Correcting a Prior Month's Payment

1. *Type "3" in the **SELECTION** field, the Facility ID in the **FACILITY ID** field and the service month and year (MMYYYY) in the **SVC MO** field (Figure 1.3.1 – 1).*
2. *Press **<ENTER>** to go to the prior payment screen based upon the ID and service month and year keyed.*

```
GHB7001M            SUBSIDIZED CHILD CARE REIMBURSEMENT            06/04/07
09270001   PAYMENT PROCESSING MENU FOR PAYMENT MONTH: JANUARY      10:57:21

    OPTION   DESCRIPTION                      KEY
    ------   -----------                      ------------------------
     (1)     TURNAROUND                       FACILITY ID (OPTIONAL)

     (2)     ADD PAYMENT FOR NEW CHILD        FACILITY ID / CHILD ID
                                              SERVICE MONTH (OPTIONAL)

     (3)     PRIOR MONTH CORRECTION           FACILITY ID / SERVICE MONTH

     (4)     LIST OF FACILITIES REQUIRING     NONE
             ATTENTION

     (5)     SMART START BONUS % CENTERS      SERVICE MONTH (OPTIONAL)

     (6)     SMART START BONUS % HOMES        SERVICE MONTH (OPTIONAL)

     SELECTION: 3    J9270389                 ( 092006 )
                   FACILITY ID    CHILD ID     SVC MO

 F KEYS:  1=Help  2=Child Name Search  3=Exit  4=Main Menu
```

Figure 1.3.1 - 1: Select Option 3 - Prior Month Correction

3. *Type a "C" beside the record for correction (Figure 1.3.1 – 2).*

```
GHB7101M            SUBSIDIZED CHILD CARE REIMBURSEMENT            06/04/07
09270001                 PRIOR PAYMENT CORRECTIONS                 11:01:03
                       PAYMENT MONTH: SEPTEMBER
   ----- NAME -----          CL SVC CAT  ND RTE FD SVC MONTH   PARENT PAYMENT
   LAST      FIRST     DCS   ST MTH  CD  CD GRP SC DAY  RATE    FEE   AMOUNT
      <= Search for
  BRADLEY    ACCA 2222222255 5 0906 009 811 R03 25 21  640.00
  BRADLEY    ACCA 6666662255 2 0906 009 811 R06 25 21  429.00           429.00
  BRITTO     KYLE 5555552255 5 0906 009 811 R03 25 21  640.00
  BRITTO     KYLE 4449999955 2 0906 009 811 R06 25 21  429.00           429.00
  BROOKS     CRYS 0000002255 5 0906 009 811 R03 25 21  640.00
  BROOKS     CRYS 3333332255 2 0906 009 811 R06 25 21  429.00           429.00
  COSENTINO  JAMI 7777772255 5 0906 009 811 R03 25 21  640.00
c COSENTINO  JAMI 9999992255 2 0906 009 811 R06 25 21  429.00           429.00
_ COSENTINO  JAMI 4444442255 5 0906 009 811 R36 25 21  211.00
  COSENTINO  ZACH 1111112255 5 0906 009 811 R03 25 21  640.00
  COSENTINO  ZACH 8888882255 2 0906 009 811 R06 25 21  429.00  132.00   297.00
                                        STARS 5  SMART START BONUS      %
PROVIDER: 921904     FACILITY: J9270389 ABC LAND, INC II

                 I=Inquiry            V=Tran C=Correction
F KEYS:1=Help                             3=Exit  4=Main Menu
5=Facility List 6=Totals 7=Up 8=Down
GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure 1.3.1 - 2: Select a record for correction

4. *Press **<ENTER>.** A Correction Codes pop-up menu will appear. Tab to the appropriate code and type "S" beside it (Figure 1.3.1 – 3).*

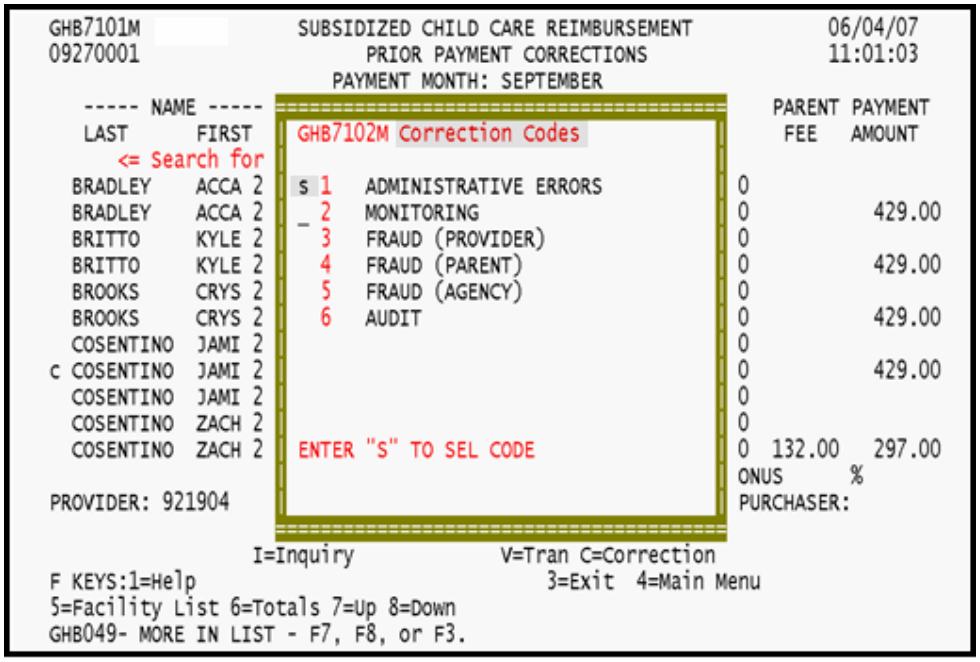

Figure 1.3.1 - 3: Select a correction code from the pop-up menu

5. *Press **<ENTER>** to go to the Child Demographic Detail record for the month you keyed (Figure 1.3.1 – 4). The record shows negative amounts in the **SERVICE AMOUNT, PARENT FEE AMOUNT** and the **PAYMENT AMOUNT** fields. It also displays the Correction Code selected from the pop-up menu.*

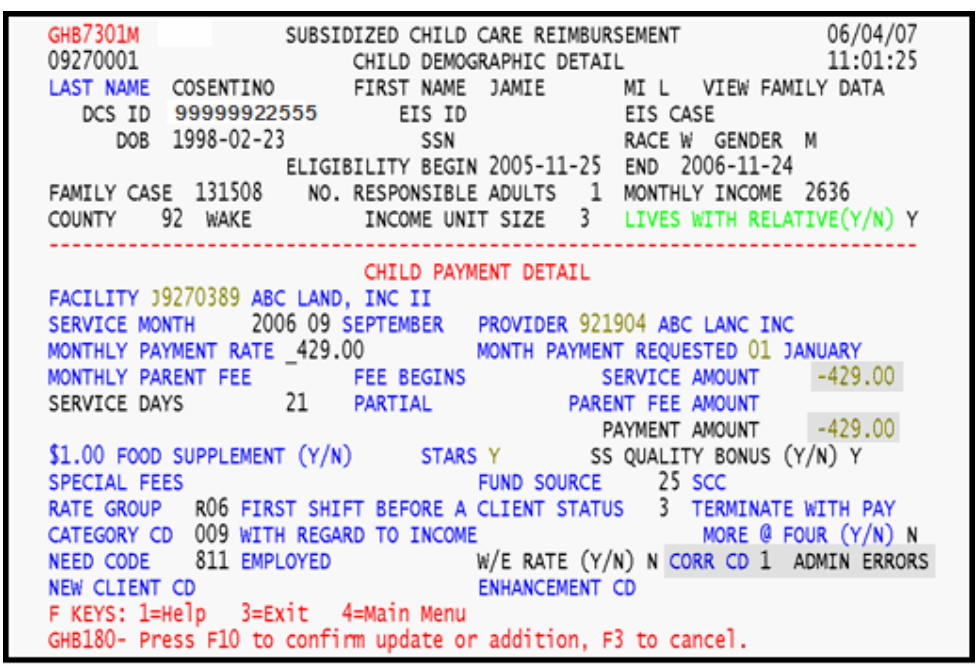

Figure 1.3.1 - 4: Press <F10> to confirm prior month's invoice correction

6. *Press* ***<F10>*** *to confirm the correction record the system created. The system will generate a message noting that the prior month's invoice has been corrected in the current month's Turnaround (Figure 1.3.1 – 5). If child payment detail information needs to be corrected, proceed to step 7.*

```
GHB7301M            SUBSIDIZED CHILD CARE REIMBURSEMENT            06/04/07
09270001                  CHILD DEMOGRAPHIC DETAIL                 11:19:11
LAST NAME  COSENTINO       FIRST NAME  JAMIE       MI L   VIEW FAMILY DATA
   DCS ID  99999922555        EIS ID               EIS CASE
      DOB  1998-02-23            SSN               RACE W  GENDER  M
                      ELIGIBILITY BEGIN 2005-11-25  END  2006-11-24
FAMILY CASE  131508    NO. RESPONSIBLE ADULTS   1  MONTHLY INCOME  2636
COUNTY    92  WAKE          INCOME UNIT SIZE   3   LIVES WITH RELATIVE(Y/N) Y
-------------------------------------------------------------------------
                           CHILD PAYMENT DETAIL
FACILITY J9270389 ABC LAND, INC II
SERVICE MONTH      2006 09 SEPTEMBER   PROVIDER 921904 ABC LANC INC
MONTHLY PAYMENT RATE  429.00           MONTH PAYMENT REQUESTED 01 JANUARY
MONTHLY PARENT FEE _        FEE BEGINS            SERVICE AMOUNT     -429.00
SERVICE DAYS         21     PARTIAL            PARENT FEE AMOUNT
                                                 PAYMENT AMOUNT     -429.00
$1.00 FOOD SUPPLEMENT (Y/N)      STARS Y        SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                          FUND SOURCE     25 SCC
RATE GROUP   R06 FIRST SHIFT BEFORE A CLIENT STATUS   3  TERMINATE WITH PAY
CATEGORY CD  009 WITH REGARD TO INCOME                    MORE @ FOUR (Y/N) N
NEED CODE    811 EMPLOYED             W/E RATE (Y/N) N CORR CD 1  ADMIN ERRORS
NEW CLIENT CD                         ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB182- Prior month's invoice corrected in current month's turnaround.
```

Figure 1.3.1 - 5: Prior month's invoice corrected

7. *Tab to the field(s) that need to change and type in the correct payment information. For this example, type "19" in the* ***SERVICE DAYS*** *field (Figure 1.3.1 – 6).*

```
GHB7301M            SUBSIDIZED CHILD CARE REIMBURSEMENT            06/04/07
09270001                  CHILD DEMOGRAPHIC DETAIL                 11:19:11
LAST NAME  COSENTINO       FIRST NAME  JAMIE       MI L   VIEW FAMILY DATA
   DCS ID  99999922555        EIS ID               EIS CASE
      DOB  1998-02-23            SSN               RACE W  GENDER  M
                      ELIGIBILITY BEGIN 2005-11-25  END  2006-11-24
FAMILY CASE  131508    NO. RESPONSIBLE ADULTS   1  MONTHLY INCOME  2636
COUNTY    92  WAKE          INCOME UNIT SIZE   3   LIVES WITH RELATIVE(Y/N) Y
-------------------------------------------------------------------------
                           CHILD PAYMENT DETAIL
FACILITY J9270389 ABC LAND, INC II
SERVICE MONTH      2006 09 SEPTEMBER   PROVIDER 921904 ABC LANC INC
MONTHLY PAYMENT RATE  429.00           MONTH PAYMENT REQUESTED 01 JANUARY
MONTHLY PARENT FEE          FEE BEGINS            SERVICE AMOUNT     -429.00
SERVICE DAYS         19     PARTIAL  _         PARENT FEE AMOUNT
                                                 PAYMENT AMOUNT     -429.00
$1.00 FOOD SUPPLEMENT (Y/N)      STARS Y        SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                          FUND SOURCE     25 SCC
RATE GROUP   R06 FIRST SHIFT BEFORE A CLIENT STATUS   3  TERMINATE WITH PAY
CATEGORY CD  009 WITH REGARD TO INCOME                    MORE @ FOUR (Y/N) N
NEED CODE    811 EMPLOYED             W/E RATE (Y/N) N CORR CD 1  ADMIN ERRORS
NEW CLIENT CD                         ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB182- Prior month's invoice corrected in current month's turnaround.
```

Figure 1.3.1 - 6: Apply correction (i.e. change number of service days)

8. *Press* ***<ENTER>*** *(Figure 1.3.1 – 7).*

```
GHB7301M            SUBSIDIZED CHILD CARE REIMBURSEMENT            06/04/07
09270001                  CHILD DEMOGRAPHIC DETAIL                 11:19:19
LAST NAME  COSENTINO      FIRST NAME  JAMIE       MI L   VIEW FAMILY DATA
   DCS ID  99999922555       EIS ID               EIS CASE
      DOB  1998-02-23           SSN               RACE W  GENDER  M
                      ELIGIBILITY BEGIN 2005-11-25  END  2006-11-24
FAMILY CASE  131508    NO. RESPONSIBLE ADULTS   1  MONTHLY INCOME  2636
COUNTY    92  WAKE          INCOME UNIT SIZE   3   LIVES WITH RELATIVE(Y/N) Y
-------------------------------------------------------------------------
                            CHILD PAYMENT DETAIL
FACILITY J9270389 ABC LAND, INC II
SERVICE MONTH      2006 09 SEPTEMBER   PROVIDER 921904 ABC LANC INC
MONTHLY PAYMENT RATE  429.00          MONTH PAYMENT REQUESTED 01 JANUARY
MONTHLY PARENT FEE          FEE BEGINS            SERVICE AMOUNT     376.20
SERVICE DAYS          19    PARTIAL            PARENT FEE AMOUNT
                                                 PAYMENT AMOUNT     376.20
$1.00 FOOD SUPPLEMENT (Y/N)      STARS Y        SS QUALITY BONUS (Y/N) Y
SPECIAL FEES                          FUND SOURCE     25 SCC
RATE GROUP    R06 FIRST SHIFT BEFORE A CLIENT STATUS   3  TERMINATE WITH PAY
CATEGORY CD   009 WITH REGARD TO INCOME                    MORE @ FOUR (Y/N) N
NEED CODE     811 EMPLOYED            W/E RATE (Y/N) N CORR CD
NEW CLIENT CD                         ENHANCEMENT CD
F KEYS: 1=Help   3=Exit   4=Main Menu
GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure 1.3.1 - 7: Press <F10> to accept the corrected information

9. *Press* ***<F10>*** *to confirm. The records are now part of the current month's Turnaround listing (Figure 1.3.1 – 8).*

Prior Month's Corrections appear in the current month's Turnaround

```
GHB7101M            SUBSIDIZED CHILD CARE REIMBURSEMENT            06/04/07
09270001                        TURNAROUND                         11:20:14
                          PAYMENT MONTH: JANUARY
   ----- NAME -----            CL SVC CAT  ND RTE FD SVC MONTH   PARENT PAYMENT
   LAST       FIRST      DCS    ST MTH  CD  CD GRP SC DAY  RATE    FEE   AMOUNT
      <= Search for
_  BRADLEY    ACCA 20059875978 5 0107 009 811 R03 25 21  676.00
   BRADLEY    ACCA 20059875978 2 0107 009 811 R06 25 23  429.00          429.00
   BRADLEY    ACCA 20059875978 2 0107 009 811 R36 25 23  247.00          247.00
   BRITTO     KYLE 20059832916 5 0107 009 811 R03 25 21  676.00
   BRITTO     KYLE 20059832916 2 0107 009 811 R06 25 23  429.00          429.00
   BRITTO     KYLE 20059832916 2 0107 009 811 R36 25 23  247.00          247.00
   COSENTINO  JAMI99999922555 5 0107 009 811 R03 25  2  676.00
 * COSENTINO  JAMI99999922555 3 0906 009 811 R06 25 21  429.00         -429.00
   COSENTINO  JAMI99999922555 3 0906 009 811 R06 25 19  429.00          376.20
   COSENTINO  JAMI99999922555 2 0107 009 811 R06 25 23  429.00          429.00
   COSENTINO  JAMI99999922555 2 0107 009 811 R36 25 23  247.00          247.00
                                          STARS 5  SMART START BONUS      %
 PROVIDER: 921904     FACILITY: J9270389 ABC LAND, INC II
                 NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
 F KEYS:1=Help  2=Add Payment for New Child  3=Exit  4=Main Menu
 5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
 GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure 1.3.1 - 8: Prior month's correction records in current month's Turnaround listing

10. *From this screen press **<F12>** to view the correction code associated with a corrected record (Figure 1.3.1 – 9).*

```
_GHB7101M              SUBSIDIZED CHILD CARE REIMBURSEMENT              06/04/07
 09270001                         TURNAROUND                             11:20:14
                          PAYMENT MONTH: JANUARY
    ----- NAME -----            CL SVC CAT  ND RTE FD SVC MONTH   PARENT PAYMENT
    LAST      FIRST     DCS     ST MTH  CD  CD GRP SC DAY  RATE    FEE   AMOUNT
       <= Search for CORRECTIONS
   BRADLEY    ACCA                0107 009 811 R03 25 21  676.00
   BRADLEY    ACCA                0107 009 811 R06 25 23  429.00           429.00
   BRADLEY    ACCA                0107 009 811 R36 25 23  247.00           247.00
   BRITTO     KYLE                0107 009 811 R03 25 21  676.00
   BRITTO     KYLE                0107 009 811 R06 25 23  429.00           429.00
   BRITTO     KYLE                0107 009 811 R36 25 23  247.00           247.00
   COSENTINO  JAMI                0107 009 811 R03 25  2  676.00
 * COSENTINO  JAMI 1 ADMIN ERROR 0906 009 811 R06 25 21  429.00          -429.00
   COSENTINO  JAMI                0906 009 811 R06 25 19  429.00           376.20
   COSENTINO  JAMI                0107 009 811 R06 25 23  429.00           429.00
   COSENTINO  JAMI                0107 009 811 R36 25 23  247.00           247.00
                 PRESS ANY KEY TO END    TARS 5  SMART START BONUS      %
 PROVIDER: 921904     FACILITY: J9270389 ABC LAND, INC II
                  NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
 F KEYS:1=Help  2=Add Payment for New Child  3=Exit  4=Main Menu
 5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
 GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure 1.3.1 - 9: Press <F12> to view the correction code associated with a corrected record

Viewing a Prior Month's Correction for Inquiry

1. *Type "3" in the **SELECTION** field, then type the Facility ID in the **FACILITY ID** field and the service month and year (MMYYYY) in the **SVC MO** field.*
2. *Press **<ENTER>** to go to the prior payment screen based upon the ID and service month and year keyed.*
3. *Type an "I" beside the record you want to review and press **<ENTER>** (Figure 1.3.2 – 1).*

You can only view a record when using this feature. No corrections can be made.

```
GHB7101M              SUBSIDIZED CHILD CARE REIMBURSEMENT              06/04/07
09270001                    PRIOR PAYMENT CORRECTIONS                   11:38:03
                          PAYMENT MONTH: SEPTEMBER
   ----- NAME -----            CL SVC CAT  ND RTE FD SVC MONTH   PARENT PAYMENT
   LAST      FIRST     DCS     ST MTH  CD  CD GRP SC DAY  RATE    FEE   AMOUNT
      <= Search for
  COSENTINO  ZACH 777777444442 0906 009 811 R06 25 21  429.00  132.00   297.00
  COSENTINO  ZACH 777777444445 0906 009 811 R36 25 20  211.00
  COVINGTON  MIKI 333333555882 0906 009 811 R03 25 21  640.00  168.00   472.00
I COVINGTON  MIKI 333333555882 0906 009 811 R06 25 21  429.00   84.00   345.00
_ COVINGTON  MIKI 333333555885 0906 009 811 R36 25 21  211.00
  CREECH     ASHL 222222666665 0906 009 811 R03 25 21  640.00
  CREECH     ASHL 333333777772 0906 009 811 R06 25 21  429.00   25.00   404.00
  CREECH     MICH 999999444445 0906 009 811 R03 25 21  640.00
  CREECH     MICH 999999444442 0906 009 811 R06 25 21  429.00           429.00
  EASTERS    CAIT 444444444555 0906 009 811 R03 25 21  640.00
  EASTERS    CAIT 444444444552 0906 009 811 R06 25 21  429.00           429.00
                                      STARS 5  SMART START BONUS      %
PROVIDER: 921904     FACILITY: J9270389 ABC LAND, INC II

                  I=Inquiry              V=Tran C=Correction
F KEYS:1=Help                                3=Exit  4=Main Menu
5=Facility List 6=Totals 7=Up 8=Down
GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure 1.3.1 - 9: Select a record for Prior Month Correction Inquiry