

# Working with Pending Release checks

## **Introduction**

Counties can process their checks using one of two options. The first option is to allow checks to move from a "Pending" status to an "In Process" status without any sort of manual intervention on the county's side. This is the standard setup. The second option, using the Release Function, sets the initial check status to "Pending Release." At this stage, the county must manually "release" the check in order for it to continue to move to an "In Process" status. The check will remain in a "Pending Release" status until it is "Released."

The Require Release functionality gives the county greater control over their payment/check output. A check will not move through the different check stages until the county has indicated that it should.

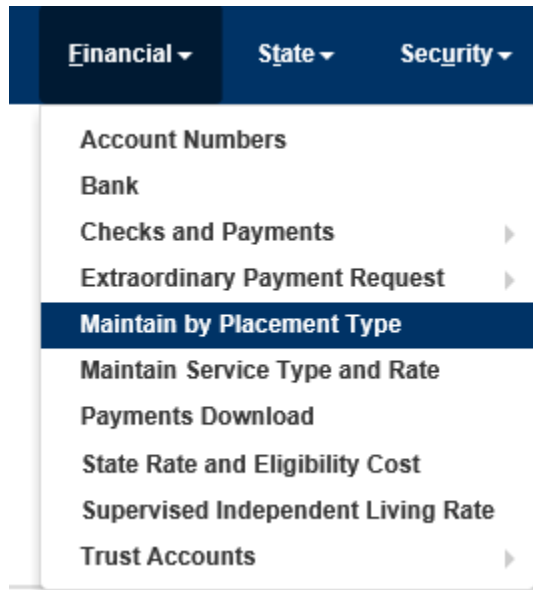
Counties have the ability to decide and set which types of checks should use the Require Release functionality and which should not. For example, counties can choose to "release" all their checks, or they could decide to only "release" their bigger dollar checks (i.e. residential care centers and group homes), or they could choose to not use the Require Release functionality at all.

**Note:** If your county previously used the Episode Driven Batch process to generate your payments, then those Service Types were flagged to utilize the Release Function.

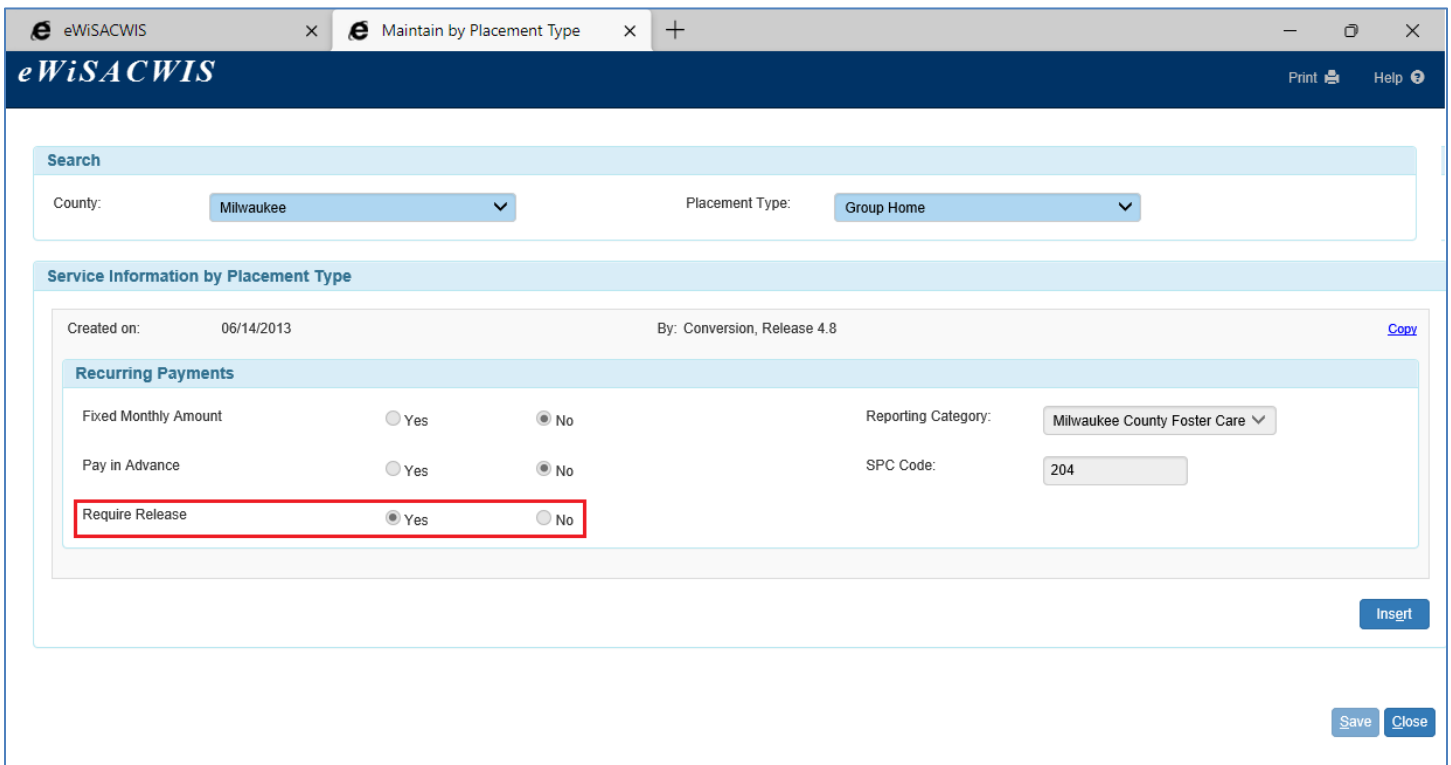
This user guide outlines how to set up your county for Require Release functionality, and how to work with Pending Release Checks.

## Setting Up Service Types to Use the Release Function

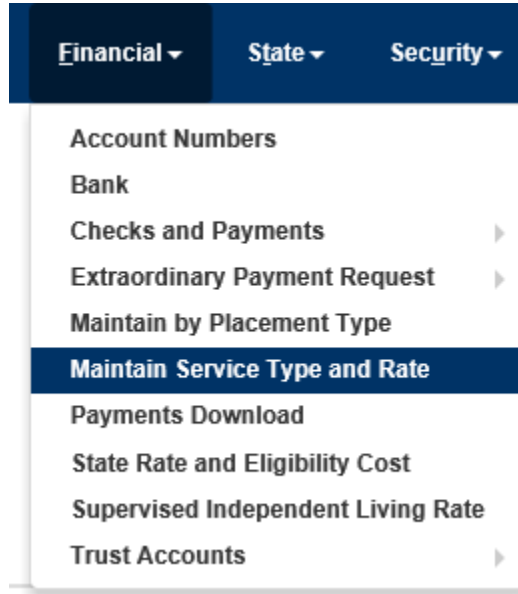
1. From the desktop, select Financial > Maintain by Placement Type. This will open the Maintain by Placement Type page.



2. The radio button identified below is the value that controls whether or not the Release function is required by eWiSACWIS when processing checks using the identified Service Type. In the example below, we are telling eWiSACWIS to require the Release function for all of our county's checks for the Placement Type of "Group Home".

A screenshot of the 'Maintain by Placement Type' page in the eWiSACWIS application. The page shows a search bar with 'Milwaukee' selected for County and 'Group Home' for Placement Type. Below the search bar is a section titled 'Service Information by Placement Type'. This section contains metadata (Created on: 06/14/2013, By: Conversion, Release 4.8) and a 'Recurring Payments' section. In the 'Recurring Payments' section, there are three rows of radio buttons: 'Fixed Monthly Amount' (Yes/No), 'Pay in Advance' (Yes/No), and 'Require Release' (Yes/No). The 'Require Release' row is highlighted with a red border, and the 'Yes' radio button is selected. To the right of these radio buttons are fields for 'Reporting Category' (Milwaukee County Foster Care) and 'SPC Code' (204). At the bottom right of the page are buttons for 'Insert', 'Save', and 'Close'.

- You can set this flag for a single Service Type if you wish to only require the Release of one particular Service or Provider. Select Financial > Maintain Service Type and Rate. This will open the Maintain Service Type and Rate page.



eWISACWIS

Maintain Service Type and Rate

**Search Criteria**

View Inactive

County: Milwaukee

Service Category: GH - Bellas ID: (43698) Category Type: Placement

Service Type: Bella's (GH) ID: (10009969)

Statewide Reporting Group: Bella's (GH)

**Name**

Long: Bella's (GH) Medium: Bella's Short: Bella's

**Service Information**

Service Type Status: Active Reporting Category: Milwaukee County Foster Care

SW Reporting Group: Bella's (GH) SPC Code: 204

**Payment Information**

Payments Allowed Date Last Paid: 05/01/2022

Rate Type: By Provider

Fixed Monthly Amount  Yes  No Updated on: By:

Pay In Advance  Yes  No Updated on: By:

**Require Release**  Yes  No Updated on: 06/13/2014 By: Conversion, Release 5.1

Non-System-Disbursed Payment  Override Management/Staffing Agency Rule

Override Parent Agency Rule  Exception to Admin Payment Only Rule

Rate Edit Updated on: 11/17/2011 By: [Rate](#)

**Spending Limit**

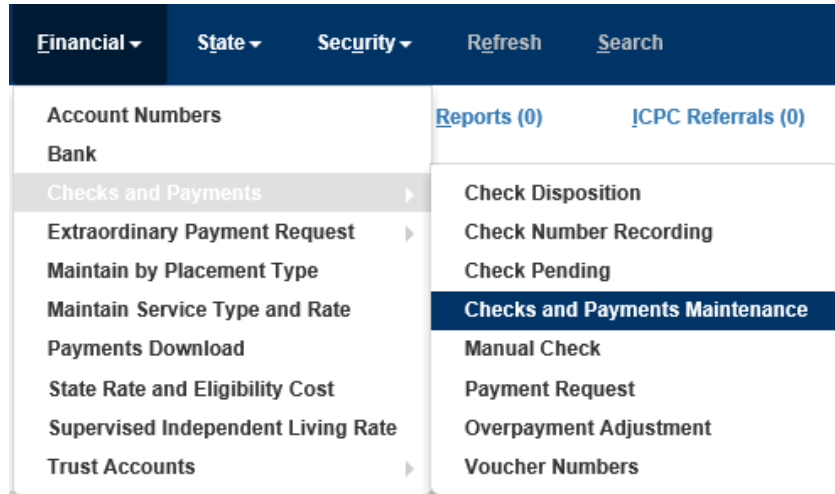
Type: N/A Period: Monthly Amount: \$0.00

Approval Level for Override:

Save Close

## Working with checks that are in a “Pending Release” status

1. The check status moves to either “Pending” or “Pending Release” with the Pending Checks Batch run, which is part of the Monthly or Weekly F1 run cycle. See the Batch Calendar on the Knowledge Web for more information on when these runs occur month to month.
2. Access the Checks and Payments Maintenance page via Maintain > Financial > Checks and Payments Maintenance.



3. To find checks that are in a “Pending Release” status, within the Search Criteria group box set Select By value to “Checks”, enter the View Records From date, select the Check Status of “Pending Release” and click Search.

In our example below we return a check that is “Pending Release.”

**Note:** Searching by the Check Status of “Pending” will not find checks that are in “Pending Release” status.

The screenshot shows the eWiSACWIS Search Criteria and Search Results page. The Search Criteria section includes fields for County (Milwaukee), Site/Office, Select By (Checks), Check Status (Pending Release), Payee ID, Person ID, Voucher #, Placement Type, Svc Cat, Svc Type, Payment Type, Payment Status, View Records From (01/01/2022), To (00/00/0000), and Sort By (Payee). The Search Results section shows one result: 'Pending Release Check - Adams, Cheryl (9221382) - \$160.00'. The page also includes 'Clear Fields' and 'Search' buttons, and an 'Options' field at the bottom.

- Evaluate whether or not the "Pending" check and all of the payments contained within are ready to be "released." Again, once a check is "Released" it is eligible to be picked up by the next check batch and moved to "In Process."

From the Checks and Payments Maintenance page you can select one or multiple "Pending Release" Checks and set them to be "released." In our example below, the checkbox of the check to be "released" is checked. If there are multiple checks in the Search Results that should be released, check the checkbox next to each check. From the Options drop-down then choose the value of "Release Selected Checks" and click Go.

**Search Criteria**

County: Milwaukee | Site/Office: | Select By: Checks  
 Check Status: Pending Release | Payee ID: | Person ID: | Voucher #: |  
 Placement Type: | Svc Cat: | Svc Type: |  
 Payment Type: | Payment Status: |  
 View Records From: 01/01/2022 | To: 00/00/0000 | Sort By: Payee

Record 1 to 1 of 1

**Search Results**

Pending Release Check - Adams, Cheryl (9221382) - \$160.00

Options: **Release Selected Checks**

- You can also set the check status to "Released" from the Review Pending Checks page (which is accessed by clicking on the check's hyperlink from the Provider record of the outliner, or from within the Checks and Payments Maintenance page).

**Check Information**

Provider Name: Adams | First Name: Cheryl | Disposition: Pending Release  
 Check Status: | Reschedule Date: 00/00/0000 | Check Amount: \$69,702.87  
 County: | **Released**

Case Participant	Service Type	Payment Begin Date	Payment End Date	Basic Costs	Supplemental Costs	Exceptional Costs	Admin Costs	Costs > Spending Limit	Extraordinary Costs	Total	Payment Status
Aroma, Rosey	Treatment Foster Home 12-14 years old	09/11/2007	09/30/2007	\$259.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$259.07	OK
Aroma, Rosey	Treatment Foster Home 12-14 years old	10/01/2007	10/31/2007	\$394.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$394.00	OK
Aroma, Rosey	Treatment Foster Home 12-14 years old	11/01/2007	11/19/2007	\$246.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246.12	OK
Aroma, Rosey	Treatment Foster Home 12-14 years old	11/20/2007	11/30/2007	\$142.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$142.49	OK
Canada, Daughter	Foster Home-Gen License 12-14 years old	05/01/2007	05/31/2007	\$394.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$394.00	OK

6. To find the checks that have been “Released”, on the Checks and Payments Maintenance page set Select By value to “Checks”, select the Check Status of “Released”, enter the View Records From date and click Search.

The screenshot shows the eWiSACWIS interface for the Checks and Payments Maintenance page. The search criteria are as follows:

County:	Milwaukee	Site/Office:		Select By:	Checks		
Check Status:	Released	Payee ID:		Person ID:		Voucher #:	
Placement Type:		Srvc Cat:		Srvc Type:			
Payment Type:		Payment Status:					
View Records From:	01/01/2022	To:	00/00/0000	Sort By:	Payee		

Record 1 to 1 of 1

Search Results:

- Select All
- Released Check - PTD Group Home (20221) - \$2,128.00

Options: [Dropdown] Go Close

7. If a check was erroneously “Released” (check status is “Released”), select the checkbox in the Search Results group box for that check then from the Options drop-down select “Set Selected Checks to Pending Release” and click Go.

The screenshot shows the eWiSACWIS interface for the Checks and Payments Maintenance page. The search criteria are the same as in the previous screenshot:

County:	Milwaukee	Site/Office:		Select By:	Checks		
Check Status:	Released	Payee ID:		Person ID:		Voucher #:	
Placement Type:		Srvc Cat:		Srvc Type:			
Payment Type:		Payment Status:					
View Records From:	01/01/2022	To:	00/00/0000	Sort By:	Payee		

Record 1 to 1 of 1

Search Results:

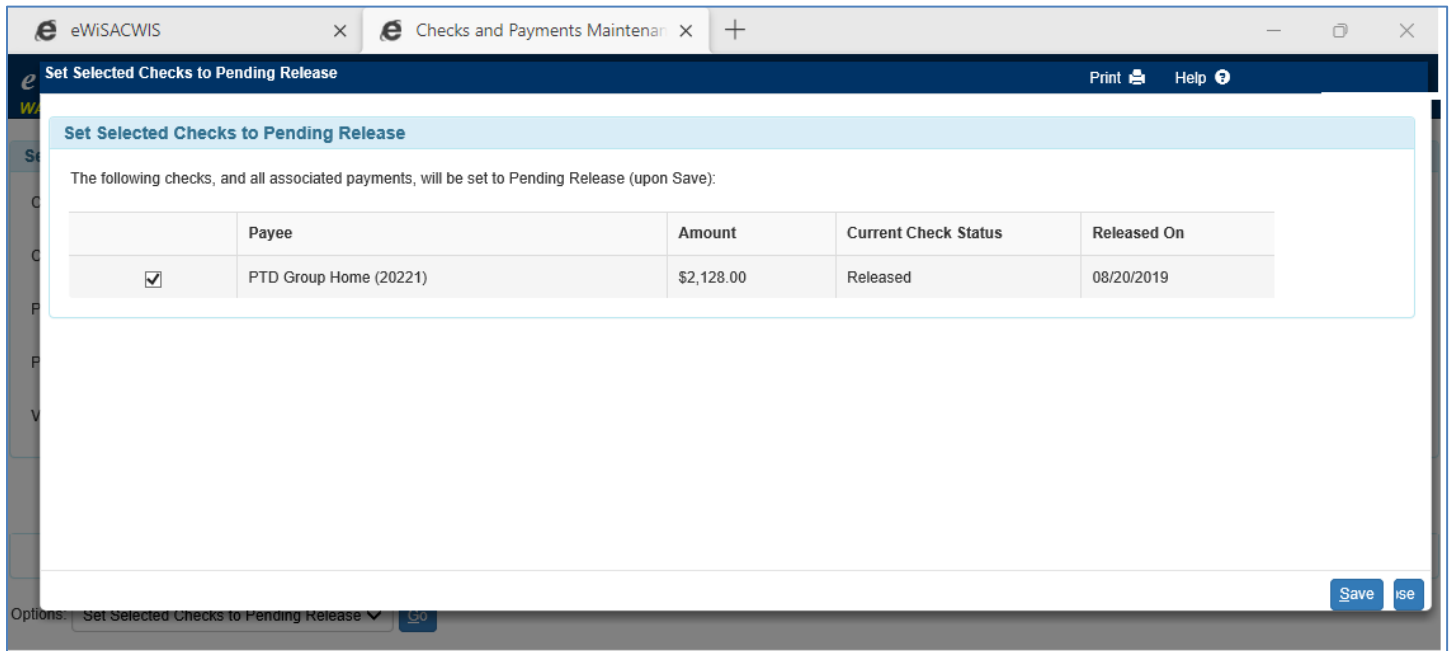
- Select All
- Released Check - PTD Group Home (20221) - \$2,128.00

Options: [Dropdown] Go Close

The options menu is open, showing the following options:

- Cancel Selected Checks
- Cancel-Reschedule Selected Checks
- Export Results
- Release Selected Checks
- Set Selected Checks to Pending Release

8. . This will launch the Set Selected Checks to Pending Release page where checkbox is auto checked for the selected check(s) from the Checks and Payments Maintenance page.



9. On Save, the processed records will be removed from the page, allowing the user to either select the checkboxes for any remaining rows or select the Close button. On Close user is returned to the Checks and Payments Maintenance page.
10. User then can perform a search where Check Status = Pending Release to see that the selected check's status is back to "Pending Release" protecting the check from moving forward in the financial process.