

Financial Management

This packet contains the exercises listed below. Complete them at your own pace. If you need help, remember to use your User Guide, WBT, online help, or online policies. Ask the trainer for assistance if you can't find the answer to your questions in these sources.

What you'll do

- Process payments
- Manage foster care services
- Determine IV-E eligibility and reimbursability
- Determine IV-E adoption assistance
- Create a repayment plan and view associated payments
- Create an account and record child benefits
- Record a PASSS subsidy



► **Important:** These exercises may not reflect the process flow at your county or office. They use contrived data for training purposes. Still, you can apply what you learn in class to the processes at your office.



Exercise FM-1. Process payments

Scenario

In all of these exercises, you'll play the role of a county fiscal worker named Sam Weaver.

In this first exercise, find and process any open payment requests for the month of April.

Tasks

- Task 1. Process payment requests
- Task 2. Create a roster
- Task 3. Create a manual payment request
- Task 4. Append the manual payment request to the roster
- Task 5. Approve the payment requests
- Task 6. Submit the roster for reimbursement
- Task 7. Disburse payments and record final payment
- Task 8. Record a payment adjustment

Task 1. Process payment requests

Find the open payment requests from April and request processing.

1. On the Ohio SACWIS Home screen, click the **Financial** tab. The Agency Services Search screen appears.
2. Click the **Payment** tab.
3. In the menu on the left, click the **Payment Request Processing** link. The Process Payment Requests screen appears.
4. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Begin Date	[current month]/01/2007	
End Date	[current month]/30/2007	

5. Select the service authorization types **Own Foster**.
6. Click **Process**. The system deletes the check box beside Own Foster and displays Process Requested in the Status column.

Wait until the batch process in the training database is complete. It runs every hour on the hour. Go to exercise FM-2 and return to this exercise after batch processing is complete.

Note

Outside of class, the system will process payment requests overnight. In class, the system processes them within the hour for training purposes.

Result The system processes the request and displays a confirmation message when the processing is complete.

Task 2. Create a roster

A roster is a list of bills that are submitted for payment at the same time. Create a roster for the two bills you just selected.

1. In the menu on the left, click **Payment Requests Search**. The Payment Requests Search screen appears.
2. Select *Slate (AD)## Rockette* in the **Person** field.
3. Click **Search**. The system displays the bills for Rockette.
4. Click **Create Roster**. The Create Roster screen appears.
5. In the Roster Name field, type *Sam Weaver##/[today's date]*. Use the format MM/DD/YYYY for the date.
6. Click **Save**. The system saves the roster and returns to the Payment Request Search screen.
7. Click **Payment Requests Roster**. The Payment Requests Roster Search screen appears.
8. Complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Worker	Weaver##, Sam	
Roster Name	Sam Weaver##/[today's date]	Use the format MM/DD/YYYY for the date.

9. Click **Search**.

Result The system displays the roster you just created.

Task 3. Create a manual payment request

Sam discovers a bill for \$150 from the Green foster home. The bill is for clothing expenses incurred during the placement of Rockette Slate. There is no service authorization (since this is an expense that can change from month to month), so Sam will create a manual payment request.

Creating a manual payment request is a three-part task. First, you have to find the provider in the system. Then, you have to find the child for whom the payment is being made. Only when you have identified both the provider and the child can you enter details about the payment.

1. On the Payment Requests Roster Search screen, click **Add Payment Request**. The Provider Information screen appears.
2. Complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Invoice Number	1589477	
Vendor Number	3365	
Invoice Date	Type today's date.	

3. Click **Search Provider**.
4. Enter *Green,Patty & Green,George##* in the **Provider Name** field.
5. Click **Search**. The Greens' provider record is listed in the search results table.
6. Click the **select** link next to the Greens' record.
7. Click **Search Person**. The system displays Rockette in the search results.
8. To search for Rockette Slate, complete the following fields:

Field Name	Information to Enter/Select	Notes
Last Name	Slate (FM)##	
First Name	Rockette	

9. Click the **select** link in the row for Slate (FM)##, Rockette. Information about Rockette populates fields in the Case Information area.

10. Now enter detailed information about the payment request:

Field Name	Information to Enter/Select	Notes
Service Category	Foster Care Miscellaneous	
Service Type	Initial Clothing	
Service Description	Initial Clothing	
Payment Start Date	Type today's date.	
Payment End Date	Type today's date.	
Purchase Order Number	1234	
Units	1	The units used in this field are days.
Basic Cost	150.00	

11. Click **Save**.

Result The system saves the information and returns to the Payment Request Roster Search screen. The new payment will not display here until we append to the roster in the next task.

Task 4. Append the manual payment request to the roster

Locate the manual payment request you just created and append it to the roster.

1. In the menu on the left, click **Payments Request Search**. The Payment Requests Search screen appears.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Pay Begin	Type today's date.	
Pay End	Type today's date.	

3. Click **Search**.
4. In the search results, select the payment request for the Green foster home.
5. Click **Append to Roster**. The Add to Roster screen appears.
6. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Worker	Sam Weaver##	
Roster Name	Sam Weaver##/ [today's date]	

7. Click **Save**.

Result The system adds the payment to the roster and returns to the Payment Requests Search screen.

Task 5. Approve the payment requests

Approve each payment in the roster.

1. In the menu on the left, click **Payment Requests Roster**. The Payment Requests Roster Search screen appears.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Worker	Weaver##, Sam	
Roster Name	Sam Weaver##/ [today's date]	

3. Click **Search**. The system displays the payment roster you just created.
4. Click **Approve Payment**. The Approve Payment Requests screen appears.
5. Select all the payments by clicking the check box in each row.
6. Click **Save**.
7. In the **Option** field, select Approve Roster.
8. Click **Go**. The Process Approval screen appears.
9. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Action	Approved - Final	
Agency	Franklin	
Reviewers/Approvers	Weaver##, Sam	

10. Click **Save**. The system returns to the Payment Requests Roster Search screen.

Result The roster has been approved.

Note

You can select all the payments simultaneously by clicking the check box at the top of the Approve column.

Note

In the real world, you will route the roster to a supervisor for approval. You'll approve your own work here, however, so that you can work through the exercises more efficiently.

Task 6. Submit the roster for reimbursement

Use the Submit Rosters for Disbursement screen to submit your roster.

1. In the menu on the left, click **Submit Rosters for Disbursement**. The Submit Rosters for Disbursement screen appears.
2. Select the roster beside your (Sam's) name.
3. In the **New Disbursement** field, type ##.
4. Click **Save**.

Result The system saves your work. The roster disappears from the list.

Task 7. Disburse payments and record final payment

Disburse the payments in the roster.

1. In the menu on the left, click **Disburse Payment**. The Disbursement Payment Search screen appears.
2. In the **Disbursement Name** field, select ##.
3. Click **Search**. The system displays the search results, which include your roster, on the Disburse Payment Search Results screen.
4. In the Options area, select Final Payment. (The Disburse Date field defaults to today's date.)
5. Click **Go**.

Result You have paid the bills on the roster. Your agency can now be reimbursed for eligible expenses.

Note

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In real life you could print the Payment Report now if you wanted to.

Task 8. Record a payment adjustment

Several days after making the payments in the previous task, you learn that the \$150 initial clothing allowance for Rockette should have been split between Rockette and her brother. Find the original payment to the Greens and adjust it so that \$100 goes for Rockette and \$50 for her brother.

1. In the menu on the left, click **Payment History Search**. The Payment History Search screen appears. This screen contains links for different searches.
2. Click the **Payment Search Criteria** link. The system displays a set of search fields underneath the link.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Service Category	Foster Care Miscellaneous	
Service Type	Initial Clothing	

4. Click **Search Payment History**. The system displays the search results at the bottom of the screen.
5. Find the Greens in the search results and click the **Adjust** link on their row. The system displays the message "Selecting Adjust will generate a Reversal record for the payment. Do you want to continue?"
6. Click **OK** to retract the payment.
7. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Reduction Amount per Disbursement	50.00	
Comments	Only \$100.00 should have been applied to Rockette's initial clothing allowance.	

8. Click **Save**.

Result The system saves your changes. You have completed this exercise.

Note

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You have modified the original payment request. For correct payment to occur, however, you would have to create manual payment requests in the correct amounts for both Rockette and her brother. The payment requests would then be available the next morning.



Exercise FM-2. Manage foster care services

Scenario

In this scenario, you'll enter or update information about county services and service changes that apply to multiple providers.

Tasks

- Task 1. Add a new service
- Task 2. Research a private provider's services and costs
- Task 3. Enter contract information
- Task 4. Enter contract services
- Task 5. End-date the foster care service

Task 1. Add a new service

As Ohio SACWIS rolls out, you need to record the services your agency offers and the costs and cost factors for each service. For simplicity, this task will cover only one service: family foster care.

The standardized cost for the service is \$13/day and the add-ons for each age group are:

- 6–11 years: \$7
- 12–19 years: \$9

1. Click the **Services** tab.
2. In the menu on the left, click **Maintain Service**.
3. The system displays the Agency Services Search screen.
4. Complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Agency	Franklin County Children Services Board	(system default)
Service Category/Type	All	(system default)

5. Click **Search**.
6. Complete the following fields (at the bottom of the screen) to categorize the family foster care service:

Field Name	Information to Enter/Select	Notes
Service Category	Placement	
Service Type	Family Foster Home	

7. Click **Add Service**. The Agency Services Details screen appears.
8. Complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Service Description	Family Foster Care##	
Service Long Description	Own Agency Foster Homes##	

Field Name	Information to Enter/Select	Notes
# of Leave Days to be Paid	2	

- Click **Add Service Cost**. The Standardized Cost Details screen appears.
- Complete the following fields to establish the base cost for foster care:

Field Name	Information to Enter/Select	Notes
Effective Date	Type today's date.	(system default)
Unit of Measure	Per diem	
Standardized Cost	13.00	Don't type a dollar sign.

- To define the add-ons for different age groups, click **Add Cost Factor**. The Cost Factors Details screen appears.
- To enter the cost factor for the 6–11 age group, complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Minimum Age	6	Make sure Yrs is selected beside this field.
Maximum Age	11	Make sure Yrs is selected beside this field.
Point in Month	First of Month Following Birthday	
Add-On	7.00	

- Click **Save**. The system returns to the Standardized Cost Details screen and displays the information you just entered in a new row.

14. Repeat steps 12-14 for the other age group. The add-on for children 12-19 years old is \$9.
15. When you finish, click **Save** on the Standardized Cost Details screen. The system returns to the Agency Services Details screen.
16. Click **Save**.

Result The system returns to the Agency Services Search screen. The new service has been added to the list of agency services.

Task 2. Research a private provider's services and costs

Your county is considering using an existing provider, the Riverside Drug & Alcohol Rehabilitation Center, to provide services. You want to confirm that Riverside offers rehabilitation services and to find Riverside's ceiling for the service.

1. In the menu on the left, click the **Provider Ceilings** link. The Provider Reimbursement Ceilings Search screen appears.
2. To search for the Riverside provider, complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Provider Name	Riverside Drug & Alcohol Rehabilitation Center	(default)
Service Description	Alcohol Abuse Treatment -Outpatient	(default)

3. Click **Search**. The system displays a list of the service ceilings for this provider.
4. Click the **view** link for the current year. The system displays the Reimbursement Ceiling Set Details screen.
5. Click **Close** when you're through.

Result The system returns to the Provider Reimbursement Ceilings Search screen. Now you know what the Riverside agency charges to provide services and can compare their price to the prices charged by other agencies.

Task 3. Enter contract information

Now that you know Riverside offers the service you want at an acceptable cost, you need to enter a blanket contract to cover services provided by Riverside.

1. Click the **Provider** tab in the top row of tabs. (You will leave the Financial tab to perform this function.)
2. Click the **Directory** secondary tab.
3. In the **Provider ID** field, type Riverside’s ID, ##015686.
4. Click **Search**. The system displays Riverside’s record.
5. Click the **edit** link beside Riverside. The Provider Overview screen appears.
6. In the menu on the left, click **Contracts**. The Contracts Filter Criteria screen appears.
7. Scroll down and click **Add Contract**. The system displays the Contract Details screen.
8. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Original Contract Begin Date	Type today’s date.	
Contract Type	Non Placement	
Original Contract End Date	Type the date one year from today	
Contract Number	123456	
Original Contracted Amount	50,000.00	
Approved Date	Type today’s date	
Status	Active	

9. Click **Save**.

Result The system displays the Contracts Search screen, which displays the contract you just entered.

Task 4. Enter contract services

Now enter the cost for the contracted services.

1. Click the **Contract Services** link. The Contract Service History screen appears.
2. Click **Add Non-Placement Service Cost**. The Contract Placement Cost Details screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Agency/Service Description	Franklin County Children Services Board Alcohol Abuse Treatment Outpatient	You could set up the contract service for a specific child, but in this case you're creating a blanket contract.
Contracted Units	500	
Unit Cost	200.00	

4. Click **Save**.
5. Click **Close**.

Result You have created a blanket contract that will cover all services provided by Riverside Drug & Alcohol Rehabilitation Center.

Task 5. End-date the foster care service

Now that private network providers will be providing all foster care services for your agency, end-date the existing family foster care service.

1. Click the **Financial** tab.
2. Click the **Services** tab.
3. Click **Maintain Service**. The Agency Services Search screen appears.
4. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Agency	Franklin County Children Services Board	(system default)
Service Category/Type	Placement/Family Foster Home	

5. Click **Search**.
6. Find the Placement/Family Foster Home-Family Foster Care## service in the search results and click the **edit** link in that row.
7. To end-date the service, type today's date in the **Obsolete Date** field. (You can't back-date this field.)
8. Click **Save**.

Result The system saves the information you entered and returns to the Maintain Services screen. You have completed this exercise.

Exercise FM-3. Determine IV-E eligibility and reimbursability

Scenario

This exercise concerns the case of Rockette Slate. She was recently removed from her parents' home and placed in the custody of your agency.

Rockette's stepfather, Fred Stone, works 96 hours/month in the local quarry. His wages are \$1,000.00 per month.

Determine whether Rockette is eligible for IV-E assistance. Then, determine whether her current placement meets IV-E criteria for reimbursement. Finally, Rockette has no health insurance, so print a temporary Medicaid card for her.

Tasks

- Task 1. Display Rockette's record
- Task 2. Complete requirements 1 through 6 of the eligibility determination process
- Task 3. Complete requirements 7 through 9
- Task 4. Determine whether Rockette's current placement is reimbursable
- Task 5. Generate a temporary Medicaid card

Task 1. Display Rockette's record

Begin the eligibility determination process by identifying Rockette as the potential aid recipient.

1. Click the **Eligibility** tab.
2. In the menu on the left, click **Eligibility/Reimbursability**. The Child Selection screen appears.
3. Click **Person Search**. The Person Search screen appears.
4. Complete the following fields, then click **Search**:

Field Name	Information to Enter/Select	Notes
Last Name	Slate (FM)##	
First Name	Rockette	

5. Find Rockette in the search results and click the **select** link in her row.

Result The system returns to the Child Selection screen, which now displays Rockette's person ID, name, and case ID.

Task 2. Complete requirements 1 through 6 of the eligibility determination process

Several of these requirements are already complete. You need to enter information for requirements 1, 5, and 6.

1. Click **Add Eligibility**. The Eligibility Details screen appears.
2. Complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Determination Type	Initial	
Effective Date	05/11/2005	This may be the default
Eligibility Month	05/2005	

3. In the Initial Program Eligibility area, click **View Requirements 1 to 6**. The Child Information screen appears.
4. Under Citizenship Information - Requirement 1, select Yes in the **U. S. Citizen** field.
5. Under Age Eligibility - Requirement 5, complete the following fields:

Note

Some fields on the Child Information screen are prepopulated with information that has already been entered elsewhere in the system.

Field Name	Information to Enter/Select	Notes
Age Eligibility	Child under 18 during eligibility month	
How Verified	Birth certificate	

6. Under Living with the Specified Relative - Requirement 6, complete the following fields:

Field Name	Information to Enter/Select	Notes
Was the child removed from a specified relative?	Yes	
Name of Relative		Use the Person Search button to find and select Wilma Stone's name.
Last Name	Stone (FM)##	
First Name	Wilma	
Relationship	Biological Mother	

Field Name	Information to Enter/Select	Notes
Did the child live with the specified relative in the eligibility month or any one of the preceding six months?	Yes	
How verified	Caseworker	

7. Click **Save**.

Result The system saves your work and returns to the Eligibility Details screen.

Task 3. Complete requirements 7 through 9

Complete requirements 7 through 9, and complete a worksheet to calculate Fred's countable income deemed to the SFU as unearned income.

1. On the Eligibility Details screen, click **View Requirements 7 to 9** to display the second part of the initial program eligibility information.
2. Click **Deprivation/PWE**.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Deprivation Type	Continued Absence from the Removal Home	
Which Parent	Father	
How Verified	School records	

4. Click **SFU Information**.
5. In the table below the Add SFU button, find the row for Fred Stone (FM) and click the **delete** link on that row. The system deletes Fred from the list.
6. Click **Worksheets**.
7. Click the **Stepparent** link. The Stepparent Budget Worksheet appears.
8. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Name of Stepparent	Stone, Fred	
The number of individuals including the stepparent...	1	
Subtract amount of payments made by stepparent...	0	

9. Click **Calculate**. The system displays the countable income deemed to the SFU as unearned income.
10. Click **Save**.

Note

Clicking the Deprivation/PWE link displays new fields immediately underneath it. To hide these fields, simply click the link again. Similar links on this page work the same way.

Note

You need to delete Fred from the SFU member list because you will complete a separate worksheet for him. The separate worksheet is necessary because he is Rockette's stepfather.

11. Click the **Income/Resource Summary** link. (You may need to click the **Worksheets** link again to display this link.) The system displays the Income and Resources Summary Worksheet Search screen.
12. In the **SFU Member** field, select Slate, Rockette.
13. Click **Search**. The system displays a summary of income and resources.
14. The information in the Income and Resources Summary table is correct, so select Verified in both fields in the Verified column.
15. Click **Apply** to save your work without leaving this screen.
16. *Repeat steps 12 through 15 for Wilma, Sandy, and Barney. You have to repeat the process for each family member in order for the system to determine IV-E eligibility correctly.*
17. Click **Save**. The system saves your work and returns to the Requirements 7 to 9 screen.
18. Click **Save**. The system saves your work and displays the Initial Reimbursability screen.
19. Click **Determine Eligibility**. In the **IV-E Eligible** field, the system displays Yes.

Half-siblings were able to remain in the standard filing unit (SFU) due to underemployment, since Fred works under 100 hours.
20. Click **Save**. The system displays the message:

Eligibility has been determined for the child. Saving the record will freeze the record from further updates.
21. Click **OK**.

Result The system returns to the Child Selection screen. Note the new row in the Program Eligibility table, which shows that Rockette is program eligible for IV-E reimbursement.

Task 4. Determine whether Rockette's current placement is reimbursable

You've established that Rockette is program eligible for IV-E benefits. Now you have to determine whether her placement meets the criteria for reimbursement.

1. On the **Eligibility** tab, click **edit** beside the custody date 5/11/05 in the Program Reimbursability area. The Initial Reimbursability screen appears.
2. Click the **Child's Need** link. The Child's Need Worksheet for Title IV-E Reimbursability appears.
3. Click **Close**. The system returns to the Initial Reimbursability screen.
4. Click **Determine Reimbursability**. In the **IV-E Reimbursable** field, the system displays Yes.
5. Click **Save**. The system displays the message:
Reimbursability has been determined for the child. Saving the record will freeze the record from further updates.
6. Click **OK**.

Result The system saves your work and returns to the **Eligibility** tab. Note the new row in the Program Eligibility/Reimbursability table, which shows that Rockette is in a reimbursable placement.

Task 5. Generate a temporary Medicaid card

Rockette has no health insurance. Generate a temporary Medicaid card for her. (Do not print the card in class.)

1. In the menu on the left, click the **Medicaid Eligibility** link. The Child Selection screen appears.
2. Click **Person Search**. The Person Search screen appears.
3. Complete the following fields, then click **Search**:

Field Name	Information to Enter/Select	Notes
Last Name	Slate (AD)##	
First Name	Rockette	

4. Find Rockette in the search results and click the **select** link in her row. The system returns to the Child Selection screen, which now displays Rockette’s person ID, name, and date of birth.
5. Click **Report** on the line item IV-E FCM. The Document Details screen appears.
6. Click **Generate Report**. The system displays a printable version of the card. From this screen, you can print the card or save it in the system.
7. Click **Save** in the lower-left corner to save this card to the document history.

Result You have created a temporary Medicaid card for Rockette. You have completed this exercise.

Exercise FM-4. Determine IV-E adoption assistance

Scenario

This scenario involves Marybeth Menke. Marybeth has been living with foster parents Elena and Esteban Lopez, who have decided to adopt her.

Determine whether Marybeth qualifies for an adoption subsidy, and if so, determine the amount of the subsidy.

Tasks

- Task 1. Display Marybeth's record
- Task 2. Display the foster parents' provider record
- Task 3. Record special needs criteria
- Task 4. Determine Marybeth's eligibility

Task 1. Display Marybeth’s record

To begin, select Marybeth as the subject of the determination.

1. In the menu on the left, click **Adoption Subsidy**. The Adoption Subsidy Program screen appears.
2. Click **Person Search**. The Person Search screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Last Name	Menke ##	
First Name	Marybeth	

4. Click **Search**.
5. Find Marybeth in the search results and click the **select** link in her row.

Result Ohio SACWIS returns to the Adoption Subsidy Program screen, which now displays Marybeth’s name, age, person ID, name, and case ID.

Task 2. Display the foster parents' provider record

Use the provider search function to find the foster home and link it to the determination.

1. Click **Provider Search**. The Provider Profile Search screen appears.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Member First Name	Elena	
Member Last Name	Lopez##	

3. Click **Search**. The system displays the provider records for Norma and Thomas.
4. Click the **select** link for the record with your sequence number.

Result The system returns to the Adoption Subsidy Program screen and displays Elena and Esteban's names and their provider ID number.

Task 3. Record special needs criteria

Use the Special Needs Criteria screen to identify the criteria.

1. In the **Subsidy Type** field, select AA.
2. Click **Add Subsidy**. The Adoption Assistance Subsidy screen appears. Most of the date fields are prefilled.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Application Received Date	04/03/2006	
Social/Med Date	03/21/2006	

4. Click the **Special Needs Criteria** link. The Special Needs Criteria screen appears.
5. Select **Adoptive Parent is Neither the Biological Parent, Nor Stepparent with Biological Parent in the Home**.
6. Under Special Needs Criteria, select:
 - **Age - Six Years or Older**
 - **Emotionally Attached to Foster Parents (Placed 12 Months)**
7. Under Reasonable Efforts to Place Without Subsidy, select **Child Listed on OAPL**.
8. Click **Save**.

Result The system saves your work and returns to the Adoption Assistance Subsidy screen.

Task 4. Determine Marybeth's eligibility

Verify eligibility requirements and determine Marybeth's eligibility based on the information you've entered.

1. Click **Eligibility Requirements**.
2. Click **OK** in the message box.
3. In the ADC Relatedness History area, click **edit** beside eligibility month 5/2005.
4. Click **OK** in the message box.
5. Click **Determine Eligibility** on the old ADC relatedness record, which was created when the original FCM determination was recorded. (We want to use the same ADC relatedness determination for the AA subsidy.)
6. Click **Save**.
7. Click **OK** in the message box.
8. Click **Save** again to save the ADC relatedness record.
9. Click **Determine Eligibility**.

The system determines that Marybeth is eligible for a subsidy and displays Yes in the IV-E Eligible field. The system also automatically calculates the projected end date based on the child's age.

10. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Subsidy Amount	250.00	
AA Agreement Date	04/03/2006	
Subsidy Effective Date	04/14/2006	

11. Click **Save**.

Result The system saves your work and returns to the Adoption Subsidy Program screen. You have completed this exercise.

Note

Notice that Child Meets ADC Relatedness Criteria and Voluntary Agreement, the last item under Eligibility Requirements, is now marked Yes.



Exercise FM-5. Create a repayment plan and view associated payments

Scenario

Your agency has received an excess reimbursement from the state, and now the agency must repay the overage. Create a repayment plan and learn how to view individual payments.

Tasks

- Task 1. Add a repayment plan
- Task 2. View payments

Task 1. Add a repayment plan

Use the Agency Repayment Plan Details screen to add a repayment plan.

1. Click the **Payment** tab.
2. In the menu on the left, click **Agency Repayment Plan**. The Agency Repayment Plan Search screen appears.
3. In the **Agency** field, select Franklin County Children Services Board.
4. Select **Active**.
5. Click **Search**. The system will not find a repayment plan.
6. Click **Add Repayment Plan**. The Agency Repayment Plan Details screen appears.
7. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Program Information	Foster Care Maintenance	
Repayment Amount	10000	Don't use a dollar sign. The system will add a decimal point and cents.
Repayment Maximum per Month	1000	
Repayment Start Date	06/01/2006	
Comments	A child was found to be ineligible for FCM when the agency was monitored. The agency wants to make small payments as they are unable to pay back all at one time.	

8. Click **Save**.

Result The system returns to the Agency Repayment Plan Search screen, which now displays the plan.

Task 2. View payments

No repayments are listed for the plan you just created. However, the steps below show you how to view specific payments.

1. Select the repayment plan you just created by clicking the check box in its row.
2. Click **Show Selected Transactions**. The Repayment Transaction Details screen appears. This is where specific payments will be displayed.
3. Click **Close** to return to the Agency Repayment Plan Search screen.

Result You have viewed the Repayment Transaction Details screen and completed this exercise.

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Exercise FM-5. Create a repayment plan and view associated payments

Exercise FM-6. Create an account and record child benefits

Scenario

Rockette Slate is in your agency's custody. Set up an account to receive child support payments for Rockette and document the receipt of a payment.

Tasks

- Task 1. Add an account
- Task 2. Record a payment

Task 1. Add an account

Set up the account to receive child support payments.

1. Click the **Benefits** tab.
2. In the **Person ID** field, type ##032111.
3. Click **Search**. The system displays Rockette in the search results.
4. Click **Add Account**. The Child Benefit Account Details screen appears.
5. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Benefit Type	Child Support	
Effective Date	06/01/2005	
Expected Amount	100	Don't use a dollar sign. The system will add a decimal point and cents.
Description	This is a monthly amount per judgment entry.	

6. Click **Save**.

Result The system saves your work and returns to the **Benefits** tab. You have created an account for the child support payments.

Task 2. Record a payment

The agency has received a child support payment. Record the payment.

1. In the row for Rockette's child support account, click the **add benefit** link. The Child Benefit Details screen appears.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Payment Type	Check	The Benefit Type field will pre-fill based on the account you specify.
Benefit Payment Begin Date	06/01/2005	
Payment Number	##1234	
Benefit Payment End Date	06/30/2005	
Pay Date	07/01/2005	
Transaction Type	Deposit	
Amount	100	Don't use a dollar sign. The system will add a decimal point and cents.
Transaction Date	07/02/2005	

3. Click **Save**. You have recorded a child support payment to Rockette's account.

Result The system saves your work and returns to the **Benefits** tab, which displays the benefits that have been applied to the account. You have completed this exercise.



Exercise FM-7. Record a PASSS subsidy

Scenario

Gloria Lopez, a child with special needs is an adopted child in the Lopez family. Your agency has received an application for a PASSS subsidy for psychological services. Record the approved subsidy.

Tasks

- Task 1. Select the child and the provider
- Task 2. Add the subsidy

Task 1. Select the child and the provider

Use the search buttons on the Adoption Subsidy Program screen to find Gloria Lopez and her adoptive parents, Elena and Esteban Lopez.

1. Click the **Eligibility** tab.
2. In the menu on the left, click **Adoption Subsidy**. The Adoption Subsidy Program screen appears.
3. Click **Person Search**. The Person Search screen appears.
4. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Last Name	Lopez##	
First Name	Gloria	

5. Click **Search**.
6. Select Gloria Lopez## in the search results. The system returns to the Adoption Subsidy Program screen, which now displays information for Gloria.
7. Click **Provider Search**. The Provider Profile Search screen appears.
8. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Member First Name	Elena	
Member Last Name	Lopez##	

9. Click **Search**. The system displays a single record for Elena and Esteban.
10. Select this record in the search results.

Result The system returns to the Adoption Subsidy Program screen, which now also displays information for Elena and Esteban.

Task 2. Add the subsidy

As part of adding the subsidy, you'll specify the service being subsidized and the approved cost.

1. In the **Subsidy Type** field, select PASSS.
2. Click **Add Subsidy**. The PASSS Subsidy screen appears.
3. Complete the following fields:

Note

Enter the Effective from Date and the Decision date after step 8 then click Save.

You can not enter the effective date or the decision date before entering the services for PASSS.

Field Name	Information to Enter/Select	Notes
Application Received Date	Type in a date 7 to 14 days before today's date.	
Adoption Finalized Date	05/01/2003	Display only
Annual Family Gross Income	30,000.00	Gloria has mental health issues, and Elena stopped work a year ago to care for her. As a result, the family's income has decreased significantly.
Family Size Including Adopted Child(ren)	3	
Family Composition	Two Adult Caretakers	
PASSS Committee Approval	Select	
Mental Condition	Select	

4. Click **Maintain Services**. The PASSS Subsidy Services screen appears.
5. In the line item for Psychological Counseling, complete the following:

Field Name	Information to Enter/Select	Notes
Requested Cost	10000	Don't use a dollar sign. The system will add a decimal point and cents.
Approved Cost	10000	

6. Click **Calculate**. The system displays column totals at the bottom of the table.
7. Click **Save**. The system saves your work and returns to the PASSS Subsidy screen.
8. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Effective From	Today's date	
Decision Date	Today's date	

9. Click **Save**.

Result The system returns to the Adoption Subsidy Program screen. You have recorded the application for the PASSS subsidy. You have completed this exercise.