In Process Checks

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Introduction

Checks go through several stages during the various financial batch processes. The payment processing begins three business days before the month's end at the Pre-Payment stage. Pre-Payment allows the user to view (from the FM0103 Pre-Payment Report) what the payment amount will be (assuming the child does not move to a new placement) **before any payment batches have actually run**. If a payment amount is incorrect at the Pre-Payment stage, modifications can be made to the Out of Home Placement or the Foster Care Rate allowing the payment to process correctly when the payment batches run.

The Pending check status is the first status achieved once a check is created by Calc Ongoing. During this stage all payments are combined for a particular provider (and county) and pulled together to form a Pending check. Pending Checks will show up on the FM0201 Pending Checks Payee Listing Report. This report should be used to reconcile the newly created Pending checks with the anticipated check output. During the Pending status, a user has the ability to cancel that check or cancel individual line items within that check. A check will only stay in a Pending status for 24 to 48 hours before being picked up by the Check Write batch.

As a general rule, Pending checks generate on the first business day of the month for a monthly run. For a weekly run, this will occur most often on a Friday of that week.

Note: The batch run calendars can be found on the eWiSACWIS Knowledge Web.

The Check Write batch, which is run 48 hours after pending checks are produced for monthly runs and 24 hours for weekly runs, moves the check from a Pending status to an In Process status. Once a check has reached the In Process status, there is an expectation (for the purpose of IV-E claiming) that the check amounts are accurate, and that check numbers and dates will be applied to the In Process check. In Process checks can be reconciled using the FM0202 Monthly Pre-Audit Payee Listing Report.

Note: One cannot cancel an In Process check. In fact, once a check reaches the In Process status, nothing can be done to maintain the disposition of that check. If the check is incorrect, then you must move that check to an Outstanding status in order to maintain the disposition of that check.

Once a check reaches Outstanding status, the payment amounts associated with the check will be available for IV-E claiming.

This guide will describe the various methods for viewing In Process checks and the method for accessing and using the Check Number Recording page, which is used to manually add check numbers and dates to an In Process check.

Note: It is a federal requirement that all counties have a bidirectional interface with their county financial system and eWiSACWIS. When the financial interface is fully in place, the check numbers and check dates will no longer be manually entered.

Viewing Payment and Check Data

Depending upon preference, you can view payment and check data from either a case or provider perspective.

When viewing information from a case perspective, you will only see the payments associated with that case. On the Search screen (Checks and Payments Maintenance page) green money bags 💰 indicate payments that are not linked to a check. Yellow money bags 💰 designate a payment that is associated with a check. Gray money bags 💰 indicate non-system disbursed payments, which are not linked to a check. The status of the check (Pending, In Process, Outstanding, etc.) is identified in the associated hyperlink located just to the right of the Payment hyperlink.

When viewing information from a provider perspective, payments and checks are separated from one another (this is due to the specific association that payments and checks have with the provider record). Unlike the case view (where the payments only specific to that case are displayed), the provider view allows for display of the checks ✉ and payments separately.

Note: Checks may be comprised of multiple payments from several different cases within the county. Similarly, multiple payments from several different cases may display under the Payment icon.

The examples below illustrate accessing an In Process check from the Payment icon of a case and from the Checks icon of a provider.

Working with an In Process Check (Reports)

Each In Process check is part of a "voucher" (batch). The voucher number can be found on the Pre-Audit Report (FM0202 or FM0222). It is the county's responsibility to apply the appropriate check numbers and dates that correspond with the actual checks that were sent out through the county system.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Crystal Output	8/24/2009					Wisconsin Department of Children and Families								Report Id: FM0202W
2							Division of Safety and Permanence								
3	Time:	7:07:15PM													Page: 1
4	MONTHLY PRE_AUDIT PAYEE LISTING FOR VOUCHER #					3192	DATED	8/24/2009	For Some County						
5	County:														
6	PAYEE/PAYEE ID/														
7	PAYEE CNTY ID/														
8	CHILD/SRVC DESC			PERIOD START	PERIOD END	# OF DAYS	BASIC AMOUNT	SUPP AMOUNT	EXCEPT AMOUNT	ADMIN AMOUNT	> LIMIT AMOUNT	ADJUST AMOUNT	TOTAL AMOUNT	TARGET POP	PERSON ID
9															
10															
11	Anna Provider			8222295											
12	6325 Prentice Ave														
13	Walla Walla, WI 54806														
14															
15	Child, Gail														
16	FH Clothing Allwnc 5-11			8/1/2009	8/1/2009	1	$150.00	$0.00	$0.00	$0.00	$0.00	$0.00	$150.00		8637640
17			PAYEE TOTAL			1	$150.00	$0.00	$0.00	$0.00	$0.00	$0.00	$150.00		
18															
19															

Working with an In Process Check (From a Case)

Note: When you view check information on an In Process Check, everything is in view-only mode. You do not have the ability to maintain or work with any part of the In Process Check from this page.

From your expanded case, expand the Payment icon ⬜ . From the expanded Payment, click on the hyperlink associated with the In Process check that you wish to view.

Working with an In Process Check (From a Provider)

Providers display both payments and checks. To access the In Process Check from a provider, click on the Checks icon✉. From the expanded Checks, click on the hyperlink associated with the In Process Check that you wish to view.

Maintaining an In Process Check

As indicated above, the content of a check at the In Process stage is not maintainable. Clicking the In Process hyperlink (as indicated above) will allow you to view the makeup of the check. However, for all practical purposes, the In Process stage is an intermediate step in the financial process. The goal is to move the In Process check to an "Outstanding" status as timely as possible.

Note: Unless alterations were made during the Pending Check stage, the Pending Check and the In Process check should be identical.

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Check Information

Provider Name:	[redacted] Search	First Name:		Disposition: In Process
Check Status:	OK ▼	Reschedule Date:	00/00/0000	Check Amount: $11,082.81
County:	La Crosse ▼			

Payment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Basic Costs	Supplemental Costs	Exceptional Costs	Admin Costs	Costs > Spending Limit	Extraordinary Costs	Total	Payment Status
[redacted]	Residential Care (RCCQRTP)	05/01/2022	05/31/2022	$11,082.81	$0.00	$0.00	$0.00	$0.00	$0.00	$11,082.81	OK ▼

Payment Adjustment Lines

Case Participant ▲	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status

Save   Close

Moving an In Process Check to an "Outstanding" Status

As noted above, the In Process status is an interim status between Pending and Outstanding. It is important to note that In Process checks **cannot** be cancelled. In order to cancel an In Process check, one must move that check to an Outstanding status. As mentioned above, once a check has reached the In Process status, there is an expectation (because of IV-E claiming processes) that the check will have check numbers and dates applied to it that are representative of the actual check that went out on the county side. Every check must move from the "In Process" status to the "Outstanding" status. Currently there are two methods used by counties to accomplish this.

In most counties the checks are not cut through eWiSACWIS, rather they are cut by a county specific financial system. Counties are required to develop a financial interface. A county developed financial interface will automatically update the In Process checks with check numbers and check dates. Until all counties have their financial interfaces up and running, some counties will manually input the check numbers and dates individually through the ***Check Number Recording page***.

The following steps will outline the process for moving an In Process Check to an Outstanding Check through the Check Number Recording page.

Note: We will not describe in this guide the process for developing and moving check data across a financial interface.

Using the Check Number Recording Page

From the main menu choose Maintain > Financial > Check Number Recording.
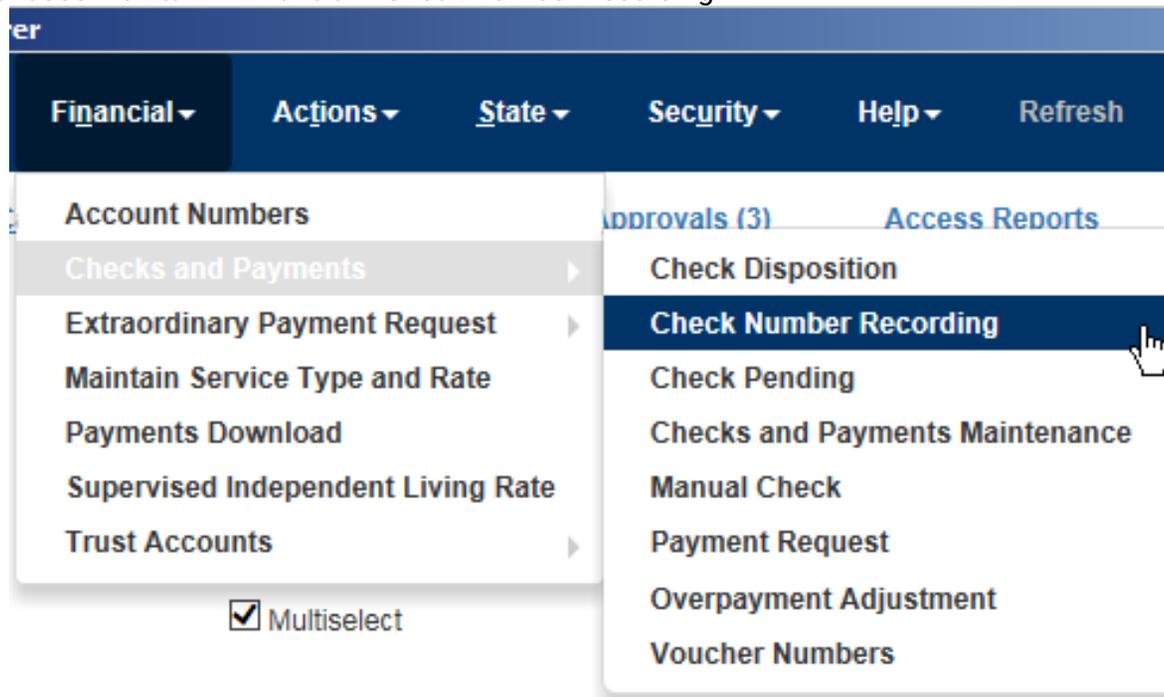
Using the Check Number Recording Page (Continued)

The Check Number Recording page will open. Search out your In Process Checks either by Voucher Number or Provider ID. If you search by Voucher Number, then you will return all In Process Checks that exist for that Voucher Number. If you search by Provider ID, then you will return a filtered result set of just those In Process checks that are specific to that provider. Your results by Provider ID may span multiple voucher numbers.

Your search results will return with the last two columns of each check being blank. You will need to enter the check number and check date for each individual check. Saving the page will result in the check number and check date being saved for that check. It will also move the check from an In Process status to an Outstanding status.

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Search Criteria

Voucher Number: [   ]   Provider ID: [9221217   ]

[Search]

Results

Provider Name	Provider ID	Payee ▲	ID Payee	Date Created	Voucher No	Amount	Check No	Check Date
Annie's House Group Home	9221217	Annie's House Group Home	9221217	11/12/2009	22224	$13,857.95	MC567	06/01/2022

> **The Check No. field and the Check Date field will be empty. Enter the check number and check date in the corresponding field for each individual check.**

[Save] [Close]

Bullet Points Regarding In Process Checks

✓ A check that remains In Process has not had a check number or check date applied to it. This check and its associated payments are not being included in our IV-E calculations. These monies will not be reimbursed when the Trust Account Draw Down batches run.

✓ An In Process check's disposition cannot be maintained. In other words, it cannot be "cancelled," "stopped," "cleared," etc. If an In Process check is incorrect, you will need to apply a check number and date to the incorrect check to move that check's status to Outstanding. At that point, the check's disposition can be maintained (in this instance cancelled). It is recommended that you choose a check number and date that clearly denotes a "cancelled" check. For example, the original check number would have been 123, it may be suggested to use the naming convention C123, indicating that this check number is for a cancelled check. You can enter that day's date for the check date or you can use the date that the check would have been cut.

A new payment can then be created for the correct amount. The new payment can either be left alone to be picked up by the next financial batch for processing, or you can move that payment to an Outstanding check using the *Manual Check* process.

Recommended Reports for In Process Checks

✓ **FM0202 Monthly Pre-Audit Payee Listing Report:** This report provides a list of the checks that are included in the Check Write file and will be printed. These checks represent payments and payment adjustments that will be included in the next check run.

✓ **FM0215 Monthly Pre-Audit Payee Listing - EFT:** This report provides a list of the payments and payment adjustments that were included in the most recent Check Write file and that will be direct deposited in the provider's bank accounts.

✓ **FM0222 Pre-Audit Payee Spreadsheet:** This report provides a list, in Excel Spreadsheet format, of the checks that are included in the Check Write file and will be printed or direct deposited in the provider's bank account. These checks represent payments and payment adjustments that will be disbursed in the next check run for a specified County.

✓ **FM0230 Pre-Audit Payee Spreadsheet - EFT:** This report provides a list, in Excel Spreadsheet format, of the payments that are included in the EFT extract and Advice files and will be direct deposited in the provider's bank account.

✓ **FM0106 Financial Checks Reconciliation:** This report provides a listing of all system-disbursed payments and overpayment adjustments where the check date falls within the specified range. Only non-cancelled payments that are part of an Outstanding or Cleared check are retrieved.

✓ **FM0108 Financial Payment Sweep:** This report provides a listing of all system-disbursed payments and overpayment adjustments (this report does not list non-recouped overpayments) as well as the status and information on the checks the payments are associated to. Use this report to reconcile against the county's reported financial output.

Note: This listing of reports is not wholly inclusive of all reports available for this topic. This is a listing of the recommended reports that are available through the eWiSACWIS application. There may be other reports that a county or individual user may find helpful. Please refer to your eWReports application and access Utilities > Report Information to view all reports that are available.

Key Financial Terms and Definitions for In Process Checks

Term	Definition
Administrative Rate	An additional monthly payment necessary for the administration of the foster care program. This rate generally is structured by the Parent Agency of a Foster Home. Allowable costs include referral to services, preparation for and participation in judicial determinations, placement activities, case assessment, criminal records checks, prospective foster parent medical exams, potential foster home studies for out of state placements, and IV-E eligibility activities.
Basic Rate	The rate intended to cover food, clothing, housing, basic transportation, personal care, and other expenses on a monthly basis. The fixed monthly payment for a foster child is determined solely by the age of the child. A child's basic maintenance rate will increase when the child reaches the age of 5, 12, and 15. The higher rate is effective on the date on which the birthday occurs. Because the rate is based on the needs of each child, it may also include extra payments (supplemental and exceptional payments) in addition to a basic maintenance rate. This rate is established biennially by the Wisconsin Legislature. **Note:** No monthly payment for the combined basic maintenance, supplemental, and exceptional rates may exceed $2,000.
Batch	A batch is a program that is assigned to run without further user interaction. Batch jobs run in the background and produce data (such as payments or checks) and reports.
Calc Ongoing Payments	Recurring payments generated by the "Calc Ongoing" batch. These payments are most often generated for out of home placements, such as foster homes and kinship. One-time payments and Overpayment Adjustments are also picked up by the "Calc Ongoing" batch. Calc Ongoing automatically pro-rates for partial month periods and generates overpayments automatically when appropriate. Services that use the "Calc Ongoing" batch to generate payments will do so until a closing date has been entered.
Cancelled	A status indicating that a piece of case work or provider work is no longer valid. Generally, this is related to Checks, Payments, or Overpayments.
Check	A Check may consist of one or several different Payments and Overpayment Adjustments. **Pending:** This is the first stage in the check process. Checks appear in a pending status immediately after the "Calc Ongoing" batch runs. They will remain in this status until the "Pre-Audit" batch runs, which moves a check from a Pending status to an In Process status. **Note:** When a check is in a "Pending" status you may cancel or stop this check or any associated payments. **Released:** This is the 2nd stage in the check process only for counties that use the Release functionality. A check will remain in "Pending" status until a check has been Released. Once checks appear in a Pending status they must manually be Released so that they can move to an In Process status. The "Pre-Audit" batch (run during the MF2 or WF2 batch runs) moves a check from a Released status to an In Process status. **Note:** When a check is in a "Released" status you may set the status back to "Pending."

Term	Definition
Check (continued)	**In Process:** This is the 2nd stage in the check process (or the 3rd stage for counties that use the Release functionality). A check that is in the In Process status is assumed to be correct in its makeup. The check was not cancelled in the pending stage and is waiting to be printed and mailed. **Note:** The check status will remain "In Process" until a check number and check date is applied to that check. Once a check number and date are recorded for that check the status will move from "In Process" to "Outstanding." **Outstanding:** This is the final stage in the check process. A check that is in an "Outstanding" status has check numbers and dates recorded. The check number and check date correspond with the actual check number and the date of the actual check processing. **Note:** Once a check has reached an "Outstanding" status it can be used for reimbursement in Trust Accounts and will ultimately be figured into the IV-E claiming calculations.
Child Specific Rate	This type of rate is documented on the Out of Home Placement. It is used to generate a paid rate that is specific to the child that is placed. It is most commonly used to document out of state placements, as well as adoption assistance.
Cost of Care	The total cost to a county for a child's placements and other services. Counties have discretion regarding what types of services that they document as paid outside of the standard paid placement service and associated rate setting.
Costs > Spending Limit	An additional monthly payment used to only document costs that exceed the State's $2,000 spending limit on the total foster care payment.
Exceptional Rate	An additional monthly payment for caring for a child whose needs may be so extreme that the basic maintenance and supplemental rates do not provide sufficient funding to ensure the child's care in a foster home are met and to prevent placement in a more restrictive setting. The funding level associated with these criteria is indirectly established by the Department by this policy through the establishment of a maximum monthly foster care payment. **Note:** No monthly payment for the combined basic maintenance, supplemental, and exceptional rates may exceed $2,000.
Maintain Rate	**By Service:** All providers will use the same rate established for the specific service. An example of a "Service" specific rate would be a Foster Home services rate, where each provider carrying the Foster Home (0-4 years old) rate will generate the same standard Basic Maintenance Rate **By Provider:** The rate is governed at the provider level. For a specific service, each provider carrying that service can have a different rate. An example of a "Provider" specific rate would be a Group Home service where many providers carry the Group Home service and often offer different rates for that service.
Manual Check	Used when a worker issues a physical check, on the spot. The financial worker will enter a One Time Payment into the system for a service which is designated as an Emergency Payment on the Payment Request page. A check number must then be recorded for that physical check, through the Manual Checks page.

Non-System Disbursed Payment	This is a specific type of payment used to document that a payment occurred, yet it is not desired to attach the payment to a check. This type of payment is used most often when document placement costs for FPI, YES, or Wraparound placements where the state can claim the costs of the Non-System Disbursed placement payment. The actual costs of the program are paid out via a system disbursed payment that is attached to a check containing the full amount of the program's costs.
Outstanding	A status related to Checks and Overpayments. For Checks, an outstanding status means check numbers have been recorded as the check has been printed and mailed. When a check is in an Outstanding status the payments that make up the check can be used in the State's IV-E claiming calculations. A little twist in thinking, for Overpayments, an outstanding status means that the Overpayment is true and has not been repaid.
Override Parent Agency Rule	If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, overriding the parent agency is necessary.
Parent Agency	The agency that is responsible for the licensing and supervision for a home provider, most often associated to a level 3 or level 4 foster home. In eWiSACWIS, all payments made to a home provider go directly to the parent agency. That parent agency is then responsible for paying the home provider.
Payee	The provider receiving payment. In most Foster Home scenarios, the "Placement Provider" and the "Payee" are one in the same. However, in level 3 or level 4 foster homes, group homes, or RCCs the "Placement Provider" often is governed by a Parent Agency or a Child Placing Agency that is responsible for receiving the payment. In these scenarios the "Placement Provider" and the "Payee" will differ. It is important to realize that all payment and check data will reflect under the Payee.

Payment	A payment will consist of the Basic Maintenance, Supplemental, Exceptional, and Administrative costs for a particular child and provider. There can be several payments attached to one check. In essence, the payment comes before the check. Visually, payments are reflected several different ways. This is how they are displayed on the Search screen: 💰 This icon indicates that the payment is not attached to a check. You will see payments recorded like this for one-time payment requests that have not been picked up by a check batch, or for "Episode Driven Payments" (Zero-dollar payments) for Group Homes, RCC, and some Wraparound Payments. 💰 This icon illustrates a payment that is attached to a check. Following this icon will be two hyperlinks, the first will be the hyperlink for the payment and the second will be the link for the check that the payment is attached to. 💰 This icon describes an overpayment, which can also be thought of as a negative one-time payment. 💰 This icon indicates a type of payment that is used most often when document placement costs for FPI, YES, or Wraparound placements where the state can claim the costs of the Non-System Disbursed placement payment. The actual costs of the program are paid out via a System Disbursed payment that is attached to a check containing the full amount of the program's costs.
Placement Provider	The provider where the child is physically resides for care.
Rate Setting	A tool used to document costs paid to a provider above the Basic Maintenance Rate. The rate setting identifies Supplemental costs based on Behavioral, Emotional, or Physical characteristics of a child. There is also an area of the rate setting used to justify Exceptional costs that are paid above the identified Supplemental and Basic Maintenance costs. **Note:** Any type of payment to a provider that goes above the Basic Maintenance Rate must use a rate setting to justify the additional payment costs. This includes Receiving homes.
Service Rate	The rate is specific to the service type. All providers will use the same rate established for the specific service. An example of a "Service" specific rate would be a Foster Home services rate, where each provider carrying the Foster Home (0-4 years old) rate will generate the same standard Basic Maintenance Rate.
Split Payment	An action that allows a user to set eWiSACWIS to generate multiple payments from one system generated payment. The payments can be split by percentage or a set amount. This is most commonly used when a payment should be sent to two distinct providers that share in the care of a given child.

Term	Definition
Supplemental Rate	An additional monthly payment intended to cover the costs of caring for the child's special needs for a foster child with emotional, behavioral, or physical needs. A supplemental rate can be changed if the child's condition has changed. This rate is determined via the Child & Adolescent Needs and Strengths (CANS). **Note:** No monthly payment for the combined basic maintenance, supplemental, and exceptional rates may exceed $2,000.
Target Population	The categorization of Youth Aids or Non-Youth Aids based on the selected criteria that ultimately directs the cost of care for the given child to come out of a specific funding source ("pot of money").
Voucher Number	The Voucher Number equates to a batch of checks. Each check run is assigned a specific voucher number. The voucher number then serves as a pointer to all checks produced for that given batch run. Voucher Numbers are established for a given fiscal year. The fiscal year runs July 1st to June 30th. Voucher Numbers should never be duplicated across fiscal years.