

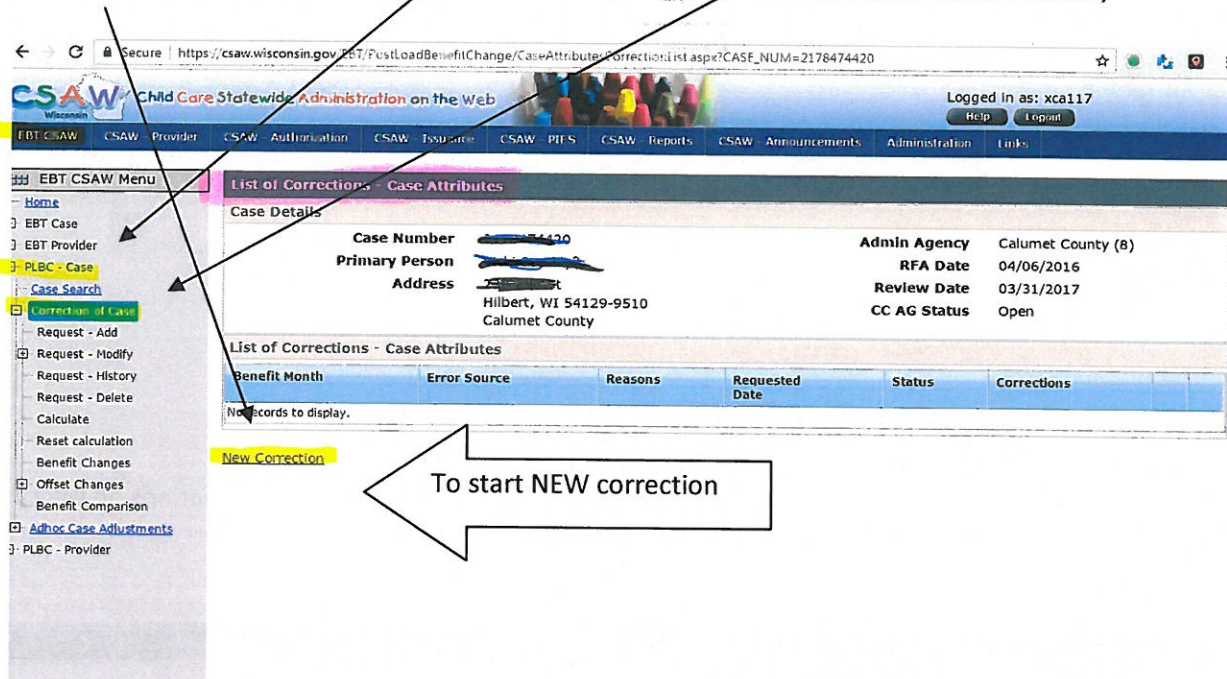
# PLBC for Addition Closed/Off School Days

## Step 1: Locate page – LIST OF CORRECTIONS – CASE ATTRIBUTES

How? Find Case in EBT CSAW Case Search

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

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

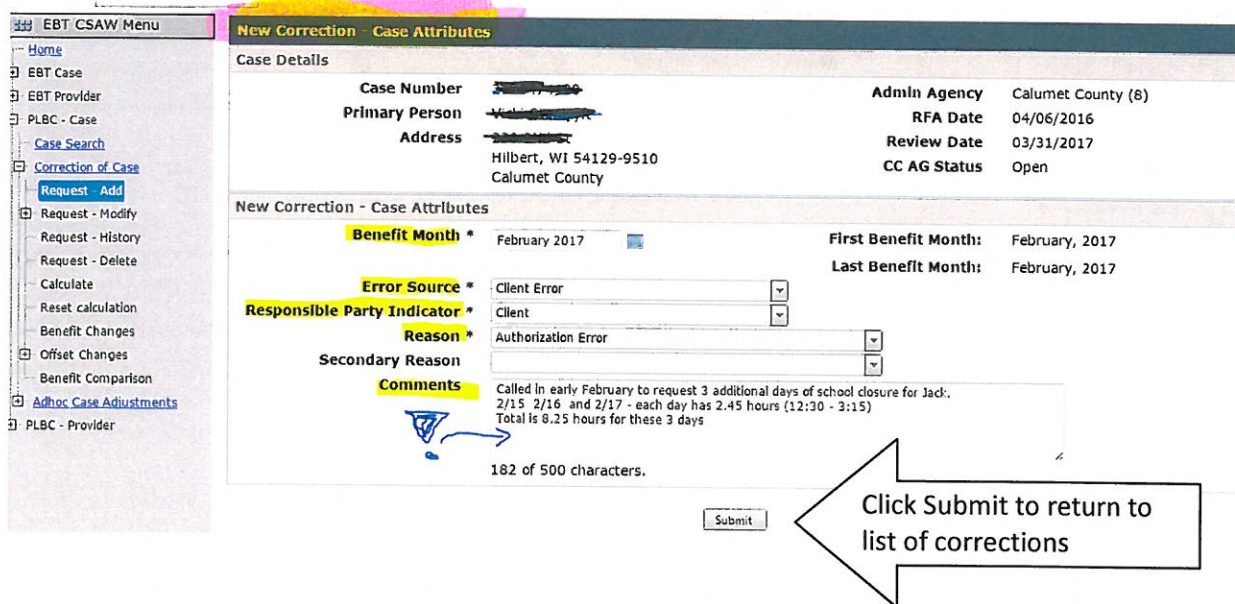


## Step 2: enter details on page – NEW CORRECTION – CASE ATTRIBUTES

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

**List of Corrections - Case Attributes**

Case Details

Case Number: [REDACTED] Admin Agency: Calumet County (8)  
 Primary Person: [REDACTED] RFA Date: 04/06/2016  
 Address: [REDACTED] Review Date: 03/31/2017  
 Hilbert, WI 54129-9510  
 Calumet County  
 CC AG Status: Open

Benefit Month	Error Source	Reasons	Requested Date	Status	Corrections
February 2017	Client Error	Authorization Error	02/21/2017	Pending	[Pencil Icon]

New Correction

**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.

**Modify Correction - Case Attributes**

Case Details

Case Number: [REDACTED] Admin Agency: Calumet County (8)  
 Primary Person: [REDACTED] RFA Date: 04/06/2016  
 Address: [REDACTED] Review Date: 03/31/2017  
 Hilbert, WI 54129-9510  
 Calumet County  
 CC AG Status: Open

Modify Correction - Case Attributes

Benefit Month: February 2017  
 Status: Pending  
 Error Source: Client Error  
 Responsible Party Indicator: Client  
 Reason: Authorization Error  
 Secondary Reason: [Empty]  
 Comments: Called in: early February to request 3 additional days of school closure for Jack. 2/15 2/16 and 2/17 - each day has 2.45 hours (12:30 - 3:15) Total is 8.25 hours for these 3 days  
 182 of 500 characters.

~~Modify~~

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

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

EBT CSAW   CSAW Provider   CSAW Authorization   CSAW Issuance   CSAW PFS   CSAW Reports   CSAW Announcements   Administration   Links

EBT CSAW Menu

- Home
- EBT Case
- EBT Provider
- PLBC - Case
- Case Search
- Correction of Case
  - Request - Add
  - Request - Modify
  - Income/AG Size
  - Eligibility/Copay/DOB
  - Authorizations
    - Add/Modify
    - History
  - Request - History
  - Request - Delete
  - Calculate
  - Reset calculation
  - Benefit Changes
  - Offset Changes
    - Benefit Comparison
  - Adhoc Case Adjustments
  - PLBC - Provider

**Authorization Correction List**

Case Details

<b>Case Number</b>	[REDACTED]	<b>Admin Agency</b>	Calumet County (8)
<b>Primary Person</b>	[REDACTED]	<b>RFA Date</b>	04/06/2016
<b>Address</b>	[REDACTED] Hilbert, WI 54129-9510 Calumet County	<b>Review Date</b>	03/31/2017
		<b>CC AG Status</b>	Open

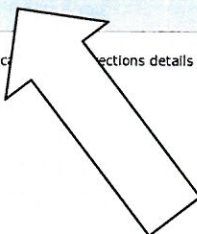
Correction Request Details

<b>Benefit Month</b>	February 2017	<b>Correction Type</b>	Client Error
<b>Reasons</b>	Authorization Error	<b>Correction Status</b>	Pending
<b>Requested Date</b>	02/21/2017		

List of Authorizations for Initial benefit in February, 2017

Child's Name	Date of Birth	Effective Authorization Period	Average Weekly Hours	Average Weekly Full Time Hours	Average Weekly Above Full Time Hours	Provider Location Details
Olivia [REDACTED]	05/11/2015	02/05/2017 - 02/28/2017	43:45	35:00	00:00	6000586996-001 Inspire Dreams Learning Center Llc 238 E Main St, Chilton, WI 53014-1293
Jack [REDACTED]	10/13/2011	02/05/2017 - 02/28/2017	30:00	30:00	00:00	6000586996-001 Inspire Dreams Learning Center Llc 238 E Main St, Chilton, WI 53014-1293

▲ - Indicates corrections details exist.



**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

EBT CSAW Menu

- Home
- EBT Case
- EBT Provider
- PLBC - Case
- Case Search
- Correction of Case
  - Request - Add
  - Request - Modify
  - Income/AG Size
  - Eligibility/Copay/DOB
  - Authorizations
    - Add/Modify
    - History
    - Request - History
    - Request - Delete
    - Calculate
    - Reset calculation
    - Benefit Changes
    - Offset Changes
    - Benefit Comparison
    - Adhoc Case Adjustments
- PLBC - Provider

### Authorization Correction

**Case Details**

<b>Case Number</b> [REDACTED]	<b>Admin Agency</b> Calumet County (8)
<b>Primary Person</b> [REDACTED]	<b>RFA Date</b> 04/06/2016
<b>Address</b> Hilbert, WI 54129-9510 Calumet County	<b>Review Date</b> 03/31/2017
	<b>CC AG Status</b> Open

**Correction Request Details**

<b>Benefit Month</b> February 2017	<b>Correction Type</b> Client Error
<b>Reasons</b> Authorization Error	<b>Correction Status</b> Pending
<b>Requested Date</b> 02/21/2017	

**Latest Authorization Details**

Child's Name	Date of Birth	Effective Authorization Period	Average Weekly Hours	Average Weekly Full Time Hours	Average Weekly Above Full Time Hours	Provider Location Details
Jack [REDACTED]	10/13/2011	02/05/2017 - 02/28/2017	30:00	30:00	00:00	6000586996-001 Inspire Dreams Learning Center Llc 236 E Main St , Chilton, WI 53014-1293

**Authorization Correction**

**Is this authorization Invalid for this month?**  No  Yes

**Begin Date \*** 02/05/2017 (02/05/2017)

**End Date \*** 02/28/2017 (02/28/2017)

**Schedule Type**  Single Week  Two/Four Weeks

33:00

**New Average Weekly Hours** 30:00 (30:00)

**New Average Weekly Hours(Full Time)** 30:00 (30:00)

**New Average Weekly Hours(Above Full Time)** 0:00 (00:00)

**Regular School Closed Hours** 9 (0)

**Indement Weather School Closure Hours** 10 (10)

**Rate Type \*** Regular (Regular)

**Comments**  
Called in early February to request 3 additional days of school closure for Jack.  
2/15 2/16 and 2/17 - each day has 2.45 hours (12:30 - 3:15)  
Total is 8.25 hours rounded UP to 9

181 of 300 characters.

Submit

4

**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’s name 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).

**Authorization Correction List**

**Case Details**

Case Number: [redacted] Admin Agency: Calumet County (8)  
 Primary Person: [redacted] RFA Date: 04/06/2016  
 Address: [redacted] Hilbert, WI 54129-9510 Review Date: 03/31/2017  
 Calumet County CC AG Status: Open

**Correction Request Details**

Benefit Month: February 2017 Correction Type: Client Error  
 Reasons: Authorization Error Correction Status: In Progress  
 Requested Date: 02/21/2017

List of Authorizations for Initial benefit in February, 2017

Child's Name	Date of Birth	Effective Authorization Period	Average Weekly Hours	Average Weekly Full Time Hours	Average Weekly Above Full Time Hours	Provider Location Details
Olivia [redacted]	05/11/2015	02/05/2017 - 02/28/2017	43:45	35:00	00:00	6000586996-001 Inspire Dreams Learning Center Llc 238 E Main St , Chilton, WI 53014-1293
△ Jack [redacted]	10/13/2011	02/05/2017 - 02/28/2017	30:00	30:00	00:00	6000586996-001 Inspire Dreams Learning Center Llc 238 E Main St , Chilton, WI 53014-1293

△ - Indicates that corrections details exist.

**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.

**Calculate Correction - Case Attributes**

**Case Details**

Case Number: [redacted] Admin Agency: Calumet County (8)  
 Primary Person: [redacted] RFA Date: 04/06/2016  
 Address: [redacted] Hilbert, WI 54129-9510 Review Date: 03/31/2017  
 Calumet County CC AG Status: Open

**Calculate Correction - Case Attributes**

Benefit Month: February 2017  
 Status: In Progress  
 Error Source: Client Error  
 Responsible Party Indicator: Client  
 Reason: Authorization Error  
 Secondary Reason:  
 Comments: Called in early February to request 3 additional days of school closure for Jack. 2/15 2/16 and 2/17 - each day has 2.45 hours (12:30 - 3:15) Total is 8.25 hours for these 3 days

Calculate Benefit

**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.

**Calculation Correction And Confirm Benefit Changes By Case**

**Case Details**

Case Number: [Redacted] Admin Agency: Calumet County (8)  
 Primary Person: [Redacted] RFA Date: 04/06/2016  
 Address: Hilbert, WI 54129-9510 Calumet County Review Date: 03/31/2017  
 CC AG Status: Open

**Correction Request Details**

Benefit Month: February 2017 Correction Type: Client Error  
 Reasons: Authorization Error Correction Status: Calculated  
 Requested Date: 02/21/2017

**Benefit Change Details**

Child's Name	Date of Birth	Provider Details	Previous Benefit	Current Benefit	Calculated Change	
Jack Buss	10/13/2011	6000586996-001 Inspire Dreams Learning Center LLC 238 E Main , Chilton, WI 53014-1293	\$592.14	\$572.47	\$29.63	Apply To Family
Olivia Buss	05/11/2015	6000586996-001 Inspire Dreams Learning Center LLC 238 E Main , Chilton, WI 53014-1293	\$681.20	\$681.20	\$0.00	Not Applied Due To Unchanged

**Confirm Benefit** (highlighted with yellow box and arrow)

**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.

**List of Corrections - Case Attributes**

**Case Details**

Case Number: [Redacted] Admin Agency: Calumet County (8)  
 Primary Person: [Redacted] RFA Date: 04/06/2016  
 Address: Hilbert, WI 54129-9510 Calumet County Review Date: 03/31/2017  
 CC AG Status: Open

**List of Corrections - Case Attributes**

Benefit Month	Error Source	Reasons	Requested Date	Status	Corrections
February 2017	Client Error	Authorization Error	02/21/2017	Confirmed	Authorization Benefit Changes

**Confirmed** (highlighted with yellow box and arrow)

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.

**List of Corrections - Case Attributes**

**Case Details**

Case Number: [Redacted] Admin Agency: Calumet County (8)  
 Primary Person: [Redacted] RFA Date: 04/06/2009  
 Address: [Redacted] Calumet County Review Date: 03/31/2017  
 CC AG Status: Open

**List of Corrections - Case Attributes**

Benefit Month	Error Source	Reasons	Requested Date	Status	Corrections
February 2017	Client Error	Authorization Error	2-1-17	Processed	Authorization Benefit Changes

**Processed** (highlighted with yellow box and arrow)