

State Disbursement in Ohio SACWIS



Knowledge Base Article

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Overview

This Knowledge Base Article describes how to locate State payments. The functionality will allow you to view payment status, expedite eligible records, change the payee, or cancel.

The State Disbursement screen displays the State and Federal share of the following payments:

- Adoption Assistance
- State Adoption Maintenance Subsidy
- Adoption Assistance Connections
- Kinship Permanency Incentive Program (Initial and Redetermination)
- PASSS
- KGAP (C21, Federal, State)
- KGAP Non-Recurring
- OAGP

Navigating to the State Disbursement Screen

1. Click on the **Financial** tab.
2. Click on the **Payment** sub-tab.
3. Select **State Disbursements** from the left-hand navigation bar.
4. The **State Disbursement Filter Criteria** page appears.

The screenshot displays the Ohio SACWIS interface for the State Disbursement Filter Criteria page. The top navigation bar includes tabs for Home, Intake, Case, Provider, Financial (selected), and Administration. Below the Financial tab, the sub-tabs are Workload, Action Items, Services, Eligibility, Payment (selected), Benefits, Statistical & Expenditure Reports, and Invoicing. The left-hand navigation bar lists various functions, with 'State Disbursements' highlighted. The main content area is titled 'State Disbursement Filter Criteria' and contains the following search criteria:

- Person ID:** A text input field with a 'Person Search' button.
- Provider ID:** A text input field with a 'Provider Search' button.
- Expedite Status:** A dropdown menu currently set to 'Awaiting Disbursement Process'.
- Date Range of Payment:** Two date input fields with calendar icons, labeled 'Start Date' and 'End Date'.
- Warrant Month/Year:** A text input field.
- Warrant Status:** A dropdown menu.

Searching for Payments

1. The system automatically brings back all payments **Awaiting Disbursement Process** for the Agency you are logged in as. To narrow down the result set, enter additional search criteria.
2. Enter the **Person ID** or **Provider ID** of the individual(s) for whom the payments pertain to. Alternatively, click the Person Search or Provider Search buttons to find the applicable ID. You may proceed to the **Search** button or add additional search criteria to narrow down the result set.

Note: When the payment type is **OAGP** or **PASS**, the user can search by the **Person ID** of the person that received the Payment.

3. Enter a **Date Range of Payment**.
4. Select **Warrant Month/Year**
5. Select a **Warrant Status**
6. Choose a **Service Category** and corresponding **Service Type**.
7. Enter a **Voucher Related ID** if applicable.

State Disbursement Filter Criteria

Person ID:

Person Search

Provider ID:

Provider Search

Expedite Status:

Awaiting Disbursement Process ▼

Date Range of Payment:

-

Start Date
End Date

Warrant Month/Year:

Warrant Status:

▼

Service Category:

▼

Service Type:

▼

Voucher Related ID:

Sort By:

Payment Start Date (Ne

▼

Search

Clear Form

State Disbursements in Ohio SACWIS

The desired search results appear.

State Disbursements								
Result(s) 1 to 49 of 49 / Page 1 of 1								
	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ^	Child, Caden / 123456	KPIP Redetermination Incentive	09/20/2024 - 03/19/2025			Awaiting Disbursement Process	\$300.00	cancel payment
expedite change payee payee details ^	Penelope, Person / 121212	KPIP Redetermination Incentive	09/20/2024 - 03/19/2025			Awaiting Disbursement Process	\$300.00	cancel payment
expedite change payee payee details ^	Doe, John / 111222	AA	09/09/2024 - 09/30/2024			Awaiting Disbursement Process	\$1,068.02	cancel payment

Expediting Payments

1. Enter an **Expedite Status** of the payment being sought (defaults to Awaiting Disbursement Process).
2. Click the **Search** button.

The desired search results appear.

State Disbursements								
Result(s) 1 to 52 of 52 / Page 1 of 1								
	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ^	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$240.00	cancel payment
expedite change payee payee details ^	Penelope, Person / 121212	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$307.87	cancel payment
expedite change payee payee details ^	Doe, John / 111222	AA	11/01/2023 - 11/30/2023			Awaiting Disbursement Process	\$777.70	cancel payment

Conditions: The **expedite** hyperlink will only display on State Disbursements where:

- a. The Expedite Code is Awaiting Disbursement Process, and

State Disbursements in Ohio SACWIS

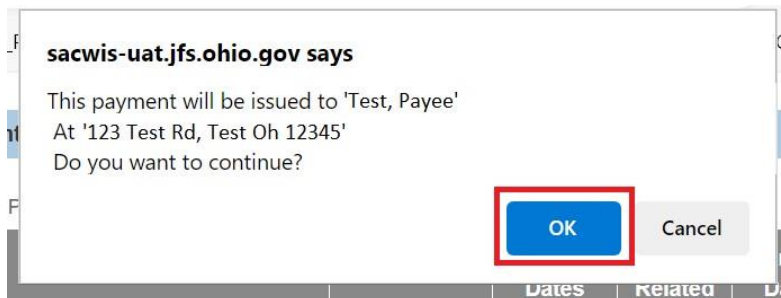
- b. For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security.
- c. For KPIP payments, if the logged in user has KPIP Fiscal security.
- d. The Agency on the payment matches the Agency of the logged in user.

Important: if the Payee Name and/or Address needs to be changed, please do that first before expediting payments.

1. Click the **expedite** link next to the disbursement record you wish to expedite.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details ▼	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$240.00	cancel payment
Provider ID: 121212		Payee Name: Test, Payee			Payee Address: 123 Test Rd, Test Oh 12345			

2. The system will display a validation message which indicates “This payment will be issued to <Payee Name> At <Payee Address>. Do you want to continue?”
3. Click **OK** to expedite the payment or **Cancel** to terminate the action.



4. The system will indicate that the data has been saved.



5. The Warrant/EFT Status for the expedited record will now display as “**Awaiting Expedite Process**”.

State Disbursements in Ohio SACWIS

Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount
AA	09/01/2023 - 09/30/2023			Awaiting Expedite Process	\$961.68

Changing Payee

Conditions: The **change payee** hyperlink will only display on State Disbursements where:

- The Expedite Code is Awaiting Disbursement Process, and
- For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security.
- For KPIP payments, if the logged in user has KPIP Fiscal security.
- The Agency on the payment matches the Agency of the logged in user.

- To change payee information for a disbursement, you must first proceed to the Provider Payment Info left hand navigation link in the Payment sub-tab of the Financial tab.

Note: This only needs completed if the Provide Payment Information has not already been updated.

- Complete a Provider Search or enter the Provider ID associated to the payee.

The screenshot shows the Ohio SACWIS interface. At the top, there is a navigation bar with tabs: Home, Intake, Case, Provider, Financial (highlighted with a red box), and Administration. Below this is a sub-navigation bar with links: Workload, Action Items, Services, Eligibility, Payment (highlighted with a red box), Benefits, and Statistical & Expenditure Reports. On the left side, there is a vertical menu with various links. The link 'Provider Payment Info' is highlighted with a red box. On the right side, there is a 'Provider Search' section. It includes a 'Provider Search' button, a '~ OR ~' separator, a 'Provider ID:' label, a text input field, and a 'Go' button. The 'Provider Search' button and the input field are also highlighted with a red box.

The Maintain Payment Information screen appears.

- Determine if the payee information needs to be modified for the Provider ID as a whole or in the case of AA, for the Child Specific Provider Payment Information. For this example, the change will be made for Child Specific subsidy payments.

State Disbursements in Ohio SACWIS

4. Select the child from the drop down.

Child Specific Provider Payment Information for Adoption Subsidy Payments

Payee Name	Payment Method	Child	DOB	Agency / ID	Payment Address	Effective Date	End Date	Created Date
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To override the payment address as identified above for a specific child, select the child and click "Add Payment Information" below.

Child:

Persons, Penelope - 05/07/2008 ▾

Add Payment Information

6. Follow the directions found in the Knowledge Base Article [Adding Payment Information for a Provider](#).
7. Returning to the State Disbursement record, click on the **change payee** link next to the disbursement record to modify.

State Disbursements

Result(s) 1 to 52 of 52 / Page 1 of 1

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite	Penelope, Person / 121212	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$307.87	cancel payment
change payee								
payee details								
▼								
Provider ID:	22222222	Payee Name:	Person, Percival	Payee Address:	50 Main Street, Anywhere	Ohio 12345		

8. The system will refresh with updated provider payment information. To confirm, check the payee details as detailed in the next section.

Note: This will only update to the PPI in effect as of the **System Date**. For example: PPI defaults to a future date. If the user completes a new one that defaults to the next day and updates today, the system will not pick it up.

State Disbursements in Ohio SACWIS

State Disbursements

Result(s) 1 to 52 of 52 / Page 1 of 1

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details 	Penelope, Person / 121212	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$307.87	cancel payment
<div> <div>Provider ID: 22222222</div> <div>Payee Name: Person, Patricia</div> <div>Payee Address: 10 Oak Street, Anywhere Ohio 12345</div> </div>								

Viewing Payee Details

1. Click the **caret** beneath the payee details link next to the desired record.
2. The **payee details** will appear beneath the record within the grid.

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details 	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$240.00	cancel payment
<div> <div>Provider ID: 121212</div> <div>Payee Name: Test, Payee</div> <div>Payee Address: 123 Test Rd, Test Oh 12345</div> </div>								

Canceling Payments

Conditions: The **cancel payment** hyperlink only displays on State Disbursements where:

- a. The Expedite Code is Awaiting Disbursement Process, and
- b. For AA, SAMS, and AAC payments, if the logged in user has Agency Fiscal Supervisor and/or Agency Fiscal Worker security
- c. For KPIP payments, if the logged in user has KPIP Fiscal security.
- d. The Agency on the payment matches the Agency of the logged in user.

1. Click on the cancel payment hyperlink to the right of the record.

State Disbursements in Ohio SACWIS

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	
expedite change payee payee details	Child, Caden / 123456	AA	01/01/2024 - 01/31/2024			Awaiting Disbursement Process	\$240.00	cancel payment

- The message, "Canceling this payment will permanently remove this record. Do you wish to continue?" will display. Click **OK** to proceed or Cancel.

sacwis-hlp.jfs.ohio.gov says

Canceling this payment will permanently remove this record.
Do you wish to continue?

OK

Cancel

- A confirmation at the top of the screen will indicate the data has been saved, meaning payment has been canceled.

✔ Your data has been saved.

Payment Details

- Expedited payments are processed in a daily overnight batch and sent to OAKS. They will be processed within 3-5 days.
- An EFT is sent to the payee, or a check sent, depending on their payment preference.
- Monthly payments are generated monthly. Refer to the Adoption Assistance cut-off Dates: [2024 Adoption Assistance Cut-Off Dates](#)
- KPIP, PASSS and OAGP payments are manually created,

Searching for OAGP Payments

- From the State Disbursements screen, provide the **Person ID**.
- Select **OAGP** from the **Service Category** dropdown menu.

State Disbursements in Ohio SACWIS

Home

Case

Provider

Financial

Administration

Workload

Action Items

Services

Eligibility

Payment

Benefits

<>

Create Payment Requests

Payment Requests Roster

Disburse Payment

Payment Search

Agency Repayment Plan

State Disbursements

Create Subsidy Payment

Provider Payment Info

Provider Payment Plan

Kinship Support Program

State Repayment Plan

Tax Records

State Disbursement Filter Criteria

Person ID:

123456

Person Search

Provider ID:

Provider Search

Expedite Status:

Date Range of Payment:

Start Date

End Date

Warrant Month/Year:

Warrant Status:

Service Category:

OAGP

Service Type:

Voucher Related ID:

Sort By:

Payment Start Date (Newes)

Search

Clear Form

The payment information will display within the **State Disbursement** grid.

Search

Clear Form

State Disbursements

Result(s) 1 to 1 of 1 / Page 1 of 1

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount
<div>payee details</div> <div>^</div>	Sacwis, Susie / 123456 (Jones, Jane / 123123)	OAGP	-		07/10/2023	Warrant Redeemed	\$10,000.00

3. Click the **Payee Details** dropdown caret.

State Disbursements in Ohio SACWIS

Search

Clear Form

State Disbursements

Result(s) 1 to 1 of 1 / Page 1 of 1

	Person Name / ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount
payee details ▼	Sacwis, Susie / 123456 (Jones, Jane / 123123)	OAGP	-		07/10/2023	Warrant Redeemed	\$10,000.00
Payee Person ID: 123456		Payee Name: Susie Sacwis			Payee Address: 123 Test Rd, Test OH 12345		

The Payee Details display.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).