Creating the IV-E Eligibility Record in eWiSACWIS

Before you can create an Out of Home Placement, which, upon final approval, **automatically generates the child's Title IV-E Determination line and referral to the Eligibility Unit**, you must document the child's date of birth, gender, and at least one parent/legal guardian.

Person Management page > Basic tab

From the eWiSACWIS desktop, click on the Cases tab.

Click on the appropriate case name to launch the Maintain Case page.

On the Maintain Case page, click on the child's name in the Participants group box for the child whose date of birth and gender need to be documented. This will open the Person Management page for that child.

On the Basic tab of the Person Management page, complete the child's Gender, Birth Date, SSN, Marital Status, Race, Ethnicity, and Child was previously Adopted.

Person Management page > Parent Info tab

To enter an out of home placement you must document the child's parent information.

Note: If the child was removed from a legal guardian, document the Child's Guardian.

From the Person Management page, select the Parent Info tab.

Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.

From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Parent Info tab and (depending on which hyperlink you selected) will populate the person you selected into the Child's Mother or Child's Father field.

Click Save and then click Close on the Person Management page.

Click Close on the Maintain Case page.

Out of Home Placement page

Complete the appropriate (initial removal from home) Out of Home Placement. See the Placement Manual on eWiSACWIS Knowledge Web.

Upon final approval of the Out of Home Placement, eWiSACWIS will automatically and immediately generate an Eligibility icon and associated Title IV-E Eligibility Determination line for the child, as well as send the IV-E referral to the Eligibility Unit.

By following the steps above, the system will automatically assign this case and send an e-mail to the eligibility unit.

eWiSACWIS Desktop > Eligibility icon

From your eWiSACWIS desktop, click on the View case information ⊕ View case information expando for the case in which you have just created the (initial removal from home) Out of Home Placement.

Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination line for the child you have just placed. This will open the Eligibility page for that child.

Eligibility page > Removal Information tab

1. In the AFDC Household Information group box, enter the appropriate data for those in the home at the time the child was removed. Those already listed pre-fill from the Participants group box on the Maintain Case page. To add additional household members, click the Search hyperlink. To remove participants, click the Delete hyperlink.

2. Click Options > Deprivation > Go. Complete the Deprivation pop-up page and click Continue.

3. Click Close on the Eligibility page.