

**Ohio Department of Job and Family Services
Office of Families and Children
Bureau of Automated Systems**

**Policy and Practice Guidance Document #002
Foster Parent Training Sessions – Payment Request Process**

December 23, 2020

Background

This correspondence is regarding potential duplicate training session allowance and stipend payments which have been discovered in Ohio SACWIS. An agency's request for reimbursement for training session allowances and stipend payments must comply with the requirements in Ohio Administrative Code (OAC) 5101:2-5-38. Agencies are required to create, approve, and disburse payment requests in the system to document two types of costs incurred in order to obtain state and federal reimbursement:

- For payments to foster parents for attending a training session (stipend).
- For any allowable costs associated to the training session (allowance).

Process

The Create Payment Requests functionality which creates payment requests overnight should be used when creating a large quantity of Foster Parent Training payment requests. By using the overnight process, it ensures there are no performance issues with Ohio SACWIS. The Manual Payment Requests functionality is intended for creating a smaller quantity of payment requests (less than 500 payments). If generating more than 500 payment requests at a time, please use the Create Payment Request functionality to ensure there is no delay in your agency's reimbursement. The SACWIS Knowledge Base Article titled Payment Processing of Non-Adoption Payments walks users through the steps needed to generate payment requests for 500+ payments in the system. The article may be found at <https://jfskb.com/sacwis/index.php/financial/105-payment/945-payment-processing-of-non-adoption-payments>.

Contact

If you have any questions related to the payment request processing, please contact the Ohio SACWIS Help Desk, Office of Families and Children at e-mail SACWIS_Help_Desk@jfs.ohio.gov.