Creating a COVID-Youth Aging Out One-Time Payment

**Note:** In order to enter the COVID One Time Payment, the Reporting Category must first be documented for the Service Type on the Maintain Service Type and Rate page.

1. Select Financial > Checks and Payments > Payment Request. This opens the Payment Request page.

2. From the Payment Request page, search out both the Case Participant and the Provider using their associated Search hyperlink.
3. When searching out the case participant, you will begin by searching out the participant's name or the Person ID. Once returned, expand the participant icon 🔄 and then expand the Cases icon 🗂️. You will want to select the radio button next to the case where you want the payment created (there may be more than one case - so it's important that the correct case is selected). Click Continue to return to the Payment Request page.

4. When searching out the provider, you will begin by searching out the provider's name or the Provider ID. Once returned, select the radio button next to the case where you want the payment created (there may be more than one provider - so it's important that the correct provider is selected). Click Continue to return to the Payment Request page.
5. Once the participant and provider are selected, document the specifics surrounding the service and the rate.
   a. Choose the Out of Home Placement from the “Placement” drop-down.
   b. Choose “One Time Payment - COVID-Youth Aging Out” from the “Service Category” drop-down.
   c. Choose “One Time COVID - Youth Aging Out Payment” from the “Service Type” drop-down.
   d. Choose the “Direct Service” option from the “Setting/Detail” drop-down.
   e. Enter a date in the Begin Date field.
   f. Enter the amount in the Costs > Spending Limit field (do not enter an amount in the Total Amount field).
6. Click Save. Since counties do not have the ability to approve these payments, DCF staff will need to do so. You will need to notify Jonelle Brom (Jonelle.Brom@wi.gov or 608.422.6930) of the pending payment. If you try to approve the payment, you may receive an error message like this:

![Security Error dialog]

Security Error

You are not Authorized to access this functionality.

User Profile: 8000221  
Resource: /FM01_PaymentRequest  
Action: ONETIMEPAYMENT

Send security request to my supervisor and security delegate

Close