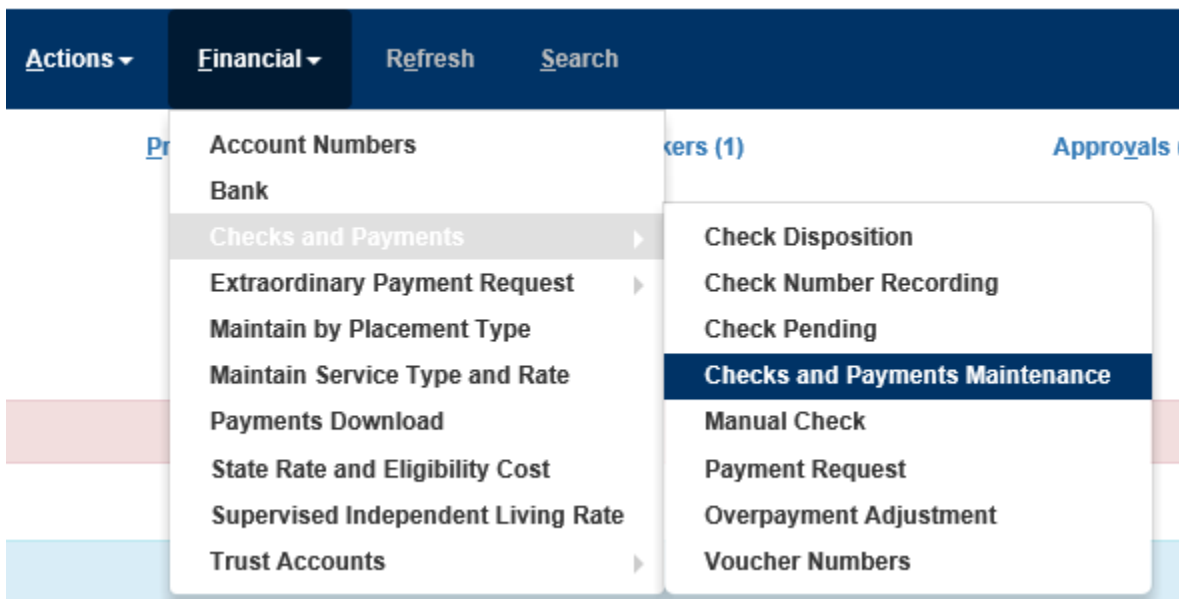# Viewing COVID-Related Extraordinary Payments

Note: In order to view all COVID-related extraordinary payments for your county, an assignment to the case or provider is not needed. However, additional security is needed to access the Checks and Payments Maintenance page.
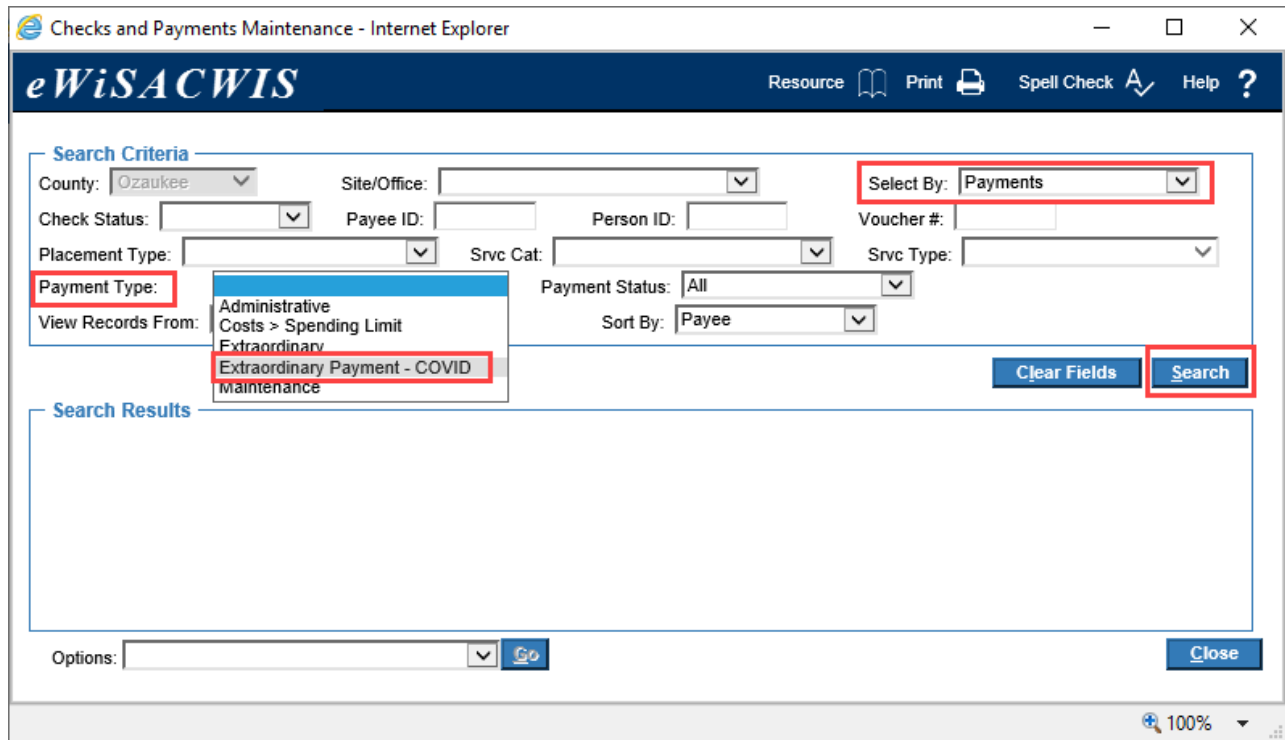
An Extraordinary Payment is a payment for "Administrative" costs beyond those costs already factored into a provider's Administrative Rate. A request for extraordinary payments is initiated by the provider. DCF staff have entered all Extraordinary Payment Requests, as well as the Extraordinary Payments for your county.

This User Guide outlines how to view all COVID-related extraordinary payments for your county in eWiSACWIS.
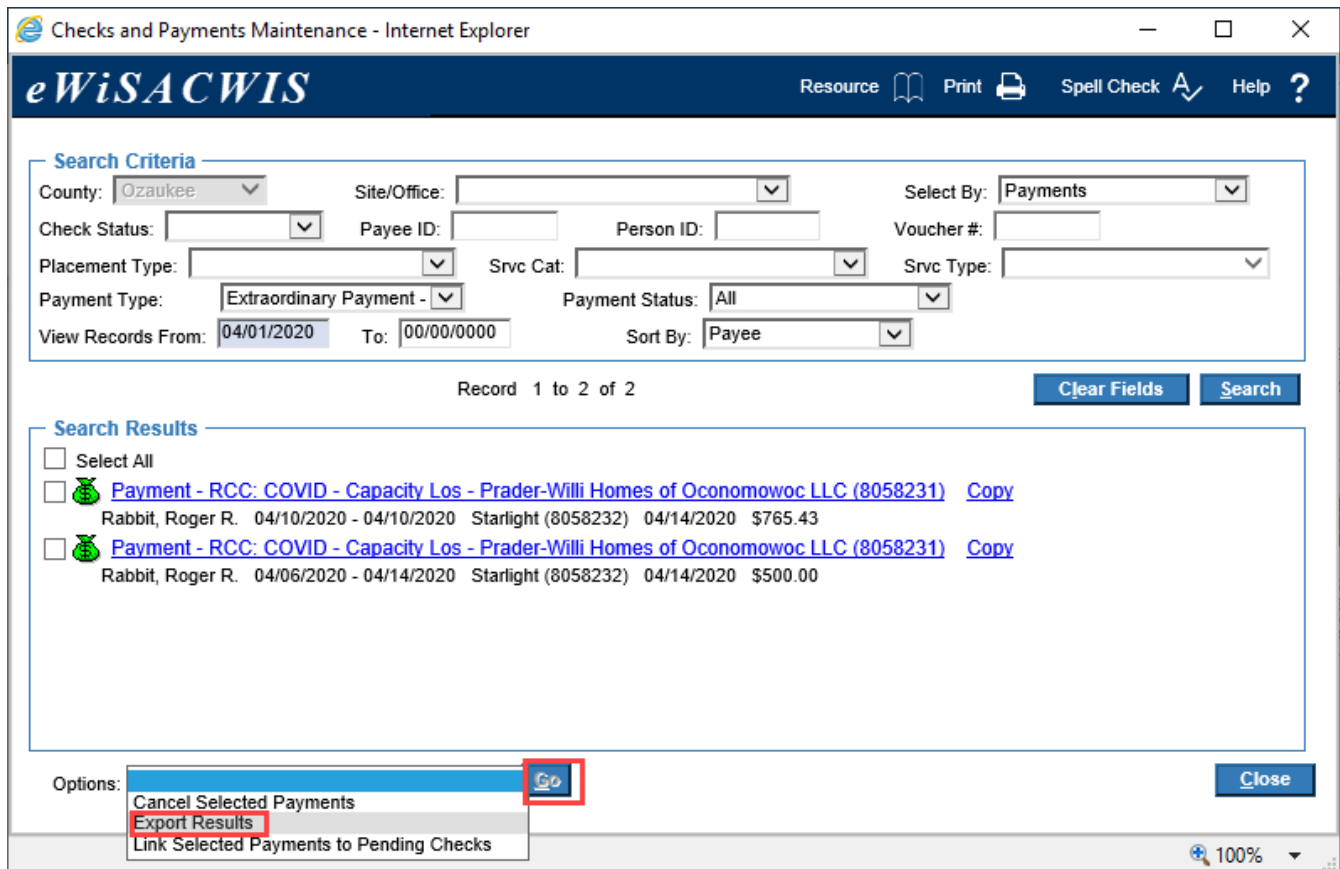
1. From your desktop, select Financial > Checks and Payments > Checks and Payments Maintenance. This will open the Checks and Payments Maintenance page.
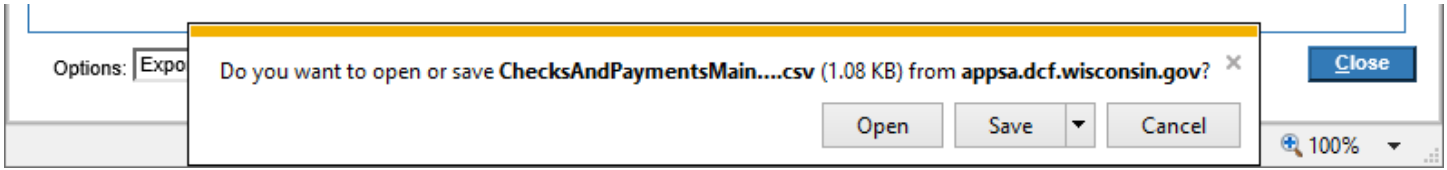
2. On the Checks and Payments Maintenance page, select "Payments" in the Select By drop-down, select "Extraordinary Payment – COVID" from the Payment Type drop-down, enter "04/01/2020" in the "View Records From" field, then click the Search button.

3. After your search results appear, select "Export Results" from the Options drop-down and click Go.

4. Select "Open" to the message on the bottom of the page:

5. This will open a report of all of the COVID-related extraordinary payments for your county: