



Wisconsin Shares

EBT CSAW User Guide

Authorizations

Processing Various Change Scenarios

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Division of Early Care and Education

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Background Information

This user guide explains how to process various changes that affect authorizations in EBT CSAW. **This guide focuses on authorizations that are in *Processed* status.** Because the funds have already loaded onto the card, the system restricts modifications to most of the screens related to the authorization. If adjustments that pertain to current or past months need to be made to authorizations that are in *Processed* status, those changes must be calculated using the *Post Load Benefit Calculation* (PLBC) module.

If the authorization is in *Pending* or in *Completed* status, most screens can be modified and hours derived. Also, the system allows deletion of the records when the funds have not been loaded.

Below is a list of EBT authorization statuses:

- **Pending:** The system assigns this status when the *New Authorization – Basic Details* screen has been completed. Note that pending authorizations are not automatically deleted, but remain in pending status indefinitely.
- **Pending Derive Hours:** When any detail of an authorization that is in *Completed* status is 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 *Completed*, the child's schedule must be reviewed and hours recalculated by clicking *Derive Hours* button on the *Child Schedule* screen. **NOTE:** authorizations **will remain in *Pending Derive Hours* status indefinitely**, until *Completed* or deleted.
- **Completed:** Once the parents and the children schedules, the child copay/special needs information, and the authorization weekly hours have been calculated, the worker will change the status to *Completed*. Authorizations must be in *Completed* status before the benefits can be calculated.
- **Processed:** Authorizations that are in *Completed* status and when the benefits have been calculated at the end of the business day will be changed to *Processed* when the funds have been loaded onto the card.

Processing Various Changes to a Case/Authorization – Authorization Status is **Processed**

This section gives guidance on how to process various changes to a case/authorization when the authorization is in *Processed* status **and the funds have been loaded onto the card.**

For ongoing cases, the child care subsidy funds are loaded onto the parent's EBT card overnight on the last business day of the month. When a new authorization is written for a period that spans past or current month, the child care funds are loaded to the EBT card daily/overnight. Once the funds have been loaded, the system automatically changes the authorization status to *Processed*.

See Wisconsin Shares Child Care Subsidy policy manual chapter 2.2.13 for more information on timely and untimely reported changes and verification.

<https://dcf.wisconsin.gov/manuals/wishares-cc-manual/>

Authorizations must be ended every time there has been a change to either the adult schedule or the child needs schedule. The authorization screen in EBT CSAW has several screen validations that are checked when the end date is modified. To avoid problems with the validations, end the authorization before modifying other screens.

Modifying Parent Approved Activity Schedule

The parent's approved activity can change for multiple reasons. Examples include, but are not limited to:

1. Parent's approved activity type changes (from W-2 to Employment)
2. Parent changes employers
3. Parent's work schedule changes (reduced or increased hours)
4. A parent leaves the case or a new eligible adult is added

Every time any of the above circumstances change, the *Parent Approved Activities* record and the child care need must be updated.

Below are steps that need to be taken to process the change.

Step 1: Modify Authorizations

The first step is to end the current authorization as of the effective date of the change (if the change is in the future). If the change occurred in the past, end the authorization as of the last day of the current month. Click on the *Effective Period* link to access the *Basic Details* screen.




List of Authorizations								
Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	School Hours	Child Schedule	
Vilbert Western	01/01/2016	6/1/2016 - 5/31/2017	55:00	8800039778-001 Good Golly Miss Molly's Cc-LFAM-Cla 5660 Goody Pt, Golly, WI 53891	Processed	School Hours	Child Schedule	

On the *Basic Details* screen, modify the authorization end date.

Modify Authorization - Basic Details			
Case Details			
Case Number	9150868594	Primary Person	Vilma Western
Address	Western La Crosse, WI 45454 La Crosse County	Admin Agency	La Crosse County (32)
		RFA Date	06/01/2016
		Review Date	05/31/2017
Individual Details			
Name	Vilbert Western	PIN	9585053446
Date of Birth	01/01/2016		
Child Care Provider Location Details			
Provider/Location#	8800039778/001	Months Open	Jan-Dec
Provider Name	Miss Molly	Night Capacity	0
Location Name	Good Golly Miss Molly's Cc-LFAM-Cla	Day Capacity	8
Phone #	(654) 654-6546	Hours: MON-FRI	6:00AM - 6:00PM
Address	5660 Goody Pt Golly WI 65891	SAT-SUN	Closed
Authorization Period			
Status	Processed		
Begin Date *	06/01/2016		
End Date *	09/30/2016		




Step 2: Modify Parent Activity Record

To access the *Modify* screen, click on the *Modify* icon on the *Case Summary* screen.

Case Summary			
Case Details			
Case Number	9150868594	Primary Person	Vilma Western
Address	Western La Crosse, WI 45454 La Crosse County	Admin Agency	La Crosse County (32)
		Review Date	05/31/2017
Search			
Begin Date	5/1/2016	End Date	
	<input type="text"/>		<input type="text"/>
<input type="button" value="Search"/>			
Parent Approved Activity Schedule			
Parent's Name	Date of Birth	PIN	Add Schedule
Vilma Western	1/1/1987	9585053411	Add Schedule
CWW Approved Activity	Schedule Period	Status	
Employment	6/1/2016 - 5/31/2017	Completed	  

On the *Modify Activity Schedule* screen, on the *Effective End Date* field, enter the date the change happened. You will see a warning message that there are authorizations using this schedule. Click *Modify* to proceed.

Please review the following warnings

-  A Completed authorization uses this activity schedule. Please review any affected authorization(s). A new authorization or a Post Load Adjustment may be necessary.
-  One or more authorizations will be set to Pending Derive Hours because they use this activity schedule. Please Derive Hours for each authorization after modifying this schedule.
-  This activity schedule is associated with an existing authorization that continues beyond the end date of the activity schedule you entered.

NOTE: If the activity changed in a past month or the current month, the system allows you to change the end date; however, if any adjustments to current or past month's benefits are needed, use the PLBC module to calculate the difference.

After the previous Activity Schedule has been modified by changing the end-date, click on *Add Schedule* link.

Parent Approved Activity Schedule			
Parent's Name	Date of Birth	PIN	
Vilma Western	1/1/1987	9585053411	Add Schedule
CWW Approved Activity	Schedule Period	Status	
Employment	6/1/2016 - 8/31/2016	Completed	

After the new *Effective Begin* and *End Dates* have been entered, you have the option to use the latest schedule (the default display shows schedules that have been in effect during last three months).

New Activity Schedule - Select Period			
Case Details			
Case Number	9150868594	Primary Person	Vilma Western
Address	Western La Crosse, WI 45454 La Crosse County	Admin Agency	La Crosse County (32)
		Review Date	05/31/2017
Individual Details			
Name	Vilma Western	PIN	9585053411
Date of Birth	01/01/1987		
Add Activity Schedule			
Effective Begin Date *	09/01/2016		
Effective End Date *	05/31/2017		
CWW Approved Activity	Employment		
Use Latest Schedule	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Comments			

If *Yes* is chosen above, the previous schedule displays. Review the parent’s schedule and make modifications if the activity times have changed.

Parent Schedule						
Schedule Type: <input checked="" type="radio"/> Single Week <input type="radio"/> Two Weeks <input type="radio"/> Four Weeks						
Sunday - Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
6:00am						
6:30am						
7:00am		Work	Work	Work	Work	Work
7:30am		Name of the employer	Name of the employer	Name of the employer	Name of the employer	Name of the employer
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						

Click the *Complete* button when done or *Add Comment* if a comment is needed.

3. Create a New Authorization

After the previous authorization has been ended, click on the plus icon next to the authorization that was ended to start a new one.

List of Authorizations								
Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	School Hours	Child Schedule	
Vilbert Western	01/01/2016	06/01/2016 - 09/30/2016	55:00	8800039778-001 Good Golly Miss Molly's Cc-LFAM-Cla 5660 Goody Pt , Golly, WI	Processed	School Hours	Child Schedule	  

On the *New Authorization – Select Child Care Provider* screen, click on the *New Authorization* link if the child continues attending the same center. Click on *Search for New Child Care Provider Location* if the child is going to be enrolled in a new center.

New Authorization - Select Child Care Provider Location			
Case Details			
Case Number	9150868594	Primary Person	Vilma Western
Address	Western La Crosse, WI 45454 La Crosse County	Admin Agency	La Crosse County (32)
		RFA Date	06/01/2016
		Review Date	05/31/2017
Individual Details			
Name	Vilbert Western	PIN	9585053446
Date of Birth	01/01/2016		
Currently Authorized Child Care Locations			
** Indicates child has an authorization in this provider location.			Search for New Child Care Provider Location
Location Name	Address		
* Good Golly Miss Molly's Cc-LFAM-Cla	5660 Goody Pt , Golly, WI	New Authorization	

Then continue as explained in the *Creating an Authorization (Step 3)* section in the *EBT CSAW User Guide – Authorizations*. <https://dcf.wisconsin.gov/manuals/wishares-cc-manual/>

Voiding the Parent Schedule

If an incorrect or outdated Parent Approved Activity Schedule is associate with a Processed authorization and the parent a needs another authorization for the current or past month, the previous Parent Schedule record needs to be voided.

The void process does not delete the incorrect/outdated Parent Schedule from the system or affect previous benefits. It simply tells the system to not consider that schedule when writing new authorizations or creating PLBC adjustments.

Prior to Void Process

1. End date the existing authorization for the last day of the current month
2. End date the incorrect/outdated Parent Schedule for the last day of the current month
3. Enter the new Parent Schedule with a begin date of the first day of the next month
4. Enter any future authorizations that are needed
5. If applicable, complete a PLBC to add the correct number of hours to the current month

The Void Process

1. On the *Case Summary* or *Parent Approved Activities* screen, click the *Pencil* icon to edit the incorrect/outdated Parent Schedule. This will take you to the *Modify Parent Activity Schedule – Modify Period*.
2. Click the drop-down icon for the *Status* field and choose “Voided”.

Modify Activity Schedule

CWW Approved Activity Employment

Effective Begin Date * 7/1/2016

Effective End Date * 6/30/2017

Status Completed

Comments

Completed

Pending

Voided

3. Click the *Modify* button at the bottom of the screen.
4. You may get a soft stop (a yellow validation message). Click the *Modify* button again. This will take you to the *Case Summary* page.
5. Click the *Pencil* icon to edit the new Parent Schedule.
6. Backdate the Effective Begin Date on the Parent Schedule to the appropriate date. For example, if the parent started working more hours on 4/15/17, the Effective Begin Date is 4/15/17.
7. Click the *Modify* button at the bottom of the screen.
8. Write the Retro Authorization, or, if the child care need is the same, backdate a future authorization. **NOTE:** You cannot backdate farther than the begin date of the Parent Schedule. The system will now use the new Parent Schedule to derive hours

An Eligible Adult is Added to the case

When an adult is added to the child care case, the approved activity schedule must be added for the newly added parent/adult.

Step 1:

End date the authorizations for all children in the case with the last day of the current month if the adult was added to the case during current month or in the past. If the second adult is added with effective date in the future, then end the authorizations as of the date the second adult is added.

Step 2:

On the *Case Summary* screen, click on the *Add Schedule* next to the newly added adult.

Case 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
Search			
Begin Date	<input type="text" value="4/1/2016"/>	End Date	<input type="text"/>
<input type="button" value="Search"/>			
Parent Approved Activity Schedule			
Parent's Name	Date of Birth	PIN	
▼ Nina Nitton	1/1/1985	1585046655	Add Schedule
CWW Approved Activity			
Employment	7/1/2016 - 7/31/2016	Completed	
Employment	8/1/2016 - 6/30/2017	Completed	
▼ Nils-Dad Nitton	1/1/1987	1585048844	Add Schedule
CWW Approved Activity			
No activity schedules exist for this individual on these dates.			

Then complete the steps listed under the *EBT CSAW User Guide – Authorizations*:

<http://dcf.wisconsin.gov/files/publications/pdf/5117.pdf>. Step 1: Parent Approved Activities.

Step 3:

Create new authorizations with a new begin date that coincides with the date the new parent/adult was added to the case.

NOTE: If the new adult was added with effective date in the past or in the current month, an adjustment might be necessary using the PLBC module.

An Eligible Adult Leaves the Case

If a parent/adult is no longer included in the child care case, complete the following steps.

Step 1:

If the adult left the case in the current or past month, end the authorizations as of the last day of the current month. If the adult is leaving the case in the future, end the authorizations for all children in the case effective the date the adult is leaving the case.

Step 2:

Access the *Modify Activity Schedule – Select Period* screen and enter an end date.

Modify Activity Schedule - Select Period			
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	James July	PIN	9585044251
Date of Birth	01/01/1974		
Modify Activity Schedule			
CWW Approved Activity	Employment		
Effective Begin Date *	10/1/2016		
Effective End Date *	7/31/2016		
Status	Completed		
	<input type="button" value="View Schedule Events"/>		
Comments	<div style="border: 1px solid gray; height: 100px;"></div>		
	0 of 500 characters.		

Step 3:


If the adult left the case in the current or past month, create the new authorization with the first day of the following month as the begin date; or if the parent will be leaving on a future date, write a new authorization with a new begin date that coincides with the date the parent/adult will leave the case. The new authorization will use the remaining parent’s approved activity schedule when deriving hours.

NOTE: If the adult/parent left the case in the past or current month, an adjustment might be necessary using the PLBC module.

Child Attends a Second Provider

Sometimes a child needs authorizations to two different providers. Example: A child attends a group center during the week, but now needs child care at a certified provider during weekends when the parent works.

To create an authorization to a second provider, click on the plus (+) sign next to the child who needs a second authorization.

List of Authorizations							
Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	School Hours	
Calm (Sa) Day	01/01/2010	4/15/2016 - 6/15/2016	05:00	3800036563-001 Randy's Group Care-In-Out Mode 123 Main St, Anytown, WI 52222	Completed	School Hours	

On the following screen, click on the *Search for New Location* link.

Currently Authorized Locations		
Location Name	Address	
*Randy's Group Care-In-Out Mode	123 Main St, Anytown, WI	New Authorization

Next, follow the process described under Step 3 in the *Creating a New EBT Authorization* section of the *EBT CSAW User Guide – Authorizations*: <http://dcf.wisconsin.gov/files/publications/pdf/5117.pdf>.

Changing Providers

NOTE: Changing providers in the current month is not allowed by policy, except in certain situations. Please review the Policy Manual, Chapter 2, Authorizations in Situations of Hardship for further details. <https://dcf.wisconsin.gov/manuals/wishares-cc-manual/Chapt2-Authorization/2.2.12-hardship-authorization.htm>

If the child’s authorization from Provider A needs to be changed to a new Provider B, complete the following steps.

Step 1:

The first step is to end the current authorization as of the effective date of the change (if in the future). To access the *Modify Authorization – Basic Details* page, click on the date range of the authorization that needs to be ended.

Ville Western	01/01/2009	08/12/2016 - 05/31/2017	15:00	8800039818-001 Daisy Duck-Suspended 5/5-08/12/16 341 5Th Street St , Anytown, WI 54310	Processed	School Hours	Child Schedule			
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Enter the end date. If the authorization needs to be ended for the current or past month, enter the last day of the current month.

Modify Authorization - Basic Details			
Case Details			
Case Number	9150868594	Primary Person	Vilma Western
Address	Western La Crosse, WI 45454 La Crosse County	Admin Agency	La Crosse County (32)
		RFA Date	06/01/2016
		Review Date	05/31/2017
Individual Details			
Name	Ville Western	PIN	9585053438
Date of Birth	01/01/2009		
Child Care Provider Location Details			
Provider/Location#	8800039818/001	Months Open	Jan-Dec
Provider Name	Daisy Duck	Group Size	6
Location Name	Daisy Duck-Suspended 5/5-08/12/16	Children under Age of Seven	3
Phone #	(123) 865-7309	Hours: MON-THUR	6:00AM - 6:00PM
Address	341 5Th Street St Anytown WI 54310	FRI	4:00PM - 11:59PM
		SAT	12:00AM - 7:00AM
Authorization Period			
Status	Processed		
Begin Date *	08/12/2016		
End Date *	09/30/2016		

Step 2:

After the previous authorization has been ended, click on the plus icon next to the authorization that was ended to start a new one.

Ville Western	01/01/2009	08/12/2016 - 09/30/2016	15:00	8800039818-001 Daisy Duck-Suspended 5/5-08/12/16 341 5Th Street St , Anytown, WI 54310	Processed	School Hours	Child Schedule			
---------------	------------	-------------------------	-------	--	-----------	------------------------------	--------------------------------	--	--	--

On the *New Authorization – Select Child Care Provider* screen, click on the *Search for New Child Care Provider Location* link to conduct a search.

New Authorization - Select Child Care Provider Location			
Case Details			
Case Number	9150868594	Primary Person	Vilma Western
Address	Western La Crosse, WI 45454 La Crosse County	Admin Agency	La Crosse County (32)
		RFA Date	06/01/2016
		Review Date	05/31/2017
Individual Details			
Name	Ville Western	PIN	9585053438
Date of Birth	01/01/2009		
Currently Authorized Child Care Locations			
** Indicates child has an authorization in this provider location.			
Search for New Child Care Provider Location			
Location Name	Address		
* Daisy Duck-Suspended 5/5-08/12/16	341 5Th Street St . Anytown, WI	New Authorization	



Then continue as explained in the *Creating an Authorization (Step 3)* section in the *EBT CSAW User Guide – Authorizations*: <http://dcf.wisconsin.gov/files/publications/pdf/5117.pdf>.

Child's Copay Type or Special Needs Status Changes

Below are steps explaining the process when a child's copayment or special needs information changes.

Step 1:

If the child's copay type or special needs status changes, click on the *Modify* icon next to the child on the *Case Summary* screen.

Child Copay/Special Need			
Child's Name	Date of Birth	PIN	
Color Yellow	01/01/2009	5585079085	Add Details
Effective Period	Copay Type	Special Needs	
10/01/2016 -	LearnFare	No  	

On the *Modify* screen, enter an end date in the *Effective End Date* field. This date must be a last day of the current month.

Modify Child Copay/Special Need			
Case Details			
Case Number	9150868594	Primary Person	Vilma Western
Address	Western La Crosse, WI 45454 La Crosse County	Admin Agency	La Crosse County (32)
		Review Date	05/31/2017
Individual Details			
Name	Vilbert Western	PIN	9585053446
Date of Birth	01/01/2016		
Child Copay/Special Need			
Effective Begin Date *	6/1/2016	Effective End Date	7/31/2016
Copay Type *	Regular		
Special Needs *	<input checked="" type="radio"/> No <input type="radio"/> Yes		

Click the *Save and Continue* button to save the data. You will see a warning message stating that there are authorizations using this record. Proceed with the modification.

Step 2:

Add new copay/special needs details record by clicking on the *Add Details* link next to the child. Complete the screen.

Step 3:

Access the *Case Benefit Quarterly Summary* screen. In the case below, the child’s copay type was changed with effective 8/1/16 date. The change was made in August, so the August benefits were not affected because the funds are already on the card. The September benefits need to be recalculated.

Case Benefit Quarterly Summary					
Case Details					
Case Number	9150868594		Primary Person	Vilma Western	
Address	Western La Crosse, WI 45454 La Crosse County		Admin Agency	La Crosse County (32)	
			Review Date	05/31/2017	
<< Previous		3rd Quarter 2016		Next >>	
<input type="text" value="July 2016"/>					
July 2016					
Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit	
Vilbert Western	Good Golly Miss Molly's Cc-LFAM-Cla 5660 Goody Pt, Golly, WI	8800039778-001	240	\$509.30	
August 2016					
Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit	
Ville Western	Daisy Duck-Suspended 5/5-08/12/16 341 5Th Street St, Anytown, WI	8800039818-001	43	\$57.01	
Vilbert Western	Good Golly Miss Molly's Cc-LFAM-Cla 5660 Goody Pt, Golly, WI	8800039778-001	240	\$509.30	
September 2016 ⚠ Changes for this month require a new calculation. ⚠					
Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit	
Ville Western	Daisy Duck-Suspended 5/5-08/12/16 341 5Th Street St, Anytown, WI	8800039818-001	76	\$99.11	
Vilbert Western	Good Golly Miss Molly's Cc-LFAM-Cla 5660 Goody Pt, Golly, WI	8800039778-001	240	\$509.30	

Step 4:

Click on the *Benefit Calculation* link in the left side navigation menu to access the *Calculate Benefits* screen.

Calculate Benefits

Case Details

Case Number: 9150868594
 Address: Western, La Crosse, WI 54544, La Crosse County
 Primary Person: Vilma Western
 Admin Agency: La Crosse County (32)
 Review Date: 05/31/2017

Benefits for the following months need to be calculated

Month	Child's Name	Date of Birth	Provider Details	Provider Location Number	Authorized Period	Weekly Hours	School Closed Hours
September 2016	Ville Western	01/01/2009	Daisy Duck-Suspended 5/5-08/12/16 341 5Th Street St. Anytown, WI	8800039818-001	8/12/2016 - 5/31/2017	15:00	10
	Vilbert Western	01/01/2016	Good Golly Miss Molly's Cc-LFAM- Cla 5660 Goody Pt. Golly, WI	8800039778-001	6/1/2016 - 5/31/2017	55:00	0
October 2016	Ville Western	01/01/2009	Daisy Duck-Suspended 5/5-08/12/16 341 5Th Street St. Anytown, WI	8800039818-001	8/12/2016 - 5/31/2017	15:00	0
	Vilbert Western	01/01/2016	Good Golly Miss Molly's Cc-LFAM- Cla 5660 Goody Pt. Golly, WI	8800039778-001	6/1/2016 - 5/31/2017	55:00	0

Click on the *Calculate* button to proceed.

NOTE: If the copay type is changed with an effective date in the past or current month, an adjustment might be necessary using the PLBC module.

A Child is Added to the Case

If an eligible child is added to the case, take the following steps.

Step 1:

Complete the *Copay/Special Needs* details for the added child.

Oskar October 01/01/2011 7585079249

Effective Period	Copay Type	Special Needs
There is no copayment or special needs information for the selected period		

Step 2:

Create new authorizations for the child that was added to the case as explained in the *EBT Authorizations* user guide.

Child's Name	Date of Birth	PIN
Oskar October	01/01/2011	7585079249

Step 3:

Calculate the benefits. The system will recalculate the benefits for all children in the case effective on the first day of the following month.

Case Benefit Quarterly Summary

Case Details

Case Number 7150881076 **Primary Person** Olivia October
Address 123 October Orch **Admin Agency** Milwaukee County (40)
 Mke, WI 56565 **RFA Date** 09/01/2016
 Milwaukee County **Review Date** 08/31/2017

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 October 2016

October 2016 Changes for this month require a new calculation.

Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit
Olivia October	Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI	3800036563-001	431	\$1,973.94

November 2016 Changes for this month require a new calculation.

Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit
Olivia October	Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI	3800036563-001	92	\$484.82

December 2016 Changes for this month require a new calculation.
 There are no benefits for this month

NOTE: If a child who does not need an authorization is added to a case, the system will automatically adjust the Federal Poverty Level (FLP) level for the other children in the case effective on the first day of the following month.

Adding/Modifying Scheduled School Closed Hours after a Regular Authorization is in Process Status

If the scheduled school closed hours need to be added after the regular authorization has been completed, the hours can be added for current or future months, if the request is made in compliance with Chapter 2 policy.

Step 1:

End the authorization as of the last day of the current month.

Step 2:

Create a new authorization. Mark the *School Closed Need* indicator to 'Yes'.

Child School Enrollment

School Closed Need * Yes No

School Name Verona Area - Glacier Edge El

NOTE: that this will automatically add inclement weather hours for the winter months if the authorization spans over November-March.

NOTE: EBT CSAW allows DCF staff and users with the Child Care Coordinator profile to change the School Indicator to 'Yes' for any age, including children under 3 years old.

Add scheduled school closed hours to future months as explained in the *EBT CSAW User Guide – Authorizations, Manage Scheduled School Closed Hours* section <http://dcf.wisconsin.gov/files/publications/pdf/5117.pdf>.

Scheduled School Closed Hours		
Add New Scheduled School Closed Hours		
Date *	Hours *	Comments
01/16/2017	8	ml king day
11/25/2016	8	
11/01/2016	8	parent/teacher conferences
12/05/2016	0	schoolmates have additional hours on this day
11/24/2016	0	schoolmates have additional hours on this day
10/31/2016	0	schoolmates have additional hours on this day

Step 3:

Calculate the benefits for future months by clicking on the *Calculate* button on the *Calculate Benefits* screen. EBT CSAW will add the hours to the future month and adjust the monthly amounts.

EBT CSAW Menu		Case Benefit Quarterly Summary																																																	
<ul style="list-style-type: none"> Home Dashboard EBT Case <ul style="list-style-type: none"> Case Search Case Activity Summary Education Tracking Case Summary Parent Approved Activities Child Copy/Special Need Authorizations Benefit Summary Calculate Benefits Calculation Details Benefit History Case Transactions Case/Card Details EBT Provider PLBC - Case PLBC - Provider 		<p>Case Details</p> <p>Case Number 7150881076 Primary Person Olivia October Address 123 October Orch Admin Agency Milwaukee County (40) Mke, WI 56565 RFA Date 09/01/2016 Milwaukee County Review Date 08/31/2017</p> <p><< Previous 4th Quarter 2016 Next >></p> <p>October 2016</p> <table border="1"> <thead> <tr> <th>Child's Name</th> <th>Provider Details</th> <th>Provider Location Number</th> <th>Authorized Hours</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>Olle October</td> <td>Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI</td> <td>3800036563-001</td> <td>431</td> <td>\$1,973.04</td> </tr> <tr> <td>Oskar October</td> <td>January Care- PROC 444 5TH ST, Monthville, WI</td> <td>5800039215-001</td> <td>261</td> <td>\$464.02</td> </tr> </tbody> </table> <p>November 2016 Changes for this month require a new calculation.</p> <table border="1"> <thead> <tr> <th>Child's Name</th> <th>Provider Details</th> <th>Provider Location Number</th> <th>Authorized Hours</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>Olle October</td> <td>Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI</td> <td>3800036563-001</td> <td>92</td> <td>\$494.02</td> </tr> <tr> <td>Oskar October</td> <td>January Care- PROC 444 5TH ST, Monthville, WI</td> <td>5800039215-001</td> <td>261</td> <td>\$464.02</td> </tr> </tbody> </table> <p>December 2016 Changes for this month require a new calculation.</p> <table border="1"> <thead> <tr> <th>Child's Name</th> <th>Provider Details</th> <th>Provider Location Number</th> <th>Authorized Hours</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>Olle October</td> <td>Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI</td> <td>3800036563-001</td> <td>76</td> <td>\$329.06</td> </tr> <tr> <td>Oskar October</td> <td>January Care- PROC 444 5TH ST, Monthville, WI</td> <td>5800039215-001</td> <td>261</td> <td>\$464.02</td> </tr> </tbody> </table>					Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit	Olle October	Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI	3800036563-001	431	\$1,973.04	Oskar October	January Care- PROC 444 5TH ST, Monthville, WI	5800039215-001	261	\$464.02	Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit	Olle October	Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI	3800036563-001	92	\$494.02	Oskar October	January Care- PROC 444 5TH ST, Monthville, WI	5800039215-001	261	\$464.02	Child's Name	Provider Details	Provider Location Number	Authorized Hours	Benefit	Olle October	Randy's Group Care-Do Not Modify 123 Main St, Anytown, WI	3800036563-001	76	\$329.06	Oskar October	January Care- PROC 444 5TH ST, Monthville, WI	5800039215-001	261	\$464.02
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NOTE: If school closed hours are needed for current or past months, PLBC must be used to create an adjustment.

Part-month Authorization – Modifying the Period

The system does not allow an overlapping authorization being entered for a child for the same provider. If an authorization begins or ends in the middle of the month and a change needs to be made to either the begin or end date, the system allows a new authorization to be entered instead of having to do a PLBC adjustment. For example; a child has an authorization starting the 15th of the current month. The parent calls the agency requesting the authorization to be started on the 7th day of the current month because the parent started working a week earlier than expected. In this case, the worker can enter a second authorization for the period of 7-14th of the month.

Changes that do not require action in EBT CSAW

EBT CSAW will automatically calculate the following changes effective on the first day of the following month.

1. Income is changed in CWW
2. Change in child's age
3. Eligibility loss. For example, one child in the case turns 13 years old. The authorizations for the other children in the case are automatically recalculated.
4. Provider price change
5. Provider star rating change. For example, a 2 Star provider is rated 3 Star.
6. Provider category change. If a certified provider becomes licensed, the agency needs to enter the provider's prices into EBT CSAW.

NOTE: In some of the change scenarios above, it might be necessary to calculate the subsidy amounts for current and/or past month using the PLBC module.

NOTE: If a provider fails to renew their YoungStar contract, EBT CSAW will automatically end authorizations that span into a non-participating YoungStar period and delete authorizations that begin after the end of the YoungStar participation period. This process automatically occurs at the end of the month if the provider does not return the annual YoungStar renewal form.



Changes that will prevent the subsidy amount from being loaded:

1. The authorization is ended in the current month due to various reasons (e.g., provider's license/certification ended, eligibility ended, child turns 13, etc.)
2. The authorization is in *Pending* status.
3. Authorization is in *Processed* status, but there is a pending PLBC record in *Pending* status.
4. The authorization is for current or past month, or the current quarter, and the worker did not calculate the payment using the *Calculate Benefits* page. Workers should be sure to always calculate benefits whenever a change is made to ensure that the calculations are updated with the most current information.

Derive Hours for the Authorization – Authorization Status Completed or Pending

After the parent's schedule has been modified, the system automatically changes the status of all authorizations to *Pending (Derive Hours)* status.

To recalculate the authorization hours, click on the *Child Schedule* link.

List of Authorizations in Pending Status							
Child's Name	Date of Birth	Effective Period	Average Weekly Hours	Provider Location Details	Status	Child Schedule	
Olle October	01/01/2011	11/01/2016 - 05/31/2017	15:00	3800036563-001 Randy's Group Care-Do Not Modify 123 Main St , Anytown, WI	Pending (Derive hours)	Child Schedule	  

On the *Authorization – Collect Child Care Need* screen, review the schedule and make changes to the schedule if the child care need has changed. Then click on the *Derive Weekly Hours* button on the bottom of the screen.

On the *Authorization – Weekly Hours* screen, click on the *Review* button on the bottom of the screen.

Hours Based on Schedule	Week	15:00	Full Time	Week	15:00
Travel Time		00:00	Above Full Time (50)		00:00
Total		15:00	Average Weekly Hours (Full Time): 15:00 Average Weekly Hours (Above Full Time): 00:00		
Approved		<input type="text" value="15:00"/>			
Average Weekly Authorized Hours: 15:00					
Override Hours Related Comments					
<input type="text"/>					
0 of 500 characters.					
Location Category Licensed Group					
Provider Price Type * Part-Time					
< Back to Child Schedule			Review >		

On the *Authorization Summary* screen, change the authorization status to *Completed*.

Calculate Benefit

Once the authorization has been marked *Completed*, access the benefit calculation module by clicking first on the *Benefit Summary* link and then on the *Calculate Benefits* link in the navigation menu.

On the *Calculate Benefits* screen, click on the *Calculate* button on the bottom of the screen. **Whenever the *Calculate* button is activated always click it to ensure that future month benefits will be processed.**

Calculate Benefits

Case Details

Case Number	7150881076	Primary Person	Olivia October
Address	123 October Orch Mke, WI 56565 Milwaukee County	Admin Agency	Milwaukee County (40)
		RFA Date	09/01/2016
		Review Date	08/31/2017

Benefits for the following months need to be calculated

Month	Child's Name	Date of Birth	Provider Details	Provider Location Number	Authorized Period	Weekly Hours	School Closed Hours
November 2016							
	Olivia October	01/01/2011	Randy's Group Care-Do Not Modify 123 Main St., Anytown, WI	3800036563-001	11/01/2016 - 05/31/2017	15:00	26
December 2016							
	Olivia October	01/01/2011	Randy's Group Care-Do Not Modify 123 Main St., Anytown, WI	3800036563-001	11/01/2016 - 05/31/2017	15:00	10

Funds will be loaded onto the parent's EBT card overnight.