

Creating the IV-E Eligibility Record in eWiSACWIS

Before you can create an Out of Home Placement, which, upon final approval, **automatically generates the child's Title IV-E Determination line and referral to the Eligibility Unit**, you must document the child's date of birth, gender, and at least one parent/legal guardian.

Person Management page > Basic tab

From the eWiSACWIS desktop, click on the Cases expando.

Click on the appropriate case name to launch the Maintain Case page.

On the Maintain Case page, click on the child's name in the Participants group box for the child whose date of birth and gender will need to be documented. This will open the Person Management page for that child.

On the Basic tab of the Person Management page, complete the child's Gender, Birth Date, SSN, Race, Ethnicity, Marital Status, and Child was previously Adopted.

The screenshot shows the 'Person Management' window for 'Moffett, Little Miss M.' with ID 700010. The 'Basic' tab is active, displaying the following information:

- Name:** ID: 700010, Prefix: [dropdown], First Name: Little Miss, MI: M, Last Name: Moffett, Suffix: [dropdown]
- Basic:** Gender: Female, US Citizen Status: U.S. Citizen, County Person ID: [text], Birth Date: 06/06/1996, Citizenship Verification: Birth Certificate, SSN: 111-11-1111, Commitment#: -, Birth Place: [text], Death Date: 00/00/0000, Wisconsin Resident: Yes, Identity: [text], HSRS ID: [text], Religion: [dropdown], Marital Status: [dropdown], MCI ID: [text], Primary Language: English, Interpreter Required: [checkbox]
- Race/Ethnicity/Tribal Identification:** Race: White, Ethnicity: Caucasian, Hispanic/Latino: No, Indian Tribe: [dropdown], Indian Tribe 2: [dropdown], Clan: [text], Clan 2: [text], Status: [dropdown], Status 2: [dropdown], Tribal Membership #: [text], Tribal Membership # 2: [text]
- Adoption Information:** Child was previously Adopted: No, Type of Adoption: Details, Age Adopted: [text], Pre-Adoptive Relationship to Child: [dropdown], Child Receives WI Adoption Assistance: [checkbox]

Options: [dropdown] Go [button] Save [button] Close [button]

Person Management page > Parent Info tab

To ensure the CFS-2123T form (created during the completion of the child's Title IV-E Determination record) pre-fills correctly, you must document the child's mother and father.

From the Person Management page, select the Parent Info tab.

Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.

From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Parent Info tab and (depending on which hyperlink you selected) will populate the person you selected into the Child's Mother or Child's Father field.

Click Save and then click Close on the Person Management page.

Click Close on the Maintain Case page.

The screenshot shows the eWiSACWIS web application interface. The title bar reads "Person Management 'Moffett, Little Miss M.' ID:700010 -- Web Page Dialog". The application header includes the logo "eWiSACWIS" and navigation icons for TM, Print, Spell Check, and Help. The main content area has a tabbed interface with "Parent Info" selected. Under "Person Information", there are two columns for "Child's Mother" and "Child's Father". The mother's name is "Molly Moffett" and the father's is "Art Abby". Both have "Search Edit Remove" links. The mother's type is "Birth" and her marital status is "Never Married". The father's type is "Adjudicated" and his marital status is "Never Married". There are checkboxes for "Mother TPR" and "Father TPR". Below this is a section for "Adoption Referral" with "Birth Mother" and "Birth Father" sub-sections, each containing a text area for "Social/Mental/Physical Conditions" and an "Add/Edit" button. At the bottom, there are "Options:" dropdown, "Go" button, "Save" button, and "Close" button. A "Trusted sites" indicator is visible in the bottom right corner.

Out of Home Placement page

Complete the appropriate (initial removal from home) out of home placement. See the online Placement Manual here:

http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/placement_manual/plcm_manual.htm

Upon final approval of the out of home placement, eWiSACWIS will automatically and immediately generate an Eligibility icon and associated Title IV-E Eligibility Determination line for the child, as well as send the IV-E referral to the Eligibility Unit.

By following the steps above, the system will automatically assign this case and send an e-mail to the appropriate Eligibility Specialist.

eWiSACWIS Desktop > Eligibility icon

From your eWiSACWIS desktop, click on the case folder icon for the case in which you've just created the (initial removal from home) Out of Home Placement.

Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination line for the child you have just placed. This will open the Eligibility page for that child.

The screenshot shows the eWiSACWIS desktop interface. At the top, there's a navigation bar with 'Case Work', 'Provider Work', 'Search', 'Refresh', 'Print', 'Help', and 'Logout'. Below that, there's a menu with 'Create', 'Maintain', 'Utilities', 'Adoption Search', and 'Help'. The main content area is titled 'Fawn Fun's Desktop' and includes several checkboxes: 'Date Restricted', 'Participant View', and 'View Not Approved/Cancelled'. A 'Ticklers' section is followed by a 'Cases (8)' section. The cases listed are:

- Allen, Sarah (9220000) Actions: CPS Family - Initial Assessment 12/10/2001 Fox, Frank Milwaukee-Admin 11 Southern Way, Madison, WI 53702 FSL: Low
- Apple, Eve (20279) Actions: CPS Family - Initial Assessment 08/02/2000 Darg, Dawn Milwaukee-Site 2, WI
- Apple, Josh (9221459) Actions: Pre-Adoptive Child 04/06/2006 Cake, Caitlin Milwaukee-Site 2 1085 Emerson Drive, Oconomowoc, WI 53066
- Moffett, Molly M. (700001) Actions: CPS Family - Initial Assessment 09/19/2000 Fun, Fawn (Supervisor) Milwaukee-Admin 222 22nd St, Milwaukee, WI 53204
- Montana, Jane (20282) Actions: CPS Family - Initial Assessment 08/02/2000 Banana, Brendt Milwaukee-Admin 130 Cake Street, Apt #666, Madison, WI 53701
- Sampras, Sally (20258) Actions: CPS Family - Initial Assessment 07/31/2000 Banana, Brendt Milwaukee-Admin 111 Even Street, Milwaukee, WI 53295
- Steele-40, Chloe (9221140) Actions: CPS Family - Initial Assessment 08/10/2004 Iron, Worker Milwaukee-Admin 1515 North Ave, Apt.#1212, Saint Cloud, WI 53079
- Young, John (9221234) Actions: Child Welfare 10/20/2004 Fox, Frank Milwaukee-Admin 12 Top Street, Milwaukee, WI

The 'Eligibility' section is expanded, showing:

- Medicaid Eligibility Determination 09/15/2005 Moffett, Little Miss M. Needs State Approval
- Title IV-E Eligibility Determination 10/02/2009 Moffett, Little Miss M.
- Trust Account-General Moffett, Little Miss M. Milwaukee

Eligibility page > Removal Information tab

1. Click the AFDC Household Information expando and enter the appropriate data for those in the home at the time the child was removed. Those already listed pre-fill from the Participants group box on the Maintain Case page. To add additional household members, click the Search hyperlink. To remove participants, click the Delete hyperlink.

Or:

Click Options > IV-E Referral Form – CFS-2123T > Go. Complete the CFS-2123T form and click Close and Return to eWiSACWIS.

2. Click Options > Deprivation > Go. Complete the Deprivation pop-up page and click Continue.
3. Click Close on the Eligibility page.

Eligibility - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Eligibility
 Child Name: [Moffett, Little Miss M. \(700010\)](#) MCI ID: Eligibility ID: 9221361
 DOB: 06/06/1996 SSN: 111-11-1111 Title IV-E Removal Date: 10/02/2009

Removal Information | Initial Determination | Redeterminations

Court Ordered Petition/Request Date: Search Court Order Date: Search
 VPA Signature Date: VPA Removal Date:
 Days of VPA: VPA To:

Child Removed from home of: Mother Father Both Other Date Last Lived with Relative: 00/00/0000

Name: Relationship to Child:
 Name: Relationship to Child:
 Removal Type: Eligibility Month: 00/0000 Completed

AFDC Household Information ▾

Household Information

County: Search

Name	Relationship	SSN	DOB	AFDC Group	8th/9th	No Financial	
Moffett, Little Miss M.	<input type="text"/>	111-11-1111	06/06/1996	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Moffett, Molly M.	<input type="text"/>	222-22-2222	02/02/1972	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Spider, Itsy Bitsy	<input type="text"/>			<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete

Options:

Done Trusted sites