

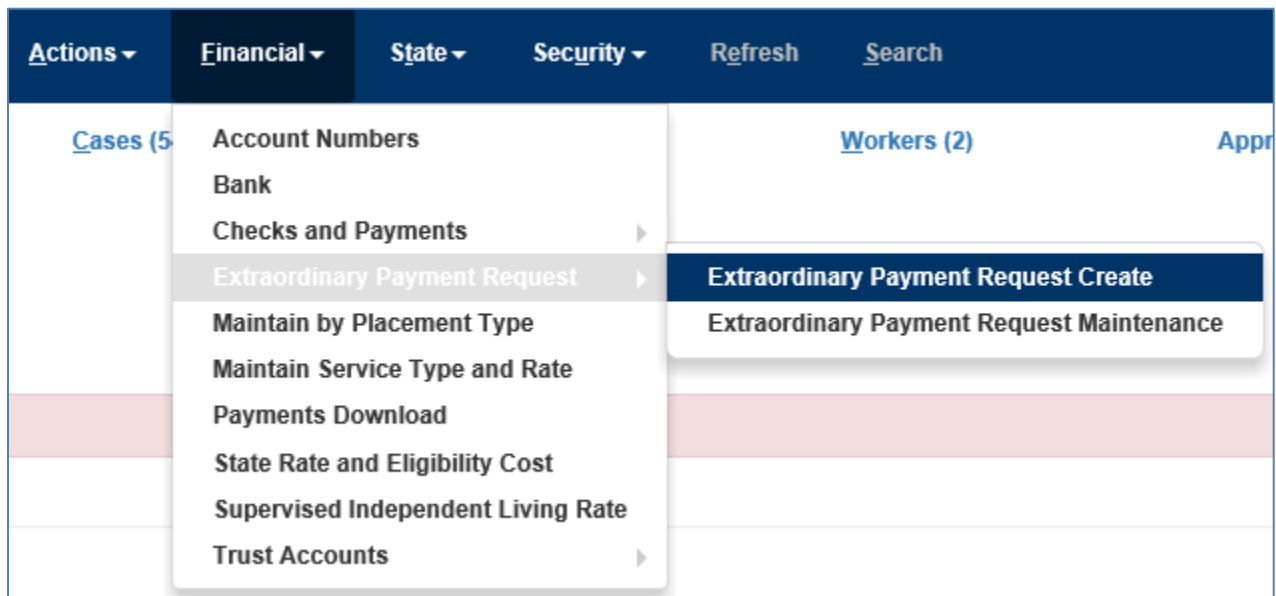
Extraordinary Payment Request

Note: In order to create an Extraordinary Payment Request, an assignment to the case or provider is not needed. However, additional security is needed for the Extraordinary Payment Request page when accessed via the Financial menu.

An Extraordinary Payment is a payment for “Administrative” costs beyond those costs already factored into a provider’s Administrative Rate. Rate regulated Child Placing Agencies, Group Homes, and RCCs are eligible to request an Extraordinary Payment. The Request is initiated by the provider.

This User Guide outlines how to document the Extraordinary Payment Request and associated payments in eWiSACWIS as well as how to view and maintain these requests once they are documented.

1. From the desktop, go up to Financial > Extraordinary Payment Request > Extraordinary Payment Request Create. This will open the Placement Selection for Extraordinary Payment Request page.



2. On the Placement Selection for Extraordinary Payment Request page, click the [Search](#) hyperlink. This will open the Person Search page.

Basic

Child: Search Case: County:

Placement Selection

Service Type	Placement Provider	Payee	Begin Date	End Date

Continue Close

- On the Person Search page, enter the child's name or the child's Person ID and click Search. Expand the person icon, expand the Cases icon, select the case, and click Continue.

Person Search

Search Criteria

Last Name: First Name: Person ID:
 SSN: DOB: Gender:
 Street: City: ZIP Code:

Incl. AKA Search Precision: Low Med High Sort By: Search

Record 1 to 1 of 1

Persons Returned

- Abby, Alex A. (9225927) 7630 W Center St, Milwaukee Male 08/05/2002 Native American
 - Basic Person Information
 - Related People
 - Access Reports
 - Cases
 - Abby, Alice N. (9222745) Restricted Case
CPS Family - Initial Assessment opened Abby, Andy Ann Administrative Assistant No None 08/31/2011 BMCW-Admin
 - Abby, Alice N. (9222744)
CPS Family - Initial Assessment opened Cake, Caitlin C. Program Manager No None 08/31/2011 State Central Office
 - Abby, Alice N. (9222746)
CPS Family - Ongoing opened Cake, Caitlin C. Program Manager Yes None 08/31/2011 BMCW-Admin

Create Continue Close

- On the Placement Selection for Extraordinary Payment Request page, select the appropriate placement and click the Continue button. This will open the Extraordinary Payment Request page.

Basic

Child: [Abby, Alex A. \(9225927\)](#) Search Case: [Abby, Alice N. \(9222746\)](#) County:

Placement Selection

Service Type	Placement Provider	Payee	Begin Date	End Date
<input checked="" type="radio"/> Wrap - Foster Home (Level 2+)	Bird (9221016)	Your Children Our Children CPA (9221599)	06/01/2014	12/02/2014

Continue Close

5. On the Extraordinary Payment Request page:

- The Request Information section provides demographic information specific to the request.
- The Request Details section allows you to enter the specific Cost Items, Amounts, Start and End Dates, and the county's line item decision whether to accept the requested costs. Clicking the Insert button in this section allows you to enter multiple Cost Items.
- The Documentation section provides an area to hold scanned images that can include the initial request initiated by the provider, the denied request, or other supporting documentation. Click the [Imaging Search](#) hyperlink to add or create an image.
- Lastly, the Comments section is an area to document comments specific to the request.
- Once all items are documented, select Approve from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue. Click Save on the Extraordinary Payment Request page to save the request.

Request Information

Date Request Received: 06/01/2022 County: Milwaukee Request Status: Pending

Child: Abby, Alex A. (9225927) Case: Abby, Alice N. (9222746)

Provider: Bird, Larry (9221016) Payee: Your Children Our Children CPA (9221599)

Placement: Wrap - Foster Home (Level 2-) 06/01/2014 - 12/02/2014

Request Details

Cost Category	Cost Item	Amount	Frequency	Start Date	End Date	Status
FH: Extraordinary - Consumable Costs	FH: Foster Parent Training (EP)	\$0.00		00/00/0000	00/00/0000	Pending

Documentation

Type	Date Received	Image/Document
Signed Agreement	06/02/2022	Edit

Comments

Options: [Dropdown] Go Save Close

6. Once the Request is fully approved (via the Options drop-down) a payment may be generated, from the [Pay](#) hyperlink next to any approved Cost Item row.

Note: Extraordinary Payments are governed by a “budget.” The budget is calculated as a “Monthly Budget” or a “One-Time Budget” depending upon the Frequency chosen for the Cost Item.

- A Cost Item with a frequency of “One-Time” has a budget not to exceed the amount entered in the Amount field.
- A Cost Item with a frequency of “Monthly” has a budget not to exceed the amount entered in the Amount field. The difference between a Cost Item with a frequency of Monthly and one with a frequency of One-Time is that the Monthly budget resets every month, allowing you to document a payment or multiple payments within the month as long as the total sum of all payments does not exceed the “Monthly Budget”.
- A Cost Item with a frequency of “Daily” has a budget calculated based on the Amount and the number of days within the month.

The screenshot shows the 'eWiSACWIS' interface for an 'Extraordinary Payment Request'. The 'Request Information' section includes fields for Date Request Received (06/01/2022), County (Milwaukee), Request Status (Approved), Child (Abby, Alex A. (9225927)), Case (Abby, Alice N. (9222746)), Provider (Bird, Larry (9221016)), Payee (Your Children Our Children CPA (9221599)), and Placement (Wrap - Foster Home (Level 2+) 06/01/2014 - Present).

The 'Request Details' section contains a table with the following data:

Cost Category	Cost Item	Amount	Frequency	Start Date	End Date	Status	
GH: Extraordinary - Consumable Costs	GH: Supplies - School (EP)	\$9.95	Daily	06/01/2022	12/09/2022	Approved	Pay

Below the table is an 'Insert' button. The 'Documentation' section has a table with one entry:

Type	Date Received	Image/Document
Signed Agreement	06/02/2022	View

Below this is another 'Insert' button. The 'Comments' section has a text area. At the bottom, there is an 'Options' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.

7. Clicking the [Pay](#) hyperlink opens the Payment Request page. Enter the Begin Date, End Date, and Extraordinary Costs and fully approve the Payment Request via the Options drop-down. Budget edits described above engage upon Save.

Note: The newly approved Payment can be linked to a Pending Check, if a Pending Check exists, or it will be picked up by the next Check Batch that runs (Weekly or Monthly).

eWISACWIS x Payment Request x +

eWISACWIS Resource Print Help

Payment Request Information

County: Milwaukee Request Date: 06/09/2022 Overpayment Repaid

Payment ID: Creator: Caitlin C. Cake

Case Participant Information

Participant: [Abby, Alex A. \(9225927\)](#) Case: [Abby, Alice N. \(922746\)](#)

Provider Information

Provider: [Bird, Larry \(9221016\)](#) Invoice Date: 00/00/0000

Payee: [Your Children Our Children CPA \(9221599\)](#) Invoice Number:

Service Information

Placement: Wrap - Foster Home (Level 2+) 06/01/2014

Service Category: GH: Extraordinary - Consumable Costs

Service Type: GH: Supplies - School (EP)

Setting/Detail: Group Home

Begin Date: 00/00/0000 End Date: 00/00/0000 Units:

Overpayment Source #:

Description: [Payment Type Definitions](#)

Basic Costs:	\$0.00
Supplemental Costs:	\$0.00
Exceptional Costs:	\$0.00
Admin Costs:	\$0.00
Costs > Spending Limit:	\$0.00
Extraordinary Costs:	\$0.00
Total Amount:	\$0.00

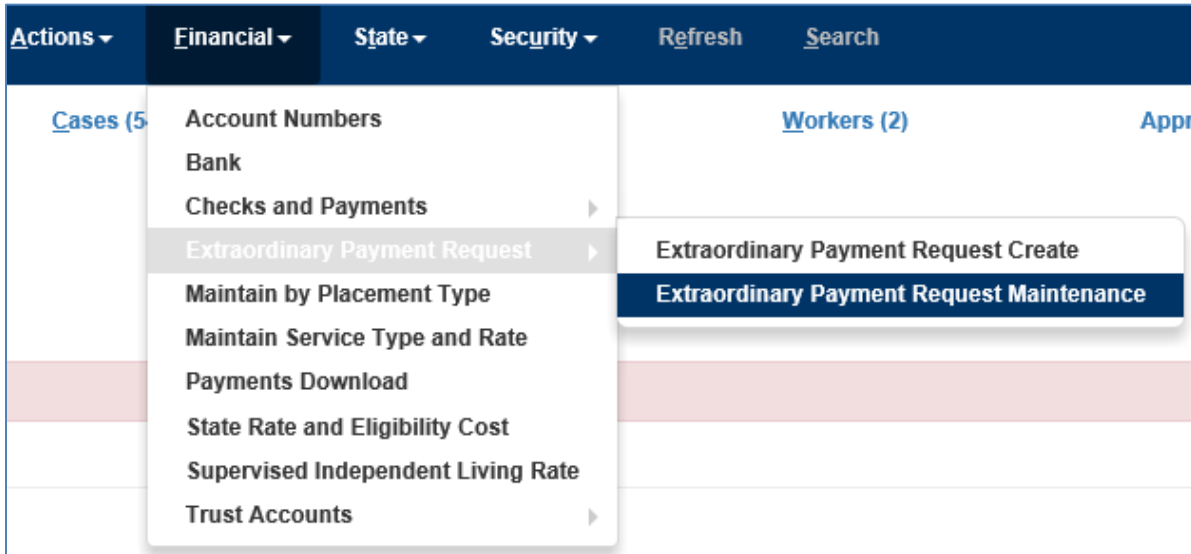
Repayment Information

Options:

Maintaining an Extraordinary Payment Request

In order to maintain an Extraordinary Payment Request, an assignment to the case or provider is not needed. A maintenance page exists to allow you to work with and view your Extraordinary Payment Requests.

1. From the desktop, go up to Financial > Extraordinary Payment Request > Extraordinary Payment Request Maintenance. This will open the Extraordinary Payment Request Maintenance page.



2. On the Extraordinary Payment Request Maintenance page, the Search Criteria section allows you to set your search criteria to return the specific results desired. Clicking the date hyperlink in the Date Request Received column will launch the actual request allowing you to view more details and generate payments.

Note: There is a horizontal scroll-bar on this page. Scroll to the right to view more of the results returned.

Note: The results returned can also be exported to a spreadsheet to be viewed using Excel. Select Export Results from the Options drop-down and click Go.

Search Criteria

County: Select By: Records From: To:

Placement Type: Cost Category: Cost Item:

Request Status: Item Status: Payee ID: Person ID:

Record 1 to 3 of 3

[Clear Fields](#) [Search](#)

Search Results

Date Request Received	Payee	Child	Placement Service Type	Placement Begin Date	Placement End Date	Request Status	County
08/01/2022	Your Children Our Children CPA (9221599)	Abby, Alex A. (9225927)	Wrap - Foster Home (Level 2+)	06/01/2014	12/02/2014	Pending	Milwaukee
01/01/2020	Your Children Our Children CPA (9221599)	Abby, Allie (9226879)	Foster Home (Level 2+)	05/01/2018	03/04/2020	Approved	Milwaukee
09/11/2020	Your Children Our Children CPA (9221599)	Amooretest, Child (9226719)	Foster Home (Level 2+)	04/25/2016	07/14/2020	Pending	Milwaukee

Options: [Go](#)

[Close](#)