

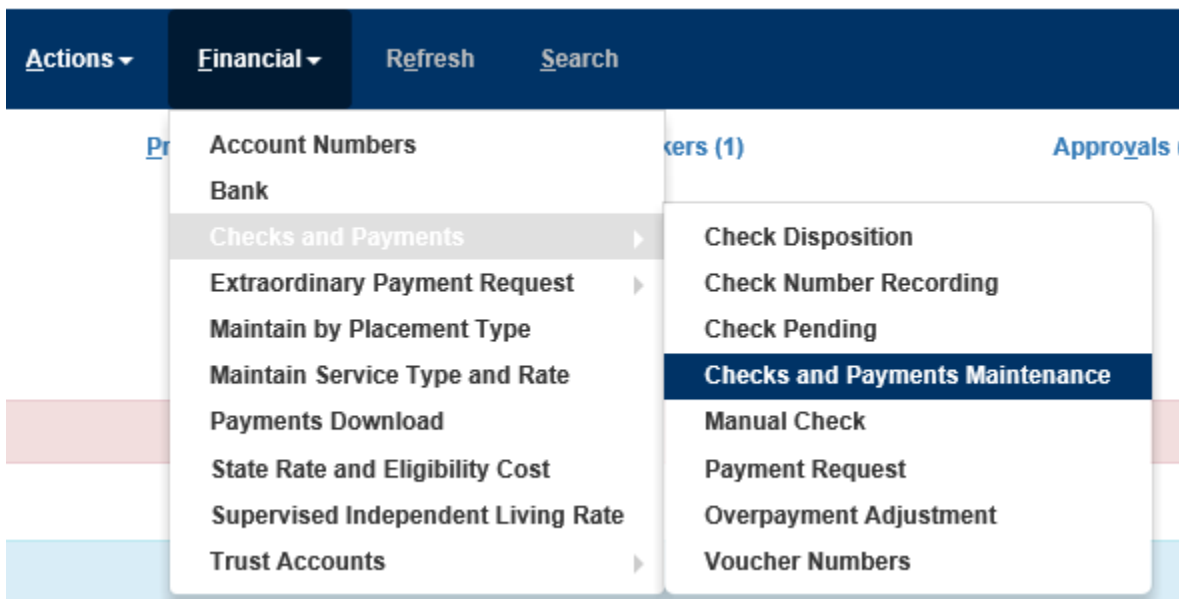
Viewing COVID-Related Extraordinary Payments

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.

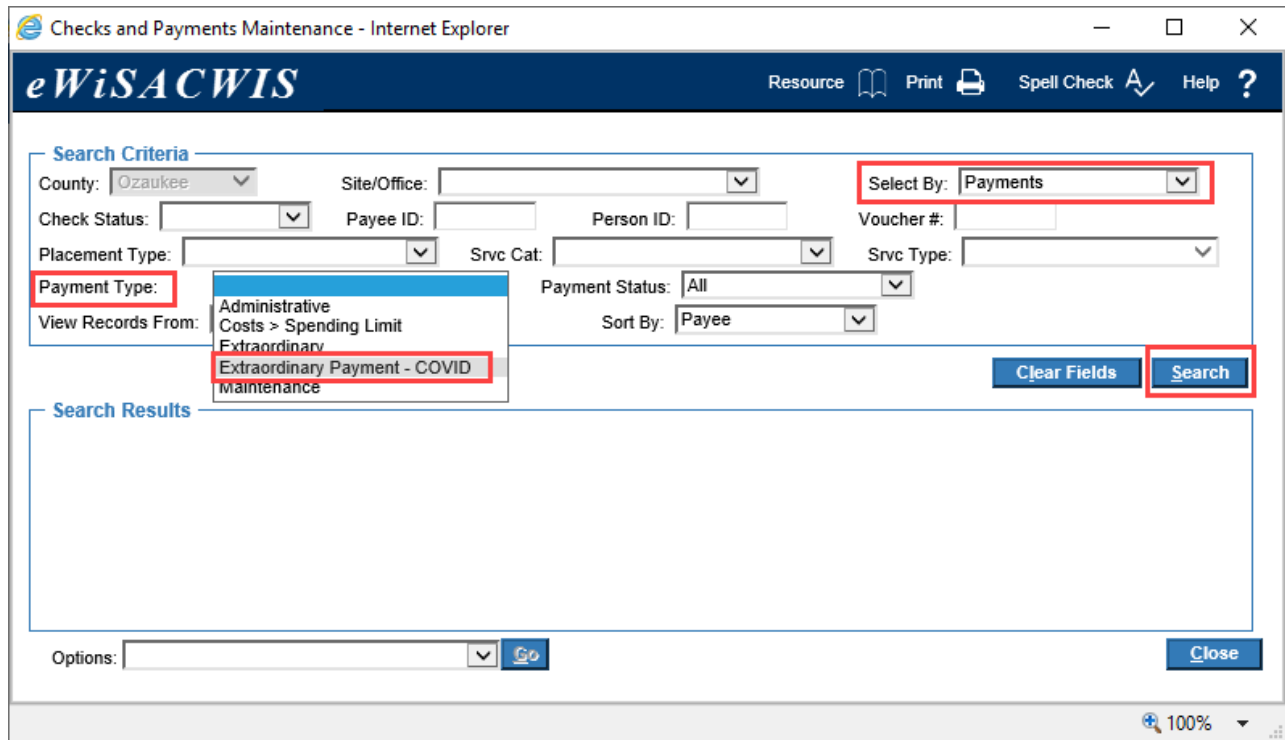
An Extraordinary Payment is a payment for “Administrative” costs beyond those costs already factored into a provider’s Administrative Rate. A request for extraordinary payments is initiated by the provider. DCF staff have entered all Extraordinary Payment Requests, as well as the Extraordinary Payments for your county.

This User Guide outlines how to view all COVID-related extraordinary payments for your county in eWiSACWIS.

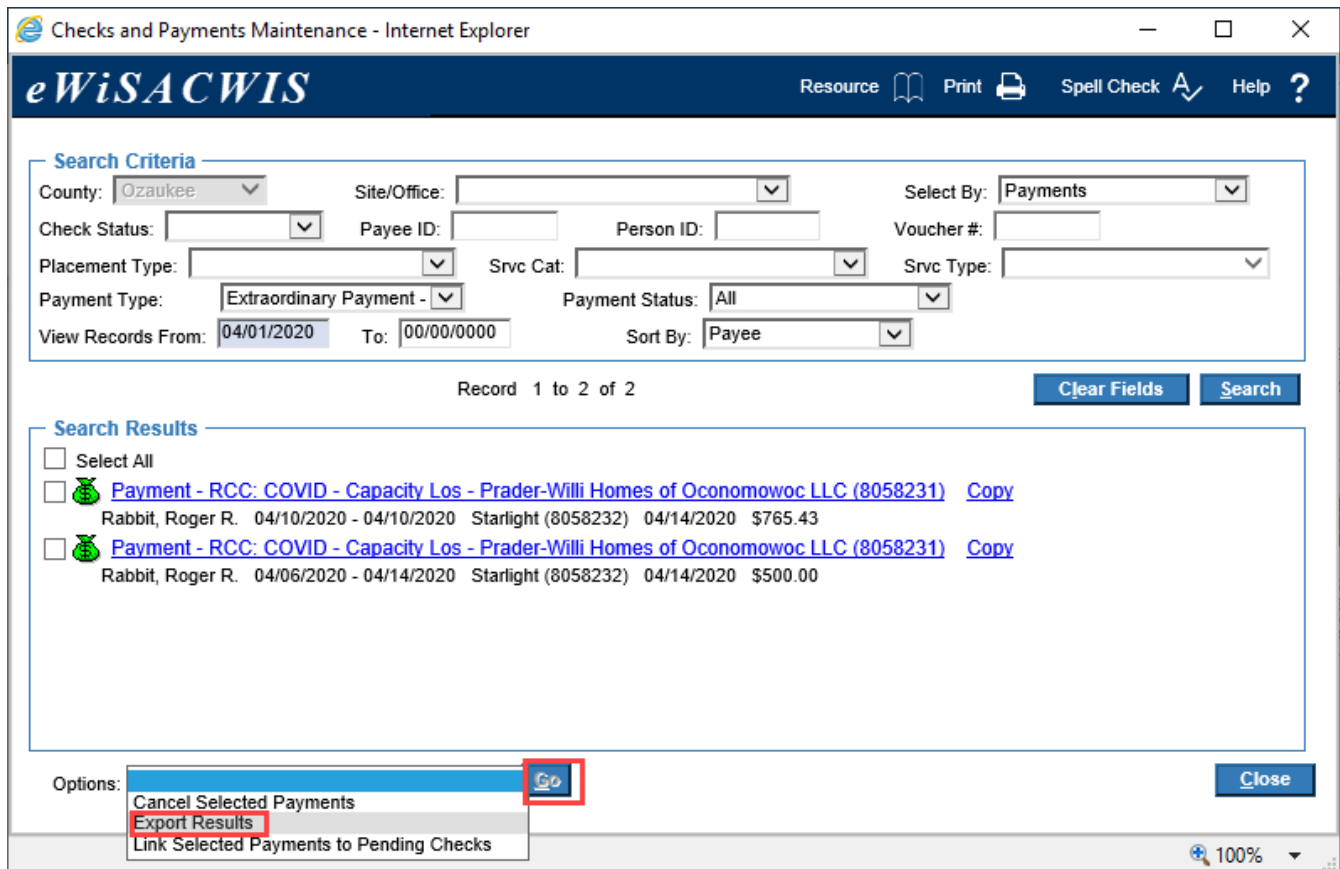
1. From your desktop, select Financial > Checks and Payments > Checks and Payments Maintenance. This will open the Checks and Payments Maintenance page.



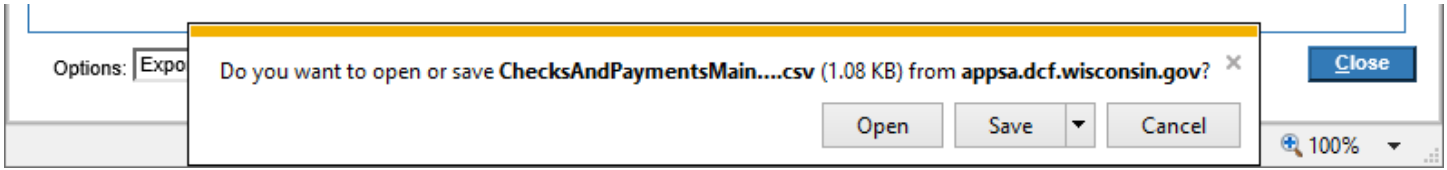
- On the Checks and Payments Maintenance page, select “Payments” in the Select By drop-down, select “Extraordinary Payment – COVID” from the Payment Type drop-down, enter “04/01/2020” in the “View Records From” field, then click the Search button.



- 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:

A screenshot of an Excel spreadsheet titled "ChecksAndPaymentsMaintenance". The spreadsheet displays a report of COVID-related extraordinary payments. The data is organized into columns and rows. The first three rows contain data, while the rest are empty.

Case (ID)	Child Name	County	Payee Name	County	Payee Address	Payment Type	Service Category	Service Type	Report Category	Payment Status	Payment Start	Payment End	Days Paid	Payment Type	Basic	Suppl	Excp
Rabbit, Rc	Rabbit, Rc		Prader-Wi	PRA001	PO Box 27	RCC	RCC: Extra	RCC: COVI	12	Outstandi	4/10/2020	4/10/2020	1	Extrord	\$0.00	\$0.00	\$0.00
Rabbit, Rc	Rabbit, Rc		Prader-Wi	PRA001	PO Box 27	RCC	RCC: Extra	RCC: COVI null		Outstandi	4/6/2020	4/14/2020	9	Extrord	\$0.00	\$0.00	\$0.00