The **Processing Manual Payments for Foster Parent Training Sessions** Knowledge Base Article (KBA) provides instructions on how private agencies should process manual payments to get reimbursement for foster parent training.

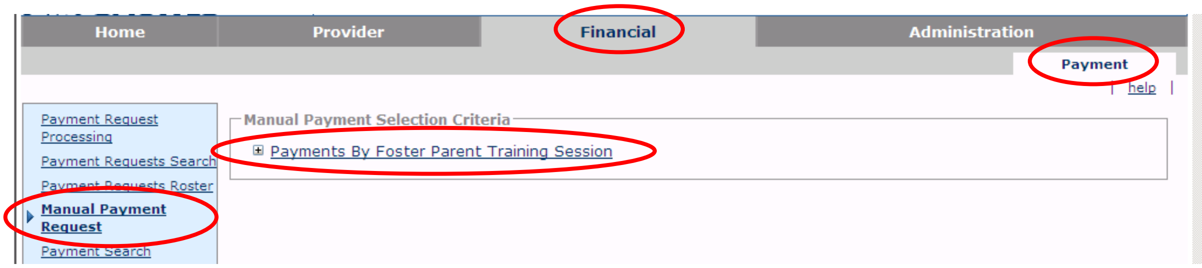
Specifically, the **Manual Payment** link in SACWIS should be used to create all Foster Parent Training payment requests. When this link is used, the system generates payment requests without waiting for an overnight batch process and provides you with more control over which payments are being created.

Important: When Foster Parent Training sessions are being created, if the **Stipend Payable to Participant** check box is not checked (**Training Participants List** screen), no payment will be generated for that training session.

Complete the following steps to create manual payments for Foster Parent Training sessions:

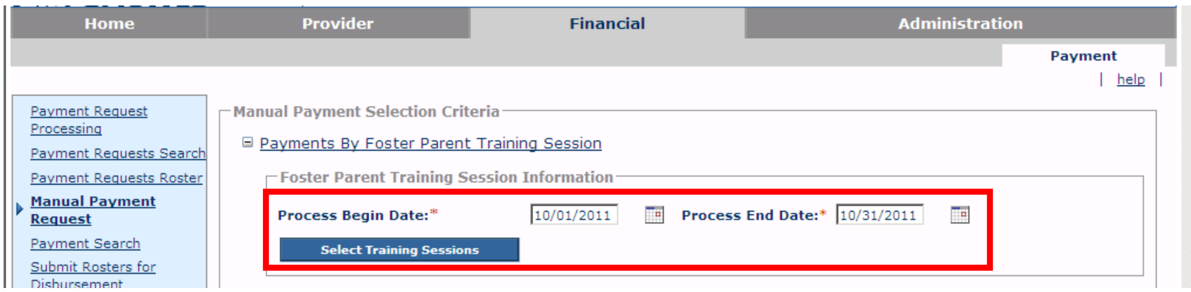
Section 1: Navigating to the Payments Created Screen

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Manual Payment Request** link in the **Navigation** menu. The **Manual Payment Selection Criteria** screen appears.
4. Click the **Payments By Foster Parent Training Session** link.



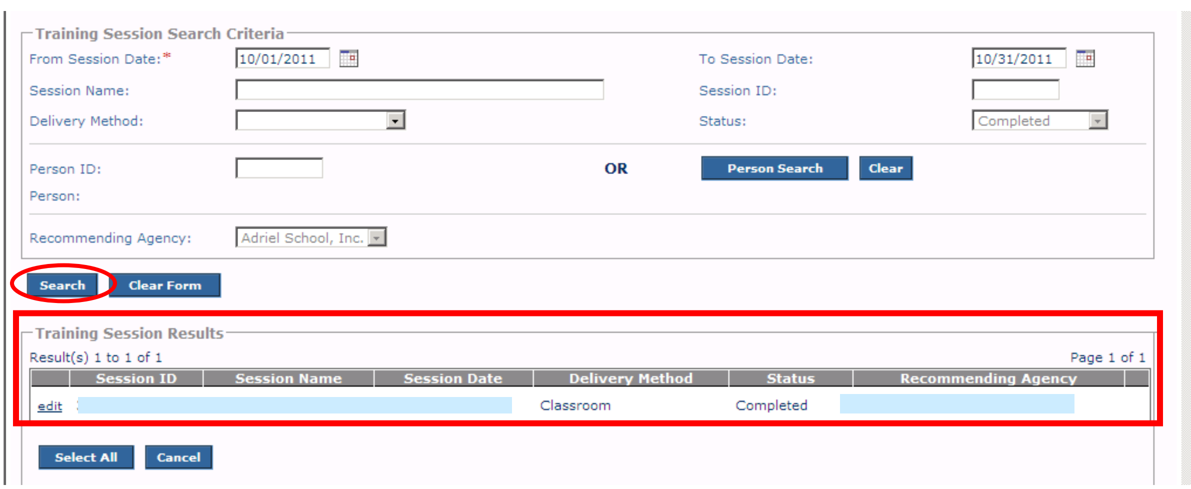
The **Foster Parent Training Session Information** screen expands.

5. In the **Process Begin Date** field, select the training session payment began date.
6. In the **Process End Date** field, select the training session payment end date.
7. Click the **Select Training Sessions** button.



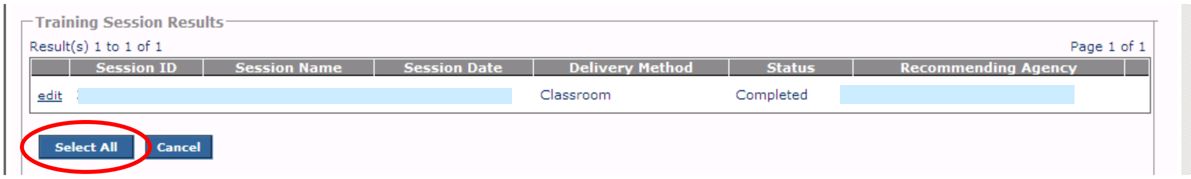
The **Training Session Search Criteria** screen appears and all training sessions that meet the criteria will populate in the **Training Session Results** section of the screen.

8. If needed, enter additional filter searches for payments in the fields.
9. Click the **Search** button.



The **Training Session Results** section displays the filtered results.

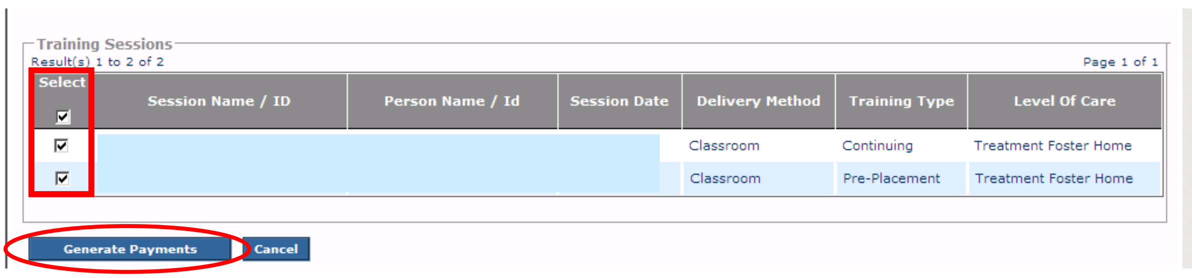
10. Click the **Select All** button.



The **Training Sessions** screen appears with all of the checkboxes selected.

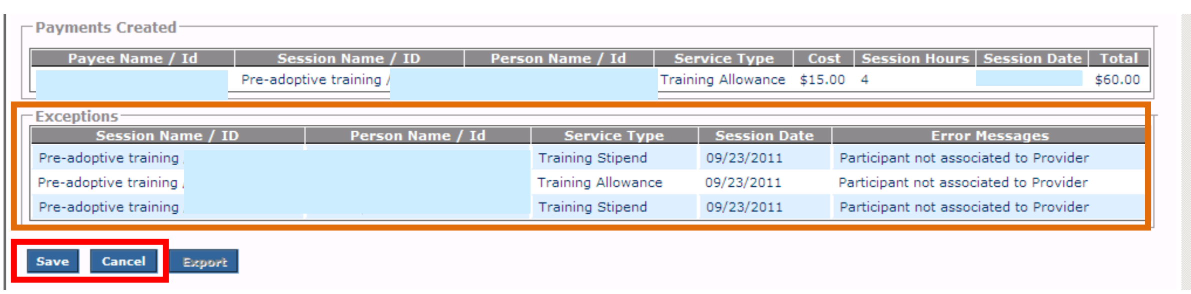
11. To exclude any payment(s) from being created, uncheck the check box next to that training session. If needed, refer to the **Payment Exceptions** section below.

12. Click the **Generate Payments** button.



The system displays the payments that will be created.

13. Click one of the following, the:
    - **Save** button to save the payments
    - **Cancel** button to return to the previous screen without saving



Payment Exceptions

The **Exceptions** grid (shown in gold above) indicates payments the system will not create based on the given error message. The possible error messages and exceptions are listed below:

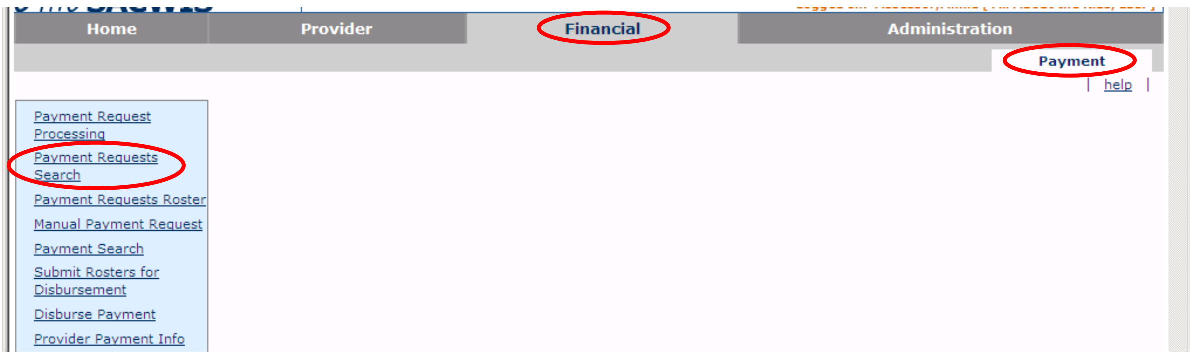
- **Participant under 18:** The Person ID linked to the training session is under the age of 18 in SACWIS and therefore not eligible for foster parent training reimbursement.
- **Participant Not Associated to a Provider:** The Person ID linked to the training session is not associated with a Provider record. An incorrect Person ID may have been used. Contact the SACWIS Help Desk for assistance.
- **License Not Found for Provider:** The Person ID linked to the training session is not associated with a Provider record that has a current license in SACWIS. An incorrect Person ID may have been used or there may be an issue with the provider record. Contact the SACWIS Help Desk for assistance.
- **Training Session Date is Prior to Training Cutoff Date:** The training session date is prior to the agency being "live" in SACWIS. Reimbursement should be requested via the JFS 1350.
- **Session Date is Over 18 months from License Effective Date:** The training must have been held within 18 months of the license to be eligible for reimbursement.
- **Training Session Status is Not Complete:** The training session in SACWIS must be marked as **Complete** to create payment requests / obtain reimbursement for training sessions.
- **Title IV-E Quarterly Rate was Not Found for an Agency:** The state maintains the IV-E Quarterly Rates in SACWIS. These may not be modified by the user. Contact the SACWIS Help Desk for assistance.
- **Training Cost Not Defined for Service at State Level:** The state maintains the standard amounts for the training stipend and allowance. These may not be modified by the user. Contact the SACWIS Help Desk for assistance.

Section 2: Searching for Payment Requests

After completing the steps above, you will conduct a search to locate the payment request records that were generated. The **Payment Request Search** screen then displays payments that have been created, but not yet been put on a roster.

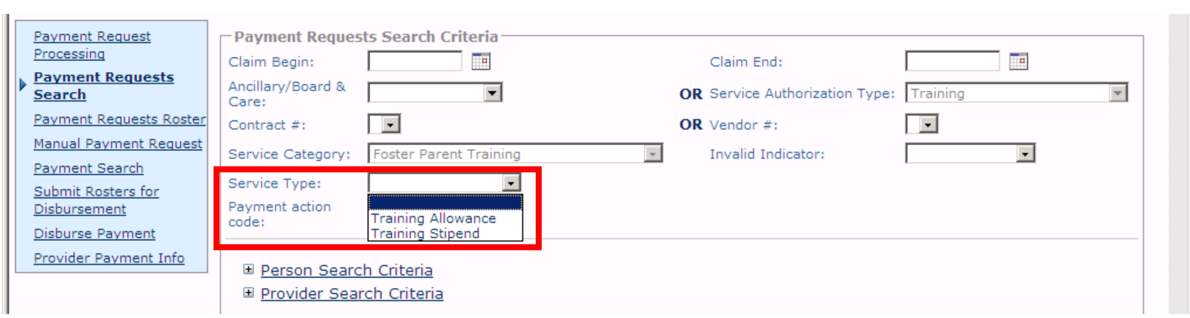
This section discusses both **creating a roster** and **adding payments to an existing roster**. To search for payment requests, complete the following steps:

1. On the SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Requests Search** link.



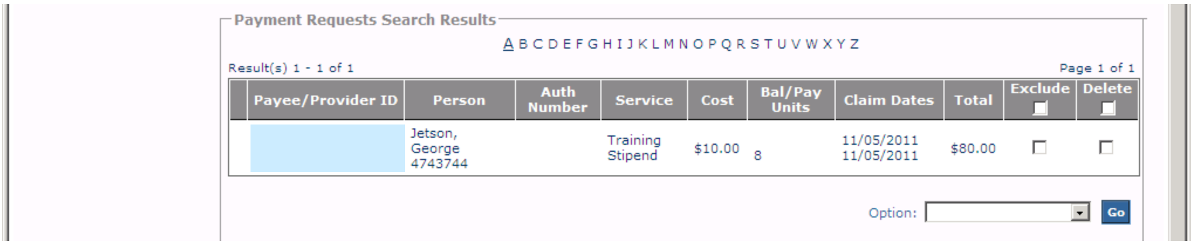
The **Payment Requests Search Criteria** screen appears.

4. Enter filter criteria into the fields, as needed.
5. To distinguish allowance from stipend payments, select **Training Allowance** or **Training Stipend** in the **Service Type** field.
6. Click the **Search** button at the bottom of the screen.



The filtered results appear in the **Payment Request Search Results** section.

This example shows a **Training Stipend**:



Attaching Payments to a Roster

A roster is a way to group payments, such as by provider or network. To approve and disburse payments, the payment request record must be attached to a roster. However, first you must exclude or delete any non-applicable payments.

To do so, complete the following steps:

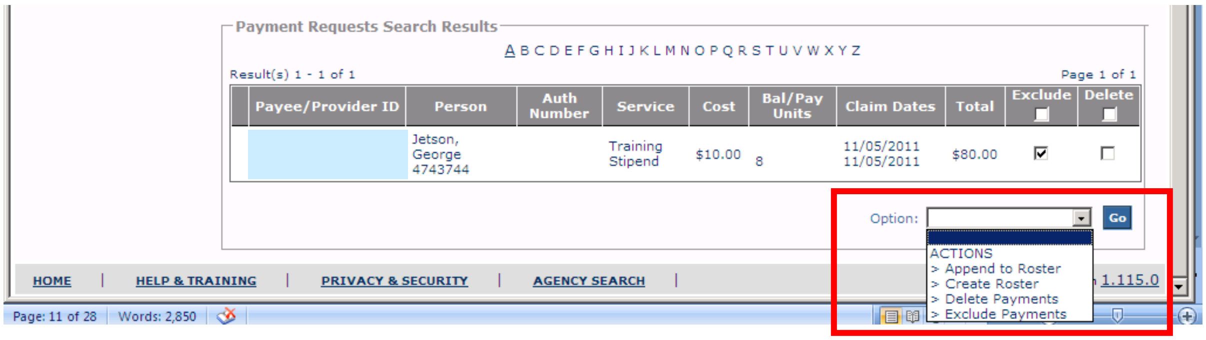
1. In the **Exclude** or **Delete** columns (**Payment Requests Search Criteria** screen), select the check box for any payment record(s) that need to be removed from your search results.

Important:

- A payment request can only be deleted until the roster is approved.
- To select all of the payments in the column, click the checkbox in the grid header.

2. In the **Options** field drop-down list, choose:
   - **Exclude Payments** to exclude payment(s) from the roster
   - **Delete Payments** to delete payment(s) altogether

3. Click the **Go** button.



The payment(s) are removed.

Creating a New Roster

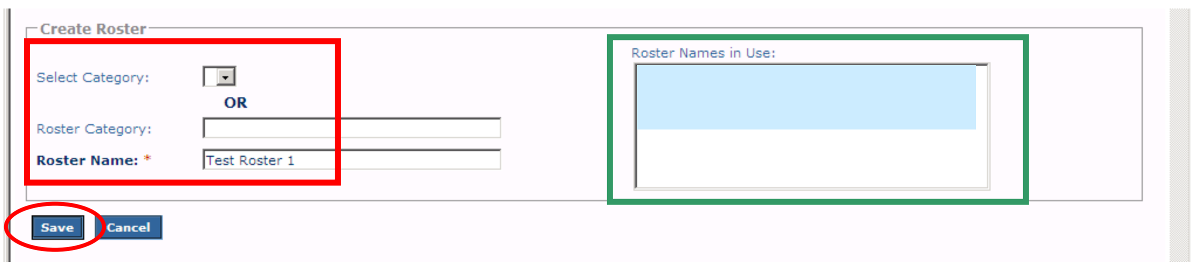
After payments are removed from the payment search, a roster can be created to include the remaining payments.

1. In the **Options** field drop-down list, choose **Create Roster** to add a payment to a new roster.
2. Click the **Go** button.

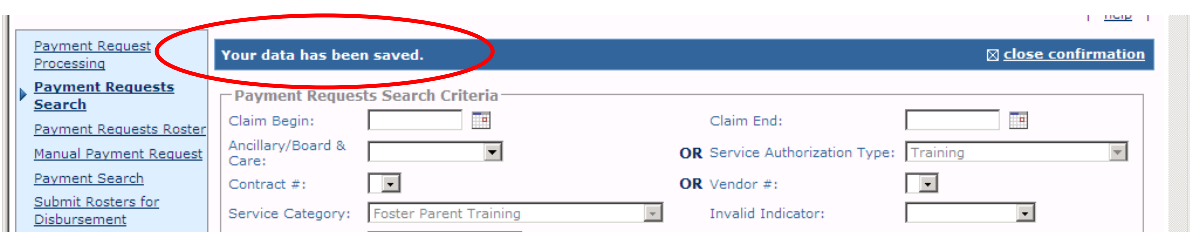
3. Type a name in the **Roster Name** field. When naming a new roster, remember:
    - The **roster name must be unique** and should clearly identify the type of payments included in the roster.
    - The system will display all roster names that have already been used for ease in creating a unique value. These names will appear in the **Roster Names in Use** field (shown in green below).

4. If needed, choose an option from the **Select Category** field drop-down list, or type content into the **Roster Category** field.
    - Once a new **Roster Category** is added, it will display in the **Select Category** drop-down list.
    - **Both fields are optional** and do not need to have a unique value, but any value added into the **Roster Category** field will display as many times as it is added.

5. Click the **Save** button.



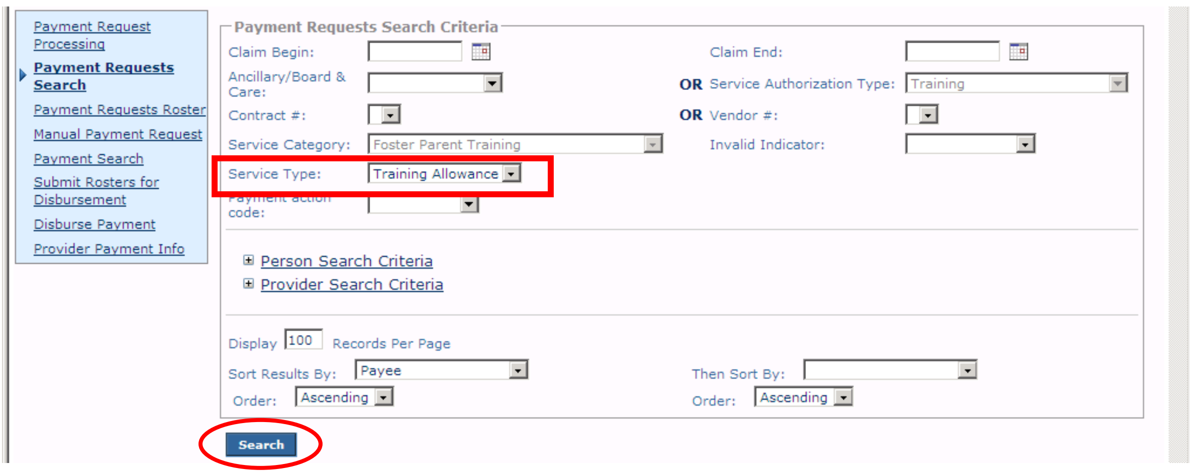
The new roster is created. The **Payment Request Search** screen appears displaying a message that your data has been saved.



6. Go to the **Section 3: Using the Payment Request Roster** in this Knowledge Base Article.

Appending Payments to an Existing Roster

1. On the **Payment Request Search Criteria** screen, complete the filter criteria fields, as needed.
2. To distinguish allowance from stipend payments, select **Training Allowance** or **Training Stipend** in the **Service Type** field.
3. Click the **Search** button at the bottom of the screen.



The search results appear in the **Payment Requests Search Results** section.

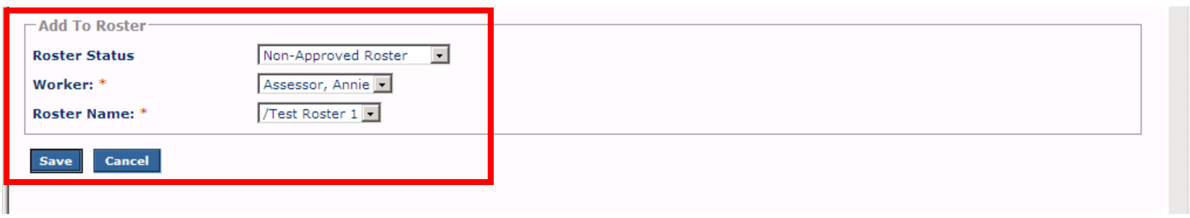
4. In the **Options** field drop-down list, choose **Append to Roster**.
5. Click the **Go** button.

The **Add to Roster** screen appears.

Important:

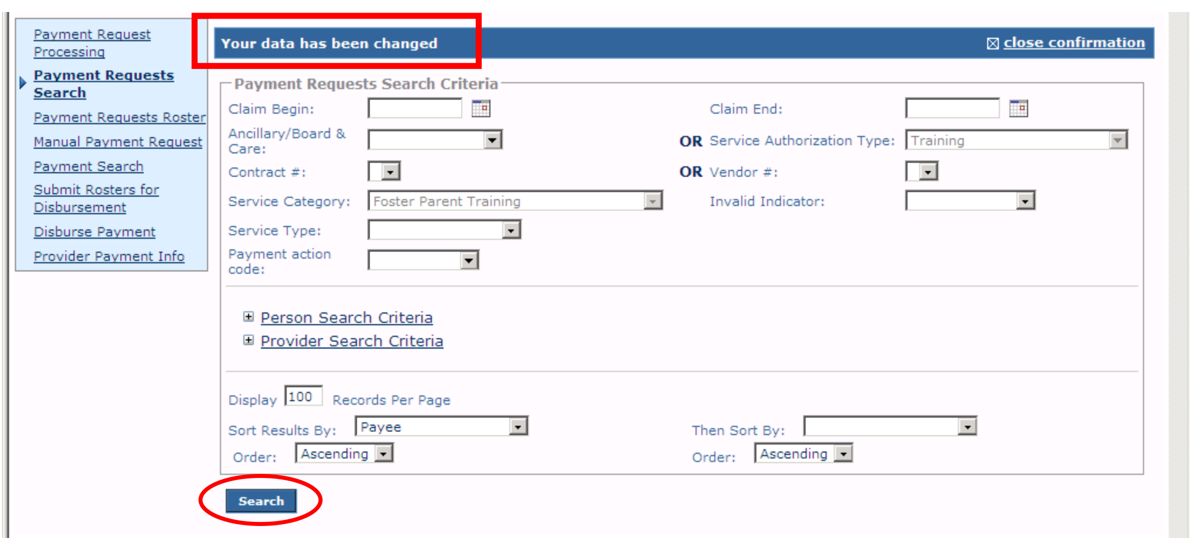
- Some screen fields may auto-populate with information.
- If a roster was previously approved and you append a payment to that roster, it will “unapprove” the roster.

6. If needed, select an entry from the **Roster Status** field drop-down list.
7. In the **Worker** field drop-down list, select a name (mandatory).
8. Click the **Save** button.



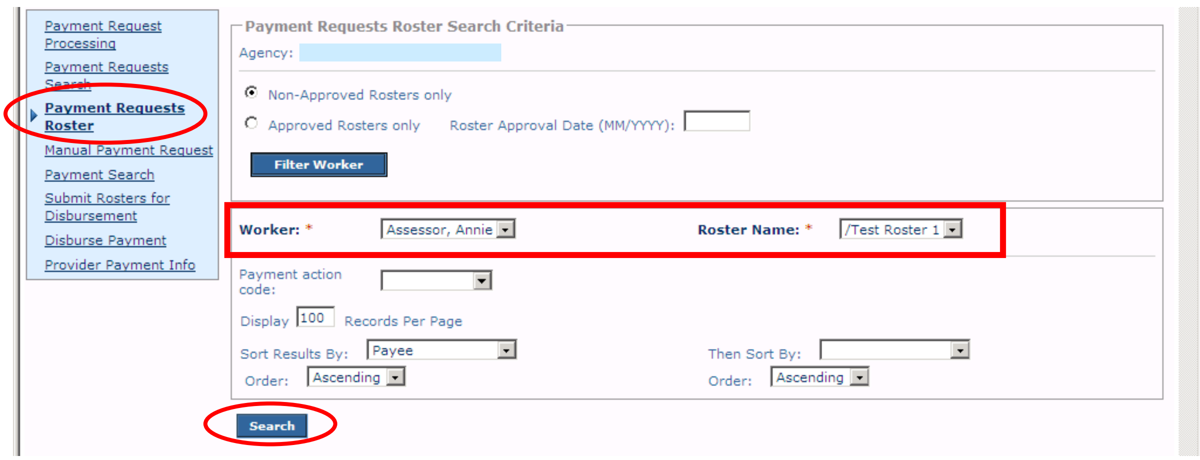
A message appears showing that your data has been saved.

9. Enter the appropriate content in the filter criteria fields.
10. Click the **Search** button.



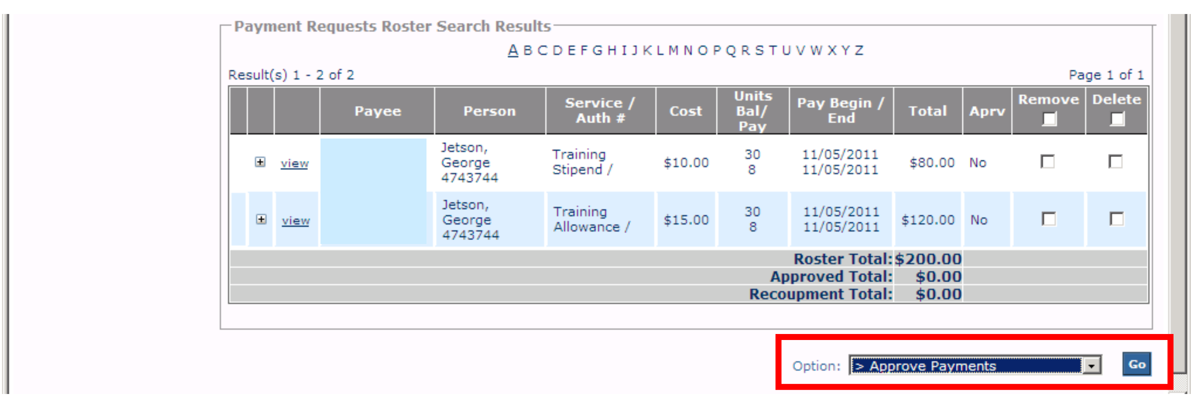
Note: Once the worker is selected, the system displays all available rosters that the worker has created. If no roster appeared for a worker, then none existed.

11. Click the **Payment Requests Roster** link in the **Navigation** menu. The **Payment Requests Roster Search Criteria** screen appears.
12. In the **Worker** field, select the appropriate name.
13. In the **Roster** Name field, select the appropriate roster.
14. Click the **Search** button.



The results appear in the **Payment Requests Roster Search Results** section.

15. In the **Option** field, select **Approve Payments**.
16. Click the **Go** button.

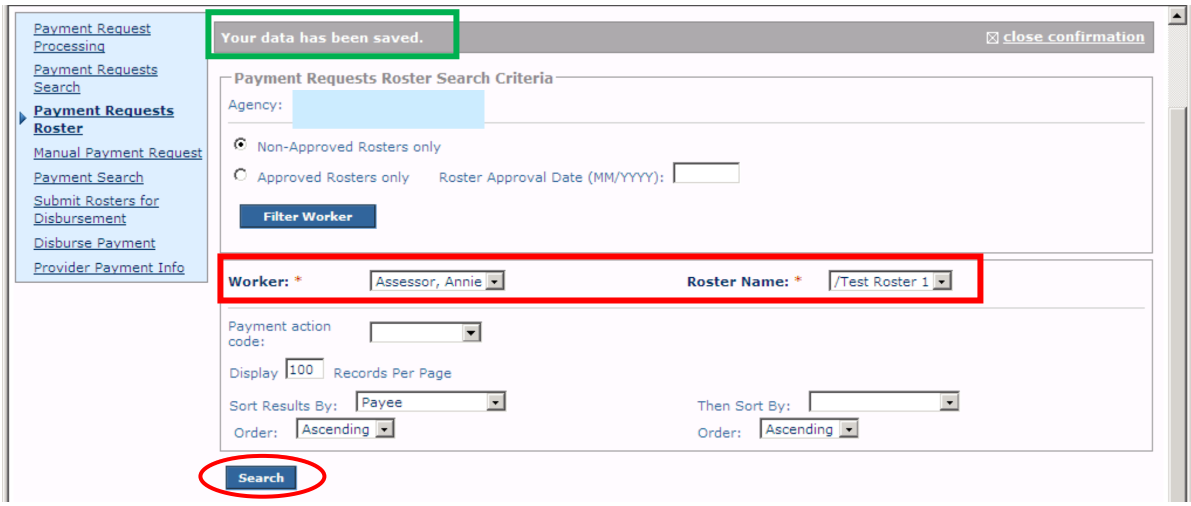


The **Approve Payment Requests** screen appears displaying the results.

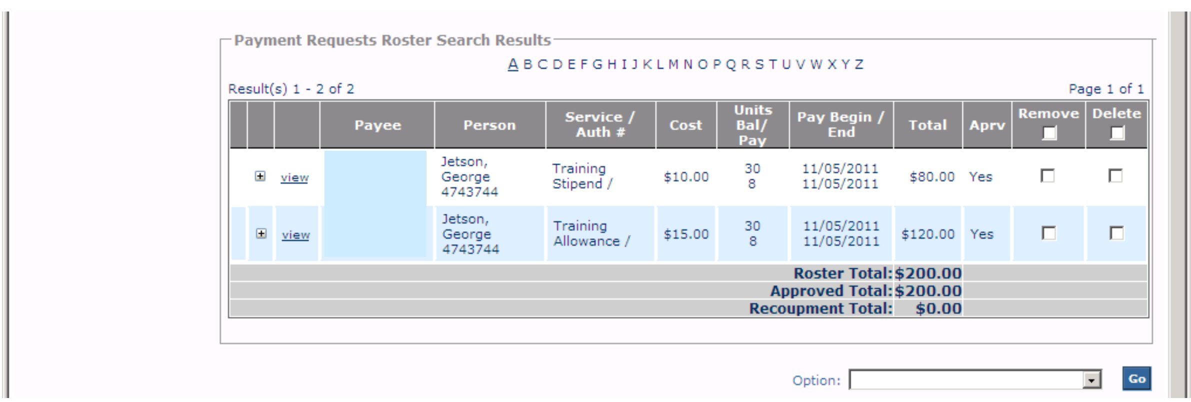
17. In the **Approve** column, checkmark the boxes that need to be approved.
18. Click the **Save** button.

As shown in green below, a message appears showing that your data has been saved.

19. In the **Worker** field, select the appropriate name from the drop-down list.
20. In the **Roster Name** field, select the roster name.
21. Click the **Search** button.



The results appear in the **Payment Roster Search Results** section.



The **Payment Request Search Criteria** screen appears. A message displays showing that your data has been saved.

Section 3: Using the Payment Request Roster

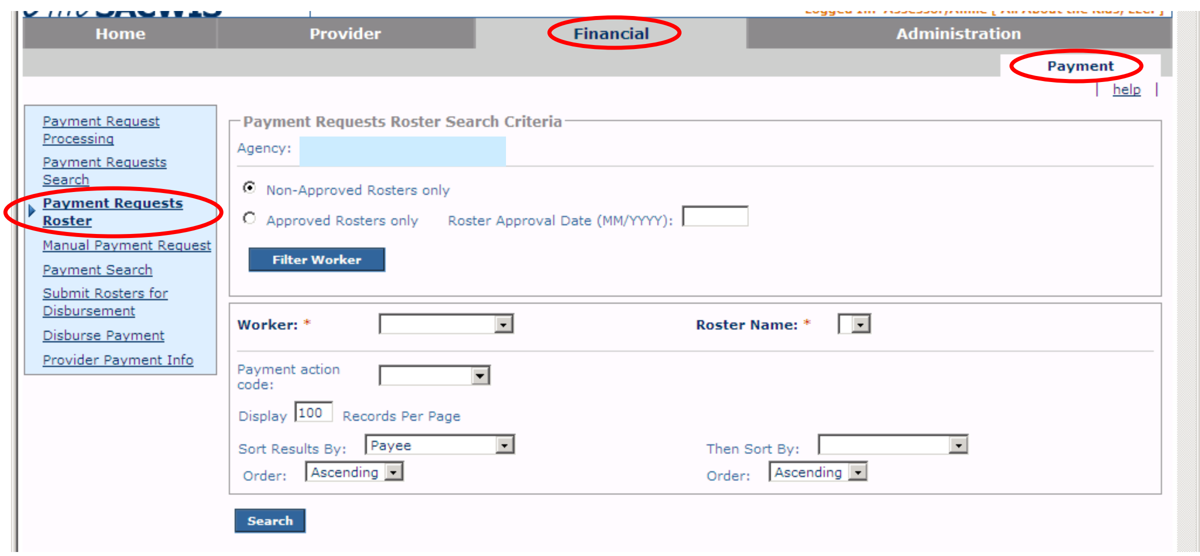
Payment requests on a roster can be viewed, approved, deleted, or updated using the steps in this knowledge base article.

Viewing Payment Detail and Roster Total

Once payment requests are attached to a roster, the payment detail and roster total can be found on the **Payment Requests Roster** screen.

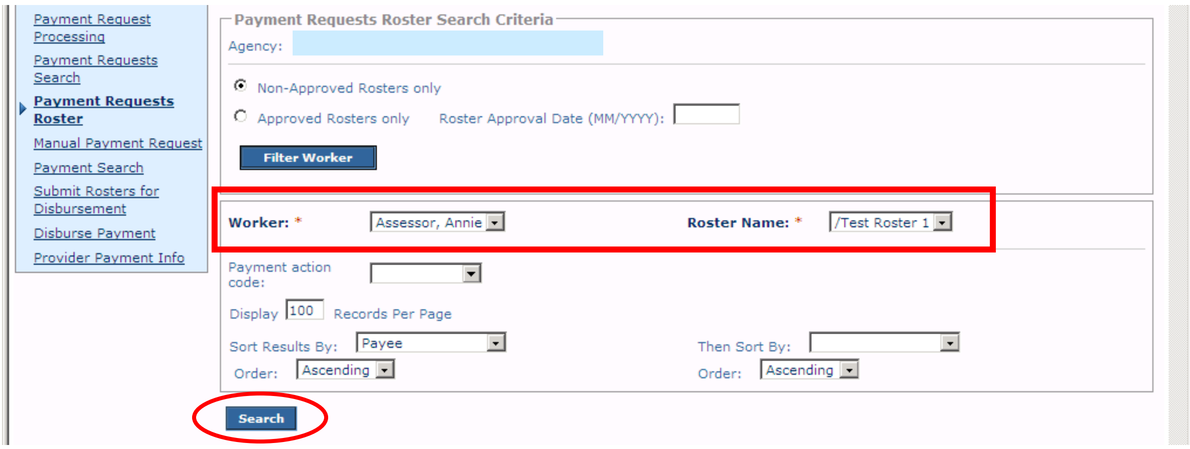
To view details and totals, complete the following steps:

1. On the SACWIS **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Payment Request Roster** link.



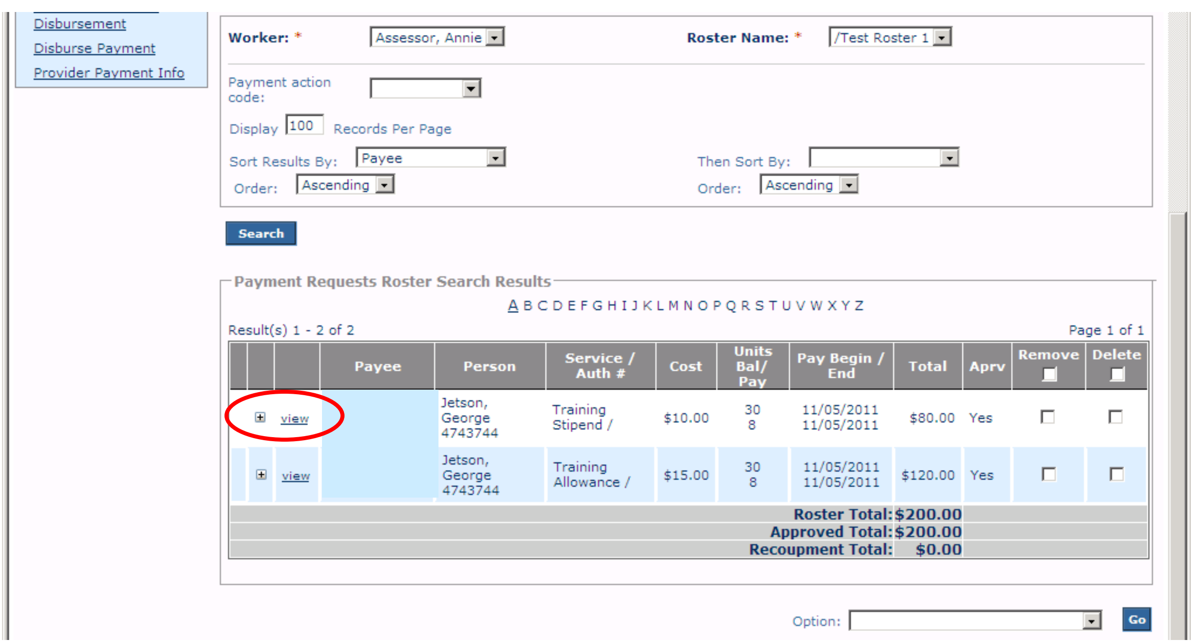
The **Payment Requests Roster Search Criteria** screen appears.

4. In the **Workers** field, select the appropriate name from the drop-down list.
5. In the **Roster Name** field, select the appropriate roster.
6. Click the **Search** button.



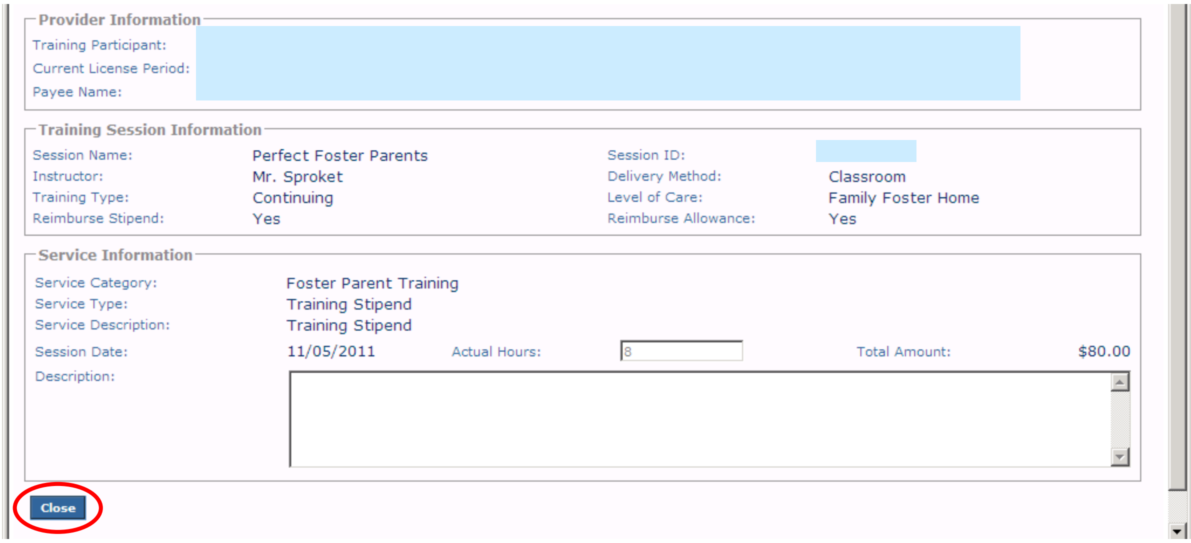
The **Payment Requests Roster Search Results** appears displaying the payment request records attached to the selected roster.

7. To view the payment record details, click the **View** link in the appropriate row.



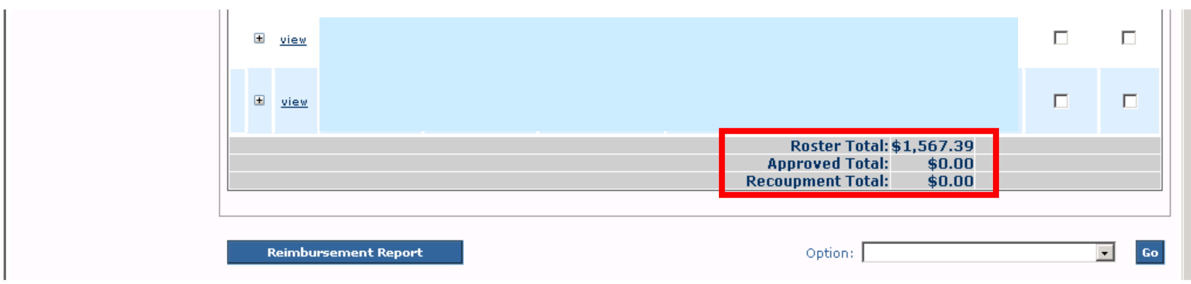
The **Provider Information** screen appears.

8. After viewing the information, click the **Close** button.



The **Payment Requests Roster Search Results** section appears.

9. To view the total, scroll to the bottom of the screen.

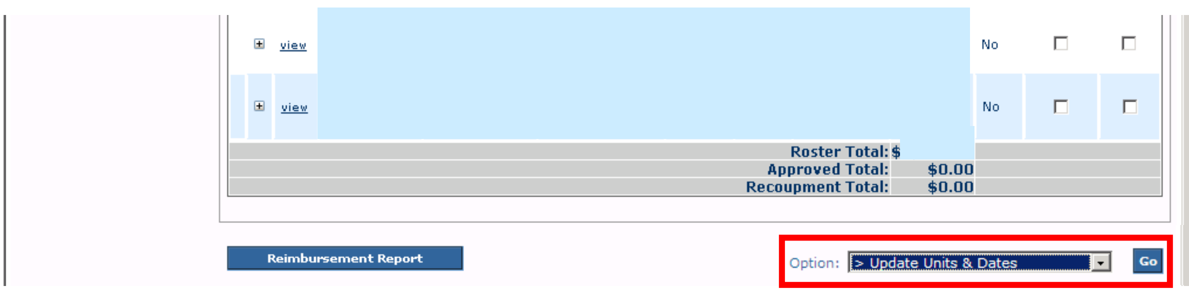


The total amount included on the roster appears in the **Roster Total** section.

Updating the Number of Units on Payment Requests

To change the number of hours to be paid to a specific participant(s), update the units and date function by completing the following steps:

1. In the **Payment Requests Roster Search Results** section, select **Update Units & Dates** from the **Option** field drop-down list.
2. Click the **Go** button.



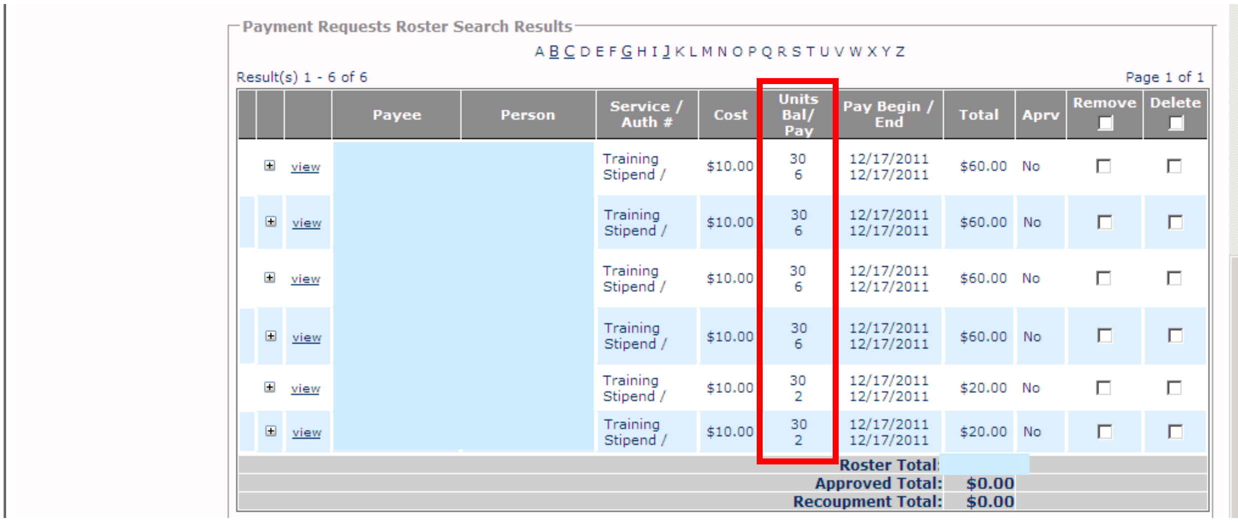
The **Payment Roster Units and Dates** screen appears.

3. In the **Pay Units** column, change the number of units for the appropriate participant(s) as needed.

Important: The number entered cannot exceed the original number of units on the payment request. In this example, the number could not be greater than 6 nor less than 1.

4. Click the **Save** button.

The **Payment Requests Roster Search Results** screen appears displaying the newly updated units.



Payment Requests Roster Search Results

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Result(s) 1 - 6 of 6 — Page 1 of 1

			Payee	Person	Service / Auth #	Cost	Units Bal/ Pay	Pay Begin / End	Total	Aprv	Remove	Delete
	⊞	view			Training Stipend /	$10.00	30 6	12/17/2011 12/17/2011	$60.00	No	☐	☐
	⊞	view			Training Stipend /	$10.00	30 6	12/17/2011 12/17/2011	$60.00	No	☐	☐
	⊞	view			Training Stipend /	$10.00	30 6	12/17/2011 12/17/2011	$60.00	No	☐	☐
	⊞	view			Training Stipend /	$10.00	30 6	12/17/2011 12/17/2011	$60.00	No	☐	☐
	⊞	view			Training Stipend /	$10.00	30 2	12/17/2011 12/17/2011	$20.00	No	☐	☐
	⊞	view			Training Stipend /	$10.00	30 2	12/17/2011 12/17/2011	$20.00	No	☐	☐
								Roster Total:				
								Approved Total:	$0.00			
								Recoupment Total:	$0.00			

Payment Requests Roster Screen Functions

As shown in the chart, the following functions can be performed from the **Payment Requests Roster Search Results** screen.

Note: Approving Payments and **Approving a Roster** are discussed later in this section.

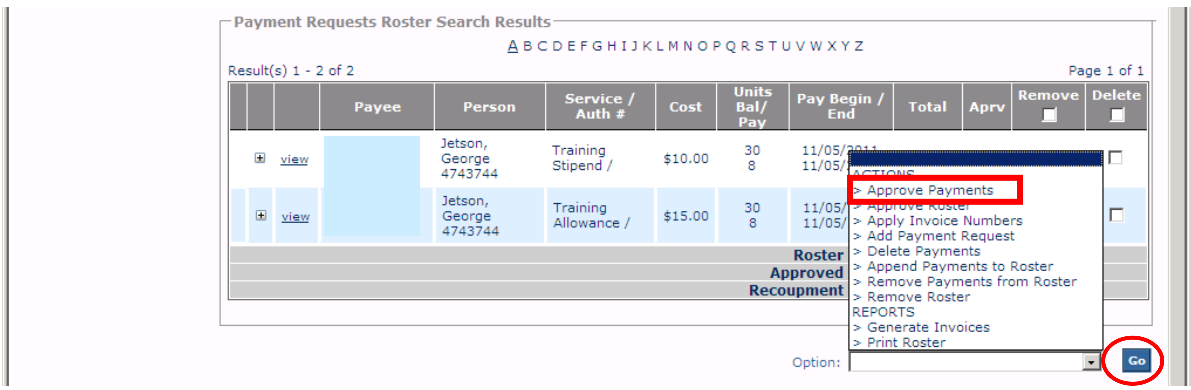
Function	Description
Approving Payments	Approves individual payment requests
Approving a Roster	Forwards the roster as a whole for approval
Updating Units and Dates	Updates units and dates for non-placement services
Adding a Payment Request	Adds manual payment requests to a roster
Deleting Payments	Deletes selected payment requests
Appending Payments to a Roster	Appends payment requests to an existing roster
Removing Payments from a Roster	Removes payment requests from a roster
Removing a Roster	Removes all payment requests from a roster to allow them to be attached to another roster
Printing Roster	Generates a printable report that contains all payment requests attached to the roster
Generating a Reimbursement Detail Report	A Reimbursement Detail report can be generated from the Payment Requests Roster Search screen. It identifies whether or not each payment attached to the roster is reimbursable. The report also provides details related to why the payment would not be reimbursable.

Approving Payments

(Payment Requests Roster Screen Function)

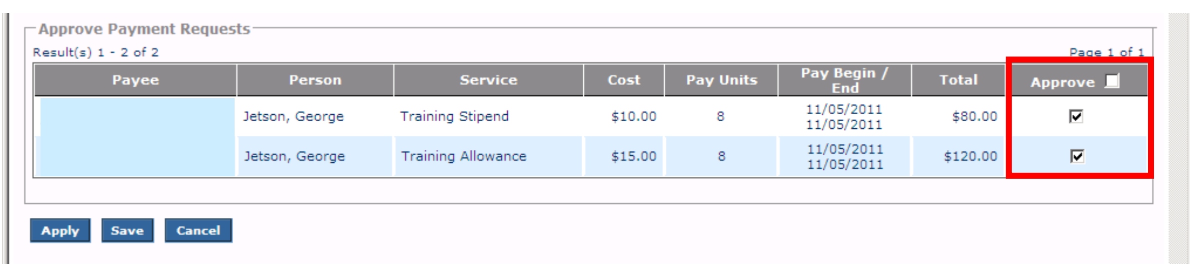
Each payment request must be approved before the roster can be forwarded for approval. After filtering on the **Payment Requests Roster Search Results** screen (discussed previously), scroll to the bottom of the screen.

1. In the **Options** field, choose **Approve Payments**.
2. Click the **Go** button.



The **Approve Payment Requests** screen appears.

3. In the **Approve** column, select the appropriate check box(es):
   - To select individual payment requests, click the box next to a record.
   - To approve or unapprove all payment requests, click the box in the grid header.



4. Click the **Apply**, **Save,** or **Cancel** button.

If you click:

- **Save**, the data is saved and you are returned to the previous screen.
- **Apply**, the data is saved and you remain on the screen.
- **Cancel**, you remain on the screen and your changes are not saved.

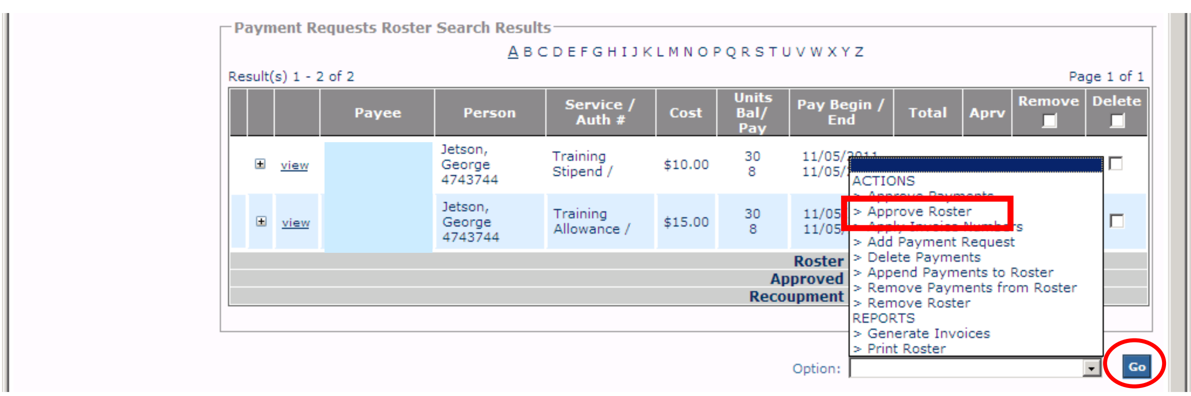
Approving a Roster

(Payment Requests Roster Screen Function)

The **Approve Roster** option allows the roster to be approved. All of the individual payment requests attached to the roster **must be approved** before the roster can be submitted for approval (see the next page).

After filtering on the **Payment Requests Roster Search Results** screen (discussed previously), scroll to the bottom of the screen.

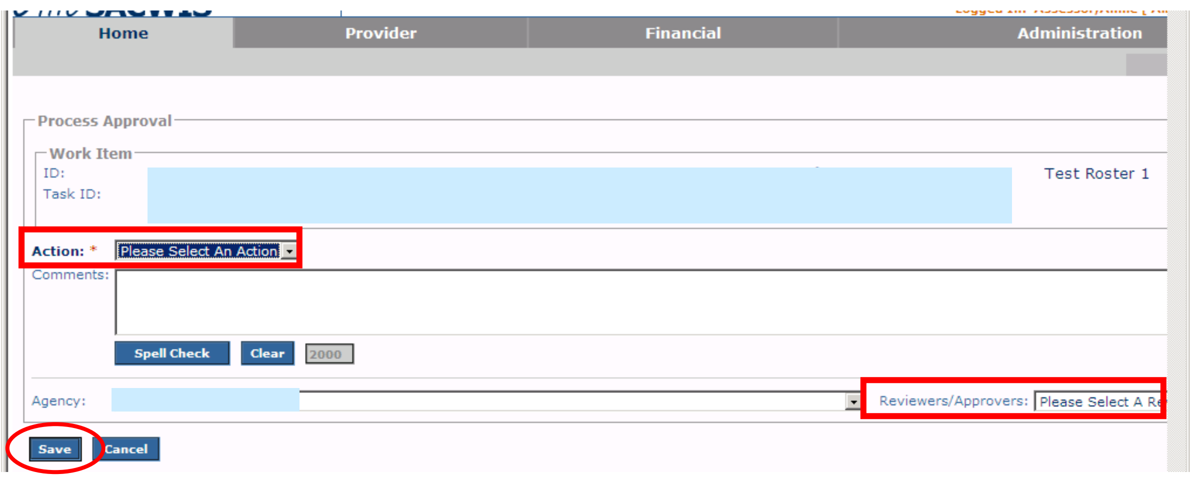
1. In the **Options** field drop-down list, choose **Approve Roster**.
2. Click the **Go** button.



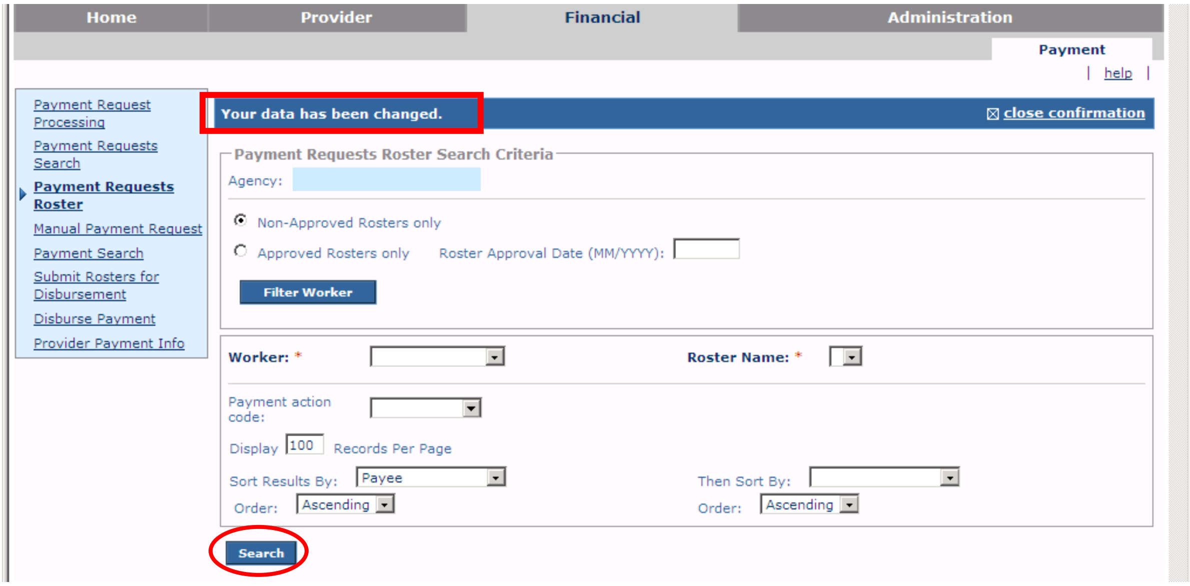
Important: The **Aprv** column must show **Yes** before the roster can be approved.

The **Process Approval** screen appears.

3. In the **Action** field, choose the appropriate entry from the drop-down list.
4. In the **Reviewers/Approvers** field, select from the drop-down list.
5. Click the **Save** button.

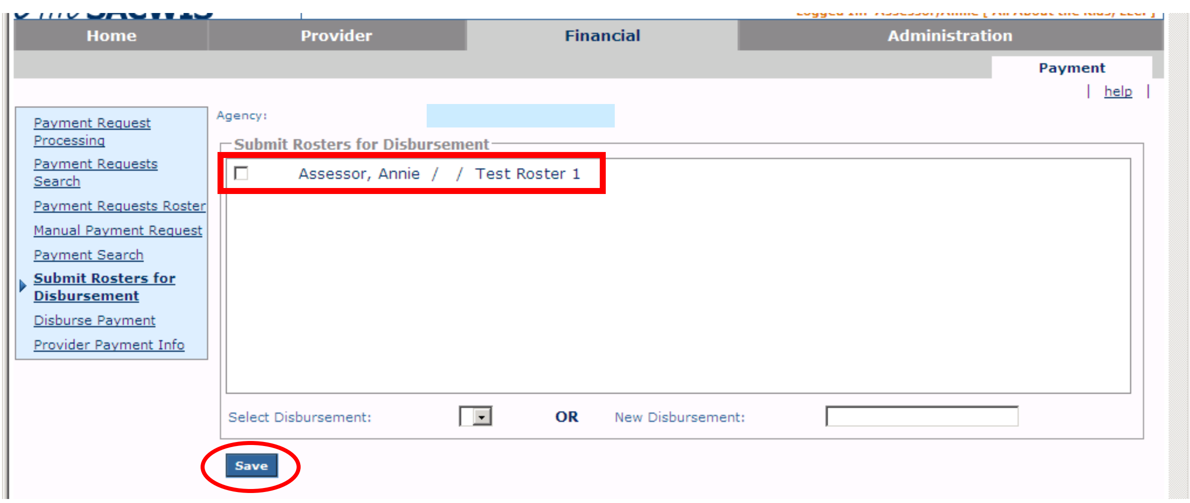


The **Payment Requests Roster Search Criteria** screen appears displaying a message that your data has been saved.



When both the payments and roster have been approved, the roster appears in the listing on the submit rosters for disbursement screen as shown below.

6. Check mark the appropriate box.
7. Click the **Save** button.



Section 4: Disbursing a Payment

Submitting a Roster

Once a roster has been approved, it must be submitted for disbursement.

All approved rosters that have not yet been disbursed will be available to attach to the disbursement. The rosters can be attached to an existing disbursement that has not been processed or a new disbursement can be created.

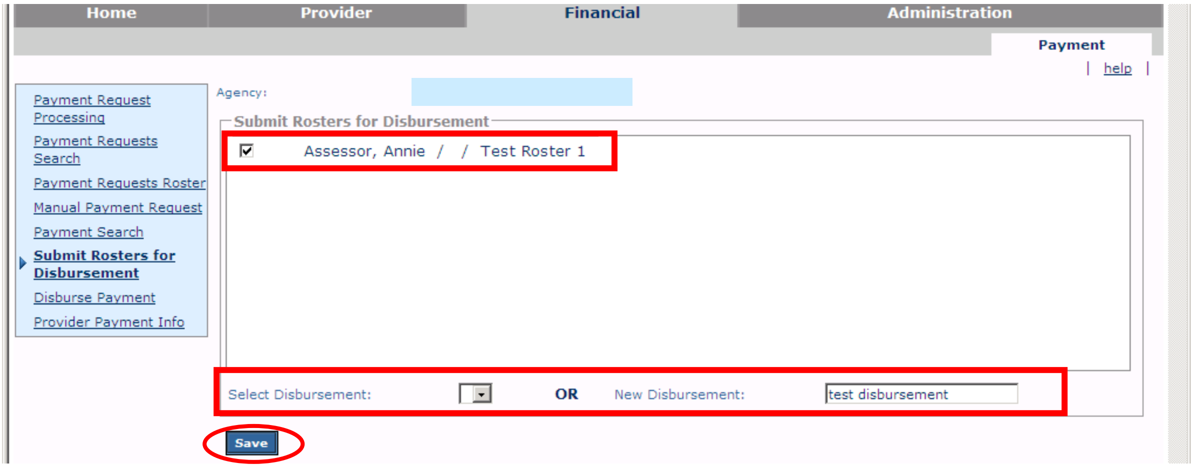
The **Select Disbursement** field will contain a list of all the disbursements that have not yet been processed. To view approved rosters, complete the following steps:

1. On the **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Submit Rosters for Disbursement** link.

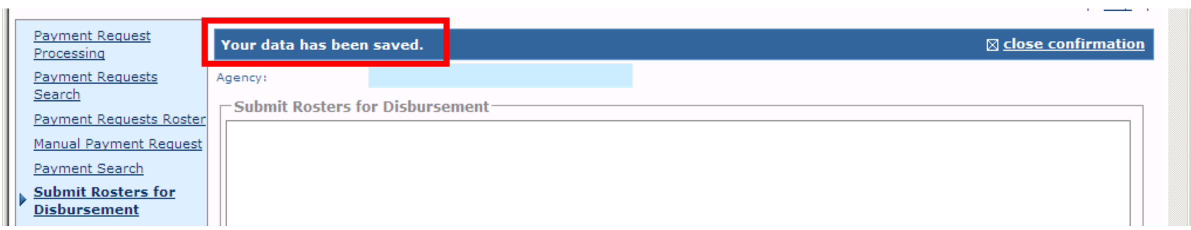
The **Submit Rosters for Disbursement** screen appears displaying the approved rosters.

As shown in the screen shot below:

4. Click the checkbox for the roster(s) that you want to select.
5. In the **Select Disbursement** field, choose the appropriate option.
6. Or, in the **New Disbursement** field, type in a name.
7. Click the **Save** button at the bottom of the screen.

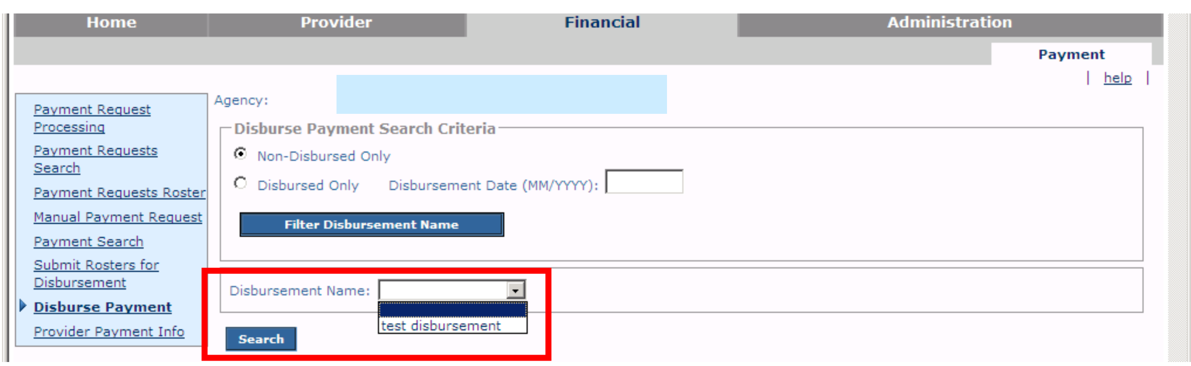


A message appears showing your data has been saved.



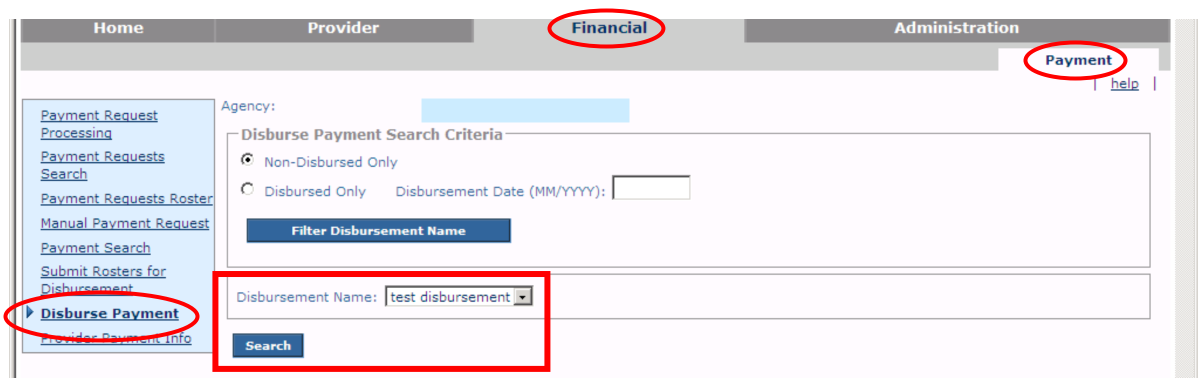
Once a disbursement record has been created, the payments are ready for final processing.

After both the payments and roster have been approved, the roster appears in the listing on the **Disburse Payment Search Criteria** screen.



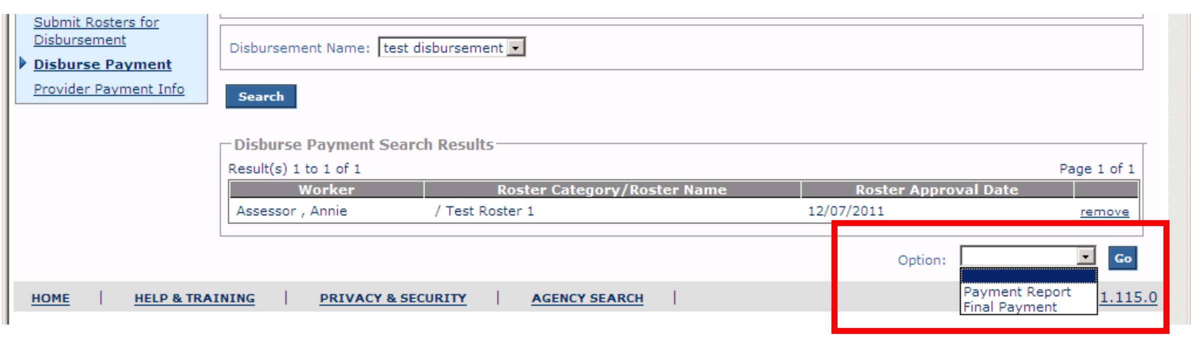
Disbursing a Payment

1. On the **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Disburse Payment** link. The **Disburse Payment Search Criteria** screen appears.
4. Choose the appropriate name in the **Disburse Name** field.
5. Click the **Search** button.



The **Disburse Payment Search Results** appear.

6. In the **Option** field at the bottom, choose **Payment Report** or **Final Payment**. Both options are discussed below.
7. Click the **Go** button.



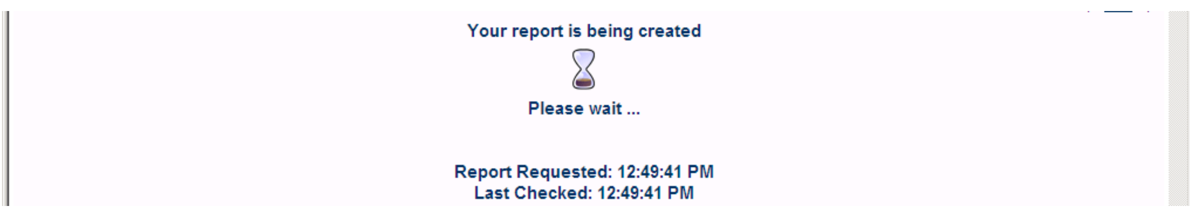
The **Document Details** screen appears.

Payment Report Option

Payment Report allows you to generate a report that contains payment details for every payment request attached to the disbursement.

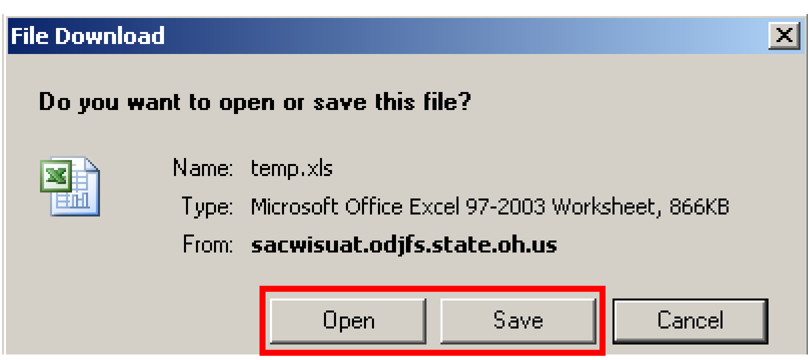
1. On the **Document Details** screen, click the **PDF** or **Excel** radio button.
2. Click the **Generate Payment** button.

A screen appears showing that the report is being created.

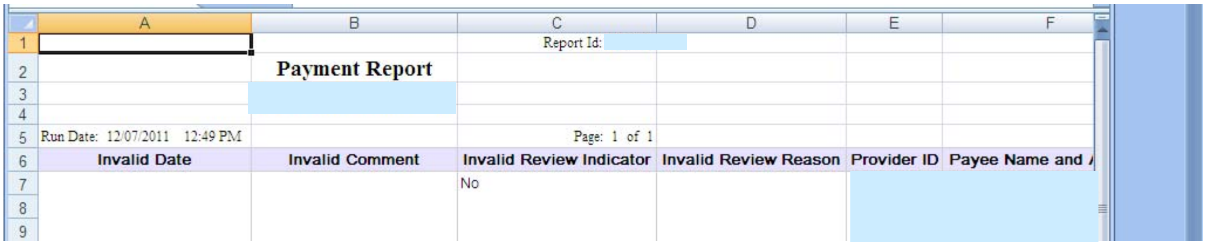


A message box appears.

3. Click the **Open** or **Save** button.



The **Payment Report** appears. An example is shown here.



Final Payment Option

1. If you choose **Final Payment**, a **Disburse Date** field appears below the **Option** field (shown below).
   - The **Final Payment** option will complete the payment processing and submit the claim for reimbursement.
   - The **Disburse Date** field is mandatory and defaults to the current date.
   - Individual rosters can be removed from the disbursement prior to final payment processing.

2. If needed, change the **Disburse Date** to when your agency actually paid the provider.

Important: This date should represent either the date the auditor sent out the actual payment to the provider, or if that information is not known, the date the information to create the payments was sent to the auditors.

3. Click the **Go** button.

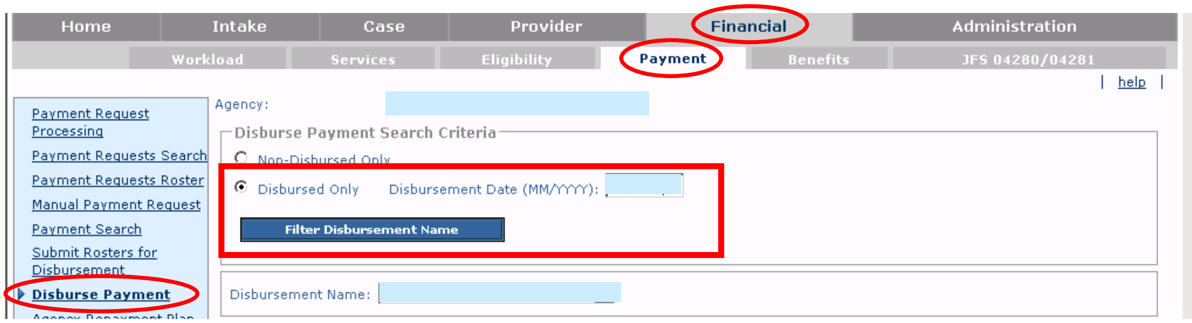
A validation message appears showing that the final payment was processed successfully. **The disbursement is now complete.**

Section 5: Generating a Final Payment Report

Once final payment processing has been completed, a **Final Payment Report** can be generated. This report generates a text file that can be edited and sent to your county auditor's office. A **Final Payment Report** in PDF format can continue to be generated even after final payment processing.

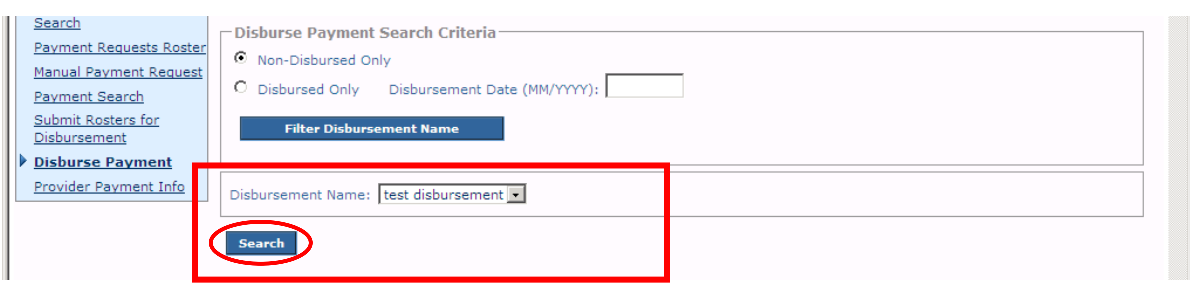
To generate a final payment report, complete these steps:

1. On the **Home** page, click the **Financial** tab.
2. Click the **Payment** tab.
3. Click the **Disburse Payment** link in the **Navigation** menu. The **Disburse Payment Search Criteria** screen appears.
4. Click the **Disbursed Only** radio button.
5. In the **Disbursement Date** field, enter the appropriate date.
6. Click **Filter Disbursement Name** button.



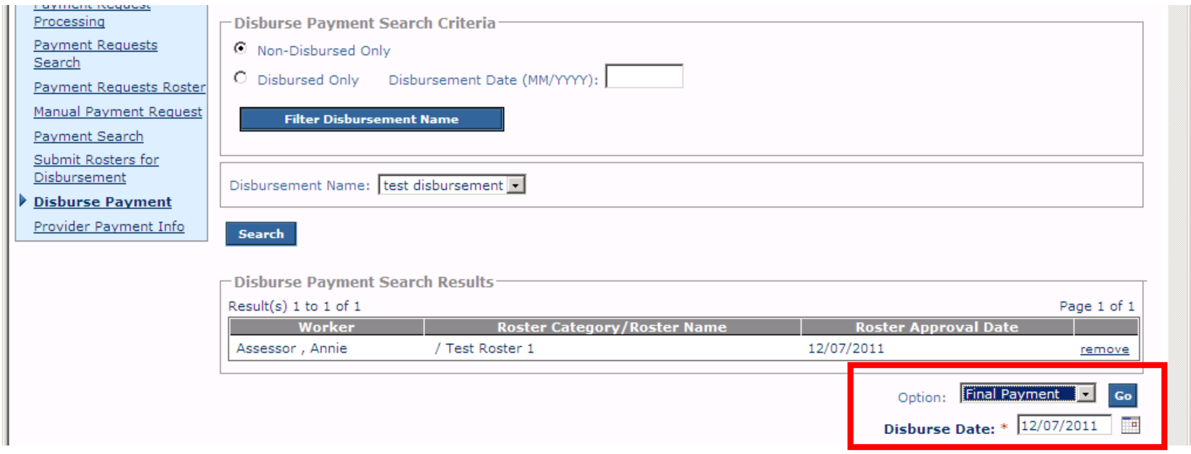
In the **Disbursement Name** field, a list of disbursements displays.

7. Select the appropriate disbursement in the **Disbursement Name** field.
8. Click the **Search** button.

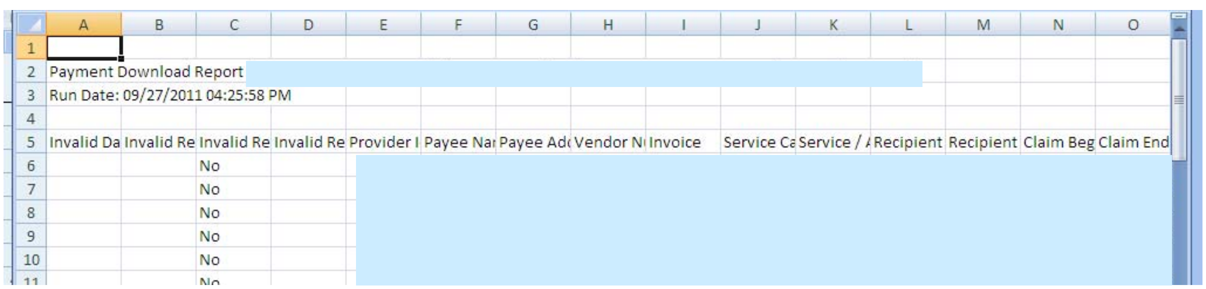


The **Disburse Payment Search Results** section appears.

9. In the **Option** field, select the **Final Payment** to generate the final payment report.
10. In the **Disburse Date** field, select the appropriate date.
11. Click the **Go** button.



The report appears in Excel format.



A message appears showing the payment was processed successfully.