

Pending Checks

Introduction.....	2
Viewing Payment and Check Data.....	3
<i>Working with a Pending Check (From a Case)</i>	4
<i>Working with a Pending Check (From a Provider)</i>	5
<i>Working with a Pending Check (With No Assignment to Either the Case or Provider)</i>	6
Maintaining a Pending Check.....	10
<i>Canceling a Pending Check</i>	11
<i>Canceling Single Payment Lines for a Pending Check</i>	12
<i>Canceling and Rescheduling a Pending Check</i>	14
<i>Canceling and Rescheduling an Entire Pending Check</i>	15
<i>Canceling and Rescheduling a Single Payment Line for a Pending Check</i>	16
Bullet Points Regarding Pending Checks.....	18
Recommended Reports For Pending Checks.....	19
Key Financial Terms and Definitions for Pending Checks.....	20

Pending Checks

Introduction

Checks go through several stages during the various financial batch processes. The payment processing begins three business days before the month's end at the **Pre-Payment stage**. Pre-Payment allows the user to view (from the FM0103 Pre-Payment Report) what the payment amount will be **before any payment batches have actually run**. If a payment amount is incorrect at the Pre-Payment stage, modifications can be made to the placement or the Rate Setting allowing the payment to process correctly when the payment batches run.

The **Pending** check status is the first status achieved once a check is created by Calc Ongoing. During this stage all payments are swept up for a particular provider (and county) and pulled together to form a Pending check. Pending Checks will show up on the FM0201 Pending Checks Payee Listing Report. This report should be used to reconcile the newly created Pending checks with the anticipated check output. During the Pending status, a user has the ability to cancel that check or cancel individual line items within that check. A check will only stay in a Pending status for 24 to 48 hours before being picked up by the check write batch.

As a general rule, for a monthly run, this takes place on the first business day of the month. For a weekly run this will occur most often on a Friday of that week.

Note: The batch run calendars can be found on the eWiSACWIS Knowledge Web.

The check write batch, run 48 hours after pending checks are produced (for monthly runs) and 24 hours for weekly runs, moves the check from a Pending status to an **In Process status**. Once a check has reached the In Process status, there is an expectation (for the purpose of IV-E claiming) that the check amounts are accurate, and that check numbers and dates will be applied to the In Process check. In Process checks can be reconciled using the FM0202 Monthly Pre-Audit Payee Listing Report.

Note: One cannot cancel an In Process check. In fact, once a check reaches the In Process status, nothing can be done to maintain the disposition of that check. If the check is incorrect, then you must move that check to an Outstanding status in order to maintain the disposition of that check.

Once a check sits in an **Outstanding status**, the payment amounts associated with the check will be available for IV-E claiming.

This guide will describe the various methods for viewing and maintaining Pending checks.

Viewing Payment and Check Data

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. Green money bags  indicate payments that are not linked to a check. Yellow money bags  designate a payment that is associated with 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.

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 icon.

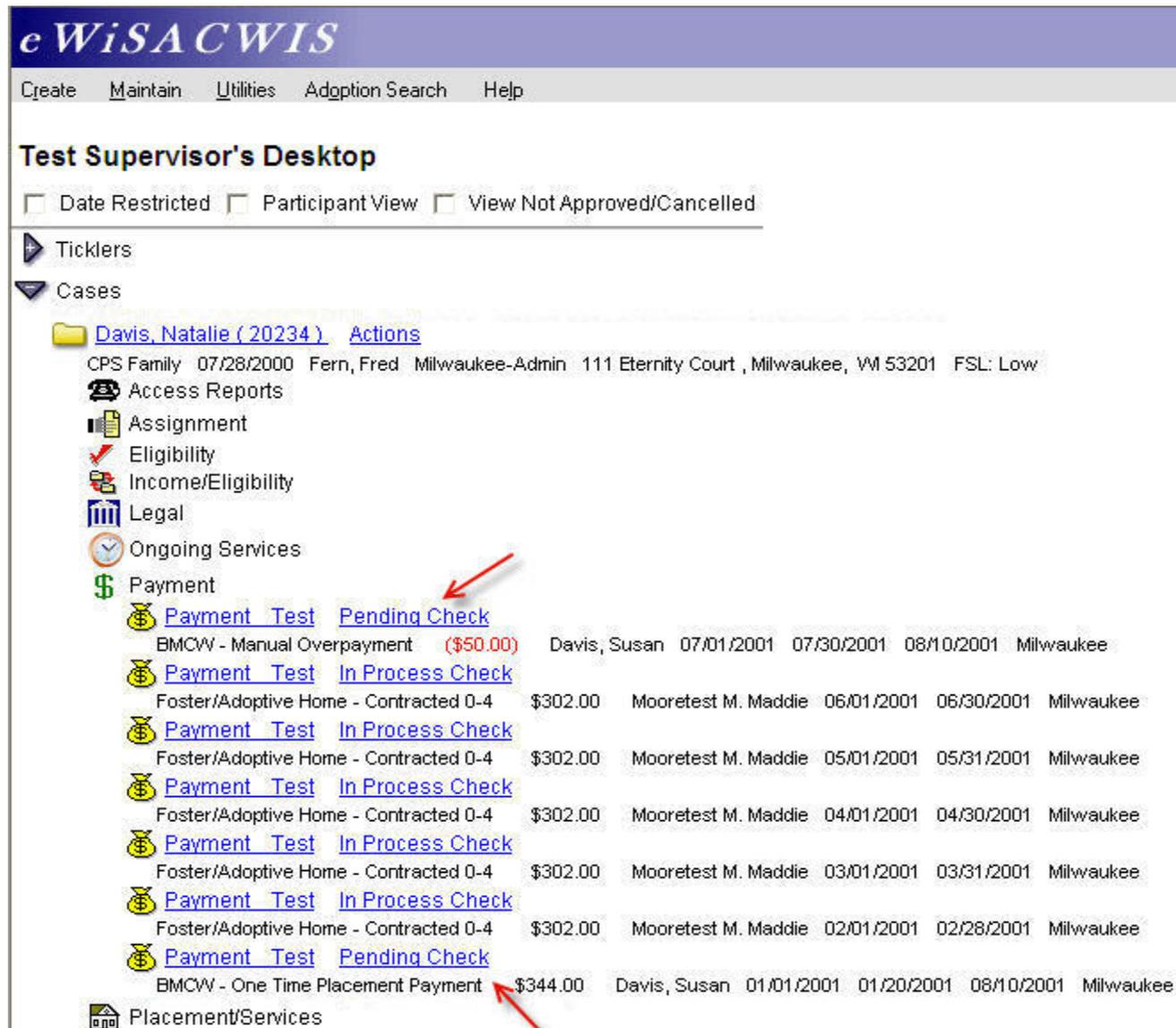
The examples below illustrate accessing a Pending Check from the Payment icon of a case and from the Checks icon of a provider.



Working with a Pending Check (From a Case)

Pending Checks are maintained through the Maintain Pending Checks page. There are several methods for retrieving and working with a Pending Check. They are as follows:

From your expanded case, expand the Payment icon . A payment that is associated to a check displays with a yellow money bag . Click on the Pending Check hyperlink and the Review Pending Checks page will open with the associated payment details listed below.



The screenshot shows the eWiSACWIS Test Supervisor's Desktop interface. The header includes navigation links: Create, Maintain, Utilities, Adoption Search, and Help. Below the header, there are filter options: Date Restricted, Participant View, and View Not Approved/Cancelled. The main content area is titled "Test Supervisor's Desktop" and contains a "Cases" section. Under "Cases", there is a folder for "Davis, Natalie (20234)" with an "Actions" menu. The "Payment" section is expanded, showing a list of payments. A red arrow points to the "Pending Check" link in the first row, and another red arrow points to the "\$344.00" value in the last row.

Payment Description	Amount	Participant	Start Date	End Date	Location	
BMCW - Manual Overpayment	(\$50.00)	Davis, Susan	07/01/2001	07/30/2001	08/10/2001	Milwaukee
Foster/Adoptive Home - Contracted 0-4	\$302.00	Mooretest M. Maddie	06/01/2001	06/30/2001	Milwaukee	
Foster/Adoptive Home - Contracted 0-4	\$302.00	Mooretest M. Maddie	05/01/2001	05/31/2001	Milwaukee	
Foster/Adoptive Home - Contracted 0-4	\$302.00	Mooretest M. Maddie	04/01/2001	04/30/2001	Milwaukee	
Foster/Adoptive Home - Contracted 0-4	\$302.00	Mooretest M. Maddie	03/01/2001	03/31/2001	Milwaukee	
Foster/Adoptive Home - Contracted 0-4	\$302.00	Mooretest M. Maddie	02/01/2001	02/28/2001	Milwaukee	
BMCW - One Time Placement Payment	\$344.00	Davis, Susan	01/01/2001	01/20/2001	08/10/2001	Milwaukee

Working with a Pending Check (From a Provider)

Providers display both payments and checks.

In order to work with a Pending Check, expand the provider and expand the Checks icon . Click on the associated hyperlink for the check you wish to maintain.

Clicking on the hyperlink will open the Review Pending Checks page with the associated payment details listed below.



eWISACWIS

Create Maintain Utilities Adoption Search Help

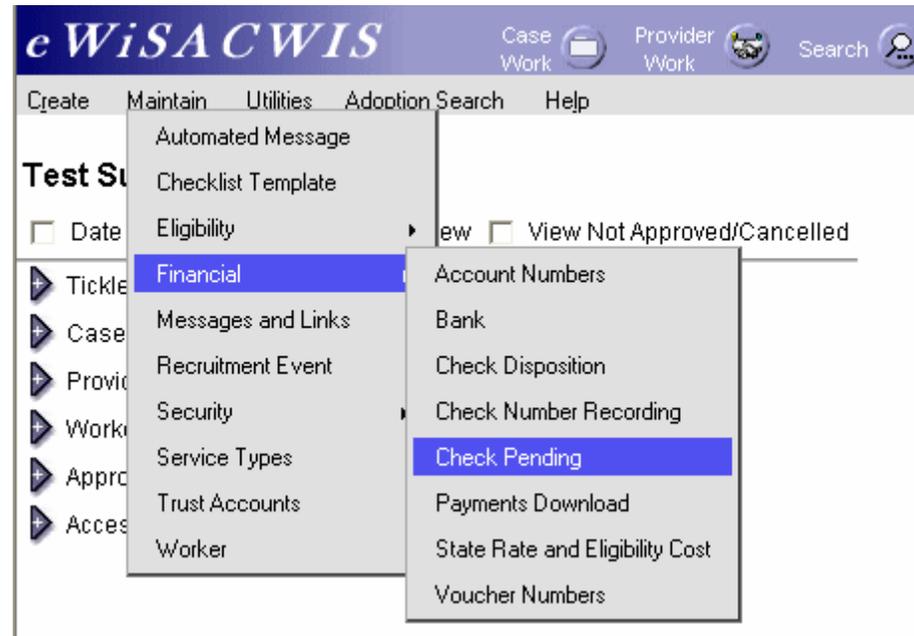
Test Supervisor's Desktop

Date Restricted Participant View View Not Approved/Cancelled

- ▶ Ticklers
- ▶ Cases
- ▼ Providers
 -  [Test, Honorable \(20209\)](#) [Actions](#)
Active Adoptive Home Buffalo Cake M. Caitlin (Supervisor) Des: Milwaukee
 -  Assignments
 -  Basic
 -  Checks
 -  [\\$294.00 Pending Milwaukee](#)
 -  [\\$302.00 In Process Milwaukee](#)
 -  [\\$302.00 In Process Milwaukee](#)
 -  [\\$1,208.00 In Process Milwaukee](#)
 -  Licenses
 -  Members
 -  Overpayment Adjustments
 -  Parent Agency
 -  Payment Requests
 -  Placement/Services
 -  Services

Working with a Pending Check (With No Assignment to Either the Case or Provider)

This method requires that you search out the payee of the check you wish to maintain. Access the search page from Maintain > Financial > Check Pending.



Working with a Pending Check (With No Assignment to Either the Case or Provider – Continued)

A blank Review Pending Checks page will open with a “Search” hyperlink. Click the Search hyperlink and search out the provider (Payee) for the check you wish to maintain.

Check Information

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

Check Status: Reschedule Date: Check Amount:

County:

Payment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	Supp
--------------------	--------------	--------------------	------------------	-------	---------	------

Payment Adjustment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
--------------------	--------------	--------------------	------------------	-------	-------------------

Working with a Pending Check (With No Assignment to Either the Case or Provider – Continued)

Once you have returned the appropriate provider (payee), expand the Checks icon and select the radio button next to the “Pending Check” that you wish to maintain.

eWiSACWIS Print Spell Check Help

Search Criteria

Provider Name: First Name: Provider ID:
Parent Agency ID: Provider Type: Search Providers of Parent Agency
Site #: County: ZIP Code:

Date Restricted Search Precision: Low Med High Search

Record 1 to 1 of 1

Providers Returned

Test, Honorable (20209)
Active Adoptive Home Buffalo Cake M. Caitlin (Supervisor) Des: Milwaukee

- Assignments
- Basic
- Checks ←
 - \$294.00 Pending Milwaukee
- Licenses
- Members
- Overpayment Adjustments

Continue Close

Working with a Pending Check (With No Assignment to Either the Case or Provider – Continued)

Similar to the first two options, the Review Pending Checks page will open with the associated payment details listed below.

eWiSACWIS

[Print](#)
[Spell Check](#)
[Help](#)

Check Information

Provider Name:	Test	Search	First Name:	Honorable	Disposition:	Pending
Check Status:	OK		Reschedule Date:	00/00/0000	Check Amount:	\$294.00
County:	Milwaukee					

Payment Lines

	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.	Total	Payment Status
ent	01/01/2001	01/20/2001	\$0.00	\$0.00	\$0.00	\$0.00	\$344.00	OK

Payment Adjustment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
Davis, Susan	BMCW - Manual Overpayment	07/01/2001	07/30/2001	-\$50.00	OK

Save
Close

Maintaining a Pending Check

A Pending Check may be made up of one or several single line payments. Each of these can be cancelled or “rescheduled” individually, or the entire Pending Check can be cancelled or “rescheduled.” The page that opens when you click on a Pending Check hyperlink (as outlined above) displays the detail of the Pending Check. It is from this page that a user can maintain the disposition of the Pending check. **Note:** The check amount may differ from the payment detail line (when viewing from a case). Remember that checks may be comprised of more than one payment, or payments and payment adjustments. So in our example below, the payment equals \$344.00; however, the associated check totals \$294.00 because there is an attached \$50.00 overpayment adjustment.

eWiSACWIS

[Print](#)
[Spell Check](#)
[Help](#)

Check Information

Provider Name:	Test	Search	First Name:	Honorable	Disposition:	Pending
Check Status:	OK		Reschedule Date:	00/00/0000	Check Amount:	\$294.00
County:	Milwaukee					

Payment Lines

	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.	Total	Payment Status
ent	01/01/2001	01/20/2001	\$0.00	\$0.00	\$0.00	\$0.00	\$344.00	OK

Payment Adjustment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
Davis, Susan	BMCW - Manual Overpayment	07/01/2001	07/30/2001	-\$50.00	OK

Save
Close

Canceling a Pending Check

This section will outline canceling the entire check.

Select the check that you wish to maintain through one of the methods outlined above. The Review Pending Checks page lists the entire check and the associated payments that make up that check. To cancel the entire check, select from the Check Information group box “Cancel - Do Not Pay.” This will cancel the entire check and all associated payments.

Note: You may need to recreate the correct check in eWiSACWIS for claiming purposes.

eWiSACWIS Print Spell Check Help

Check Information

Provider Name: Test [Search](#) First Name: Honorable Disposition: Pending
Check Status: **Cancel - Do Not Pay** Reschedule Date: 00/00/0000 Check Amount: \$0.00
County: **Cancel - Do Not Pay**
OK
Cancel - Reschedule

Payment Lines

	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.	Total	Payment Status
ent	01/01/2001	01/20/2001	\$0.00	\$0.00	\$0.00	\$0.00	\$344.00	Cancel - Do Not Pay

Payment Adjustment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
Davis, Susan	BMCW - Manual Overpayment	07/01/2001	07/30/2001	\$-50.00	Cancel - Do Not Pay

Save Close

Canceling Single Payment Lines for a Pending Check

This method should be used only if the payment line is incorrect and does not need to be recreated. You should make every effort to have eWiSACWIS match whatever processed on the County ledger system. Therefore, if on the County side the check contained two payments, then the check on eWiSACWIS should match not only in amount, but it should also consist of two payments. Thus, if the check that processed on eWiSACWIS had three payments (one of them being entirely erroneous), then canceling that payment line would be the method to follow.

Select the check that you wish to maintain through one of the methods outlined above. The Review Pending Checks Page lists the entire check and the associated payments that make up that check.

To cancel a single payment line, select “Cancel - Do Not Pay” from the Payment Status dropdown found within the Payment Lines group box. This will cancel just that payment and not the entire check. This allows the rest of the Pending Check to continue processing.

The screenshot shows the eWiSACWIS interface. At the top, there is a header with the logo and navigation links: Print, Spell Check, and Help. Below the header is the 'Check Information' section, which includes fields for Provider Name (Test), Check Status (OK), County (Milwaukee), First Name (Honorable), Reschedule Date (00/00/0000), Disposition (Pending), and Check Amount (\$294.00). There is a 'Search' button next to the First Name field.

The 'Payment Lines' section contains a table with the following columns: Payment Begin Date, Payment End Date, Basic, Except, Suppl., Admin., Total, and Payment Status. The table has one row with the following data: Payment Begin Date: 01/01/2001, Payment End Date: 01/20/2001, Basic: \$0.00, Except: \$0.00, Suppl.: \$0.00, Admin.: \$0.00, Total: \$344.00, and Payment Status: OK. The 'Payment Status' dropdown menu is open, showing options: OK, Cancel - Do Not Pay (highlighted with a red box), and Cancel - Reschedule.

Below the 'Payment Lines' table is the 'Payment Adjustment Lines' section, which contains a table with the following columns: Case Participant, Service Type, Payment Begin Date, Payment End Date, Total, and Adjustment Status. The table has one row with the following data: Case Participant: Davis, Susan, Service Type: BMCW - Manual Overpayment, Payment Begin Date: 07/01/2001, Payment End Date: 07/30/2001, Total: \$-50.00, and Adjustment Status: OK.

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

Canceling Single Payment Lines for a Pending Check (Continued)

Users can cancel both Payment Lines and Payment Adjustment Lines following the same process outlined above. The example below details how this would look.

eWISACWIS Print Spell Check Help

Check Information

Provider Name: Test [Search](#) First Name: Honorable Disposition: Pending
Check Status: OK Reschedule Date: 00/00/0000 Check Amount: \$294.00
County: Milwaukee

Payment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	Supp
Davis, Susan	BMCW - One Time Placement Payment	01/01/2001	01/20/2001	\$0.00	\$0.00	\$0.00

Payment Adjustment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
Davis, Susan	BMCW - Manual Overpayment	07/01/2001	07/30/2001	\$-50.00	OK

Cancel - Do Not Pay

Save **Close**

Canceling and Rescheduling a Pending Check

The “reschedule” function will take attached payments that are a part of a check and disassociate those payment lines from the existing check. If you are canceling and rescheduling the entire check, then the associated check will be cancelled and all of the payments will be detached from the cancelled check. Once the payments have been detached from the check, you can work with the payment(s) individually (this may include canceling single payment lines etc.).

Note: The reschedule method is most helpful when rebuilding payment or check data. You should make every effort to have eWiSACWIS match whatever processed on the County ledger system. Therefore, if on the County side the check contained two payments then the check on eWiSACWIS should match not only in amount, it should also consist of two payments. Thus, if the original eWiSACWIS check contained three payments (one of which was for a different date) then using the cancel reschedule method would allow you to detach the incorrect payment line and associate it through the Manual Checks Process to the correct check (See Manual Checks for more details).



Canceling and Rescheduling an Entire Pending Check

Select the check that you wish to maintain through one of the methods outlined above. The Review Pending Checks page lists the entire check and the associated payments that make up that check. To cancel and reschedule the entire check, select from the Check Information group box “Cancel – Reschedule.”

Enter the reschedule date in the appropriate field. As a general rule, the reschedule date will be the date the piece of work is being done. The reschedule date is a flag for the fiscal batches to enable the payment to be picked up once that date has been reached. Once “Cancel - Reschedule” has been selected with an appropriate reschedule date, the entire check will be cancelled and all of the associated payments will be detach from that check. The newly detached payments can be found under the placement provider (this may be different from the payee in Treatment Foster Home scenarios).

eWiSACWIS Print Spell Check Help

Check Information

Provider Name: Test [Search](#) First Name: Honorable Disposition: Pending
Check Status: **Cancel - Reschedule** Reschedule Date: **00/00/0000** Check Amount: \$0.00
County: OK
Cancel - Do Not Pay
Cancel - Reschedule

Payment Lines

	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.	Total	Payment Status
ent	01/01/2001	01/20/2001	\$0.00	\$0.00	\$0.00	\$0.00	\$344.00	Cancel - Reschedule

Payment Adjustment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
Davis, Susan	BMCW - Manual Overpayment	07/01/2001	07/30/2001	\$-50.00	Cancel - Reschedule

Save **Close**

Canceling and Rescheduling a Single Payment Line for a Pending Check

Select the check that you wish to maintain through one of the methods outlined above. The Review Pending Checks page lists the entire check amount and the associated payments that make up that check. To cancel a single payment line within a Pending check, select "Cancel - Reschedule" from the Payment Status dropdown found within the Payment Lines group box. This will detach just that payment from the check. This allows the rest of the Pending Check to continue processing.

Enter the reschedule date in the appropriate field. As a general rule, the reschedule date will be the date the piece of work is being done. The reschedule date is a flag for the fiscal batches to enable the payment to be picked up once that date has been reached. **Note:** The check amount will be reduced by the amount of the rescheduled check.

eWiSACWIS Print Spell Check Help

Check Information

Provider Name: McGwire [Search](#) First Name: Sally Disposition: Pending
Check Status: OK Reschedule Date: 00/00/0000 Check Amount: \$1,764.00
County: Milwaukee

Payment Lines

	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.	Total	Payment Status
d	05/01/2000	05/31/2000	\$299.00	\$50.00	\$0.00	\$0.00	\$349.00	OK
d	05/01/2000	05/31/2000	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00	Cancel - Reschedule
d	05/01/2000	05/31/2000	\$299.00	\$0.00	\$144.00	\$0.00	\$443.00	OK
d	05/01/2000	05/31/2000	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00	OK

Payment Adjustment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
------------------	--------------	--------------------	------------------	-------	-------------------

Save Close

Canceling and Rescheduling a Single Payment Line for a Pending Check (Continued)

You can cancel both Payment Lines and Payment Adjustment Lines following the same process outlined above. The example below details how this would look. Once all or part of the check has been rescheduled, you can view the disassociated payments under the Payment icon (either from the case or provider).

eWiSACWIS

[Print](#)
[Spell Check](#)
[Help](#)

Check Information

Provider Name:	Test	Search	First Name:	Honorable	Disposition:	Pending
Check Status:	OK		Reschedule Date:	00/00/0000	Check Amount:	\$344.00
County:	Milwaukee					

Payment Lines

	Payment Begin Date	Payment End Date	Basic	Except.	Suppl.	Admin.	Total	Payment Status
ert	01/01/2001	01/20/2001	\$0.00	\$0.00	\$0.00	\$0.00	\$344.00	OK

Payment Adjustment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
Javis, Susan	BMCV - Manual Overpayment	07/01/2001	07/30/2001	\$-50.00	Cancel - Reschedule

Save
Close

Bullet Points Regarding Pending Checks

- ✓ If a check never moves beyond the “Pending” status there are two possible reasons:
 1. On the Provider Maintenance page does the provider have:
 - (RCC, Group Home) A FEIN entry if it is a private provider
 - (FH, TFH, or KC home) A SSN entry if it is a home provider
 2. If the provider record has a FEIN or SSN then the cause is usually missing voucher numbers in the system.
 - Go to Maintain > Financial > Voucher Numbers
 - Select the current fiscal year (using state’s fiscal calendar, July to June)
If necessary, enter a range of 100 numbers for the fiscal year
- Once the above data fields are fixed, the payments will be picked up during the **next** scheduled financial batch cycle.
- ✓ The split of a payment's Administrative portion and Maintenance portion (Basic, Supplemental, and Exceptional rates) is controlled by the “parent agency rule.” This rule looks specifically at the placement provider's Parent Agency and the Parent Agency's for profit or not-for-profit status. This “parent agency rule” uses the following edits:
 - If the Parent Agency is a **For Profit** Parent Agency, then we split the payment (maintenance goes to the placement provider, administrative goes to the Parent Agency).
 - If a user overrides the parent agency rule nothing happens!
 - **Note:** “Splitting” a payment from the Out-of-home placement page only splits the maintenance portion of the payment and thus will not alter the Administrative fee rules.
 - If the parent agency is a **Not-for Profit** Parent Agency, then the entire payment goes to the Parent Agency.
 - If a user overrides the parent agency rule then it splits it out as if it were a For Profit Parent Agency.

Recommended Reports For Pending Checks

- ✓ **FM0201 Pending Checks Payee Listing:** This report summarizes all the cases where an episodic payment is created. If used, Episode driven payments are generally produced for RCC, group home, and Wraparound placement settings.
- ✓ **FM0221 Pending Checks Payee Spreadsheet:** This report is run three business days before the month's end. It shows counties an estimate of how providers will be paid for the current month. The estimated payments are based on current placements. Essentially, this report behaves much like a crystal ball, predicting what a provider's payment will be assuming the placement remains as is for the remainder of the month.
- ✓ **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: This listing of reports is not wholly inclusive of all reports available for this topic. This is a listing of the recommended reports that are available through the eWiSACWIS application. There may be other reports that a county or individual user may find helpful. Please refer to your eWReports application and access Utilities > Report Information to view all reports that are available.

Key Financial Terms and Definitions for Pending Checks

Term	Definition
Administrative rate	The administrative rate paid to the parent agency is set by a contract.
Basic Rate	<p>The rate intended to cover food, clothing, housing, basic transportation, personal care, and other expenses on a monthly basis. The fixed monthly payment for a foster child is determined solely by the age of the child. A child's basic maintenance rate will increase when the child reaches the age of 5, 12, and 15. The higher rate is effective on the date on which the birthday occurs. Because the rate is based on the needs of each child, it may also include extra payments (supplemental and exceptional payments) in addition to a basic maintenance rate.</p> <p>Note: No monthly payment for the combined basic maintenance, supplemental, and exceptional rates may exceed \$2,000.</p>
Batch	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.
Calc Ongoing payments	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.
Cancelled	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.
Check	<p>A Check may consist of one or several different Payments and Overpayment Adjustments.</p> <p>Pending: This is the first stage in the check process. Checks remain 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>Note: When a check is in a "Pending" status you may cancel or stop this check or any associated payments.</p> <p>In Process: 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>Note: 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>Outstanding: 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>Note: 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>

Term	Definition
Child specific rate	This type of rate is documented on the Out-of-home placement. It is used to generate a paid rate that is specific to the child that is placed. It is most commonly used to document out of state placements, as well as adoption assistance.
Cost of care	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.
Exceptional Rate	<p>An additional monthly payment for a child's care where the needs of the child require more from the provider warranting a rate paid above the basic maintenance and supplemental payments. The additional payment is being provided in order to ensure the child's needs in the foster home are met and to prevent placement in a more restrictive setting.</p> <p>Note: No monthly payment for the combined basic maintenance, supplemental, and exceptional rates may exceed \$2,000.</p>
Maintain Rate	<p>By Service: All providers will use the same rate established for the specific service. An example of a "Service" specific rate would be a Foster Home services rate, where each provider carrying the Foster Home General - 0-4 Rate will generate the same standard Basic Maintenance Rate.</p> <p>By Provider: The rate is governed at the provider level. For a specific service, each provider carrying that service can have a different rate. An example of a "Provider" specific rate would be a Group home service where many providers carry the Group Home service and often offer different rates for that service.</p>
Manual check	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.
Non-System Disbursed Payment	This is a specific type of payment used to document that a payment occurred, yet it is not desired to attach the payment to a check. This type of payment 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.
Outstanding	<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>A little twist in thinking, for Overpayments, an outstanding status means that the Overpayment is true and has not been repaid.</p>
Override parent agency rule	If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, overriding the parent agency is necessary. Note: If the CPA is "Not for Profit," the Administrative payment plus foster care provider payment will be sent to the CPA. If the CPA is "For Profit," the Administrative portion will be sent to the parent agency and the foster care provider payment (basic, supplemental, and/or exceptional portion) will be sent to the foster care provider.
Parent Agency	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 that is associated with a "not-for-profit" parent agency go directly to the parent agency. That parent agency is then responsible for paying the home provider. If the parent agency is "for-profit" then the payment is split: the provider receives their foster payment and the parent agency receives their appropriate amount.

Term	Definition
Payee	<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>
Payment	<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:</p> <p> 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.</p> <p> 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.</p> <p> This icon describes an overpayment, which can also be thought of as a negative one-time payment.</p>
Placement Provider	The provider where the child is physically resides for care.
Rate Setting	<p>A tool used to document costs paid to a provider above the Basic Maintenance Rate. The Rate Setting justifies Supplemental costs based on Behavioral, Emotional, or Physical characteristics of a child. There is also an area of the Rate Setting used to justify Exceptional costs that are paid above the identified Supplemental and Basic Maintenance costs.</p> <p>Note: Any type of payment to a provider that goes above the Basic Maintenance Rate must use a Rate Setting to justify the additional payment costs. This includes Receiving homes.</p>
Service Rate	The rate is specific to the service type. All providers will use the same rate established for the specific service. An example of a “Service” specific rate would be a Foster Home services rate, where each provider carrying the Foster Home General - 0-4 Rate will generate the same standard Basic Maintenance Rate.
Split payment	An action that allows a user to set eWiSACWIS to generate multiple payments from one system generated payment. The payments can be split by percentage or a set amount. This is most commonly used when a payment should be sent to two distinct providers that share in the care of a given child.
Supplemental Rate	<p>An additional monthly payment intended to cover the costs of caring for the child's special needs for a foster child with emotional, behavioral, or physical needs. A supplemental rate can be changed if the child's condition has changed.</p> <p>Note: No monthly payment for the combined basic maintenance, supplemental, and exceptional rates may exceed \$2,000.</p>
Target Population	The categorization of Youth Aids or Non-Youth Aids based on the selected criteria that ultimately directs the cost of care for the given child to come out of a specific funding source (“pot of money”).
Voucher number	The Voucher Number equates to a batch of checks. Each check run is assigned a specific voucher number. The voucher number then serves as a pointer to all checks produced for that given batch run. Voucher Numbers are established for a given fiscal year. The fiscal year runs July 1st to June 30th. Voucher Numbers should never be duplicated across fiscal years.