8/1/2026

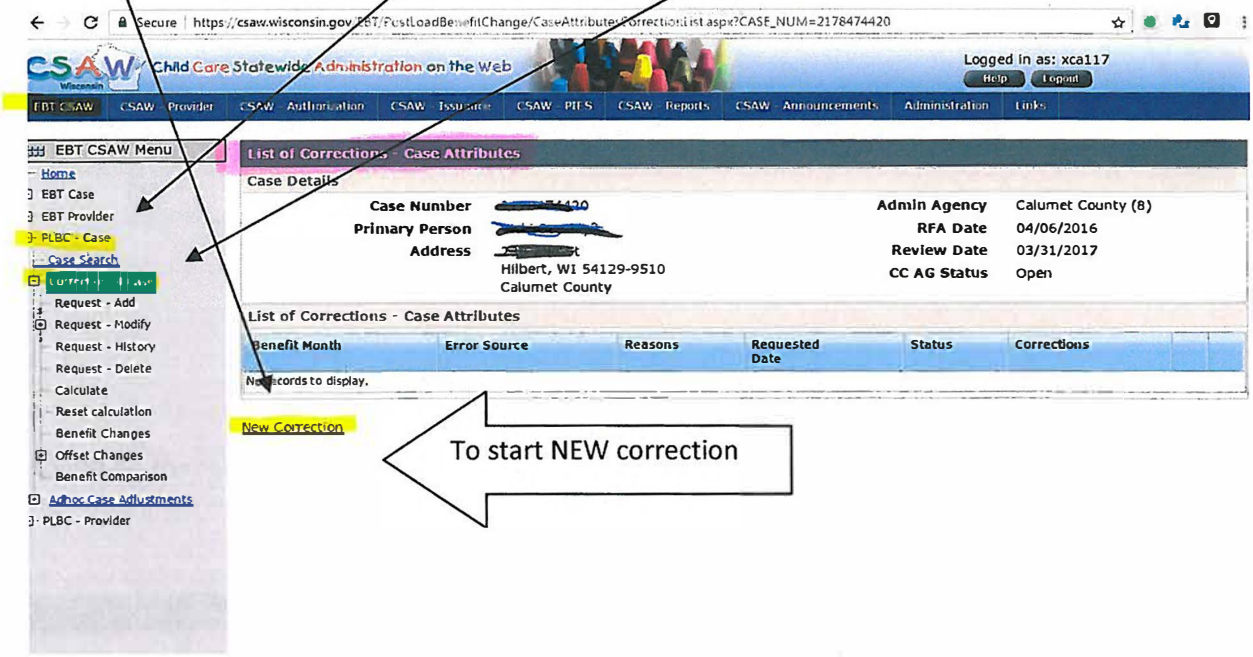
PLBC for Addition Closed/Off School Days

Step 1: Locate page – **LIST of CORRECTIONS – CASE ATTRIBUTES**

How? Find Case in EBT CSAW Case Search

In the Left Navigation Menus select: **+ PLBC-Case** - then **+ Correction of Case**

Click **NEW CORRECTION** to start. *(If this was started previously – use the Pencil icon to resume)*

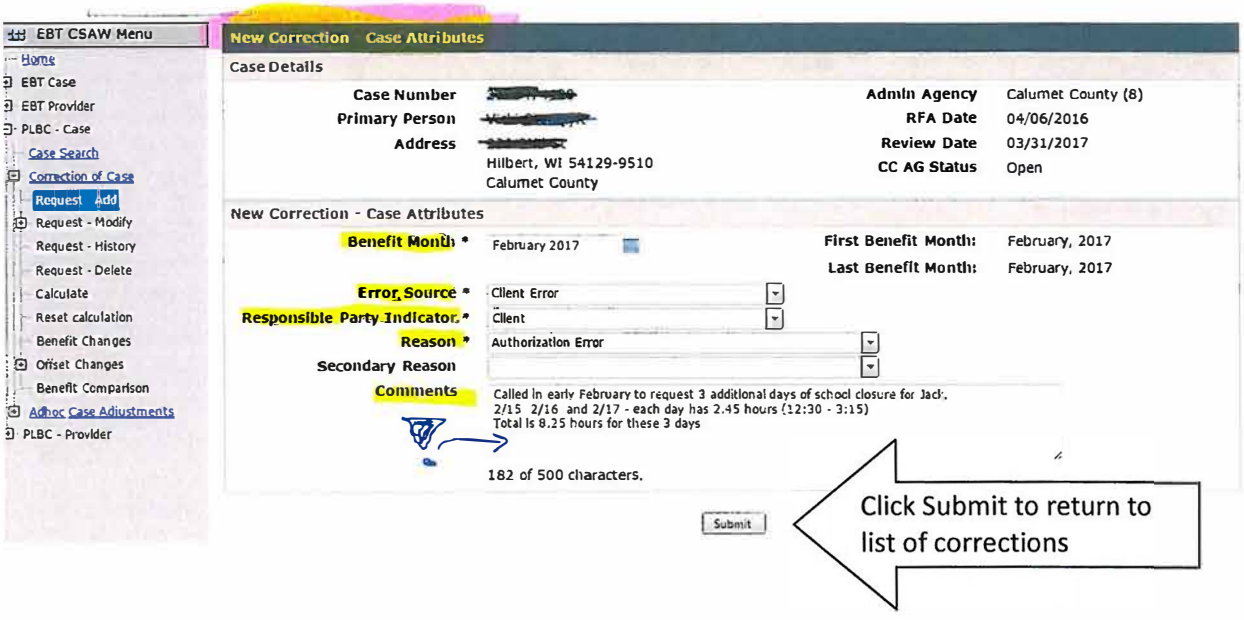


Step 2: enter details on page – **NEW CORRECTION – CASE ATTRIBUTES**

Enter all required details* - YOU manually determine how many additional hours are needed to be paid.

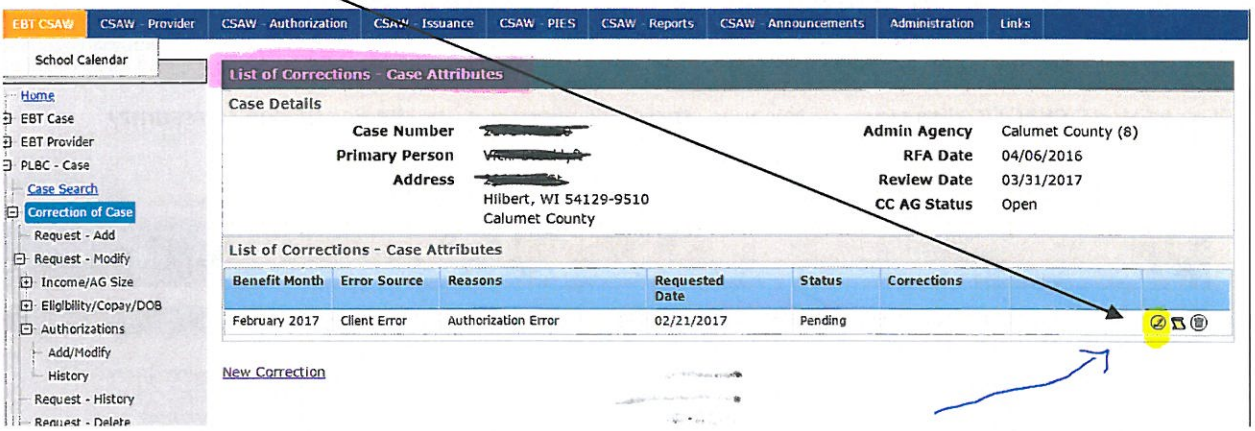
Enter THOROUGH comments with specific date(s) and specific times of care needed for each date(s).

Hint - COPY your comments – they will be useful on future page. Click **SUBMIT** when page is completed.



Step 3: You return to – **LIST of CORRECTIONS – CASE ATTRIBUTES**

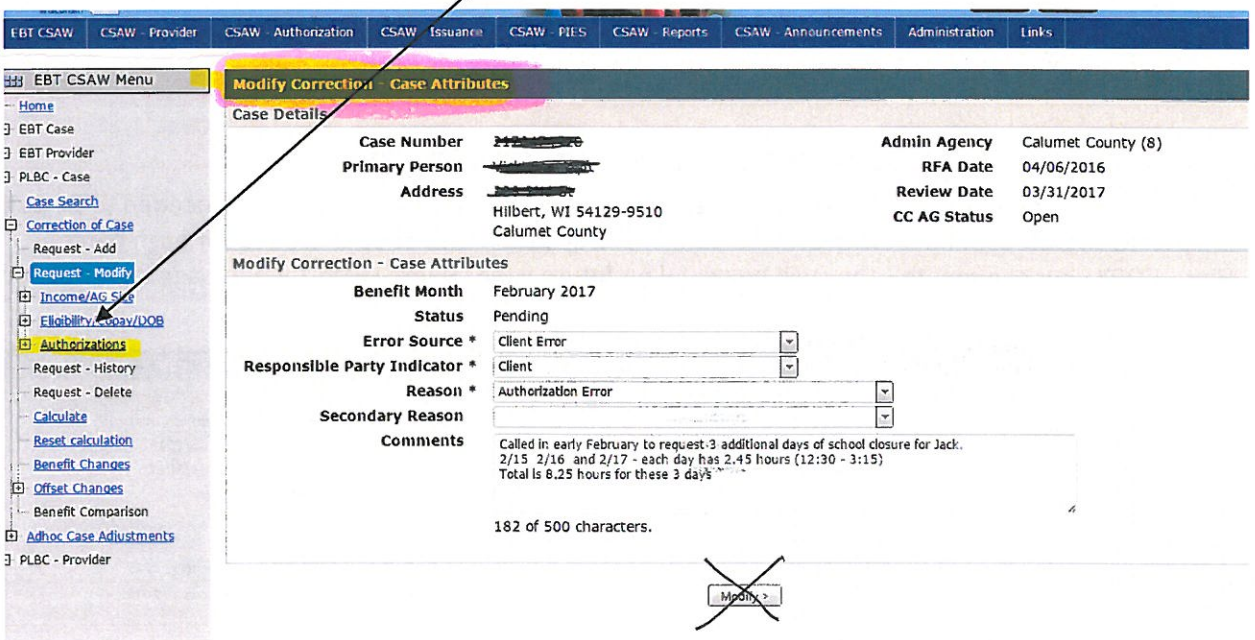
Click on the **PENCIL** icon



Step 4: from the – **MODIFY CORRECTION – CASE ATTRIBUTES**

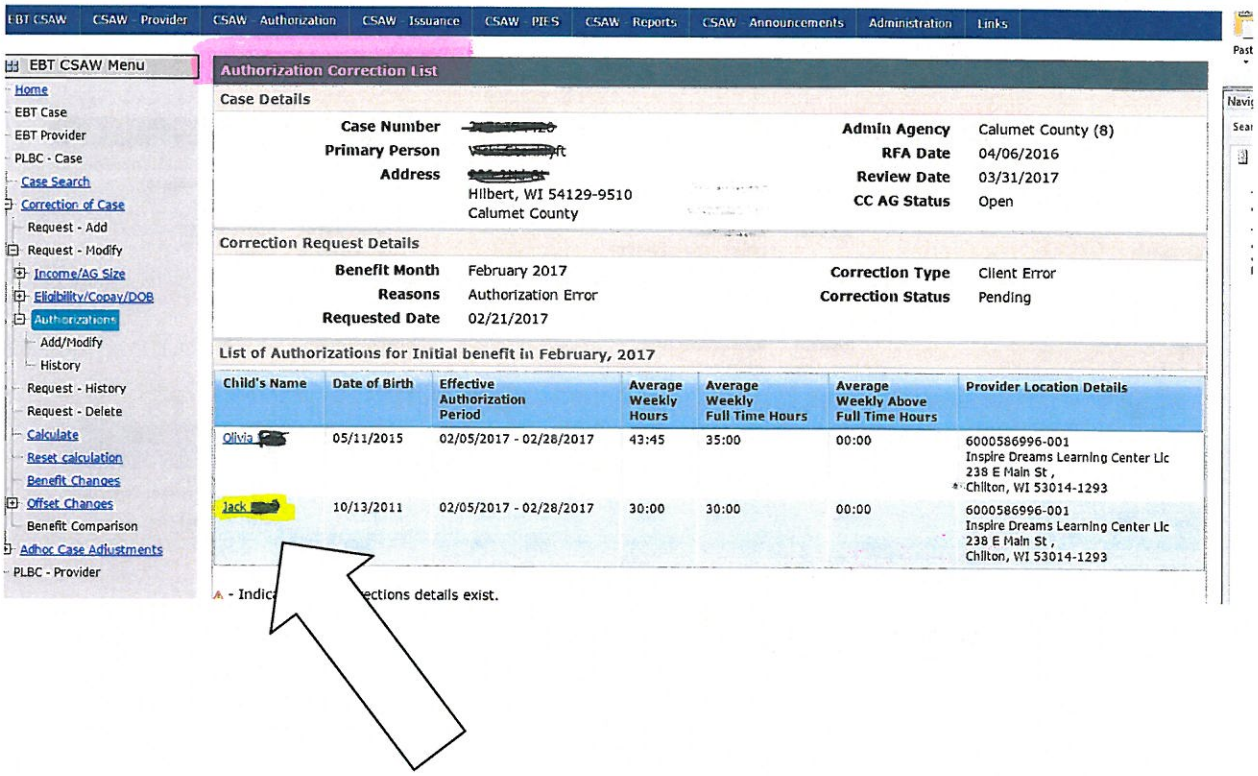
You will do NOTHING on this page except navigate to the authorization list page.

In the left Navigation Menu – select **Authorizations** to get you to the list of authorizations on the case that can have additional hours entered.



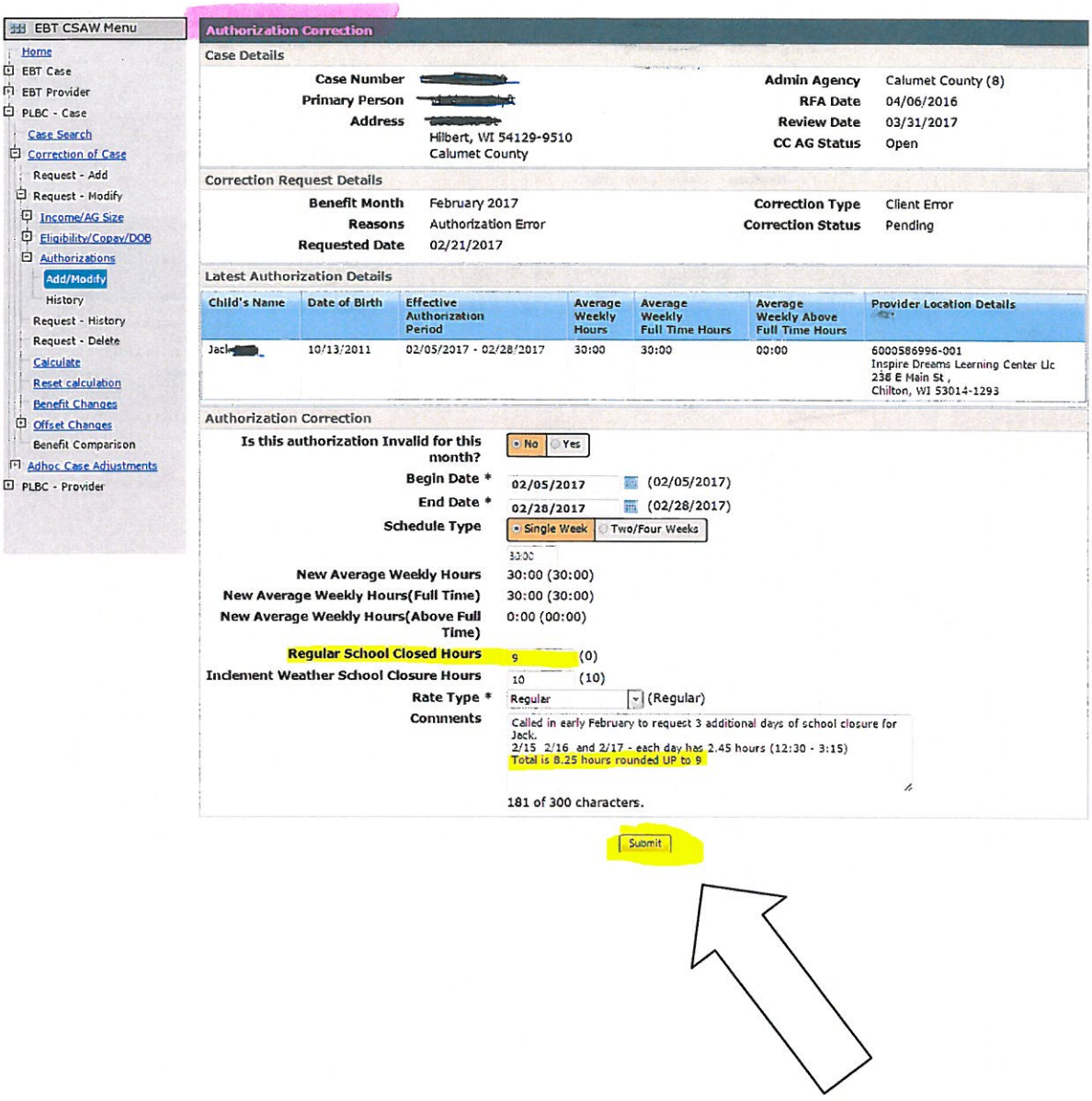
Step 5: from the – **AUTHORIZATION CORRECTIONS LIST**

Select the child's name that needs additional benefits for the off school hours.



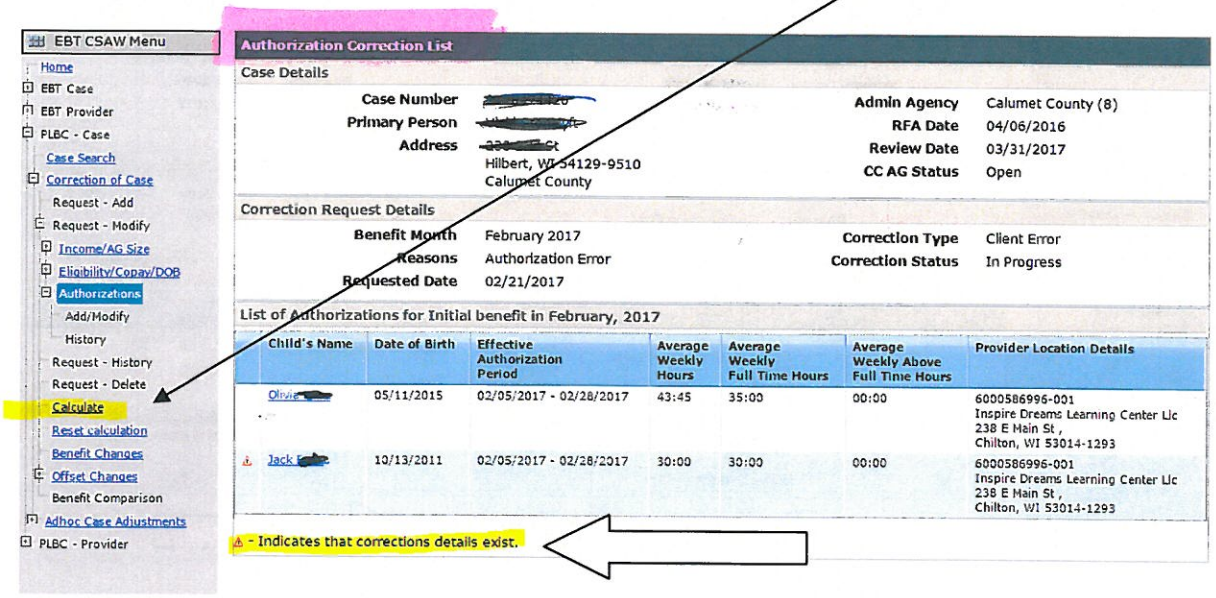
Step 6: on the – **AUTHORIZATION CORRECTION**

Enter all required details* - YOU manually determine how many additional hours are needed to be paid.
Hours should be ROUNDED UP
Enter THOROUGH comments with specific date(s) and specific times of care needed for each date(s).
Hint - PASTE your comments if you copied them from step 4 ☺
Click **SUBMIT** when completed



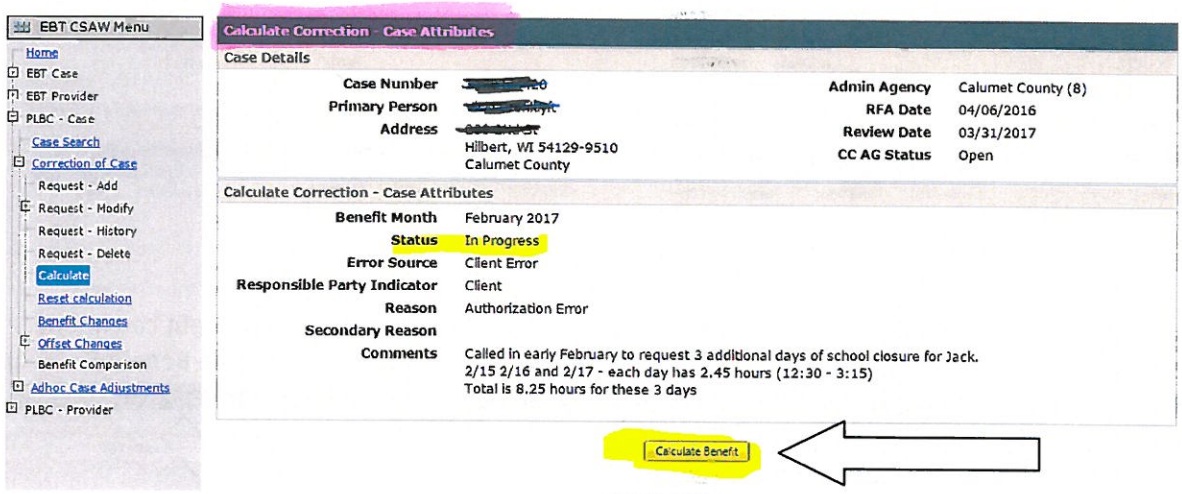
Step 7: on the – **AUTHORIZATION CORRECTION LIST**

When you return to this list page – the child you added hours will be identified with a triangle/!.
IF you have additional child(ren) to add hours – select the child'sname and repeat step 6 for each child.
After ALL children who need hours/benefits added are complete – select **CALCULATE** from the left Navigation Menu. This will take you to the page where you calculate the additional payment(s).



Step 8: on the – **CALCULATE CORRECTION – CASE ATTRIBUTES**

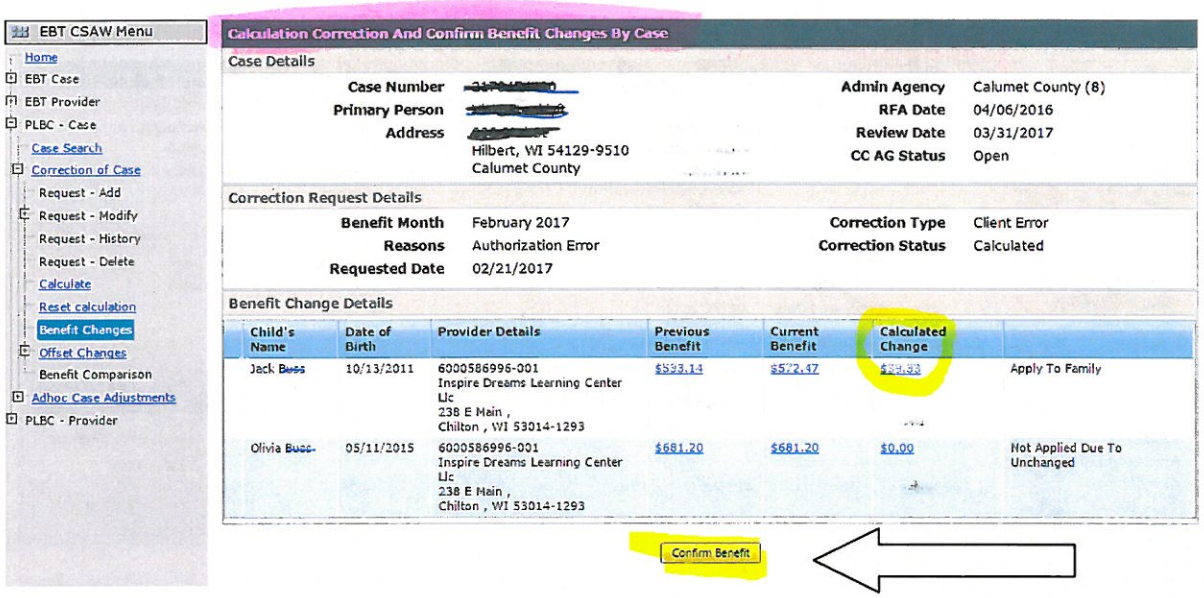
Click the **Calculate Benefit** button. This will then take you to the page which will show the additional benefits to be added.



Step 9: on the **–CALCULATION CORRECTION and CONFIRM BENEFIT CHANGES by CASE**

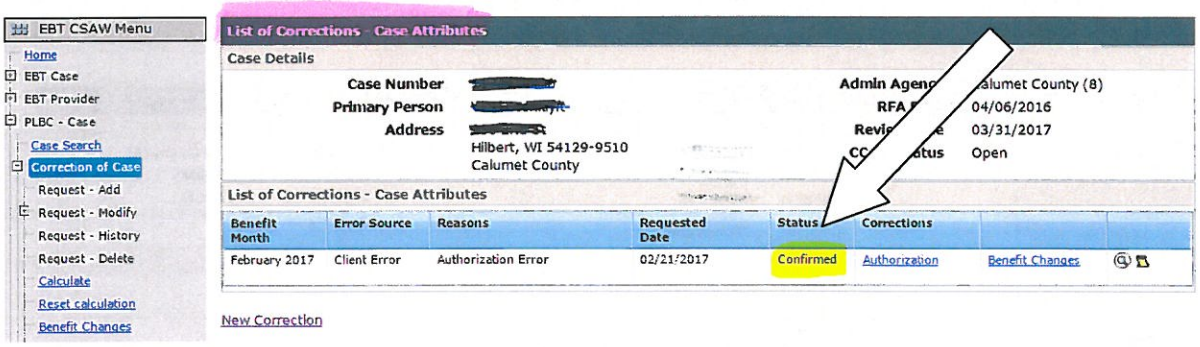
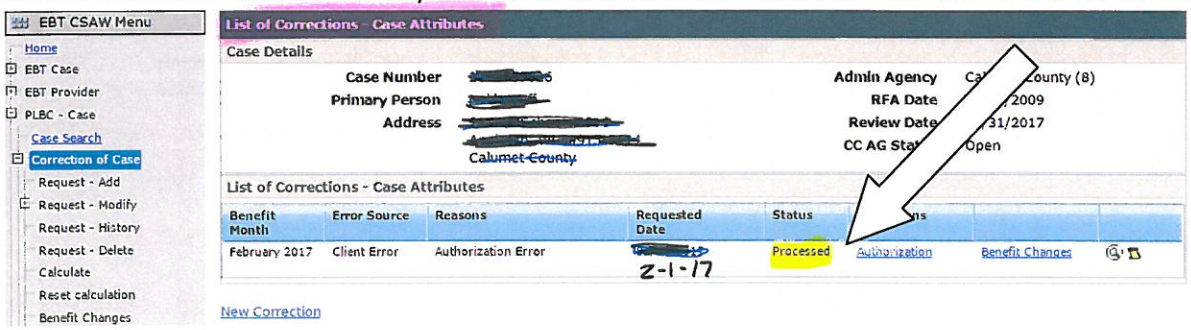
Review the calculation(s).

Tip: You may want to make note of the amounts of the additional payments and enter this in CWW comments. If calculation appears to be correct/accurate click the **Confirm Benefit** button.



Step 10: on the – **LIST of CORRECTIONS – CASE ATTRIBUTES**

The status will change from In-Progress to **CONFIRMED**. This is the benefit that will be loaded on the card that night. This benefit can STILL be deleted before end of day if incorrect.



Once the benefit is loaded on the card the status will change to **PROCESSED**. The benefit can not be removed from card – if incorrect may need to establish claim in BRITS and Mainframe Benefit Recovery.