

# Manual Checks

- Introduction ..... 2
- Creating a Manual Check ..... 3
  - Creating a Manual Payment* ..... 4
    - Viewing Payment and Check Data via the Desktop (From a Case)*..... 5
    - Viewing Payment and Check Data via the Desktop (From a Provider)* ..... 6
  - Creating a Manual Check* ..... 7
  - Viewing a Manual Check via the Desktop (From a Case)* ..... 13
  - Viewing a Manual Check via the Desktop (From a Provider)*..... 14
- Bullet Points Regarding Manual Checks ..... 15
- Recommended Reports for Manual Checks ..... 16
- Key Financial Terms and Definitions for Manual Checks ..... 17

# Manual Checks

## Introduction

A standard Check goes through several stages during the various financial batch processes. It begins with the creation of a payment to a provider. That payment or multiple payments are pulled together to form a Pending Check for the provider. Following the creation of the “Pending” check, the status will shift to “In Process.” Finally, once check numbers and dates are applied to the “In Process” check, the status is updated to “Outstanding.”

A manual check is one that never moves through the stages identified above. One may need to write a check on the spot to a provider for an emergency clothing allowance, or to document a corrected check that was sent out on the county side and had not yet been documented in eWiSACWIS. In these examples, the common thread is that the county already knows the check number and check date. The check itself does not need to go through the eWiSACWIS financial batch processes as the county has already sent the check out to the provider. The check simply needs to be recorded manually to accurately reflect the costs for that particular child.

This guide will describe the process for creating a manual check in eWiSACWIS.



## Creating a Manual Check

The example that will be discussed throughout the remaining pages of this Manual Checks guide will look at the process of taking a one-time payment created for a clothing allowance and making an “Outstanding” check from that payment.

As noted above, one should use the manual check process in instances where a check has already gone out the door and the check simply needs to be documented in eWiSACWIS. In other words, you already know the check number and check date and only need to document those costs in eWiSACWIS. The clothing allowance is only one of the reasons one might need to create a manual check.

The manual check process can also be used for a check that is being documented as a correction to the system. For example, a check is created for an incorrect amount. You correct that check and issue the correct amount immediately through a county check. This newly issued check and the associated costs need to be documented in eWiSACWIS. The manual check can be used in this instance to document the check that has already gone out to the provider.

The following pages will describe in detail how to create a Manual Check using a payment that is not currently associated with a check.

## Creating a Manual Payment

In order to create a "Manual Check," the provider must have documented the payment or payments that are to make up the check. These payments must be fully approved, accurately created using the correct provider and payee, and must not already be attached to a check.

Please refer to the Payments How Do I Guide for details surrounding the steps to create a one-time payment. The screen shot below is an example of a one-time payment created for the purposes of documenting a clothing allowance paid to a provider for a child.




The screenshot displays the eWiSACWIS Payment Request form in a Microsoft Edge browser window. The form is organized into several sections:

- Payment Request Information:** County: Milwaukee, Request Date: 10/02/2016, Payment ID: 9263552, Creator: Batch Program, and an unchecked checkbox for Overpayment Repaid.
- Case Participant Information:** Participant: [Aardvark, Alan \(9227019\)](#), Case: [Aardvark, Amy B. \(9222873\)](#).
- Provider Information:** Provider: [Apple, Ariene \(9221925\)](#), Invoice Date: 00/00/0000, Payee: [Apple, Ariene \(9221925\)](#), Invoice Number: (empty field).
- Service Information:** Placement: Foster Home (Level 1) - 12/01/14, Service Category: Foster Care, Service Type: Foster Home (Level 1), Setting/Detail: Fstr Fam Hm (Non-Rel), Begin Date: 03/01/2015, End Date: 03/31/2015, Units: 0. Cost breakdown: Basic Costs: \$232.00, Supplemental Costs: \$0.00, Exceptional Costs: \$0.00, Admin Costs: \$0.00, Costs > Spending Limit: \$0.00, Extraordinary Costs: \$0.00, Total Amount: \$232.00.
- Payment Details:** Overpayment Source #: (empty field), Description: Payment Created By FM01-Payment-Generation, and a link for Payment Type Definitions.

At the bottom, there is an Options dropdown menu, a Go button, and Save/Close buttons.

## Viewing Payment and Check Data via the Desktop (From a Case)

Depending upon preference, you can view payment and check data from either a case or provider perspective.

When viewing information from a case perspective, you will only see the payments associated with that case. On the Search screen the green money bags  indicate payments that are not linked to a check. Yellow money bags  designate a payment that is associated with a check. Gray money bags  indicate non-system disbursed payments, which are not linked to a check. The status of the check (Pending, In Process, Outstanding, etc.) is identified in the associated hyperlink located just to the right of the Payment hyperlink.

eWiSACWIS
Caitlin C. Cake (Milwaukee County) | Log Out

Home
Cases (537)
Providers (227)
Workers (76)
Approvals (1449)
Access Reports (122)
ICPC Referrals (11)
YJ Referrals (13)
Home Inquiries (33)
Quick Links

**Aardvark, Amy B. (9222873) Restricted Case**

**Case details:**  
CPS Family - Ongoing  
BMCW-IA 2  
Intensive In-Home  
Open OHP exists for associated participant(s)

**Case address:**  
11 River RoadPO Box 491  
Adell, WI 53001  
(987) 888-7676

**Primary worker:**  
Deer, Doris  
[SpoonM@dhsf.state.wi.us](mailto:SpoonM@dhsf.state.wi.us)

**Actions:**

**View participants**

<b>Aardvark, Abigail A., III</b> 11/01/2008 Biological Child, OHC (CPS, CW, ICPC, VKC) - Active	<b>Aardvark, Alan</b> 01/01/2010 Biological Child, IH (CPS, CW, YJ) - Active	<b>Aardvark, Allies</b> 07/01/2013 Biological Child, OHC (CPS, CW) - Active	<b>Aardvark, Amy B.</b> 10/10/2003 Reference Person (CW) - Active
<b>Aardvark, Bernadette</b> 02/02/2012 Other Relative (None) - Active	<b>Abby, Andrea</b> 01/05/2000 Biological Child (CW) - Active	<b>Abby, Andrew A.</b> Present Spouse (None) - Active	<b>CANS, baby</b> 07/01/2015 Biological Child (None) - Active
<b>Kellogg, Andy</b> 08/10/2013 Other Relative (None) - Active	<b>Kellogg, Cale</b> 01/01/2010 Biological Child, OHC (CW, VKC) - Active	<b>Kellogg, David</b> 02/01/2003 Other Relative (CW) - Active	<b>Kellogg, Eric</b> 07/13/2005 Other Relative, OHC (CPS) - Active
<b>Kellogg, Jimmy</b> 06/13/2005 Other Relative, OHC (None) - Active	<b>Kellogg, Kathy B.</b> 02/02/1961 Other Relative (None) - Active	<b>Kellogg, Roger</b> Other Relative (None) - Active	<b>Sex Trafficking, tes</b> 01/01/2010 Biological Child (None) - Active
<b>Smithsonian, Scott</b> 05/05/2015 Adoptive Child, OHC (None) - Active	<b>Abby, Alisha B.</b> Biological Child (None) - Inactive		


**Aardvark, Alan (9227019) Case Information:**

- [+ Assets and Income](#)
- [+ Assignment](#)
- [+ Background Checks](#)
- [+ Case/Permanency Plan](#)
- [+ Child/Youth Images](#)
- [+ Education](#)
- [+ Eligibility](#)
- [+ ICPC](#)
- [+ ICWA](#)
- [+ Narratives](#)
- [+ Participant Documents](#)
- [+ Payments](#)

**NOTE: Only payments that are not yet associated with a check can be converted into a manual check.**

<a href="#">+ Payment (Outstanding)</a>	09/01/2016 - 09/30/2016 Apple, Arlene	Aardvark, Alan Apple, Arlene	Foster Home (Level 1) 10/02/2016	\$232.00 Milwaukee
---	--	---------------------------------	-------------------------------------	-----------------------

## Viewing Payment and Check Data via the Desktop (From a Provider)

When viewing information from a provider perspective, payments and checks are separated from one another (this is due to the specific association that payments and checks have with the provider record). Unlike the case view (where the payments only specific to that case are displayed), the provider view allows for display of the checks  and payments separately.

**Note:** Checks may be comprised of multiple payments from several different cases within the county. Similarly, multiple payments from several different cases may display under the Payment Requests icon.

eWiSACWIS
Caitlin C. Cake (Milwaukee County) | Log Out

Actions ▾ Financial ▾ State ▾ Security ▾ Help ▾ Refresh Search

Home
Cases (537)
Providers (227)
Workers (76)
Approvals (1449)
Access Reports (122)
ICPC Referrals (11)
YJ Referrals (13)
Home Inquiries (33)
Quick Links

### Apple, Arlene (9221925)

**Provider details:**  
Foster Home  
License status: Closed  
Des: Adams

**Provider address:**  
C/O: Neighbor  
123 Any St.  
Milwaukee, WI 53201 (Milwaukee County)

**Primary worker/licensor:**  
Cake, Caitlin C.  
(123) 456-7890 Ext. 1234  
[ccake@wisconsin.gov](mailto:ccake@wisconsin.gov)

**Actions:**

**View provider information**

Agreements and Notices

Assignments

Background Checks

Checks

Home Inquiries

Licenses

Parent Agency

Payment Requests

Placements

**Payment Requests**

	03/01/2022 - 03/01/2022	Baker, Paul Apple, Arlene	FH Clothing Allwnc 12-14 03/21/2022	
<a href="#">Payment</a>				
<a href="#">Overpayment</a> <a href="#">Adjust</a> <a href="#">Maintain</a>	05/01/2020 - 05/31/2020	Azul, Finn Apple, Arlene Outstanding (\$431.00)	Foster Home (Level 2+) 06/18/2020	(\$431.00) Milwaukee
<a href="#">Payment</a>	04/01/2020 - 04/30/2020	Azul, Finn Apple, Arlene	Foster Home (Level 2+) 06/29/2020	\$431.00 Milwaukee
<a href="#">Overpayment</a> <a href="#">Adjust</a> <a href="#">Maintain</a>	04/01/2020 - 04/30/2020	Azul, Finn Apple, Arlene Outstanding (\$431.00)	Foster Home (Level 2+) 06/18/2020	(\$431.00) Milwaukee
<a href="#">Payment</a>	03/01/2020 - 03/31/2020	Azul, Finn Apple, Arlene	Foster Home (Level 2+) 06/29/2020	\$431.00 Milwaukee
<a href="#">Overpayment</a> <a href="#">Adjust</a> <a href="#">Maintain</a>	03/01/2020 - 03/31/2020	Azul, Finn Apple, Arlene Outstanding (\$431.00)	Foster Home (Level 2+) 06/18/2020	(\$431.00) Milwaukee
<a href="#">Overpayment</a> <a href="#">Adjust</a> <a href="#">Maintain</a>	02/10/2020 - 02/29/2020	Azul, Finn	Foster Home (Level 2+)	(\$1,900.00)

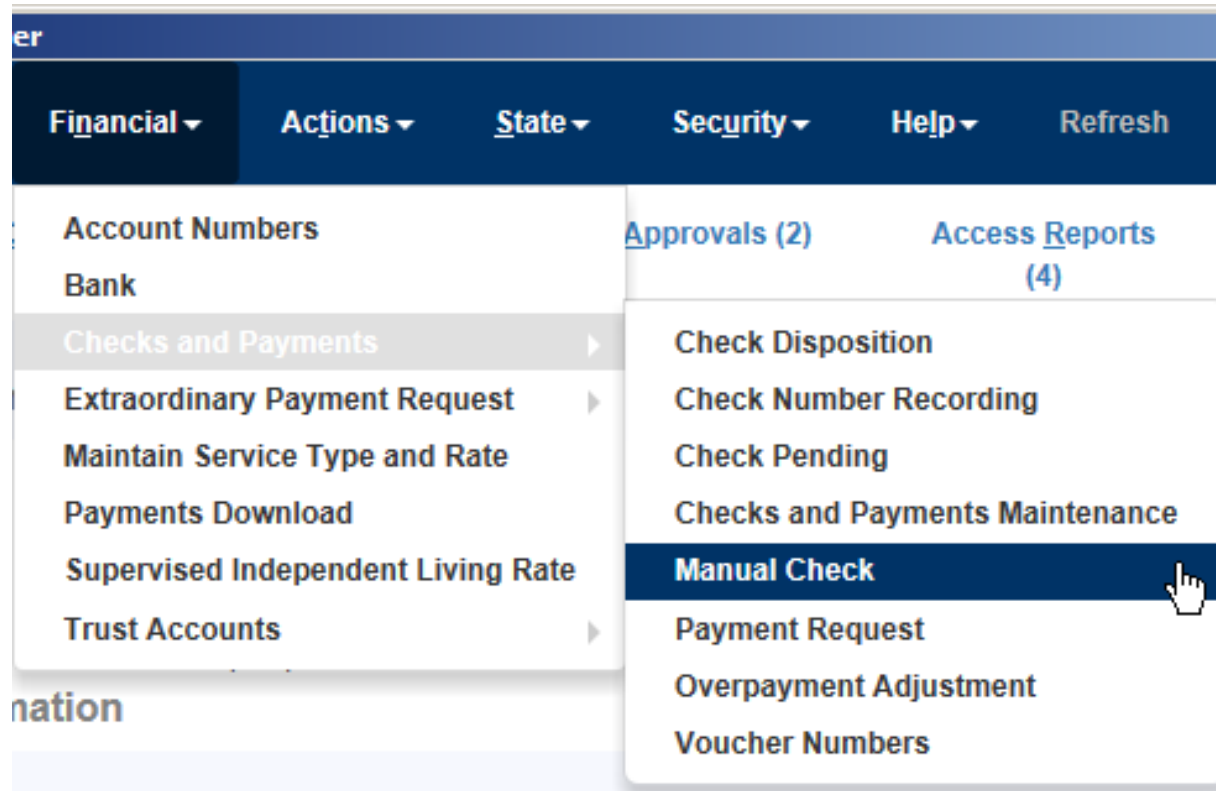
From the provider, verify the payment that you wish to convert to a Manual Check is displaying under the Payment Requests icon for the Payee.

**NOTE:** If the one time payment is created using the correct placement provider, then the correct Payee will be selected by the system.

## Creating a Manual Check

Once the payment or payments that make up the check have been created and fully approved, you can go about pulling the payment(s) together into the check using the Manual Checks page.

To access the Manual Checks page select Financial > Checks and Payments > Manual Check from the main menu.



## Creating a Manual Check (Continued)

The Manual Checks page allows you to view all payment and payment adjustments for a Payee that are not currently associated with a check. Ultimately, this page offers you a tool to pull all unassociated payments and adjustments into one single “Outstanding” check, bypassing all check batch processes.

The first step is to search out the Payee.

Manual Checks - Work - Microsoft Edge

**eWiSACWIS** Print Help

**Check Information**

Provider Name: [Search](#) First Name:

Check Number:  Check Date: 00/00/0000

Worker County:  Check Amount:

**Payment Lines**

Case Participant	Service Type	Payment Begin Date	Payment End Date	Basic Costs	Suppl costs	Excpt Costs	Admin Costs	Costs > Limit	Extraord Costs	Total	Include
------------------	--------------	--------------------	------------------	-------------	-------------	-------------	-------------	---------------	----------------	-------	---------

**Payment Adjustment Lines**

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Include
------------------	--------------	--------------------	------------------	-------	---------

Remember, the payment will reside under the Payee. Therefore, you will want to search for the Payee and not necessarily the Placement Provider. In some instances, these may not be the same.

Save Close



## Creating a Manual Check (Continued)

As mentioned above, a successful search will pull back a display of all unassociated payment and payment adjustment lines for the Payee. The Manual Checks page is one of the few pages that possess a horizontal scroll bar. Once you have determined the payment or payments that you wish to include, scroll to the far right and select the "Include" check box.

**Note:** The columns in the Payment Lines group box can be sorted.

Manual Checks - Work - Microsoft Edge
Print Help 

### eWiSACWIS

**Check Information**

Provider Name: Apple [Search](#)      First Name: Arlene

Check Number:       Check Date: 00/00/0000

Worker County: Adams       Check Amount: \$0.00

**Payment Lines**

Case Participant	Service Type	Payment Begin Date	Payment End Date	Basic Costs	Suppl Costs	Excpt Costs	Admin Costs	Costs > Limit	Extraord Costs	Total	Include
Aardvark, Alan	Foster Home (Level 1)	05/01/2015	05/31/2015	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	06/01/2015	06/30/2015	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	07/01/2015	07/31/2015	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	08/01/2015	08/31/2015	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	09/01/2015	09/30/2015	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	10/01/2015	10/31/2015	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	11/01/2015	11/30/2015	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	12/01/2015	12/31/2015	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	01/01/2016	01/31/2016	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	02/01/2016	02/29/2016	\$232.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	<input type="checkbox"/>

## Creating a Manual Check (Continued)

Select the "Include" check box next to each payment line or payment adjustment line that should be part of the check. This step can be thought of as "building the check." As payment lines and payment adjustment lines are included, the check amount will be adjusted to reflect the final check amount. Verify that this amount is correct, as there is not an approval process for the creation of a Manual Check.

Manual Checks - Work - Microsoft Edge

**eWiSACWIS** Print Help

---

**Check Information**

Provider Name: Apple [Search](#) First Name: Arlene

Check Number:  Check Date: 00/00/0000

Worker County: Adams  Check Amount: \$431.00

The check amount is adjusted as payment lines or payment adjustment lines are included. Verify that the total Check Amount is correct.

NOTE: There is no approval for this page.

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Include
Aardvark, Alan	Foster Home (Level 1)	06/01/2016	06/30/2016	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	08/01/2016	08/31/2016	\$232.00	<input type="checkbox"/>
Azul, Finn	Foster Home (Level 2+)	02/10/2020	02/29/2020	\$0.00	<input type="checkbox"/>
Azul, Finn	Foster Home (Level 2+)	02/10/2020	02/29/2020	\$297.24	<input type="checkbox"/>
Azul, Finn	Foster Home (Level 2+)	03/01/2020	03/31/2020	\$431.00	<input type="checkbox"/>
Azul, Finn	Foster Home (Level 2+)	04/01/2020	04/30/2020	\$431.00	<input checked="" type="checkbox"/>
Baker, Paul	FH Clothing Allowance 12-14 Years	03/01/2022	03/01/2022	\$200.00	<input type="checkbox"/>

Save Close

## Creating a Manual Check (Continued)

As is required in the standard check processing, one must enter a Check Number and Check Date to create the “Outstanding” check from the Manual Checks page. This tells the system to pull all the included payment and payment adjustment lines together under the documented check number. The Save button completes the process.

Manual Checks - Work - Microsoft Edge
Print Help

eWiSACWIS

**Check Information**

Provider Name: Apple [Search](#)

Check Number:

Worker County: Adams v

First Name: Arlene

Check Date:

Check Amount: \$431.00

**To finalize the process of creating a Manual Check, you must enter a Check Number and a Check Date. All of the included payments and payment adjustments will be pulled together under a newly created Outstanding Check once the Save button is clicked.**

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Include
Aardvark, Alan	Foster Home (Level 1)	06/01/2016	06/30/2016	\$232.00	<input type="checkbox"/>
Aardvark, Alan	Foster Home (Level 1)	08/01/2016	08/31/2016	\$232.00	<input type="checkbox"/>
Azul, Finn	Foster Home (Level 2+)	02/10/2020	02/29/2020	\$655.17	<input type="checkbox"/>
Azul, Finn	Foster Home (Level 2+)	02/10/2020	02/29/2020	\$297.24	<input type="checkbox"/>
Azul, Finn	Foster Home (Level 2+)	03/01/2020	03/31/2020	\$431.00	<input type="checkbox"/>
Azul, Finn	Foster Home (Level 2+)	04/01/2020	04/30/2020	\$431.00	<input checked="" type="checkbox"/>
Baker, Paul	FH Clothing Allowance 12-14 Years	03/01/2022	03/01/2022	\$200.00	<input type="checkbox"/>

**Payment Adjustment Lines**

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Include

## Creating a Manual Check (Continued)

Upon Save the page will refresh. If all unassociated payment and payment adjustment lines have been used, a new search of the Payee (when the page is refreshed) presents a pop-up message that the provider does not have any payments or adjustments to be used for the "Manual Checks" process.

The screenshot shows the eWiSACWIS web application interface. A confirmation dialog box is displayed in the center, with the following text:

Confirmation  
The selected provider has no outstanding payments.  
Close

The background interface includes the following sections:

- Check Information:** Fields for Provider Name (Apple), Check Number, Worker County (Barron), and Check Amount (\$0.00). A Search button is visible.
- Payment Lines:** A table with columns: Case Participant, Service Type, Payment Begin Date, Payment End Date, Basic Costs, Suppl costs, Excpt Costs, Admin Costs, Costs > Limit, Extraord Costs, Total, and Include.
- Payment Adjustment Lines:** A table with columns: Case Participant, Service Type, Payment Begin Date, Payment End Date, Total, and Include.

At the bottom right of the page, there are Save and Close buttons.

## Viewing a Manual Check via the Desktop (From a Case)

To view the newly created Manual Check from a case, refresh the desktop and expand the case and Payment icon. The newly created manual check should display as an “Outstanding” check with the previously entered check number and check date.

eWiSACWIS
Caitlin C. Cake (Milwaukee County) | Log Out

Home Cases (537) Providers (227) Workers (76) Approvals (1449) Access Reports (122) ICPC Referrals (11) YJ Referrals (13) Home Inquiries (33) Quick Links

**Azul, Finn (9231519) Case Information:** Please select an action

- [+ Assets and Income](#)
- [+ Assignment](#)
- [+ Case/Permanency Plan](#)
- [+ Eligibility](#)
- [+ ICWA](#)
- [+ Narratives](#)
- [- Payments](#)
  - [Overpayment](#) [Adjust](#) [Maintain](#)

**NOTE: The payment that displays reflects the payment amount but it does not show any payment adjustments or the total of the check. In order to see information from that perspective, click on the check hyperlink or view the information from the provider perspective.**

	<a href="#">Overpayment</a> <a href="#">Adjust</a> <a href="#">Maintain</a>	05/01/2020 - 05/31/2020 Azul, Finn Apple, Arlene Outstanding	Azul, Finn Apple, Arlene (\$431.00)	Foster Home (Level 2+) 06/18/2020	(\$431.00) Milwaukee
<a href="#">+ Payment (Outstanding)</a>		04/01/2020 - 04/30/2020 Azul, Finn Apple, Arlene	Azul, Finn Apple, Arlene	Foster Home (Level 2+) 06/29/2020	\$431.00 Milwaukee
	<a href="#">Overpayment</a> <a href="#">Adjust</a> <a href="#">Maintain</a>	04/01/2020 - 04/30/2020 Azul, Finn Apple, Arlene Outstanding	Azul, Finn Apple, Arlene (\$431.00)	Foster Home (Level 2+) 06/18/2020	(\$431.00) Milwaukee
	<a href="#">Payment</a>	03/01/2020 - 03/31/2020 Azul, Finn Apple, Arlene	Azul, Finn Apple, Arlene	Foster Home (Level 2+) 06/29/2020	\$431.00 Milwaukee
	<a href="#">Overpayment</a> <a href="#">Adjust</a> <a href="#">Maintain</a>	03/01/2020 - 03/31/2020 Azul, Finn Apple, Arlene Outstanding	Azul, Finn Apple, Arlene (\$431.00)	Foster Home (Level 2+) 06/18/2020	(\$431.00) Milwaukee
	<a href="#">Payment</a>	02/10/2020 - 02/29/2020 Azul, Finn Apple, Arlene	Azul, Finn Apple, Arlene	Foster Home (Level 2+) 06/15/2020	\$655.17 Milwaukee
	<a href="#">Payment</a>	02/10/2020 - 02/29/2020 Azul, Finn Apple, Arlene	Azul, Finn Apple, Arlene	Foster Home (Level 2+) 06/15/2020	\$297.24 Milwaukee
<a href="#">+ Payment (Outstanding)</a>		02/10/2020 - 02/29/2020 Azul, Finn Apple, Arlene	Azul, Finn Apple, Arlene	Foster Home (Level 2+) 06/15/2020	\$1,900.00 Milwaukee
	<a href="#">Overpayment</a> <a href="#">Adjust</a> <a href="#">Maintain</a>	02/10/2020 - 02/29/2020 Azul, Finn	Azul, Finn	Foster Home (Level 2+)	(\$952.41)

## Viewing a Manual Check via the Desktop (From a Provider)

Viewing the manual check from a provider perspective is slightly different than the case view. To view the newly created Manual Check from a provider, refresh the desktop and expand the provider and the Checks icon. The newly created manual check should display as an “Outstanding” check with the previously entered check number and check date. If the specific check icon is expanded you will see the associated payment(s) and payment adjustment(s).

eWiSACWIS

[Actions](#) [Financial](#) [State](#) [Security](#) [Help](#) [Refresh](#) [Search](#)
Caitlin C. Cake (Milwaukee County) | [Log Out](#)

Home
Cases (537)
Providers (227)
Workers (76)
Approvals (1449)
Access Reports (122)
ICPC Referrals (11)
YJ Referrals (13)
Home Inquiries (33)
Quick Links

**Apple, Arlene (9221925)**

<b>Provider details:</b> Foster Home License status: Closed Des: Adams	<b>Provider address:</b> C/O: Neighbor 123 Any St. Milwaukee, WI 53201 (Milwaukee County)	<b>Primary worker/licensor:</b> Cake, Caitlin C. (123) 456-7890 Ext. 1234 <a href="mailto:ccake@wisconsin.gov">ccake@wisconsin.gov</a>	<b>Actions:</b> <input type="text" value="Please select an action"/>
---	--	---	---

**View provider information**

Agreements and Notices

Assignments

Background Checks

Basic

Checks

Home Inquiries

Licenses

Members

Parent Agency

Payment Requests

Placements

Provider Services

**Checks**

+	<a href="#">Outstanding Check</a>	03/21/2022	Milwaukee	6677	\$232.00
+	<a href="#">Outstanding Check</a>	03/21/2022	Milwaukee	3456	\$2,364.00
+	<a href="#">Outstanding Check</a>	03/15/2022	Milwaukee	2345	\$696.00
+	<a href="#">Outstanding Check</a>	03/08/2022	Milwaukee	1234	\$226.00
-	<a href="#">Outstanding Check</a>	04/30/2020	Milwaukee	123	\$431.00
	<a href="#">Payment Request</a>	04/01/2020 - 04/30/2020	Azul, Finn	Foster Home (Level 2+)	\$431.00

From the provider, one can see both the payment(s) and any payment adjustment(s) that make up the final check.

## Bullet Points Regarding Manual Checks

- ✓ Manual checks are used to document checks that have already been sent to a provider and are not currently reflected in eWiSACWIS. It is important to recognize that the manual check process does not have to be used. One could create a payment and allow it to go through the batch processes systematically. The ending result will be the same using either process. The manual check process allows the user to bypass the check batch processing and move a payment directly to an “Outstanding” check status.
- ✓ The easiest way to ensure that you have chosen the correct provider to create your one-time payment is to copy the provider ID from one of the existing payments created for the child’s placement with the provider. This will make certain that correct payee is also chosen by the system.
- ✓ When to use the Manual Checks process:
  - Documenting emergency funds already paid to a provider.
  - Documenting a correction to cost of care where the corrected check has already been sent to a provider.
  - Create a correction on an existing check (see below).
- ✓ As mentioned above, one of the benefits of the “Manual Check” process is that it allows users to pull together “orphaned” payments without going through the check batch processes. This can be most beneficial when correcting check data on existing checks. For example, you may discover that an error was made and one payment, out of four payments that make up a particular check, was off by \$10.00. The error was caught before the check went out the door and the correct amount was sent to the provider. However, the error still exists in eWiSACWIS and needs to be corrected.

Rather than cancelling the entire check and all of the associated payments you can do the following:

- Cancel and Reschedule the incorrect check (this cancels the check and disassociates all related payments).
- Cancel the payment that is incorrect (leave all correct payments as they are).
- Recreate the incorrect payment using the correct amounts (fully approve the payment).
- Use the “Manual Check” process to pull all of the payments back together (enter the original check number and check date).

**Note:** Do not use the manual checks process to create all of your checks. The majority of the county’s checks should navigate through the natural system process, which should include moving from eWiSACWIS through the county’s financial interface.

## Recommended Reports for Manual Checks

- ✓ **FM0106 Financial Checks Reconciliation:** This report provides a listing of all system-disbursed payments and overpayment adjustments where the check date falls within the specified range. Only non-cancelled payments that are part of an Outstanding or Cleared check are retrieved.
- ✓ **FM0108 Financial Payment Sweep:** This report provides a listing of all system-disbursed payments and overpayment adjustments (this report does not list non-recouped overpayments) as well as the status and information on the checks the payments are associated to. Use this report to reconcile against the county's reported financial output.





**Note:** The above reports represent the most logical reports to find checks created through the manual process. Remember, manual checks do not display any differently than a system generated check. Thus, they will not display on the above referenced reports any differently. The one difference is that these types of checks do not process through the various batch processes and therefore will not ever have a Pending status or an In Process status. Given this, they will not appear on the Pending Checks Report or the Pre-Audit Report.



## Key Financial Terms and Definitions for Manual Checks

Term	Definition
<b>Batch</b>	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.
<b>Calc Ongoing Payments</b>	Recurring payments generated by the “Calc Ongoing” batch. These payments are most often generated for Out of Home Placements, such as foster homes, Treatment Foster Homes, Kinship etc. One time payments and Overpayment Adjustments are also picked up by the “Calc Ongoing” batch. Calc Ongoing automatically pro-rates for partial month periods, and generates overpayments automatically when appropriate. Services that use the “Calc Ongoing” batch to generate payments will do so until a closing date has been entered.
<b>Cancelled</b>	A status indicating that a piece of case work or provider work is no longer valid. Generally this is related to Checks, Payments, or Overpayments.
<b>Check</b>	<p>A Check may consist of one or several different Payments and Overpayment Adjustments.</p> <p><b>Pending:</b> This is the first stage in the check process. Checks appear in a pending status immediately after the “Calc Ongoing” batch runs. They will remain in this status until the “Pre-Audit” batch runs, which moves a check from a Pending status to an In Process status.</p> <p><b>Note:</b> When a check is in a “Pending” status you may cancel or stop this check or any associated payments.</p> <p><b>Released:</b> This is the 2nd stage in the check process only for counties that use the Release functionality. A check will remain in “Pending” status until a check has been Released. Once checks appear in a Pending status they must manually be Released so that they can move to an In Process status. The “Pre-Audit” batch (run during the MF2 or WF2 batch runs) moves a check from a Released status to an In Process status.</p> <p><b>Note:</b> When a check is in a “Released” status you may set the status back to “Pending.”</p> <p><b>In Process:</b> This is the 2nd stage in the check process. A check that is in the In Process status is assumed to be correct in its makeup. The check was not cancelled in the pending stage and is waiting to be printed and mailed.</p> <p><b>Note:</b> The check status will remain “In Process” until a check number and check date is applied to that check. Once a check number and date is recorded for that check the status will move from “In Process” to “Outstanding.”</p> <p><b>Outstanding:</b> This is the final stage in the check process. A check that is in an “Outstanding” status has check numbers and dates recorded. The check number and check date correspond with the actual check number and the date of the actual check processing.</p> <p><b>Note:</b> Once a check has reached an “Outstanding” status it can be used for reimbursement in Trust Accounts, and will ultimately be figured into the IV-E claiming calculations.</p>

<b>Cost of Care</b>	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.
<b>Manual Check</b>	Used when a worker issues a physical check, on the spot. The financial worker will enter a One Time Payment into the system for a service which is designated as an Emergency Payment on the Payment Request page. A check number must then be recorded for that physical check, through the Manual Checks page.
<b>Outstanding</b>	<p>A status related to Checks and Overpayments. For Checks, an outstanding status means check numbers have been recorded as the check has been printed and mailed. When a check is in an Outstanding status the payments that make up the check can be used in the State's IV-E claiming calculations.</p> <p><b>Note:</b> A little twist in thinking, for Overpayments, an outstanding status means that the Overpayment is true and has not been repaid.</p>
<b>Parent Agency</b>	The agency that is responsible for the licensing and supervision for a home provider, most often associated to a Treatment Foster Home. In eWiSACWIS, all payments made to a home provider go directly to the parent agency. That parent agency is then responsible for paying the home provider.
<b>Payee</b>	<p>The provider receiving payment. In most Foster Home scenarios the "Placement Provider" and the "Payee" are one in the same. However, in Treatment Foster Homes, Group Homes, or RCCs the "Placement Provider" often is governed by a Parent Agency or a Child Placing Agency that is responsible for receiving the payment. In these scenarios the "Placement Provider" and the Payee will differ.</p> <p>It is important to realize that all payment and check data will reflect under the Payee.</p>

<p><b>Payment</b></p>	<p>A payment will consist of the Basic Maintenance, Supplemental, Exceptional, and Administrative costs for a particular child and provider. There can be several payments attached to one check. In essence, the payment comes before the check. Visually, payments are reflected several different ways. This is how they are displayed on the Search page:</p> <ul style="list-style-type: none"> <li data-bbox="470 277 1940 375">  This icon indicates that the payment is not attached to a check. You will see payments recorded like this for one-time payment requests that have not been picked up by a check batch, or for “Episode Driven Payments” (Zero-dollar payments) for Group Homes, RCC, and some Wraparound Payments. </li> <li data-bbox="470 415 1955 513">  This icon illustrates a payment that is attached to a check. Following this icon will be two hyperlinks, the first will be the hyperlink for the payment and the second will be the link for the check that the payment is attached to. </li> <li data-bbox="470 553 1818 594">  This icon describes an overpayment, which can also be thought of as a negative one-time payment. </li> <li data-bbox="470 626 1969 756">  This icon indicates a type of payment that is used most often when document placement costs for FPI, YES, or wraparound placements where the state can claim the costs of the Non-System Disbursed placement payment. The actual costs of the program are paid out via a System Disbursed payment that is attached to a check containing the full amount of the program's costs. </li> </ul>
<p><b>Placement Provider</b></p>	<p>The provider where the child is physically resides for care.</p>