

Illinois Office of Comptroller Website on Early Intervention Payments

As a provider who receives payment from the Illinois Office of Comptroller (IOC), you have the ability to view information electronically as well as download information for record keeping and claims adjudication processes. All you need to do is simply logon to the IOC website at www.ioc.state.il.us. Here are some useful tips about your payments on the website.

- 1) From the Home page – choose Financial Inquiries / Vendor Payments
- 2) On the Vendor Payments screen, enter your Tax Identification Number (TIN) that you use for submitting claims. This could be your Social Security Number or a Federal Employer Identification Number. Choose OK.
- 3) Your screen will appear showing your billing name. Click the Payments button.
- 4) You have a few options of Selection Criteria, Date Range or Sort Criteria. Note the search will default to payments processed the current fiscal year.
 - a. There are a few choices in the Selection Criteria area.
 - i. You can change the Fiscal Year to view payments from a different fiscal year. Note – the IOC website does not consider service dates or dates of the Provider Claim Summary. The IOB website only considers the date the payment was processed and paid by IOC.
 - ii. Another useful entry field is the Invoice Number. The Invoice Number on this screen is the Voucher Number from your CBO Provider Claim Summary (PCS). If you want to search and view one particular voucher, you can simply enter the 8-digit number and click on Find Warrants to view that one particular payment.
 - b. The Date Range area allows you to choose a range Beginning Date and End Date to view any/all payments processed by IOC. Enter your range to click on Find Warrants.
 - c. Sort Criteria allows you to choose a variety of ways to view the results (ascending/descending or more per screen than the default 20).
- 5) Once you click on the Find Warrants (whether you chose any sort or filter options or not) you will go to the screen showing the results of all payments you chose to view. They are defaulted to date order (newest on top). The first screen displays the general information of any/all payments to your tax id made by any entity of the State of Illinois who pays using the IOC system. The key items to consider:
 - a. Warrant/EFT# - this is the number assigned by IOC to indicate a check number or Electronic Funds Transfer (EFT) # assigned to this particular payment. EI cannot search by this number as it is not assigned by us or reported back to us. It is for your records to confirm receipt of payment through the mail or your financial institution.
 - b. The Issue Date – this is the date the IOC processed the payment. For mailing purposes, this is the date it was sent to be mailed and for those using EFT (direct deposit), this is the date the file was sent to your financial institution.
 - c. Payment Amount – this is the amount that should match your CBO PCS.
 - d. Voucher Number – number assigned by DHS and again, not searchable by EI/CBO as it is not assigned by us directly.
 - e. Paid Date – this column will display a date only if you receive payments by mail. The date displayed would be the date the IOC received as a “paid” date by your financial institution as paid. If you use EFT/Direct Deposit, nothing will display because the Issue Date is the date IOC considers the funds deposited into your account.

- 6) If you click on a Warrant/EFT# the next screen will provide additional details about the payment.
 - a. You can confirm the entity making the payment
 - b. You can confirm the EI Invoice # from your PCS
 - c. You can see if a mailed check is still outstanding or if you reported it lost/voided or if it was returned as undeliverable.
- 7) Use your browser's Back Button/Arrow to return to the previous screen showing the initial payment information. From this page you can also choose options of downloading information into Excel. Click on the Download to Excel button on the upper right-hand corner and follow the instructions. This is a useful method of importing data into a searchable format to help with keeping records and ensuring all claims are processed and paid properly.