

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.

The screenshot displays the 'Person Management' interface for a child named Jimmy Kellogg (ID: 9225501). The 'Basic' tab is active, showing various demographic and identification fields. The 'Name' section includes fields for ID, Prefix, First Name (Jimmy), MI, Last Name (Kellogg), and Suffix. Below this, there are links for 'Person Type' (CPS), 'Person Type History', and 'YASI/CaseWorks', along with checkboxes for 'This is an Unborn Child' and 'Live birth did not occur'. The 'County ID(s)' section has an 'Insert' button. The 'Basic' section contains fields for Gender (Male), US Citizen Status (U.S. Citizen), County Person ID, Birth Date (06/13/2007), Citizenship Verification, SSN, Commitment#, Birth Place, Death Date (00/00/0000), Wisconsin Resident (Yes), Identity, HSRS ID, Religion, Marital Status (Single Male), MCI ID, Preferred Place of Worship, and a checkbox for 'Interpreter Required'. The 'Race/Ethnicity/Tribal Identification' section includes fields for Race (White), Ethnicity (German), and a 'Hispanic/Latino' checkbox. At the bottom, there are 'Options' and 'Go' buttons, and 'Save' and 'Close' buttons at the bottom right.

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.

Person Management 'Kellogg, Jimmy (9225501)'

TM Print Help

Basic **Parent Info** Additional Address Education Characteristics Medical/Mental Health Supplemental MMH

Person Information

Child's Mother:	Child's Father:
Kathy B Kellogg Search Edit Remove	Kelly Kellogg Search Edit Remove
<input type="checkbox"/> Child's legal guardian?	<input type="checkbox"/> Child's legal guardian?
Spouse: <input type="text"/>	Spouse: <input type="text"/>
Type: <input type="text"/>	Type: <input type="text"/> PA Number: <input type="text"/>
Current Marital Status: <input type="text"/>	Current Marital Status: <input type="text"/>
Mother Married at Child's Birth: <input type="text"/>	Father Married at Child's Birth: <input type="text"/>
<input type="checkbox"/> Mother TPR	<input type="checkbox"/> Father TPR
Current Relationship of Parents to Each Other: <input type="text"/>	<input type="checkbox"/> Relinquishment Case
Child's Guardian (1): Search	Child's Guardian (2): Search
Indian Custodian (1): Search	Indian Custodian (2): Search
Legal Custodian (1): Search	Legal Custodian (2): Search


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.

Kellogg, Kathy B. (9223113) Restricted Case

Case details:
CPS Family - Initial Assessment
Green - Monroe
Open OHP exists for associated participant (s)

Case address:
878 Willow Road
Abbotsford, WI 54405
(715) 159-1474

Primary worker:
Supervisor, Partnership
spoonm@dhfs.state.wi.us

Actions:
[Please select an action ▼](#)

View case information

Access Reports

Assessments

Assets and Income

Assignments

Eligibility

ICWA

Placements

Planning

Related People

Safety

Serious Incident Notification

Eligibility

Medicaid Eligibility Determination	02/17/2022	Kellogg, Spiderman	Approved
Title IV-E Eligibility Determination	06/10/2018	Kellogg, Spiderman	
Title IV-E Eligibility Determination	01/26/2015	Kellogg, Kelly	

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.

eWiSACWIS
Eligibility
Print
Help

Eligibility

Child Name: [Kellogg_Spiderman\(9228496\)](#) MCI ID: 123457490 Eligibility ID: 9223420
DOB: 06/13/2007 Gender: Male SSN: Title IV-E Removal Date: 06/10/2018

Removal Information Initial Determination Redeterminations

Removal from Home Information

Age at Removal: 10 Turns 19 On: 06/13/2026 Turns 21 On: 06/13/2028 Anticipated Graduation Date:
Referral Date: 06/12/2018 Placement Date: 06/10/2018 ☐ Lac Courte Oreilles Band
Removal from Home was:
☒ Court Ordered TPC Request/Removal Petition Date: [Search](#) Court Order Date: [Search](#)
☐ VPA Signature Date: 00/00/0000 VPA/VTILA Removal Date:
☐ VTILA Days of VPA/VTILA: VPA/VTILA To:
Child Removed from home of: ☒ Mother ☐ Father ☐ Both ☐ Other ☐ Safe Haven Date Last Lived with Relative: 00/00/0000
Name: Kellogg, Kathy B. Relationship to Child: Mother
Name: Relationship to Child:
Removal Type: Physical Eligibility Month: 06/2018 ☐ Completed

Parent Information

Mother Information:
Name: [Kellogg, Kathy B. \(9223089\)](#) SSN: 123-12-1234 DOB: 02/02/1961
Address: 878 Willow Road, Abbotsford, WI, 54405
Father Information:
Name: SSN: DOB:
Address:

AFDC Household Information

County: Milwaukee [Search](#)

Name	Relationship to Child	SSN	DOB	AFDC Group	8th/9th	No Financial	
Kellogg, Jimmy	Brother		06/13/2005		<input type="checkbox"/>	<input type="checkbox"/>	Delete
Kellogg, Kathy B.	Mother	123-12-1234	02/02/1961		<input type="checkbox"/>	<input type="checkbox"/>	Delete
Kellogg, Kelly	Sister		11/10/2009		<input type="checkbox"/>	<input type="checkbox"/>	Delete
Kellogg, Spiderman	Self		06/13/2007		<input type="checkbox"/>	<input type="checkbox"/>	

Options: [Actions](#) [Deprivation](#) [Request History](#) [Go](#) [Save](#) [Close](#)

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

Deprivation

Date Effective	Date End	Date Entered	Type	Relation	
06/06/2023	00/00/0000	06/06/2023	Termination of Parental Rights ▼	Both ▼	Delete

[Insert](#)

[Continue](#) [Close](#)

3. Click Close on the Eligibility page.