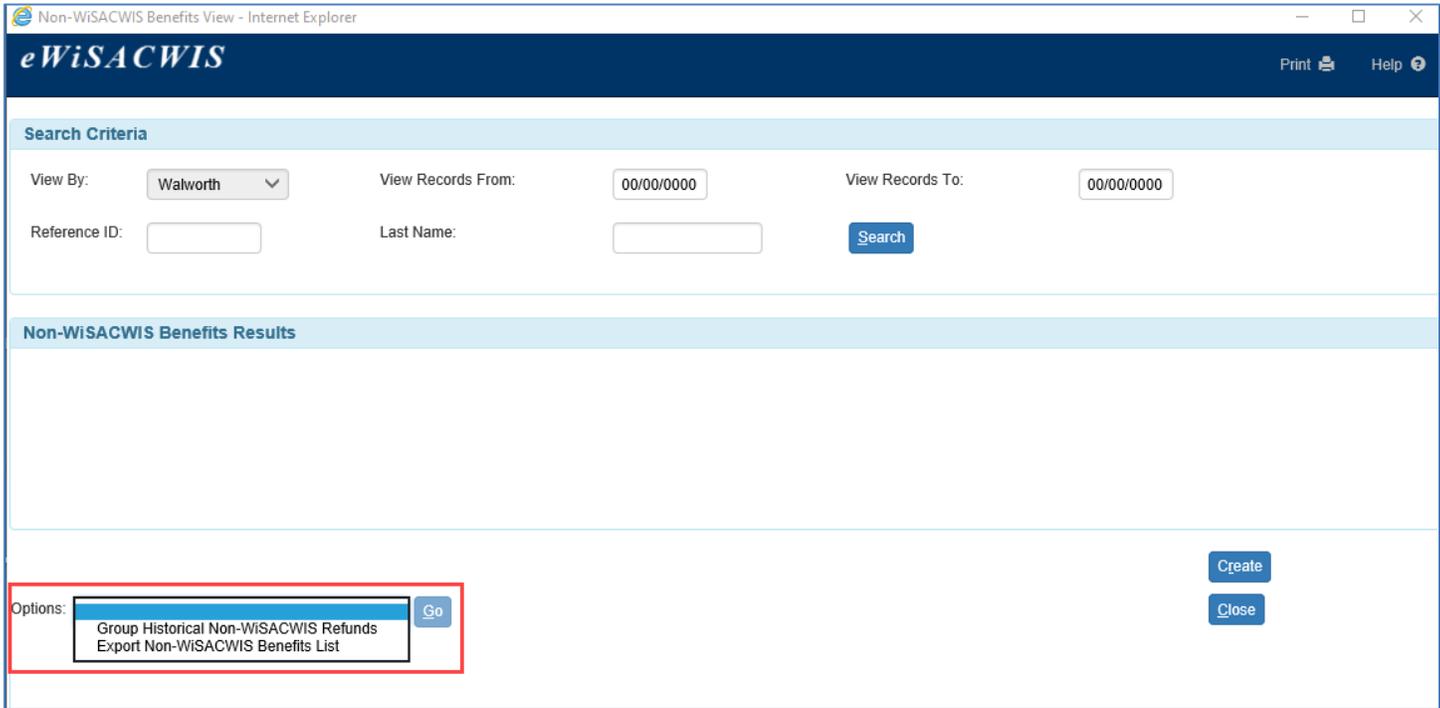
When the Group Historical Non-WiSACWIS Refunds page is launched, user is required to enter the existing Reference ID for a child's non WiSACWIS Benefit record for their county prior to search.
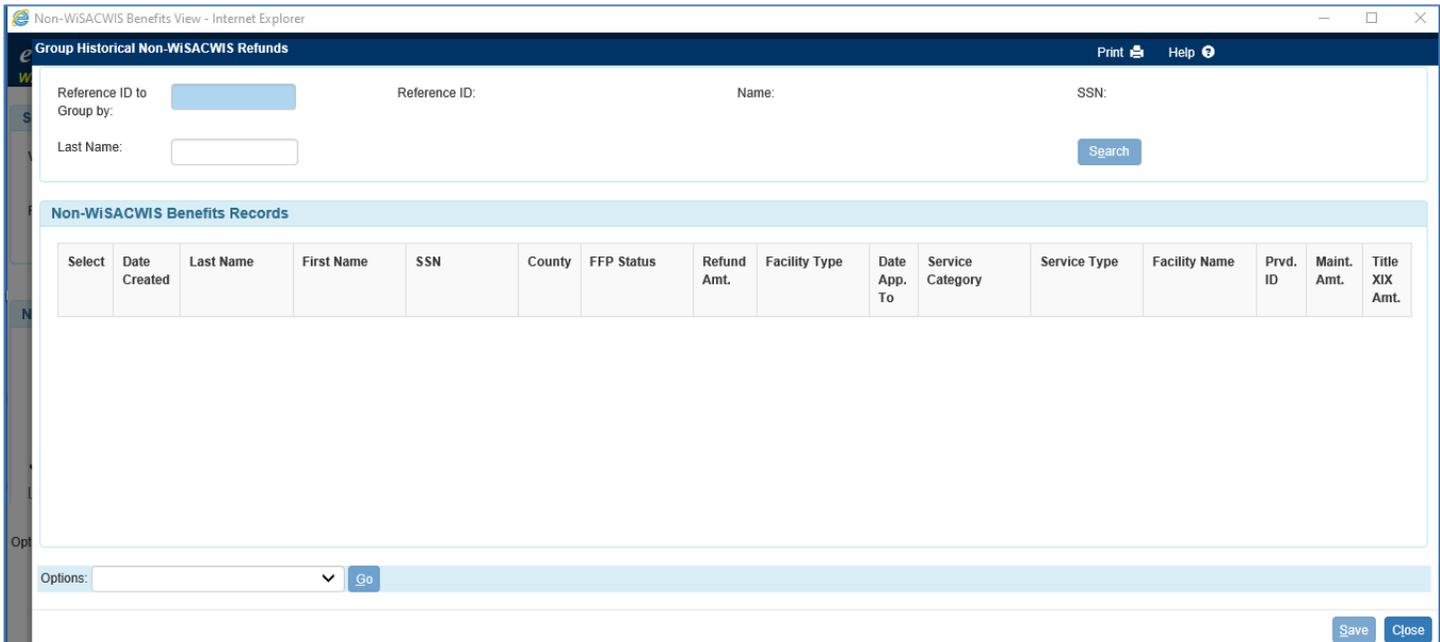
The Reference ID entered corresponds with the Reference ID of a child's Non-WiSACWIS Benefit record that worker wants to group historical refunds to; i.e. historical Non-WiSACWIS Benefit records created prior to July 2007. **Note:** Search results will not display if the worker is not from the same county as the county that received the benefit/created the record. The following error message displays 'Reference ID entered does not match existing Reference ID values for your county.'.

Upon entering the Reference ID in the unnamed group box and clicking Search, the page displays the Name

and Reference ID for the child linked to the Reference ID. In the Non-WiSACWIS Benefits Records group box are all of the county's historical refund records that are not grouped.

In the example below, the searched Reference ID 8000064 is a newly created Non-WiSACWIS Benefit record created for Thomas Jefferson. The Non-WiSACWIS Benefits Records group box displays all of the county's historical Non-WiSACWIS Benefit records that have not been grouped so that worker can group or "link" them to the benefit record for Thomas Jefferson.

The next step is to check the Select checkbox(es) for each historical refund record that should be grouped under the searched Reference ID. It is important to be certain that the refund records selected for grouping are the correct records. Once the page is successfully saved the grouping under the Reference ID will be final; i.e. cannot be reversed.

When Save is selected to finalize the grouping, a confirmation pop-up displays with an opportunity to verify that the Reference ID and selected refunds are correct. If you select to proceed, then the grouping will be finalized. Again, once finalized, there is no way to delink those refunds that may have been incorrectly grouped.

Once saved, the page will refresh to show the remaining historical refund records that have not been grouped.

Note: if all non-WiSACWIS records for the county have been grouped, the Non-WiSACWIS Benefits Records group box will be blank. Once all of a county's historical refunds have been grouped under their respective Non-WiSACWIS Benefit Record Reference ID, there will be no need for worker to refer to this page again.
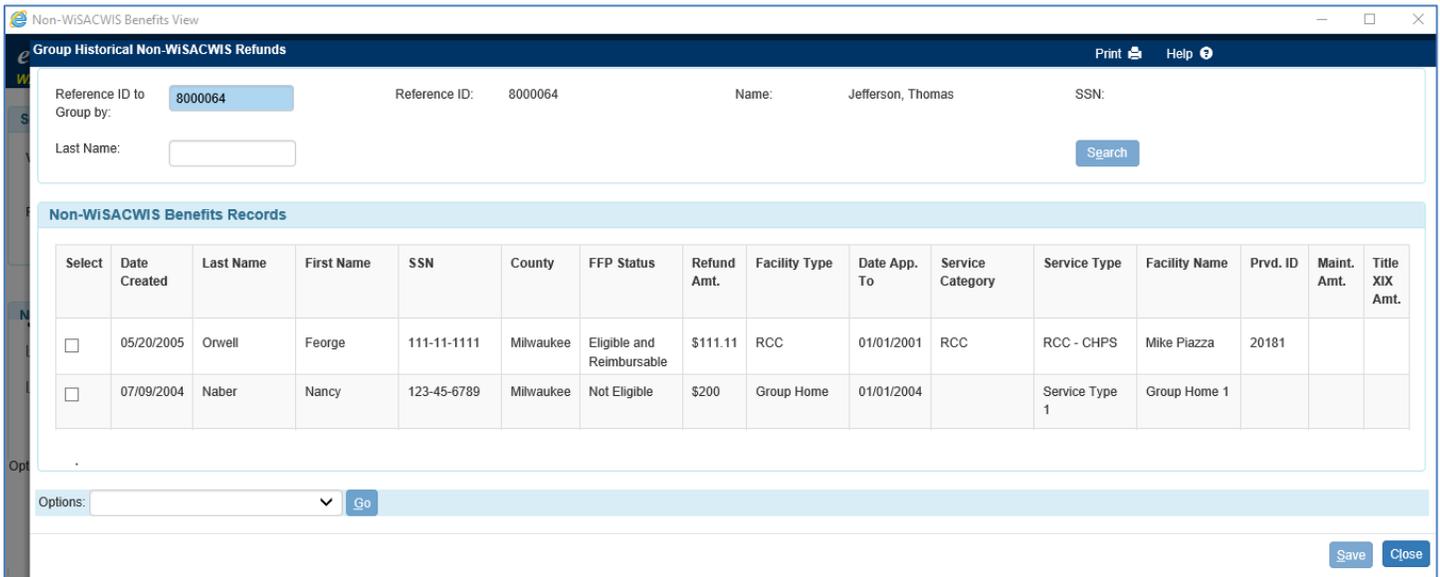
User clicks the Close button to returning to the Non-WiSACWIS Benefits View page (main results page) where a new search is performed to refresh the search results to reveal the newly grouped benefit refund(s) to the child's [Thomas Jefferson] Non-WiSACWIS Benefits Record.

eWiSACWIS × | Non-WiSACWIS Benefits View × | +

eWiSACWIS   Print 🖨   Help ❓

Search Criteria

View By: Milwaukee ▾   View Records From: 00/00/0000   View Records To: 00/00/0000

Reference ID: 8000064   Last Name: Search

                                                                              Record 1 to 3 of 3

Non-WiSACWIS Benefits Results

8000064   Jefferson, Thomas   Edit

▼ Refunds Detail
|___ Group Home   03/01/2022   ABC Group Home   Treatment $109.25   Eligible and Reimbursable

|___ Foster Home   01/01/2022   Art Abby   FH Level 1 $35.20   Not Eligible

|___ RCC   03/01/2003   Zolushka   Service type $100.00   Eligible and Reimbursable

                                                                                        Create

Options: ▾ Go   Close

Trust Accounts FAQs

Q: Why are reimbursements not occurring against the Cost of Care balance?
A:

1. The cost of care payment is not in a check with an outstanding status (does not have check numbers attached); i.e. only cost of care payments in an Outstanding check are touched by the reimbursement batch. Timing is critical. The Reimbursement batches run mid-month, so if check numbers are not entered in a timely manner then there may be delays in the reflection of the reimbursement.
2. The Benefit Record is "on hold." Remember, when a benefit record is placed "on hold" the reimbursement batches will not touch it.
3. There is not cost of care for the time period specific to the benefit type. For example, the child goes into care January 3rd and the child receives a very quick turnaround on SSA. The first check comes to the child January 25th. SSA can only be used for prior month costs of care (unless special permission is granted). There is no cost of care in this scenario for December and therefore, the SSA will remain in balance.
4. The cost of care is not reimbursable. Kinship cost of care for example is not factored into the trust account as it is TANF money and not IV-E eligible.

Q: Why can't I record Child Support benefits (deposits) in a child's trust account?
A:

1. The Benefit Record of Child Support has not been created yet. This is unlikely for newer Trust Accounts as the Benefit record is now automatically created. However, older trust accounts may not have this benefit record so worker needs to create one manually.

2. There is a disconnect in the data (specifically the child ID) between KIDS and eWiSACWIS. Verify with KIDS what person ID they have for the child represented in eWiSACWIS. It's possible the interface isn't occurring because KIDS can't find the child due to an incorrect person ID.

Q: Why does the reimbursable cost of care seem off?
A: The most likely culprit is the absence of check numbers. Again, the check with the cost of care eligible payment(s) must be in an outstanding status before it will be pulled into the trust's reimbursable cost of care.

Q: When is Trust Account drawdown run? Relates to why worker sees different balances, etc.
A: Trust Account batch processing occurs as part of the Monthly Financial 3 cycle (MF3), but is not run on the same day every month. Please click here [Batch Run Calendar | Wisconsin Department of Children and Families](#) for the Batch Run Calendars. Locate the calendar for the specific month and look for 'MF3'.

Q: Why didn't eWiSACWIS auto create a Trust Account for the child for the OOH placement?
A: Trust accounts are automatically created when a placement is created manually and final approved for a paying, IVE eligible service type. When the placement is created automatically, the Trust Account page needs to be created manually. **Note:** Kinship care is not considered to be Title I-VE which is why eWiSACWIS does not automatically create trust account records for children in kinship placements.

Q: How do I manually create a Trust Account?
A: For workers with the proper security: from the Desktop in the dark blue header, select Financial > Trust Accounts > Trust Accounts Maintenance. From the Options drop down, select either Create General TA or Create Dedicated TA > Go. Search and select the person the account is being created for and click Continue. On the Trust Account page, Benefit Record tab click the Insert button>enter data on the Maintain Benefit Record page>click then Continue button, then Save the Trust Account page.

Q: How do I spend down/reduce/zero out the Trust Account balance?
A: In order to spend down the trust account balance, a withdrawal is created from the Trust Account, Ledger tab: Launch the child's trust account record, Ledger tab>click the Create button in the Transaction Ledger Listing group box. Complete the Maintain Ledger Record page and save. Close to return to the Trust

Account Ledger tab where the new ledger transaction displays. **Note:** ledger transaction can only be deleted until it has been processed by the monthly batch process.

Q: Worker does not have functionality/security that allows them to have active access to both State and Milwaukee accounts.

A: Only workers with the security of View All Access have the ability to access both State and county trust accounts on the Trust Account Maintenance page.

Recommended Reports for Trust Accounts

✓ **FM0701B Trust Account Current Balance:** This report lists the current balance for each child's trust account. This report includes both positive and negative account balances for a child's trust account. If the account has reached a maximum balance level, then a flag is posted indicating a spend-down is required. Specifically displayed on this report are child's name, child's SSN, person ID, case ID, site location, FFP indicator, specific benefit balances, the current balance, outstanding cost of care and an indicator for spend down required.

✓ **FM0703b Placement Ending:** This report lists the placements that ended for period indicated by the user. Specifically, these will be placements ending for children with Trust Accounts. The report will display the Case ID, Case Name, Participant Name, Begin Date and End Date of the placement. The user can then use the Case ID to search online for the case and retrieve more detailed information about the placement.

✓ **FM0704b Trust Account Deposit History:** This report lists the deposit history for each child's trust account. The user may either specify "Begin" or a range of dates. Begin will total all deposits since a trust accounts inception. The second option allows users to determine the total deposits for a date range. Specifically displayed on this report are child's name, child's SSN, worker's name, worker's phone number, site location, FFP indicator, benefit amount, and the total amount.

✓ **FM0706b Trust Account Draw-down:** This report displays the drawdowns made on the General Trust Account for each child, after the reimbursements are claimed by the state. The report also displays reversals and check cancellations of withdrawals that are specified by the user.

✓ **FM0708a Monthly KIDS Exception Report:** This report shows errors resulting from Trust Account Ledger updates from KIDS, such as different child ID's between the eWiSACWIS application and the KIDS application.

✓ **FM0708b Monthly KIDS Verification Report:** This report shows deposits or withdrawals to the Trust Account Ledger from KIDS for verification.

✓ **FM0702A EFT Ledger Update Exception Report:** This report shows the exceptions from the EFT Ledger Update batch process. Exceptions are caused by negative amounts and claim numbers not found in the Benefit table.

✓ **ADHOC023 Trust Accounts:** This report provides information regarding newly created trust accounts for the given month requested.

Note: Outside of the reports identified above, the Trust Account module offers several ways to export and analyze the Trust Account ledger and related deposits, payments, and drawdowns.

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 accessed in eWiSACWIS from the desktop Quick Links tab.

Key Financial Terms and Definitions for Trust Accounts

Term	Definition
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. Examples of batches are Weekly Financial 1, Weekly Financial 2, Monthly Financial 1, etc. Note: The Trust Account Reimbursement batch is a monthly batch process i.e. MF3 on the eWiSACWIS financial batch calendar.
Benefit refund	A Federal, State, or personal fund given for a child is to be used to assist with that child's personal needs, or to offset costs of care incurred by an agency while caring for that child in care. Synonymous with "benefit" or "refund".
Benefit record	A documented record of any benefit type a person received or is currently receiving.
Benefit record type	**Child Support:** Benefits are payments made by a parent through a court order and collected by KIDS and dispersed to the appropriate County providing care for the child. Benefits shall reimburse all outstanding cost of care (Food, Clothing and Housing) for that child beginning with current month costs. **Interest:** Funds, paid by the bank, that was earned on the principal (money) remaining in the bank account at the end of each month. Funds are distributed to individual trust accounts based on what percentage an individual trust account with remaining funds is to the sum of all trust accounts having remaining funds. Benefits (money) shall be used in the same manner as SSI – Federal. **Other - CIP, AODA, etc.:** Benefits are payments received from various waiver programs. **Note:** The benefit can also be used to document personal need deductions moved from a child's account. **Parental Support:** Benefits are voluntary payments made by the parent of the child in care for that child's cost of care. Payments are sent, by the parent, directly to the County that is providing care for that child. Benefits shall be used in the same manner as Child Support. **Railroad Retirees:** Benefits are payments received from the Railroad Retirement Board for a child that is under the age of 18 and is eligible due to a parent that has qualified as being totally disabled or is deceased. Benefits shall reimburse a child's cost of care (Food, Clothing and Housing) for the month (prior month) it was received. Funds, exceeding the cost of care, shall remain in the trust account to be used for personal needs. Funds remaining, at the time of his or her 18th birthday shall be disbursed to the individual for whom benefits were received. **Relinquished Adoption Assistance:** Benefits are payments previously paid to an adopting parent for a child under the age of 18 that has been removed from the adopting home and whose care is now being provided by the state/county. Benefits shall be used in the same manner as SSI – Federal.

Term	Definition
Benefit record type (Continued)	**Social Security Administration (SSA):** Benefits are payments from the Social Security Admin for a child, under the age of 18, having a deceased or disabled parent that qualified for Survivors or Disability Insurance benefits. Benefits shall reimburse a child's cost for care (Food, Clothing and Housing) for the month (prior month) it was received. Funds, exceeding the cost of care, shall remain in the trust account to be used for personal needs. Funds remaining, at the time of his or her 18th birthday, shall be refunded to SSA for the purpose of being disbursed to the individual for whom benefits were received. **Supplemental Security Income (SSI) − Federal:** Benefits are received from the US Treasury for children that are under the age of 18 who qualify if he or she meets social Security's definition of disability for children and if his or her income and resources fall within the eligibility limits. The resource limit shall not exceed $2,000.00. Benefits shall reimburse all outstanding cost of care (Food, Clothing and Housing) for that child beginning with current month costs. After those needs are met, funds may be used for personal needs such as recreation and miscellaneous expenses. Remaining funds shall be saved for the child. **Supplemental Security Income (SSI) − State:** Benefits are a supplement provided by the State of Wisconsin for a child that is receiving SSI − Federal Disability benefits. Benefits shall be used in the same manner as SSI- Federal. **Veterans Benefits (VA):** Benefits are payments received from the Veterans Administration for a child that is under the age of 18 and is eligible due to a parent that has qualified as being totally disabled or is deceased. Benefits shall reimburse a child's cost for care (Food, Clothing and Housing) for the month (prior month) it was received. Funds, exceeding the cost of care, shall remain in the trust account to be used for personal needs. Funds remaining, at the time of his or her 18th birthday, shall be disbursed to the individual for whom benefits were received.
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.
Drawdown	A term used to describe the action of Benefit refunds being used to reimburse cost-of-care. A drawdown will only take place against cost-of-care that is in an "Outstanding" status (reimbursable payment is in a check where status is outstanding), and only in General Trust Accounts. Trust Account drawdown entries are automatically generated by a batch program, and are recorded as a "Reimbursement" on the Trust Account ledger payments.
Ledger	A line item display, within a trust account, of refunds deposited and withdrawals of those refunds against that county's cost-of-care.
Over the limit/Not over the limit	If the balance of benefits within a trust account amounts to more than $1500.00 then a Trust Account is considered "over the limit." Assuming that all drawdown batches have been run and the balance truly is greater than $1500.00 then a spend down is required. At that time, the county should spend some of the money in surplus on the child on items that will benefit the child's well-being.
Reference ID (Non-WiSACWIS)	This is a Non-WiSACWIS ID. The ID is specific to the documentation of children who have recorded costs of care that were never a part of eWiSACWIS, and is being reimbursed by current benefit refunds. The Reference ID offers the county a way to pull together all refunds documented for a specific person, without having them created as a true person record in eWiSACWIS.

Term	Definition
Reimbursement	The action of taking current Benefit refunds and applying them to existing cost-of-care for a child and county. The reimbursement will show as a withdrawal on the Trust Account Ledger. The net result of the reimbursement will be used in the State's IV-E claiming calculations to the Federal Government.
Reversal	A Trust Account action used to back out system generated reimbursements or withdrawals for trust account benefits. Most often this is used if the benefit was used incorrectly. The ending result of the reversal should leave the Trust Account back at its original balance before the reimbursement occurred. The reversal also correctly adjusts claiming costs.
Spend down	A Trust Account term used to describe the action of withdrawing refunds out of a child's Trust Account for the purpose of spending those monies on the child. This is a requirement when the Trust Account is indicated as "Over The Limit." The current thresh-hold for a Trust Accounts balance is $1500.00.
Spread interest	For those counties that hold all Benefit refunds in an interest bearing account, eWiSACWIS offers the county the ability to spread interest earned across all active Trust Accounts.
Transaction group	This provides a common link between deposits and withdrawals within a trust account. This allows a Trust Account manager to see which withdrawals have been applied to which deposits.
Trust account	A fiscal tool used to capture the reimbursable costs of care for a given child and county, and the benefits that have come into the county to offset that cost-of-care. The net result of the reimbursement will be used in the State's IV-E claiming calculations to the Federal Government.
Trust account: Dedicated	A Dedicated Trust Account is essentially a holding account. Refunds documented in a Dedicated Account will never drawdown against any cost of care. Most often a Dedicated account is used to document SSI benefits received in a lump sum to cover 6 months or more. These monies cannot be used toward the cost of care until the county receives formal direction on how the funds can be used to go against existing cost-of-care. Once direction has been given, the funds can be transferred to the General Account.
Trust account: General	A General Trust Account is the main trust account used to offset the cost of care. This type of trust account holds all benefits (other than SSA payments that are received in a single payment for a period greater than six months) and will be the account from which the State will gather its reimbursable cost-of-care for that child and county.