

CSAW Automated Reduction and Recovery (ARR) User Guide

Division of Early Care and Education

December 2025



Wisconsin Department of
Children and Families

DCF-P-5930 (N. 12/2025)

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Background Information

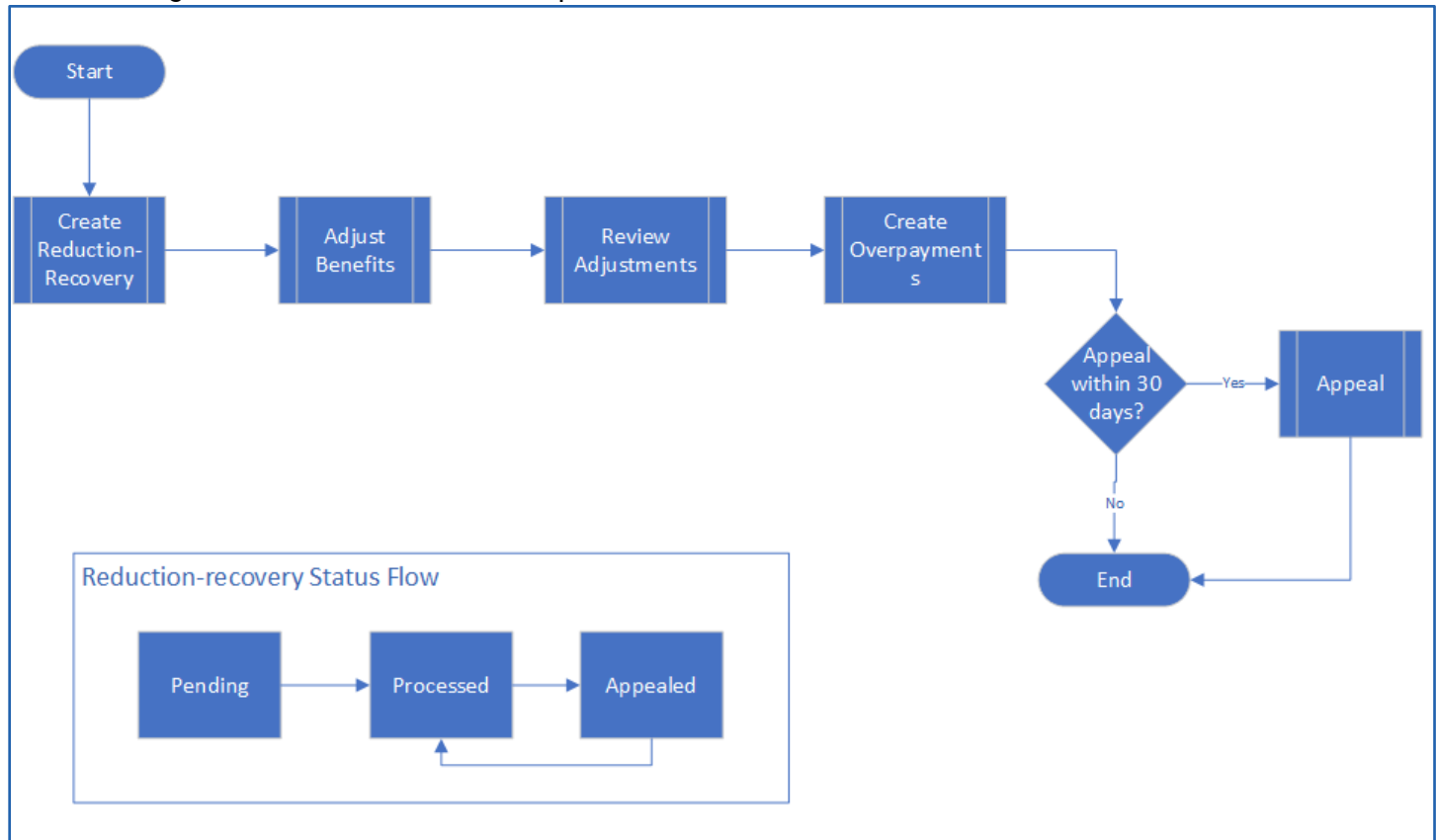
This module automates the manual reduction/recovery process (Overpayment Calculation Workbook). It also generates overpayments for the reduction/recovery record.

Below is a brief summary of the new functionality:

- A worker can create a reduction-recovery record related to a provider-location and a set of months for which overpayments are needed.
- The system adjusts the benefits by calculating an overpayment amount for each benefit related to the provider location, dates, and violations found by the investigation.
- After creating a record, the worker reviews the adjustments to ensure accuracy.
- Once the reduction-recovery record has been established, the system can insert overpayment records in CSAW.
- A new page is available for supervisors to view records in various statuses

Automated Reduction-Recovery Process

Below is a high-level flow chart on the new process.

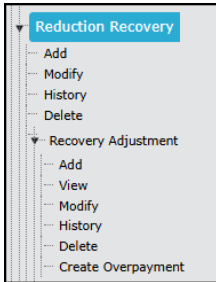


Security Privileges

This module is used by the DCF Program Integrity staff. Local agency staff does not have access to this module.

Pages in the Recovery Reduction module

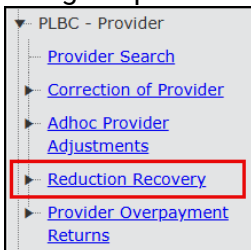
Below is a list of pages in this module:



1. **[Reduction Recovery List](#)** (search RR records):
This page shows all RR records for a provider location.
2. **Reduction Recovery:**
This page captures the month(s), status, auditor for the record.
 - a. [Add Reduction Recovery](#)
 - b. [Modify Reduction Recovery](#)
 - c. [Delete Reduction Recovery](#)
 - d. [Reduction Recovery History](#)
3. **[List of Reduction Recovery Adjustment Details:](#)**
This page shows details on the details for a case and month added under Item 2 above.
 - a. [Add Recovery Adjustment Details](#)
 - b. [Modify Recovery Adjustment Details](#)
 - c. [View Recovery Adjustment Details](#)
 - d. [Recovery Adjustment History Details](#)
 - e. [Delete Recovery Adjustment Details](#)
4. **[Create an Overpayment](#)**
This page creates an overpayment for a case listed under Item 3 above.

Accessing ARR

Using the provider side menu, access the Reduction Recovery link.



The Reduction Recovery List page displays.

Reduction Recovery (RR) List

By default, the RR List page shows all RR records related to a provider location for the last three years. The page allows the user to filter the records by choosing values from the Begin and End Month calendar. Deleted records can be included in the search by checking the Include deleted checkbox.

The screenshot shows the 'Reduction Recovery List' page for a child care provider. The provider details are: Provider/Location# 3800036563/001, Provider Name Randy's Child Care, Inc, Location Name Randy's Group Care, Phone #, and Address 205 Corporate Dr, Mke WI 53206. The search filters are set to 'Begin Month' November 2022 and 'End Month' November 2025. The 'Include deleted' checkbox is unchecked and highlighted with a red arrow. A 'Search' button is visible. Below the search filters is a table header with columns: Benefit Month(s), Status, Senior Auditor, Support Auditor, Total Overpayment, and Processed Date. Navigation buttons are at the bottom.

The bottom of the page shows a list of RR records in descending order by benefit month. The records include Benefit Month, Status, Auditor information, Total Overpayment and Processed Date (date when Reduction Recovery last changed to processed).

The screenshot shows the 'Reduction Recovery List' page with a table of records. The table has columns: Benefit Month(s), Status, Senior Auditor, Support Auditor, Total Overpayment, and Processed Date. The records are:

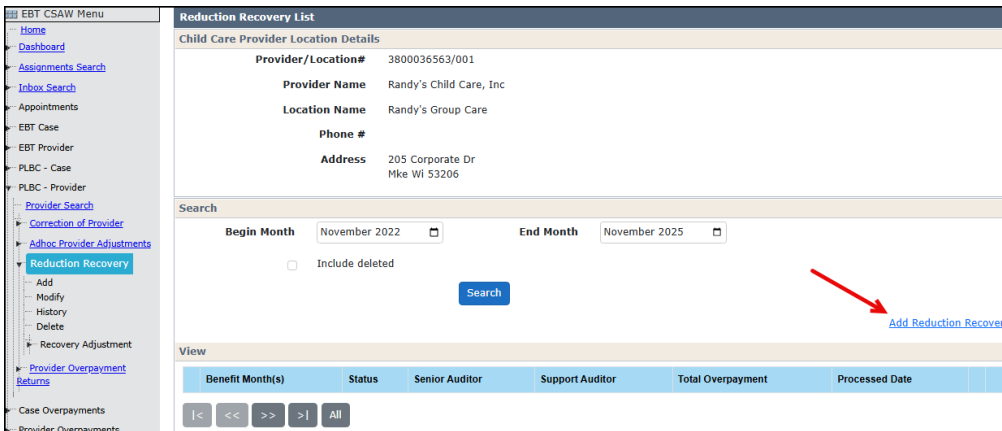
Benefit Month(s)	Status	Senior Auditor	Support Auditor	Total Overpayment	Processed Date
Nov 2024	Pending	Andy Auditor		\$243.66	11/11/2025
Nov 2024, Dec 2024	Processed	Pirkko Bplsupervisor	Pirkko Bplsupervisor	\$2,087.40	11/11/2025

Creating a ARR Record

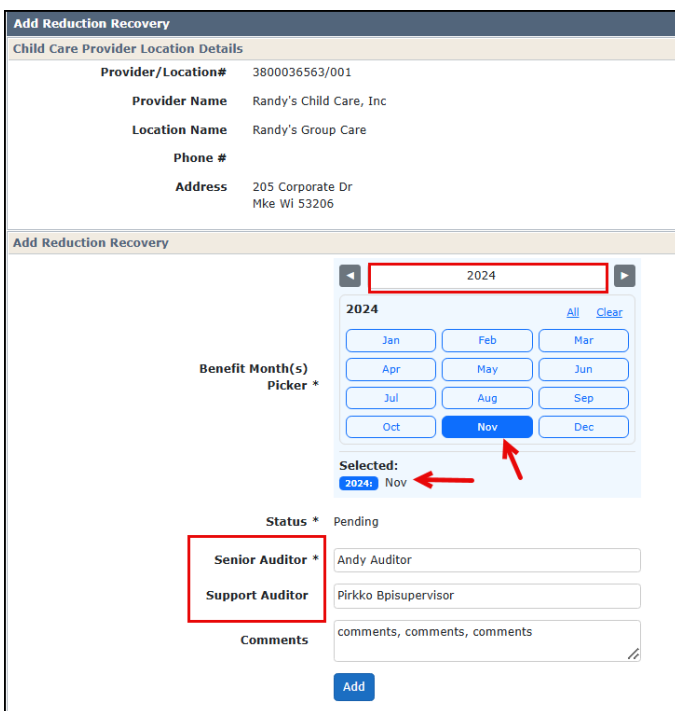
To create a ARR record, take the following steps:

Step 1: Add Reduction Recovery

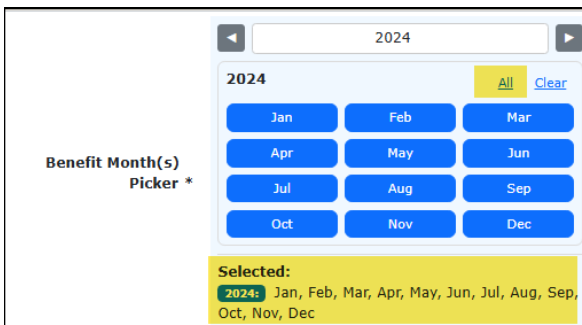
On the RR List page, select the Add Reduction Recovery link.



On the Add Reduction Recovery page, the following fields display:



Benefit Month(s) Picker: On this field, choose the year and month(s) that should be included in the RR record. Multiple months can be included. The user can choose the entire year by using the **All** link. The **Clear** link deletes all previously selected months for the year.



Status: The status field automatically displays Pending.

Senior Auditor: The drop-down menu shows staff who have Auditor and/or BPI Section Chief security profile.

Support Auditor: A second Auditor can be added to the record.

Comments: Include comments for the record.

After the Add page has been saved, the user is taken back to the RR List. The page displays the newly added record. The record can be modified or deleted by using the icons on the right side of the record.



Reduction Recovery List
Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
Mke WI 53206

Search
Begin Month November 2022
End Month November 2025
 Include deleted
[Search](#)

[Add Reduction Recovery](#)

View

Benefit Month(s)	Status	Senior Auditor	Support Auditor	Total Overpayment	Processed Date	
Nov 2024	Pending	Andy Auditor	Pirkko Bpissupervisor	\$0.00	11/11/2025	View Adjustments  

[|<](#) [<<](#) [>>](#) [>|](#) [All](#)

Step 2: Add Recovery Adjustment Details

Select the **View Adjustments** link from the **List** page.



Reduction Recovery List
Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
Mke WI 53206

Search
Begin Month November 2022
End Month November 2025
 Include deleted
[Search](#)

[Add Reduction Recovery](#)

View

Benefit Month(s)	Status	Senior Auditor	Support Auditor	Total Overpayment	Processed Date	
Nov 2024	Pending	Andy Auditor	Pirkko Bpissupervisor	\$0.00	11/11/2025	View Adjustments  

[|<](#) [<<](#) [>>](#) [>|](#) [All](#)

On the **List of RR Adjustment Details** page, choose **Add Adjustment**.

List of Reduction Recovery Adjustment Details

Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
 Mke WI 53206

Reduction Recovery

Benefit Months Jan 2025
Comments
Status Pending
Overpayment Total \$

[Create Overpayments](#)

List of Reduction Recovery Adjustment Details

[Add Adjustment](#)

Benefit Month	Case	Child PIN	Violation Type	Violation Hours	Violation Begin	Violation End	Remaining On Card	Retraction	Expungement	Exp
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Add RR Details page displays where all details for the record can be added.

Add Recovery Adjustment Details

Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
 Mke WI 53206

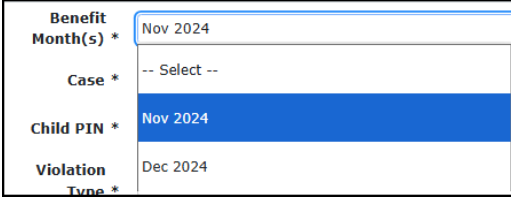
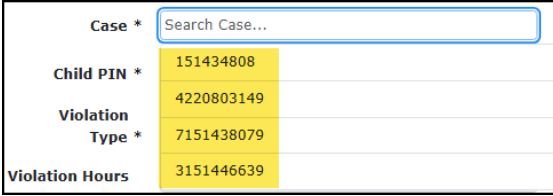

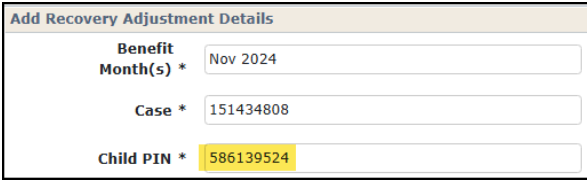
Reduction Recovery







Benefit Months Nov 2024
Comments comments, comments, comments
Status Pending
Overpayment Total \$0.00

Add Recovery Adjustment Details

Benefit Month(s) *	-- Select --	Primary Person	
Case *	Search Case...	Authorization Period	
Child PIN *	Search Child...	Authorized Days	0
Violation Type *	-- Select --	Violation Days	0
Violation Hours	0	Monthly Load	0
Violation Begin	mm/dd/yyyy	Total Adjustments	0
Violation End	mm/dd/yyyy	Adjusted Monthly Load	0
Remaining On Card	0	VPA	0
Retraction	0	Provider Overpayment	0
Expungement	0	Total Reductions	0
Expungement Date	mm/dd/yyyy	Max Recoverable	0
YoungStar OP	0	Monthly FT Hours	0
Client Overpayment	0	Above FT Hours	0
Comments	<input type="text"/>	Total Hours	0
		Hourly Rate	0
		Hourly OP Total	0
		Violation Percentage	0

The table below explains the fields on this page. The [Adjustment Details](#) table in Appendix B also explains the fields in greater detail.

Field	Detail
Benefit Month(s)	<p>This field shows the month(s) that were added on the initial Add RR record page. If multiple months were added, only one month can be selected on this page.</p> 
Case	<p>All case numbers that had authorization for the selected month are displayed in the drop-down.</p>  <p>Select the case you wish to create the RR record for, or paste in the case number you have copied from a different place.</p> <p>Once the case has been chosen, the name of the Primary Person displays on the right. Since a child has not been identified yet, the Authorization Period is not displayed on the right.</p> 
Child PIN	<p>Select or past in the child PIN. Once the child is identified, the authorization period and details on the authorization are displayed on the right.</p> 

Field	Detail																														
	<table border="1"> <tr> <td>Primary Person</td> <td>Ana Gomez</td> </tr> <tr> <td>Authorization Period</td> <td>08/01/2024 - 04/30/2025</td> </tr> <tr> <td>Authorized Days</td> <td>30</td> </tr> <tr> <td>Violation Days</td> <td>0</td> </tr> <tr> <td>Monthly Load</td> <td>1304.44</td> </tr> <tr> <td>Total Adjustments</td> <td>0</td> </tr> <tr> <td>Adjusted Monthly Load</td> <td>1304.44</td> </tr> <tr> <td>VPA</td> <td>0</td> </tr> <tr> <td>Provider Overpayment</td> <td>0</td> </tr> <tr> <td>Total Reductions</td> <td>0</td> </tr> <tr> <td>Max Recoverable</td> <td>1304.44</td> </tr> <tr> <td>Monthly FT Hours</td> <td>153</td> </tr> <tr> <td>Above FT Hours</td> <td>0</td> </tr> <tr> <td>Total Hours</td> <td>153.00</td> </tr> <tr> <td>Hourly Rate</td> <td>8.53</td> </tr> </table>	Primary Person	Ana Gomez	Authorization Period	08/01/2024 - 04/30/2025	Authorized Days	30	Violation Days	0	Monthly Load	1304.44	Total Adjustments	0	Adjusted Monthly Load	1304.44	VPA	0	Provider Overpayment	0	Total Reductions	0	Max Recoverable	1304.44	Monthly FT Hours	153	Above FT Hours	0	Total Hours	153.00	Hourly Rate	8.53
Primary Person	Ana Gomez																														
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Monthly FT Hours	153																														
Above FT Hours	0																														
Total Hours	153.00																														
Hourly Rate	8.53																														
Violation type	Choose the violation type from the drop-down menu.																														
Violation hours	The hours field is only updatable for violations that can be recovered by hours. See the Violation Types table in Appendix A for details.																														
Violation Begin	Enter the date when the violation began. The Begin and End dates are not required for violations that are recovered by hourly basis.																														
Violation End	<p>Enter the date the violation ended. After the violation period is entered, the Violation Percentage and the Overpayment is calculated and displayed in the right column. In the example below, the violation lasted 17 days (3/15-3/31). The Begin and End dates are not required for violations that are recovered by hourly basis.</p> <table border="1"> <tr> <td>Violation Begin</td> <td>03/15/2025</td> <td></td> </tr> <tr> <td>Violation End</td> <td>03/31/2025</td> <td></td> </tr> </table> <p>17 days out of 31 equals 55%.</p> <table border="1"> <tr> <td>Violation Percentage</td> <td>55%</td> </tr> <tr> <td>Daily OP Total</td> <td>817.87</td> </tr> <tr> <td>Calculated Overpayment</td> <td>817.87</td> </tr> <tr> <td>Actual OP</td> <td>817.87</td> </tr> </table>	Violation Begin	03/15/2025		Violation End	03/31/2025		Violation Percentage	55%	Daily OP Total	817.87	Calculated Overpayment	817.87	Actual OP	817.87																
Violation Begin	03/15/2025																														
Violation End	03/31/2025																														
Violation Percentage	55%																														
Daily OP Total	817.87																														
Calculated Overpayment	817.87																														
Actual OP	817.87																														

Field	Detail																																
Remaining on Card	<p>Enter the amount remaining on the EBT card if applicable. If an amount is entered in this field, the amount is deducted from the Monthly Load and Overpayment fields on the right. In the example below (same case as above), \$100 remained on the card.</p> <div data-bbox="305 331 857 386" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Remaining On Card <input style="width: 150px;" type="text" value="100"/> </div> <p>The Adjusted Monthly Load shows the difference between the Monthly load and the Total Adjustments.</p> <table border="1" data-bbox="305 510 570 1062" style="width: 100%; border-collapse: collapse;"> <tr><td>Monthly Load</td><td style="text-align: right;">1491.41</td></tr> <tr><td>Total Adjustments</td><td style="text-align: right;">100.00</td></tr> <tr><td>Adjusted Monthly Load</td><td style="text-align: right;">1391.41</td></tr> <tr><td>VPA</td><td style="text-align: right;">0</td></tr> <tr><td>Provider Overpayment</td><td style="text-align: right;">0</td></tr> <tr><td>Total Reductions</td><td style="text-align: right;">0.00</td></tr> <tr><td>Max Recoverable</td><td style="text-align: right;">1391.41</td></tr> <tr><td>Monthly FT Hours</td><td style="text-align: right;">153</td></tr> <tr><td>Above FT Hours</td><td style="text-align: right;">0</td></tr> <tr><td>Total Hours</td><td style="text-align: right;">153.00</td></tr> <tr><td>Hourly Rate</td><td style="text-align: right;">9.09</td></tr> <tr><td>Hourly OP Total</td><td style="text-align: right;">0</td></tr> <tr><td>Violation Percentage</td><td style="text-align: right;">55%</td></tr> <tr><td>Daily OP Total</td><td style="text-align: right;">763.03</td></tr> <tr><td>Calculated Overpayment</td><td style="text-align: right;">763.03</td></tr> <tr><td>Actual OP</td><td style="text-align: right;">763.03</td></tr> </table>	Monthly Load	1491.41	Total Adjustments	100.00	Adjusted Monthly Load	1391.41	VPA	0	Provider Overpayment	0	Total Reductions	0.00	Max Recoverable	1391.41	Monthly FT Hours	153	Above FT Hours	0	Total Hours	153.00	Hourly Rate	9.09	Hourly OP Total	0	Violation Percentage	55%	Daily OP Total	763.03	Calculated Overpayment	763.03	Actual OP	763.03
Monthly Load	1491.41																																
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Hourly Rate	9.09																																
Hourly OP Total	0																																
Violation Percentage	55%																																
Daily OP Total	763.03																																
Calculated Overpayment	763.03																																
Actual OP	763.03																																
Retraction	<p>Enter the retraction amount if applicable. Just like the Remaining on Card field above, this amount reduces the Monthly Load and is added to the Total Adjustments on the right.</p>																																
Expungement and Expungement Date	<p>Enter expungement if applicable. Just like the Remaining on Card field above, this amount reduces the Monthly Load and is added to the Total Adjustments on the right.</p>																																
YoungStar Overpayment	<p>Enter YS OP if applicable. The amount entered here displays under Total Reductions field on the right.</p>																																

Field	Detail														
	<table border="1"> <tr> <td>Monthly Load</td> <td>1491.41</td> </tr> <tr> <td>Total Adjustments</td> <td>175.00</td> </tr> <tr> <td>Adjusted Monthly Load</td> <td>1316.41</td> </tr> <tr> <td>VPA</td> <td>0</td> </tr> <tr> <td>Provider Overpayment</td> <td>0</td> </tr> <tr> <td>Total Reductions</td> <td>100.00</td> </tr> <tr> <td>Max Recoverable</td> <td>1216.41</td> </tr> </table>	Monthly Load	1491.41	Total Adjustments	175.00	Adjusted Monthly Load	1316.41	VPA	0	Provider Overpayment	0	Total Reductions	100.00	Max Recoverable	1216.41
Monthly Load	1491.41														
Total Adjustments	175.00														
Adjusted Monthly Load	1316.41														
VPA	0														
Provider Overpayment	0														
Total Reductions	100.00														
Max Recoverable	1216.41														
Client Overpayment	Enter a client overpayment if applicable. This amount is inserted into the Total Reductions field on the right.														

Once the Add Recovery Adjustment page is saved, the user is taken to List of RR Adjustment Details.

List of Reduction and Recovery Adjustments Details

After the details for a benefit month for a case has been entered, the record is shown on this page.

To access the modify, delete or history page, move the horizontal scroll bar to the right until the icons are available.

List of Reduction Recovery Adjustment Details										
Child Care Provider Location Details										
Provider/Location#	3800036563/001									
Provider Name	Randy's Child Care, Inc									
Location Name	Randy's Group Care									
Phone #										
Address	205 Corporate Dr Mke Wf 53206									
Reduction Recovery										
Benefit Months	Mar 2025									
Comments										
Status	Pending									
Overpayment Total	\$708.19									
Create Overpayments										
List of Reduction Recovery Adjustment Details										
Add Adjustment										
Benefit Month	Case	Child PIN	Violation Type	Violation Hours	Violation Begin	Violation End	Remaining On Card	Retraction	Expur	
Mar 2025	151434808	586139524	Duplicate Records	0	03/15/2025	03/31/2025	100.00	50.00	50.00	
<div style="display: flex; justify-content: space-between; align-items: center;"> < << >> > All <div style="flex-grow: 1; border: 1px solid #ccc; border-radius: 5px; background-color: #f0f0f0; position: relative;"> <div style="position: absolute; top: -10px; left: 50%; transform: translate(-50%, -100%);">←</div> <div style="position: absolute; top: -10px; right: 50%; transform: translate(50%, -100%);">→</div> </div> </div>										

List of Reduction Recovery Adjustment Details									
Add Adjustment									
Monthly FT Hours	Above FT Hours	Total Hours	Hourly Rate	Hourly OP Total	Violation Percentage	Daily OP Total	Calculated OP	Actual OP	
153	0	153	8.44	0.00	55	708.19	708.19	708.19	

Create Overpayment

After adjustments details have been entered, **Create Overpayment** link appears on the **List of Reduction Recovery Adjustment** page. The overpayments should be made only after all adjustment details have been entered and reviewed. Once the overpayments have been made, no new overpayments can be created from this Reduction Recovery.

List of Reduction Recovery Adjustment Details								
Child Care Provider Location Details								
Provider/Location#	3800036563/001							
Provider Name	Randy's Child Care, Inc							
Location Name	Randy's Group Care							
Phone #								
Address	205 Corporate Dr Mke Wi 53206							
Reduction Recovery								
Benefit Months	Jan 2025							
Comments								
Status	Pending							
Overpayment Total	\$61.00							
Create Overpayments								
List of Reduction Recovery Adjustment Details								
Add Adjustment								
Hours	Above FT Hours	Total Hours	Hourly Rate	Hourly OP Total	Violation Percentage	Daily OP Total	Calculated OP	Actual OP
0		131	3.05	61.00	0	0.00	61.00	61.00

The system requires a confirmation on the **Add Reduction Recovery Overpayment** page.

Add Reduction Recovery Overpayment	
Child Care Provider Location Details	
Provider/Location#	3800036563/001
Provider Name	Randy's Child Care, Inc
Location Name	Randy's Group Care
Phone #	
Address	205 Corporate Dr Mke Wi 53206
Create Overpayment	
Benefit Month(s)	Jan 2025
Comments	
Status	Pending
Overpayment Total	\$61.00
Confirm	<input type="checkbox"/>
Back Create Overpayment	

After the OP has been confirmed, the record on the **Reduction Recovery List** is changed to Processed.

Reduction Recovery List

Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
 Mke WI 53206

Search

Begin Month November 2022 **End Month** November 2025

Include deleted

[Add Reduction Recovery](#)

View

Benefit Month(s)	Status	Senior Auditor	Support Auditor	Total Overpayment	Processed Date	
Jan 2025	Processed	Andy Auditor		\$61.00	11/13/2025	View Adjustments

To view the overpayment, conduct a search in the Provider Overpayment module. The system generated overpayment is displayed in Open status.

Overpayments

Date	Provider Location Details	Primary Person	Child's Name	Case Number	Amount	Remaining Balance	Status
11/17/2025	3800036563-001 Randy's Group Care 205 Corporate Dr, Mke, WI	Rita Ready	Preschool Age Smith	1151121118	(\$61.00)	(\$61.00)	Open

The **Modify Provider Overpayment** page shows the reason, status and a sentence in the comments box referring to the record created under the Reduction Recovery module.

Modify Provider Overpayments and Adjustments

Child Care Provider Location Details

Provider/Location# 3800036563/001 **Months Open** Jan-Dec
Provider Name Randy's Child Care, Inc **Night Capacity** 4
Location Name Randy's Group Care **Day Capacity** 76
Phone # (000) 000-0000 **Hours: MON-FRI** 8:00AM - 6:00PM
Address 205 Corporate Dr **SAT-SUN** Closed
 Mke WI 53206

There are few Unprocessed Tasks. Click here to view Unprocessed Tasks

Provider Overpayment Details

Total Negative Adjustment \$85,129.72 **Total Collection Due Balance** (\$9,184.25)

Individual Details

Name Preschool Age Smith 11F **PIN** 1585532096
Date of Birth 01/01/2014

Case Details

Case Number 1151121118 **Admin Agency** Milwaukee County (40)
Primary Person Rita Ready **RFA Date** 11/01/2020
Address 123 Ready Road **Review Date** N/A
 A Town, WI 12121-2121 **CC AG Status** Closed
 Milwaukee County

Modify Overpayment and Adjustment

Month January 2025
Reason Violation Due To Overcapacity
Secondary Reason
Amount (\$61.00)
Remaining Balance (\$61.00)
Status Open
Comments BCCSA determined Shares overpayment audit completed during November 2025 - AA

78 of 500 characters.

The **Modify Provider Overpayment** page shows the reason, status and a sentence in the comments box referring to the record created under the Reduction Recovery module.

Modify, View, Delete and History pages

Sections below explain the modify, view, delete and history pages.

Modify Reduction Recovery

To access the **Modify RR** page, choose the pencil icon from the **RR List** page.

Reduction Recovery List

Child Care Provider Location Details




Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
Mke WI 53206

Search

Begin Month November 2022 **End Month** November 2025
 Include deleted
Search

[Add Reduction Recovery](#)

View

Benefit Month(s)	Status	Senior Auditor	Support Auditor	Total Overpayment	Processed Date	
Nov 2024	Pending	Andy Auditor	Pirkko Bpisupervisor	\$0.00	11/11/2025	View Adjustments   

Navigation: |< << >> >| All

On the **Modify** page, additional months can be added and all other fields updated if the record is in Pending and Appealed status.

Modify Reduction Recovery

2025

Benefit Month(s) Picker *

Selected: 2024 Nov

Status * Pending

Senior Auditor * Andy Auditor

Support Auditor Pirkko Bpisupervisor

Comments comments, comments, comments

Modify

If the record is in Processed status, the months and Auditor information are read only. The record in Processed status can only be changed to Appealed.

Delete Reduction Recovery

The record can be deleted by selecting the Delete icon next to the record if the record is in Pending status. Records in Processed or in Appealed status cannot be deleted.

Reduction Recovery List

Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
 Mke WI 53206









Search

Begin Month November 2022 **End Month** November 2025
 Include deleted

[Search](#)

[Add Reduction Recove](#)

View

Benefit Month(s)	Status	Senior Auditor	Support Auditor	Total Overpayment	Processed Date		
Feb 2025	Pending	Andy Auditor		\$114.60	11/13/2025	View Adjustments	 
Mar 2025	Processed	Andy Auditor		\$705.45	11/12/2025	View Adjustments	 
Nov 2024	Processed	Andy Auditor		\$243.66	11/12/2025	View Adjustments	 
Nov 2024, Dec 2024	Processed	Pirkko Bpisupervisor	Pirkko Bpisupervisor	\$2,087.40	11/12/2025	View Adjustments	 

To prevent accidental deletion, the user must confirm the delete action by clicking on the Confirm Delete? checkbox.

Delete Reduction Recovery

Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
 Mke WI 53206

Delete Reduction Recovery

Benefit Month(s) * Feb 2025
Status * Pending
Senior Auditor * Andy Auditor
Support Auditor
Comments

Confirm Delete? *

[Delete](#)

Reduction Recovery History

To view history for a record, select the history icon.

Reduction Recovery List

Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
 Mke WI 53206









Search

Begin Month November 2022 **End Month** November 2025
 Include deleted

[Search](#)

[Add Reduction Recove](#)

View

Benefit Month(s)	Status	Senior Auditor	Support Auditor	Total Overpayment	Processed Date		
Feb 2025	Pending	Andy Auditor		\$114.60	11/13/2025	View Adjustments	 
Mar 2025	Processed	Andy Auditor		\$705.45	11/12/2025	View Adjustments	 
Nov 2024	Processed	Andy Auditor		\$243.66	11/12/2025	View Adjustments	 
Nov 2024, Dec 2024	Processed	Pirkko Bpisupervisor	Pirkko Bpisupervisor	\$2,087.40	11/12/2025	View Adjustments	 




The History page has separate sections for changes in the benefit years/months and other details. A red 'X' indicates the month has been deleted (aka removed).


Reduction Recovery History					
Child Care Provider Location Details					
Provider/Location#	3800036563/001				
Provider Name	Randy's Child Care, Inc				
Location Name	Randy's Group Care				
Phone #					
Address	205 Corporate Dr Mke WI 53206				
Reduction Recovery Month History					
	Month	Updated Date			
X	Apr 2025	11/12/2025 08:21 AM			
	Mar 2025	11/12/2025 08:21 AM			
	Apr 2025	11/12/2025 08:20 AM			
Reduction Recovery History					
Status	Senior Auditor	Support Auditor	Comments	Processed Date	Updated Date
Appealed	Andy Auditor		Appeal letter received on xx/xx/xx	11/13/2025	11/13/2025 11:23 AM
Processed	Andy Auditor			11/12/2025	11/12/2025 10:42 AM
Pending	Andy Auditor			11/12/2025	11/12/2025 08:21 AM
Pending	Andy Auditor			11/12/2025	11/12/2025 08:20 AM

X Indicates deleted record.

Modify Recovery Adjustment Details

To access this page, scroll the horizontal bar until the modify icon appears.

List of Reduction Recovery Adjustment Details										
Child Care Provider Location Details										
Provider/Location#	3800036563/001									
Provider Name	Randy's Child Care, Inc									
Location Name	Randy's Group Care									
Phone #										
Address	205 Corporate Dr Mke WI 53206									
Reduction Recovery										
Benefit Months	Feb 2025									
Comments										
Status	Pending									
Overpayment Total	\$57.30									
Create Overpayments										
List of Reduction Recovery Adjustment Details										
Add Adjustment										
Verifiable	Monthly FT Hours	Above FT Hours	Total Hours	Hourly Rate	Hourly OP Total	Violation Percentage	Daily OP Total	Calculated OP	Actual OP	
	131	0	131	3.82	57.30	0	0.00	57.30	57.30	  

Horizontal scrollbar: 

The following page displays.

Modify Recovery Adjustment Details			
Child Care Provider Location Details			
Provider/Location#	3800036563/001		
Provider Name	Randy's Child Care, Inc		
Location Name	Randy's Group Care		
Phone #			
Address	205 Corporate Dr Mke WI 53206		
Reduction Recovery			
Benefit Months	Feb 2025		
Comments			
Status	Pending		
Overpayment Total	\$57.30		
Modify Recovery Adjustment Details			
Benefit Month *	Feb 2025	Primary Person	Rita Ready
Case *	1151121118	Authorization Period	01/01/2025 - 03/31/2025
Child PIN *	1585532096	Authorized Days	28
Violation Type *	Overcapacity	Violation Days	0
Violation Hours	15	Monthly Load	500.04
Violation Begin	mm/dd/yyyy	Total Adjustments	0.00
Violation End	mm/dd/yyyy	Adjusted Monthly Load	500.04
Remaining On Card	0.00	VPA	0.00
Retraction	0.00	Provider Overpayment	0.00
Expungement	0.00	Total Reductions	0.00
Expungement Date	mm/dd/yyyy	Max Recoverable	500.04
YoungStar OP	0.00	Monthly FT Hours	131
Client Overpayment	0.00	Above FT Hours	0
Comments		Total Hours	131
		Hourly Rate	3.82
		Hourly OP Total	57.30
		Violation Percentage	0%
		Daily OP Total	\$0.00
		Calculated Overpayment	57.30
		Actual OP	57.30

If the status is Pending or Appealed, all fields except the Benefit month, Case and Child PIN are updatable. If the wrong Benefit month, Case, or Child PIN were selected, delete the detail row and add a new record with the correct information.

View Recovery Adjustment Details

To access this page, scroll the horizontal bar until the view icon appears.

List of Reduction Recovery Adjustment Details

Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
 Mke WI 53206




Reduction Recovery

Benefit Months Feb 2025
Comments
Status Pending
Overpayment Total \$57.30

[Create Overpayments](#)

List of Reduction Recovery Adjustment Details

[Add Adjustment](#)

Verifiable	Monthly FT Hours	Above FT Hours	Total Hours	Hourly Rate	Hourly OP Total	Violation Percentage	Daily OP Total	Calculated OP	Actual OP	
	131	0	131	3.82	57.30	0	0.00	57.30	57.30	  

The view page is read only.

Reduction Recovery

Benefit Months Feb 2025
Comments
Status Pending
Overpayment Total \$178.59

View Recovery Adjustment Details

Benefit Month	Feb 2025	Primary Person	Rita Ready
Case	1151121118	Authorization Period	01/01/2025 - 03/31/2025
Child PIN	1585532096	Authorized Days	28
Violation Type	Duplicate Entry	Violation Days	10
Violation Hours	0	Monthly Load	\$500.04
Violation Begin	02/01/2025	Total Adjustments	\$0.00
Violation End	02/10/2025	Adjusted Monthly Load	\$500.04
Remaining On Card	\$0.00	VPA	\$0.00
Retraction	\$0.00	Provider Overpayment	\$0.00
Expungement	\$0.00	Total Reductions	\$0.00
Expungement Date		Max Recoverable	\$500.04
YoungStar OP	\$0.00	Monthly FT Hours	131
Client Overpayment	\$0.00	Above FT Hours	0
		Total Hours	131
		Hourly Rate	\$3.82
		Hourly OP Total	\$0.00
		Violation Percentage	36%
Comments		Daily OP Total	\$178.59
		Calculated Overpayment	\$178.59
		Actual OP	\$178.59

Delete Recovery Adjustment Details

The deletion is only allowed if the record is in Pending or Appealed status. To access this page, scroll the horizontal bar until the delete icon appears.

List of Reduction Recovery Adjustment Details

Child Care Provider Location Details

Provider/Location# 3800036563/001
Provider Name Randy's Child Care, Inc
Location Name Randy's Group Care
Phone #
Address 205 Corporate Dr
Mke WI 53206


Reduction Recovery


Benefit Months Feb 2025
Comments
Status Pending
Overpayment Total \$57.30

[Create Overpayments](#)

List of Reduction Recovery Adjustment Details

[Add Adjustment](#)

Verable	Monthly FT Hours	Above FT Hours	Total Hours	Hourly Rate	Hourly OP Total	Violation Percentage	Daily OP Total	Calculated OP	Actual OP	
	131	0	131	3.82	57.30	0	0.00	57.30	57.30	



Confirm the deletion to prevent accidental deletion of records.

Reduction Recovery

Benefit Months Nov 2024, Dec 2024
Comments Comment modified after status changed to processed
Status Appealed
Overpayment Total \$782.96

Delete Recovery Adjustment Details

Benefit Month	Nov 2024	Primary Person	Ana Gomez
Case	151434808	Authorization Period	08/01/2024 - 04/30/2025
Child PIN	586139524	Authorized Days	30
Violation Type	Unauthorized Location	Violation Days	20
Violation Hours	0	Monthly Load	\$1304.44
Violation Begin	11/01/2024	Total Adjustments	\$130.00
Violation End	11/20/2024	Adjusted Monthly Load	\$1174.44
Remaining On Card	\$100.00	VPA	\$0.00
Retraction	\$0.00	Provider Overpayment	\$0.00
Expungement	\$30.00	Total Reductions	\$0.00
Expungement Date	02/01/2025	Max Recoverable	\$1174.44
YoungStar OP	\$0.00	Monthly FT Hours	153
Client Overpayment	\$0.00	Above FT Hours	0
Comments	<input type="text"/>		
		Total Hours	153
		Hourly Rate	\$7.68
		Hourly OP Total	\$0.00
		Violation Percentage	67%
		Daily OP Total	\$782.96
		Calculated Overpayment	\$782.96
		Actual OP	\$782.96

Confirm Delete?

[Delete](#)

Recovery Adjustment History Details

To access this page, scroll the horizontal bar until the history icon appears.

List of Reduction Recovery Adjustment Details

Child Care Provider Location Details

Provider/Location# 3800036563/001
 Provider Name Randy's Child Care, Inc
 Location Name Randy's Group Care
 Phone #
 Address 205 Corporate Dr
 Mke WI 53206




Reduction Recovery

Benefit Months Jan 2025
 Comments
 Status Pending
 Overpayment Total \$61.00

[Create Overpayments](#)

List of Reduction Recovery Adjustment Details

[Add Adjustment](#)

Verbal	Monthly FT Hours	Above FT Hours	Total Hours	Hourly Rate	Hourly OP Total	Violation Percentage	Daily OP Total	Calculated OP	Actual OP	
	131	0	131	3.05	61.00	0	0.00	61.00	61.00	  

The history page includes a row for each sequence. Use the horizontal scroll bar to view the entire record.

Recovery Adjustment History Details

Child Care Provider Location Details

Provider/Location# 3800036563/001
 Provider Name Randy's Child Care, Inc
 Location Name Randy's Group Care
 Phone #
 Address 205 Corporate Dr
 Mke WI 53206

Reduction Recovery

Benefit Months Jan 2025
 Comments
 Status Pending
 Overpayment Total \$0.00

Recovery Adjustment History Details

Benefit Month	Case	Child PIN	Violation Type	Violation Hours	Violation Begin	Violation End	Remaining On Card	Retraction	Expungement	Expung
Jan 2025	1151121118	1585532096	Overcapacity	20			100.00	0.00	0.00	
Jan 2025	1151121118	1585532096	Overcapacity	20			0.00	0.00	0.00	

Reduction Recovery Search

The Reduction Recovery users can conduct searches for RR records by status, auditor, etc. The link to this page is under the PI CMS section.

Program Integrity CMS

- Provider Comments Summary
- Referrals
- Investigations
- Reduction Recovery Search**

A link to the search module has also been added to the horizontal bar on top of CSAW.

EBT CSAW | B-3 CC Pilot | CSAW - Provider | **Program Integrity CMS** | CSAW - Rep

Build Date - 11/11/2025 1:05 PM

EBT CSAW Menu

- Home
- Dashboard
- Reduction Recovery Search

This module displays all RR records entered into the system by the auditors.

Provider #	Loc #	Month(s)	Status	Senior Auditor	Support Auditor	Processed Date
3800036563	001	Mar 2025	Processed	Andy Auditor		11/12/2025
3800036563	001	Nov 2024	Processed	Andy Auditor		11/12/2025
3800036563	001	Nov 2024, Dec 2024	Processed	Pirkko Bpisupervisor	Pirkko Bpisupervisor	11/12/2025
2800040002	001	Feb 2025, Mar 2025, Apr 2025, May 2025, Jun 2025	Pending	Aparna Auditor	Aparna Auditor	11/11/2025

The fields in this module are explained below.

Field	Description
Begin/End Month	This period is defaulted to show three years of records. The period can be changed by using the Begin and End Month calendars.
Provider and Location #	The user can search for all records for a provider/location number. If location number is left blank, the search includes records for all provider locations.
Status	The status field is defaulted to Pending. Multiple statuses can be chosen.
Senior/Support Auditor	The records can be filtered by the auditor. Users who have update access to this module are included in the drop down.

Appendix A: Violation Types

Violation Type	Violation Unit
Collusion	Daily
Contradictory Records	Daily
Duplicate Entry	Daily
Duplicate Records	Daily
Falsified Records	Daily
Illegible Entry	Daily
Missing Entry	Daily
Missing Records	Daily
Misuse of School Bank (School Closed) Hours	Daily
Monitoring Visit Discrepancies	Daily
No Access	Hourly/daily
Care Not Provided	Daily
Overcapacity	Hourly
Provider Schedule Discrepancy	Daily
Refused Care After Payment	Daily
Surveillance Discrepancy	Hourly/Daily
Unannounced Closure	Daily
Unapproved Caregiver	Daily
Unauthorized Location	Daily

Appendix B: Adjustments

Field #	Field Name	Type	Entered By	Dependent On Fields	Description	Validation/restriction
1	Benefit Month(s)	Drop-down	Senior auditor		Benefit month	Must be one of months selected for Reduction-Recovery
2	Case	Drop-down	Senior auditor		Case number	Must be a case with benefits to the provider location and selected benefit month.
3	Child	Drop-down	Senior auditor		Child (PIN)	Must be a child with a benefit in the selected month for the selected case at the provider location.
4	Violation Type	Drop-down	Senior auditor		One of a set of violation types	Exists in violation type list

Field #	Field Name	Type	Entered By	Dependent On Fields	Description	Validation/restriction
5	Violation Hours	Text box	Senior auditor		Number of hours this child attended while the provider was in violation	If number is greater than zero, then the violation type allows for Hourly violation units (See Appendix A: Violation Type table)
6	Violation Begin	Date text box	Senior auditor		Begin date of the period the provider was in violation	Must begin in benefit month
7	Violation End	Date text box	Senior auditor		End date of the period the provider was in violation	Must end in benefit month
8	YoungStar Overpayment	Text box	Senior auditor		Amount of overpayment due to YoungStar, as calculated by the senior auditor in a separate system.	
9	Remaining on Card	Text box	Support auditor		Amount of money from load remaining on the EBT card for the case.	Cannot be more than Monthly Load (19)
10	Retraction	Text box	Support auditor		Amount of money retracted from the EBT card that was loaded for this month.	Cannot be more than Monthly Load (19)
11	Expungement	Text box	Support auditor		Amount of money that was expunged from the EBT card that had been loaded for this month.	Cannot be more than Monthly Load (19)
12	Expungement Date	Date text box	Support auditor		Date of the expungement	Warning if 90 days prior to expungement date is not in benefit month
13	Client Overpayment	Text box	Support auditor		Amount of client overpayment from mainframe (HOD) applicable to this case-child-provider location-month. Client overpayments are initially calculated in PLBC, but this amount can be adjusted (e.g., expunged) before it is assessed to the case and entered in the mainframe (HOD).	Cannot be more than Monthly Load (19)
14	Comments	Text box	Senior auditor		Comments explaining the violation	

Field #	Field Name	Type	Entered By	Dependent On Fields	Description	Validation/restriction
15	Primary Person	Calculated	System	2	Primary person on the case, as chosen by the Case drop-down	
16	Authorization Period	Calculated	System	1,2,3	List of authorization periods for the provider/Location, month, case, and child selected.	
17	Authorized Days	Calculated	System	16	Number of authorized days in the month covered by the authorization period.	
18	Violation Days	Calculated	System	6, 7, 16	Number of days where violation period overlaps authorization period.	
19	Monthly Load	Calculated	System		Total amount loaded to EBT card for this provider location, month, case, child. This includes post-load positive amounts for the same benefit month (whether by retro-authorization or by PBLC). Negative post-load adjustments are covered in other fields.	
20	Total Adjustments	Calculated	System	9, 10, 11	Sum of Remaining on Card, Retraction, and Expungement	
21	Adjusted Monthly Load	Calculated	System	19, 20	Monthly Load - Total Adjustments	
22	VPA	Calculated	System		Total VPA for provider location, case, month, pin	
23	Provider Overpayment	Calculated	System		Total overpayment for provider location, case, month, pin. If the reduction recovery is in the status appealed, exclude the overpayments created due to this reduction recovery.	
24	Total Reductions	Calculated	System	8, 13, 22, 23	Sum of YoungStar Overpayment, Client Overpayment,	

Field #	Field Name	Type	Entered By	Dependent On Fields	Description	Validation/restriction
					Provider Overpayment, VPA	
25	Max Recoverable	Calculated	System	21, 24	Adjusted monthly load - Total reductions	
26	Monthly Full-time Hours	Calculated	System		Monthly full-time hours for provider location, month, case, child	
27	Above Full-time Hours	Calculated	System		Monthly above full-time hours for provider location, month, case, child	
28	Total Hours	Calculated	System	26, 27	Sum of regular full time hours and above full time hours	
29	Hourly Rate	Calculated	System	21, 28	Adjusted monthly load divided by Total hours	
30	Hourly Overpayment Total	Calculated	System	5, 29	Hourly rate multiplied by Violation Hours	
31	Violation Percentage	Calculated	System	17, 18	Violation days divided by Authorization days	
32	Daily Overpayment Total	Calculated	System	21, 31	Adjusted Monthly Load multiplied by Violation Percentage	
33	Calculated Overpayment	Calculated	System	30, 32	Sum of Hourly Overpayment Total and Daily Overpayment Total	
34	Actual Overpayment	Calculated	System	25, 33	Lesser of Calculated Overpayment and Maximum Recoverable	



Wisconsin Department of Children and Families

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