

Trust Accounts

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Trust Accounts

Introduction

The Trust Account Module was developed to track county costs of care and the refunds (Child Support, SSI, SSA, Waiver contributions, etc.) that come into the county to offset those costs. The net result of the costs of care less the refunds determines the amount that the county uses in their claiming calculations to the Federal Government. Trust Account information is child and county specific. When you view a child's Trust Account, you will be looking at all of a county's costs of care for that child across all cases.

It is important to remember that refunds cannot be applied to costs of care that are not in an “Outstanding” status. Given this, if a county is behind in its check number entry, the refunds that have come in to offset that cost of care will not have been applied and consequently the State will be behind in claiming those county's costs of care to the Federal Government. Given the importance of Trust Accounts and how they impact claiming, Trust Accounts are automatically created when a child enters a claimable placement type (such as Foster Care, Treatment Foster Care, Group Home, or RCCs).

There are two types of Trust Accounts: General and Dedicated. The General Account is the holding account for all cost of care. This is the account where the draw down calculations take place. Draw down calculations are driven by a draw down batch. The batch takes the incoming refunds against the existing cost of care to arrive at the net result of cost of care for that child.

As mentioned above, a Trust Account (General) is created automatically by the system when a child enters a claimable placement type. Along with the creation of a General Account, the system automatically creates a “Benefit Record” of Child Support. This allows Child Support refunds to be deposited into the child's Trust Account through an interface shared between KIDS and eWiSACWIS.

When there is a question regarding how a refund should be applied to the existing cost of care, the refund should be deposited into the Dedicated Account. The Dedicated Account serves as a holding place for these types of refunds. No Trust Account batches, including the draw down batch, ever look to the Dedicated Account. Also, refunds deposit into a Dedicated account through any interfaces. Any deposits made to the account are made manually. An example for using a Dedicated Account would be when a county receives a single refund of SSA that covers several months' worth of benefit. The county must first contact Social Security to determine how this money may be applied to their existing cost of care. This refund is sheltered against any Trust batches in the Dedicated Account. Once there is a determination of how this money can be used, it may then be withdrawn out of the Dedicated Account and deposited into the child's General Account.

This guide will describe the various methods for viewing and maintaining Trust Account information. This includes costs-of care that have occurred since eWiSACWIS' fiscal go-live date for the county and those costs of care incurred by the county that precede eWiSACWIS.

Establishing a Bank Record

Before any Trust Accounts can be created, the county must establish a Bank Record. This record holds the demographic information about the bank accounts for the various trust types (General and Dedicated). The Bank page allows the Trust Account Manager to maintain current address and account information for each of the county's bank where trust account money is kept. Each county has the ability to create two separate bank accounts for trust funds. Each child's Trust Account must be matched to one account number. This matching occurs when the Trust Account page is opened for the first time when creating a child's trust account.

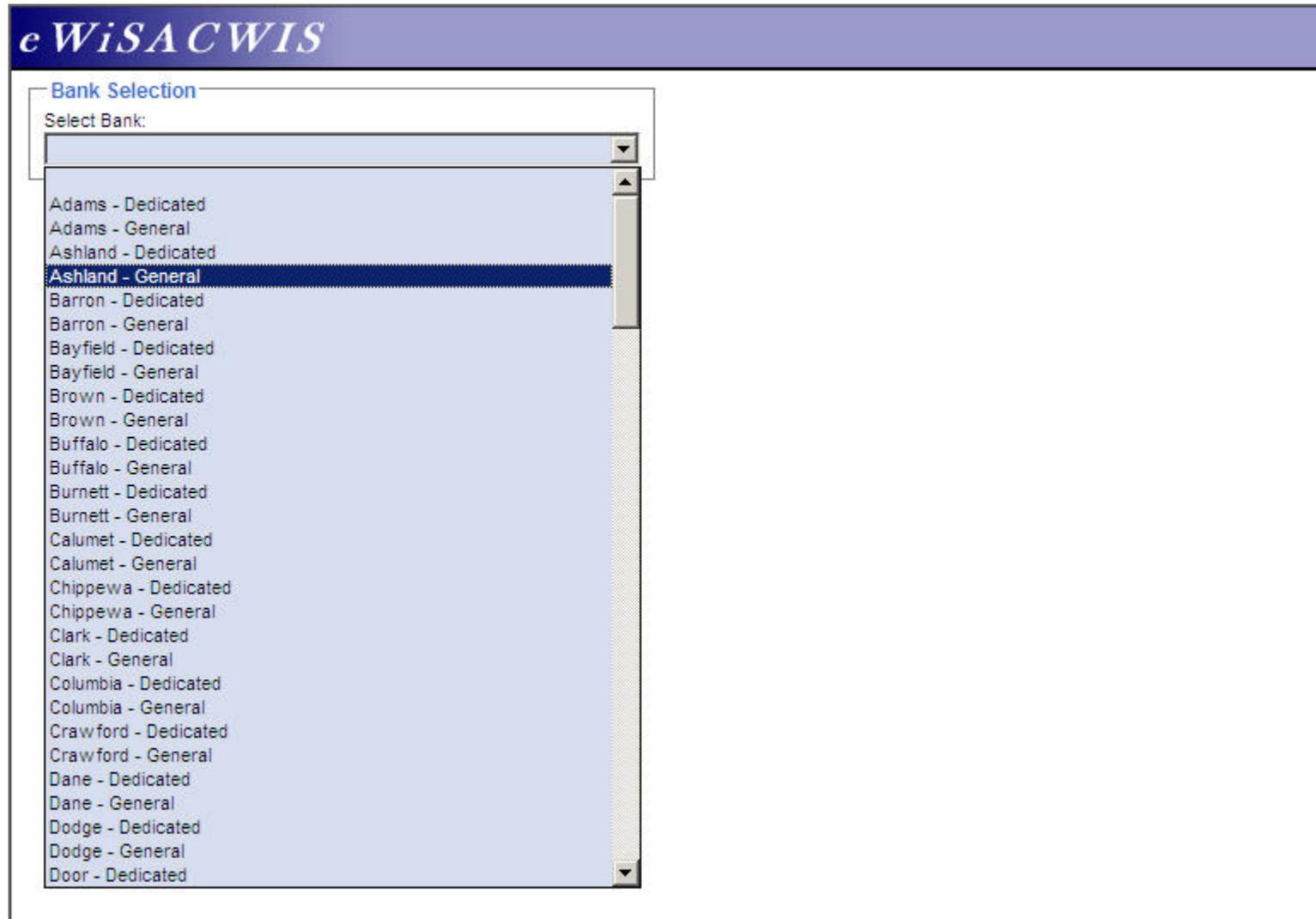
To create a Bank Record, go to Maintain > Financial > Bank.



Establishing a Bank Record - Bank Selection

Each County will have the possibility of creating both a General and a Dedicated Bank Record. From the Bank Selection page, choose the appropriate county and Trust Account type that the Bank Record will be attached to. In our example, we will be looking at a establishing a Bank Record for Ashland County's General Trust Accounts.

Note: Once a Bank Record is established, there is no need to add a new record or change that record unless something changes with the account.



Establishing a Bank Record - Bank Selection (Continued)

Once the Bank selection has taken place, you will be brought to the main Bank page. This page captures the Bank Name the ABA Number, the Account Number where all the Trust monies are held, and the Bank Address information.

Note: It is unnecessary to have true data in these fields. Ultimately, unless you are using the Spread Interest function (which will be discussed later in this document), there is no need to have real information documented on this page. However, from a functional perspective, the system will require that all blue mandatory fields have some sort of data in them. Also, be aware that the Effective Date must precede any Trust Account entries. In other words, you cannot create a trust account with retroactive benefits that pre-date the Effective Date of the Bank Record.

eWiSACWIS

Bank Account Information

County: Ashland

Bank Name: Ashland Bank

ABA Number: 123456789 Account Number: 4567890

General Dedicated

Bank Address

C/O:

Street: 135 N. 35th St. Suite:

WI City:

City: Ashland State: WI Zip: 54806 Country: United States

Effective Date: 01/01/2000

Options:

Establishing a Bank Record - Interest

As mentioned above, the county has the option to document interest earned from an interest bearing account that is holding the Trust Account monies. The Interest page allows the trust account manager to post accrued interest to the trust accounts for each child. The Interest page is accessed from the Bank page by selecting the Interest value from the Options drop down box and clicking the Go button.

eWiSACWIS

Bank Account Information

County: Ashland

Bank Name: Ashland Bank

ABA Number: 123456789 Account Number: 4567890

General Dedicated

Bank Address

C/O:

Street: 135 N. 35th St. Suite:

WI City:

City: Ashland State: WI Zip: 54806 Country: United States

Effective Date: 01/01/2000

Options: Interest

Actions

Interest

Check Update

Establishing a Bank Record (Interest – Continued)

When the bank statement is received by the Trust Account Manager, the amount of interest earned can be entered into the Interest page along with the effective date. The effective date should be the date on which the statement was produced. When the Spread Interest batch process calculates each child’s portion of the interest, it will calculate the balance based on ledger transactions that are less than or equal to the effective date. Therefore, it is crucial that the transaction date and interest effective date are accurately entered into the system. When the page is closed the effective date is frozen. After the spread interest batch runs, the Flag Posted field will be checked by the batch and the Interest Amount will be frozen.

If after the spread interest batch has run, the trust account manager discovers an incorrect interest amount was entered, the amount can be re-entered and re-spread across accounts. By un-checking the Flag Posted checkbox, the amount field is enabled and you can re-enter the interest amount for that effective date. The following batch cycle will pick up this new amount and recalibrate each child’s portion of interest. If the effective date was entered incorrectly, the amount of interest for that date must be set to zero, and a new row needs to be inserted into the Interest page.

The screenshot displays the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo 'eWiSACWIS' and utility icons for Print, Spell Check, and Help. Below this, the 'Bank' section shows 'County: Ashland' and 'Total Balance: \$1,100.00'. There are radio buttons for 'General' (selected) and 'Dedicated'. The 'Interest Details' section contains a table with columns for Effective Date, Interest Amount, Flag Posted, and Remainder. The first row has '00/00/0000', '\$0.00', an unchecked checkbox, and '\$0.00'. A 'Delete' link is next to the row. A yellow tooltip is visible over the Effective Date field, stating 'Enter a date. mmdyyy or mm/dd/yyyy'. An 'Insert' button is located to the right of the table. At the bottom of the page, there are three buttons: 'Recalculate', 'Save', and 'Close'.

| Effective Date | Interest Amount | Flag Posted | Remainder |
|----------------|-----------------|--------------------------|-----------|
| 00/00/0000 | \$0.00 | <input type="checkbox"/> | \$0.00 |

Accessing Trust Account Information

Depending upon preference, one can view Trust Account information from a case perspective or from the Trust Account Maintenance page. It's important to realize that both methods for accessing Trust Accounts will ultimately take you to the same page.

You may choose to view your Trust Account information from a specific case. Remember that although you may be accessing the Trust Account from a particular case, that trust account holds all of that county's cost of care for that child for all cases that may exist. Therefore, if a child exists (and has cost of care) in two cases, mom's case and dad's case, that child's Trust Account will contain the cost of care from both mom's case and dad's case.

Unlike accessing Trust Account information from a case perspective, the Trust Account Maintenance page offers a more comprehensive view of all trust accounts that exist for a particular county. You can think of this type of page as an advanced search page that allows you to specifically query eWiSACWIS for Trust Account information that meets certain criteria (identified by you).

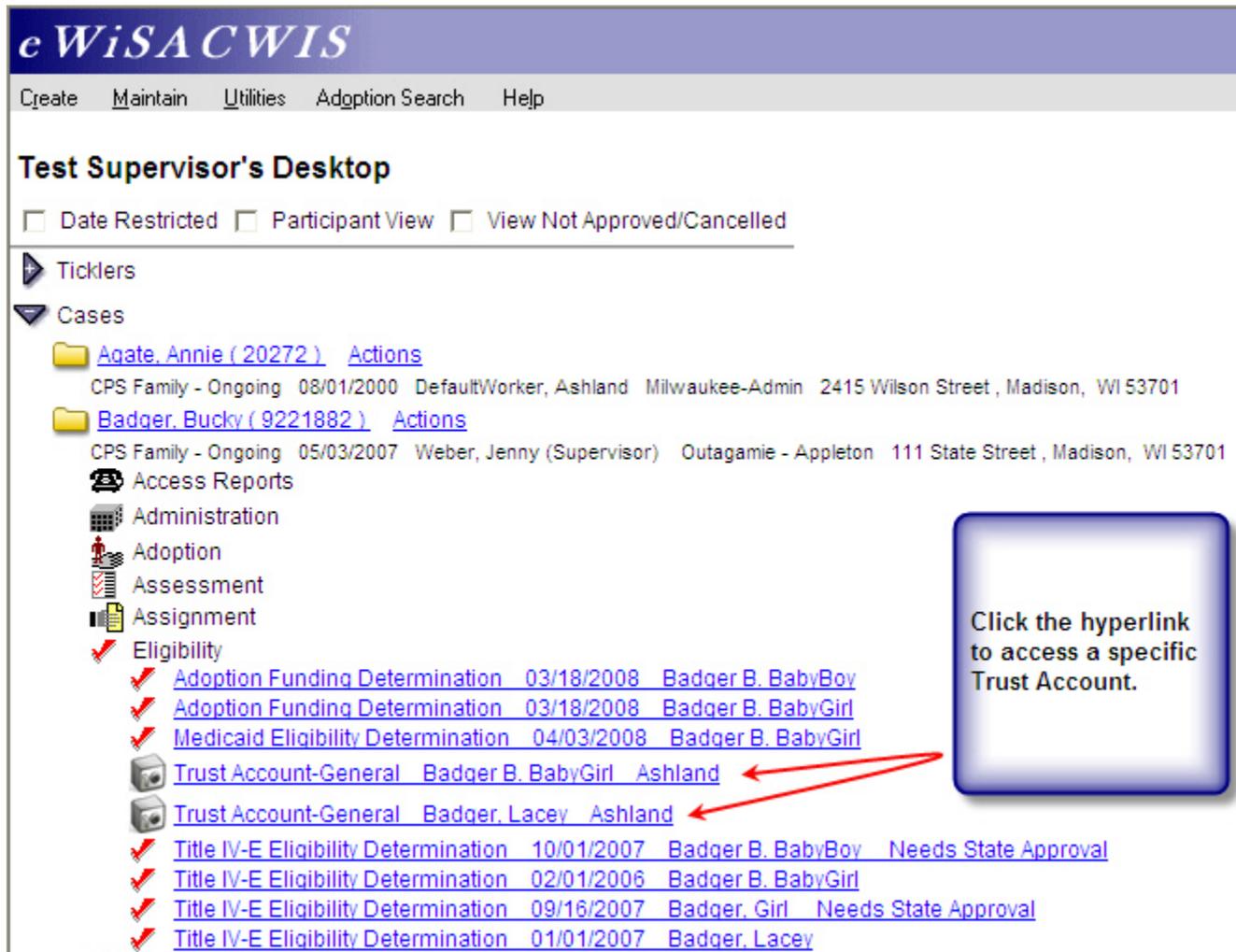
The examples below illustrate accessing a Trust Account from the case perspective and from the Trust Account Maintenance page.



Accessing a Trust Account (From a Case)

Trust Accounts may be accessed and maintained via more than one pathway. They are as follows:

From your expanded case, expand the Eligibility icon . The Trust Account icon  will display next to each child's Trust Account. Click on the Trust Account hyperlink to open that child's Trust Account page.



eWiSACWIS

Create Maintain Utilities Adoption Search Help

Test Supervisor's Desktop

Date Restricted Participant View View Not Approved/Cancelled

Ticklers

Cases

- [Agate, Annie \(20272 \)](#) Actions
CPS Family - Ongoing 08/01/2000 DefaultWorker, Ashland Milwaukee-Admin 2415 Wilson Street , Madison, WI 53701
- [Badger, Bucky \(9221882 \)](#) Actions
CPS Family - Ongoing 05/03/2007 Weber, Jenny (Supervisor) Outagamie - Appleton 111 State Street , Madison, WI 53701
- Access Reports
- Administration
- Adoption
- Assessment
- Assignment
- Eligibility
 - [Adoption Funding Determination 03/18/2008 Badger B. BabyBoy](#)
 - [Adoption Funding Determination 03/18/2008 Badger B. BabyGirl](#)
 - [Medicaid Eligibility Determination 04/03/2008 Badger B. BabyGirl](#)
 -  [Trust Account-General Badger B. BabyGirl Ashland](#)
 -  [Trust Account-General Badger, Lacey Ashland](#)
 - [Title IV-E Eligibility Determination 10/01/2007 Badger B. BabyBoy Needs State Approval](#)
 - [Title IV-E Eligibility Determination 02/01/2006 Badger B. BabyGirl](#)
 - [Title IV-E Eligibility Determination 09/16/2007 Badger, Girl Needs State Approval](#)
 - [Title IV-E Eligibility Determination 01/01/2007 Badger, Lacey](#)

Accessing a Trust Account (From the Trust Account Maintenance Page)

From the desktop, choose Maintain > Trust Accounts > Trust Accounts Maintenance.



Accessing a Trust Account (From the Trust Account Maintenance Page - Continued)

From the resulting page (Trust Account Maintenance page), identify the search criteria that will narrow your results. The Search Criteria group box offers you a method to filter your search results down to a specific result set of your Trust Accounts. The following illustrations demonstrate how these filters work. It's important to note that these filters can be used in any number of different combinations.

The screenshot displays the eWiSACWIS interface. At the top, there is a header with the text "eWiSACWIS". Below the header, there are two tabs: "County" and "Case". The "County" tab is selected. Underneath the tabs, there is a "Search Criteria" section. This section contains several input fields: "County" (a dropdown menu with "Ashland" selected), "TA Type" (a dropdown menu with "All" selected), "Hold Status" (a dropdown menu with "All" selected), and "Over Limit" (a dropdown menu with "All" selected). There are also text input fields for "Last Name" and "SSN". To the right of these fields are two buttons: "Clear Fields" and "Search". Below the search criteria is a "Search Results" section. It features a table with the following columns: "Person", "Prsn ID", "Acct Type", "Current Balance", "Pending Reimb Cost of Care", "Total Cost of Care", "Benefit on Hold", "Over Limit", and "County". A red arrow points from the "County" dropdown menu in the search criteria to the "County" column in the search results table. Below the table is a large blue-bordered box containing the following text: "The Trust Account Maintenance page's Search Criteria defaults with the county of the user accessing the page. All other filters are set to 'All'. If you search using the initial criteria, you will retrieve all Trust Accounts that exist for your county." At the bottom of the page, there is an "Options:" label followed by a dropdown menu and a "Go" button. On the far right, there is a "Close" button.

eWiSACWIS

County Case

Search Criteria

County: Ashland ▼ TA Type: Dedicated ▼ Hold Status: All ▼ Over Limit: All ▼

Last Name: SSN:

Record 1 to 1 of 1

[Clear Fields](#) [Search](#)

Search Results

| Person ▲ | Prsn ID | Acct Type | Current Balance | Pending Reimb Cost of Care | Total Cost of Care | Benefit on Hold | Over Limit | County | |
|--|-------------------------|---------------------------|---------------------------------|--|------------------------------------|---------------------------------|----------------------------|------------------------|----------------------|
| Badger, BabvGrl B., II | 9225433 | Dedicated | \$3,785.00 | \$8,060.13 | \$10,482.13 | N | N | Ashland | Edit |

Options: ▼ [Go](#) [Close](#)

The TA Type drop down allows the user to search specifically for just Dedicated or General Accounts. The drop down defaults to return ALL types.

The screenshot displays the eWiSACWIS interface. At the top, the logo "eWiSACWIS" is visible. Below it, there are tabs for "County" and "Case". The "Search Criteria" section includes a "County" dropdown set to "Ashland", a "TA Type" dropdown set to "All", a "Last Name" text box, a "Hold Status" dropdown menu (highlighted with a red circle and arrow) with options "On Hold", "All", "Not On Hold", and "On Hold", and an "Over Limit" dropdown set to "All". There are "Clear Fields" and "Search" buttons. Below the search criteria, it says "Record 1 to 1 of 1". The "Search Results" section shows a table with columns: Person, Prsn ID, Acct Type, Current Balance, Pending Reimb Cost of Care, Total Cost of Care, Benefit on Hold, Over Limit, and County. The table contains one row for "Cann, Dennis B., Jr." with values: 9221280, General, \$77.35, \$4,230.00, \$4,230.00, Y, N, Ashland. There is an "Edit" link for this record. A text box explains the Hold Status filter. At the bottom, there is an "Options" dropdown and a "Go" button, and a "Close" button.

Search Criteria

County: Ashland TA Type: All Hold Status: On Hold Over Limit: All

Last Name: []

Record 1 to 1 of 1

Search Results

| Person | Prsn ID | Acct Type | Current Balance | Pending Reimb Cost of Care | Total Cost of Care | Benefit on Hold | Over Limit | County | |
|--------------------------------------|---------|-----------|-----------------|----------------------------|--------------------|-----------------|------------|---------|----------------------|
| Cann, Dennis B., Jr. | 9221280 | General | \$77.35 | \$4,230.00 | \$4,230.00 | Y | N | Ashland | Edit |

Options: [] Go

Close

The Hold Status drop down allows the user to search specifically for those Trust Accounts that have at least one Benefit Record "on hold". The drop down defaults to return ALL trust accounts regardless of hold status.

eWiSACWIS

County Case

Search Criteria

County: Ashland TA Type: All Hold Status: All Over Limit: Over Limit

Last Name: SSN:

Record 1 to 1 of 1

Search Results

| Person | Prsn ID | Acct Type | Current Balance | Pending Reimb Cost of Care | Total Cost of Care | Benefit on Hold | Over Limit | County | |
|---|---------|-----------|-----------------|----------------------------|--------------------|-----------------|------------|---------|----------------------|
| Badger, BabyGirl B., II | 9225433 | General | \$1,725.00 | \$8,785.13 | \$11,207.13 | N | Y | Ashland | Edit |

Options: Go Close

The Over Limit drop down allows the user to search specifically for those Trust Accounts that have been flagged as having too much money in balance. Trust Accounts should not carry a balance greater than \$1500.00. If the balance exceeds this, the Trust Account manager must spend down the balance. The drop down defaults to return ALL trust accounts regardless of the balance of the Trust Account.

eWiSACWIS

County Case

Search Criteria

County: Ashland TA Type: All Hold Status: All Over Limit: All

Last Name: b* SSN:

Record 1 to 2 of 2 [Clear Fields](#) [Search](#)

Search Results

| Person | Prsn ID | Acct Type | Current Balance | Pending Reimb Cost of Care | Total Cost of Care | Benefit on Hold | Over Limit | County | |
|----------------------------------|-------------------------|---------------------------|---------------------------------|--|------------------------------------|---------------------------------|----------------------------|------------------------|----------------------|
| Badger, Lacey | 9225431 | General | \$0.00 | \$0.00 | \$38,000.00 | N | N | Ashland | Edit |
| Badger, BabyGirl | 9225433 | General | \$1,725.00 | \$8,785.13 | \$11,207.13 | Y | Y | Ashland | Edit |

The Last Name field allows the user to narrow the search by a specific last name. In the example above, the user narrowed the results to last names that start with "B". This was done by entering a wild card (*) indicator.

Options: [Go](#) [Close](#)

The screenshot shows a web browser window titled "Trust Account Maintenance - Microsoft Internet Explorer". The application header is "eWiSACWIS" with navigation links for "Print", "Spell Check", and "Help". The main interface has two tabs: "County" and "Case".

Search Criteria:

- County: Ashland
- TA Type: All
- Hold Status: All
- Over Limit: All
- Last Name: (empty)
- SSN: 111-22-3333 (highlighted in a pink oval)

Record 1 to 2 of 2

Search Results:

| Person | Prsn ID | Acct Type | Current Balance | Pending Reimb Cost of Care | Total Cost of Care | Benefit on Hold | Over Limit | County | |
|---|---------|-----------|-----------------|----------------------------|--------------------|-----------------|------------|---------|----------------------|
| Badger, BabyGirl B., II | 9225433 | General | \$1,000.00 | \$8,060.13 | \$10,482.13 | N | Y | Ashland | Edit |
| Badger, BabyGirl B., II | 9225433 | Dedicated | \$3,785.00 | \$8,060.13 | \$10,482.13 | N | N | Ashland | Edit |

Callout Box:

The SSN field allows the user to narrow the search by entering a child's social security number.

Options: (empty) **Go** **Close**

Browser status bar: Done, Trusted sites

Accessing Trust Account Information via the Trust Account Maintenance Page (Column Sorting)

From the Maintenance page, you can sort on any of the returned columns to present the search results in an order that is most useful for you. The following is an example of column sorting from this page.

The screenshot shows the eWiSACWIS interface. At the top, there are tabs for 'County' and 'Case'. Below this is a 'Search Criteria' section with dropdown menus for 'County' (Ashland), 'TA Type' (All), 'Hold Status' (All), and 'Over Limit' (All). There are also input fields for 'Last Name' and 'SSN'. A 'Record 1 to 8 of 8' indicator and 'Clear Fields' and 'Search' buttons are present. The 'Search Results' section displays a table with columns: Person, Prsn ID, Acct Type, Current Balance, Pending Reimb Cost of Care, Total Cost of Care, Benefit on Hold, Over Limit, and County. The 'Total Cost of Care' column is highlighted in red, and a red arrow points to it from a callout box. A tooltip over the 'Total Cost of Care' header says 'Click to sort by Total Cost of Care'. The data rows are sorted in descending order of Total Cost of Care. At the bottom, there is an 'Options' dropdown and a 'Go' button, and a 'Close' button in the bottom right corner.

| Person | Prsn ID | Acct Type | Current Balance | Pending Reimb Cost of Care | Total Cost of Care | Benefit on Hold | Over Limit | County | |
|----------------------------------|---------|-----------|-----------------|----------------------------|--------------------|-----------------|------------|---------|----------------------|
| Badger, Lacey | 9225431 | General | \$0.00 | \$0.00 | \$38,000.00 | N | N | Ashland | Edit |
| Cann, Steven | | | | | \$32,000.00 | N | N | Ashland | Edit |
| Badger, BabyGirl | | | | | \$11,207.13 | Y | Y | Ashland | Edit |
| Jetson, Judy | | | | | \$10,600.00 | N | N | Ashland | Edit |
| Aqate, Alice | | | | | \$7,998.00 | N | N | Ashland | Edit |
| Cann, Denise | | | | | \$4,230.00 | Y | N | Ashland | Edit |
| Jetson, Elroy | | | | | \$4,180.00 | N | N | Ashland | Edit |
| Aqate, Alfred | 20987 | General | \$0.00 | \$2,815.00 | \$2,815.00 | N | N | Ashland | Edit |

Accessing Trust Account Information via the Trust Account Maintenance Page (Person Management Link)

The Trust Account Maintenance page also contains hyperlinks that direct users to other pages. The example below illustrates the hyperlink to open Person Management.

eWiSACWIS

County | Case

Search Criteria

County: TA Type: Hold Status: Over Limit:

Last Name: SSN:

Record 1 to 8 of 8

Search Results

| Person | Prsn ID | Acct Type | Current Balance | Pending Reimb Cost of Care | Total Cost of Care ▲ | Benefit on Hold | Over Limit | County | |
|----------------------------------|---------|-----------|-----------------|----------------------------|----------------------|-----------------|------------|---------|----------------------|
| Badger, Lacey | 9225431 | General | \$0.00 | \$0.00 | \$38,000.00 | N | N | Ashland | Edit |
| Cann, Steven | 9225503 | General | \$0.00 | \$9,600.00 | \$32,000.00 | N | N | Ashland | Edit |
| Badger, BabyGirl | | | | | | Y | Y | Ashland | Edit |
| Jetson, Judy | | | | | | N | N | Ashland | Edit |
| Aqate, Alice | | | | | | N | N | Ashland | Edit |
| Cann, Denise | | | | | | Y | N | Ashland | Edit |
| Jetson, Eloy | | | | | | N | N | Ashland | Edit |
| Aqate, Alfred | | | | | | N | N | Ashland | Edit |

Options:

Users can access a child's Person Management page by clicking on the Person Link. This may be helpful in determining that the entry is being created in the correct Trust Account.

Accessing Trust Account Information via the Trust Account Maintenance Page (Edit Link)

The Edit hyperlink takes you to the Trust Account. It is from the Trust Account that you can maintain the actual costs and refunds for that child.

eWiSACWIS

County Case

Search Criteria

County: Ashland TA Type: All Hold Status: All Over Limit: All

Last Name: SSN:

Record 1 to 8 of 8 [Clear Fields](#) [Search](#)

Search Results

| Person | Prsn ID | Acct Type | Current Balance | Pending Reimb Cost of Care | Total Cost of Care | Benefit on Hold | Over Limit | County | |
|----------------------------------|---------|-----------|-----------------|----------------------------|--------------------|-----------------|------------|---------|----------------------|
| Badger, BabyGirl | 9225433 | General | \$1,725.00 | \$6,363.13 | \$6,363.13 | Y | Y | Ashland | Edit |
| Agate, Alice | 20988 | General | \$200.00 | \$6,072.00 | \$6,072.00 | N | N | Ashland | Edit |
| Cann, Denise | 9221280 | General | \$77.35 | \$1,730.00 | \$1,730.00 | Y | N | Ashland | Edit |
| Agate, Alfred | 20987 | General | \$0.00 | \$0.00 | \$0.00 | N | N | Ashland | Edit |
| Badger, Lady | 9225431 | General | \$0.00 | \$0.00 | \$0.00 | N | N | Ashland | Edit |
| Cann, Steven | 9225503 | General | \$0.00 | \$0.00 | \$0.00 | N | N | Ashland | Edit |
| Jetson, Elroy | 9225594 | General | \$0.00 | \$0.00 | \$0.00 | N | N | Ashland | Edit |
| Jetson, Judy | 9225595 | General | \$0.00 | \$0.00 | \$0.00 | N | N | Ashland | Edit |

To access the child's Trust Account one must click the Edit link for the appropriate child. This will open up the Trust Account.

Options: [Go](#) [Close](#)

Click to launch Trust Account

Maintaining a Trust Account

A Trust Account is comprised of one main header group box and two main tabs: Benefit Record and Ledger. The Benefit Record tab lists all of the Benefits that child is or has ever received. A benefit may be Child Support, some form of Federal support, or some form of refund obtained through a program (such as a Waiver Program), just to name a few. Essentially, any money coming into the county that is going to offset that child's cost of care should be documented through the Trust Account. It is important to note that a ledger entry cannot be made on a specific benefit until that benefit has been documented on the Benefit Record tab.

The Ledger tab provides a checkbook style listing of all deposits of Benefits received and all withdrawals that have gone against incurred cost of care for the county.

Above the tabs, the Person Information box group box displays demographic information such as name, eWiSACWIS person ID, and Social Security Number. Along with this information, the group box also holds the Current Balance, Reimbursable Cost of Care, and Total Cost of Care. The difference between Reimbursable Cost of Care and Total Cost of Care is that the reimbursable cost of care only includes cost of care that is eligible for reimbursement. Meaning, the check the payment is associated with is in an Outstanding status (check numbers entered) and that the type of cost of care is a IV-E reimbursable cost. Kinship is not a reimbursable cost. If there is a difference between Total Cost of Care and Reimbursable Cost of Care, then one must look to see if all check data has been entered correctly and/or is the type of cost of care a IV-E reimbursable type. The Person Information box group box also documents the bank that is being used to hold the benefits that come in for the children that have incurred cost of care in the county.

The Trust Account also holds two "Analysis" style pages found under the Options drop down. The Analysis pages provide you with a summary display and exportable data surrounding the deposits that have come in and the payments that they have gone against. The Analysis page can also display the Payments for that child and refunds that have gone against a particular payment.



Maintaining a Trust Account (Benefit Record Tab)

The Benefit Record tab is primarily a read only tab, except for the On Hold check boxes and the Edit and Delete hyperlinks. All other data displayed on this tab is actually maintained on the Maintain Benefit Record page. The Benefit Record tab provides a summary look of the Benefit types, the Social Security Number, the date the benefit became effective for the child, how the benefit is to be used, the hold status of a benefit, and the corresponding date the benefit was either placed on hold or released. Clicking on the Edit hyperlink will take you into the Maintain Benefit Record page for the corresponding benefit type.

Note: the Delete hyperlink is only available while the Benefit has not been used to draw down against cost of care. Once a reimbursement has occurred using that benefit type, the Delete hyperlink will no longer display and thus cannot be deleted.

eWiSACWIS

Person Information box
Name: Badger, BabyGirl Child ID: 9225433 SSN Child: 111-22-3333 General Trust Acct #: 9221012
Bank: Ashland Bank - Ashland - General 456789 Current Balance: \$1,725.00 Reimbursable Cost of Care: \$8,785.13 Total Cost of Care: \$11,207.13

Benefit Record **Ledger**

Trust Account Benefit Record

| Type | Federal ID# | Effct. Date | Benefit Available for: | On Hold | Hold Date | Release Date | |
|---------------|-------------|-------------|------------------------|--------------------------|------------|--------------|---|
| Child Support | -- | 01/01/2006 | All Outstanding | <input type="checkbox"/> | 06/18/2007 | 00/00/0000 | Edit Delete |
| SSA | -- | 01/01/2006 | Prior Month | <input type="checkbox"/> | 06/18/2007 | 03/31/2008 | Edit Delete |
| SSI - State | 123-45-6789 | 01/01/2006 | All Outstanding | <input type="checkbox"/> | 06/18/2007 | 03/31/2008 | Edit Delete |

Insert

Options:

Maintain Benefit Record Page

As previously mentioned, the Maintain Benefit Record page is where all benefits are created and maintained. With the exception of the Child Support Benefit, all other benefits must be created using the Maintain Benefit Record pop-up page. Child Support is automatically inserted with the creation of the Trust Account record when a child enters out-of-home care.

eWiSACWIS Print Spell Check Help

Person Information box
Name: Badger, BabyGirl Child ID: 9225433 SSN Child: Trust Acct #: 9221012

Maintain Benefit Record

Type: [dropdown] Effective Date: 00/00/0000 Hold Date: Release Date:

Federal ID: - - Benefit is available for [dropdown] cost of care expenses [View Explanation of Benefit](#)

Description: [text area]

Continue Close

Once all relevant or required fields have been completed, the “Continue” button will be enabled. When you click the Continue button, you will be brought back to the Benefit Record tab where this information will be displayed.

Maintain Benefit Record Page (Type)

The Type drop down specifies the type of benefit the child is receiving. Each type of benefit carries with it special rules surrounding how that benefit may be used. It is important that the appropriate Benefit Type is documented so that these rules are enforced. It is also important to note that if a county uses US Bank, the county can utilize a fully developed interface that automatically downloads to a child's eWiSACWIS Trust Account any Federal refunds the child may be receiving.

eWiSACWIS Print Spell Check Help

Person Information box
Name: Badger, BabyGirl Child ID: 9225433 SSN Child: Trust Acct #: 9221012

Maintain Benefit Record

Type:
Federal ID: Child Support
Interest
Other - CIP, AODA etc.
Parental Support
Railroad Retirees
Description: Relinquished Adoption Assistance
SSA
SSI - Federal
SSI - State
VA

Effective Date: 00/00/0000 Hold Date: Release Date:

Benefit is available for cost of care [View Explanation of Benefit](#)

Maintain Benefit Record Page (Effective Date)

The Effective Date serves two purposes. It's a book-keeping date that documents when that benefit became available for the county to use against their outstanding cost of care. It also is used by eWiSACWIS as the earliest date that refunds of that type can be used against cost of care. What this means is that if a Trust Account manager enters an Effective Date of May 10th, 2007, and then proceeds to document several refunds that have come in using dates of January, February, March, and April 2007, then eWiSACWIS will ignore these entries, as the Effective Date directs that this benefit did not become eligible to be used against cost of care until May 10th, 2007. At the same time, any refunds documented on or after the May date will be used in draw down calculations.

eWiSACWIS Print Spell Check Help

Person Information box
Name: Badger, BabyGirl Child ID: 9225433 SSN Child: Trust Acct #: 9221012

Maintain Benefit Record

Type: [Dropdown]
Effective Date: 00/00/0000 Hold Date: Release Date:
Benefit is available for [Dropdown] cost of care [View Explanation of Benefit](#)

Federal ID: Child Support
Interest
Other - CIP, AODA etc.
Parental Support
Railroad Retirees
Description: Relinquished Adoption Assistance
SSA
SSI - Federal
SSI - State
VA

Continue Close

Maintain Benefit Record Page (Benefit Available For . . .)

The 'Benefit is available for' drop down is system derived based on the Type of benefit chosen. For example, when a user chooses Type of SSA, the system automatically selects "Prior Month" as the value in the 'Benefit is available for' drop down. This ultimately tells the system that any SSA money that comes in to offset the child's cost of care shall reimburse a child's prior month's cost for care based on the month it was received. It also stipulates that any remaining funds that exceeded the cost of care shall remain in the trust account to be used for personal needs.

eWiSACWIS Print Spell Check Help

Person Information box
Name: Badger, BabyGirl Child ID: 9225433 SSN Child: Trust Acct #: 9221012

Maintain Benefit Record

Type: SSA Effective Date: 00/00/0000 Hold Date: Release Date:
Federal ID: -- Benefit is available for Prior Month cost of care expenses [View Explanation of Benefit](#)
Description:

Continue Close

Note: Although this drop down is system derived, the field is left enabled so that users may change the value if the situation presents itself. In most circumstances, however, users are encouraged to leave the selection at the default since these have been programmed to meet the federal or state requirement for the benefit type. An example of when it may be necessary to change this value is when a Trust Account Manager obtains permission to use several months of SSA to offset all outstanding costs of care. The Manager can change the drop down to read "All Outstanding" and then after the draw down batch has used all of the available refund, then the value can be changed back to "Prior Month" so that future refunds are used as they normally would.

Maintain Benefit Record Page (Benefit Available For . . . Continued)

To the right of the drop down is a hyperlink that links out to the eWiSACWIS Knowledge Web. If one has a question about why a particular benefit defaults to a certain value, an explanation of this is detailed on the Knowledge Web.

eWiSACWIS Print  Spell Check  Help 

Person Information box
Name: Badger, BabyGirl Child ID: 9225433 SSN Child: Trust Acct #: 9221012

Maintain Benefit Record

Type: Effective Date: Hold Date: Release Date:

Federal ID: Benefit is available for cost of care expenses [View Explanation of Benefit](#)

Description:

The following illustration is a snippet of the Trust Account Information page accessed via the “View Explanation of Benefit” link.

The screenshot displays the Wisconsin Department of Children and Families website. At the top left is the state seal and the department's name, "Wisconsin Department of Children and Families", with the tagline "Protecting Children. Strengthening Families. Building Communities." To the right is a search bar labeled "Search DCF Website" with a "GO" button. Below the header is a navigation menu with buttons for "Home", "About Us", "Family Resources", "Data & Statistics", "Press & Publications", and "Report Child Abuse". The main content area is titled "Trust Account Information". On the left side of this area is a vertical menu with links: "eWISACWIS", "Reporting", "Budget Info", "Financial Info", "Technical Info", "Interface/Repl", "Project Support", "Help", "FAQ", "Training", and "Home". The main text explains that the page provides detail about benefit types available to offset the cost of care for a child's eWISACWIS Trust Account. It lists the order in which benefit types will be applied to outstanding costs of care as follows:

1. Other - CIP, AODA, etc.
2. Parental Support
3. Child Support
4. Relinquished Adoption Assistance
5. Social Security Administration (SSA Survivor or Disability)
6. Veterans Benefits
7. Railroad Retirees
8. Supplemental Security Income (SSI- State)
9. Supplemental Security Income (SSI - Federal)
10. Interest

Below this list, there is a section titled "Child Support" with a "Back to top" link. The text under this section states: "Benefits are payments made by a parent through a court order and collected by KIDS and dispersed to the appropriate County providing care for the child." and "Benefits shall reimburse all outstanding cost of care (Food, Clothing and Housing) for that child beginning with current month costs."

Maintain Benefit Record Page (Hold Date & Release Date)

The Hold Date and Release Date are both derived from checking or unchecking an “On Hold” value found on the Benefit Record tab. Each Benefit Type has a corresponding “On Hold” checkbox that drives this process. The purpose of this function is to allow Trust Account Managers to tell the draw down batches to ignore any refunds of a certain type. The illustration below shows a situation where the SSA benefit type was placed on hold 6/18/2007 and remained on hold until it was released 3/31/2008. During this time period, no draw downs would have occurred against any SSA benefits that were documented in the ledger.

eWiSACWIS Print  Spell Check  Help 

Person Information box
Name: Badger, BabyGirl Child ID: 9225433 SSN Child: Trust Acct #: 9221012

Maintain Benefit Record

Type: Effective Date: Hold Date: 06/18/2007 Release Date: 03/31/2008

Federal ID: Benefit is available for cost of care expenses [View Explanation of Benefit](#)

Description:

Benefit Record Tab (On Hold checkbox)

The illustration below shows the On Hold checkbox and the corresponding Hold Date field (which again is system derived based on the action of checking or unchecking the box).

Note: One must remember that placing a benefit “On Hold” will stop draw downs from taking place against any refunds that have come in for that type. Therefore, if those refunds remain in the Trust Account (i.e. Are not withdrawn out), then the Trust Account, by virtue of not being able to draw down those refunds, will begin to accrue a balance. If that balance exceeds the Maximum Balance allotted (\$1500.00), the Trust Account will be flagged as being Over the Limit.

eWiSACWIS

Person Information box
Name: Badger, BabyGirl Child ID: 9225433 SSN Child: 111-22-3333 General Trust Acct #: 9221012
Bank: Ashland Bank - Ashland - General 456789 **Current Balance: \$1,725.00** Reimbursable Cost of Care: \$8,785.13 Total Cost of Care: \$11,207.13

Benefit Record **Ledger**

Trust Account Benefit Record

| Type | Federal ID# | Effct. Date | Benefit Available for: | On Hold | Hold Date | Release Date | |
|---------------|-------------|-------------|------------------------|-------------------------------------|------------|--------------|---|
| Child Support | -- | 01/01/2006 | All Outstanding | <input checked="" type="checkbox"/> | 06/18/2007 | 00/00/0000 | Edit Delete |
| SSA | -- | 01/01/2006 | Prior Month | <input checked="" type="checkbox"/> | 06/18/2007 | 00/00/0000 | Edit Delete |
| SSI - State | 123-45-6789 | 01/01/2006 | All Outstanding | <input checked="" type="checkbox"/> | 06/18/2007 | 00/00/0000 | Edit Delete |

No reimbursements will occur against a Benefit Record that is placed "On Hold". Placing a benefit on hold may be necessary if another department or agency supersedes the claiming of the benefit and the county wants to ensure that these monies are not being used to offset their cost-of-care.

Options: [] [Go] [Save] [Close]

Maintaining a Trust Account (Ledger Tab)

As noted above, the Ledger tab provides a checkbook style listing of all deposits of Benefits received and all withdrawals that have gone against incurred costs of care for that county. Trust Account Managers will document deposits and audit withdrawals of benefits received here. A key point to appreciate is that the actual refunds that come in to the county will remain receipted to the county's appropriate account. The Trust Account ledger is simply a bookkeeping tool for both you and the system in order to accurately track the cost of care for a child and the reimbursement of those costs from the benefits received.

The Ledger tab consists of two main group boxes: Account Information and the Transaction Ledger Listing. The Account Information group box provides a filtering mechanism to narrow the display of results viewed from the Transaction Ledger Listing group box. The Transaction Ledger Listing group box provides the Trust Account Manager with column sorting and several key data elements to make finding Trust information clear. There is also an ability to export the ledger and an Analysis page, both launched from the Options drop down.

e WiSACWIS

Person Information box

| | | | |
|--|-----------------------------|---------------------------------------|---------------------------------|
| Name: Badger, BabyGirl | Child ID: 9225433 | SSN Child: 111-22-3333 | General Trust Acct #: 9221012 |
| Bank: Ashland Bank - Ashland - General 456789 | Current Balance: \$1,725.00 | Reimbursable Cost of Care: \$8,785.13 | Total Cost of Care: \$11,207.13 |

Benefit Record
Ledger

Account Information

View By: All From: 00/00/0000 To: 00/00/0000 Search

Transaction Ledger Listing

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type ▲ | Reimb Detail | Reversal | Trans Grp | |
|------------|------------|----------|---------------|---------|---------------|----------------|--------------|----------|-----------|---|
| 05/10/2007 | Deposit | \$125.00 | Monthly Check | | | Child Support | | | 8000003 | Edit Delete |
| 04/10/2007 | Deposit | \$125.00 | Monthly Check | | | Child Support | | | 8000004 | Edit Delete |
| 03/10/2007 | Deposit | \$125.00 | Monthly Check | | | Child Support | | | 8000005 | Edit Delete |
| 04/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | | 8000001 | Edit Delete |
| 03/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | | 8000000 | Edit Delete |
| 05/01/2007 | Deposit | \$350.00 | Monthly Check | | | SSI - State | | | 8000002 | Edit Delete |

Create

Options: ▼ Go

Save
Close

Ledger Tab (View By)

The View By drop down allows the Trust Account Manager to view the ledger by a certain benefit type or within a specific date range. The system defaults to display all ledger entries for all benefit types.

Note: The From and To date fields can work independent of one another. If you enter a From date and no To date, then the results returned will begin with the earliest entry matching the From date and there will be no cap on the To date. Conversely if a To date is entered without a From date, then the results returned will not go beyond the To date.

To change the results of the ledger listing, select a value from the View By drop down, adjust any date parameters as necessary, then click the Search button.

eWiSACWIS

Person Information box

Name: Badger, BabyGirl Child ID: 9225433 SSN Child: 111-22-3333 General Trust Acct #: 9221012

Bank: Ashland Bank - Ashland - General Current Balance: \$1,725.00 Reimbursable Cost of Care: \$8,785.13 Total Cost of Care: \$11,207.13

Benefit Record Ledger

Account Information

View By: All From: 00/00/0000 To: 00/00/0000 Search

| Date | Transac | Pmnt ID | Service Month | Benefit Type ▲ | Reimb Detail | Reversal | Trans Grp | |
|------------|----------------------------------|----------|---------------|----------------|--------------|----------|-----------|---|
| 05/10/2007 | Child Support | | | Child Support | | | 8000003 | Edit Delete |
| 04/10/2007 | Interest | | | Child Support | | | 8000004 | Edit Delete |
| 03/10/2007 | Other - CIP, AODA etc. | | | Child Support | | | 8000005 | Edit Delete |
| 04/01/2007 | Parental Support | | | SSA | | | 8000001 | Edit Delete |
| 03/01/2007 | Personal Needs | | | SSA | | | 8000000 | Edit Delete |
| 05/01/2007 | Railroad Retirees | | | SSA | | | 8000002 | Edit Delete |
| | Relinquished Adoption Assistance | | | SSA | | | | |
| | Deposit | \$350.00 | Monthly Check | SSA | | | | |

Create

Options: Go Save Close

Ledger Tab (View By - Continued)

The following illustration shows a ledger listing that is being “viewed by” the Child Support benefit with no date restrictions.

eWiSACWIS

Person Information box

Name: Badger, BabyGirl Child ID: 9225433 SSN Child: 111-22-3333 General Trust Acct #: 9221012
Bank: Ashland Bank - Ashland - General Current Balance: \$375.00 Reimbursable Cost of Care: \$8,785.13 Total Cost of Care: \$11,207.13
456789

Benefit Record **Ledger**

Account Information

View By: **Child Support** From: 00/00/0000 To: 00/00/0000 **Search**

Transaction Ledger Listing

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type ▲ | Reimb Detail | Reversal | Trans Grp |
|------------|------------|----------|---------------|---------|---------------|----------------|--------------|----------|---|
| 05/10/2007 | Deposit | \$125.00 | Monthly Check | | | Child Support | | | 8000003 Edit Delete |
| 04/10/2007 | Deposit | \$125.00 | Monthly Check | | | Child Support | | | 8000004 Edit Delete |
| 03/10/2007 | Deposit | \$125.00 | Monthly Check | | | Child Support | | | 8000005 Edit Delete |

Options: **Go** **Save** **Close** **Create**

Ledger Tab (Transaction Type and Detail)

The Transaction Type describes whether the transaction of the benefit is a withdrawal or deposit to the Ledger. The Detail describes the type of deposit or withdrawal. For example, a deposit may be described as EFT Deposit which would indicate benefits posted electronically from child support.

Note: In some instances, such as a Reimbursement or Prior Period Reversal, the Detail is auto generated for the user. In other instances, such as Monthly Check, these are manually selected.

Person Information box

Name: Badger, BabyGirl, B. Child ID: 9225433 SSN Child: 111-22-3333 General Trust Acct #: 9221012
 Bank: Ashland Bank - Ashland - General 456789 Current Balance: \$1,050.00 Reimbursable Cost of Care: \$8,410.13 Total Cost of Care: \$10,832.13

Benefit Record | **Ledger**

Account Information

View By: All From: 00/00/0000 To: 00/00/0000 Search

Transaction Ledger Listing

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type | Reimb Detail | Reversal | Trans Grp | View |
|------------|------------|-----------|-----------------------|---------|---------------|---------------|--------------|-------------------------------------|-----------|------|
| 03/31/2007 | Deposit | \$125.00 | Monthly Check | | | Support | | | 8000003 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000003 | View |
| 05/01/2007 | Deposit | \$350.00 | Monthly Check | | | SSI - State | | | 8000002 | View |
| 03/31/2008 | Withdrawal | \$-350.00 | Reimbursement | 9222407 | 02/2006 | SSI - State | Detail | <input checked="" type="checkbox"/> | 8000002 | View |
| 03/31/2008 | Deposit | \$350.00 | Prior Period Reversal | 9222407 | 02/2006 | SSI - State | Detail | | 8000002 | View |
| 03/31/2008 | Withdrawal | \$-350.00 | Prior Period Reversal | 9222407 | 02/2006 | SSI - State | Detail | | 8000002 | View |
| 04/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | | 8000001 | View |
| 03/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | | 8000000 | View |

Options: [] Go Save Close

Ledger Tab (Payment ID)

Payment IDs are displayed in the Ledger for a “Reimbursement” row. A reimbursement row reflects a draw down of a benefit against cost of care. The example below shows a series of reimbursements that have gone against a single payment. The rules of reimbursement in eWiSACWIS direct that reimbursements will follow a first in first out (FIFO) concept where reimbursements will continue against a particular payment until that payment has been completely reimbursed. This means that the reimbursement batch will apply benefits against the oldest cost of care first, only moving to another payment after that payment is fully reimbursed. As noted above, the “Benefit is available for” selection further governs how a benefit is applied to cost of care.

eWiSACWIS

Person Information box
Name: Badger, BabyGirl, B. Child ID: 9225433 SSN Child: 111-22-2
Bank: Ashland Bank - Ashland - General 456789 Current Balance: \$1,000.00 Reimbursable Cost of C

Benefit Record | **Ledger**

Account Information
View By: All From: 00/00/0000 To: 00/00/0000

Transaction Ledger Listing

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type | Reim Detail |
|------------|------------|-----------|---------------|---------|---------------|---------------|-------------|
| 03/31/2008 | Withdrawal | \$-350.00 | Reimbursement | 9222407 | 02/2006 | SSI - State | Detail |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail |

eWiSACWIS

Payment Request Identification
Payment ID: 9222407 Request Date: 05/08/2007 Overpayment Repaid
Creator: Batch Program County: Ashland

Provider Information
Provider: Ashland ProviderTest Provider ID: 9221465
Invoice Number: Invoice Date: 00/00/0000
Payee: Treatment Agency Payee ID: 9

Ledger Tab (Service Month)

The Service Month describes the month in which the reimbursed payment produced the cost of care.

Note: As a general rule, the Service Month will only apply to withdrawals that are reimbursements.

eWiSACWIS

Person Information box

Name: Badger, BabyGirl, B. Child ID: 9225433 SSN Child: 111-22-3333 General Trust Acct #: 9221012
Bank: Ashland Bank - Ashland - General Current Balance: \$1,050.00 Reimbursable Cost of Care: \$8,410.13 Total Cost of Care: \$10,832.13
456789

Benefit Record **Ledger**

Account Information

View By: **All** From: 00/00/0000 Search

Transaction Ledger Listing

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | | | |
|------------|------------|-----------|-----------------------|-------------------------|---------------|-------------|------------------------|--|
| 03/31/2007 | Deposit | \$125.00 | Monthly Check | | | | | |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | | | |
| 05/01/2007 | Deposit | \$950.00 | Monthly Check | | | | | |
| 03/31/2008 | Withdrawal | \$-350.00 | Reimbursement | 9222407 | 02/2006 | SSI - State | Detail | <input checked="" type="checkbox"/> 8000002 View |
| 03/31/2008 | Deposit | \$350.00 | Prior Period Reversal | 9222407 | 02/2006 | SSI - State | Detail | 8000002 View |
| 03/31/2008 | Withdrawal | \$-350.00 | Prior Period Reversal | 9222407 | 02/2006 | SSI - State | Detail | 8000002 View |
| 04/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | 8000001 View |
| 03/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | 8000000 View |

Note: A Deposit record of "Prior Period Reversal" is the only deposit type that will have an associated payment and service month. This is to show the relationship between the original payment that had been reimbursed.

Options: **Go** **Save** **Close** **Create**

Ledger Tab (Reimbursement Detail)

The Reimbursement Detail column provides a link to each reimbursement detail. The Details hyperlink takes you to the payment detail. From this view, you can easily see the draw downs that went against the current payment, the IV-E Reimbursement History, and the Days of Care History. The illustration below details what this might look like.

Payment Reimbursement History -- Web Page Dialog
X

eWiSACWIS

 Print
 Spell Check
 Help

Basic Information

| | | | |
|----------------|--------------------------|--------------|--------------------|
| Case Name: | Bucky B. Badger | Person Name: | BabyGirl B. Badger |
| Provider Name: | Ashland ProviderTest | Payee Name: | Treatment Agency |
| Service Type: | Tr. F.H.-Contracted 5-11 | Reimb Ctgry: | Foster Home |
| Begin Date: | 02/01/2006 | End Date: | 02/28/2006 |
| Check Date: | 03/06/2006 | Amount: | \$1,300.00 |

Trust Accounts Draw Downs

| Date | Amount | Benefit Type |
|------------|------------|---------------|
| 03/31/2008 | (\$125.00) | Child Support |
| 03/31/2008 | (\$125.00) | Child Support |
| 03/31/2008 | (\$125.00) | Child Support |

Title IV-E Reimbursement History

| Date | Source | Status | Maint Amt | Title XIX Amt | FFP % | Maint % | Title XIX % | Pre-2y Rpt Dt |
|------------|------------|--------|-----------|---------------|--------|---------|-------------|---------------|
| 05/08/2007 | State | Active | \$550.55 | | % | % | % | |
| 05/08/2007 | Title IV-E | Active | \$749.45 | | 57.65% | % | % | |

Days of Care History

| Date | Status | Elig Reimb | Elig Nonreimb | Ineligible | SSI | Pending | Federal | State |
|------------|--------|------------|---------------|------------|-----|---------|---------|-------|
| 05/08/2007 | Active | 28 | 0 | 0 | 0 | 0 | 0 | 0 |

Close

Ledger Tab (Reversal)

A Reversal can only be done against a reimbursement. The reversal is a process that backs the reimbursement completely out of the Trust Account. For example, if SSA is incorrectly used to draw down against cost of care, then the Trust Account Manager can “reverse” this process. By checking the reversal checkbox of the appropriate reimbursement detail, the system will pull the reimbursement back from the payment it was drawn down against, and it will put those monies back into the trust account. You will be given the opportunity to tell the system whether the benefit's funds should remain in the trust account or if they should be withdrawn out so that future draw down batches will not occur against those monies. The following is an example of how a reversal will look.

The screenshot displays the eWiSACWIS interface. At the top, the 'Person Information box' shows details for 'Badger, BabyGirl, B.' with Child ID: 9225433, SSN Child: 111-22-3333, and General Trust Acct #: 9221012. The bank is 'Ashland Bank - Ashland - General 456789' with a Current Balance of \$1,050.00, Reimbursable Cost of Care of \$8,060.13, and Total Cost of Care of \$10,482.13.

The 'Ledger' tab is active, showing 'Account Information' with 'View By: All' and date filters 'From: 00/00/0000' and 'To: 00/00/0000'. Below is the 'Transaction Ledger Listing' table:

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type | Reimb Detail | Reversal | Trans Grp | |
|------------|------------|-----------|---------------|-------------------------|---------------|---------------|------------------------|-------------------------------------|-----------|-----------------------------|
| 03/31/2008 | Withdrawal | \$-350.00 | Reimbursement | 9222407 | 02/2006 | SSI - State | Detail | <input checked="" type="checkbox"/> | 8000002 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000005 | View |
| 03/31/2008 | W | | | | | | | | 8000004 | View |
| 03/31/2008 | W | | | | | | | | 8000003 | View |
| 02/15/2008 | De | | | | | | | | 8000019 | Edit Delete |
| 05/10/2007 | De | | | | | | | | 8000003 | View |

A red arrow points from the 'Reversal' column header to the checked checkbox in the first row. A dialog box titled 'eWiSACWIS -- Webpage Dialog' is overlaid on the table, containing the text: 'You have selected to reverse a reimbursement. A deposit in the amount of the original reimbursement will be automatically created. Would you also like to auto create a withdrawal, of the newly created deposit, to remove the "reversed" amounts from this account?'. The dialog has 'Yes', 'No', and 'Cancel' buttons.

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

Ledger Tab (Reversal - Continued)

The following illustration represents how the system will handle a request to document a deposit and the immediate withdrawal of funds from the Trust Account.

Note: This only occurs if one responds “Yes” to the question asked on the previous page.

The screenshot displays the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo 'eWiSACWIS' and utility links for 'Print', 'Spell Check', and 'Help'. Below this, a 'Person Information' section shows details for 'Badger, BabyGirl, B.' with associated IDs. The main area is titled 'Maintain Ledger Record' and contains two entry forms. The first form is for a 'Deposit' of \$350.00 on 03/31/2008, with 'Benefit Type' set to 'SSI - State' and 'Detail' set to 'Prior Period Reversal'. The second form is for a 'Withdrawal' of \$-350.00 on the same date, also with 'Benefit Type' as 'SSI - State' and 'Detail' as 'Prior Period Reversal'. Both forms have empty 'Check ID' and 'Description' fields. At the bottom right, there are three buttons: 'Insert', 'Save', and 'Close'.

| Person Information | | | |
|--------------------|----------------------|-----------------------|---------|
| Name: | Badger, BabyGirl, B. | Child ID: | 9225433 |
| SSN Child: | 111-22-3333 | General Trust Acct #: | 9221012 |

| Maintain Ledger Record | | | |
|------------------------|-----------------------|---------------|-------------|
| Date: | 03/31/2008 | Benefit Type: | SSI - State |
| Amount: | \$350.00 | Check ID: | |
| Description: | | | |
| Ledger Entry Type: | Deposit | | |
| Detail: | Prior Period Reversal | | |
| | | | |
| Date: | 03/31/2008 | Benefit Type: | SSI - State |
| Amount: | \$-350.00 | Check ID: | |
| Description: | | | |
| Ledger Entry Type: | Withdrawal | | |
| Detail: | Prior Period Reversal | | |

Ledger Tab (Reversal - Continued)

As a result of the reversal, the Ledger tab will then list the original Deposit and Withdrawal, as well as the corresponding Deposit and Withdrawal of the benefit.

eWiSACWIS

Person Information box

| | | | |
|--|-----------------------------|---------------------------------------|---------------------------------|
| Name: Badger, BabyGirl, B. | Child ID: 9225433 | SSN Child: 111-22-3333 | General Trust Acct #: 9221012 |
| Bank: Ashland Bank - Ashland - General 456789 | Current Balance: \$1,050.00 | Reimbursable Cost of Care: \$8,410.13 | Total Cost of Care: \$10,832.13 |

Benefit Record

Ledger

Account Information

View By: All From: 00/00/0000 To: 00/00/0000 Search

Transaction Ledger Listing

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type | Reimb Detail | Reversal | Trans Grp | |
|------------|------------|-----------|-----------------------|-------------------------|---------------|---------------|------------------------|-------------------------------------|-----------|----------------------|
| 03/31/2007 | Deposit | \$125.00 | Monthly Check | | | Support | | | 8000003 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000003 | View |
| 05/01/2007 | Deposit | \$350.00 | Monthly Check | | | SSI - State | | | 8000002 | View |
| 03/31/2008 | Withdrawal | \$-350.00 | Reimbursement | 9222407 | 02/2006 | SSI - State | Detail | <input checked="" type="checkbox"/> | 8000002 | View |
| 03/31/2008 | Deposit | \$350.00 | Prior Period Reversal | 9222407 | 02/2006 | SSI - State | Detail | | 8000002 | View |
| 03/31/2008 | Withdrawal | \$-350.00 | Prior Period Reversal | 9222407 | 02/2006 | SSI - State | Detail | | 8000002 | View |
| 04/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | | 8000001 | View |
| 03/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | | 8000000 | View |

Create

Options: Go Save Close

Ledger Tab (Trans Grp)

The “Trans Grp” column offers the Trust Account Manager a simple means for sorting all deposits and withdrawals that share the same payment detail. The Trans Grp number is system assigned and cannot be edited. Because this value was created far after Trust Accounts had been in operation (system enhancement 2007), all ledger entries that occurred before the enhancement do not have a Trans Grp ID. The previous example for reversals is also a good example where sorting by the Trans Grp may be helpful. In our example below, the original deposit occurred in May 2007. The reimbursement of that deposit occurred March 2008, along with the corresponding reversal actions. If you viewed the ledger by Date, the original deposit would have been buried well below other entries. By viewing by Trans Grp you can see all related ledger entries pulled together.

Person Information box

Name: Badger, BabyGirl, B. Child ID: 9225433 SSN Child: 111-22-3333 General Trust Acct #: 9221012
 Bank: Ashland Bank - Ashland - General 456789 Current Balance: \$1,050.00 Reimbursable Cost of Care: \$8,410.13 Total Cost of Care: \$10,832.13

Benefit Record | **Ledger**

Account Information
 View By: All From: 00/00/0000 To: 00/00/0000 Search

Transaction Ledger Listing

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type | Reimb Detail | Reversal | Trans Grp | View |
|------------|------------|-----------|-----------------------|---------|---------------|---------------|--------------|-------------------------------------|-----------|------|
| 03/31/2007 | Deposit | \$125.00 | Monthly Check | | | Support | | | 8000003 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000003 | View |
| 05/01/2007 | Deposit | \$350.00 | Monthly Check | | | SSI - State | | | 8000002 | View |
| 03/31/2008 | Withdrawal | \$-350.00 | Reimbursement | 9222407 | 02/2006 | SSI - State | Detail | <input checked="" type="checkbox"/> | 8000002 | View |
| 03/31/2008 | Deposit | \$350.00 | Prior Period Reversal | 9222407 | 02/2006 | SSI - State | Detail | | 8000002 | View |
| 03/31/2008 | Withdrawal | \$-350.00 | Prior Period Reversal | 9222407 | 02/2006 | SSI - State | Detail | | 8000002 | View |
| 04/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | | 8000001 | View |
| 03/01/2007 | Deposit | \$500.00 | Monthly Check | | | SSA | | | 8000000 | View |

Options: [] Go Save Close

Ledger Tab (Edit, Delete, and View Hyperlinks)

When a ledger entry is created it will have both an Edit and a Delete hyperlink associated with it. The new entry can be edited or entirely deleted up to the point where the deposit is hit by the draw down batch. Once the draw down batch has used the deposit to reimburse cost of care, the Edit and Delete hyperlinks change to a View hyperlink.

The screenshot displays the eWiSACWIS interface. At the top, the 'Person Information box' shows details for 'Badger, BabyGirl, B.' including Child ID, SSN, and account numbers. Below this, the 'Ledger' tab is active, showing a 'Transaction Ledger Listing' table. The table has columns for Date, Trans Type, Amount, Detail, Pmnt ID, Service Month, Benefit Type, Reimb Detail, Reversal, and Trans Grp. The entry for 02/15/2008 is highlighted, and its 'Edit Delete' link is circled in red. Other entries have 'View' links. The interface also includes search filters, a 'Create' button, and 'Options', 'Save', and 'Close' buttons at the bottom.

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type | Reimb Detail | Reversal | Trans Grp | Action |
|------------|------------|-----------|---------------|-------------------------|---------------|---------------|------------------------|--------------------------|-----------|-----------------------------|
| 03/31/2008 | Withdrawal | \$-350.00 | Reimbursement | 9222407 | 02/2006 | SSI - State | Detail | <input type="checkbox"/> | 8000002 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000005 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000004 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000003 | View |
| 02/15/2008 | Deposit | \$50.00 | Monthly Check | | | Child Support | | | 8000019 | Edit Delete |
| 05/10/2007 | Deposit | \$125.00 | Monthly Check | | | Child Support | | | 8000003 | View |

Ledger Tab (Options Drop Down)

The Options drop down contains two functional actions. One option will take you to an Analysis page. The second option will export the ledger detail to an Excel Spreadsheet.

eWiSACWIS

Person Information box

| | | | |
|--|-----------------------------|---------------------------------------|---------------------------------|
| Name: Badger, BabyGirl, B. | Child ID: 9225433 | SSN Child: 111-22-3333 | General Trust Acct #: 9221012 |
| Bank: Ashland Bank - Ashland - General 456789 | Current Balance: \$1,000.00 | Reimbursable Cost of Care: \$8,060.13 | Total Cost of Care: \$10,482.13 |

Benefit Record
Ledger

Account Information

View By: All From: 00/00/0000 To: 00/00/0000 Search

Transaction Ledger Listing

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type | Reimb Detail | Reversal | Trans Grp | |
|------------|------------|-----------|---------------|-------------------------|---------------|---------------|------------------------|--------------------------|-----------|----------------------|
| 03/31/2008 | Withdrawal | \$-350.00 | Reimbursement | 9222407 | 02/2006 | SSI - State | Detail | <input type="checkbox"/> | 8000002 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000005 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000004 | View |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 9222407 | 02/2006 | Child Support | Detail | <input type="checkbox"/> | 8000003 | View |
| 05/10/2007 | Deposit | \$125.00 | Monthly Check | | | Child Support | | | 8000003 | View |
| 05/01/2007 | Deposit | \$350.00 | Monthly Check | | | SSI - State | | | 8000002 | View |
| 04/10/2007 | Deposit | \$125.00 | Monthly Check | | | Child | | | 8000004 | View |

Create

Options: Go

Text

Analysis

Export Ledgers

Save
Close

Analysis Page

The Analysis page offers Trust Account Managers a way to view their Trust Account data through two different avenues. You can view trust information from the perspective of the deposits that have come in for a child, or you can look at specific payment data and analyze the Drawdowns that have occurred against that payment.

The radio buttons in the Analysis Detail Criteria group box tell the system how you want to view your data. The From and To fields further let you narrow your search results based on the dates entered.

eWiSACWIS

Person Information

| | | | |
|--|-----------------------------|---------------------------------------|---------------------------------|
| Name: Badger, BabyGirl, B. | Child ID: 9225433 | SSN Child: 111-22-3333 | General Trust Acct #: 9221012 |
| Bank: Ashland Bank - Ashland - General 456789 | Current Balance: \$1,050.00 | Reimbursable Cost of Care: \$8,410.13 | Total Cost of Care: \$10,832.13 |

Analysis Detail Criteria

Deposit - Payment Payment - Drawdown From: To:

Analysis Detail Results

Options:

Analysis Page – Deposit to Payment

In the illustration below, you will see all Deposits that meet the search criteria dates specified. The Deposit lines offer information on the date of the deposit, the type of benefit, the amount of the deposit, and the remaining balance of that deposit. You can further view detail on the payments that the deposit reimbursed by expanding the deposit icon .

Note: A draw down will not occur against any payments as long as the checks associated with payment remain in a Pending or In Process status. In other words, check numbers must be entered on a check before the payments are eligible to be reimbursed.

e WiSACWIS

Person Information

| | | | |
|--|-----------------------------|---------------------------------------|---------------------------------|
| Name: Badger, BabyGirl, B. | Child ID: 9225433 | SSN Child: 111-22-3333 | General Trust Acct #: 9221012 |
| Bank: Ashland Bank - Ashland - General 456789 | Current Balance: \$1,000.00 | Reimbursable Cost of Care: \$8,060.13 | Total Cost of Care: \$10,482.13 |

Analysis Detail Criteria

Deposit - Payment
 Payment - Drawdown
 From:
 To:

Analysis Detail Results

| | | | | | | | | |
|---|------------|-----------------------|----------------|----------------------|------|-------|------------------------------|--|
|  | 05/10/2007 | Child Support | \$125 | Remaining Amt: \$0 | | | | |
|  | \$-125 | 02/01/2006 02/28/2006 | TrFHContr 5-11 | \$1300 | 1004 | \$575 | Reimb Detail | |
|  | 05/01/2007 | SSI - State | \$350 | Remaining Amt: \$0 | | | | |
|  | \$-350 | 02/01/2006 02/28/2006 | TrFHContr 5-11 | \$1300 | 1004 | \$575 | Reimb Detail | |
|  | 04/10/2007 | Child Support | \$125 | Remaining Amt: \$0 | | | | |
|  | \$-125 | 02/01/2006 02/28/2006 | TrFHContr 5-11 | \$1300 | 1004 | \$575 | Reimb Detail | |
|  | 04/01/2007 | SSA | \$500 | Remaining Amt: \$500 | | | | |
|  | 03/10/2007 | Child Support | \$125 | Remaining Amt: \$0 | | | | |
|  | 03/01/2007 | SSA | \$500 | Remaining Amt: \$500 | | | | |

The expanded payment detail shows the amount reimbursed against the payment, the payment's service dates, the service that generated the payment, the original payment amount, the check number, and the remaining payment amount. The payment row also offers a link to the reimbursement detail similar to the link from the Ledger Tab.

Options:

Analysis Page – Payment to Drawdown

The payment to drawdown (Payment – Drawdown radio button) gives a slight twist to looking at the same data. Using this view, you can pinpoint specific payments and then view the deposits that have currently been drawn down against that payment. The example below illustrates a payment line of \$1300.00 for the February service dates that has had four Benefits applied against that cost of care leaving a remaining balance of \$575.00.

eWiSACWIS

Person Information

| | | | |
|--|-----------------------------|---------------------------------------|---------------------------------|
| Name: Badger, BabyGirl, B. | Child ID: 9225433 | SSN Child: 111-22-3333 | General Trust Acct #: 9221012 |
| Bank: Ashland Bank - Ashland - General 456789 | Current Balance: \$1,000.00 | Reimbursable Cost of Care: \$8,060.13 | Total Cost of Care: \$10,482.13 |

Analysis Detail Criteria

Deposit - Payment
 Payment - Drawdown
 From:
 To:

Analysis Detail Results

| | | | | | | | | |
|--|--|---------------|------------|------------------------|----------|------|----------|------------------------------|
| | Payment-ProviderTest | 05/21/2006 | 05/31/2006 | FH-GenLic 5-11 | \$125.13 | 1018 | \$125.13 | Reimb Detail |
| | Payment-ProviderTest | 05/01/2006 | 05/31/2006 | TrFHContr 5-11 | \$1300 | 114 | \$1300 | Reimb Detail |
| | Payment-Treatment Agency | 05/01/2006 | 05/31/2006 | TrFHContr 5-11 | \$1200 | 114 | \$0 | Reimb Detail |
| | Payment-ProviderTest | 04/01/2006 | 04/30/2006 | TrFHContr 5-11 | \$1300 | 1010 | \$1300 | Reimb Detail |
| | Payment-Treatment Agency | 04/01/2006 | 04/30/2006 | TrFHContr 5-11 | \$1200 | 1010 | \$0 | Reimb Detail |
| | Payment-ProviderTest | 03/01/2006 | 03/31/2006 | TrFHContr 5-11 | \$1300 | 1007 | \$1300 | Reimb Detail |
| | Payment-Treatment Agency | 03/01/2006 | 03/31/2006 | TrFHContr 5-11 | \$1200 | 1007 | \$0 | Reimb Detail |
| | Payment-ProviderTest | 02/01/2006 | 02/28/2006 | TrFHContr 5-11 | \$1300 | 1004 | \$575 | Reimb Detail |
| | 03/31/2008 | SSI - State | \$-350 | Deposit Dt: 05/01/2007 | \$0 | | | |
| | 03/31/2008 | Child Support | \$-125 | Deposit Dt: 03/10/2007 | \$0 | | | |
| | 03/31/2008 | Child Support | \$-125 | Deposit Dt: 04/10/2007 | \$0 | | | |
| | 03/31/2008 | Child Support | \$-125 | Deposit Dt: 05/10/2007 | \$0 | | | |
| | Payment-Treatment Agency | 02/01/2006 | 02/28/2006 | TrFHContr 5-11 | \$1200 | 1004 | \$0 | Reimb Detail |

Options:

Analysis Page – Options Drop Down (Export to Excel)

It is important to note that under the Options drop down of the Analysis page, there is an option to export any of the search results to an Excel Spreadsheet. The following is an illustration of what that would look like.

eWiSACWIS

Person Information

Name: Badger, BabyGirl, B. Child ID: 9225433 SSN Child: 111-22-3333 General Trust Acct #: 9221012
 Bank: Ashland Bank - Ashland - General 456789 Current Balance: \$1,000.00 Reimbursable Cost of Care: \$8,060.13 Total Cost of Care: \$10,482.13

Analysis Detail Criteria

Deposit - Payment Payment - Drawdown From: 00/00/0000 To: 00/00/0000 **Search**

Analysis Detail Results

| | | | | | | | | |
|--|--|---------------|------------|------------------------|----------|------|----------|------------------------------|
| | Payment-ProviderTest | 05/21/2006 | 05/31/2006 | FH-GenLic 5-11 | \$125.13 | 1018 | \$125.13 | Reimb Detail |
| | Payment-ProviderTest | 05/01/2006 | 05/31/2006 | TrFHContr 5-11 | \$1300 | 114 | \$1300 | Reimb Detail |
| | Payment-Treatment Agency | 05/01/2006 | 05/31/2006 | TrFHContr 5-11 | \$1200 | 114 | \$0 | Reimb Detail |
| | Payment-ProviderTest | 04/01/2006 | 04/30/2006 | TrFHContr 5-11 | \$1300 | 1010 | \$1300 | Reimb Detail |
| | Payment-Treatment Agency | 04/01/2006 | 04/30/2006 | TrFHContr 5-11 | \$1200 | 1010 | \$0 | Reimb Detail |
| | Payment-ProviderTest | 03/01/2006 | 03/31/2006 | TrFHContr 5-11 | \$1300 | 1007 | \$1300 | Reimb Detail |
| | Payment-Treatment Agency | 03/01/2006 | 03/31/2006 | TrFHContr 5-11 | \$1200 | 1007 | \$0 | Reimb Detail |
| | Payment-ProviderTest | 02/01/2006 | 02/28/2006 | TrFHContr 5-11 | \$1300 | 1004 | \$575 | Reimb Detail |
| | 03/31/2008 | SSI - State | \$-350 | Deposit Dt: 05/01/2007 | \$0 | | | |
| | 03/31/2008 | Child Support | \$-125 | Deposit Dt: 03/10/2007 | \$0 | | | |
| | 03/31/2008 | Child Support | \$-125 | Deposit Dt: 04/10/2007 | \$0 | | | |
| | 03/31/2008 | Child Support | \$-125 | Deposit Dt: 05/10/2007 | \$0 | | | |
| | Payment-Treatment Agency | 02/01/2006 | 02/28/2006 | TrFHContr 5-11 | | | | |

Options: **Export to Excel** **Go**

Save as Excel... -- Webpage Dialog

Please Enter File Name:

The file will be saved in C:/eWiSACWIS/export folder

Continue **Close**

Analysis – Navigation and Exported File

Once the export has finished, the results can be found in the eWiSACWIS folder. The results will come unformatted. Below is an example of the export after some minor formatting changes have taken place.

The screenshot shows a Windows Explorer window titled "C:\eWiSACWIS\export". The address bar shows "C:\eWiSACWIS\export". The left pane shows the folder structure: Desktop, My Documents, My Computer, Local Disk (C:), DATA, Documents and Settings, Drivers, eWiSACWIS, cache, export, and offline. The right pane shows a list of files:

| Name | Size |
|----------------------------|------|
| Badger_DepositPayment.csv | 1 KB |
| Badger_PaymentDrawdown.csv | 2 KB |
| Stuff.csv | 1 KB |

Below the Explorer window is a table with 13 columns (A-L) and 22 rows of data. The table has a torn paper effect on its right edge.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|------------------|--------------------|------------------|----------------|--------------|--------------|------------------------|------------------|---------------|--------------|--------------|----------------------------|
| | Payment Provider | Service Begin Date | Service End Date | Service Type | Total Amount | Check Number | Remaining Cost of Care | Transaction Date | Benefit Type | Amount Drawn | Deposit Date | Transaction Remaining Amou |
| 2 | ProviderTest | 3/1/2007 | 3/31/2007 | FH-GenLic 5-11 | \$346.00 | 795 | \$346.00 | | | | | |
| 3 | ProviderTest | 2/1/2007 | 2/28/2007 | FH-GenLic 5-11 | \$346.00 | 678 | \$346.00 | | | | | |
| 4 | ProviderTest | 1/1/2007 | 1/31/2007 | FH-GenLic 5-11 | \$346.00 | 678 | \$346.00 | | | | | |
| 5 | ProviderTest | 12/1/2006 | 12/31/2006 | FH-GenLic 5-11 | \$346.00 | 678 | \$346.00 | | | | | |
| 6 | ProviderTest | 11/1/2006 | 11/30/2006 | FH-GenLic 5-11 | \$346.00 | 678 | \$346.00 | | | | | |
| 7 | ProviderTest | 10/1/2006 | 10/31/2006 | FH-GenLic 5-11 | \$346.00 | 678 | \$346.00 | | | | | |
| 8 | ProviderTest | 9/1/2006 | 9/30/2006 | FH-GenLic 5-11 | \$346.00 | 678 | \$346.00 | | | | | |
| 9 | ProviderTest | 8/1/2006 | 8/31/2006 | FH-GenLic 5-11 | \$346.00 | 1018 | \$346.00 | | | | | |
| 10 | ProviderTest | 7/1/2006 | 7/31/2006 | FH-GenLic 5-11 | \$346.00 | 1018 | \$346.00 | | | | | |
| 11 | ProviderTest | 6/1/2006 | 6/30/2006 | FH-GenLic 5-11 | \$346.00 | 1018 | \$346.00 | | | | | |
| 12 | ProviderTest | 5/21/2006 | 5/31/2006 | FH-GenLic 5-11 | \$125.13 | 1018 | \$125.13 | | | | | |
| 13 | ProviderTest | 5/1/2006 | 5/31/2006 | TrFHContr 5-11 | \$1,300.00 | 114 | \$1,300.00 | | | | | |
| 14 | Treatment Agency | 5/1/2006 | 5/31/2006 | TrFHContr 5-11 | \$1,200.00 | 114 | \$0.00 | | | | | |
| 15 | ProviderTest | 4/1/2006 | 4/30/2006 | TrFHContr 5-11 | \$1,300.00 | 1010 | \$1,300.00 | | | | | |
| 16 | Treatment Agency | 4/1/2006 | 4/30/2006 | TrFHContr 5-11 | \$1,200.00 | 1010 | \$0.00 | | | | | |
| 17 | ProviderTest | 3/1/2006 | 3/31/2006 | TrFHContr 5-11 | \$1,300.00 | 1007 | \$1,300.00 | | | | | |
| 18 | Treatment Agency | 3/1/2006 | 3/31/2006 | TrFHContr 5-11 | \$1,200.00 | 1007 | \$0.00 | | | | | |
| 19 | ProviderTest | 2/1/2006 | 2/28/2006 | TrFHContr 5-11 | \$1,300.00 | 1004 | \$575.00 | 3/31/2008 | SSI - State | -\$350.00 | 5/1/2007 | 0 |
| 20 | ProviderTest | 2/1/2006 | 2/28/2006 | TrFHContr 5-11 | \$1,300.00 | 1004 | \$575.00 | 3/31/2008 | Child Support | -\$125.00 | 3/10/2007 | 0 |
| 21 | ProviderTest | 2/1/2006 | 2/28/2006 | TrFHContr 5-11 | \$1,300.00 | 1004 | \$575.00 | 3/31/2008 | Child Support | -\$125.00 | 4/10/2007 | 0 |
| 22 | ProviderTest | 2/1/2006 | 2/28/2006 | TrFHContr 5-11 | \$1,300.00 | 1004 | \$575.00 | 3/31/2008 | Child Support | -\$125.00 | 5/10/2007 | 0 |

Export Ledgers

The second option (Export Ledgers) on the Ledger tab is to export the ledger detail to an Excel Spreadsheet. Once the export has finished, the results can be found in the eWiSACWIS folder. The results will come unformatted.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Trust Account - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help".

The "Person Information box" displays the following details:

- Name: Badger, BabyGirl, B.
- Child ID: 9225433
- SSN Child: 111-22-3333
- General Trust Acct #: 9221012
- Bank: Ashland Bank - Ashland - General 456789
- Current Balance: \$1,050.00
- Reimbursable Cost of Care: \$8,410.13
- Total Cost of Care: \$10,832.13

The "Ledger" tab is selected, showing "Account Information" with "View By: All" and date range filters. Below this is the "Transaction Ledger Listing" table:

| Date | Trans Type | Amount | Detail | Pmnt ID | Service Month | Benefit Type | Reimb Detail | Reversal | Trans Grp |
|------------|------------|-----------|-----------------------|---------|---------------|--------------|------------------------|----------|-----------|
| 03/31/2008 | Deposit | \$350.00 | Prior Period Reversal | 9222407 | 02/2006 | SSI - State | Detail | | 8000002 |
| 03/31/2008 | Withdrawal | \$-350.00 | Reimbursement | 922 | | | | | |
| 03/31/2008 | Withdrawal | \$-350.00 | Prior Period Reversal | 922 | | | | | |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 922 | | | | | |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 922 | | | | | |
| 03/31/2008 | Withdrawal | \$-125.00 | Reimbursement | 922 | | | | | |

A "Save as Excel..." dialog box is overlaid on the table, prompting for a file name and stating: "The file will be saved in C:/eWiSACWIS/export folder". The dialog includes "Continue" and "Close" buttons.

At the bottom of the application, there are "Options:" with a dropdown set to "Export Ledgers" and a "Go" button, along with "Save" and "Close" buttons.

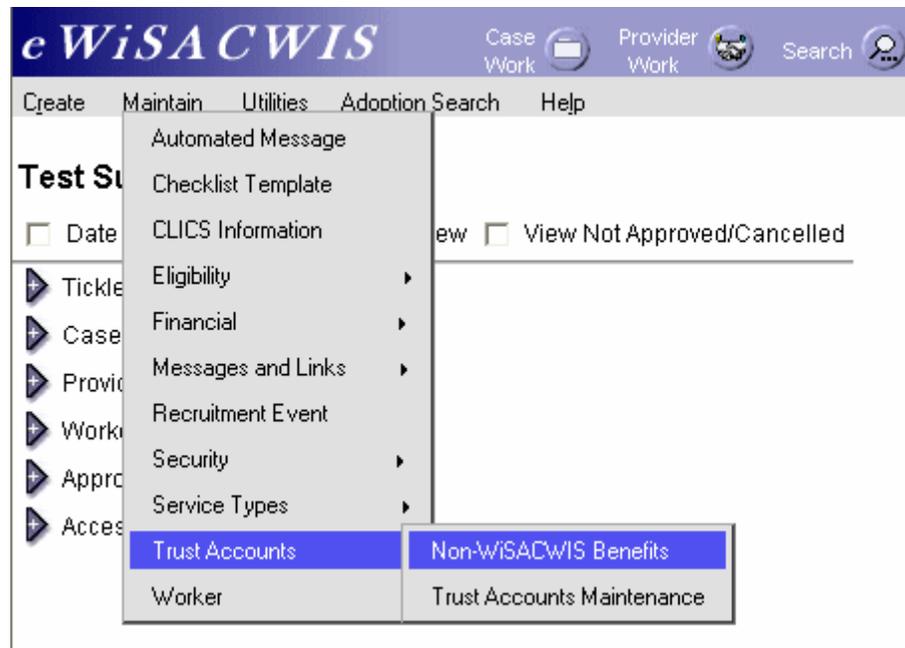
Maintaining Non-WiSACWIS Benefits

Non-WiSACWIS Benefits are benefits that are coming in for children that were never on eWiSACWIS. For example, if a county is receiving Child Support to offset cost of care for a child that had been in placement with the county 15 years ago, then those benefits will be documented through the Non-WiSACWIS Benefits page.

The most obvious road block to documenting these types of refunds in eWiSACWIS is that the children are most likely not known as persons to the system. Given this, the Non-WiSACWIS Benefits page was developed specifically to document benefits for these individuals. However, there is one caveat. In some instances, a child may have bridged the gap between having been in care before SACWIS and having ended their out-of-home care after the county became fiscally live on eWiSACWIS. In this instance, the county will need to document the benefits that have come in for that child two ways. First, the county will need to document all benefits into the child's eWiSACWIS Trust Account. Once all eWiSACWIS cost of care has been reimbursed, then the county will need to continue documenting benefits that have come in to offset the cost of care incurred prior to the county going fiscally live into the Non-WiSACWIS Benefits page.

Note: It is the responsibility of the county to calculate “life of case” costs for the child. In other words, the county is responsible for knowing when all of their costs (that were not a part of eWiSACWIS) have been fully recouped.

You can access the Non-WiSACWIS Benefits page via Maintain > Trust Accounts > Non-WiSACWIS Benefits.



Non-WiSACWIS Benefits View Page

The Non-WiSACWIS Benefits View page consists of two group boxes: Search Criteria and Non-WiSACWIS Benefits Results. The Search Criteria group box works very similar to the main maintenance page for general trust accounts. The Search Criteria group box has several fields- View by, View Records from and to, Reference ID, and Last Name- all of which serve to narrow the results returned.

Note: If this is the first time that the county has used this page then there will be no Non-WiSACWIS records to return after the search is complete.

eWiSACWIS

Search Criteria

View By: View Records From: View Records To:
Reference ID: Last Name:

Non-WiSACWIS Benefits Results

This page defaults to the county of the user logged in and viewing the page.

If the Trust Account Manager wishes to narrow her search to look for records that fall within a certain time frame, then dates can be entered in the View Records From and View Records To fields.

If the user knows the Reference ID of a specific child, then that field can be used.

If the user wishes to narrow her results by Last Name or some form of a last name (ie. all last names that begin with 'B'), then this can be accomplished through the Last Name field.

Options:

Non-WiSACWIS Benefits View Page (Continued)

Before any entries will be displayed on the Non-WiSACWIS Benefits View page, you need to create a Non-WiSACWIS Record for each child that you are receiving Non-WiSACWIS Benefits for. Upon creating a Non-WiSACWIS Record, a Reference ID is assigned to that record for that particular child. This Reference ID will serve as the identifying element to group all benefits for that child. The first step to creating your Non-WiSACWIS Records is to identify the names and other demographic information of those children who meet the definition of a Non-WiSACWIS child.

eWiSACWIS

Search Criteria

View By: View Records From: View Records To:

Reference ID: Last Name:

Non-WiSACWIS Benefits Results

From the Non-WiSACWIS Benefits View page, click the Create button. This will open the Non WiSACWIS Benefit page. From this creation page, one can begin creating Non-WiSACWIS Records for this special subgroup of children.

Note: By creating these Records, the system will begin assigning Reference IDs to these records, which will be used later for searching and grouping historical records together.

Options:

Non WiSACWIS Benefit Page

The creation page (Non WiSACWIS Benefit page) consists of an area that allows you to enter a Last Name, First Name, and SSN (if available) for the creation of the Non-WiSACWIS Record. The Non-WiSACWIS Benefits group box will display any benefits that are entered after the creation of the Non-WiSACWIS Record.

Again, it is important to realize that the Non-WiSACWIS Record will hold all of the benefits that have come in for a single child's cost of care. That child, and ultimately his or her Non-WiSACWIS Record, will be identified by a Reference ID.

e WiSACWIS Print  Spell Check  Help 

Reference ID: Last Name: First Name:
Date Created: SSN:

Non-WiSACWIS Benefits

| Date Created | Facility Type | Date App. To | WI Facility Name | WI Service Type | Refund Amt. | FFP Status | | |
|--------------|---------------|--------------|------------------|-----------------|-------------|------------|--|--|
|--------------|---------------|--------------|------------------|-----------------|-------------|------------|--|--|

Unlike other pages in the system, this page does not require a search against the database, because these person records do not exist in the database. Given this, one must be careful not to duplicate persons.

To create a person with a reference ID, type the child's name in the Last Name and First Name field and then Save the record.

Note: Prior to saving the record the Reference ID field is blank.

The illustration below shows the creation of the Non-WiSACWIS Record and associated Reference ID for Billy Bingo.

eWiSACWIS Print Spell Check Help

Reference ID: 8000000 Last Name: Bingo First Name: Billy
Date Created: 05/05/2008 SSN:

Non-WiSACWIS Benefits

| Date Created | Facility Type | Date App. To | WI Facility Name | WI Service Type | Refund Amt. | FFP Status | | |
|--------------|---------------|--------------|------------------|-----------------|-------------|------------|--|--|
|--------------|---------------|--------------|------------------|-----------------|-------------|------------|--|--|

Once saved, the newly created Reference ID for the child will be displayed for this child's Non-WiSACWIS record.

To create a different child's Non-WiSACWIS record one must close this page and then click the create button back on the main results page.

Insert Save Close

Non WiSACWIS Benefit Page (Continued)

Once the Benefit Record has been created, you can begin documenting the refunds that have come in for that child. Clicking the Insert button will add a new row to the page. You will need to complete all of the required fields to the best of your knowledge. The “Date App. To” field should reflect the date of cost of care that refund is going to offset. If unknown, choose the latest date known that the child was in placement. It is also important that the FFP Status drop down be responded to accurately. Indicating “Unknown” should only be done if truly unknown. This directly affects how these funds are used in the claim.

eWiSACWIS
Print  Spell Check  Help 

Reference ID: 8000003 Last Name: First Name:

Date Created: 05/05/2008 SSN:

Non-WiSACWIS Benefits

| Date Created | Facility Type | Date App. To | WI Facility Name | WI Service Type | Refund Amt. | FFP Status | |
|--------------|---|--------------|------------------|-----------------|-------------|---|------------------------|
| | <input type="text" value=""/>  | 00/00/0000 | | | \$0.00 | <input type="text" value=""/>  | Delete |

Foster Home
 Group Home
 Kinship
 RCC
 TFH
 Unknown

Eligible and Not-Reimbursable
 Eligible and Reimbursable
 Ineligible
 Unknown

Non WiSACWIS Benefit Page (Continued)

The illustration below shows a refund being documented for Billy Bingo for \$450.00 that is going to offset some Group Home cost of care from September of 2005. At the time, the child was Eligible and Reimbursable.

To enter another refund for the same child (Reference ID), click the Insert button, which will create a new blank row. You can also select the copy hyperlink, which will create a new modifiable row that is a copy of the row selected.

eWiSACWIS Print Spell Check Help

Reference ID: 8000000 Last Name: First Name:
Date Created: 06/18/2007 SSN:

Non-WiSACWIS Benefits

| Date Created | Facility Type | Date App. To | WI Facility Name | WI Service Type | Refund Amt. | FFP Status | | |
|--------------|---|--------------|-------------------|-----------------|-------------|--|----------------------|------------------------|
| 05/05/2008 | <input type="text" value="Group Home"/> | 09/01/2005 | Out There Program | Group Care | \$450.00 | <input type="text" value="Eligible and Reimbursable"/> | Copy | Delete |

The **Copy hyperlink** will immediately insert a new refund row that is a mirror copy of the row that is selected to copy from. The "Date App. To" field and the "Refund Amt" will remain blank.

The **Delete hyperlink** will be available until the reimbursement batch runs (generally mid month). This means that a user can delete any row that has not been affected by the batch. Once the batch runs, the ability to delete the row goes away.

Viewing Non-WiSACWIS Benefits (Results)

After entering all applicable refunds for the child, you save and close the page and are returned to the main Non-WiSACWIS Benefits View page. Refreshing the results by clicking the Search button will return an updated display.

Note: Any Non-WiSACWIS records that have associated refunds attached to them will display with an expando icon . Clicking the expando icon will reveal the entire list of refunds attached to that Non-WiSACWIS Record.

eWiSACWIS

Search Criteria

View By: View Records From: View Records To:
Reference ID: Last Name:

Non-WiSACWIS Benefits Results

| | | | |
|---------|--------------|-------------|----------------------|
| 8000000 | Bingo, Billy | 123-45-6789 | Edit |
|---------|--------------|-------------|----------------------|

 Refunds Detail

Options:

Viewing Non-WiSACWIS Benefits (Results - Continued)

As noted above, clicking the Refunds Detail expando will show all associated refunds attached to the selected Non-WiSACWIS Benefits Record. The illustration below shows the display of our newly created refund for Billy Bingo.

The screenshot displays the eWiSACWIS interface. At the top is a purple header with the text "eWiSACWIS". Below this is a "Search Criteria" section containing several input fields: "View By:" with a dropdown menu set to "Ashland", "View Records From:" with a date field containing "00/00/0000", "View Records To:" with a date field containing "00/00/0000", "Reference ID:" with an empty text box, and "Last Name:" with an empty text box. A "Search" button is located to the right of these fields. Below the search criteria is a section titled "Non-WiSACWIS Benefits Results". It shows a record for "8000000 Bingo, Billy" with a phone number "123-45-6789" and an "Edit" link. Underneath this record is a purple rounded rectangle labeled "Refunds Detail" with a downward-pointing triangle icon. Inside this rectangle, a single refund entry is displayed: "Group Home 09/01/2005 Out There Program Group Care \$450.00 Eligible and Reimbursable". At the bottom of the interface, there is an "Options:" label followed by a dropdown menu and a "Go" button. On the right side, there are two stacked buttons: "Create" and "Close".

Maintaining Non-WiSACWIS Benefits (Group Historical Non-WiSACWIS Refunds)

Prior to the creation of the new Non-WiSACWIS Benefits pages discussed in this section, there was a much simpler version of this page in eWiSACWIS. It served the same purpose but did not carry with it the same functionality. The new page, discussed below, created a way for counties to bring forward and group their historical records under the newly created individual reference IDs. Again, a reference ID equates to an individual child that had once been in care with the county.

Along with documenting new refunds, once a Non-WiSACWIS Record has been created, you can begin the process of grouping their historical refunds that had been documented in the newly created Non-WiSACWIS Records.

From the Options drop down, choose Group Historical Non-WiSACWIS Refunds and select the Go button.

The screenshot displays the eWiSACWIS interface. At the top, the logo "eWiSACWIS" is visible. Below it, the "Search Criteria" section contains the following fields:

- View By:** A dropdown menu currently set to "Ashland".
- View Records From:** A date input field containing "00/00/0000".
- View Records To:** A date input field containing "00/00/0000".
- Reference ID:** An empty text input field.
- Last Name:** An empty text input field.
- Search:** A blue button to execute the search.

Below the search criteria is the "Non-WiSACWIS Benefits Results" section, which is currently empty.

At the bottom left, there is an "Options:" section with a dropdown menu and a "Go" button. The dropdown menu is open, showing two options:

- Group Historical Non-WiSACWIS Refunds (highlighted)
- Export Non-WiSACWIS Benefits List

At the bottom right, there are two buttons: "Create" and "Close".

Maintaining Non-WiSACWIS Benefits (Group Historical Non-WiSACWIS Refunds - Continued)

The corresponding page that opens (Group Historical Non-WiSACWIS Refunds page) requires the entry of a Reference ID. The Reference ID directly equates to the child's Non-WiSACWIS Record that the Trust Account Manager links the historical refunds to. The following examples below show the process of linking historical refunds to Reference ID 8000000, which is Billy Bingo's Non-WiSACWIS Record that was just created.

eWiSACWIS Print Spell Check Help

Reference ID to Group by: Reference ID: Name: SSN:
Last Name: Search

Non-WiSACWIS Benefits Records

| Select | Date Created | Last Name | First Name | SSN | County | FFP Status | Refund Amt. | Facility Type |
|--------|--------------|-----------|------------|-----|--------|------------|-------------|---------------|
|--------|--------------|-----------|------------|-----|--------|------------|-------------|---------------|

Enter the Reference ID that corresponds with the Reference ID of the Non-WiSACWIS Record that you wish to group historical refunds with.

Once the Reference ID has been entered, click the Search button. This will return all "non-grouped" historical refunds.

Note: If you enter a Reference ID that does not exist the application will alert you to this and will not return any results from your search.

Options: Go Save Close

Maintaining Non-WiSACWIS Benefits (Group Historical Non-WiSACWIS Refunds – Continued)

This next illustration demonstrates the “staging” step of this grouping process. You will now proceed with identifying which refunds need to be grouped under the identified Reference ID.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo "eWiSACWIS" and links for "Print", "Spell Check", and "Help". Below the navigation bar is a search form with the following fields: "Reference ID to Group by:" (containing "8000000"), "Reference ID:" (containing "8000000"), "Name:" (containing "Bingo, Billy"), and "SSN:" (containing "123-45-6789"). There is also a "Last Name:" field and a "Search" button. Below the search form is a section titled "Non-WiSACWIS Benefits Records" containing a table with the following data:

| Select | Date Created | Last Name | First Name | SSN | County | FFP Status | Refund Amt. | Facility Type |
|--------------------------|--------------|-----------|------------|-------------|---------|---------------------------|-------------|---------------|
| <input type="checkbox"/> | 08/10/2005 | Bingo | Billy | 123-45-6789 | Ashland | Eligible and Reimbursable | \$500 | Group Home |
| <input type="checkbox"/> | 08/11/2005 | Bingo | Billy | 123-45-6789 | Ashland | Eligible and Reimbursable | \$500 | Group Home |
| <input type="checkbox"/> | 09/22/2005 | Bingo | Billy | 123-45-6789 | Ashland | Eligible and Reimbursable | \$500 | Unknown |

Below the table is a blue-bordered box containing the following text:

Upon entering the Reference ID and clicking the Search button the page will refresh displaying the name of the associated Non-WiSACWIS Record and all "non-grouped" historical refunds.

Note: This example shows only refunds available for the Reference ID (child) Billy Bingo. Most likely the resulting page will show many refunds for many different children.

At the bottom of the interface, there is a scroll bar, an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

Maintaining Non-WiSACWIS Benefits (Group Historical Non-WiSACWIS Refunds – Continued)

It is important to be certain that the refunds that are selected for grouping are the correct records. Once the save button is selected and confirmed, the grouping under the Reference ID will be final.

e WiSACWIS Print Spell Check Help

Reference ID to Group by: Reference ID: 8000000 Name: Bingo, Billy SSN: 123-45-6789
Last Name: Search

Non-WiSACWIS Benefits Records

| Select | Date Created | Last Name | First Name | SSN | County | FFP Status | Refund Amt. | Facility Type |
|-------------------------------------|--------------|-----------|------------|-------------|---------|---------------------------|-------------|---------------|
| <input checked="" type="checkbox"/> | 08/10/2005 | Bingo | Billy | 123-45-6789 | Ashland | Eligible and Reimbursable | \$500 | Group Home |
| <input checked="" type="checkbox"/> | 08/11/2005 | Bingo | Billy | 123-45-6789 | Ashland | Eligible and Reimbursable | \$500 | Group Home |
| <input type="checkbox"/> | 09/22/2005 | Bingo | Billy | 123-45-6789 | Ashland | Eligible and Reimbursable | \$500 | Unknown |

Check the select checkboxes next to each refund that should be grouped under the Reference ID displayed. When all selections have been made the Save button will group the selected refunds under the Reference ID.

Options: Go Save Close

Maintaining Non-WiSACWIS Benefits (Group Historical Non-WiSACWIS Refunds – Continued)

Before finalizing the grouping, the system will give you one more opportunity to verify that the Reference ID and selected refunds are correct. If you select to proceed, then the grouping will be finalized. Again, once finalized, there is no way to delink those refunds that may have been incorrectly grouped.



Maintaining Non-WiSACWIS Benefits (Group Historical Non-WiSACWIS Refunds – Continued)

Upon saving, the page will refresh to show the remaining unlinked historical refunds. It should be noted that once all historical refunds have been grouped under their respective Non-WiSACWIS Records, there will be no need for you to ever refer to this page again.

eWiSACWIS Print Spell Check Help

Reference ID to Group by: Reference ID: 8000000 Name: Bingo, Billy SSN: 123-45-6789
Last Name: Search

Non-WiSACWIS Benefits Records

| Select | Date Created | Last Name | First Name | SSN | County | FFP Status | Refund Amt. | Facility Type |
|--------------------------|--------------|-----------|------------|-------------|---------|---------------------------|-------------|---------------|
| <input type="checkbox"/> | 09/22/2005 | Bingo | Billy | 123-45-6789 | Ashland | Eligible and Reimbursable | \$500 | Unknown |

The page will refresh after the save has completed displaying only the remaining unlinked historical refunds.

Options: Go Save Close

Viewing Grouped Non-WiSACWIS Benefits (Results)

A return to the main results page (Non WiSACWIS Benefits View page) and a refresh for the search results will reveal the newly grouped refunds to Billy Bingo's Non-WiSACWIS Benefits Record.

eWiSACWIS

Search Criteria

View By: View Records From: View Records To:
Reference ID: Last Name:

Non-WiSACWIS Benefits Results

8000000 Bingo, Billy 123-45-6789 [Edit](#)

▼ Refunds Detail

| | | | | | | |
|--------------------------|------------|------------|-------------------|------------|----------|---------------------------|
| <input type="checkbox"/> | Group Home | 09/01/2005 | Out There Program | Group Care | \$450.00 | Eligible and Reimbursable |
| <input type="checkbox"/> | Group Home | 07/01/2005 | Out There Program | Group Care | \$500.00 | Eligible and Reimbursable |
| <input type="checkbox"/> | Group Home | 06/15/2004 | Out There Program | Group Care | \$500.00 | Eligible and Reimbursable |

Options:

Maintaining Grouped Non-WiSACWIS Benefits

If you need to maintain a newly documented refund or copy an existing refund, you can click the Edit hyperlink. The illustration below shows what this will look like.

e WiSACWIS

Search Criteria

View By: View Records From: View Records To:
Reference ID: Last Name:

Non-WiSACWIS Benefits Results

8000000 Bingo, Billy 123-45-6789 [Edit](#)

▼ Refunds Detail

| | | | | | | |
|--------------------------|------------|------------|-------------------|------------|----------|---------------------------|
| <input type="checkbox"/> | Group Home | 09/01/2005 | Out There Program | Group Care | \$450.00 | Eligible and Reimbursable |
| <input type="checkbox"/> | Group Home | 07/01/2005 | Out There Program | Group Care | \$500.00 | Eligible and Reimbursable |
| <input type="checkbox"/> | Group Home | 06/15/2004 | Out There Program | Group Care | \$500.00 | Eligible and Reimbursable |

Options:

Maintaining Grouped Non-WiSACWIS Benefits (Maintenance Page)

The corresponding page (Non WiSACWIS Benefit page) that opens upon selecting the Edit hyperlink will present you with the maintenance page where you can once again edit or delete existing refunds that have not been touched by the reimbursement batch, copy refunds to create new ones, or insert new refunds as necessary.

eWiSACWIS Print Spell Check Help

Reference ID: 8000000 Last Name: First Name:
Date Created: 06/18/2007 SSN:

Non-WiSACWIS Benefits

| Date Created | Facility Type | Date App. To | WI Facility Name | WI Service Type | Refund Amt. | FFP Status | | |
|--------------|---|--------------|-------------------|-----------------|-------------|---------------------------|-----------------------------------|-------------------------------------|
| 08/11/2005 | <input type="text" value="Group Home"/> | 07/01/2005 | Out There Program | Group Home | \$500.00 | Eligible and Reimbursable | <input type="text" value="Copy"/> | |
| 08/10/2005 | <input type="text" value="Group Home"/> | 06/15/2004 | Out There Program | Group Home | \$500.00 | Eligible and Reimbursable | <input type="text" value="Copy"/> | |
| 05/05/2008 | <input type="text" value="Group Home"/> | 09/01/2005 | Out There Program | Group Care | \$450.00 | Eligible and Reimbursable | <input type="text" value="Copy"/> | <input type="text" value="Delete"/> |

Bullet Points Regarding Trust Accounts & Non-WiSACWIS Benefits

- ✓ If reimbursements are not occurring against your cost of care there are a few possible reasons why:
 1. The cost of care is not in an outstanding status (does not have check numbers attached). Remember only Outstanding cost of care will be touched by the reimbursement batches. Timing is critical. The Reimbursement batches run mid month, so if the check numbers are not entered in a timely manner then there may be delays in the reflection of the reimbursement.
 2. The Benefit Record is “on hold.” Remember, when a benefit record is placed “on hold” the reimbursement batches will not touch it.
 3. There is not cost of care for the time period specific to the benefit type. For example, the child goes into care January 3rd and the child receives a very quick turn around on SSA. The first check comes to the child January 25th. SSA can only be used for prior month costs of care (unless special permission is granted). There is no cost of care in this scenario for December and therefore, the SSA will remain in balance.
 4. The cost of care is not reimbursable. Kinship cost of care for example is not factored into the trust account as it is TANF money and not IV-E eligible.
- ✓ If child support benefits are not able to record a deposit in a child trust there are a couple of possible solutions.
 1. The Benefit Record of Child Support has not been created yet. This is unlikely for newer Trust Accounts as the Benefit record is not automatically created. However, older trust accounts may have this benefit record missing.
 2. There is a disconnect in the data (specifically the child ID) between KIDS and eWiSACWIS. Verify with KIDS what person ID they have for the child represented in eWiSACWIS. It’s possible the interface isn’t occurring because KIDS can’t find the child due to an incorrect person ID.
- ✓ If the reimbursable cost of care seems off the most likely culprit is the absence of check numbers. Again, the check must be in an outstanding status before it will be pulled into the trusts reimbursable cost of care.

Recommended Reports for Trust Accounts

- ✓ **FM0701B Trust Account Current Balance:** This report lists the current balance for each child's trust account. This report includes both positive and negative account balances for a child's trust account. If the account has reached a maximum balance level, then a flag is posted indicating a spend-down is required. Specifically displayed on this report are child's name, child's SSN, person ID, case ID, site location, FFP indicator, specific benefit balances, the current balance, outstanding cost of care and an indicator for spend down required.
- ✓ **FM0703b Placement Ending:** This report lists the placements that ended for period indicated by the user. Specifically, these will be placements ending for children with Trust Accounts. The report will display the Case ID, Case Name, Participant Name, Begin Date and End Date of the placement. The user can then use the Case ID to search online for the case and retrieve more detailed information about the placement.
- ✓ **FM0704b Trust Account Deposit History:** This report lists the deposit history for each child's trust account. The user may either specify "Begin" or a range of dates. Begin will total all deposits since a trust accounts inception. The second option allows users to determine the total deposits for a date range. Specifically displayed on this report are child's name, child's SSN, worker's name, worker's phone number, site location, FFP indicator, benefit amount, and the total amount.
- ✓ **FM0706b Trust Account Draw-down:** This report displays the draw downs made on the General Trust Account for each child, after the reimbursements are claimed by the state. The report also displays reversals and check cancellations of withdrawals that are specified by the user.
- ✓ **FM0708a Monthly KIDS Exception Report:** This report shows errors resulting from Trust Account Ledger updates from KIDS, such as different child ID's between the eWiSACWIS application and the KIDS application.
- ✓ **FM0708b Monthly KIDS Verification Report:** This report shows deposits or withdrawals to the Trust Account Ledger from KIDS for verification.
- ✓ **FM0702A EFT Ledger Update Exception Report:** This report shows the exceptions from the EFT Ledger Update batch process. Exceptions are caused by negative amounts and claim numbers not found in the Benefit table.
- ✓ **ADHOC023 Trust Accounts:** This report provides information regarding newly created trust accounts for the given month requested.

Note: Outside of the reports identified above, the Trust Account Module offers several ways to export and analyze the Trust Account ledger and related deposits, payments, and draw downs.

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 Trust Accounts

| Term | Definition |
|----------------------------|---|
| 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. |
| Benefit | A type of Federal, State, or personal fund given to a child to be used to assist with that child's personal needs, or to offset costs of care incurred by an agency while caring for that child in care. |
| Benefit record | A documented record of any benefit a person has or is currently receiving. |
| Benefit Record Type | <p>Child Support: Benefits are payments made by a parent through a court order and collected by KIDS and dispersed to the appropriate County providing care for the child. Benefits shall reimburse all outstanding cost of care (Food, Clothing and Housing) for that child beginning with current month costs.</p> <p>Interest: Funds, paid by the bank, that was earned on the principal (money) remaining in the bank account at the end of each month. Funds are distributed to individual trust accounts based on what percentage an individual trust account with remaining funds is to the sum of all trust accounts having remaining funds. Benefits (money) shall be used in the same manner as SSI – Federal.</p> <p>Other - CIP, AODA etc: Benefits are payments received from various waiver programs. The Bureau of Finance is in the processes of developing a tool to assist counties in determining what monies received should be entered into eWiSACWIS. Until such time as that tool is available please contact Cindy Schultz if you have questions surrounding this particular situation.</p> <p>Note: The benefit can also be used to document personal need deductions moved from a child's account.</p> <p>Parental Support: Benefits are voluntary payments made by the parent of the child in care for that child's cost of care. Payments are sent, by the parent, directly to the County that is providing care for that child. Benefits shall be used in the same manner as Child Support.</p> <p>Railroad Retirees: Benefits are payments received from the Railroad Retirement Board for a child that is under the age of 18 and is eligible due to a parent that has qualified as being totally disabled or is deceased. Benefits shall reimburse a child's cost of care (Food, Clothing and Housing) for the month (prior month) it was received. Funds, exceeding the cost of care, shall remain in the trust account to be used for personal needs. Funds remaining, at the time of his or her 18th birthday shall be disbursed to the individual for whom benefits were received.</p> <p>Relinquished Adoption Assistance: Benefits are payments previously paid to an adopting parent for a child under the age of 18 that has been removed from the adopting home and whose care is now being provided by the state/county. Benefits shall be used in the same manner as SSI – Federal.</p> |

| Term | Definition |
|--|---|
| Benefit Record Type (Continued) | <p>Social Security Administration (SSA): Benefits are payments from the Social Security Admin for a child, under the age of 18, having a deceased or disabled parent that qualified for Survivors or Disability Insurance benefits. Benefits shall reimburse a child's cost for care (Food, Clothing and Housing) for the month (prior month) it was received. Funds, exceeding the cost of care, shall remain in the trust account to be used for personal needs. Funds remaining, at the time of his or her 18th birthday, shall be refunded to SSA for the purpose of being disbursed to the individual for whom benefits were received.</p> <p>Supplemental Security Income (SSI) – Federal: Benefits are received from the US Treasury for children that are under the age of 18 who qualify if he or she meets social Security's definition of disability for children and if his or her income and resources fall within the eligibility limits. The resource limit shall not exceed \$2,000.00. Benefits shall reimburse all outstanding cost of care (Food, Clothing and Housing) for that child beginning with current month costs. After those needs are met, funds may be used for personal needs such as recreation and miscellaneous expenses. Remaining funds shall be saved for the child.</p> <p>Supplemental Security Income (SSI) – State: Benefits are a supplement provided by the State of Wisconsin for a child that is receiving SSI – Federal Disability benefits. Benefits shall be used in the same manner as SSI- Federal.</p> <p>Veterans Benefits (VA): Benefits are payments received from the Veterans Administration for a child that is under the age of 18 and is eligible due to a parent that has qualified as being totally disabled or is deceased. Benefits shall reimburse a child's cost for care (Food, Clothing and Housing) for the month (prior month) it was received. Funds, exceeding the cost of care, shall remain in the trust account to be used for personal needs. Funds remaining, at the time of his or her 18th birthday, shall be disbursed to the individual for whom benefits were received.</p> |
| 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. |
| Draw Down | A term used to describe the action of Benefit refunds being used to reimburse cost-of-care. A draw down will only take place against cost-of-care that is in an "Outstanding" status, and only in General Trust Accounts. Trust Account draw down entries are automatically generated by a batch program, and are recorded as a "Reimbursement" on the Trust Account ledger payments. |
| Ledger | A line item display, within a trust account, of refunds deposited and withdrawals of those refunds against that county's cost-of-care. |
| Over the limit/Not over the limit | If the balance of benefits within a trust account amounts to more than \$1500.00 then a Trust Account is considered "over the limit." Assuming that all draw down batches have been run and the balance truly is greater than \$1500.00 then a spend down is required. At that time, the county should spend some of the money in surplus on the child on items that will benefit the child's well-being. |
| Reference ID (Non-WiSACWIS) | This is a Non-WiSACWIS ID. The ID is specific to the documentation of children who have recorded costs of care that were never a part of eWiSACWIS, and is being reimbursed by current benefit refunds. The Reference ID offers the county a way to pull together all refunds documented for a specific person, without having them created as a true person record in eWiSACWIS. |

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| Reimbursement | The action of taking current Benefit refunds and applying them to existing cost-of-care for a child and county. The reimbursement will show as a withdrawal on the Trust Account Ledger. The net result of the reimbursement will be used in the State's IV-E claiming calculations to the Federal Government. |
| Reversal | A Trust Account action used to back out system generated reimbursements or withdrawals for trust account benefits. Most often this is used if the benefit was used incorrectly. The ending result of the reversal should leave the Trust Account back at its original balance before the reimbursement occurred. The reversal also correctly adjusts claiming costs. |
| Spend Down | A Trust Account term used to describe the action of withdrawing refunds out of a child's Trust Account for the purpose of spending those monies on the child. This is a requirement when the Trust Account is indicated as "Over The Limit." The current threshold for a Trust Accounts balance is \$1500.00. |
| Spread interest | For those counties that hold all Benefit refunds in an interest bearing account, eWiSACWIS offers the county the ability to spread interest earned across all active Trust Accounts. |
| Transaction Group | This provides a common link between deposits and withdrawals within a trust account. This allows a Trust Account manager to see which withdrawals have been applied to which deposits. |
| Trust Account | A fiscal tool used to capture the reimbursable costs of care for a given child and county, and the benefits that have come into the county to offset that cost-of-care. The net result of the reimbursement will be used in the State's IV-E claiming calculations to the Federal Government. |
| Trust Account: Dedicated | A Dedicated Account is essentially a holding tank. Refunds documented in a Dedicated Account will never draw down against any cost of care. Most often a Dedicated account is used to document SSI benefits received in a lump sum to cover 6 months or more. These monies cannot be used toward the cost of care until the county receives formal direction on how the funds can be used to go against existing cost-of-care. Once direction has been given the funds can be transferred to the General Account. |
| Trust Account: General | The General Account is the main trust account used to off-set the cost of care. This type of trust account holds all benefits (other than SSA payments that are received in a single payment for a period greater than six months) and will be the account from which the State will gather its reimbursable cost-of-care for that child and county. |