

## 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 shows the 'Person Management' page for a child named 'Jimmy (9225501)'. The 'Basic' tab is selected. The 'Name' section includes fields for First Name (Jimmy), Last Name (Kellogg), and Middle Name (MI). The 'County ID(s)' section has an 'Insert' button. The 'Basic' section contains the following fields:

- Gender: Male
- US Citizen Status: U.S. Citizen
- County Person ID: (empty)
- Birth Date: 06/13/2007
- Citizenship Verification: (dropdown)
- SSN: (empty)
- Commitment#: -
- Birth Place: (empty)
- Death Date: 00/00/0000
- Wisconsin Resident: Yes
- Identity: (dropdown)
- HSRS ID: (empty)
- Religion: (dropdown)
- Marital Status: Single Male
- MCI ID: (empty)
- Preferred Place of Worship: (empty)
- Interpreter Required: (checkbox)
- Primary Language: English
- Second Language: (empty)
- Third Language: (empty)
- Fourth Language: (empty)

The 'Race/Ethnicity/Tribal Identification' section shows Race: White, Ethnicity: German, and Hispanic/Latino: No. There are '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.

The screenshot shows the 'Person Management' page for 'Kellogg, Jimmy (9225501)'. The 'Parent Info' tab is selected. The 'Person Information' section contains fields for 'Child's Mother' (Kathy B Kellogg) and 'Child's Father' (Kelly Kellogg). Both sections include fields for 'Child's legal guardian?' (checkbox), 'Spouse' (text box), 'Type' (dropdown), 'Current Marital Status' (dropdown), 'Mother Married at Child's Birth?' (dropdown), 'Mother TPR' (checkbox), 'Current Relationship of Parents to Each Other' (dropdown), 'Child's Guardian (1)' (Search, Search, Search buttons), and 'Child's Guardian (2)' (Search, Search, Search buttons). The 'Child's Father' section also includes fields for 'PA Number' (text box), 'Current Marital Status' (dropdown), 'Father Married at Child's Birth?' (dropdown), 'Father TPR' (checkbox), 'Relinquishment Case' (checkbox), and 'Child's Guardian (2)' (Search, Search, Search buttons).

## 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**

|  |   |   |  |
|--|---|---|--|
| <b>Case details:</b><br>CPS Family - Initial Assessment<br>Green - Monroe<br><b>Open OHP exists for associated participant</b> (715) 159-1474<br>(s) | <b>Case address:</b><br>878 Willow Road<br>Abbotsford, WI 54405 | <b>Primary worker:</b><br>Supervisor, Partnership<br><a href="mailto:spoonm@dhfs.state.wi.us">spoonm@dhfs.state.wi.us</a> | <b>Actions:</b><br><a href="#">Please select an action ▾</a> |
| <b>View case information</b>   |   |   |  |
| <a href="#">Access Reports</a>   | <a href="#">Assessments</a>                                     | <a href="#">Assets and Income</a>   | <a href="#">Assignments</a>                                  |
| <input checked="" type="checkbox"/> <a href="#">Eligibility</a>  | <a href="#">ICWA</a>  | <a href="#">Placements</a>  | <a href="#">Planning</a>                                     |
| <a href="#">Related People</a>   | <a href="#">Safety</a>  | <a href="#">Serious Incident Notification</a>   |  |
| <b>Eligibility</b>   |   |   |  |
| <a href="#">Medicaid Eligibility Determination</a>   | 02/17/2022  | Kellogg, Spiderman  | Approved   |
| <a href="#">Title IV-E Eligibility Determination</a>   | 06/10/2018  | Kellogg, Spiderman  |  |
| <a href="#">Title IV-E Eligibility Determination</a>   | 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.

The screenshot shows the eWiSACWIS application interface for the Eligibility page. The top navigation bar includes tabs for 'eWiSACWIS' and 'Eligibility'. The main title 'eWiSACWIS' is displayed prominently. The top header contains fields for Child Name (Kellogg\_Spiderman (9228496)), MCI ID (123457490), Eligibility ID (9223420), DOB (06/13/2007), Gender (Male), SSN, and Title IV-E Removal Date (06/10/2018). Below the header, there are three tabs: 'Removal Information' (selected), 'Initial Determination', and 'Redeterminations'. The 'Removal Information' tab displays details about the removal of a child named Kellogg\_Spiderman. It shows the child's age at removal (10), removal date (06/13/2018), and placement date (06/10/2018). The removal reason is listed as 'Court Ordered'. The child was removed from the Lac Courte Oreilles Band. The 'Parent Information' section shows the mother's information: Name (Kellogg, Kathy B.), SSN (123-12-1234), and DOB (02/02/1961). The 'AFDC Household Information' section is highlighted with a red border. It lists household members: Kellogg\_Jimmy (Brother, DOB 06/13/2005), Kellogg\_Kathy B. (Mother, DOB 02/02/1961), Kellogg\_Kelly (Sister, DOB 11/10/2009), and Kellogg\_Spiderman (Self, DOB 06/13/2007). The 'Actions' button is highlighted with a red box. The bottom right corner of the page includes 'Save' and 'Close' buttons.

| Name              | Relationship to Child | SSN         | DOB        | AFDC Group | 8th/9th                  | No Financial             | Actions                |
|-------------------|-----------------------|-------------|------------|------------|--------------------------|--------------------------|------------------------|
| Kellogg_Jimmy     | Brother               |             | 06/13/2005 |            | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Delete</a> |
| Kellogg_Kathy B.  | Mother                | 123-12-1234 | 02/02/1961 |            | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Delete</a> |
| Kellogg_Kelly     | Sister                |             | 11/10/2009 |            | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Delete</a> |
| Kellogg_Spiderman | Self                  |             | 06/13/2007 |            | <input type="checkbox"/> | <input type="checkbox"/> |                        |

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     | <a href="#">Delete</a> |

Insert

Continue Close

3. Click Close on the Eligibility page.