

Contract/ Implementation Process for County Financial Interfaces¹

1. County submits written letter/email of intent to Beth Wydeven, eWiSACWIS Program Manager, committing to development of local financial interface or upgrade of existing one-way interface. Beth's email is WYDEVBA@dhfs.state.wi.us, and her phone number is (608) 261-6851.
2. DCFS sends county a letter of intent to award of up to \$20,000 for new interface and up to \$15,000 for upgrade, depending on the cost estimate.
3. County chooses Vendor to do the interface work. County contacts Beth Wydeven to set up a meeting between Vendor and eWiSACWIS staff to outline the general financial interface approach and the procedural overview. eWiSACWIS staff will provide examples of a mapping document and explain how the eWiSACWIS check write file is used to map payments to the county's chart of accounts.
4. County submits the project cost estimate and projected timeframe for project to Shawn Smith, eWiSACWIS Business Manager. Shawn's contact information is as follows:

Shawn Smith, eWiSACWIS Business Manager
Division of Children and Family Services
1 West Wilson, Room 550
P O Box 8916, Madison, WI 53708-8916.
Email is: SmithSM@dhfs.state.wi.us
Phone is 608-267-9730.
5. DCFS issues county a contract for 12-month period based on the cost estimate. County can draw funds as needed for interface work, except the final 25% of reimbursement is contingent on a successful test of the interface with eWiSACWIS.
6. A second follow-up meeting will be scheduled with the Vendor developer and county staff to answer any outstanding questions and go through the check write file specifications. eWiSACWIS staff will go over the return file specifications, etc.
7. County submits quarterly progress reports to Sue Zemke, eWiSACWIS technical liaison and Beth Wydeven. Sue's email information is ZemkeS@dhfs.state.wi.us, and her phone number is 608 266-6712.
8. During the development process, eWiSACWIS staff will be available to the vendor for technical assistance if necessary.
9. As the county interface approaches completion, eWiSACWIS will provide real check write files for testing purposes (e.g. email the county monthly file when it was actually their monthly processing period, so they could verify their interface is working correctly). eWiSACWIS will also accept the county test check printed files and run them manually against our backup, to make sure the file went in OK and updated the correct records, etc.
10. Upon successful completion of the interface, the county may draw the remaining amount of reimbursement, up to the actual final cost of the project. Unused funds will revert to DCFS.

¹ These instructions were issued as Appendix B to the October 2007 DCFS Numbered Memo on eWiSACWIS Fiscal Issues.