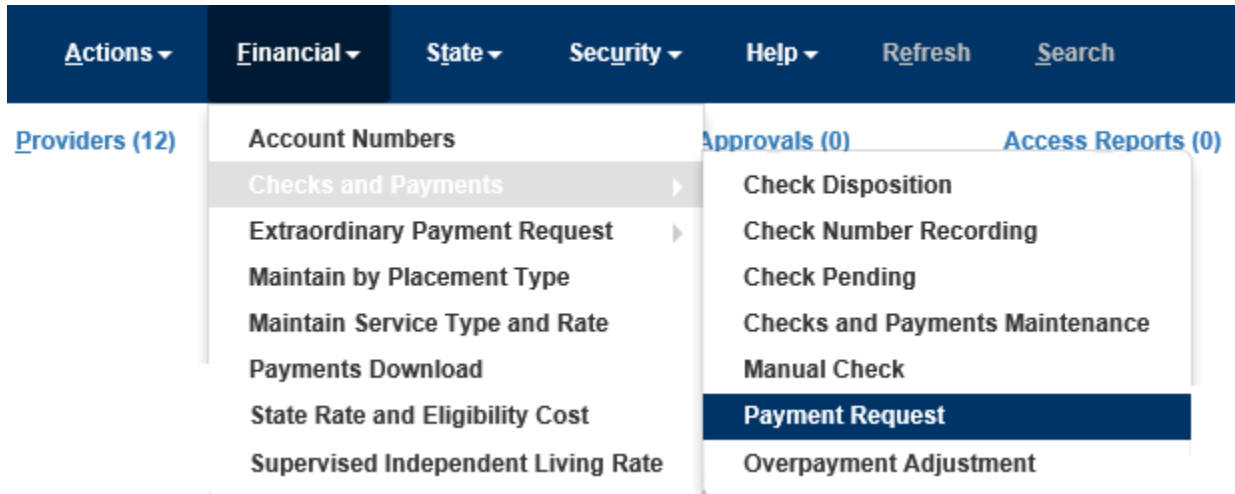# Creating a COVID-Youth Aging Out One Time Payment

Note: To enter the COVID onetime payment, you must have the Reporting Category documented for the "One Time Payment - COVID-Youth Aging Out" Service Type on the Maintain Service Type and Rate page.
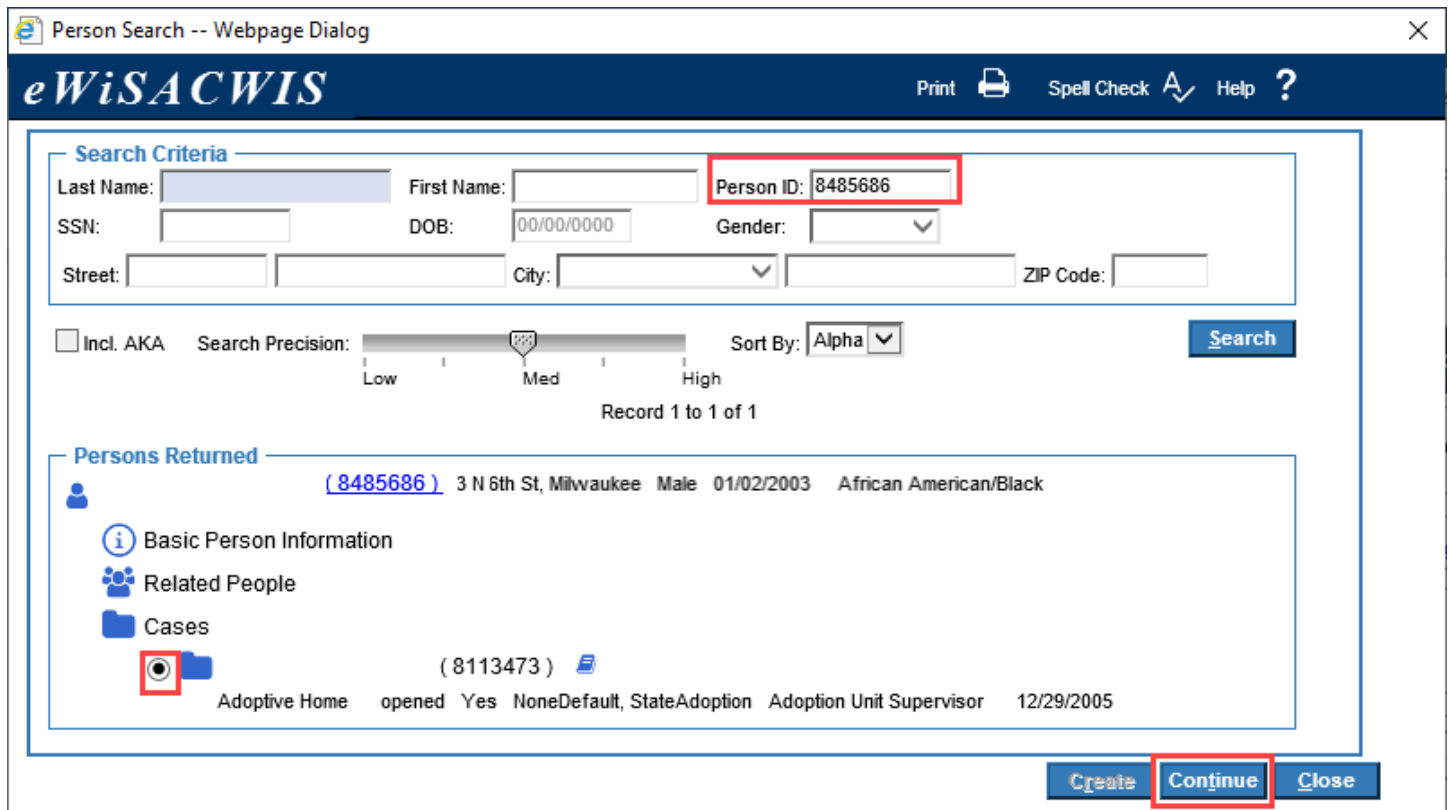
1. Select Financial > Checks and Payments > Payment Request. This opens the Payment Request page.

2. From the Payment Request page, search the Case Participant and Provider using their associated Search hyperlinks.
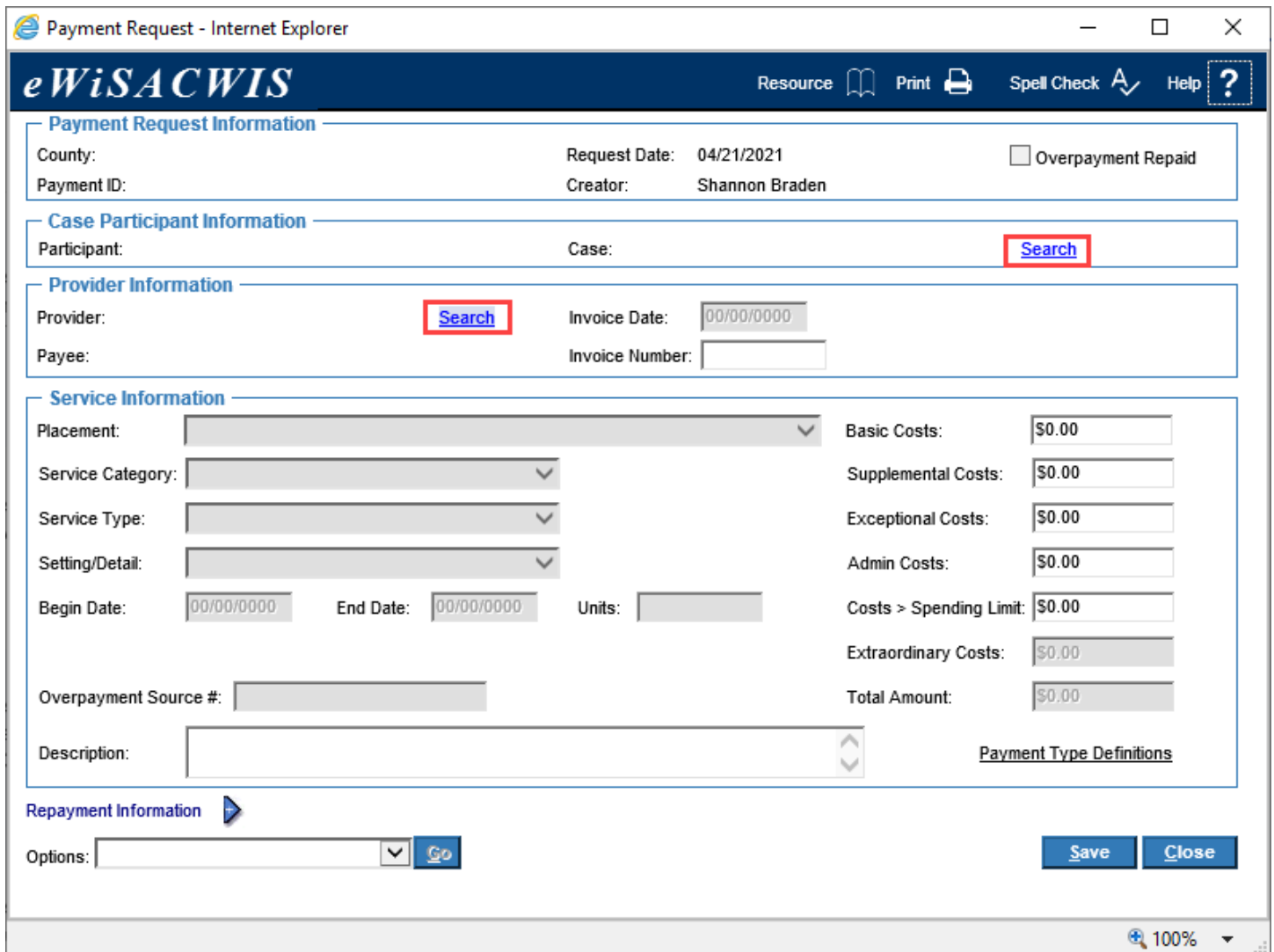
3. When searching out the case participant, you will begin by searching out the participant's name or the Person ID. Once returned, expand the participant icon 👤 and then expand the Cases icon 📁. You will want to select the radio button next to the case where you want the payment created (there may be more than one case - so it is important to select the correct case). Click Continue to return to the Payment Request page.

4. When searching out the provider, you will begin by searching out the provider's name or the Provider ID. Once returned, select the radio button next to the case where you want the payment created (there may be more than one provider - so it is important to select the correct provider). Click Continue to return to the Payment Request page.

5. Once you have selected the participant and provider, document the specifics surrounding the service and the rate.
    a. Choose the Out of Home Placement from the "Placement" drop-down.
    b. Choose "One Time Payment - COVID-Youth Aging Out" from the "Service Category" drop-down.
    c. Choose "One Time COVID - Youth Aging Out Payment" from the "Service Type" drop-down.
    d. Choose the "Direct Service" option from the "Setting/Detail" drop-down.
    e. Enter a date in the Begin Date field.
    f. Enter the amount in the Costs > Spending Limit field (do not enter an amount in the Total Amount field).

6. Click Save. Since counties do not have the ability to approve these payments, DCF staff will need to do so. Please contact Shannon Braden (Shannon.Braden@wi.gov or 920.785.7829) so she can approve the pending payment. If you try to approve the payment, you may receive an error message like this: