

eWiSACWIS IV-E Eligibility Sign-Off Process

Note: In order to complete a IV-E determination or redetermination, an assignment to the case is not needed. However, additional security is needed to complete a determination.

Note: Once an IV-E determination is completed by the State, the Med Stat Code is updated on the Medicaid Certification and sent to ForwardHealth. The updates can be viewed on the Medicaid Updates page.

Eligibility Page > Removal Information tab

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: Relationship to Child:
 Name: Relationship to Child:
 Removal Type: Eligibility Month: 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: [Search](#)

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

Options:

Eligibility Page > Initial Determination tab

What the Eligibility Unit sees:

The screenshot shows the eWiSACWIS interface for the 'Eligibility' page, specifically the 'Initial Determination' tab. The page header includes the eWiSACWIS logo and navigation options like 'Print' and 'Help'. The main content area is divided into sections: 'Eligibility' (with child name, MCI ID, Eligibility ID, DOB, Gender, SSN, and Title IV-E Removal Date), 'Eligibility Information' (with status, effective dates, and checkboxes for 'Determination Voided', 'Determination N/A', and 'Eligible, Child Applied for and/or Receiving SSI'), and 'Review Period' (with 'Begin' and 'End' dates). A 'Question 1' section is partially visible, with a dropdown menu open over the 'Update Eligibility Status' option. The dropdown menu lists various actions, with 'Refer to QA' highlighted in red. The 'Go' button is visible next to the dropdown, and 'Save' and 'Close' buttons are at the bottom right.

The Eligibility Unit uses the option “Update Eligibility Status” to make changes and update the child’s recommendation status. After the changes/updates are made, the Eligibility Unit selects “Refer to QA.”

Once the referral has been made, the option “Refer to QA” is not available.

The Quality Assurance (QA) person will receive an e-mail stating he/she has been assigned to the case for Eligibility Review / Approval.

What the QA sees (prior to QA Validation completion):

The screenshot shows the eWiSACWIS Eligibility page for a child named Kellogg, Spiderman (9228496). The page includes fields for MCI ID (123457490), Eligibility ID (9223420), DOB (06/13/2007), Gender (Male), SSN, and Title IV-E Removal Date (06/10/2018). There are three tabs: Removal Information, Initial Determination (selected), and Redeterminations. The Eligibility Information section shows the status as 'Eligible, Not Reimbursable' with an effective date of 04/01/2023. A dropdown menu is open, listing various actions, with 'QA Validation' highlighted in red. Other options include Background Check Verification, Deprivation, Financial Worksheet, Elig Referral History, Placement Worksheet, Void Determination, Request History, Co-Residence History, and Age and School Verification. The page also shows a review period from 04/01/2023 to 04/01/2023 and a 'Question 1' section with a 'Yes' radio button selected.

The QA person should use the option “Update Eligibility Status” to make changes and update the child’s recommendation status. After the QA Validation page is completed, the QA person selects the “Refer to State” option.

This screenshot is similar to the previous one, showing the same eligibility information and review period. However, the dropdown menu now highlights 'Refer to State' in red. The 'Update Eligibility Status' option is also visible in the menu. The 'Question 1' section remains the same with the 'Yes' radio button selected.

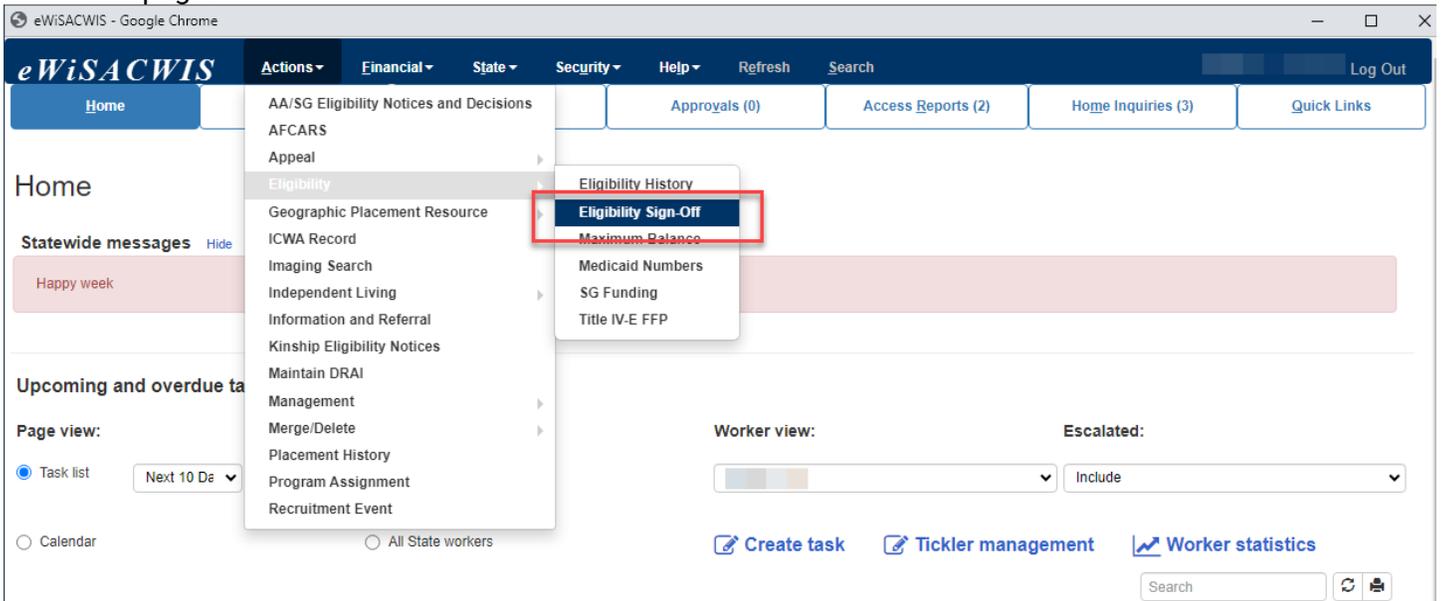
Once the referral has been made, the option “Refer to State” is not available.

The State approver will see the piece of work on the bulk Eligibility Sign-Off page. No email or case assignment will occur. However, additional security is needed to complete the sign-off.

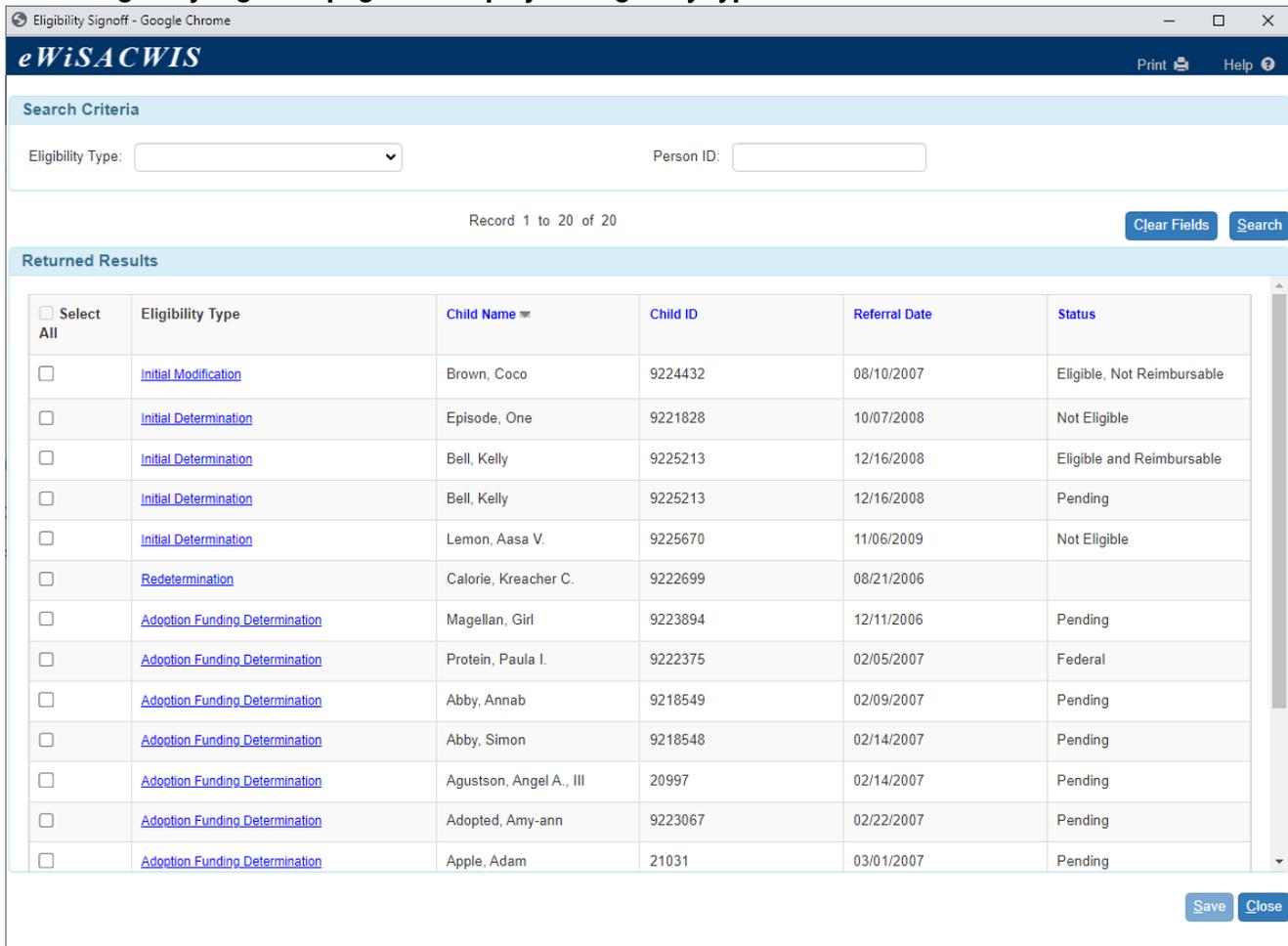
What the State approver sees:

This page is accessed via Actions > Eligibility > Eligibility Sign-Off.

There are no assignments for State sign-off. Workers with assigned security will be able to view or edit this page.



Eligibility Sign-Off page will display all Eligibility types:



Multiple Eligibility Types can be signed-off from this bulk sign-off page. The Eligibility Type can be filtered, and State staff can select multiple pieces of work to sign-off at once by selecting the checkboxes and hitting the Save button.

Eligibility Type filtered:

The screenshot shows the eWiSACWIS interface with the following details:

- Search Criteria:** Eligibility Type: Initial Determination (dropdown), Person ID: (empty field)
- Returned Results:** A table with 8 rows. The first three rows are selected with checkboxes.

<input type="checkbox"/> Select All	Eligibility Type	Child Name	Child ID	Referral Date	Status
<input type="checkbox"/>	Initial Determination	Subsidized-Guardian, Green Z.	9221912	02/03/2006	Eligible, Not Reimbursable
<input checked="" type="checkbox"/>	Initial Determination	Calorie, Keith	9222367	02/07/2006	Not Eligible
<input checked="" type="checkbox"/>	Initial Determination	Patterson, Polly M., Jr.	21133	10/07/2008	Not Eligible
<input checked="" type="checkbox"/>	Initial Determination	Bubbin, Pearl	9222344	10/07/2008	Not Eligible
<input type="checkbox"/>	Initial Determination	Episode, One	9221828	10/07/2008	Not Eligible
<input type="checkbox"/>	Initial Determination	Bell, Kelly	9225213	12/16/2008	Pending
<input type="checkbox"/>	Initial Determination	Bell, Kelly	9225213	12/16/2008	Eligible and Reimbursable
<input type="checkbox"/>	Initial Determination	Lemon, Aasa V.	9225670	11/06/2009	Not Eligible

Selecting the hyperlink for any Eligibility Type from the Eligibility Type column for a child will take you to the Maintain Eligibility History, Adoption Funding Determination, Adoption Funding Correction, or Subsidized Guardianship Funding Determination page for that specific child.

Note: If a Modification(s) exist for a child/youth, the system will not allow sign-off for Initial Determinations and Redeterminations for the same child, if they exist and are selected, at the same time. If both are selected, the system will prompt a message, "A Modification(s) exists for the Person ID. Please complete the sign-off on this Modification(s) before continuing with the Eligibility Work sign-off." Modifications must be completed first.

If there are any issues that need to be corrected, select 'Return to Eligibility Unit' so that updates can be made. Once it has been returned to the State, the Eligibility Type for that specific child will become available again on the bulk Eligibility Sign-Off page.

Eligibility Signoff - Google Chrome

Eligibility Print Help

Child Name: [Subsidized-Guardian, Green Z. \(9221912\)](#) MCI ID: Eligibility ID: 9221226
DOB: 02/03/2000 Gender: Female SSN: Title IV-E Removal Date: 02/25/2005

Removal Information Initial Determination Redeterminations

Eligibility Information

Eligibility Status: Eligible, Not Reimbursable Effective From: 02/25/2005
 Determination Voided Entry Date: 00/00/0000
 Determination N/A Reason: Reason: Reason: End Date: 01/30/2006
 Eligible, Child Applied for and/or Receiving SSI Sign Off Date: 00/00/0000

Review Period Begin: 00/00/0000 Review Period End: 00/00/0000

Question 1:
Is the child a U.S. citizen or qualified non-citizen? If No, Not Eligible.
 Yes No

Question 2:
Does the child meet one of the following criteria: under age 18, under age 19 and enrolled full time in secondary school (or equivalent) and expected to graduate before turning 19, or under age 21 and enrolled full time in secondary school (or equivalent) with an IEP? If No, Not Eligible.
Options: Options: Go

Actions
Background Check Verification
Complete Determination
Deprivation
QA Validation
Return to Eligibility Unit
Elig Reterral History
Placement Worksheet
Request History
Co-Residence History
Age and School Verification

Save Close

What the Eligibility Unit sees after it has been Returned to Eligibility Unit:

The screenshot shows the eWiSACWIS web application interface. At the top, there are browser tabs for 'eWiSACWIS' and 'Eligibility'. The page header includes the 'eWiSACWIS' logo and 'Print' and 'Help' buttons. The main content area is titled 'Eligibility' and displays the following information:

- 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

Below this information are three tabs: 'Removal Information', 'Initial Determination' (which is active), and 'Redeterminations'. The 'Eligibility Information' section contains the following details:

- Eligibility Status: Eligible, Not Reimbursable
- Effective From: 04/01/2023
- Determination Voided
- Entry Date: 00/00/0000
- Determination N/A Reason: [Dropdown]
- End Date: 00/00/0000
- Eligible, Child Applied for and/or Receiving SSI
- Sign Off Date: 00/00/0000

Review Period information:

- Review Period Begin: 04/01/2023
- Review Period End: 04/01/2023

A dropdown menu is open over the 'Return to State' option, listing the following actions:

- Actions
- Background Check Verification
- Deprivation
- Financial Worksheet
- QA Validation
- Return to State** (highlighted with a red box)
- Update Eligibility Status
- Elig Referral History
- Void Determination
- Request History
- Co-Residence History
- Age and School Verification

At the bottom of the page, there are 'Save' and 'Close' buttons, and a 'Go' button is visible near the 'Options:' label.

After the Eligibility Unit has made any necessary corrections and selects 'Return to State' the State approver will see the same options as on page 4.

What the Eligibility Unit sees after it has been completed by the State approver:

eWiSACWIS 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**

Eligibility Information

Eligibility Status: Eligible, Not Reimbursable Effective From: 04/01/2023

Determination Voided Entry Date: 00/00/0000

Determination N/A Reason: End Date: 00/00/0000

Eligible, Child Applied for and/or Receiving SSI Sign Off Date: 00/00/0000

Review Period Begin: 04/01/2023 Review Period End: 04/01/2023

Questions: Is the []? If No, Not Eligible.

Options: Yes

Actions

- Background Check Verification
- Deprivation
- Financial Worksheet
- QA Validation
- Elig Referral History
- Placement Worksheet
- Void Determination
- Request History
- Co-Residence History
- Age and School Verification

Eligibility Page > Redeterminations tab

What the Eligibility Unit sees:

eWiSACWIS 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**

Eligibility Status	Effective From	Status Period End Date	End Date	SSI	Sign off Date	Rede ID
<input checked="" type="radio"/> Pending			00/00/0000	<input type="checkbox"/>		8469537

Review Period Begin: 00/00/0000 Review Period End: 00/00/0000

Question 1
 Does [child name] have a: under age 18, under age 19 and enrolled full time in secondary school (or equivalent) and expected to graduate before turning 19, or under age 18, under age 19 and enrolled full time in secondary school (or equivalent) with an IEP? If No, Not Eligible.

Options: **Review Potential Status Change** (highlighted in red)
 Background Check Verification
 Legal Document Selection
 Placement Worksheet
 Rede Referral History
 Request History
 Co-Residence History
 Age and School Verification

Go Save Close

Once the review period is established and Background Checks, Legal Documents, and age and school information have been verified, the Eligibility Unit selects “Review Potential Status Change” from the Options drop-down. This opens the Potential Status Change page.

Potential Status Change

Eligibility
 Child: Kellogg, Spiderman (9228496) IV-E Removal Date: 06/10/2018
 Review Period Began: 11/01/2022 End: 04/24/2023

Potential Status Change Dates

Effective Date	Description
11/01/2022	Review Period Began
12/19/2022	Placement and Care responsibility began

Continue Close

Clicking Continue opens the Multiple Eligibility Status page.

Multiple Eligibility Status Print Help

Eligibility

Child: Kellogg, Spiderman (9228496) IV-E Removal Date: 06/10/2018
 Review Period Began: 11/01/2022 End: 04/24/2023

Redetermination Status Details

Eligibility Status	Effective From	Status Period End Date	Description
Pending	11/01/2022	12/18/2022	Review Period Began
Pending	12/19/2022	04/24/2023	Placement and Care responsibility began

Options:
[Actions](#)
[Refer to QA](#)
[Update Eligibility Statuses](#)
 Go Save Close

The Eligibility Unit uses the option “Update Eligibility Status” to update the child’s recommendation status. After the updates are made, the Eligibility Unit selects “Refer to QA.”

Once the referral has been made, the option “Refer to QA” is not available.

The QA person will receive an e-mail stating he/she has been assigned to the case for Eligibility Review/Approval.

What QA sees (prior to completing QA Validation):

Multiple Eligibility Status Print Help

Eligibility

Child: Kellogg, Spiderman (9228496) IV-E Removal Date: 06/10/2018
Review Period Began: 11/01/2022 End: 04/24/2023

Redetermination Status Details

Eligibility Status	Effective From	Status Period End Date	Description
Pending	11/01/2022	12/18/2022	Review Period Began
Pending	12/19/2022	04/24/2023	Placement and Care responsibility began

Options: Actions
QA Validation
Update Eligibility Statuses Go Save Close

The QA person may use the option “Update Eligibility Status” to update the child’s recommendation status. After the recommendation is reviewed, the QA person selects the “Refer to State” option after completing the QA Validation.

Options: Actions
QA Validation
Refer to State
Update Eligibility Statuses Go Save Close

Once the referral has been made, the option “Refer to State” is not available.

The State approver will see the piece of work on the bulk Eligibility Sign-Off page. No email or case assignment will occur. However, additional security is needed to complete the sign-off.

What the State approver sees:

The screenshot shows the eWiSACWIS home page. The 'Actions' menu is open, and the 'Eligibility Sign-Off' option is highlighted with a red box. Other menu items include AA/SG Eligibility Notices and Decisions, AFCARS, Appeal, Eligibility, Geographic Placement Resource, ICWA Record, Imaging Search, Independent Living, Information and Referral, Kinship Eligibility Notices, Maintain DRAI, Management, Merge/Delete, Placement History, Program Assignment, and Recruitment Event. The page also features a 'Home' section with a 'Happy week' message, 'Upcoming and overdue tasks', and 'Page view' options (Task list, Next 10 Days, Calendar). There are also 'Worker view' and 'Escalated' filters, and buttons for 'Create task', 'Tickler management', and 'Worker statistics'.

Eligibility Sign-Off page will display all Eligibility types:

The screenshot shows the 'Eligibility Signoff' page. It features a search criteria section with 'Eligibility Type' and 'Person ID' dropdowns. Below the search criteria, it indicates 'Record 1 to 20 of 20'. The 'Returned Results' section contains a table with the following data:

Select All	Eligibility Type	Child Name	Child ID	Referral Date	Status
<input type="checkbox"/>	Initial Modification	Brown, Coco	9224432	08/10/2007	Eligible, Not Reimbursable
<input type="checkbox"/>	Initial Determination	Episode, One	9221828	10/07/2008	Not Eligible
<input type="checkbox"/>	Initial Determination	Bell, Kelly	9225213	12/16/2008	Eligible and Reimbursable
<input type="checkbox"/>	Initial Determination	Bell, Kelly	9225213	12/16/2008	Pending
<input type="checkbox"/>	Initial Determination	Lemon, Aasa V.	9225670	11/06/2009	Not Eligible
<input type="checkbox"/>	Redetermination	Calorie, Kreachner C.	9222699	08/21/2006	
<input type="checkbox"/>	Adoption Funding Determination	Magellan, Girl	9223894	12/11/2006	Pending
<input type="checkbox"/>	Adoption Funding Determination	Protein, Paula I.	9222375	02/05/2007	Federal
<input type="checkbox"/>	Adoption Funding Determination	Abby, Annab	9218549	02/09/2007	Pending
<input type="checkbox"/>	Adoption Funding Determination	Abby, Simon	9218548	02/14/2007	Pending
<input type="checkbox"/>	Adoption Funding Determination	Agustson, Angel A., III	20997	02/14/2007	Pending
<input type="checkbox"/>	Adoption Funding Determination	Adopted, Amy-ann	9223067	02/22/2007	Pending
<input type="checkbox"/>	Adoption Funding Determination	Apple, Adam	21031	03/01/2007	Pending

At the bottom right of the table, there are 'Save' and 'Close' buttons.

Multiple Eligibility Types can be signed-off from this bulk sign-off page. The Eligibility Type can be filtered, and State staff can select multiple pieces of work to sign-off at once by selecting the checkboxes and hitting the Save button.

Eligibility Signoff - Google Chrome

eWiSACWIS Print Help

Search Criteria

Eligibility Type: Redetermination Person ID:

Record 1 to 1 of 1 Clear Fields Search

Returned Results

<input type="checkbox"/> Select All	Eligibility Type	Child Name	Child ID	Referral Date	Status
<input checked="" type="checkbox"/>	Redetermination	Calorie, Kreachar C.	9222699	08/21/2006	

Save Close

Eligibility Page:

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](#)

	Eligibility Status	Effective From	Status Period End Date	End Date	SSI	Sign off Date	Rede ID
<input checked="" type="radio"/>	Not Eligible	12/19/2022	04/24/2023	00/00/0000	<input type="checkbox"/>		8469537

Review Period Begin: 11/01/2022 Review Period End: 04/24/2023

Question 1

Does [redacted] [redacted] a: under age 18, under age 19 and enrolled full time in secondary school (or equivalent) and expected to graduate before turning [redacted] in secondary school (or equivalent) with an IEP? If No, Not Eligible.

Options: [Actions](#)
[Background Check Verification](#)
[Legal Document Selection](#)
[Multiple Eligibility Status](#)
[Placement Worksheet](#)
[QA Validation](#)
[Rede Referral History](#)
[Review Potential Status Change](#)
[Request History](#)
[Co-Residence History](#)
[Age and School Verification](#)

[Go](#) [Save](#) [Close](#)

Selecting the hyperlink for any Eligibility Type from the Eligibility Type column for a child will take you to the Maintain Eligibility History page for that specific child. To go to the Eligibility Page, select Edit next to the determination.

Note: If a Modification(s) exist for a child/youth, the system will not allow sign-off for Initial Determinations and Redeterminations for the same child, if they exist and are selected, at the same time. If both are selected, the system will prompt a message, "A Modification(s) exists for the Person ID. Please complete the sign-off on this Modification(s) before continuing with the Eligibility Work sign-off." Modifications must be completed first.

On the Multiple Eligibility Status page, click Continue.

Multiple Eligibility Status
Print Help

Eligibility

Child:	Kellogg, Spiderman (9228496)	IV-E Removal Date:	06/10/2018
Review Period Began:	11/01/2022	End:	04/24/2023

Redetermination Status Details

Eligibility Status	Effective From	Status Period End Date	Description
Eligible and Reimbursable	11/01/2022	12/18/2022	Review Period Began
Eligible, Not Reimbursable	12/19/2022	04/24/2023	Placement and Care responsibility began

Options:
[Actions](#)
 Return to Eligibility Unit
 Complete Redetermination
 Go

Save
Close

If there are any issues that need to be corrected, select 'Return to Eligibility Unit' so that updates can be made. Once it has been returned to the State, the Eligibility Type for that specific child will become available again on the bulk Eligibility Sign-Off page.

What the Eligibility Unit sees after it has been Returned to the Eligibility Unit:

Multiple Eligibility Status
Print Help

Eligibility

Child:	Kellogg, Spiderman (9228496)	IV-E Removal Date:	06/10/2018
Review Period Began:	11/01/2022	End:	04/24/2023

Redetermination Status Details

Eligibility Status	Effective From	Status Period End Date	Description
Eligible and Reimbursable	11/01/2022	12/18/2022	Review Period Began
Eligible, Not Reimbursable	12/19/2022	04/24/2023	Placement and Care responsibility began

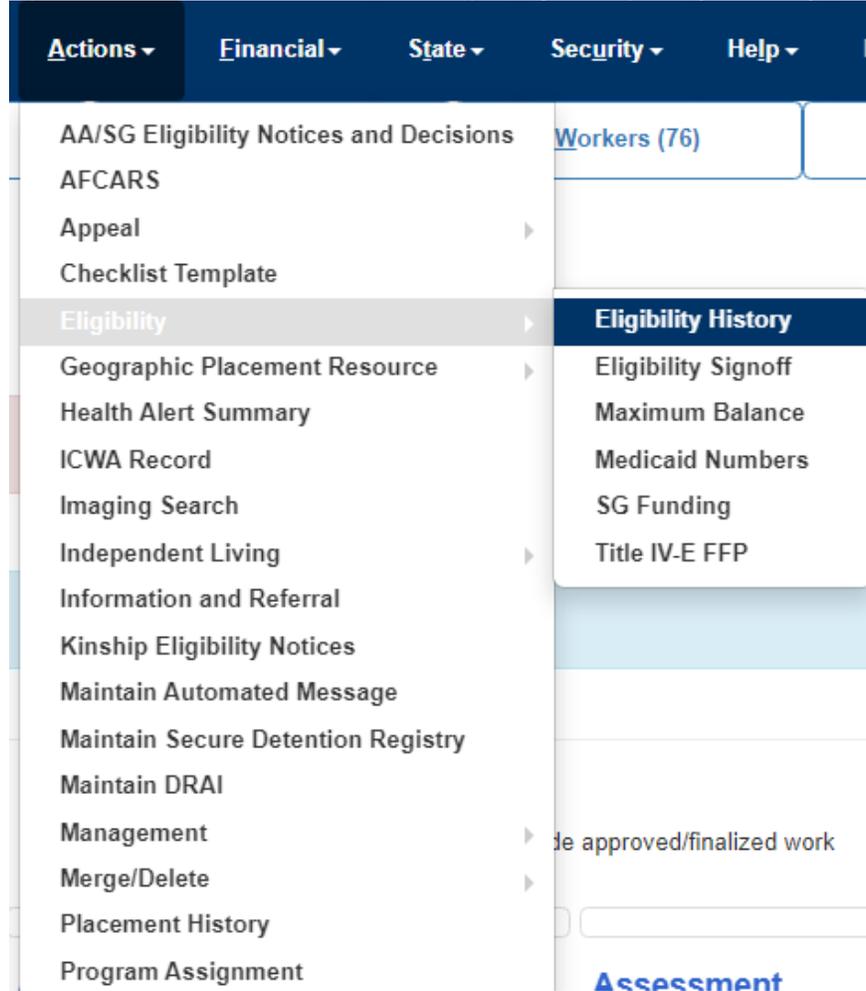
Options:
Actions
Return To State
Update Eligibility Status
Go

Save
Close

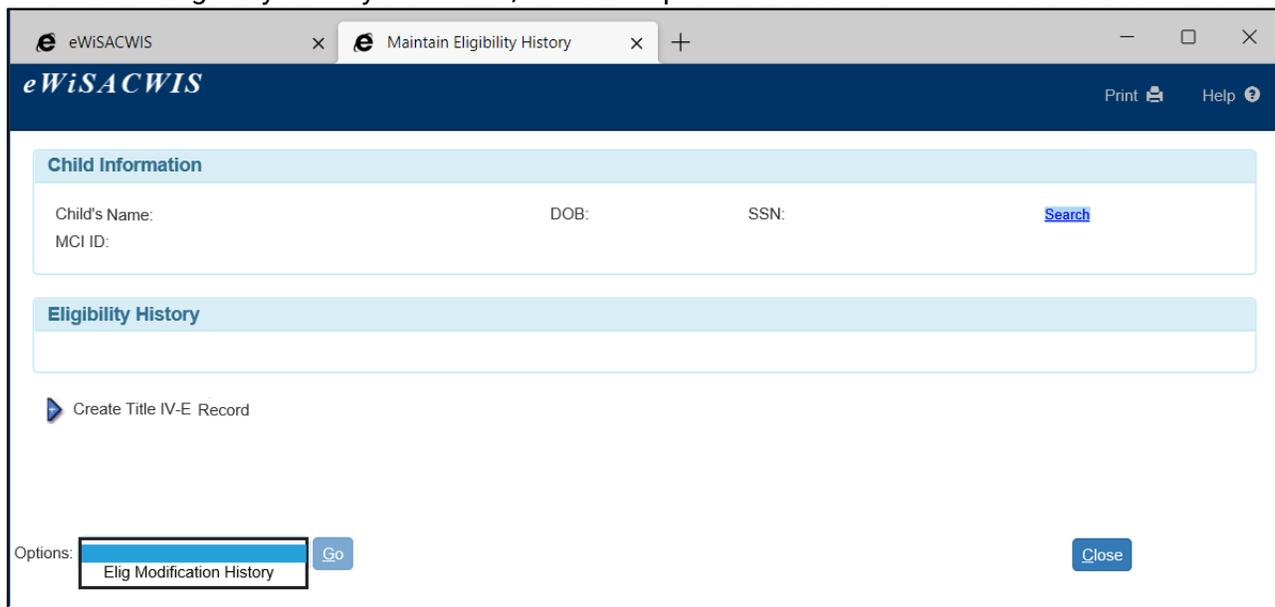
After the Eligibility Unit selects 'Return to State' the State approver will see the piece of work on the bulk Eligibility Sign-Off page again and can select the checkbox for approval.

Maintain Eligibility History page

The Maintain Eligibility History page can be used to complete determinations for closed cases. This page is accessed via Actions > Eligibility > Eligibility History.



To view the Eligibility History for a child, the child's person ID must first be searched and retrieved.



What the Eligibility Unit and State approver see:

Child Information

Child's Name: Kellogg, Spiderman (9228496) DOB: 06/13/2007 SSN: [Search](#)
MCI ID:

Eligibility History

Type	Rmvl Date	Status	Eff Date	End Date	Sign off Date	Elig Record ID	
Initial Determination	06/10/2018	Not Eligible	06/10/2018		06/20/2019	9223420	Edit
Redetermination		Eligible, Not Reimbursable	12/19/2022	04/24/2023	04/24/2023	9221062	Edit
Redetermination		Pending				9221063	Edit

[▶ Create Title IV-E Record](#)

Options:

To access the initial or redetermination, click the Edit hyperlink for the appropriate determination. This opens the Eligibility page for the determination. See steps above to follow the appropriate process for the initial determination or redetermination.

Workflow Overview

