How to Run a Client Liability Report
(Foster Care Providers)

As a provider of DD Foster Care (FC) services authorized and paid via the eXPRS system, some individuals who live in foster care homes may also have to pay each month towards the cost of their foster care services. This monthly service contribution amount from the individual is called a **Client Liability Amount/Account** (CLA). It may also be known as the individual’s monthly “off set” amount.

Payments for FC service are reduced each month by any CLA amounts owed by an individual. If an individual has a CLA amount to pay, they must pay this directly to the FC provider, in addition to their monthly Room & Board amount each month.

**PLEASE NOTE:** Monthly Room & Board amounts are not processed or paid via eXPRS. FC providers should continue to collect those R&B amounts from individuals living in their FC homes as they have in the past.

FC providers can access a **Client Liability Report** in eXPRS to determine if an individual has a CLA and the amount to be collected from the individual each month.

**To access the Client Liability report in eXPRS:**

1. Login to eXPRS. If you have more than one record associated to your eXPRS user account, select your Foster Care services record as the **Organization/Program Area**. Then click **SUBMIT** to login.
2. From the yellow left-hand navigation menu, select **REPORTS ➔ CLIENT LIABILITY.** This will take you to the report criteria window.

3. In the report criteria window, enter the data needed to pull the report information you want. The easiest way to pull this report will be to just use a date range for the month of service to be paid.

- The date range is *required* and defaults to the current month, but you can change the dates to any date range you wish.
- With the search criteria entered, click **SUBMIT** to run the report.
4. The report will open in a new window & display the CLA ("offset") amount information for each individual in your FC services. The CLA amount for each individual for the date range specified is displayed in the **CLIENT LIABILITY/CORRECTED AMT** column on the report.

![Image of report](image)

The amount to collect from the individual.

5. The report exported & saved electronically or printed, if desired, by using the icons in the top left corner of the report window.