

## Entering Education Travel Reimbursement (ETR) payments in CWS/CMS for Youth Placed in a Supervised Independent Living Placement (SILP)

Due to the way CWS/CMS currently functions, you must enter ETR payments for those youth placed in a SILP facility type differently from those for other facility types. When a child is placed in a SILP, you will still add the ongoing payment row, select Additional Rate and enter a valid ETR amount in the Additional Rate field. Once you tab out of the Additional Rate field, the Payment Type in the Additional Rate section will become mandatory as usual- however, when you click on the dropdown you will see that **Education Travel is grayed-out and not selectable**:

The screenshot shows the 'Ongoing Requests' table with the following data:

ID	Start Date	Stop Date	Rate Type
2	06/01/2013		Additional
3	04/01/2013	05/15/2013	Additional
4	03/15/2012	03/03/2013	Additional
5	02/13/2012	03/14/2012	Additional

Below the table, the 'Rate Type' section shows 'Additional Rate' selected with a total of 158.00. The 'Request Details' section shows a start date of 06/01/2013 and an additional rate of 158. The 'Additional Payment Reason' dropdown is open, showing options like 'Transportation' and 'Education Transportation'.

For the SILP facility type, you will have to use **Transportation** as the **Payment Type** until CWS/CMS is modified to allow staff to select **Education Transportation** as the payment type for **SILPs**:

**-Additional Payment Reason**

Payment Type

- Transportation
- Physically Handicapped Children
- Regional Center Services
- Severely Emotionally Disturbed (SED)
- Sexual Behavior Issues
- Shelter Care Allowance
- Soiling of Pants
- State Authorized Allowance
- SOC158
- Transportation
- Vision impairment

When you end date the ETR for a SILP, you can just enter it in the Payment Stop Date field. There is no requirement to first select a reason from the Additional Payment End Reason dropdown since that field is only activated when Education Transportation is the Payment Type.