



Wisconsin Shares

EBT CSAW User Guide

Authorizations

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Division of Early Childhood Education

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Background Information on the CSAW Electronic Benefit (EBT) Module

This user guide explains the process of entering EBT authorizations into the new EBT CSAW module.

To establish an authorization in the EBT CSAW module, the worker must follow these steps:

1. Complete a *Parent Approved Activities* screen for the parent(s) and eligible parents in the case (work, education, and other approved activity). This screen collects the times and days the parent attends the activity (excluding travel times).
2. Complete the *Child Copay/Special Need* screen to collect the copayment type and indicate if the child has special needs.
3. Finally, complete the *Authorization* screen to create an authorization to a provider location (child care center). Once the provider has been identified, the process flow will require the worker to enter the child care need schedule (times when the child attends the center). Finally, the worker must indicate the provider price type.
4. After the parent(s)' approved activity and the child's schedule for child care has been entered into EBT CSAW, and the worker marks the authorization *Completed*, the system calculates the average weekly hours for each child.
5. Authorizations that spans over current or past month, the worker must calculate the benefit amounts. Authorizations with a begin date in the next month, the system automatically completes the calculation of the benefit amounts.

Each screen's functionality is described in detail later in this user guide.

The child care authorization in EBT CSAW can be up to 12 months in length, up to the review date. The new system does not take the SMRF date into consideration.

There will no longer be the concept of school bank hours. Instead, the parent can request hours for scheduled school closures or when the school is closed due to inclement weather.

Scheduled School Closures

Scheduled school closures are full or partial days when the school is scheduled to be closed, such as on holidays, school breaks, etc.

In EBT CSAW, authorizations for school-age children who need childcare only during school closures are created by assigning the requested number of hours for each day when the school is closed and the parent is participating in an approved activity and needs care. These authorizations do not have weekly hours. Instead the worker will add school closed hours for each month based on the parent's request for additional authorized hours. It is best practice for workers to review the school calendar information to ensure that the requested hours match scheduled school closed days. These are similar to the zero hour authorizations in the past.

If a school-age child has a regular before and/or after school authorization, school closure hours can be added to the authorization based on the parent(s)' participation in an approved activity and the need for child care when school is closed.

Inclement Weather Hours

If a parent requests additional authorized hours for their school-age child for inclement weather, the worker must select yes for the school closed hours indicator. The system will add 10 hours to the authorization for each month from November through March (if the authorization spans over this period). If more hours are needed or if inclement weather occurs during months other than November through March, the Child Care Help Desk staff can authorize additional hours.

If a child has two authorizations in place that span over the winter months, EBT CSAW will allocate 10 hours to the authorization that was created first. If changes need to be made, the worker can delete the hours from one authorization and add them to the second one.

Implementation Dates:

The first phase of the EBT CSAW Authorization Module was deployed on July 11, 2016 for all counties. Authorizations entered in EBT CSAW are placeholders until the MyWICChildCare system is deployed as follows:

- 1. Counties in WREA consortium:**

The deployment date for the MyWICChildCare system is September 19, 2016. Authorizations with the begin date of October 1, 2016 or later, must be entered into the new EBT CSAW system.

Most authorizations in place on Sept 17, 2016 that span past October 1, 2016 but do not have an EBT authorization created in EBT CSAW, will be automatically converted by DCF based on prior authorization data. The old CSAW Authorization Module will be available for retro authorizations.

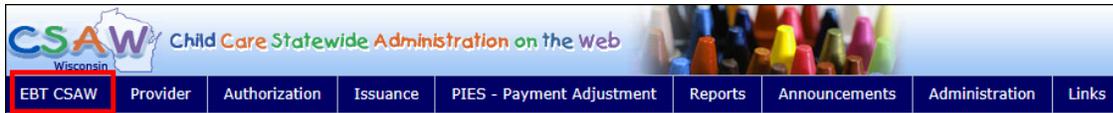
- 2. Balance of State (BOS):**

The deployment date for the MyWICChildCare is January 16, 2017. Authorizations with the begin date of February 4, 2017 or later, must be entered into the new EBT CSAW system.

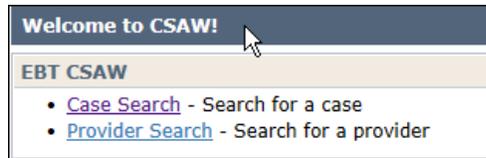
Most authorizations in place on January 15, 2017 that span past February 4, that have not had an EBT authorization created in EBT CSAW, will be automatically converted into the new system. The old CSAW Authorization Module will be available for retro authorizations.

Accessing EBT CSAW

To access the EBT CSAW module, click on the tab in the top navigation bar.



EBT CSAW Case Search and Provider Search links are available below the Announcement section.



Creating a New EBT Authorization

Conduct a Search on the Case Search screen using the client's case number, name, social security number or PIN.

Case Summary Screen

After searching the case, the client's *Case Summary* screen displays.

EBT CSAW Menu

- [Home](#)
- [Dashboard](#)
- EBT Case
 - [Case Search](#)
 - [Case Activity Summary](#)
 - [Education Tracking](#)
 - [Case Summary](#)
 - [Parent Approved Activities](#)
 - [Child Copay/Special Need](#)
 - [Authorizations](#)
 - [Benefit Summary](#)
 - [Case/Card Details](#)
- EBT Provider
 - PLBC - Case
 - PLBC - Provider

Case Summary

Case Details

Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017

Search

Begin Date **End Date**

[Search](#)

Parent Approved Activity Schedule

Parent's Name	Date of Birth	PIN	
Sandy September	01/01/1975	5585073133	Add Schedule

CWW Approved Activity **Schedule Period** **Status**

No activity schedules exist for this individual on these dates.

Child Copay/Special Need

Child's Name	Date of Birth	PIN	
Erik September	01/01/2013	5585073141	Add Details
Effective Period Copay Type Special Needs			
There is no copayment or special needs information for the selected period			
George September	01/01/2009	5585073150	Add Details
Effective Period Copay Type Special Needs			
There is no copayment or special needs information for the selected period			
Martin September	01/01/2000	5585073168	Add Details
Effective Period Copay Type Special Needs			
There is no copayment or special needs information for the selected period			

Children Eligible with No Authorizations

Child's Name	Date of Birth	PIN	
Erik September	01/01/2013	5585073141	Add Authorization
George September	01/01/2009	5585073150	Add Authorization
Martin September	01/01/2000	5585073168	Add Authorization

Information needed to add authorization for selected period.
 To proceed with authorization complete the above information.

This screen summarizes the information needed for the case. Records that have an orange checkmark surrounded by a circle must be completed before an authorization can be completed.

Information needed to add authorization for selected period.

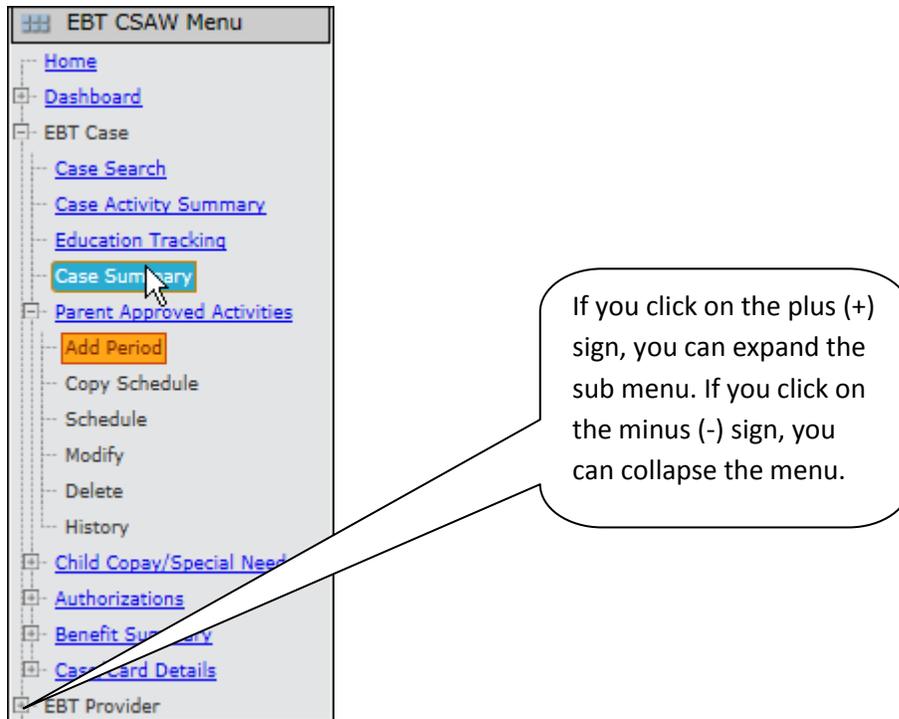
To proceed with authorization complete the above information.

You can search past records by entering a time period in the *Begin Date* and *End Date* fields under the *Search* Section.

NOTE: This screen is defaulted to show information spanning 3-4 months in the past. If an adult or a child has recently removed from the case, change the *Begin Date* to reflect a date of the month the authorization begins.

Left-Side Navigation Menu

The new module has a navigation menu on the left side that shows the current screen.



Any EBT Menu item in blue and underlined is a link to the page, but any EBT Menu item in gray cannot be clicked on.

Like on all CSAW screens, mandatory fields are marked with an asterisk.

Case Comments Summary

This screen displays comments entered on all EBT CSAW screens, except notes entered in the parent and child schedules. The comments can be filtered by dates they were entered by modifying the *Begin* and *End Date* fields.

Click Expand All to view all comments entered for the case. To view comments entered for a specific screen, click on the arrow next to the screen.



Step 1: Parent Approved Activities

The first step in the authorization creation process is to enter schedules for the parents in the case.

The following approved activities need schedules:

- Work
- Self-Employment
- Education (parent attending school/training, teen parent attending high school)
- Other (to be used to enter W2 or other approved activity schedules)

To access the *Parent Approved Activities* screen, click on *Add Schedule* link next to the parent's name on the *Case Summary* screen or in the left-side navigation menu.

Parent Approved Activity Screen

By clicking on the link in the navigation menu, a summary for all parents in the case appears on the screen.

The screenshot displays the 'Parent Approved Activities' screen. On the left is a navigation menu with options like Home, Dashboard, Case Search, Case Activity Summary, Education Tracking, Case Summary, Parent Approved Activities, Add Period, Copy Schedule, Schedule, Modify, Delete, History, Child Copay/Special Need, Authorizations, Benefit Summary, and Case/Card Details. The main content area is titled 'Parent Approved Activities' and includes 'Case Details' (Case Number, Address, Primary Person, Admin Agency, RFA Date, Review Date), a 'Search' section with 'Begin Date' (6/1/2016) and 'End Date' fields, and checkboxes for 'Include activity details for all individuals' and 'Include deleted details'. Below is a 'Parent Approved Activity Schedule' table with columns for Parent's Name, Date of Birth, PIN, and an 'Add Schedule' link. The table shows one entry for Sandy September (DOB: 01/01/1975, PIN: 5585073133) with a status of 'CWW Approved Activity'. A note at the bottom states: 'No activity schedules exist for this individual on these dates.'

The *Search* section on the *Parent Approved Activities* screen lists details from last three months. By changing the dates, you can search for past schedules.

The screen lists current schedules for all parents in the case. However, there is an option to click *Include activity details for all individuals* that includes schedules for parents who might have had activity details in the past but no longer have an activity.

Include deleted details allows you to view activity schedules that have been deleted.

To add a schedule for an individual, click on *Add Schedule* link.

New Parent Activity Schedule – Add Period

The *Add Activity Schedule* section collects detailed information about the parent(s) schedules.

New Parent Activity Schedule - Add Period			
Case Details			
Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017
Individual Details			
Name	Sandy September	PIN	5585073133
Date of Birth	01/01/1975		
Add Activity Schedule			
Effective Begin Date *	09/10/2016		
Effective End Date *	08/31/2017		
<input type="button" value="Next >"/>			

Effective Begin Date:

When adding a new activity schedule, the effective period needs to be entered. For new cases, the earliest date should be the RFA date. For ongoing cases, enter the expected begin date of the new EBT authorization. In some rare scenarios when a foster or kinship care child's authorization needs to be backdated to the first day of the eligibility month, please contact the Child Care Helpdesk.

The RFA date is the date the Child Care was requested in CWW. If a child is added later to an ongoing case, the authorization can be backdated to the first day of the child's eligibility month.

Effective End Date:

Enter the end date for the parent's approved activity. If the schedule is ongoing and no changes are expected in the future, enter the Review Date. For new self-employment, enter the 6th month as the end date at which time you will re-assess the authorization eligibility and need for child care.

Click *Next* to save the screen.

New Parent Schedule

The upper portion of the screen displays the CWW approved activity type that is in CWW on the *Approved Activity* screen for the time period entered. If there are multiple approved activity types in CWW for a parent (for example, parent changed from W2 to unsubsidized employment), the EBT CSAW screen shows the type that was in effect as of the begin date entered. When the activity or combination of activities changes, a new record must be entered.

NOTE: Currently, there is no validation between the CWW and CSAW pertaining to the approved activity change. This means that if an eligibility worker changes the activity type in CWW, this change must be communicated to the authorization worker so the authorization can be reviewed and updated.

Example: Parent's approved activity is working and attending school until May 31, 2016. On June 1, the parent's new activity is employment only. One Parent Schedule needs the Begin and End date, and schedule, for the school and work activity. The other Parent Schedule needs the Begin and End date, and the schedule, for the employment activity. These are needed because when an activity changes, the schedule most likely also changes.

EBT CSAW Menu			
Home	New Parent Activity Schedule		
Dashboard	Case Details		
EBT Case	Case Number	5150879258	Primary Person
Case Search	Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Sandy September
Case Activity Summary			Admin Agency
Education Tracking			Milwaukee County (40)
Case Summary			RFA Date
Parent Approved Activities			09/01/2016
Add Period			Review Date
Copy Schedule			08/31/2017
Schedule	Individual Details		
Modify	Name	Sandy September	PIN
Delete	Date of Birth	01/01/1975	5585073133
History	Approved Activity Period		
Child Copy/Special Need	Approved Activity Type	Employment	
	Begin Date	9/10/2016	
	End Date	8/31/2017	

On the lower portion of this screen, enter on the calendar details about the times and days the parent(s) is participating in the approved activity. If the parent has two activities (work and school), enter a schedule for both activities on the same calendar.

A single, two- or four-week schedule can be collected.

Parent Schedule							
Schedule Type							
<input checked="" type="radio"/> Single Week		<input type="radio"/> Two Weeks		<input type="radio"/> Four Weeks			
Sunday - Saturday							w/Weekends
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
6:00 am							
6:30 am							
7:00 am							
7:30 am							
8:00 am							
8:30 am							
9:00 am							
9:30 am							
10:00 am							
10:30 am							
11:00 am							
11:30 am							
12:00 pm							
12:30 pm							
1:00 pm							
1:30 pm							
2:00 pm							
2:30 pm							
3:00 pm							
3:30 pm							
4:00 pm							

Put the cursor on the time the parent start the activity, then drag to the time the activity end. Then right-click and choose New Appointment.

New Appointment
Show 24 hours...

Single Week Schedule:

The screen is defaulted to show a *Single Week* schedule (above screen print). Use this schedule if the parent’s activity does not vary from week to week.

Two Week Schedule:

If the parent’s schedule varies every other week, choose *Two Weeks* as the *Schedule Type*. The *Week Number* field will appear on the right. Enter schedule for each of the weeks. You can change the week

you are looking at by using the Week Number radio buttons. This schedule type is typically used for parents who share the custody of their child(ren).

The screenshot shows a form titled "Parent Schedule". Under "Schedule Type", there are three radio buttons: "Single Week", "Two Weeks" (which is selected and highlighted with a red box), and "Four Weeks". To the right, under "Week Number", there are two radio buttons: "Week #1" (selected and highlighted with a red box) and "Week #2".

Four Week Schedule:

If the parent’s schedule varies from week to week, choose the *Four Week* option. Please review the Policy Manual, Chapter 2 for instructions on what information to use for the Four Week Schedule type.

The screenshot shows a form titled "Parent Schedule". Under "Schedule Type", there are three radio buttons: "Single Week", "Two Weeks", and "Four Weeks" (which is selected and highlighted with a red box). To the right, under "Week Number", there are four radio buttons: "Week #1", "Week #2", "Week #3", and "Week #4" (all four are selected and highlighted with a red box).

After the *Schedule Type* is chosen, double-click on the time the parent’s schedule starts for any day of the week.

The *Edit Event* window will pop up where one week’s schedule can be entered. If the schedule differs during a week, the start and end times need to be entered one day at a time.

The screenshot shows a window titled "Edit Event". It contains the following fields and options:

- Subject ***: A text box containing "Flower Garden". Below it, a small icon and the text "13 of 100 characters." are visible.
- Start Time ***: A text box containing "8:00 AM".
- End Time ***: A text box containing "4:00 PM".
- Activity Type ***: A row of four radio buttons: "Work", "Self Employment", "Education", and "Other".
- Select Day(s) ***: A grid of checkboxes for days of the week:

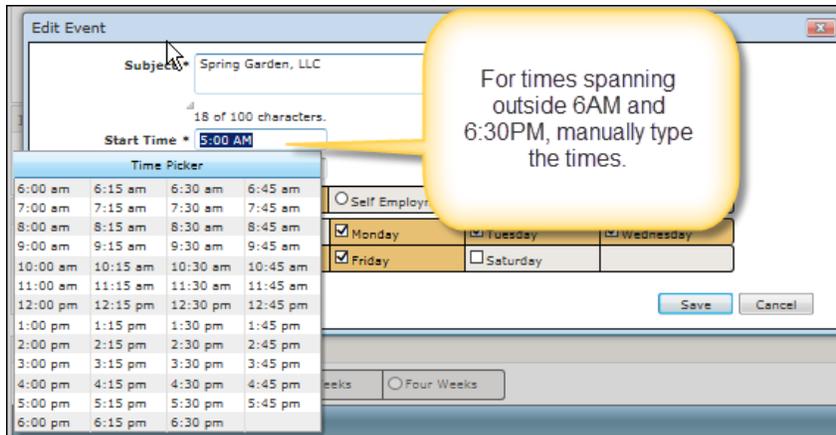
<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/>
- At the bottom right, there are "Save" and "Cancel" buttons.

Subject:

Enter the name of the Employer, Self-Employment, Educational facility or other activity.

Start Time/End time:

When you access the time field, a Time Picker pops up.



The start time can be manually modified if a value does not appear in the *Time Picker* window.

Helpful hint: When manually typing the times, you can enter 0530 for 05:30. The system will automatically insert the colon and will default to AM time. When entering PM times, type 7p for 07:00PM.

Activity Type:

There are four options for the Activity Type: select one. If the parent has two approved activities, like work and education, select *Work* first and enter the work schedule. Then click on the calendar again and select *Education* to enter the education/school schedule.

NOTE: Sleep hours for third-shift parents must not be included in the approved activity schedule. See the *Authorization – Weekly Hours* section of this guide for instructions on entering sleep hours.

Below are approved activity values from CWW, if EBT CSAW requires a schedule, and which option to select.

CWW Approved Activity	Description	Corresponding EBT CSAW Activity Schedule Type
?	NOT YET PROVIDED	Not applicable.
CANT	CANT PROV CARE. CANT WORK	Not applicable. There is no need to capture schedule.
EMGE	EMP & APPR BASIC ED	Work and/or Self-employment and Education
EMPL	EMPLOYMENT	Work or Self-employment
EMTS	EMP & APPR POST SEC ED	Work and/or Self-employment and Education
FSJS	FSET JOB SEARCH	Other
FSWE	FSET WORK EXPERIENCE	Other
OPWE	OTHER PARENT WORK EXPER	Other

TPHS	TEEN PARENT ATTD HS/EQUIV	Education
TRNJ	TRANSITIONAL JOB	Work
WWEM	W-2 Placement	Other

NOTE: Parent activity schedule can be entered for a parent whose eligibility has not been established yet. The *Effective Begin* and *End Date* fields on this screen are mandatory fields. However, when the case is not approved in CWW, the system bypasses the date validations. Child information cannot be added until the eligibility in CWW has been established.

Select Day(s):

Click on the days of the week the schedule is in effect.

Click *Save* when complete.

The weekly schedule will now display on the *New Parent Schedule* screen with begin and end times and will display the subject notes that were added to the schedule.

The screenshot shows the 'Parent Schedule' interface. At the top, there are radio buttons for 'Single Week' (selected), 'Two Weeks', and 'Four Weeks'. Below this is a header for 'Sunday - Saturday' with a 'w/Weekends' toggle. The main area is a grid with time slots on the y-axis (from 6:00 am to 5:30 pm) and days of the week on the x-axis. Activities are scheduled as follows:

- Monday, Tuesday, Thursday, Friday:** 'Work' from 8:00 AM to 04:00 PM, followed by 'Flower Garden' from 04:00 PM to 3:30 PM.
- Tuesday:** 'Flower Garden' from 1:00 PM to 1:30 PM.

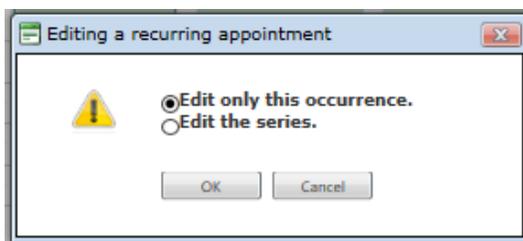
At the bottom of the interface, there are two buttons: 'Complete' and 'Add Comment', which are highlighted with a red box.

Enter information for remaining weeks, if applicable. Click *Complete* to save the schedule and to return to the *Case Summary* screen or click *Add Comment* to proceed to the *Modify Activity Schedule* screen where a comment can be added.

Modifying Schedule Event:

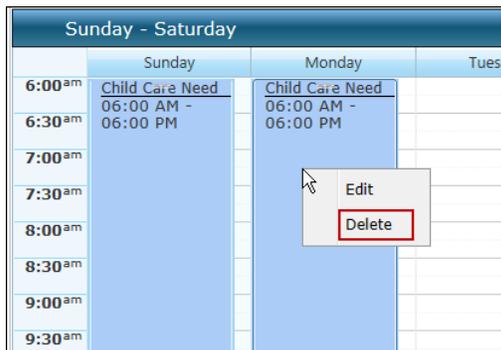
If you need to modify the schedule, double-click or right-click on any day of the week. A window will pop up with following values:

- Edit only this occurrence. Choose this option if a change is needed to a specific day.
- Edit the series. Choose this option if you want to edit the entire entry.



Deleting Schedule Event:

If you need to delete the schedule, right click on the day that needs to be deleted. Choose the *Delete* option.



Sunday - Saturday			
	Sunday	Monday	Tues
6:00 ^{am}	Child Care Need 06:00 AM - 06:00 PM	Child Care Need 06:00 AM - 06:00 PM	
6:30 ^{am}			
7:00 ^{am}			
7:30 ^{am}			
8:00 ^{am}			
8:30 ^{am}			
9:00 ^{am}			
9:30 ^{am}			

A window will pop up with following values:

- Delete only this occurrence. Choose this option if a change is needed to a specific day.
- Delete the series. Choose this option if you want to delete the entire entry.

Modify Parent Activity Schedule – Modify Period

Click *Add Comment* on the *New Parent Schedule* screen above to be taken to the *Modify Parent Activity Schedule* screen where comments can be entered and the status of the schedule marked as *Completed*.

Case Details	
Case Number	5150879258
Address	123 Autumn Lane Mke, WI 53204 Milwaukee County
Primary Person	Sandy September
Admin Agency	Milwaukee County (40)
RFA Date	09/01/2016
Review Date	08/31/2017

Individual Details	
Name	Sandy September
Date of Birth	01/01/1975
PIN	5585073133

Modify Activity Schedule	
CWW Approved Activity	Employment
Effective Begin Date *	9/10/2016
Effective End Date *	8/31/2017
Status	Pending
Comments	Completed Pending Voided

NOTE: The *Voided* value will be used after the Phase 1 and 2 roll-out.

Click *Modify* to save the screen. You will be taken back to the *Case Summary* screen.

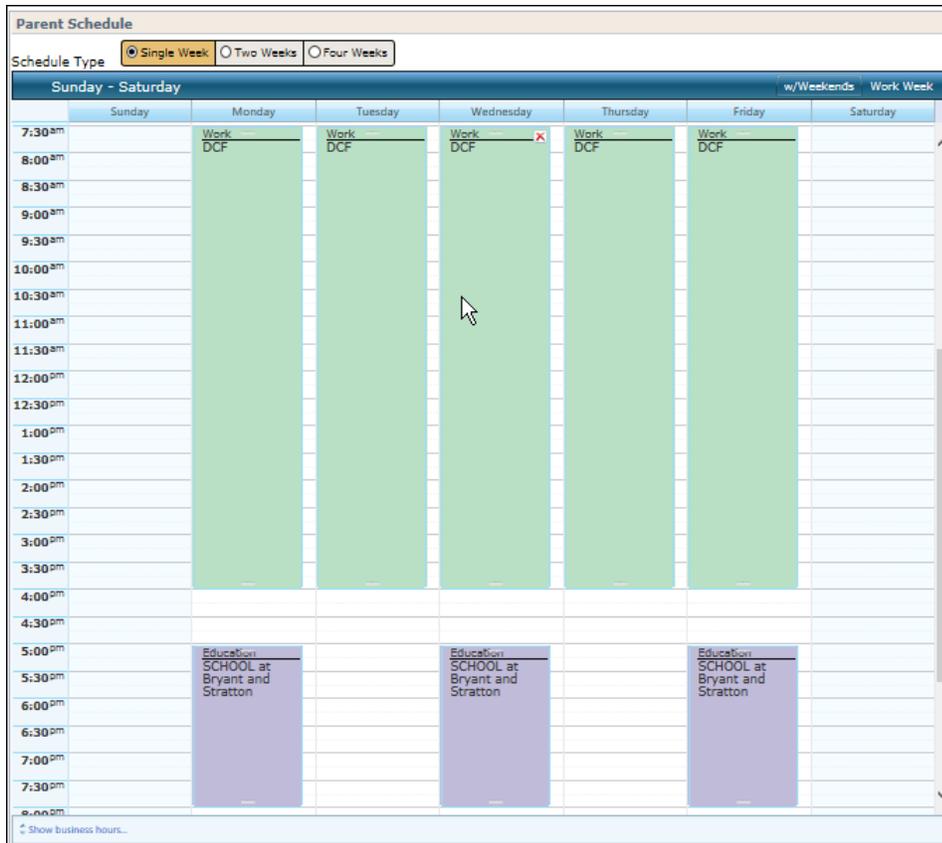
NOTE: When the status of the parent's schedule has been changed to *Completed*, the schedule cannot be modified. If modification is needed, the status needs to be changed back to *Pending*.

Parent with Multiple Activities and Schedules

As referenced under Step 1 above, the following approved activities need schedules:

- Work
- Self-Employment
- Education (parent attending school/training, teen parent attending high school)
- Other (to be used to enter W2 or other approved activity schedules)

If a parent participates in two activities, both schedules are entered into the *Parent Schedule* screen separately as demonstrated below. The activity types are indicated in different colors. Example: Activity type is EMTS. Activities are employment and school.



Step 2: Child Copay/Special Needs Information

The second step in the authorization process is to complete the Copay and Special Needs information for each child in the case who needs an authorization. To access this page, click on *the Child Copay/Special Need* link in the navigation menu and select *Add Details* or click *Add Details* link next to the child’s name on the *Case Summary* screen.

The screenshot shows the 'Child Copay/Special Need' interface. On the left is a navigation menu with 'Child Copay/Special Need' selected. The main content area is divided into sections: 'Case Details' (Case Number: 5150879258, Address: 123 Autumn Lane, Mke, WI 45454, Milwaukee County; Primary Person: Sandy September, Admin Agency: Milwaukee County (40), RFA Date: 09/01/2016, Review Date: 08/31/2017), 'Search' (Begin Date: 6/1/2016, End Date: [empty], checkboxes for 'Include copay/special needs details of ineligible children for the selected period' and 'Include deleted details', and a 'Search' button), and a table of children. The table has columns for 'Child's Name', 'Date of Birth', and 'PIN'. Three children are listed: Erik September (DOB: 01/01/2013, PIN: 5585073141), George September (DOB: 01/01/2009, PIN: 5585073150), and Martin September (DOB: 01/01/2000, PIN: 5585073168). Each child's row has an 'Add Details' link highlighted with a red box. Below each child's name are sections for 'Effective Period', 'Copay Type', and 'Special Needs', with a note: 'There is no copayment or special needs information for the selected period'.

By default, this screen lists details within the last three months. To view past details, change the Begin and End Dates. Click on *Include copay/special needs details of ineligible children for the selected period* to view details on children who have had a record in the past but are no longer eligible (for example a child who turned 13 who had an EBT authorization but no longer is eligible). Click on *Include deleted details* to view deleted records.

To access the *Add Copay/Special Needs* screen, click on the *Add Details* link next to the child’s name.

New Child Copay/Special Needs – Select Period

On this screen, the copayment type is chosen and a child can be marked as a child with special needs.

New Child Copay/Special Need - Add period			
Case Details			
Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017
Individual Details			
Name	Erik September	PIN	5585073141
Date of Birth	01/01/2013		
Child Copay/Special Need			
Effective Begin Date *	<input type="text" value="9/1/2016"/>	Effective End Date	<input type="text"/>
<input type="button" value=" < Back"/> <input type="button" value=" Next > "/>			

The *Effective Begin Date* field is mandatory on this screen. The date must be the first day of the month. Enter the first day of the month the authorization begins. For example, if the authorization begins on October 15, enter October 1 as the begin date. The *Effective End Date* may be left blank if no changes in the Copay or Special Needs indicator are expected.

Click *Next* to proceed to the next screen.

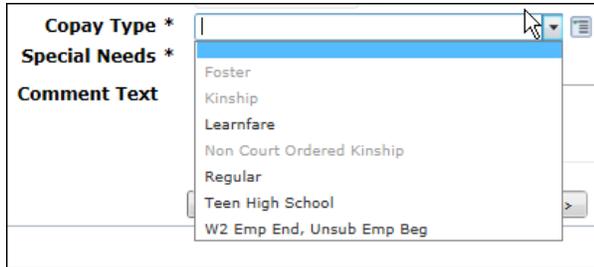
New Copay and Special Needs

On this screen, choose the *Copay Type* and if the child is *Special Needs*. Comments may be entered pertaining to the special needs or copayment information.

New Child Copay/Special Need - Add Details			
Case Details			
Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017
Individual Details			
Name	Erik September	PIN	5585073141
Date of Birth	01/01/2013		
Child Copay/Special Need Details			
Effective Begin Date *	<input type="text" value="9/1/2016"/>	Effective End Date	<input type="text"/>
Copay Type *	Regular		
Special Needs *	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Comments	<input type="text"/> 0 of 500 characters.		
<input type="button" value=" < Back to select period"/> <input type="button" value=" Save and Continue > "/>			

The *Effective Begin Date* field is locked. If the child’s information on this screen is expected to expire, enter an *Effective End Date*. Example: A foster child is adopted by the parents.

Choose *Copay Type* from the below list of values.



When displaying the copay types, EBT CSAW conducts a cross-check with the *Benefits Received* screen in CWW to help to ensure accuracy in copayment codes for Foster and Kinship Care cases. If the value in the pull-down menu is not available for an authorization, that value is grayed out. Below is a table that explains each copay type value in EBT CSAW.

Copay Type	Description	Copay Amount
Foster	This code appears in CSAW for children who are indicated as Foster Care/Subsidized Guardianship in the Benefits Received screen in CWW	No Copayment is applied
Kinship	This code appears in CSAW for children who are indicated to have at minimum a Kinship Relationship and Kinship Court Order in the Benefits Received Screen in CWW	No Copayment is applied
Learnfare	Use this code for a child of a teen parent that is participating in Learnfare	No copayment is applied
Non Court Ordered Kinship	This code appears in CSAW for children who are indicated to have at minimum a Kinship Relationship in the Benefits Received Screen in CWW	Copayment is not based on actual household income, instead it is based on 70% FPL
Regular	Use this code for a child within W-2 families, working families, FSET participants, and any others that do not fit another description	Copayment is based on actual household income, family size, and children in subsidized care
Teen High School	Use this code for a child of a teen parent who is enrolled in high school	Copayment is not based on actual household income, instead it is based on 70% FPL
W2 Emp End.Unsub	Use this code for up to two months for a child	Copayment is not based on actual

Emp Beg	when a W-2 parent has begun new employment	household income, instead it is based on 70% FPL
---------	--	--

NOTE: If the child’s status in CWW is changed (for example, if a foster child is adopted), the copay value in CSAW does not automatically change. The authorization worker must manually update the *Child Copay/Special Needs* screen. EBT CSAW will automatically recalculate the authorizations for the future months. Use PLBC to recalculate the authorization for the current month if applicable.

The *Special Needs* indicator defaults to *No*. If the parent indicates that the child has special needs, the *Special Needs* indicator must be changed to *Yes* regardless of the child’s age or if an *Override Price* will be used. This does not require further verification. However, if an *Override Price* is needed, then verification is required per Chapter 2 Policy Manual.

Click *Save and Continue* to save the values.

Step 3: Creating an Authorization

The *Case Summary* screen lists all children in the case who are eligible for child care. The information is also shown on the *List of Authorizations* screen which can be accessed by clicking the *Authorizations* link in the left-hand navigation.

If there is no caution icon next to the child’s name, an authorization can be written for that child. If a caution icon exists, the child’s *Copay/Special Needs* screen and/or the *Parent Approved Activity* screen must be completed before an authorization can be written.

Children Eligible with No Authorizations			
Child's Name	Date of Birth	PIN	
Erik September	01/01/2013	5585073141	Add Authorization
George September	01/01/2009	5585073150	Add Authorization ⚠
Martin September	01/01/2000	5585073168	Add Authorization ⚠

Click on the *Add Authorization* link to continue.

New Authorization – Select Child Care Provider Location

The first step in the authorization process is to identify the child care provider. Click on the *Search for New Child Care Provider Location* link.

New Authorization - Select Child Care Provider Location			
Case Details			
Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017
Individual Details			
Name	Erik September	PIN	5585073141
Date of Birth	01/01/2013		
Currently Authorized Child Care Locations			
Search for New Child Care Provider Location			
Location Name	Address		
This Case has no Authorizations for the last 1 year.			

Enter the search criteria.

Advanced Search

If you are looking for a new location that was added today, you may need to use the [Basic Search](#)

Search For a Provider

Search Criteria

Provider ID(s)

Provider Number (Enter 10 Digits) Location Number

Tax ID Number (Enter 9 Digits) Facility ID

Provider Name Starts With Sounds Like Exact Name Contains

First Name Last Name

Business Name Facility Name

Address

Address

City

County

State

The Advanced Search offers many options for search criteria in addition to those in the Basic Search. You may search by provider type, licensed for certified, Star level, day or night care, or ages served.

Type of Care **Regulation** **Star level** **Time of Care** **Age of Children**

Group Centers Licensed/Public school 1 Star (Out of compliance) Daytime or Night Care **Youngest**

Family Providers Certified 2 Stars Daytime Care **Oldest**

Day Camps Licensed, Public School, and/or Certified 3 Stars Night Care Include Unknowns Include Unknowns

4 Stars Daytime and Night Care Not Rated/ Out of state/In home

5 Stars

Authorization Related

List Only Locations eligible for authorization Include All Locations Custom

You may further narrow the search to include only providers that are currently eligible for authorizations; or by any additional custom criteria.

In Compliance (YoungStar rating is not equal to 1)

Participates in YoungStar or Has shares contract

Provider Rate Exists

Not suspended

Payment details completed

The search criteria can be narrowed to licensed or certified providers, group centers Star level, hours of operation and ages served.

Furthermore, you may select to include only child care providers that are currently eligible for child care authorizations based on selected custom criteria.

Basic Search:

Every provider in CSAW has a Tax ID Number: either a Social Security Number (SSN) or a Federal Employer Identification Number (FEIN). When a provider is created in WISCCRS or in CSAW Provider Management (out-of-state and public school programs), the system will automatically assign a 10-digit provider number that is tied to the Tax ID Number of the provider.

The provider can be searched by the following ways:

- The fastest way to find a provider is to use the 10-digit provider number if the provider is already established in the system (license or certification has been approved).
- If the provider number is not known, search by using the provider's Tax ID Number (either an SSN or FEIN).
- If the provider is licensed, you can search using the Facility ID.
- If none of the above numbers are known, conduct a search by using the provider's first or last names. To narrow the search, it is better to use both names at the same time. The name search has three different ways to search by name:

1. **Starts with...** When the user clicks this option, the search will include all providers who have the search criteria in their names.

Example: You are looking for a provider whose last name is Johnson, but you are not sure if the first name is Mary or Martha. Enter "Ma" in the First Name field and "Johnson" in the Last Name Field. The results will list all providers whose last name is Johnson and whose first name starts with "Ma.", such as Martha, Marla, Mary, etc. If you are not sure how "Johnson" is spelled in the system, you can search by entering just "Jo..." in the last name field. This will bring up all last names that start with "Jo...", such as Jones, Jonson, etc.

2. **Sounds like...** When clicking on this option, the system will bring up all providers whose names sound similar to the one that is being searched.

Example: Mary Johnson is entered in the First and Last Name fields and the "sounds like..." is clicked. The system will bring providers such as Margaret Johnson, Marla Janssen, etc.

3. **Exact...** When the user chooses this option, the system will bring up the providers whose names perfectly match the name that is being searched.
4. **Name contains...** If you know a word in the child care facility or business name but you don't know the complete name, choose this option to conduct a search.

The above options also work when searching with *Business* and *Facility* names as well.

Search Results

After the search criteria have been entered, the *Search Results* screen displays. Click on the blue hyperlinked Provider/Location Number to choose the provider. Verify the provider with the parent to insure it is the correct child care provider location.

Search For a Provider								
Search Results								
Provider & Location #	Facility ID	Individual Name	Business Name	Location Name Address, County	Star Level	Regulation Type	Center Type	Authorization Eligibility
3800036563-001	120856	Randy Randall-Smith	Randy's Group Care, Inc	Randy's Group Care- In-Out Mode 123 Main St Anytown WI 52222 Milwaukee County	5 Stars	Licensed/ Public school	Group	Eligible
3800036563-002	1122334	Randy Randall-Smith	Randy's Group Care, Inc	Randy's Group Care - Daily Mode 444 School Age Rd Milwaukee WI 45445 Milwaukee County	5 Stars	Licensed/ Public school	Group	Eligible

This link goes to the *New Authorization – Basic Details* screen.

New Authorization – Basic Details

In addition to the case and child information, this screen displays some details on the chosen provider. On this screen, enter the basic details of the authorization.

New Authorization – Basic Details			
Case Details			
Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017
Individual Details			
Name	George September	PIN	5585073150
Date of Birth	01/01/2009		

Child Care Provider Location Details	
Provider/Location#	3800036563/001
Provider Name	Randy's Group Care, Inc
Location Name	Randy's Group Care-Do Not Modify
Phone #	(414) 555-6666
Address	123 Main St Anytown WI 52222
Months Open	Jan-Dec
Night Capacity	0
Day Capacity	50
Hours	MON-SAT 6:00AM - 6:00PM

The screenshot shows a web form with several sections:

- Authorization Period:** Contains 'Begin Date *' (09/01/2016) and 'End Date *' (12/20/2016) with calendar icons.
- Shared Placement:** Contains 'Is this child in shared placement ? *' with radio buttons for 'Yes' and 'No' (No is selected).
- Transportation Need:** Contains 'Daily Travel Duration' (00:30), 'Public Transportation *' (radio buttons for 'Yes' and 'No' (No is selected)), and 'Travel Duration Comments *' (a text area with a 20 of 300 characters limit).
- Child School Enrollment:** Contains 'School Closed Need *' (radio buttons for 'Yes' and 'No' (Yes is selected)) and 'School Name' (Verona Area - Glacier Edge El).
- Head Start/Pre-Kindergarten:** Contains 'Is this child in Pre-K Program ? *' (radio buttons for 'Yes' and 'No' (No is selected)), 'Head Start Program Type' (checkboxes for 'Early Head Start' and 'Head Start'), and 'Pre Kindergarten Type' (checkboxes for 'Public 3K Program' and 'Public 4K Program').
- Comments:** A text area labeled 'Comments'.

Below are explanations for the fields on this screen.

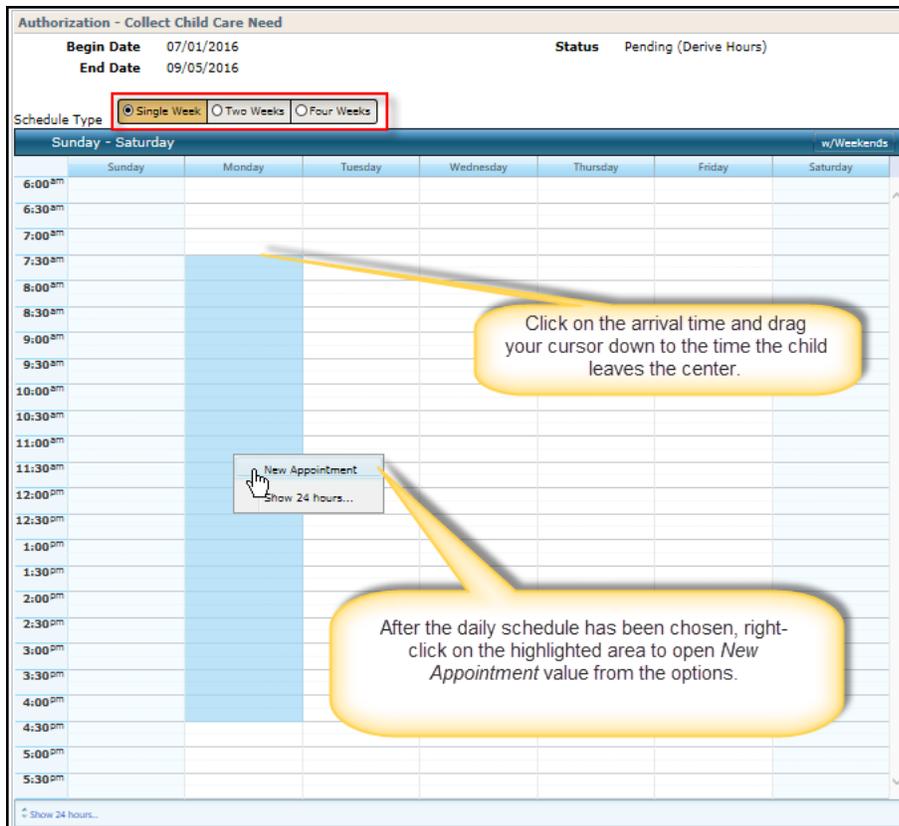
Field Name	Mandatory	Description
Begin Date	Yes	Enter the date the authorization begins. The Begin Date cannot be more than 60 days in the past. The date cannot be earlier than the case RFA date or the child’s eligibility date (a new child added to the case). See Subsidy Policy Manual for instructions on backdating an authorization.
End Date	Yes	Enter the date the authorization is expected to end. If no change in the child care need is expected, enter the <i>Review Date</i> . The <i>Review Date</i> is displayed under <i>Case Details</i> at the top of the screen.
Is this child in shared placement?	Yes	Enter Yes if the child is in shared placement. If Yes is chosen, the child’s schedule usually is a 2-week or other rotating schedule.
Daily Travel Duration	No	Enter the daily length of time the parent needs to travel from the provider to work/approved activity and then back to the provider. Enter hours and minutes. If travel time varies, average the amount and enter the average amount needed per authorized day. Example: Dad works in two offices during the week, a home office and a satellite location. His travel need varies: for Monday and Tuesday he needs 1 hour of travel time. On Wednesday and Thursday, he needs 30 minutes travel time. $1+1+30+30 = 3$ hours / 4 days of need = 45 minutes of travel time per day.
Public Transportation	Yes	Enter Yes if the parent is using public transportation when taking the child to the provider. This field is informational and does not

		have any effect on the rest of the authorization process.
Travel Duration Comment	Yes. Required even if no travel time entered above.	Enter a comment regarding how the child is transported to and from the child care center.
Child School Enrollment and Head Start/Pres-Kindergarten Section	No	 Click on the 'i' icon to view more information on these sections.
School Closed Need	Yes	Choose Yes if child needs hours for scheduled and unscheduled (inclement weather) school closures. The child must have turned three (3) by previous September 1 st to qualify for school closed hours. For children under 3 years of age, this field is defaulted to <i>No</i> .
School Name	Only required <i>of School Closed Need</i> is marked <i>Yes</i> .	Choose the school from the list where the child who needs school closed hours is attending. This list contains all public schools and some private schools registered with the Department of Public Instruction (DPI). Please review the School Closed Hours section of this user guide for more detail.
Is this child in Pre-K program?	Yes	Indicate if the child is attending Head Start or Pre-K program.
Head Start Program Type	Required of Pre-K field above is marked <i>Yes</i> .	Indicate if the child is in Early Head Start or Head Start.
Pre Kindergarten Type	Required of Pre-K field above is marked <i>Yes</i> .	Indicate if the child attends public 3K or 4K program.
Comment	No	Enter additional comments on the authorization.

Click *Collect Child Schedule* to continue to the *Authorization – Collect Child Need* screen.

Authorization – Collect Child Care Need

Functionality of this screen is identical to the *Parent Schedule* screen. Enter the arrival and departure times the child is expected to attend the child care program.



Single Week Schedule:

A single, two or four-week schedule can be collected. The screen is defaulted to show a one-week schedule (above screen print). Use this schedule if the child’s need for care does not vary from week to week.

Two Week Schedule:

If the child’s need for care varies every other week, choose the Two Weeks as the Schedule Type. The *Week Number* field will appear on the right. Enter schedule for each of the weeks. This schedule type is typically used for parents who share placement of their child(ren).



Four Week Schedule:

If the child’s need for care varies from week to week, collect the activity schedule for the last 4 weeks.



After the *Schedule Type* is chosen, double-click the arrival time for any day of the week. An *Edit Event* window will pop up where a week’s schedule can be entered.

Below are explanations on the fields in the *Edit Event* window.

Comments:

Enter any comments on the schedule.

Start Time/End time:

When the time field is accessed, a *Time Picker* pops up.

The start time can be manually modified if a value does not appear in the *Time Picker* window.

Helpful hint: When manually typing the times, you can enter 0530 for 05:30. The system will automatically insert the colon and will default to AM time. When entering PM times, type 7p for 07:00PM.

Activity Type:

The *Activity Type* is defaulted to *Child Care Need* and cannot be changed.

Select Day(s):

Click on the days of the week the schedule is in effect.

Click *Save* when complete.

The weekly schedule displays on the *Authorization – Collect Child Care Need* screen.

Sunday - Saturday							w/Weekends	Work Week
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
6:00 am								
6:30 am								
7:00 am								
7:30 am								
8:00 am		Child Care Need Randy's Group Care						
8:30 am								
9:00 am								
9:30 am								
10:00 am								
10:30 am								
11:00 am								
11:30 am								
12:00 pm								
12:30 pm								
1:00 pm								
1:30 pm								
2:00 pm								
2:30 pm								
3:00 pm								
3:30 pm								
4:00 pm								
4:30 pm								

Click the *Derive Weekly Hours* button at the bottom of the screen to proceed to the *Authorization – Weekly Hours* screen.

Authorization – Weekly Hours

This screen shows a summary of the authorized hours.

When calculating the weekly totals, the system looks at the overlapping hours of the parent’s approved activity and the child care need of the child. After that, daily travel time is added.

This screen also has a direct link to the *Case Activity Summary* screen that includes details about the parents’ CWW approved activity information including the *Self-Employment Allowed Weekly Hours* calculation.

Child Care Authorization Hours

Begin Date 09/10/2016 **Status** Pending [Case Activity Summary](#)

End Date 08/31/2017

Weekly Hours		Hours Used for Benefit Calculation	
	Week		Week
Hours Based on Schedule	40:00	Full Time	35:00
Travel Time	02:30	Above Full Time (50)	00:00
Total	42:30	Average Weekly Hours (Full Time): 35:00	
Approved	42:30	Average Weekly Hours (Above Full Time): 00:00	

Average Weekly Authorized Hours: 42:30

Override Hours Related Comments

0 of 500 characters.

Location Category Licensed Group

Provider Price Type * Regular

Weekly Hours Section:

- **Hours Based on Schedule:** This field displays the system derived authorized hours for the child. When calculating the hours, the system considers the parents' and the child's schedule and only considers the overlapping times. In the case above, the parent's work schedule: Monday-Friday, 8AM-4PM. $8 \times 5 = 40$ hours.
- **Travel Time:** If there are authorized hours for the day, the system multiplies the daily hours need by the number of days with authorized hours. In the case above, one hour of daily travel time was added $0.5 \times 5 = 2.5$ hours
- **Total:** Hours Based on Schedule + Travel Time = Total. In the case above, $40 + 2.5 = 42.5$ hours
- **Approved:** This field is editable if needed to be overridden if the child needs less or more hours. Examples of scenarios that might need an override are (but not limited to):
 - Parent has two activities (work during the day, school in the evening) and there is a gap between the two schedules. The system will deduct the gap hours from the calculation. However, if the agency approves the authorization to cover the gap, an override can be entered to include this gap.
 - Multi-generation case (Grandma, teen-mom, grandma's minor child and teen mom's child): The system currently incorrectly calculates this scenario. The teen baby's authorization is correctly calculated; however, when deriving hours for the grandma's minor child, the system also takes into consideration the teen mom's schedule. An override is needed to authorize the correct number of hours based on the grandma's schedule only.
 - Self-Employment: Authorizations for self-employment that is not new are calculated based on the adjusted self-employment income divided by Wisconsin minimum wage. View the Case Activity Summary screen using the link in the navigation menu for further information on the self-employment details. A schedule for self-employed parents must be entered into the EBT CSAW. However, the weekly hours should be overridden based on the need for child care and the minimum wage calculation described above.
 - **Sleep Hours:** When authorizing for sleep hours for a parent who works third shift, there will not be a corresponding parent activity schedule event for the sleep hours. Those hours have to be manually added as an override. An example of this scenario is when a relative is providing care for the child during the night while the parent is working, but the child attends a child care center during the parent's approved sleep time Please review instructions under Third Shift Care in this guide on how to enter work hours that span over midnight.
 - **Travel Time:** If there is no overlap between the parent's approved activity schedule and the child care need, the total authorized hours will be zero; the needed travel time will have to be manually added as an override.

Hours Used for Benefit Calculation Section:

A full-time authorization continues to be 35 hours/week. If the total number of hours exceeds 50, those hours will be paid and displayed in this section. The *Provider Price Type* for full-time authorizations is *Regular*.

Override Hours Related Comment:

If the *Approved* hours are overridden by either authorizing more hours or less hours, the *Override Hours Related Comment* field becomes mandatory and an explanation for the override is required.

Also, if the system-calculated number of hours exceeds 50 hours for any week, the *Override Hours Related Comment* field becomes mandatory and an explanation for the high number of hours is required. Authorizations can be written up to 75 hours/week.

Location Category:

This field lists the regulatory type of the child care center.

Provider Price Type:

The following options are available:

- **Regular:** Used for all provider types, except certified in-home and some cases where a child with a special need requires a higher rate:
 - **One week schedule:**
 - Weekly hours are more than 20 (20 hours and 0 minutes or more)
 - School closed authorization (0-hour authorization)
 - **Varying Schedule (2 or 4 Weeks)**
 - The average number of hours is more than 20 (20 hours and 0 minutes or more)
- **Part time:** Used for all provider types, except certified in-home and some special needs cases:
 - **One week schedule:**
 - Weekly Hours are less than 20, but not 0 (19 hours and 59 minutes or less).
 - **Varying Schedule (2 or 4 Weeks)**
 - The average number of hours is less than 20 , but not 0 (up to 19 hours, 59 minutes)

NOTE: *Regular* and *Part Time* rates are also used with certified providers. The system does not require private provider prices to be entered for the certified providers when authorizing.

Provider Price Type – Override

EBT CSAW has the following override Provider Price Types:

- **Override (Discount):** Used when authorizing to licensed group and family, public school programs and certified school age programs when the center charges less than their regular price (for example, employee discounts, etc.). Cannot be used if provider is certified.

- **Override (In-Home):** Used when authorizing to a certified in-home provider (care provided in the child’s home) to ensure that minimum wage is available when the in-home child care provider will work 15 or more hours per week.
- **Override (Special Need):** Used when the child is marked *Special Needs* on the *Child Copay/Special Need* screen AND the child requires an *Override Price*. See Subsidy Manual, Chapter 2, Higher Rates for Children with Special Needs for further details. Only an hourly price is allowed.

Override Price:

If an override rate is chosen in the *Provider Price Type* field, the *Override Price* and *Weekly/Hourly* fields must be completed:

Provider Price Type *	Override (Discount) ▼
Override Price	150.00
	<input type="radio"/> Weekly <input type="radio"/> Hourly

- **Override (Discount):** The discounted price must be less than the agency rate and provider’s price for the age group.
- **Override (In-Home):** Used when authorizing to a certified in-home provider (care provided in the child’s home) to ensure that minimum wage is available when the in-home child care provider will work 15 or more hours per week. This price can only be an hourly rate and cannot exceed \$7.25/hour.
- **Override (Special Need):** Used when the child is marked *Special Needs* on the *Child Copay/Special Need* screen AND the child requires an *Override Price*. Only hourly price is allowed.

NOTE: If the center does not charge a higher amount for a child with special needs (including children over 13 years of age), the *Provider Price Type* should be *Regular* or *Part Time*. If the child with special needs is over 13 years of age, the system will use the county/tribal maximum rate for 6 years and older to calculate the benefit.

After the *Weekly Hours* screen has been completed, click on the *Review* button to proceed. You will be taken to the *Authorization Summary* screen.

NOTE: The system has a restriction that does not allow the total weekly hours to exceed 75 hours/week per child. This also applies when a child is in two cases; the combined number of hours cannot exceed 75 per week. If more than 75 hours are needed, contact the Child Care Help Desk for assistance. Scheduled school closed hours and inclement weather hours are excluded from the 75 hour/week restriction.

Authorization Summary

This screen summarizes the screens completed for a child’s authorization.

Authorization Summary			
Case Details			
Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017
Individual Details			
Name	Erik September	PIN	5585073141
Date of Birth	01/01/2013		
Child Care Provider Location Details			
Provider/Location#	3800036563/001	Months Open	Jan-Dec
Provider Name	Randy's Group Care, Inc	Night Capacity	0
Location Name	Randy's Group Care-Do Not Modify	Day Capacity	50
Phone #	(414) 555-6666	Hours: MON-SAT	6:00AM - 6:00PM
Address	123 Main St Anytown WI 52222		
Basic Details Edit			
Begin Date	09/10/2016	End Date	08/31/2017
Is this child in shared placement ?	No	Authorization Agency	Milwaukee County
Is this child in Pre-K Program ?	No	Head Start Program Type	
Public Transportation	No	Pre Kindergarten Type	
School Closed Need	No	District Name	
Daily Travel Duration	00:30	School Name	
Travel Duration Comments	asdfsdf		
Average Authorized Weekly Hours	42:30	Provider Price Type	Regular
		Override Price	NA
Comments			

If *Basic Details* needs changing, click on the *Edit* icon or link to access the *Modify* screen.

The lower portion of the screen displays the *Weekly Hours* section.

Schedule Details			
Edit			
Weekly Hours		Hours Used for Benefit Calculation	
	Week		Week
Hours Based on Schedule	40:00	Full Time	35:00
Travel Time	02:30	Above Full Time (50)	00:00
Total	42:30	Average Weekly Hours (Full Time): 35:00	
Approved	42:30	Average Weekly Hours (Above Full Time): 00:00	
Average Weekly Authorized Hours: 42:30			
Override Hours Related Comments			
School Closed Hours Edit			
No school closed hours entered for authorizations.			
Status		<input type="text" value="Completed"/>	
		<input type="text" value="Completed"/> <input type="text" value="Pending"/>	

To modify the child’s schedule, approved hours or provider price type, click on the *Edit* icon or link to access the *Weekly Details* screen. On the bottom of that screen, there is a link to the child’s schedule.

Once all information is completed, change the authorization status to *Completed*.

Values for the *Status* field are:

- **Pending:** The system assigns this status when the *New Authorization – Basic Details* screen has been completed. Note that pending authorizations are not deleted but remain in pending status indefinitely.
- **Pending Derive Hours:** When details pertaining to an authorization in *Completed* status are changed (such as parent schedule, begin and end dates of the authorization, etc.), the system

changes the authorization status to *Pending/Derive Hours*. In order to mark the authorization to *Completed*, the child’s schedule must be reviewed. Note that pending authorizations are not deleted but remain in pending status indefinitely.

- **Completed:** Once all schedules (parents and child), child copay/special needs information and the authorization weekly hours have been calculated, the worker changes the status to *Completed*.
- **Processed:** Authorizations that are in *Completed* status at the end of the business day will be changed to *Processed* when the funds have been loaded onto the card (Phase 1 – October 1, Phase 2 – February 1’ 2017).

The *Case Summary* screen now has multiple sections for the case. The *List of Authorizations* displays all authorizations that are in *Completed* Status. The *Children Eligible with No Authorization* section displays children in the case who are eligible, but currently do not have authorizations. Finally, the bottom section shows pending authorizations.

List of Authorizations

Case Details

Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017

Search

Begin Date 06/01/2016 **End Date** []

Include deleted authorizations

List of Authorizations

Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	School Hours	Child Schedule	
Erik September	01/01/2013	09/10/2016 - 08/31/2017	42:30	3800036563-001 Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI 52222	Completed	School Hours	Child Schedule	

Children Eligible with No Authorizations

Child's Name	Date of Birth	PIN	
Martin September	01/01/2000	5585073168	Add Authorization

List of Authorizations in Pending Status

Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	Child Schedule	
George September	01/01/2009	09/10/2016 - 12/20/2016	07:30	3800036563-001 Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI 52222	Pending	Child Schedule	

School Closed Hours

EBT CSAW has two types of school closed hours:

1. Additional child care hours for scheduled closures such as parent/teacher conference days, holidays that fall during a school week, etc. These are predetermined by the school and are on the school calendar.

- Additional child care hours/days when the school is closed due to inclement weather. These are unforeseen.

A parent must make the request for these additional child care hours and the system will only allow this for children who have turned three (3) years old prior to September 1 or ages above and who are enrolled in a classroom-based school program. (Child Subsidy Manual Chapter 2 for additional information on Authorizations for Days of School Closure).

In order to authorize scheduled school closed hours, the *School Closed Need* indicator needs to be marked *Yes* on the *New/Modify Authorization – Basic Need* screen.

NOTE: If a school-age child needs an authorization for breaks such as Christmas and Spring Break, there is no need for inclement weather hours. For these authorizations, choose the value in the *School Closed Need* to be *No*.

Once the *School Closed Need* indicator is marked *Yes*, the name of the school in the *School Name* menu must be identified. This list includes all public schools and some private schools in Wisconsin.

The screenshot shows a web form with several sections:

- Authorization Period:** Status: Pending; Begin Date: 09/10/2016; End Date: 12/20/2016.
- Shared Placement:** Is this child in shared placement? * (Radio buttons for Yes and No, with No selected).
- Transportation Need:** Daily Travel Duration: 00:30; Public Transportation * (Radio buttons for Yes and No, with No selected); Travel Duration Comments * (text area with placeholder 'enter travel comment', 20 of 300 characters).
- Child School Enrollment:** School Closed Need * (Radio buttons for Yes and No, with Yes selected); School Name (dropdown menu showing 'Verona Area - Glacier Edge El').
- Head Start/Pre-Kindergarten:** Is this child in Pre-K Program? * (Radio buttons for Yes and No, with No selected); Head Start Program Type (checkboxes for Early Head Start and Head Start); Pre Kindergarten Type (checkboxes for Public 3K Program and Public 4K Program).

HELPFUL HINT: To find a school, type any word you are looking for in the *School Name* field you are looking for. Example: Typing “Lincoln” will bring all schools that have “Lincoln” in their names. Carefully review the school district associated with the school name to ensure the correct school has been selected.

The dropdown menu displays the following list of schools:

- Alma Center - Lincoln Hi
- Alma Center - Lincoln Jr
- Alma Center - Lincoln El
- Appleton Area - Lincoln El
- Beaver Dam Unified - Lincoln El
- Cudahy - Lincoln El
- Green Bay Area Public - Lincoln El
- Hartford J1 - Lincoln El
- Janesville - Lincoln El

The search input at the bottom contains the text 'lincoln'.

Some private schools are in this list, however, if a private school or public school cannot be found on the list, type the name of the school. Schools entered by workers will not appear on the list for other workers or other cases.

School Name

After completing the above screen and entering the child’s schedule (if applicable), you will be taken to the *Weekly Hours* screen where the *Provider Price Type* is entered.

Child Care Authorization Hours [Case Activity Summary](#)

Begin Date 09/10/2016 **Status** Pending

End Date 12/20/2016

Weekly Hours		Hours Used for Benefit Calculation	
	Week		Week
Hours Based on Schedule	05:00	Full Time	07:30
Travel Time	02:30	Above Full Time (50)	00:00
Total	07:30	Average Weekly Hours (Full Time): 07:30	
Approved	07:30	Average Weekly Hours (Above Full Time): 00:00	

Average Weekly Authorized Hours: 07:30

Override Hours Related Comments

0 of 500 characters.

Location Category Licensed Group

Provider Price Type *

Click on *Review* to proceed to the *Authorization Summary* screen (above). To add the *Scheduled School Closed Hours*, click on the *Edit* link or icon on the bottom of the screen (below).

Authorization Summary			
Case Details			
Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017
Individual Details			
Name	George September	PIN	5585073150
Date of Birth	01/01/2009		
Child Care Provider Location Details			
Provider/Location#	3800036563/001	Months Open	Jan-Dec
Provider Name	Randy's Group Care, Inc	Night Capacity	0
Location Name	Randy's Group Care-Do Not Modify	Day Capacity	50
Phone #	(414) 555-6666	Hours: MON-SAT	6:00AM - 6:00PM
Address	123 Main St Anytown WI 52222		
Basic Details Edit			
Begin Date	09/10/2016	End Date	12/20/2016
Is this child in shared placement?	No	Authorization Agency	Milwaukee County
Is this child in Pre-K Program?	No	Head Start Program Type	
Public Transportation	No	Pre Kindergarten Type	
School Closed Need	Yes	District Name	Verona Area
Daily Travel Duration	00:30	School Name	Glacier Edge El
Travel Duration Comments	enter travel comment		
Average Authorized Weekly Hours	07:30	Provider Price Type	Part-Time
		Override Price	\$0.00 Hourly
Comments			
Schedule Details Edit			
Weekly Hours		Hours Used for Benefit Calculation	
Hours Based on Schedule	Week	Full Time	Week
Travel Time	02:30	Above Full Time (\$0)	00:00
Total	07:30	Average Weekly Hours (Full Time):	07:30
Approved	07:30	Average Weekly Hours (Above Full Time):	00:00
Average Weekly Authorized Hours: 07:30			
Override Hours Related Comments			
School Closed Hours Edit			
Date	Type	Hours	Comments
November, 2016	Incident weather	10	
December, 2016	Incident weather	10	

This goes to the *School Closed Hours* screen. Click on the *Manage Scheduled School Closed Hours* link on the bottom of the screen.

School Closed Hours						
Case Details						
Case Number	5150879258	Primary Person	Sandy September			
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)			
		RFA Date	09/01/2016			
		Review Date	08/31/2017			
Individual Details						
Name	George September	PIN	5585073150			
Date of Birth	01/01/2009					
Child Care Provider Location Details						
Provider/Location#	3800036563/001	Months Open	Jan-Dec			
Provider Name	Randy's Group Care, Inc	Night Capacity	0			
Location Name	Randy's Group Care-Do Not Modify	Day Capacity	50			
Phone #	(414) 555-6666	Hours: MON-SAT	6:00AM - 6:00PM			
Address	123 Main St Anytown WI 52222					
Authorization Details						
Effective Period	09/10/2016 - 12/20/2016	Authorized Hours	7			
Need School Closed Hours	Yes	School Name	Glacier Edge El			
<input type="checkbox"/> Include deleted records Go >						
List of School Closed Hours						
Add incident weather closed hours			Manage scheduled school closed hours			
Date	Type	Hours	Comments	ISSUED?		
November, 2016	Incident weather	10		No		
December, 2016	Incident weather	10		No		
- Indicates deleted record.						

The scheduled school closed hours are restricted as follows:

From Date	To Date	Maximum Number of Hours for the Period
7/1/16	10/31/16	30
11/1/16	2/28/17	90
3/1/17	6/30/17	90
7/1/17	10/31/17	30
11/1/17	2/28/18	90
3/1/18	6/30/18	90
7/1/18	10/31/18	30

Manage Scheduled School Closed Hours

On this screen, additional scheduled closure days and hours can be added. If the child attends a school that already has history of added school hours for the year, click on the *Add* link next to the applicable dates that are requested by the parent. If the date is not there, click on the *Add School Closed Hours* link.

Manage Scheduled School Closed Hours

Case Details

Case Number	5150879258	Primary Person	Sandy September
Address	123 Autumn Lane Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017

Individual Details

Name	George September	PIN	5585073150
Date of Birth	01/01/2009		

Child Care Provider Location Details

Provider/Location#	3800036563/001	Months Open	Jan-Dec
Provider Name	Randy's Group Care, Inc	Night Capacity	0
Location Name	Randy's Group Care-Do Not Modify	Day Capacity	50
Phone #	(414) 555-6666	Hours: MON-SAT	6:00AM - 6:00PM
Address	123 Main St Anytown WI 52222		

Authorization Details

Effective Period	09/10/2016 - 12/20/2016	Authorized Hours	7
Need School Closed Hours	Yes	School Name	Glacier Edge El

Scheduled School Closed Hours

Add New Scheduled School Closed Hours

Date *	Hours *	Comments	
10/31/2016	0	schoolmates have additional hours on this day	Add

After clicking on the *Add* link to one of the days listed above, the following screen displays:

Add the number of hours needed (up to 12 hours/day), then click *Add* to save the information.

If the school age child has a regular authorization, the total number of hours for the scheduled school closure day may not exceed 12 hours per subsidy policy. For example a child has a regular authorization to attend an after school program three hours each day. On Friday, the school is closed. The combined hours for scheduled school closure and regular authorization cannot exceed 12 hours. In this situation, the total number of school closed hours cannot exceed 9 hours.

NOTE: If a child has a regular authorization and school closed hours are added to the month, the system caps the total at the provider’s price (if licensed) or the licensed family county ceiling (if certified).

If no previous data is available or if another day needs to be added, click on the *Add New Scheduled School Closed Hours*.

Date *	Hours *	Comments	
11/25/2016	8	Day after Thanksgiving	Add Cancel
10/31/2016	8	Parent/teacher conference	Edit
12/27/2016	0	schoolmates have additional hours on this day	Add
12/26/2016	0	schoolmates have additional hours on this day	Add

Once the information is saved in the cases above, the *Manage School Closed Hours* screen displays the days and hours added.

Date *	Hours *	Comments	
11/25/2016	8	Day after Thanksgiving	Edit
10/31/2016	8	Parent/Teacher conference day	Edit

When the school closed information is complete, click on the *Back to List of School Closed Hours* button on the bottom of the screen. The days and hours that were added above, are listed on the screen.

Date	Type	Hours for this period	Comments	Issued?
November, 2016	Inclement weather	10		No
December, 2016	Inclement weather	10		No
10/31/2016	Scheduled	8	Parent/teacher conference	No
11/25/2016	Scheduled	8	Day after Thanksgiving	No

Click on the *List of Authorizations* button on the bottom of that screen to access the *Authorization Summary* screen where you can mark the authorization *Completed*.

School Closed Hours Edit			
Date	Type	Hours	Comments
November, 2016	Inclement weather	10	
December, 2016	Inclement weather	10	
11/25/2016	Scheduled	8	Day after Thanksgiving
10/31/2016	Scheduled	8	Parent/teacher conference

Status:

Click *Submit* to proceed.

Adding Scheduled School Closed Hours for a Child who already has an Authorization.

If a child has an authorization but needs school closed hours added for future authorized months, those hours can be added by clicking on the *School Closed Hours* link next to the child’s name on the *Case Summary* screen to access the Manage School Closed Hours screen.

List of Authorizations								
Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	School Hours	Child Schedule	
Jacob July	01/01/2009	8/25/2016 - 12/31/2016	07:30	3800036563-001 Randy's Group Care 123 Main St, Anytown, WI 52222	Completed	School Hours	Child Schedule	

The system will automatically add these to the card for the month they are assigned to.

NOTE: School closed hours for current or past months can be added by creating an adjustment using the PLBC module.

Scheduled School Closed Hours – Deleted/Modified Authorizations

If scheduled school closed hours are added to an authorization for the school year but the authorization needs to be modified by ending it earlier than those added dates or even deleting the future authorization completely, those hours will reappear to be added again when re-entering the future authorization for that child for that period of time if the authorization is written again for the same provider-location. Any deleted scheduled school closed hours and days will not be available to add in the scheduled school closed hours screen when authorizing school closed hours to another child who attends the same school.

Below is an example of a child who has an authorization late August until end of May. The parent has requested hours for some days when the school is closed.

List of Authorizations								
Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	School Hours	Child Schedule	
Larry Lake	01/01/2010	8/25/2016 - 5/31/2017	08:45	5800039215-001 January Care 444 5Th St, Monthville, WI 44444	Completed	School Hours	Child Schedule	

The School Closed Hours screen lists all days and hours requested by the parent and added to the authorization for the school year.

List of School Closed Hours						
Add inclement weather closed hours			Manage scheduled school closed hours			
Date	Type	Hours for this period	Comments	Issued?		
January, 2017	Inclement weather	10		No	  	
November, 2016	Inclement weather	10		No	  	
12/23/2016	Scheduled	8		No	  	
December, 2016	Inclement weather	10		No	  	
February, 2017	Inclement weather	10		No	  	
March, 2017	Inclement weather	10		No	  	
10/27/2016	Scheduled	8		No	  	
10/28/2016	Scheduled	8		No	  	
11/25/2016	Scheduled	8		No	  	
12/21/2016	Scheduled	8		No	  	
12/22/2016	Scheduled	8		No	  	

In October, the parent contacts the worker to have the authorization adjusted because she will start a new job and needs additional regular hours starting November 14.

The worker ends the current authorization effective November 13.

List of Authorizations								
Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	School Hours	Child Schedule	
Larry Lake	01/01/2010	8/25/2016 - 11/13/2016	08:45	5800039215-001 January Care 444 5th St. Monthville, WI	Completed	School Hours	Child Schedule	  

That authorization maintains the school closed dates and hours that were added and span to November 13.

List of School Closed Hours						
Add inclement weather closed hours			Manage scheduled school closed hours			
Date	Type	Hours for this period	Comments	Issued?		
November, 2016	Inclement weather	10		No	  	
10/27/2016	Scheduled	8		No	  	
10/28/2016	Scheduled	8		No	  	

After changing the parent’s approved activity, the worker creates a new authorization starting November 14. The *Manage Scheduled School Closed Hours* screen displays the hours and days entered under the original authorization.

Authorization Details			
Effective Period	11/14/2016 - 5/31/2017	Authorized Hours	17
Need School Closed Hours	Yes	School Name	Sugar Creek El
Scheduled School Closed Hours			
+ Add New Scheduled School Closed Hours			
Date *	Hours *	Comments	
12/23/2016	8		Add
12/22/2016	8		Add
12/21/2016	8		Add
11/25/2016	8		Add

Click on the *Add* link to re-add the days and hours to the new authorization.

NOET: If a parent changes child care providers in the above scenario, the scheduled school closed hours do not transfer over.

Incident Weather

If an authorization is created for a child who was three (3) years old prior to September 1 of the current school year and the *School Closed Hours* indicator has been switched to *Yes*, the system automatically calculates extra hours to be used if the school is closed due to incident weather: 10 hours per month are added to November through March. If the child is not in school or the child does not need the extra hours, the incident weather hours can be reduced or deleted.

To access the *Incident Weather* information, click on the *Manage School Closed Hours* link on the *Authorization Summary* screen (if in a new authorization flow) or click on the *School Hours* link next to the child’s name on the *Case Summary* screen (for established authorizations).

The screen below shows an authorization for a school age child whose authorization spans over some of the winter months so the system has automatically added 10 hours for each month.

School Closed Hours							
Case Details							
Case Number	7150855270	Primary Person	Sandy Spa				
Address	Spa Mike, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)				
		Review Date	02/29/2016				
Individual Details							
Name	Sammy Spa	PIN	7585027192				
Date of Birth	01/01/2009						
Location Details							
Provider/Location#	2800039412/001	Hours of Operation					
Provider Name	Abc Child Care	Licensed	Certified				
Location Name	Anna's Kid Care, 4-Star, Dually Reg	Period Jan-Dec	Period Jan-Dec				
Phone #	(454) 545-4545	Night Capacity 10	Group Size 6				
Address	123 Ann St Annapolis WI 45454	Day Capacity 8	Children under Age of Seven 3				
		MON 6:00AM - 6:00PM	Closed				
		TUE 6:00AM - 6:00PM	Closed				
		WED 6:00AM - 6:00PM	Closed				
		THUR 6:00AM - 6:00PM	Closed				
		FRI 6:00AM - 6:00PM	Closed				
		SAT Closed	6:00AM - 6:00PM				
		SUN Closed	6:00AM - 6:00PM				
Authorization Details							
Effective Period	1/1/2016 - 2/29/2016	Authorized Hours	4				
Need School Closed Hours	Yes	School Name	King International				
<input type="checkbox"/> Include deleted records Go >							
List of School Closed Hours							
Add incident weather closed hours		Manage scheduled school closed hours					
Date	Type	Hours for this period	Comments	Issued?			
February, 2016	Inclement weather	10		No			
January, 2016	Inclement weather	10		No			
<small>X - Indicates deleted Record.</small>							

To reduce the number of hours, click on the *Modify* (pencil) icon for the month. This goes to *Modify Incident Weather Closed Hours* screen.

When multiple authorizations for a school age child exists that span November through March, the 10 incident weather hours are always added to the authorization that was created first. Below are two examples:

1. Child who has authorizations to two providers during winter months (for example, after school care during the week and another authorization for weekend care). Authorization created first

will have the 10 hours. If no inclement weather or school closed hours is needed for a school-aged child's authorization (for example, an authorization for weekend care), then the question asking about school-closed hours needed can be answered as *No*, and inclement weather hours will not be added for the authorization. Then, a second authorization added with *Yes* for the school closed need will have inclement hours added to it.

2. A child has two authorizations spanning over one winter month. For example a child has an authorization to Provider A with an end date of November 15. A new authorization is created to Provider B with a begin date of November 16. In this scenario, the authorization to Provider A will have the inclement weather hours.

If the hours need to be moved from one authorization to another, the worker can delete them from one and add them to the correct one.

NOTE: If a school-age child needs an authorization for breaks such as Christmas and Spring Break, there is no need for inclement weather hours. For these authorizations, choose the value in the *School Closed Need* to be *No*.

Modify Inclement Weather Closed Hours

On this screen, the number of hours can be reduced.

The screenshot displays the 'Modify Inclement Weather Closed Hours' interface. At the top, under 'Authorization Details', the following information is shown: Effective Period (1/1/2016 - 2/29/2016), Authorized Hours (4), Need School Closed Hours (Yes), and School Name (King International). The main section, 'Modify Inclement Weather Closed Hours', includes a 'Month *' dropdown menu currently set to 'February, 2016', an 'Hours *' input field with the value '5', and a 'Comment Text' text area. A 'Modify Hours >' button is located at the bottom of the form.

NOTE: If a school is closed due to inclement weather during any other months than November through March, contact the DCF Child Care Help Desk. The state staff has security clearance that allows hours to be added to other months.

Delete Inclement Weather Closed Hours

If the child does not need hours for inclement weather, click on the delete icon on the *School Closed Hours* screen above to delete the hours for the month.

School Closed Authorization

A school aged child who only needs care on days when school is closed can be authorized for days when the school is closed due to scheduled closures or inclement weather.

Complete the authorization as explained above. Check that the *School Closed Need* indicator on the *Basic Details* screen is set to *Yes*. For *School Closed* authorizations, a schedule does not need to be

entered on the *Collect Child Care Need* screen. The schedule screen is bypassed by clicking the *Derive Hours* button on the bottom of the *Collect Child Care Need* screen.

The *Weekly Hours* screen shows zeroes. For School Closed authorizations, use *Regular* Provider Price Type on the bottom of this screen.

Click on *Review* button on the bottom of the screen to be taken to the *Authorization Summary* screen where the *School Closed Hours* link is accessed. Then proceed as explained under *School Closed Hours* section explained earlier in this guide.

Adding an Authorization for a Second Child in the Case

When creating an authorization for a second child in the case, the system allows the first child’s child care need schedule (if the schedule is the same) to be copied. If applicable, the same provider may also be chosen.

In the case below, there is one child who is authorized to Randy’s Group Care.

List of Authorizations							
Case Details							
Case Number	9150863894			Primary Person	Julia July		
Address	Summer Stra Summertown, WI 45454 Milwaukee County			Admin Agency	Milwaukee County (40)		
				Review Date	06/30/2017		
Search							
Begin Date	04/01/2016			End Date			
	<input type="checkbox"/> Include deleted authorizations						
List of Authorizations							
Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	School Hours	Child Schedule
Jacob July	01/01/2009	8/25/2016 - 12/31/2016	07:30	3800036563-001 Randy's Group Care 123 Main St, Anytown, WI 52222	Completed	School Hours	Child Schedule
Children Eligible with No Authorizations							
Child's Name	Date of Birth	PIN					
Jim July	01/01/2000	9585043840	Add Authorization				

To add an authorization to another child in the case, click on the *Add Authorization* link next to the child’s name.

The *Select Location* screen displays the child care providers who have an authorization for a child on the case.

If the second child attends the same location as the one above, choose the *New Authorization* link next to the name of the center. If the child attends a different provider, choose the *Search for New Location* link.

Currently Authorized Child Care Locations		
		Search for New Child Care Provider Location
Location Name	Address	
Randy's Group Care	123 Main St, Anytown, WI	New Authorization

Complete the *Basic Details* screen and click *Collect Child Schedules*.

New Authorization - Basic Details

Case Details

Case Number	9150863894	Primary Person	Julia July
Address	Summer Stra Summertown, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		Review Date	06/30/2017

Individual Details

Name	Jenna July	PIN	9585043866
Date of Birth	01/01/2013		

Child Care Provider Details

Provider/Location#	3800036563/001	Months Open	Jan-Dec
Provider Name	Randy's Group Care, Inc	Night Capacity	0
Location Name	Randy's Group Care	Day Capacity	50
Phone #	(414) 555-6666	Hours: MON-SUN	6:00AM - 6:00PM
Address	123 Main St Anytown WI 52222		

Authorization Period

Begin Date * 07/01/2016

End Date * 06/30/2017

Shared Placement

Is this child in shared placement ? * Yes No

Transportation Need

Daily Travel Duration 00:30

Public Transportation * Yes No

Travel Duration Comments *

 7 of 300 characters.

Child School Enrollment

School Closed Need * Yes No

School Name

Head Start/Pre-Kindergarten

Is this child in Pre-K Program ? * Yes No

Head Start Program Type Early Head Start Head Start

Pre Kindergarten Type Public 3K Program Public 4K Program

Comments

Comments

 0 of 500 characters.

This goes to the *Choose Child Schedule – Provider Location* screen where you can choose a schedule of the other child in the case or create a new schedule for the child.

Choose Child Schedule - Provider Location			
Case Details			
Case Number	9150863894	Primary Person	Julia July
Address	Summer Stra Summertown, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		Review Date	06/30/2017
Individual Details			
Name	Jenna July	PIN	9585043866
Date of Birth	01/01/2013		
Child Care Provider Details			
Provider/Location#	3800036563/001	Months Open	Jan-Dec
Provider Name	Randy's Group Care, Inc	Night Capacity	0
Location Name	Randy's Group Care	Day Capacity	50
Phone #	(414) 555-6666	Hours: MON-SUN	6:00AM - 6:00PM
Address	123 Main St Anytown WI 52222		
Select Schedule			
Begin Date	07/01/2016	Status	Pending (Derive Hours)
End Date	06/30/2017		
<input type="checkbox"/>	Child Name	Location Name	Location Address
<input type="checkbox"/>	JACOB JULY	RANDY'S GROUP CARE	123 MAIN ST, ANYTOWN, WI
<input checked="" type="checkbox"/>	New Schedule		
<input type="button" value="Collect Child Schedule >>"/>			

If the child with an authorization is chosen, the child’s schedule displays. If the hours are identical, click *Derive Hours* to proceed. If any of the days are different, you can double click the day and modify the hours.

Sunday - Saturday							w/Weekends	Work Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
6:00am								
6:30am	Child Care Need Randy's Group Care							
7:00am								
7:30am								
8:00am								
8:30am								
9:00am								
9:30am								
10:00am								
10:30am								
11:00am								
11:30am								
12:00pm								
12:30pm								
1:00pm								
1:30pm								
2:00pm								
2:30pm								
3:00pm								
3:30pm								
4:00pm								
4:30pm								
5:00pm								
5:30pm								
<input type="button" value="Derive Weekly Hours >>"/>								

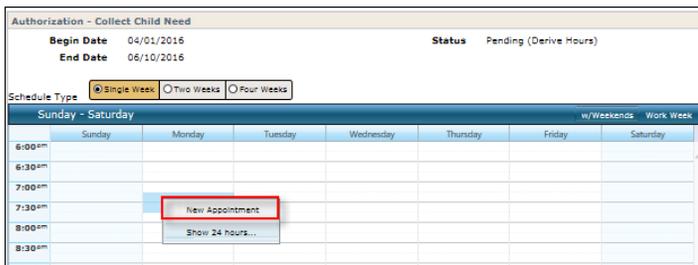
Third Shift Care

When entering parent and child schedules that span overnight, the AM and PM hours must be manually entered for each day.

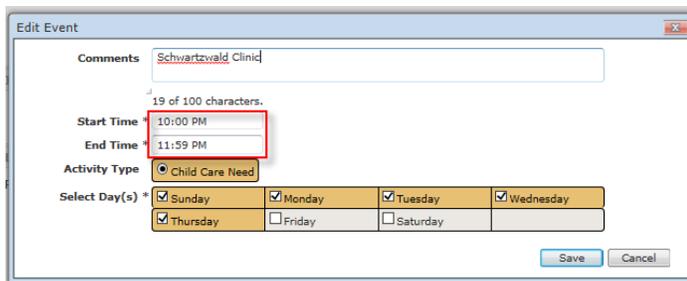
Below is a scenario when the parent works from 10PM to 6AM, Sunday-Friday.

Below are the steps:

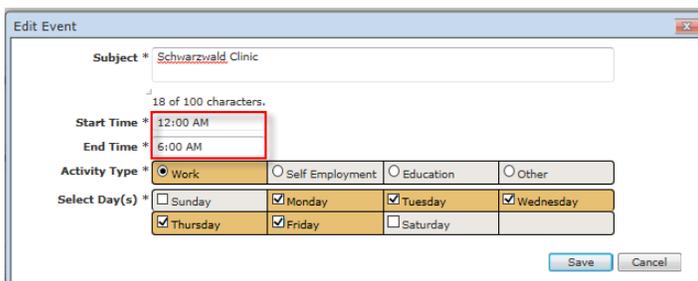
1. Complete the *Basic Details* screens.
2. On the *Collect Child Care Need* screen, right-click the schedule and choose *New Appointment*.



3. Enter the evening hours: The *Start Time* is 10PM but the *End Time* must be entered as 11:59PM so it does not overlap with the time that needs to be entered for the morning.



4. Then enter the hours from midnight to 6AM.



5. Once the hours are entered for both AM and PM sections, click on *Derive Hours*.

Approved Hours		Status	
Begin Date	04/01/2016	Status	Pending
End Date	05/31/2016		
Weekly Hours		Hours Used for Calculation	
	Week		Week
Hours Based on Schedule	15:55	Full Time	15:55
Travel Time	00:00	Above Full Time (50)	00:00
Total	15:55	Average Weekly Hours (Full Time): 15:55	
Approved	15:55	Average Weekly Hours (Above Full Time): 00:00	

Because we entered 11:59PM on five of the days, the *Approved* hours column will not have full or half hours. Once the benefits are calculated into monthly totals (Phase 1 – October 2016, Phase 2 – February 2017), the system will round up the minutes into a full hour

Child with Special Needs

This section explains the required steps for creating an authorization to the following special needs situations:

- A child who is over 13 years old (but less than 19 years) who needs an authorization
- A provider has requested a higher rate to be paid for a child with special needs (any age) because of an increased costs of care

Note that the *Special Needs* indicator in CWW does not have an effect on the authorization. That field is only used for eligibility purposes.

Step 1:

Make sure that the *Special Needs* indicator on the *Add/Modify Child Copay/Special Needs* screen has been set to *Yes*.

Modify Child Copay/Special Need			
Case Details			
Case Number	0150856300	Primary Person	Spring (Mom) Day
Address	123 Flower Lcks Springville, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		Review Date	03/31/2017
Individual Details			
Name	Stormy (Teen) Day	PIN	0585028940
Date of Birth	01/01/2000		
Child Copay/Special Need			
Effective Begin Date *	4/1/2016	Effective End Date	
Copay Type *	Regular		
Special Needs *	<input type="radio"/> No <input checked="" type="radio"/> Yes		
Comments	<input type="text"/> 0 of 500 characters.		
<input type="button" value=" << Back"/> <input type="button" value=" Save and Continue >> "/>			

Step 2:

If the provider does not charge a higher rate for the child, complete the authorization the same manner as any regular authorization. Choose *Regular* or *Part-Time* provider price type on the *Authorization* –

Weekly Hours screen. EBT CSAW calculates the benefit using the agency hourly rate for the age group. If the child is over 13 years of age, the school-age rate (6+) is used.

Child Care Authorization Hours [Case Activity Summary](#)

Begin Date 10/01/2016 **Status** Pending
End Date 06/30/2017

Weekly Hours		Hours Used for Benefit Calculation	
	Week		Week
Hours Based on Schedule	10:00	Full Time	10:00
Travel Time	00:00	Above Full Time (50)	00:00
Total	10:00	Average Weekly Hours (Full Time): 10:00	
Approved	10:00	Average Weekly Hours (Above Full Time): 00:00	

Average Weekly Authorized Hours: 10:00
Override Hours Related Comments

0 of 500 characters.
Location Category Licensed Group
Provider Price Type * Part-Time

If the provider charges a higher amount for the care, choose the *Override (Special Needs)* value as the provider price type. Enter the requested rate and click on *Hourly* radio button.

Child Care Authorization Hours [Case Activity Summary](#)

Begin Date 10/01/2016 **Status** Pending
End Date 06/30/2017

Weekly Hours		Hours Used for Benefit Calculation	
	Week		Week
Hours Based on Schedule	10:00	Full Time	10:00
Travel Time	00:00	Above Full Time (50)	00:00
Total	10:00	Average Weekly Hours (Full Time): 10:00	
Approved	10:00	Average Weekly Hours (Above Full Time): 00:00	

Average Weekly Authorized Hours: 10:00
Override Hours Related Comments

0 of 500 characters.
Location Category Licensed Group
Provider Price Type * Override (Special Need)
Override Price 10.00
 Weekly Hourly

Click *Review* to save the values.

Child in Shared Placement

This section explains an authorization creation for a child whose placement is shared between two parents and the child’s placement varies.

Step 1:

On the *Authorization – Basic Details* screen, click on *Yes* next to the *Is this child in shared placement?* question.

Modify Authorization

Status Pending

Begin Date * 04/15/2016

End Date * 08/31/2016

Public Transportation * Yes No

Is this child in shared placement ? * Yes No

Daily Travel Duration 00:30

Travel Duration Comment * travel comment

Step 2:

On the *Collect Child Care Need* screen, choose *Two Weeks* as the *Schedule Type*. First enter schedule for *Week 1* (when the child is with the parent).

Authorization - Collect Child Care Need

Begin Date 04/15/2016 **Status** Pending (Derive Hours)

End Date 08/31/2016

Schedule Type Single Week Two Weeks Four Weeks

Week Number Week #1 Week #2

Sunday - Saturday							w/Weekends	Work Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	Child Care Need 06:00 AM - 09:00 AM							
	Randy's group care							
6:00am								
6:30am								
7:00am								
7:30am								
8:00am								
8:30am								
9:00am								

Step 3:

Click on *Week 2* but do not enter anything in the calendar.

Authorization - Collect Child Care Need

Begin Date 04/15/2016 **Status** Pending (Derive Hours)

End Date 08/31/2016

Schedule Type Single Week Two Weeks Four Weeks

Week Number Week #1 Week #2

Sunday - Saturday							w/Weekends	Work Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
6:00am								
6:30am								
7:00am								
7:30am								
8:00am								
8:30am								
9:00am								
9:30am								
10:00am								
10:30am								
11:00am								
11:30am								
12:00pm								
12:30pm								
1:00pm								
1:30pm								
2:00pm								
2:30pm								
3:00pm								
3:30pm								
4:00pm								
4:30pm								
5:00pm								
5:30pm								

Show 24 hours...

Derive Weekly Hours >>>

After submitting the schedule, the system calculates the hours for the weeks the child lives with the parent in the case and displays the average weekly authorized hours.

Child Care Authorization Hours				
Begin Date	04/15/2016			
End Date	08/31/2016			
Weekly Hours				
	Week 1	Week 2	Week 3	Week 4
Hours Based on Schedule	10:00	00:00	10:00	00:00
Travel Time	02:30	00:00	02:30	00:00
Total	12:30	00:00	12:30	00:00
Approved	12:30	00:00	12:30	00:00
Average Weekly Authorized Hours: 06:15				
Override Hours Related Comment				

NOTE: If a shared placement affects a child’s child care need on a weekly basis, then the *Week 1 Child Care Need Schedule* can be altered to reflect this. For example, if mom has child Monday-Thursday and does not need child care for her child when dad has her on Friday-Saturday, no child care need schedule should be entered for Friday-Saturday.

Multi-Week Schedule – Calculating Average Weekly Authorized Hours

If the parent or the child have a multi-week schedule, EBT CSAW first derives authorized hours for each week. To calculate the average weekly hours, the system totals the weeks and then divides the total by four. In the example below, 17+7+27+21= 72 ÷ 4=18 hours.

Approved Hours				
Begin Date	02/01/2017			
End Date	04/30/2017			
Weekly Hours				
	Week1	Week2	Week3	Week4
Hours Based on Schedule	13:00	05:00	21:00	15:00
Travel Time	04:00	02:00	06:00	06:00
Total	17:00	07:00	27:00	21:00
Approved	17:00	07:00	27:00	21:00
Average Weekly Auth Hours: 18:00				

The *Approved* hours for the weeks is summarized and then divided by 4 to calculate *Average Weekly Authorized Hours*.

Benefit Calculations

After the authorizations for a case have been created in EBT CSAW and marked *Completed*, the monthly benefits must be calculated so the benefits can be loaded onto the card. If the begin date of the authorization is in the future (next month or later), the system will automatically calculate the authorizations during the nightly batch and load the funds onto the card the last business day of the month. If the begin date of the authorization is current or past month, the worker must manually calculate the authorizations.

When the authorization is created and the worker calculates the authorization amounts, the system calculates the benefits for current and past months and up to three months into the future. If the authorization end date is more than three months in the future, the monthly batch will automatically calculate the future benefit amounts one month at a time.

If the following changes are made in EBT CSAW, the system **automatically** recalculates the amounts for future months:

- School closed hours (scheduled and inclement weather) are added for future months
- Provider's private price change
- Accreditation details change for an out-of-state provider
- Change in regulation type. Most commonly, a certified provider becomes licensed. In this situation, the provider's private prices must be entered for the system to automatically calculate the future authorizations. If a licensed provider withdraws his/her license and become certified, the system will recalculate the authorizations based on the certified rate
- Change in YoungStar rating
- Change in income/AG size
- FPL and Maximum rate mass changes

Calculate Benefits

To calculate benefits for the children in the case, click on the *Benefit Summary* link in the navigation menu to expand the sub values and then *Benefit Calculations*. The *Calculate Benefits* screen lists authorizations for all children in the case that can be calculated.

Calculate Benefits							
Case Details							
Case Number	1150865318			Primary Person	Nina Nitton		
Address	Main Mkee, WI 45454 Milwaukee County			Admin Agency	Milwaukee County (40)		
				Review Date	06/30/2017		
Benefits for the following months need to be calculated							
▼	Child's Name	Date of Birth	Provider Details	Provider Location Number	Authorized Period	Weekly Hours	School Closed Hours
▼ October 2016							
	Natalia Nitton	01/01/2006	Lacrosse Day Care 123 Main St, Lacrosse, WI	5800039715-001	9/1/2016 - 6/30/2017	15:00	0
	Nils Nitton	01/01/2009	Randy's Group Care 123 Main St, Anytown, WI	3800036563-001	8/16/2016 - 6/30/2017	45:00	0
▼ November 2016							
	Natalia Nitton	01/01/2006	Lacrosse Day Care 123 Main St, Lacrosse, WI	5800039715-001	9/1/2016 - 6/30/2017	15:00	10
	Nils Nitton	01/01/2009	Randy's Group Care 123 Main St, Anytown, WI	3800036563-001	8/16/2016 - 6/30/2017	45:00	10
<input type="button" value="Calculate"/>							

The total weekly hours and school closed hours are displayed by month. The *School Closed Hours* amount also includes hours for inclement weather. Click on the *Calculate* button on the bottom of the screen to calculate the monthly amounts. The system calculates benefits three months into the future. After that, if the authorization spans past three months, the system automatically calculates the future monthly amounts on a monthly basis.

Confirm Benefits

After clicking on the *Calculate* button on the previous screen, the *Confirm Benefits* screen will show the calculated monthly amounts for past, current and three months into the future.

Confirm Benefits							
Case Details							
Case Number	1150865318			Primary Person	Nina Nitton		
Address	Main Mkee, WI 45454 Milwaukee County			Admin Agency	Milwaukee County (40)		
				Review Date	06/30/2017		
Unconfirmed Post Load Benefit Changes							
There are no unconfirmed benefits for this case							
Confirmed Benefits							
▼	Child's Name	Provider Details	Provider Location Number	Monthly Authorized Hours	School Closed Hours	Subsidy Amount	YoungStar Adjustment To Provider
▼ October 2016							
	Nils Nitton	Randy's Group Care 123 Main St, Anytown, WI	3800036563-001	196	0	\$743.34	\$185.84 Details
	Natalia Nitton	Lacrosse Day Care 123 Main St, Lacrosse, WI	5800039715-001	66	0	\$236.99	\$0.00 Details
▼ November 2016							
	Nils Nitton	Randy's Group Care 123 Main St, Anytown, WI	3800036563-001	196	10	\$743.48	\$185.87 Details
	Natalia Nitton	Lacrosse Day Care 123 Main St, Lacrosse, WI	5800039715-001	66	10	\$272.39	\$0.00 Details

For 4 and 5 Star programs, the *YoungStar Adjustment to Provider* column shows the amount that will be paid directly to the provider by DCF. **The providers can view these amounts using the new *Child Care Provider Portal*. The amounts are displayed on the *YoungStar Adjustments* screen.**

To view calculation details for a month, click on the amount in the *Details* link.

Confirm Benefits – Part-Month Authorizations

If the authorization does not cover the entire month, the monthly hours are converted from weekly to monthly as follows:

Weekly Hours x 4.348125 x number of days the authorization covers / total number of days in the month.

Example: Seija is a school age child who needs a full time authorization for the Christmas break.

Seija Change	01/01/2008	12/21/2016 - 01/03/2017	45:00	2800039412-001 Anna's Kid Care, 4-Star, Dually Reg 123 Ann St, Annapolis, WI 45454	Completed	School Hours	Child Schedule	   
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The *Confirmed Benefits* screen shows the following:

Child's Name	Provider Details	Provider Location Number	Monthly Authorized Hours	School Closed Hours	Subsidy Amount	YoungStar Adjustment To Provider	
Sammy Change	Watts Valley Day Care 2702 Monroe St, Milwaukee, WI	4800039704-001	60	10	\$322.24	\$0.00	Details
Seija Change	Anna's Kid Care, 4-Star, Dually Reg 123 Ann St, Annapolis, WI	2800039412-001	70	0	\$225.15	\$56.29	Details

The monthly hours for December are calculated as follows:

45 hours x 4.348125 x 11 (number of authorized days in December) / 31 (number of days in December) = 69.42. This is rounded up to 70 hours/month.

The Calculation Details shows the following:

Case Subsidy Calculation Details		
Child's Name	Sammy Change	Seija Change
Date of Birth	01/01/09	01/01/08
Provider-Location	4800039704-001	2800039412-001
Status	Confirmed by system	
Authorized Hours	60	70
Regular Subsidy Hours	70	55
Provider Price Type	Part-time	Regular
Hourly Rate Used	\$5.11	\$4.43
Capped Subsidy	\$357.70	\$243.65
Total Copay	(\$18.50)	(\$18.50)
Subtotal	\$339.20	\$225.15
YoungStar Adjustment	(\$16.96)	\$0.00
Subtotal	\$322.24	\$225.15
Above Full Time Subsidy	\$0.00	\$0.00
Subsidy Amount	\$322.24	\$225.15
Net Subsidy Change	\$322.24	\$225.15

The Regular Subsidy Hours is used to calculate the subsidy amounts as follows:

$35 \text{ (full time care)} \times 4.348125 \times 11 / 31 = 54.0009$, rounded to 55 hours/month. The system uses the Regular Subsidy Hours when calculating the subsidy amount.

Note that the provider’s price and the agency ceiling is not prorated for part-month authorizations.

Initial Amount	\$357.70	\$243.65
Provider Price	\$594.62	\$1,087.04
Agency Ceiling	\$778.32	\$673.96
Capped Subsidy	\$357.70	\$243.65

In the case above, Seija’s authorization spans to January.

January 2017							
Sammy Change	Watts Valley Day Care 2702 Monroe St, Milwaukee, WI	4800039704-001	60	10	\$320.07	\$0.00	Details
Seija Change	Anna's Kid Care, 4-Star, Dually Reg 123 Ann St, Annapolis, WI	2800039412-001	19	0	\$58.94	\$14.74	Details

The January Authorized hours are calculated as follows:

$45 \text{ hours} \times 4.348125 \times 3 / 31 = 18.93$, rounded to 19.

Case Subsidy Calculation Details		
Child's Name	Sammy Change	Seija Change
Date of Birth	01/01/09	01/01/08
Provider-Location	4800039704-001	2800039412-001
Status	Confirmed by system	
Authorized Hours	60	19
Regular Subsidy Hours	70	15
Provider Price Type	Part-time	Regular
Hourly Rate Used	\$5.11	\$4.43
Capped Subsidy	\$357.70	\$66.45
Total Copay	(\$20.79)	(\$7.51)
Subtotal	\$336.91	\$58.94
YoungStar Adjustment	(\$16.84)	\$0.00
Subtotal	\$320.07	\$58.94
Above Full Time Subsidy	\$0.00	\$0.00
Subsidy Amount	\$320.07	\$58.94
Net Subsidy Change	\$320.07	\$58.94

The Regular Subsidy Hours are calculated $35 \times 4.348125 \times 3/31 = 14.72$, rounded up to 15 hours.

Calculation Details

This screen shows all details how the benefits were calculated for the case for the specific month.

Below are explanations for each section on this screen:

Case Level Calculation Details:

The upper section of the screen shows case level details for the authorization.

Calculation Details			
Case Details			
Case Number	1150865318	Primary Person	Nina Nitton
Address	Main Mkee, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		Review Date	06/30/2017
Calculation Details			
Month	October 2016	Eligible Members	3
Total Hours for Copay	262	Income	\$1,290.00
Base Copay Percent	100	FPL	80
Base Copay	\$8.00	Full Time Base Copay	\$8.00

The *Calculation Details* section on this screen displays the following information on the case level:

Month: Name and year for the benefit month.

Eligible Members: The number of individuals in the case.

Total Monthly Hours: This is the number of hours for all children in the case for the month. This number is used to retrieve the base copay percent. In the case above: $196 + 66 \text{ hours} = 262$.

Income: Income used to calculate the benefits for the case.

Base Copay Percent: The copay percentage is derived from the table below based on the total number of authorized hours for the case in the month. In the case above, 262 hours fall within the 100% range.

The Base Copayment amount is adjusted based on the monthly child care hours for the family.	From Monthly Hours	To Monthly Hours	% Copay
	0	20	10
	21	40	25
	41	80	50
	81	999	100

FPL: The FPL percentage retrieved from the FPL Table. In the case above, \$1290 equals 80% FPL.

[-----Gross Monthly Family Income-----]									
	FAMILY SIZE								
	2	3	4	5	6	7	8	9	10 or more
75% FPL	\$1,001	\$1,260	\$1,519	\$1,778	\$2,036	\$2,296	\$2,556	\$2,816	\$3,076
80% FPL	\$1,068	\$1,344	\$1,620	\$1,896	\$2,172	\$2,449	\$2,726	\$3,003	\$3,281

Base Copay: The base copay for the family is derived from the Monthly Copayment column on the FPL table using the FPL percentage. The Base Copay for 80% FPL is \$8.

[-----Gross Monthly Family Income-----]											
	FAMILY SIZE									Monthly Copayment	
	2	3	4	5	6	7	8	9	10 or more	Base	Per Child
75% FPL	\$1,001	\$1,260	\$1,519	\$1,778	\$2,036	\$2,296	\$2,556	\$2,816	\$3,076	\$3	\$27
80% FPL	\$1,068	\$1,344	\$1,620	\$1,896	\$2,172	\$2,449	\$2,726	\$3,003	\$3,281	\$8	\$29

Child Level Calculation Details

This section shows authorization calculation details by child.

NOTE: If the case has more than five children with authorizations, the last columns do not display without scrolling. Google Chrome browser works better than Internet Explorer or Firefox when viewing cases with more than five children because the browser keeps the row heading visible while scrolling horizontally. Another option is to copy the table and paste it into an Excel document.

[Collapse all](#) [Expand all](#)

Case Subsidy Calculation Details		
Child's Name	Nils Nitton	Natalia Nitton
Date of Birth	01/01/09	01/01/06
Provider-Location	3800036563-001	5800039715-001
Status	Confirmed by system	Confirmed by system
Authorized Hours	196	66
Capped Subsidy	\$778.32	\$265.98
Total Copay	(\$34.98)	(\$16.52)
YoungStar Adjustment	\$0.00	(\$12.47)
Subsidy Amount	\$743.34	\$236.99
Net Subsidy Change	\$743.34	\$236.99

[Collapse all](#) [Expand all](#)

The green fields indicate a header. To expand a section, click on the green area. Click on *Expand All* to open all fields for the children in the case.

The *Case Subsidy Calculation Details* has the following sections:

Case Subsidy Calculation Details		
Child's Name	Nils Nitton	Natalia Nitton
Date of Birth	01/01/09	01/01/06
Provider-Location	3800036563-001	5800039715-001
Type	Initial Benefit	Initial Benefit
Is Deleted?	No	No
Is History Record?	No	No
Updated Timestamp	09/09/16 11:22 AM	09/09/16 11:22 AM
Update User ID	W00322	W00322

On top of this section, the children’s name, DOB and the provider location is displayed.

Type: Values are:

Type	Description
Initial Benefit	Initial benefit on month for child at provider
Post Load Benefit Correction	Benefit change after processing due to a correction in PLBC
Post Load Change	Benefit change after processing due to additional authorization
Special Adjustment	Benefit correction due to system limitations

Is Deleted? Deleted will show Yes if the benefit has been deleted by a later calculation. When viewing

the most recent calculation information, Yes value is rare.

Is History Record? Yes is displayed the subsidy was later modified by another calculation, usually by PLBC.

Update Timestamp: The date and time when the calculation was changed for the specific month.

Update User ID: Click on the link to view the user who most recently triggered the calculation.

The section below shows the authorized hours details.

Status	Confirmed by system	Confirmed by system
Authorized Hours	196	66
Full Time Hours	153	66
Inclement Weather	0	0
Regular School Closed	0	0

Status: Below are all possible types:

Type	Description
Batch Error	Very rare, but will prevent calculations until errors are resolved
Confirmed by system	Calculation confirmation automatically completed by the system (usually future authorizations)
Confirmed by worker	Calculation confirmation completed by worker (usually authorizations for current or past months)
Pending	Used in PLBC. When a calculation is done, the benefit status will be pending until the worker confirms the changes.
Processed	Benefit load has been sent to FIS and EBT CSAW has received a response from FIS that the benefit load amount was received successfully.
Processing	Temporary status while waiting for response from FIS on benefit load.

Authorized Hours: This field shows the total monthly authorized hours for each child (Weekly Hours x 4.348125).

Full Time Hours: This field shows the maximum hours that will be considered for payment (35 x 4.348125 = 152.18, rounded up to 153)

Inclement Weather: Shows inclement weather hours authorized for the children in the case for the month.

Regular School Closed: Shows scheduled school closed hours for the children in the case for the month.

The section below shows the hours used for benefit calculation.

 Regular Subsidy Hours	153	66
Provider Price Type	Regular	Part-time
Calculation Category	Licensed Group	Licensed Group
County	Milwaukee County (40)	La Crosse County (32)
Out of State Accredited?	N/A	N/A
Agency Rate	\$5.11	\$4.03

Regular Subsidy Hours: This amount is a sum of Full Time, Inclement Weather and Scheduled School Closed Hours columns in the section above.

Provider Price Type: Shows the type of provider's private pay price used for the calculation.

Calculation Category: Provider category used to calculate the benefit. Note that the calculation for authorizations for public school and certified school age programs will show Licensed Group as the value.

County: Name of the county whose rates are being used for calculating the benefits. Most of the time the county where the child care provider is used, except when calculating benefits for out-of-state providers.

Out of State Accredited: Yes will display if the authorization is for a provider located outside Wisconsin and the provider is accredited by a qualified accreditation agency. If the program is accredited, the Agency Rate is increased by 10%.

Agency Rate: Displays the agency hourly rate used to calculate the benefit. The rates are posted at <http://dcf.wisconsin.gov/childcare/wishares/maxrates>

The section below shows how the monthly benefits are calculated.

 Hourly Rate Used	\$5.11	\$4.03
Initial Amount	\$781.83	\$265.98
Provider Price	\$869.63	\$434.82
Agency Ceiling	\$778.32	\$613.09
 Capped Subsidy	\$778.32	\$265.98

Hour Rate Used: Shows the hourly rate used to calculate the benefit. Usually, this is the agency rate except when an override price is used (in-home, discount or special needs).

Initial Amount: This field displays the number of hours in the *Regular Subsidy Hours* field above multiplied by the value in the *Hourly Rate Used*. The calculation for the example above (Child 1): $\$5.11 \times 153 = \781.83

Provider Price: This field shows the monthly provider price. For full time authorizations, the amount is retrieved by multiplying the provider's weekly price by 4.348125. In the example above (Child 1), the provider's weekly price for the child is \$200/week: $\$200 \times 4.348125 = \869.63 .

For part time authorizations, the provider's weekly part time price is multiplied by 4.348125, however, if school closed hours (including inclement weather) are added, the provider's price is increased by multiplying the school closed hours for the month by the agency hourly rate. For example if the provider's part time weekly rate is \$100/week, the monthly price is $\$100 \times 4.348125 = \434.8 . A child

has 10 school closed hours for the month. The provider’s price is increased by 10 x agency hourly rate. The provider’s price is increased by this amount.

Agency Ceiling: The agency weekly ceiling for the age group and provider type is multiplied by 4.348125 to retrieve the monthly amount. In the case above (Child 1), the agency ceiling is \$179/week. The monthly amount is \$778.32.

Capped Subsidy: This field shows the lowest of the three amounts above.

The section below shows the copay calculation.

Capped Subsidy	\$778.32	\$265.98
Copay Type	Learnfare	Regular
Base Copay Distribution	No copay, special copay type Regular	
Base Copay Hours @ This Location	0	66
Base Copay Hours for Case	66	66
Percent Base Copay	0%	100%

Copay Type: The value chosen at the *Child Copay/Special Needs* screen is displayed for each child.

Base Copay Distribution: The values are:

- Regular
- Exception in hours used
- No copay, full copay already applied
- No copay, special copay type
- Reduced copay, special copay type (child level copay only)

Base Copay Hours @ This Location: This field displays the total number of authorized hours used to derive the base copay amount. In the example above, Child 1 has Learnfare as the copay type (\$0 copay) so the hours are shown as 0. For the second child, the monthly total for regular and school closed hours is displayed.

Base Copay Hours for Case: The total number of authorized hours that are considered for copayment is listed. In the example above, since Child 1 has \$0 copay, only hours for Child 2 are considered.

Percent Base Copay: This field shows the percentage of the base copay for each child.

The screen print below shows the copay amounts for the case above.

Base Copay	\$0.00	(\$4.00)
Child Copay Distribution	No copay, special copay type Regular	
Full Time Copay	\$29.00	\$29.00
Total Child Copay Hours	0	66
Percent of Full Time Copay	0%	50%
Total Child Level Copay	\$0.00	\$14.50
Child Copay Hours @ This Location	0	66
Percent Applied to Benefit	0%	100%
Child Copay	\$0.00	(\$14.50)
Total Copay	\$0.00	(\$18.50)

NOTE: If all authorizations for a case are part-time (weekly hours are less than 21), the Base Copay Percentage applied cannot exceed 50% even if the total number of hours for the case is more than 21.

Example: A parent has two school-age children authorized at 11 hours/week. Even though the family monthly hours exceed 80, the family will be assessed at 50% of the base copay amount instead of 100%.

Base copay: The monthly dollar amounts for each child is displayed here. For the above case, the Full Time Copay for this case is \$8 but because Child 1 has no copay and the authorization for Child 2 is a part-time, the Base Copay is \$4.

Screen print below shows how the Full Time Base Copay is retrieved.

Gross Monthly Family Income										Monthly Copayment	
	FAMILY SIZE									Base	Per Child
	2	3	4	5	6	7	8	9	10 or more		
75% FPL	\$1,001	\$1,260	\$1,519	\$1,778	\$2,036	\$2,296	\$2,556	\$2,816	\$3,076	\$3	\$27
80% FPL	\$1,068	\$1,344	\$1,620	\$1,896	\$2,172	\$2,449	\$2,726	\$3,003	\$3,281	\$8	\$29

Child Copay Distribution: Below are the values:

- Regular
- Exception in hours used
- No copay, full copay already applied
- No copay, special copay type
- Reduced copay, special copay type (child level copay only)

Full Time Copay: The maximum base copay amount is derived from the FPL table based on the FPL percentage for the case. The maximum amount for the case above is \$29 (80% FPL).

[-----Gross Monthly Family Income-----]										Monthly Copayment	
	FAMILY SIZE									Base	Per Child
	2	3	4	5	6	7	8	9	10 or more		
75% FPL	\$1,001	\$1,260	\$1,519	\$1,778	\$2,036	\$2,296	\$2,556	\$2,816	\$3,076	\$3	\$27
80% FPL	\$1,068	\$1,344	\$1,620	\$1,896	\$2,172	\$2,449	\$2,726	\$3,003	\$3,281	\$8	\$29

Total Child Copay Hours: This field shows the total authorized hours for the child that will be considered when calculating the child level copay. In the case above, only copay for Child 2 is considered (Copay type is *Regular*).

Percent of Full Time Copay: The percentage used for each child’s share of the full time copay is based on the number of authorized hours for the month. In the case above, Child 2 has 66 hours. The percentage is retrieved from the FPL Table as shown below.

	From Monthly Hours	To Monthly Hours	% Copay
The Per Child	0	15	10
Copayment	16	30	20
amount is further	31	45	30
adjusted based	46	60	40
on the monthly	61	75	50
hours for the	76	90	60
individual child.	91	105	70
	106	120	80
	121	135	90
	136	999	100

Total Child Level Copay: The child level copay is calculated by multiplying the *Percentage of Full Time Copay* x *Full Time Copay* amount. In the case above, Child 1 has no copay so the amount is \$0. For Child 2, the amount is calculated \$29.00 x 50% = \$14.50.

Child Copay Hours @ This Location: This field displays the total number of authorized hours used to derive the base copay amount. In the example above, Child 1 has Learnfare as the copay type (\$0 copay) so the hours are shown as 0. For the second child, the monthly total for regular and school closed hours is displayed.

Percent Applied to Benefit: This field shows the percentage of the base copay applied to the benefit.

Child Copay: The total child copay amount is displayed for each child for the month.

Total Copay: This field includes the sum of Base Copay and Child Copay. Since Child 1 calculation shows \$0 because there is no copay for Learnfare. The copay for Child 2 is a sum of \$14.50 + \$4 = \$18.50.

The final subsidy amount is calculated as follows: Capped Subsidy – Total Copay = Subtotal.

✘	Capped Subsidy	\$778.32	\$265.98
	Copay Type	Learnfare	Regular
	Base Copay Distribution	No copay, special copay type Regular	
	Base Copay Hours @ This Location	0	66
	Base Copay Hours for Case	66	66
	Percent Base Copay	0%	100%
✘	Base Copay	\$0.00	(\$4.00)
	Child Copay Distribution	No copay, special copay type Regular	
	Full Time Copay	\$29.00	\$29.00
	Total Child Copay Hours	0	66
	Percent of Full Time Copay	0%	50%
	Total Child Level Copay	\$0.00	\$14.50
	Child Copay Hours @ This Location	0	66
	Percent Applied to Benefit	0%	100%
✘	Child Copay	\$0.00	(\$14.50)
✘	Total Copay	\$0.00	(\$18.50)
	Subtotal	\$778.32	\$247.48
	YoungStar Level	5 Stars	2 Stars
	Calculated Amount	\$194.58	(\$12.37)
	Provider Amount	\$194.58	\$0.00
✘	YoungStar Adjustment	\$0.00	(\$12.37)
	Provider Price	\$869.63	\$434.82
✘	Subtotal	\$778.32	\$235.11

Subtotal: This amount is calculated by deducting the Total Copay from the Capped Subsidy amount.

YoungStar Level: Indicates the child care provider’s YoungStar level for the benefit month.

Calculated Amount: This amount is calculated using the percentage below applied to the Subtotal above.

- 5 Star: The subsidy amount + 25%
- 4 Star: The subsidy amount + 10%
- 3 Star: No adjustment
- 2 Star: The subsidy amount - 5%

Provider Amount: Amount listed in this field will be paid directly to 4 and 5 star providers. For others, this value will be \$0.

YoungStar Adjustment: The YS Adjustment applied to calculate the Subtotal.

Provider Price: This field shows the monthly provider price (authorizations using the licensed family or group rates). For full time authorizations, the amount is retrieved by multiplying the provider’s weekly price by 4.348125. In the example above (Child 1), the provider’s weekly price for the child is \$200/week: $\$200 \times 4.348125 = \869.63 .

For part time authorizations, the provider’s weekly part time price is multiplied by 4.348125, however, if school closed hours (including inclement weather) are added, the provider’s price is increased by multiplying the school closed hours for the month by the agency hourly rate.

For certified providers, this field shows \$0.

Subtotal: The final benefit that will be loaded onto the EBT card if the authorization is less than 50 hours/week.

The section below displays information for authorizations with more than 50 hours/week.

Subtotal	\$778.32	\$235.11
Agency Rate	\$5.11	\$4.03
Hours Above Full Time	0	0
Above Full Time Subsidy	\$0.00	\$0.00
Subsidy Amount	\$778.32	\$235.11

Agency Rate: Displays the agency hourly rate used to calculate the benefit. The rates are posted at <http://dcf.wisconsin.gov/childcare/wishares/maxrates>

Hours Above Full Time: If the weekly authorization exceeds 50 hours, any hours above 50 is paid. This field displays the monthly number of hours above 218/month. The Hours Above Full Time is listed on the *Weekly Hours* screen (print below).

Hours Used for Benefit Calculation	
	Week
Full Time	35:00
Above Full Time (50)	25:00
Average Weekly Hours (Full Time): 35:00	
Average Weekly Hours (Above Full Time): 25:00	

Above Full Time Subsidy: If the authorization exceeds 50 hours/week, the benefit amount for the hours above 50 multiplied by the Agency Rate is displayed here.

NOTE: The YS adjustment is not applied to amounts above 50 hours/week.

Subsidy Amount	\$778.32	\$235.11
Previous Applied Amount	\$0.00	\$0.00
Subsidy Change	\$778.32	\$235.11
Subsidy Applied Mode	Apply to family	Apply to family
Net Subsidy Change	\$778.32	\$235.11

Previous Applied Amount: If adjustment is made using the Benefit Load Adjustment Calculation (BLPC), the previously applied amount is displayed here.

Subsidy Change: If adjustment is made using the Benefit Load Adjustment Calculation (PLBC), the difference between the previously calculated amount and the amount calculated using (PLBC) is

displayed here. If this is the initial calculation, the total benefit amount is displayed.

Benefit Applied Mode. The values are:

- Apply to both
- Apply to family
- Apply to provider
- Do not apply (change is minimal)
- Do not apply (worker)
- Do not apply (unchanged child)
- Do not apply (negative benefit for added need)

Net Subsidy Change: Positive or negative amount resulted by the PLBC adjustment.

Case Benefit Quarterly Summary

After the benefits have been calculated, the Case Benefit Quarterly Summary displays the calculated benefits by month within the current quarter. Past and future benefits can be viewed by either changing the Month/Year or by using the *Previous* or *Next* links.

Case Benefit Quarterly Summary					
Case Details					
Case Number	1150865318	Primary Person	Nina Nitton		
Address	Main Mkee, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)		
		Review Date	06/30/2017		
<< Previous		3rd Quarter 2016	Next >>		
<input type="text" value="July 2016"/>					
July 2016					
Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit	
Nils Nitton	Randy's Group Care 123 Main St, Anytown, WI	3800036563-001	87	\$434.82	
Natalia Nitton	Anna's Kid Care, 4-Star, Dually Reg 123 Ann St, Annapolis, WI	2800039412-001	87	\$434.82	
August 2016					
Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit	
Nils Nitton	Randy's Group Care 123 Main St, Anytown, WI	3800036563-001	87	\$434.82	
Natalia Nitton	January Care 444 5Th St, Monthville, WI	5800039215-001	66	\$127.91	
September 2016					
Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit	
Nils Nitton	Randy's Group Care 123 Main St, Anytown, WI	3800036563-001	87	\$434.82	
Natalia Nitton	January Care 444 5Th St, Monthville, WI	5800039215-001	66	\$127.91	

Transactions:

This screen retrieves all transactions made to the parent’s EBT account. The data is available real time.

EBT CSAW Menu		List of Transactions																																																																
<ul style="list-style-type: none"> Home Dashboard EBT Case Case Search Case Activity Summary Education Tracking Case Summary Parent Approved Activities Child Copy/Special Need Authorizations Benefit Summary Transactions Case/Card Details Documents EBT Provider PLBC - Case PLBC - Provider 		Case Details <table border="0"> <tr> <td>Case Number</td> <td>1150865318</td> <td>Primary Person</td> <td colspan="2">Nina Nitton</td> </tr> <tr> <td>Address</td> <td>Main Mkee, WI 45454 Milwaukee County</td> <td>Admin Agency</td> <td colspan="2">Milwaukee County (40)</td> </tr> <tr> <td></td> <td></td> <td>RFA Date</td> <td colspan="2">07/01/2016</td> </tr> <tr> <td></td> <td></td> <td>Review Date</td> <td colspan="2">06/30/2017</td> </tr> </table>					Case Number	1150865318	Primary Person	Nina Nitton		Address	Main Mkee, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)				RFA Date	07/01/2016				Review Date	06/30/2017																																									
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The *Transaction Period* is defaulted to display four months of information. The period can be modified by changing the *Begin* and *End Dates*.

The *List of Transactions* section shows the account activity by child. Transactions with a minus (-) sign in front of the amounts are transfers authorized by the parent. These transactions also show a *Transaction Confirmation* code. The screen also displays all deposits made by DCF for the case.

EBT Case/Card Details

Once an authorization has been created in EBT CSAW, the interface between FIS and CSAW sends the case demographics and subsidy amount to FIS system. The following day, FIS will mail the EBT card to the parent. The *EBT Case/Card Details* shows the status and details of the data transfers.

For new cases established after the roll-out, the system includes the new cases with authorization on the daily transfers.

EBT CSAW Menu		EBT Case/Card Details																							
<ul style="list-style-type: none"> Home Dashboard EBT Case Case Search Case Activity Summary Education Tracking Case Summary Parent Approved Activities Child Copy/Special Need Authorizations Benefit Summary Case/Card Details Data Exchange Replace/Reissue Card EBT Provider PLBC - Case PLBC - Provider 		Case Details <table border="0"> <tr> <td>Case Number</td> <td>0150816707</td> <td>Primary Person</td> <td colspan="2">Emily English</td> </tr> <tr> <td>Address</td> <td>123 Side St Mke, WI 45454 Milwaukee County</td> <td>Admin Agency</td> <td colspan="2">Milwaukee County (40)</td> </tr> <tr> <td></td> <td></td> <td>RFA Date</td> <td colspan="2">02/26/2016</td> </tr> <tr> <td></td> <td></td> <td>Review Date</td> <td colspan="2">01/31/2017</td> </tr> </table>				Case Number	0150816707	Primary Person	Emily English		Address	123 Side St Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)				RFA Date	02/26/2016				Review Date	01/31/2017	
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List of Children in EBT Account Section:

This section lists all children in the case whose details have been sent to FIS. Each child has a Child ID that identifies the child in the FIS system. This number has been added onto the *Parent Authorization Notice* and is also used when authorizing payments using the IVR.

Card Status History:

This section shows the card status history. Below are all possible values.

Card Status	Description
Active	Card can be used by the parent.
Card Stolen	Card was reported stolen and can never be used again.
Card Lost	Card was reported lost and can never be used again.
Name Changed	Card was reissued because the parent’s name changed. The original card can never be used again.
Damaged	Card was reported damaged and can never be used again.
Undelivered	Card was returned to FIS due to an incorrect address. The local agency must trigger a new card from CSAW after correcting the address in CWW. See <i>EBT Case Account – Replace/Reissue Card Request</i> section below on how to trigger a new card.
Inactive	Card cannot be used until the parent activates the card.
Deactivated/Cancelled	Card was deactivated/cancelled and cannot be used again.
Suspended	Holding status that can be changed to Active

EBT Case Account – Replace/Reissue Card Request

If the card is returned to FIS due to an invalid address, the card status is switched to Undeliverable in the FIS system. Once the address has been changed in CWW, a new card can be triggered.

When the *Latest Card Status* is *Undelivered*, the *EBT Case/Card Details* screen will show *EBT Case Account – Replace/Reissue Card Request* link.

EBT Case/Card Details			
Case Details			
Case Number	4003188349	Primary Person	Parent Pay Benefit
Address	2153 N Palmer St Monroe, WI 53416-3219 Monroe County	Admin Agency	Monroe County (41)
		RFA Date	01/01/2015
		Review Date	12/31/2016
Case Account Details			
Primary Account Holder	Parent Pay Benefit	Latest Card Status	Undelivered
	EBT Case Account- Replace/Reissue Card Request		
List of Children in EBT Account			
Child's Name	Date of Birth	Child ID	
Padmee Benefit	12/13/2011	1	
Penguin Fly Hig Validate Change	11/10/2006	2	
Card Status History			
Card Number	Status	Status Date	Address Card was sent (if applicable)
9898 9894 3464 5240	Undelivered	07/19/2016	2153 N Palmer St Monroe, WI 53416-3219
Account Maintenance Requests			
Account Maintenance Requests			

Click on the *EBT Case Account – Replace/Reissue Card Request* link to proceed.

EBT Vendor Case Data Exchange – Replace/Reissue Card

On this screen, you can trigger a new card to be sent to the parent. If the address in CWW has been updated, this page shows both the old and the new address.

EBT Vendor Case Data Exchange - Replace/Reissue Card

Case Details

Case Number	0150816707	Primary Person	Emily English
Address	123 Side St Mke, WI 45454 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	02/26/2016
		Review Date	01/31/2017

Case Account Details

Primary Account Holder	Emily English	Latest Card Status	Undelivered-P9-Insufficient Address
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Replacement Card Request

New Address
Emily English
123 Side St.
Mke, WI 45454

Confirm replace/reissue card request

Submit

Click on the Confirm replace/reissue card request checkbox to trigger a new card. If the trigger is added before 2PM, a new card is sent the following business day.

EBT Vendor Case Data Exchange – Maintenance Request

This screen shows the history of data exchanges between the FIS and CSAW systems for a case.

EBT Vendor Case Data Exchange

Case Details

Case Number	4003188349	Primary Person	Parent Pay Benefit
Address	123 N Main St Monroe, WI 53416-3219 Monroe County	Admin Agency	Monroe County (41)
		RFA Date	01/01/2015
		Review Date	12/31/2016

Case Account Details

Primary Account Holder	Parent Pay Benefit	Latest Card Status	Undelivered
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[EBT Case Account- Replace/Reissue Card Request](#)

Search

Include All Requests

Search

List of Account Maintenance Requests

Request Type	Name	Status	Updated Date
Add Child	Padmee Benefit	Processed	07/18/2016
Replacement Card For Primary	Parent Pay Benefit	Pending	09/08/2016
Add Child	Penquin Fly Hig Validate Change	Processed	07/27/2016
Add Primary	Parent Pay Benefit	Processed	07/18/2016

After the replacement card has been triggered by the worker, the Status of the request is pending. Once the card has been resent by FIS, they will update their system and the status in CSAW will be changed to *Processed*.

