**Extending CC Authorizations for the Current Month-Benefit Calculation**

If an authorization that ended in a previous month is extended into the next month after the new month has already started, benefits will need to be manually calculated for the new month.

**This issue is only related to authorizations that are extended, not newly created.  It is also does not happen to all extended authorizations.**

The easiest way to identify whether benefits need to be manually calculated is to check the Benefit Summary page in EBT CSAW.

* Using the example of authorizations that ended October 31 and the authorization was extended out to a future month, benefits will not display for November, but it will display for December.
* There will not be a recalculate link for November for workers to use and CSAW will not show any unconfirmed benefits for that month.

**For each of the cases that meet the criteria above, workers must use the following link (adding the correct case number and correct month) to manually calculate benefits**

<https://csaw.wisconsin.gov/EBT/Benefit/CalculateBenefits.aspx?CASE_NUM=casenumber&MO_ID=202004>

**INSTRUCTIONS:**

1. Extend the existing authorization to the new end date
2. Calculate benefits
3. Check benefit summary
4. If the current month did not calculate, update link noted above
* Replace the highlighted case number text with your case number; be sure to include a zero at the beginning of the case number when applicable.
* Replace the highlighted 202004 text with the current month

For example, if calculating for November 2020, the last highlighted part needs to be updated to **202011.**

1. Copy and paste the updated link in an Internet browser tab or window on the case in CSAW.
2. This will open a Calculate Benefits page only for that month.
3. Calculate benefits
4. Verify that benefits have now been calculated for the current month on the benefit summary page. Benefits will then load that night.

Note: do not right click copy the hyperlink directly, that will cause a Red Banner Error message in CSAW unless the actual case number and date has been updated.