CalSAWS

California Statewide Automated Welfare System

Design Document

CA-209033 | CIV- 104383

CalWORKs Change in Earned Income Disregard (EID) and Income Reporting Thresholds Tiers (IRTs)

© 2019 CalSAWS. All Rights Reserved.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Josias Caveto, Nithya Chereddy
	Reviewed By	Jason Francis

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/18/2019	1.0	Initial Draft of the artifact	Josias Caveto
12/19/2019	2.0	Adding Correspondence updates for Vehicle Asset limit values	Nithya Chereddy
1/15/2020	3.0	Updates per committee feedback	Josias Caveto
1/23/2020	4.0	Updates per Comments from Committee	Josias Caveto/ Nithya Chereddy
2/11/20	5.0	Clarifications made per Development recommendations	Josias Caveto
2/25/2020	6.0	Updated incorrect reference of the Code Category from CT 355 to CT 335	Nithya Chereddy
3/2/2020	7.0	Form updates has been identified and Threshold translations location has been added. Assumption has been added to mention the existing discrepancy between existing threshold forms and state-provided forms	Nithya Chereddy

© 2019 CalSAWS. All Rights Reserved.

Table of Contents

1 Overview 5

1.1 Current Design 5

1.2 Requests 5

1.3 Overview of Recommendations 6

1.4 Assumptions 6

2 Recommendations 7

2.1 Update the CW Disability Based Earned Income Disregard (CT 335 – AI) and CW Disability Based Unearned Income Disregard CT 335 – 53) to $500, effective June 1, 2020. 7

2.1.1 Overview 7

2.1.2 Description of Changes 7

2.1.3 Programs Impacted 8

2.2 Correspondence: Update CalWORKs Fragments to reflect the new value of $500 DBI. 9

2.2.1 Overview 9

2.2.2 Description of Changes 9

2.2.3 Programs Impacted 10

2.3 Correspondence: Update the DBI or EID limit to reflect the new value on the impacted forms 11

2.3.1 Overview 11

2.3.2 Description of Change 13

2.4 Correspondence: Update forms to the new version 14

2.4.1 Overview 14

2.4.2 Description of changes 15

2.5 Correspondence: C-IV Only - Add the updated version of the forms 16

2.5.1 Overview 16

2.5.2 Description of Changes 17

2.6 Correspondence: Update vehicle property limits and resource limits to reflect the new values on the impacted forms 17

2.6.1 Overview 17

2.6.2 Description of Changes 18

2.7 Modify IRT Tier 2 Rules. 20

2.7.1 Overview 22

© 2019 CalSAWS. All Rights Reserved.

2.7.2 Description of Change 22
2.7.3 Counties Impacted 23
2.7.4 Report Usage/Performance 23
2.8 Keep the CW Case Open When the Grant Benefit Amount is $0 24
2.8.1 Overview 24
2.8.2 Description of Changes 24
2.9 Automated Regression Test 25
2.9.1 Overview 25
2.9.2 Description of Changes 25
3 Supporting Documents 26
5 Requirements 27
5.1 Project Requirements 27

© 2019 CalSAWS. All Rights Reserved.

1 OVERVIEW

Per ACL 19-76 effective on June 1, 2020, there will be an increase in the earned income disregard (EID) for CalWORKs (CW) applicant recipients from $225 to $500. The existing CW Tier 2 will be replaced with the existing CW Tier 3 IRT rules, which is 130 percent of the Federal Poverty Level (FPL). The current CW Tier 1 will remain the same. Under current law and system functionality, the net non-exempt income (NNI) used to determine the Assistance Unit's (AU) Maximum Aid Payment (MAP) is calculated by disregarding the first $225 of disability-based unearned income (DBI).

Per ACL 19-67, effective June 1, 2020 and annually thereafter the resource threshold will increase by an amount equal to the increase in the California Necessities Index for the most recent fiscal year, therefore the CalWORKs resource limits will no longer be based on CalFresh. The maximum asset limit for a CalWORKs AU will be increased from $2,250 to $10,000. When a CalWORKs AU includes a member, who is 60 years of age or older or disabled, the maximum asset limit will be increased from $3,500 to $15,000.

1.1 Current Design

There are two tiers in use for the CW income reporting threshold for the AU:

1. Tier 1 – 55% of FPL for a family of three, plus the amount of income last used to calculate the AU's monthly grant amount.
2. Tier 2 – The amount of income likely to render the AU ineligible for CW benefits. The formula is MAP X 2 + $225 +1. Currently the NNI used to determine the AU's MAP is calculated by disregarding the first $225 of DBI and/or any earned income and 50 percent of any remaining earned income. If the AU has earned income only, the first $225 and 50 percent of the remaining earned income is disregarded when calculating the MAP.
3. There is an additional Tier 3 used for CalFresh (CF) only. This Tier 3 is calculated based on 130% of FPL or the amount likely to render a recipient ineligible for federal Supplemental Nutrition Assistance Program (SNAP) benefits.
4. NOAs and forms reference the value of $225 for the Earned Income Disregard and Disability based Income Disregard.
5. NOAs and forms reference the value of $2,250, $2000, $3000 or $3,500 for the Maximum Asset limit value.

1.2 Requests

1. Based on the new policy, increase the disregard from $225 to $500 effective June 1, 2020.
2. The CW Tier 2 will change to use 130 percent of the FPL instead of MAP X 2 + $225 (Disregard prior to June 1, 2020) +1.
3. Keep the CW case active with Zero grant amount when the AU's total earned, and unearned income are under the CW Tier 2 IRT (130% of the SPL).
4. Update impacted Forms and NOAs to reflect the new values.

© 2019 CalSAWS. All Rights Reserved.

1.3 Overview of Recommendations

1. Update the CW Disability Based Earned Income Disregard (CT 335 – AI) and CW Disability Based Unearned Income Disregard (CT 335 – 53) from $225 to $500, effective June 1, 2020.
2. Update the forms to replace Disability-Based Unearned Income (DBI) or Earned Income Disregard (EID) references from $225 to $500.
3. Update the NOAs to replace the text $225 with a variable to populate the updated value of $500 from EDBC.
4. Replace Tier 2 with Tier 3 calculation rules effective June 1, 2020.
5. Update the impacted Forms and NOAs to reflect the new values as per the ACLs.
6. Keep the CW Case Open When the benefit grant Amount is $0 under the new tier two of the IRT (130% FPL)

1.4 Assumptions

1. For CW cases where the AU's budget results in a MAP of less than $10, no benefit will issue, but the case's status will show active due to the AU remaining eligible for supportive services and/or CW Special Needs. The cases will remain eligible for cash based Medi-Cal.
2. No change in Tier 1, it shall work according to current functionality.
3. Under the new changes, families will still be required to report whenever their income exceeds Tier 1.
4. NOAs with the Maximum Asset Limit values need not be updated to reflect the limits mentioned in this SCR as the limits will be pulled in from the EDBC which will have the updated limits.
5. NOAs will populate the updated values based on the benefit month effective date.
6. CF income and reporting will remain unchanged.
7. For a CW/CF case which the CW benefit grant is $0 and the client opts to close the case (Discontinued by participant's request), this case shall be processed for TCF.
8. CW reporting responsibilities will remain the same, no change applicable to the zero-dollar benefit population and the timeclock logic will not change for zero-grant benefit cases
9. The current functionality for AR2, SAR2 and SAWS 30 which populates the IRT from EDBC will remain the same.
10. CalWORKs Benefit Change NOAs will generate as per current functionality.
11. The grants for all the recipients will be re-evaluated by the county and participants who are entitled to higher grants shall be notified.
12. The impacted cases in which the user has not yet run EDBC with the new EID will be updated through a batch EDBC process, refer to SCR CA 211596 CIV-105562
13. NA BACK 9 will not be updated with this SCR. All the forms and NOAs will have the existing NA BACK 9 in the system.
14. ~~All the supporting documents are uploaded to the SharePoint and Web Portal.~~

© 2019 CalSAWS. All Rights Reserved.

~~15.~~14. Effective 06/01/2020, when EDBC job run (using the new EID), system should not use any voluntary reported income mid period in the CalWORKs grant calculation.

~~16.~~15. Existing threshold verbiage in the forms might not match the state provided versions as most of the existing threshold translations were requested from the vendor. This discrepancy will not be addressed in this SCR.

2 RECOMMENDATIONS

2.1 Update the CW Disability Based Earned Income Disregard (CT 335 – AI) and CW Disability Based Unearned Income Disregard CT 335 – 53) to $500, effective June 1, 2020.

2.1.1 Overview

Under the current law, the NNI that is used to determine the AU's MAP is calculated by disregarding the first $225 of DBI and/or any earned income and 50 percent of any remaining earned income. If the AU has earned income only, the first $225 and 50 percent of the remaining earned income is disregarded when calculating the MAP.

EDBC Person Line Item Detail - Earned Income Disregards

Close

Name	Type	Description		Amount
	Unused $225 Disability Based Income Disregard		$	225.00
	50% Earned Income Disregard		$	412.50
		Total	$	637.50

Figure 1: ***CalWORKs EDBC Person Line Item Detail***

2.1.2 Description of Changes

1. Update the values from $225 to $500 for the following disregard records, effective June 1, 2020:
    a. CW Disability Based Unearned Income Disregard (CT 335 – 53)
    b. CW Disability Based Earned Income Disregard (CT 335 – AI)

Note: The $225 reference will be removed from CTCR code description. The reference to $225 on the *EDBC Person Line Item Detail page* for Both *Unearned and Earned Income Disregards* will be removed.

Note: Per ACL 19-76, the table below reflects the increase to the EID for upcoming years:

© 2019 CalSAWS. All Rights Reserved.

Amount	Effective Date	SCR#
$550	June 1, 2021	CA-212912
$600	June 1, 2022	CA-212913

CalWORKs Budget	Regular	
Unearned Income	$	575.00
Unearned Income Disregards	-	500.00
Net Unearned Income	=	75.00
Earned Income	$	1,180.00
Earned Income Disregards	-	590.00

Figure 2: CalWORKs EDBC Summary

EDBC Person Line Item Detail - Earned Income Disregards

Close

Name	Type	Description		Amount
	Unused Disability Based Income Disregard		$	500.00
	50% Earned Income Disregard		$	489.50
		Total	$	989.50

Close

Figure 3: CalWORKs EDBC Person Line Item Detail - Earned Income Disregards

2.1.3 Programs Impacted

CalWORKs/RCA

© 2019 CalSAWS. All Rights Reserved.

2.2 Correspondence: Update CalWORKs Fragments to reflect the new value of $500 DBI.

2.2.1 Overview

This effort is to update the fragments which contain references to Disability Based Unearned Income Disregard (DBI) from $225 to a variable which will pull the value of $500 from EDBC.

2.2.2 Description of Changes

Update all the following fragments to add a variable in place of the static text "$225" and populate the value from CT335_53 which will be $500.

- Following are the C-IV fragments to be updated

Fragment Name	Fragment Languages to be updated
BUDGT_CW_APPROVAL_AR	All 13 C-IV supported languages
BUDGT_CW_APPROVAL_SAR	All 13 C-IV supported languages
BUDGT_CW_RCA_APPROVAL	All 13 C-IV supported languages
BUDGT_CW_RCA_SUPPLEMENT	All 13 C-IV supported languages
BUDGT_CW_SUPPLEMENT_AR	All 13 C-IV supported languages
BUDGT_CW_SUPPLEMENT_SAR	All 13 C-IV supported languages
BUDGT_IN_INCOME_DENIAL	All 13 C-IV supported languages
RSN_INCOMEDISREGARD_CHANGE	All 13 C-IV supported languages
RSN_INCOMEDISREGARD_DISC	All 13 C-IV supported languages
RSN_MAP_INCOMEDISREGARD_CHANGE	All 13 C-IV supported languages
RSN_MAP_INCOMEDISREGARD_DISC	All 13 C-IV supported languages

© 2019 CalSAWS. All Rights Reserved.

Table 2.2.2.1 C-IV Fragments to be updated

Note: These are all the 13 C-IV supported languages. English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Tagalog, Hmong, Korean, Lao, Russian and Vietnamese

- Following are the CalSAWS fragments to be updated

Fragment Name	Fragment Languages to be updated
BUDGT_CW_APPROVAL_SAR_EN	English, Spanish, Armenian, Cambodian, Chinese, Farsi, Tagalog, Korean, Russian and Vietnamese
BUDGT_CW_NA274G_EN	English
NA 1242	English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Tagalog, Korean, Russian and Vietnamese
NA200	English and Spanish (Added with the SCR CA-47277)

Table 2.2.2.2 CalSAWS Fragments to be updated

2.2.3 Programs Impacted

a. CalWORKs/RCA

© 2019 CalSAWS. All Rights Reserved.

2.3 Correspondence: Update the DBI or EID limit to reflect the new value on the impacted forms

2.3.1 Overview

The effort is to update the existing forms which contain references to Disability Based Unearned Income Disregard (DBI) or Earned Income Disregard (EID) of $225 to the new limit of $500.

The following table lists the forms that are available in C-IV and/or LRS/CalSAWS.

© 2019 CalSAWS. All Rights Reserved.

Form Name	Availability in C-IV and Form updates	Availability in LRS/CalSAWS and Form updates
M44-316E	Y	Y (Added with the SCR CA-47277)
M44-316SAR	Y	N
NA1239AR	Y	N
NA1242	Y	Y (Implemented as a NOA)
NA200	Y	Y (Implemented as a NOA)
NA274_E	Y	N
NA281	Y	N
NA281A	Y	N
NA301_02 NA301_04 NA301_06 NA301_08 NA301_10 NA301_12	Y	N
NA303_02 NA303_04 NA303_06 NA303_08 NA303_10 NA303_12	Y	N
SAWS2ASAR	Y	Y
NA816	Y	Y (It is implemented as a NOA – A473C without the Budget)
NA817	Y	Y (It is implemented as a NOA – A471C without the Budget)
NA840	Y	Y

© 2019 CalSAWS. All Rights Reserved.

NA845	Y	Y (It is implemented without the Budget)
NOA290	N	Y
OPCALCULATION	N	Y
WFPI274	N	Y

2.3.2 Description of Change

1. Update the following forms to change the Disability Based Unearned Income Disregard (DBI) or Earned Income Disregard of $225 to populate the value from CT335_53 which will be $500.
2. ~~Update the following forms to change the Earned Income Disregard of $225 to populate the value from CT335_AI which will be $500.~~

- Following are the C-IV forms to be updated.

Form Name	Form Languages to be updated
M44-316E	English and Spanish
M44-316SAR	English and Spanish
NA1239AR	English and Spanish
NA1242	All 13 C-IV supported languages
NA200	English and Spanish
NA274_E	English and Spanish
NA281	English and Spanish
NA281A	English and Spanish
NA301_02 NA301_04 NA301_06 NA301_08 NA301_10 NA301_12	English and Spanish
NA303_02 NA303_04 NA303_06 NA303_08 NA303_10 NA303_12	English
SAWS2ASAR	All 13 C-IV supported languages

© 2019 CalSAWS. All Rights Reserved.

Form Name	Form Languages to be updated
NA816	All 13 C-IV supported languages
NA817	All 13 C-IV supported languages
NA840	All 13 C-IV supported languages
NA845	All 13 C-IV supported languages

Table 2.3.2.1 C-IV Forms to be updated

- Following are the CalSAWS forms to be updated.

Form Name	Form Languages to be updated
NOA290	English, Spanish, Tagalog, Russian and Vietnamese
OPCALCULATION	English
SAWS2ASAR	English, Spanish, Armenian, Cambodian, Chinese, Tagalog, Korean, Russian and Vietnamese
WFPI274	English
M44-316E	English and Spanish
NA 840	English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Tagalog, Korean, Russian and Vietnamese
~~NA 845~~	~~English and Spanish~~
~~NA 1242~~	~~English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Tagalog, Korean, Russian and Vietnamese~~

Table 2.3.2.2 CalSAWS Forms to be updated

2.4 Correspondence: Update forms to the new version

2.4.1 Overview

This effort is to update the following forms to the latest version provided in the ACL 19-67.

Form Name	Availability in C-IV and Form updates	Availability in LRS/CalSAWS and Form updates
CW2218	Y - EID amended from $225 to $500, property limit requirements revised, and deleted obsolete reference	Y - EID amended from $225 to $500, property limit requirements revised, and deleted obsolete reference

© 2019 CalSAWS. All Rights Reserved.

	to fingerprint/ photo imaging and replaced with photo identification	to fingerprint/ photo imaging and replaced with photo identification
NA274G	N	Y - Form modified to reflect "Overpayment Amount Owed (For Overpayments Occurring on or after 10/1/2013 to 6/20/2020."
NA1239SAR	Y - Disregard amount increased from $225 to $500. Obsolete MFG verbiage deleted	Y - Disregard amount increased from $225 to $500. Obsolete MFG verbiage deleted.

2.4.2 Description of changes

1. Update the following forms to change the Disability Based Unearned Income Disregard (DBI) or Earned Income Disregard of $225 to populate the value from CT335_53 which will be $500.

~~2. Update the following forms to change the Earned Income Disregard of $225 to populate the value from CT335_AI which will be $500.~~

- Following are the C-IV forms to be updated.

Form Name	Form Languages to be updated
CW2218	English and Spanish
NA1239SAR	All 13 C-IV supported languages

Table 2.4.2.1 C-IV Forms to be updated

- Following are the LRS/CalSAWS forms to be updated.

Form Name	Form Languages to be updated
CW2218	English, Spanish, Armenian, Cambodian, Chinese, Korean, Russian, Vietnamese
NA274G	English and Spanish
NA1239SAR	English and Spanish

Table 2.4.2.2 LRS/CalSAWS Forms to be updated

~~3.~~2. The following text has been updated for CW 2218, NA 274G and NA 1239 SAR.

Form Name	Update location in the document	Text Update
CW 2218	Page 3, paragraph 2, replace	**Photo Identification**

© 2019 CalSAWS. All Rights Reserved.

	Fingerprint/Photo Imaging with Photo Identification	Most adults applying for a child-only grant must show a form of photo identification. Non-needy caretaker relatives applying only for a relative foster child are not required to show photo identification. If you apply at a later date for CalWORKs for yourself and/or other children in your family who are not relative foster children, you must show photo identification.
NA 274G	Page 1 Header under 'Overpayment Amount Owed'	(For Overpayments Occurring on or after 10-1-2013 to 5-31-2020)
	Page 1 Footer	(For 10-1-2013 To 5-31-2020)
NA 1239 SAR	Page 1, Section B, line item 5	Excluding Penalized Persons

Note: Translations for CW 2218 and NA 1239 SAR are available in Supporting Documents -> CalSAWS Forms/C-IV Forms -> Recommendation 2.4 New Version Forms with Variable updates -> CW 2218/NA 1239SAR -> Translations.

Note: Supporting Documents.Zip has the state versions of the forms that are being updated with the ACL 19-67 for reference. Only the contents of the forms will be updated, Header, Footer and the rest of the format of the forms will remain the same unless otherwise mentioned in the design document.

2.5 Correspondence: C-IV Only - Add the updated version of the forms

2.5.1 Overview

ACL 19-67 has updated version of the forms which includes EID value updates and text updates listed below.

Form Name	Availability in C-IV and Form Updates	Availability in LRS/CalSAWS and Form updates
CW 2166	Y- Budget calculations updated to reflect increases in minimum wage and EID and the sentence 'FACTS ABOUT OTHER BENEFITS YOU CAN GET FROM WORKING' has been added on page 2.	N

© 2019 CalSAWS. All Rights Reserved.

WTW 16A	Y- EID amended from $225 to $500; Examples updated with to reflect current changes	N
WTW 16B	Y - EID amended from $225 to $500; Examples updated with to reflect current changes	N

2.5.2 Description of Changes

This effort is to add the updated version of the following forms to C-IV system. End date the existing version of the forms as of 05/31/2020 and add the updated forms to the system to be generated effective 06/01/2020.

Form Name	Form Languages to be updated
CW2166	All 13 C-IV supported languages
WTW 16A	English and Spanish
WTW 16B	English and Spanish

Note: Translations for the sentence 'FACTS ABOUT OTHER BENEFITS YOU CAN GET FROM WORKING' are available in Supporting Documents -> C-IV Forms -> Recommendation 2.5 New Version Forms -> CW 2166 -> Translations

Note: Supporting Documents.Zip has the state versions of the forms that are being updated with the ACL 19-67 for reference. Only the contents of the forms will be updated, Header, Footer and the rest of the format of the forms will remain the same unless otherwise mentioned in the design document.

2.6 Correspondence: Update vehicle property limits and resource limits to reflect the new values on the impacted forms

2.6.1 Overview

The effort is to update the forms which contain references to the limit for resources and vehicle property limits to the new limits based on the ACL 19-67.

© 2019 CalSAWS. All Rights Reserved.

The following table list the forms that are available in C-IV and/or LRS/CalSAWS.

Form Name	Available in C-IV	Available in LRS/CalSAWS
CW 2218	Y	Y
SAWS 2A SAR	Y	Y
CW 86-LA	N	Y
M44-316C SAR	Y	N

2.6.2 Description of Changes

Update the following forms to add a variable in place of the static text which has references to the current resources and vehicle property limits.

1. Below table lists the current limits, updated limits and the reference to the database value.

	Current limit	Updated limit	Database table and code_num_identif to pull the value from
CalWORKs Property Limit	$2000 or $2,000	$10,000	CT 335_84
	$2,250 or $2250		
CW Elderly and Disabled Property Limit	$3,000	$15,000	CT 335_03
	$3,500 or $3500		
	$3,250 or $3250		
CW Motor Vehicle Disregard	$4,650	$25,000	CT 335_AN
CW Motor Vehicle Disregard	$9,500 or $9500		

Table 2.3.2.1 List of Current and Updated limits

© 2019 CalSAWS. All Rights Reserved.

2. CalSAWS: Below table has the list of forms that needs to be updated.

Form Name	Limits listed in the form	Form Languages to be updated
CW 2218	$2,250	English Spanish Armenian Cambodian Chinese Korean Russian Vietnamese
SAWS 2A SAR	$2250 $3250 $9,500	English Spanish Armenian Cambodian Chinese Tagalog Korean Russian Vietnamese
CW 86-LA	$2,000 $3,000	English Spanish Armenian Cambodian Chinese Tagalog Korean Russian Vietnamese

Table 2.3.2.2 CalSAWS forms to be updated

3. C-IV: Below table has the list of forms that needs to be updated.

Form Name	Limits listed in the form	Form Languages to be updated

© 2019 CalSAWS. All Rights Reserved.

CW 2218	$2,250	English Spanish
M44-316C SAR	$2,250 $3,500	English Spanish
SAWS 2A SAR	$2250 $3250 $9,500 $4,650(Hmong form currently displays the incorrect value $4,650 in place of $9,500)	English Spanish Armenian Arabic Cambodian Chinese Farsi Tagalog Hmong Korean Lao Russian Vietnamese

Table 2.3.2.3 C-IV forms to be updated

4. Update the following text in CW 2218 form.

Update location in the document	Text Update
Page 6, Property limit	There is a $10,000 limit on the value of the property (e.g. bank accounts, stocks, etc.) that the child can own and be eligible to receive CalWORKs benefits. That limit increases to $15,000 if the child has a disability. A child under age 18 can own a vehicle (for example a car, truck, van, motorcycle, etc.) to drive to work, school, job training or to look for work. This also applies during temporary periods of unemployment for the child who customarily drives to and from work. Any motor vehicle with an equity value of $25,000 or less will not count against the $10,000. For each motor vehicle with an equity value of more than $25,000, the value that exceeds $25,000 counts against the child's property. If it was given to the child as a gift, a donation, or a family member transferred it to the child, we also do not count it. You will be asked to give the county proof from the Department of Motor Vehicles that it was a gift, donation or transfer from a family member. We do not count the value of the vehicle at all when the vehicle is used for certain purposes, such as when the vehicle is used as the child's residence. If the child uses the vehicle other than to drive to work, school, job training or to look for work, please talk to your worker.

© 2019 CalSAWS. All Rights Reserved.

© 2019 CalSAWS. All Rights Reserved.

2.7 Modify IRT Tier 2 Rules.

2.7.1 Overview

The first two CW tiers never exceed the third tier outlined in the table 1 from ***ACL 19-76 page 10***. In Tier 2 the amount of income likely to render the AU ineligible for CW benefits uses the current formula of MAP X 2 +$225+1.

AU Size	Income Reporting Threshold
0	$1,354
1	$1,354
2	$1,832
3	$2,311
4	$2,790
5	$3,269
6	$3,748
7	$4,227
8	$4,705
Each additional member	$479

Table 1: Federal Fiscal Year (FFY) 2019 CalWORKs Income Reporting Threshold (IRT)Effective June 1, 2020)

2.7.2 Description of Change

1. Effective June 1, 2020:
    a. Update CW Tier 2 to use 130% of FPL values for current year instead of the MAP X 2 +225 (prior to June 1, 2020)+1 formula. ACL 19-76 replaces the CW IRT Tier 2 (the amount of income likely to render the AU ineligible for CW with what was previously the CW Tier 3 IRT (130 percent of the FPL).
    b. Update rules to use 130%FPL for Tier 2 instead of Calculation.

Figure 4 CW EDBC Summary

© 2019 CalSAWS. All Rights Reserved.

2.7.3 Counties Impacted

All Counties are impacted per change implemented.

2.7.4 Report Usage/Performance

2. Impacted cases in which the user has not yet run EDBC with the new EID will be updated through a batch EDBC process, refer to SCR CA 211596 CIV-105562

© 2019 CalSAWS. All Rights Reserved.

2.8 Keep the CW Case Open When the Potential Grant Amount is $0

2.8.1 Overview

The current CW business rules functionality fails when the recipient qualifies for $0 grant benefit or the recipient's income is above the IRT threshold.

2.8.2 Description of Changes

1. Update CalWORKS EDBC to not fail the EDBC for over income when the Gross Income amount is under 130% FPL based on the household size (MAP Family Unit Size). The case may still fail due to over income on the applicant test.

© 2019 CalSAWS. All Rights Reserved.

2.9 Automated Regression Test

2.9.1 Overview

Create and update regression test scripts to validate the new Earned Income Disregard, Unearned Income Disregard, the new Income Reporting Threshold, and the new $0 Allotment logic.

2.9.2 Description of Changes

1. Create a CW and RCA case, add a significant amount of earned income and unearned income, run EDBC, and verify that the Disability Based Earned and Unearned Income Disregards reflects the new values.
2. Update the following scripts to verify the new Tier 2 IRT.
    a. **CW – MAP Exempt – Assistance Unit Size #**
    b. **CW – MAP Non-Exempt – Assistance Unit Size #**
3. Create a CW case, add enough income such that the benefit amount is less than $10 (forcing $0 allotment), and verify that the program remains open.

© 2019 CalSAWS. All Rights Reserved.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	This document contains a list of snippets that are update per this SCR	Snippets_to_update.xlsx
2	Client Correspondence	A copy of all the impacted forms are uploaded to JIRA	Supporting Documents.zip

© 2019 CalSAWS. All Rights Reserved.

5 REQUIREMENTS

The following requirements will be resolved in order to resolve and achieve the desired outcome

5.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.1.2	The LRS shall include an automated method for implementing mass updates triggered by policy changes or mass participant financial changes, including Social Security or Veterans benefits cost of living adjustments (COLAs)	EID will be updated from $225 to $500

© 2019 CalSAWS. All Rights Reserved.

DRAFT

Design Document

SCR CA-203787 | C-IV-104670

[Auto Discontinue of AAP When Youth Turn 18/21 and Update NA 791]

© 2018 CalACES. All Rights Reserved.

DOCUMENT APPROVAL HISTORY	
Prepared By	Steve Hancock, Imran Bashir
Reviewed By	Dana Petersen, Priya Sridharan, Stephanie Hugo, Christine Altavilla, Himanshu Jain, Girish Chakkingal, Srinivasa Meenavalli, Karthikeyan Krishnamoorthy, Balakumar Murthy

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/18/2019	0.5	Added mockup, comparison and updated FDD	BashirI
10/01/2019	1.0	Final design submitted for approval	HancockS
10/30/2019	2.0	Made requested changes to Mockups	BashirI
11/5/2019	3.0	Updated logic for age extension.	HancockS
11/22/2019	3.1	Updated flow chart to add the new NOA and correct wording.	HancockS
12/03/2019	3.2	Updated mockups	Ng Jamie
12/19/2019	3.3	Added Clarification for NA 791 Headers	Tiffany Huckaby
2/7/2019	3.4	Re-added the word 'Date' in NA 791 mockups	BashirI
2/19/2019	3.5	Added modification to Batch EDBC logic for additional skip code criteria. Changed 2.3.7 to match the batch Failure Procedures with the other batch procedures in the design.	HancockS

© 2018 CalACES. All Rights Reserved.

Table of Contents

1 Overview 4
1.1 Current Design 4
1.2 Requests 4
1.3 Overview of Recommendations 4
1.4 Assumptions 7
2 Recommendations 8
2.1 Updates to the NA 791 NOA 8
2.1.1 Overview 8
2.1.2 Description of Change 8
2.2 CalSAWS only: Create NA 791 Form Sweep 15
2.2.1 Overview 15
2.2.2 Description of Change 16
2.2.3 Execution Frequency 16
2.2.4 Key Scheduling Dependencies 16
2.2.5 Counties Impacted 16
2.2.6 Data Volume/Performance 16
2.2.7 Failure Procedure/Operational Instructions 16
2.3 CalSAWS Only: Re-evaluate AAP Program for NMDs Turning 18 and 21 17
2.3.1 Overview 17
2.3.2 Description of Change 17
2.3.3 Execution Frequency 19
2.3.4 Key Scheduling Dependencies 19
2.3.5 Counties Impacted 19
2.3.6 Data Volume/Performance 20
2.3.7 Failure Procedure/Operational Instructions 20
3 Requirements 20
3.1 Project Requirements 20
4 Migration Impacts 20
5 Supporting Documents 20

DRAFT

© 2018 CalACES. All Rights Reserved.

1 OVERVIEW

Adoptions Assistance Program (AAP) eligibility workers currently manually track adoptive child's birthdates and run EDBC to discontinue at age 18 and\or 21. CalSAWS will develop batch sweeps to discontinue AAP programs for Non-Minor Dependents (NMDs) effective the first of the month after the month the NMDs turns 18 and\or 21. CalSAWS will also generate a NA 791 NOA seventy calendar days before the end of the NMDs 18th and 21st birthday month.

An exception to AAP program discontinuance is when the NMDs are turning Age 18 but their AAP benefits are extended to Age 21. These individuals will not be included in the batch sweep and instead will be discontinued by the batch job at Age 21.

1.1 Current Design

AAP eligibility workers perform the following actions manually:

- Evaluate adoptive child's birthdates for when they turn 18 and 21.
- Run EDBC to discontinue the AAP program when the NMD turns ~~of~~ age 18 and are not eligible for an extension of AAP benefits.
- Run EDBC to discontinue the AAP program when the NMD turns ~~of~~ age 21 who had extended benefits.
- Batch EDBC skips DCFS programs (Foster Care, KinGAP, Addoption Assistance Programs) when the result of Batch EDBC is a Discontinuance or Denial status. The EDBC will skip with the following reason: "Batch EDBC resulted in a Denial/Discontinuance for DCFS"
- The NA 791 (version 11/16) was available to manually generate from Template Repository.

1.2 Requests

- Create new batch sweeps to evaluate NMD birthdates and run EDBC to re-evaluate the AAP program when a NMD turns age 18 and\or 21.
- Update the NA 791 to the newest State version (version 9/18).
- Automate sending NA 791 NOA seventy calendar days before the end of the month of the NMD 18th birthdate and 21st birthdate month and when the child is discontinued.

1.3 Overview of Recommendations

- Update the NA 791 to the newest 9/18 version.
- CalSAWS only: Automate sending the NA 791 seventy calendar days before the end of the month of the NMD 18th birthdate and 21st birthdate month and when the NMD is discontinued.
- Create new EDBC batch sweeps to evaluate NMD birthdates and run the batch sweeps on the 10th of the month of each month. When the NMDs turn 18 or 21 during the month the Batch EDBC is evaluating, Batch EDBC will discontinue the AAP program. If the NMD is turning 18, a check will also be done to confirm the NMD does not have an extension to stay on the program until age 21.

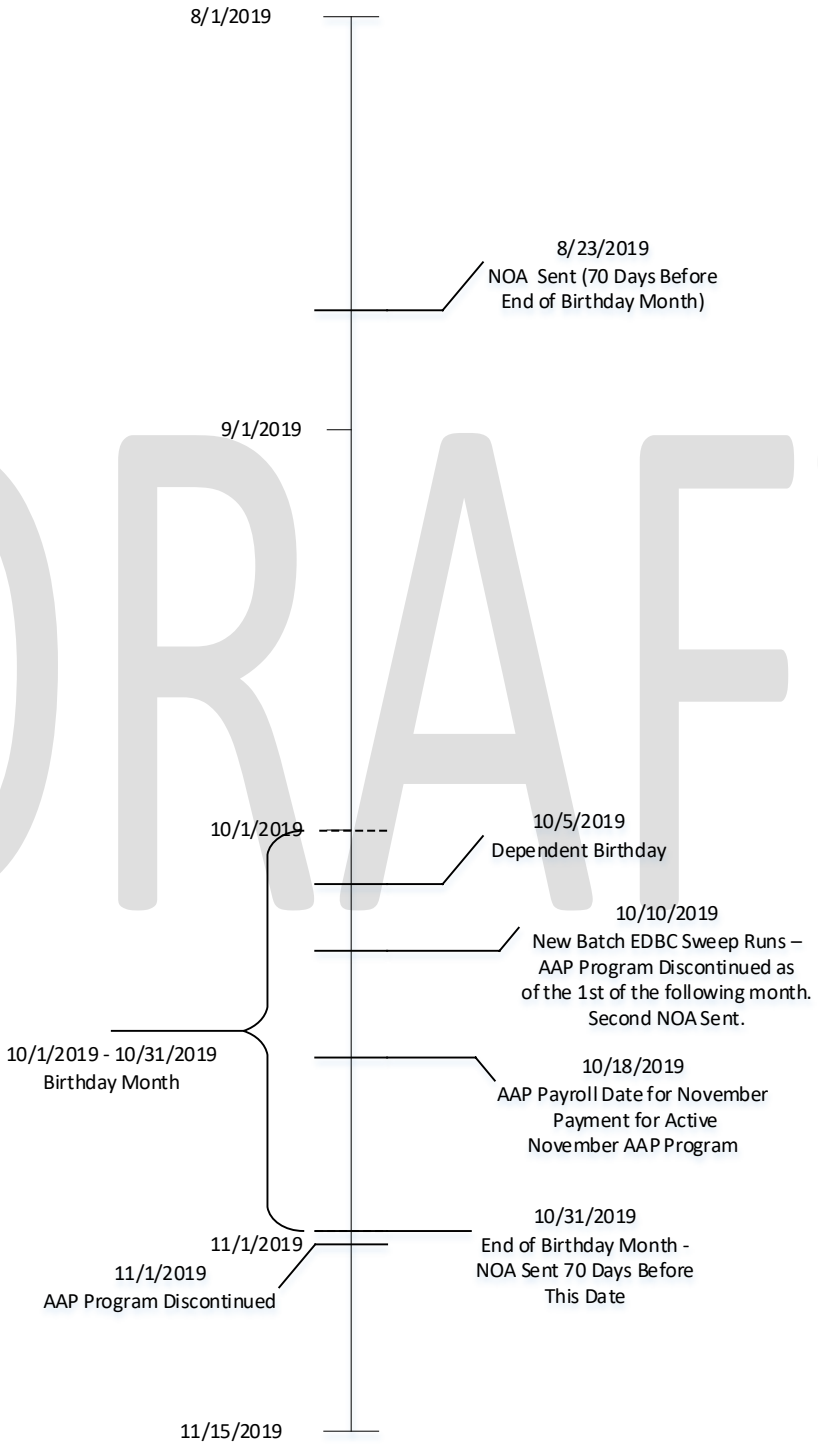
© 2018 CalACES. All Rights Reserved.

- Create a journal entry for each AAP program discontinued by the EDBC run.
- Modify Batch EDBC Skip logic to bypass the DCFS Skip Reason of "Batch EDBC resulted in a Denial/Discontinuance for DCFS" when running EDBC to Discontinue AAP when the NMD turns 18 or 21.

DRAFT

© 2018 CalACES. All Rights Reserved.

Example Timeline:



DRAFT

© 2018 CalACES. All Rights Reserved.

1.4 Assumptions

1. The NA 791 is only currently available in English in CalSAWS and available in English and Spanish in C-IV. This effort will only update/add English and Spanish. Threshold will be included in a separate SCR (SCR CA-210572/CIV-105082).
2. The NA 791 form has a Variable named <DATA006> that at the moment only populates the one LA County specific phone number. DDCR 1065 will address the phone numbers required for other counties.
3. The language code is added at the end due to the existing Noa framework technology constraint in all Non-English forms and NOAs, for example 'NA 791 (9/18) – REQURIED FORM – SP'.

DRAFT

© 2018 CalACES. All Rights Reserved.

2 RECOMMENDATIONS

Automate sending NA 791 NOA seventy calendar days before the end of the month of the NMD 18th birthdate and 21st birthdate month and when the NMD is discontinued.

Create new batch jobs for the AAP program to evaluate NMD birthdates and run EDBC to re-evaluate the AAP program as of the 1st of the next month after the birthday month when a NMD turns of age 18 and 21.

2.1 Updates to the NA 791 NOA

2.1.1 Overview

Update the NA 791 to the newest State version (version 9/18). Update the NA 791 to generate the age 21 verbiage or age 18 verbiage based upon EDBC results. This notice will be generated 70 days before the last day of the month for the child's birthday month and when the child is discontinued via EDBC.

2.1.2 Description of Change

The AAP NOA (NA 791) will be updated in Template Repository. The NOA will be updated to generate the applicable age 18 or age 21 verbiage when EDBC (see Recommendations 2.1.2.2 and 2.1.2.3) runs and fails the person for these reasons.

2.1.2.1 Update the NA 791 to the newest State Version (9/18)

Note: Form version of NA 791 is a static version and stored in repository.
NOA version of NA 791 is a dynamic version and generated by EDBC.
NOA version of NA 791 is comprises of fragments.

Update the NA 791 to the newest version available from the State (version 9/18). This NOA will be updated in English in The Systems. It will also be added in Spanish for CalSAWS and the existing Spanish version will be updated for C-IV. This will update both the version generated in CalSAWS from EDBC and the one available in Template Repository in The Systems. The C-IV system will maintain it's existing Standard Header on the NA 791. Any updates to the Header does not apply for C-IV. The Header changes below will update both the Form (AA_FORM_TEMPLATE) and NOA (AA_NOA_TEMPLATE) templates in CalSAWS. The NOA Cover Sheet will also be updated with the new Header in CalSAWS.

Note: The NA 791 currently has a NA Back 9.

© 2018 CalACES. All Rights Reserved.

See Supporting Documents section for Mockup and FDD.

The following are the updates to the NA 791 (Note: Only the highlighted areas are being updated, the example below are the State Forms and due to this headers and footer may vary from the example below):

DRAFT

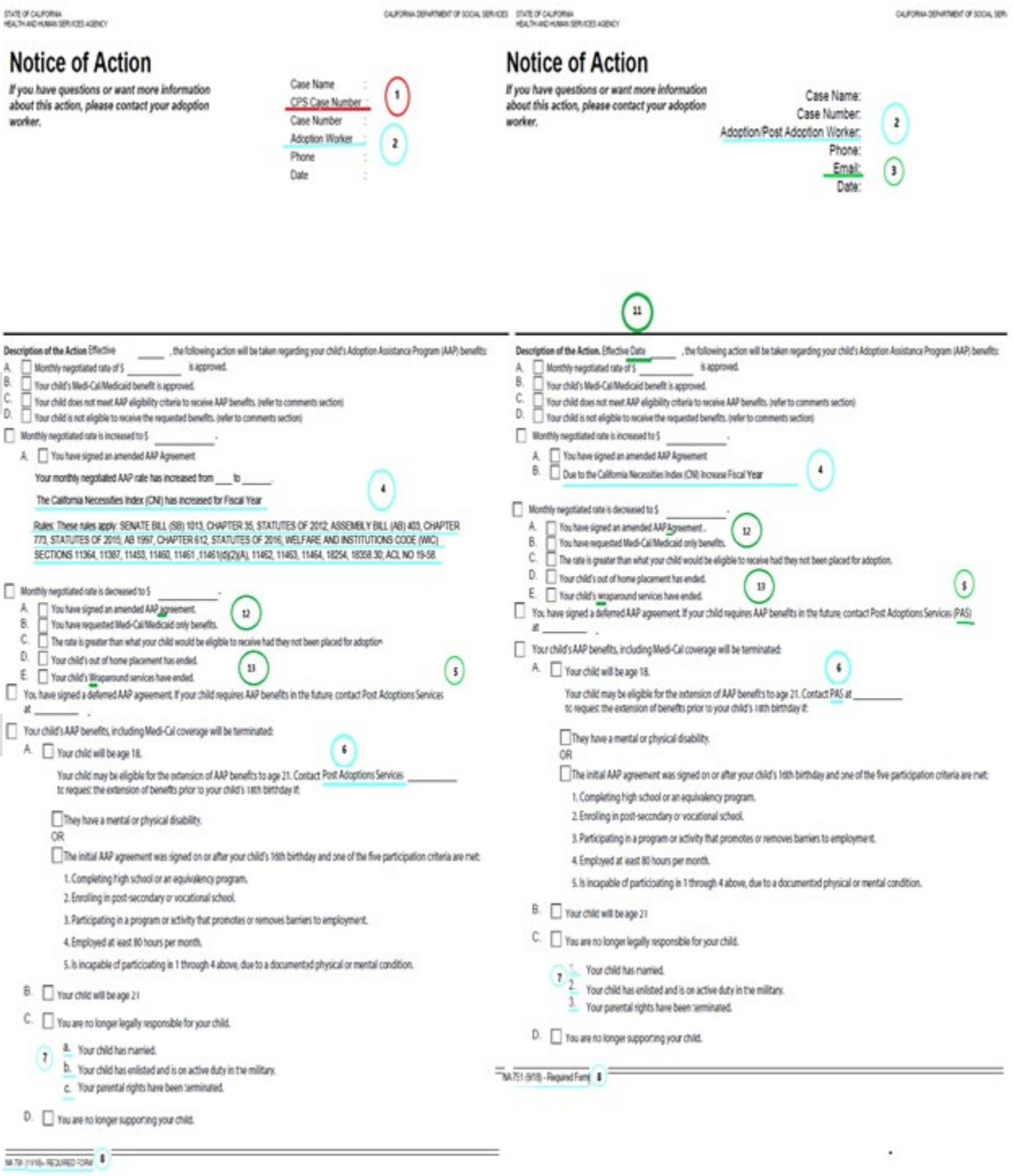
Legend:

Blue color means change in text

Green color means addition of text

Red color means removal of text

© 2018 CalACES. All Rights Reserved.



STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Notice of Action

If you have questions or want more information about this action, please contact your adoption worker.

Case Name :
CPS Case Number : 1
Case Number :
Adoption Worker : 2
Phone :
Date :

Description of the Action Effective _____ , the following action will be taken regarding your child's Adoption Assistance Program (AAP) benefits:

A. ☐ Monthly negotiated rate of $ _____ is approved.
B. ☐ Your child's Medi-Cal/Medicaid benefit is approved.
C. ☐ Your child does not meet AAP eligibility criteria to receive AAP benefits. (refer to comments section)
D. ☐ Your child is not eligible to receive the requested benefits. (refer to comments section)

☐ Monthly negotiated rate is increased to $ _____ .

A. ☐ You have signed an amended AAP Agreement

Your monthly negotiated AAP rate has increased from ___ to _____.

The California Necessities Index (CNI) has increased for Fiscal Year 4

Rules: These rules apply: SENATE BILL (SB) 1013, CHAPTER 35, STATUTES OF 2012; ASSEMBLY BILL (AB) 403, CHAPTER 773, STATUTES OF 2015; AB 1997, CHAPTER 612, STATUTES OF 2016; WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS 11364, 11387, 11453, 11460, 11461, 11461(d)(2)(A), 11462, 11463, 11464, 18254, 18358.30; ACL NO 19-58

☐ Monthly negotiated rate is decreased to $ _____ .

A. ☐ You have signed an amended AAP agreement. 12
B. ☐ You have requested Medi-Cal/Medicaid only benefits.
C. ☐ The rate is greater than what your child would be eligible to receive had they not been placed for adoption
D. ☐ Your child's out of home placement has ended. 13
E. ☐ Your child's Wraparound services have ended. 5

☐ You have signed a deferred AAP agreement. If your child requires AAP benefits in the future, contact Post Adoptions Services at _____ .

☐ Your child's AAP benefits, including Medi-Cal coverage will be terminated:

A. ☐ Your child will be age 18. 6

Your child may be eligible for the extension of AAP benefits to age 21. Contact Post Adoptions Services _____ to request the extension of benefits prior to your child's 18th birthday if:

☐ They have a mental or physical disability.
OR
☐ The initial AAP agreement was signed on or after your child's 16th birthday and one of the five participation criteria are met:

1. Completing high school or an equivalency program.
2. Enrolling in post-secondary or vocational school.
3. Participating in a program or activity that promotes or removes barriers to employment.
4. Employed at least 80 hours per month.
5. Is incapable of participating in 1 through 4 above, due to a documented physical or mental condition.

B. ☐ Your child will be age 21

C. ☐ You are no longer legally responsible for your child.

7
a. Your child has married.
b. Your child has enlisted and is on active duty in the military.
c. Your parental rights have been terminated.

D. ☐ You are no longer supporting your child.

NA 751 (11/16) - REQUIRED FORM 8

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERV

Notice of Action

If you have questions or want more information about this action, please contact your adoption worker.

Case Name:
Case Number:
Adoption/Post Adoption Worker: 2
Phone:
Email: 3
Date:

11

Description of the Action. Effective Date _____ , the following action will be taken regarding your child's Adoption Assistance Program (AAP) benefits:

A. ☐ Monthly negotiated rate of $ _____ is approved.
B. ☐ Your child's Medi-Cal/Medicaid benefit is approved.
C. ☐ Your child does not meet AAP eligibility criteria to receive AAP benefits. (refer to comments section)
D. ☐ Your child is not eligible to receive the requested benefits. (refer to comments section)

☐ Monthly negotiated rate is increased to $ _____ .

A. ☐ You have signed an amended AAP Agreement
B. ☐ Due to the California Necessities Index (CNI) Increase Fiscal Year 4

☐ Monthly negotiated rate is decreased to $ _____ .

A. ☐ You have signed an amended AAP Agreement. 12
B. ☐ You have requested Medi-Cal/Medicaid only benefits.
C. ☐ The rate is greater than what your child would be eligible to receive had they not been placed for adoption.
D. ☐ Your child's out of home placement has ended. 13
E. ☐ Your child's wraparound services have ended. 5

☐ You have signed a deferred AAP agreement. If your child requires AAP benefits in the future, contact Post Adoptions Services (PAS) at _____ .

☐ Your child's AAP benefits, including Medi-Cal coverage will be terminated:

A. ☐ Your child will be age 18. 6

Your child may be eligible for the extension of AAP benefits to age 21. Contact PAS at _____ to request the extension of benefits prior to your child's 18th birthday if:

☐ They have a mental or physical disability.
OR
☐ The initial AAP agreement was signed on or after your child's 16th birthday and one of the five participation criteria are met:

1. Completing high school or an equivalency program.
2. Enrolling in post-secondary or vocational school.
3. Participating in a program or activity that promotes or removes barriers to employment.
4. Employed at least 80 hours per month.
5. Is incapable of participating in 1 through 4 above, due to a documented physical or mental condition.

B. ☐ Your child will be age 21

C. ☐ You are no longer legally responsible for your child.

7
1. Your child has married.
2. Your child has enlisted and is on active duty in the military.
3. Your parental rights have been terminated.

D. ☐ You are no longer supporting your child.

NA 751 (9/18) - Required Form 8

© 2018 CalACES. All Rights Reserved.

☐ An overpayment of $ has occurred for the period of to :

MONTH/DATE OF PAYMENT	AMOUNT RECEIVED	AMOUNT SHOULD HAVE RECEIVED	MONTH/DATE OF PAYMENT	AMOUNT RECEIVED	AMOUNT SHOULD HAVE RECEIVED

☐ You were overpaid because you failed to report:

A. ☐ You were no longer supporting your child

B. ☐ You were no longer legally responsible for your child:

9

a. Your child has married

b. Your child has enlisted and is on active duty in the military

c. Your parental rights have been terminated

☐ You may have committed fraud in your application for or reassessment of the AAP benefits, and as a result have received checks/deposits to which your child was not entitled to receive.

Description of the alleged fraud:

The county shall not demand overpayment collection when the overpayment was due to county error.

Comments:

Regulations: This action is required by the following state regulations which are available for review at the Adoption Agency: California Code of Regulations Title 22, Division 2, Chapter 3, Subchapter 7, Articles 1-10, Sections 35325-35352.2

State Hearing: If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

10

☐ An overpayment of $ _____ has occurred for the period of _____ to _____ :

MONTH/DATE OF PAYMENT	AMOUNT RECEIVED	AMOUNT SHOULD HAVE RECEIVED	MONTH/DATE OF PAYMENT	AMOUNT RECEIVED	AMOUNT SHOULD HAVE RECEIVED

☐ You were overpaid because you failed to report:

A. ☐ You were no longer supporting your child

B. ☐ You were no longer legally responsible for your child:

14

9

1. ☐ Your child has married

2. ☐ Your child has enlisted and is on active duty in the military

3. ☐ Your parental rights have been terminated

15

☐ You may have committed fraud in your application for or reassessment of the AAP benefits, and as a result have received checks/deposits to which your child was not entitled to receive.

Description of the alleged fraud:

The county shall not demand overpayment collection when the overpayment was due to county error.

Comments:

Regulations: This action is required by the following state regulations which are available for review at the Adoption Agency: California Code of Regulations Title 22, Division 2, Chapter 3, Subchapter 7, Articles 1-10, Sections 35325-35352.2

State Hearing: If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

10

© 2018 CalACES. All Rights Reserved.

Number	Description	Existing Text	Updated Text	Formatting *
1	Removal of CPS Case Number	CPS Case Number	-	Arial Font Size 10
2	Change in Adoption Worker text	Adoption Worker	Adoption/Post Adoption Worker	Arial Font Size 10
3	Addition of Email	-	Email	Arial Font Size 10
4	CNI verbiage change	Your monthly negotiated AAP rate has increased from <OLD_RATE> to <NEW_RATE>. The California Necessities Index (CNI) has increased for Fiscal Year <MONTY_YEAR>. Rules: These rules apply: SENATE BILL (SB) 1013, CHAPTER 35, STATUTES OF 2012; ASSEMBLY BILL (AB) 403, CHAPTER 773, STATUTES OF 2015; AB 1997, CHAPTER 612, STATUTES OF 2016; WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS 11364, 11387, 11453, 11460, 11461 ,11461(d)(2)(A), 11462, 11463, 11464, 18254, 18358.30; ACL NO 19-58.	Due to the California Necessities Index (CNI) Increase Fiscal Year	Arial Font Size 10

DRAFT

© 2018 CalACES. All Rights Reserved.

5	**Addition of an abbreviation -**You have signed deferred AAP agreement. If your child requires AAP benefits in the future, contact Post Adoption Services at <DATA006>	Post Adoption Services <DATA006>	Post Adoption Services (PAS) <DATA006>	Arial Font Size 10
6	**Replacement by an Abbreviation** - Your child may be eligible for the extension of AAP benefits to age 21. Contact Post Adoption Services at <DATA007>	Post Adoption Services <DATA007>	PAS <DATA007>	Arial Font Size 10
7	**Usage of a numbered list for option C of** -Your child AAP benefits, including Medi-Cal coverage will be terminated -Option C is 'you are no longer legally responsible for your child.'	Earlier there were three choices numbered as (a) (b)(c)	Now there are three choices numbered as (1) (2) (3)	Arial Font Size 10
8	Revision No/Form Footer	NA 791 (11/16)	NA 791 (9/18)	Arial Font Size 5.5
9	**Usage of a numbered list for option B of** -You were overpaid because you failed to report Option B is 'you are no longer legally responsible for your child.'	Earlier there were three choices numbered as (a) (b)(c)	Now there are three choices numbered as (1) (2) (3)	Arial Font Size 10
10	Revision No/Form Footer	NA 791 (11/16)	NA 791 (9/18)	Arial Font Size 5.5
11	Addition of word 'Date'	Effective	Effective Date	Arial Font Size 10
12	Agreement should be stating with Capital "A" -	You have signed an amended AAP agreement	You have signed an amended AAP Agreement	Arial Font Size 10

DRAFT

© 2018 CalACES. All Rights Reserved.

13	Wraparound should be in lower case letter -	Your child's Wraparound services have ended.	Your child's wraparound services have ended.	Arial Font Size 10
14	Check boxes are not aligned	A. ☐ You we B. ☐ You we	A. ☐ You we B. ☐ You we	
15	Check boxes are not visible	1. [Your 2. [Your 3. [Your	1. ☐ Your 2. ☐ Your 3. ☐ Your	

DRAFT

2.1.2.2 CalSAWS Only: Add Section Generation logic for AAP NOA (NA 791) for age 18

For EDBC:

Add this new Fragment on a AAP NOA for the program when all of the following are true:

- The AAP Program is failing in the newly run EDBC for the status reason of 'Disc NMD turned 18'.
- there is at least one existing AAP EDBC for the current Benefit month and in the most recent saved AAP EDBC of the existing AAP EDBCs for that month the program had an active status

or

there is not a previously existing AAP EDBC for the current Benefit month and there is at least one AAP EDBC for the previous month and in the most recent saved AAP EDBC for the previous month the program had an active status

For Batch:

Generate this Section on the AAP NOA (NA 791) when the NA 791 Form Sweep (See Recommendation 2.2) generates the NA 791 form 70 or less days before the last day of the month that the child will be turning 18.

2.1.2.3 CalSAWS Only: Add Section Generation logic for AAP NOA (NA 791) for age 21

For EDBC:

Add this new Fragment on a AAP NOA for the program when all of the following are true:

© 2018 CalACES. All Rights Reserved.

- The AAP Program is failing in the newly run EDBC for the status reason of 'Disc NMD turned 21'.
- there is at least one existing AAP EDBC for the current Benefit month and in the most recent saved AAP EDBC of the existing AAP EDBCs for that month the program had an active status

or

there is not a previously existing AAP EDBC for the current Benefit month and there is at least one AAP EDBC for the previous month and in the most recent saved AAP EDBC for the previous month the program had an active status

For Batch:

Generate this Section on the AAP NOA (NA 791) when the NA 791 Form Sweep (See Recommendation 2.2) generates the NA 791 form 70 or less days before the last day of the month that the child will be turning 21.

2.2 CalSAWS only: Create NA 791 Form Sweep

2.2.1 Overview

A nightly batch will be created to check for cases with active AAP that contain the following:

- The last day of the month the NMD on the case turns 18 years of age is in 70 or less calendar days
- NA 791 with the over 18 years of age reason has not been sent out in the 71 days prior to the last day of the month the NMD turns 18 years of age.
- NMD does not have an AAP program extension to Age 21.
- The NMD has an AAP program extension if the following exist on the AAP Summary Page > Extended Benefits section.
    a. For a Participation Extension the following requirements must be met:
        1. Was the Initial AAP Agreement signed on or after the youth's 16th birthday?" = Yes
        2. "Is the AAP youth meeting participation requirements for extended benefits?" = Yes
        3. At least one of the following check boxes are checked:
            - "Completing secondary education"
            - "Completing post-secondary or vocational education"
            - "Participating in a program or activity to remove barriers to employment"
            - "Employed for at least 80 hours per month"
            - "Incapable of doing any of the above activities due to a mental or medical condition?"
    b. For a Medical Extension the following requirements must be met:

© 2018 CalACES. All Rights Reserved.

1. "Does the AAP youth have a mental or physical disability that meets the requirements for extended benefits?" = Yes

OR

- The last day of the month the NMD on the case turns 21 years of age is in 70 or less calendar days
- NA 791 with the over 21 years of age reason has not been sent out in the 71 days prior to the end of the month that the NMD turned 21 years of age.

2.2.2 Description of Change

For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a NA791 during forms processing.

Transaction values:

- Case ID: Case associated to the AAP program
- Program ID: Active AAP Program
- Person ID: Primary Applicant of Active AAP Program
- Type Code: FR
- Sub Type Code: TBD
- Eff Date: The Batch Run Date
- Created By: Batch
- Updated By: Batch

DRAFT

2.2.3 Execution Frequency

This Batch Job will run every business day (Monday – Saturday).

2.2.4 Key Scheduling Dependencies

This job will run before forms balancers.

2.2.5 Counties Impacted

19 - Los Angeles

2.2.6 Data Volume/Performance

N/A

2.2.7 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

© 2018 CalACES. All Rights Reserved.

2.3 CalSAWS Only: Re-evaluate AAP Program for NMDs Turning 18 and 21

2.3.1 Overview

Create new Batch EDBC Sweep jobs to trigger Batch EDBC to re-evaluate NMD's (any person active on AAP) turning 18 and\or 21. These new batch sweep jobs will run on the 10th calendar day of each month. The batches will evaluate if and when the NMDs turn 18 or 21 during the month the batch is running for. If the NMD is turning 18 or 21 the EDBC batch sweep will trigger EDBC to re-evaluate the AAP program. When the NMD is turning 18, a check will also be done to confirm the NMD does not have an extension to stay on the program until age 21.

2.3.2 Description of Change

1. Create a CTCR to add new Batch Eligibility Sweep codes for the journal entry Category 942 (Batch Eligibility Sweep Codes).

Batch EDBC Sweep Code	Description
New/Update	New
Category Id	942
Short Decode Name	NMD turned 18
Long Decode Name	NMD turned 18
Begin date	Default / System Min Date / 01-JAN-00 00:00:00
End date	Default / System High Date /31-DEC-99 00:00:00

Batch EDBC Sweep Code	Description
New/Update	New
Category Id	942
Short Decode Name	NMD turned 21
Long Decode Name	NMD turned 21
Begin date	Default / System Min Date / 01-JAN-00 00:00:00

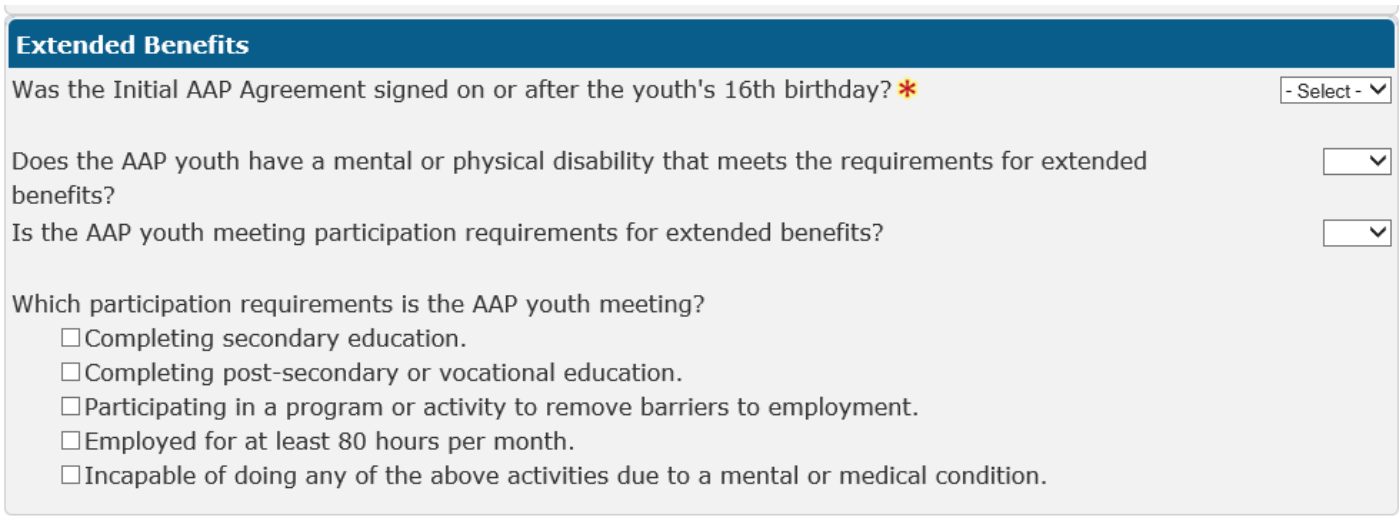
© 2018 CalACES. All Rights Reserved.

End date	Default / System High Date /31-DEC-99 00:00:00

2. Add new monthly batch sweep jobs to trigger Batch EDBC when the following conditions are met:
    i. Program Type = Adoptions Assistance Program (AAP)
    ii. Program Status is Active on the 1st of the month following the batch month.
        1. Example: Birthday is August 15th. Batch is ran on August 10th for the month of August birthdays. If a birthday is in August, batch will evaluate that the program is active effective September 1st.
    iii. First Batch Sweep: If NMD (Any Person Active on AAP) is turning 18:
        1. Birthdate is during the batch month.
        2. NMD does not have an AAP program extension to Age 21.
        3. The NMD has an AAP program extension if the following exist on the AAP Summary Page > Extended Benefits section.
            a. For a Participation Extension the following requirements much be met:
                i. "Was the Initial AAP Agreement signed on or after the youth's 16th birthday?" = Yes
                ii. "Is the AAP youth meeting participation requirements for extended benefits?" = Yes
                iii. At least one of the following check boxes are checked:
                    1. "Completing secondary education"
                    2. "Completing post-secondary or vocational education"
                    3. "Participating in a program or activity to remove barriers to employment"
                    4. "Employed for at least 80 hours per month"
                    5. "Incapable of doing any of the above activities due to a mental or medical condition"
            b. For a Medical Extension the following requirements much be met:
                i. "Does the AAP youth have a mental or physical disability that meets the requirements for extended benefits?" = Yes

DRAFT

© 2018 CalACES. All Rights Reserved.



DRAFT

iv. Second Batch Sweep: If NMD is turning 21:
    1. Birthdate is during the batch month.

3. The new monthly batch sweep jobs will perform the following actions:
    i. Trigger Batch EDBC with the following parameters:
        1. Run Type Code = Single Program Mode
        2. Effective Date = The month following the batch month
        3. Sub Type Code = If 18 Years Old (NMD turned 18); If 21 Years Old (NMD turned 21)
4. Modify the Batch EDBC with the following criteria to bypass the 'DFS' skip code:
    i. If the Sub Type Code = 'NMD Turned 18' or 'NMD Turned 21'
        1. THEN do not skip based on the skip code 'DFS' (Batch EDBC resulted in a Denial/Discontinuance for DCFS) and allow the discontinuance.

2.3.3 Execution Frequency

The jobs will be ran on the 10th calendar day monthly in order to trigger EDBC prior to the monthly AAP payroll process. If the 10th falls on a Sunday or holiday, the batches will run on the prior business day.

2.3.4 Key Scheduling Dependencies

The batches will run before the existing Batch EDBC processing job.

2.3.5 Counties Impacted

19 - Los Angeles

© 2018 CalACES. All Rights Reserved.

2.3.6 Data Volume/Performance

No measurable amount of data volume or performance change.

2.3.7 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.21	The CalSAWS shall automate eligibility determination and benefit calculation for certain individual and case changes.	AAP Eligibility Determination will be automatically re-evaluated based on a new EDBC sweep triggering the Batch EDBC.

4 MIGRATION IMPACTS

This SCR is only for CalSAWS which creates a gap with C-IV. For migration, this automation will be evaluated to determine if this should be made available for C-IV counties or if this will stay a Los Angeles County only functionality.

5 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	NOA/Form	NA 791 Mockup age 18	Age 18 - Mockup.docx
2	NOA/Form	NA 791 Mockup age 21	Age 21 - Mockup.docx

© 2018 CalACES. All Rights Reserved.

3	NOA/Form	NA 791 FDD Updates (Updates are highlighted)	updated_NOA_P009C_6032_SPD.DOCX

DRAFT

© 2018 CalACES. All Rights Reserved.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-204569 | CIV-102191

ACL 19-40 CalWORKs Outcome and Accountability Review (Cal-OAR) Phase II

© 2019 CalSAWS. All Rights Reserved.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jennifer Muna
	Reviewed By	Lien Phan, Joel Acevedo, Gingko Luna

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/27/2019	1.0	Initial version	Jennifer Muna
12/13/2019	1.1	Updated design per BA recommendation	Jennifer Muna
1/2/2020	1.2	Updated design per Build/System test recommendation	Jennifer Muna
2/20/2020	1.3	Updated data element criteria	Jennifer Muna
3/3/2020	1.4	Updated DE 23 & 26 criteria	Jennifer Muna

© 2019 CalSAWS. All Rights Reserved.

Table of Contents

1 Overview 7
1.1 Current Design 7
1.2 Requests 7
1.3 Overview of Recommendations 8
1.4 Assumptions 8
2 Recommendations 9
2.1 Create New Interface Batch Job for Cal-OAR19 Monthly Data File 9
2.1.1 Overview 9
2.1.2 Description of Change 9
2.1.3 Execution Frequency 10
2.1.4 Key Scheduling Dependencies 10
2.1.5 Counties Impacted 10
2.1.6 Data Volume/Performance 11
2.1.7 Interface Partner 11
2.1.8 Failure Procedure/Operational Instructions 11
2.2 Create New FTP Batch Job to Transfer the Cal-OAR19 data file to CDSS 11
2.2.1 Overview 11
2.2.2 Description of Change 11
2.2.3 Execution Frequency 11
2.2.4 Key Scheduling Dependencies 11
2.2.5 Counties Impacted 12
2.2.6 Data Volume/Performance 12
2.2.7 Interface Partner 12
2.2.8 Failure Procedure/Operational Instructions 12
2.3 Create New Interface Batch Job for Cal-OAR19A Monthly Data File 12
2.3.1 Overview 12
2.3.2 Description of Change 12
2.3.3 Execution Frequency 14
2.3.4 Key Scheduling Dependencies 14
2.3.5 Counties Impacted 14
2.3.6 Data Volume/Performance 14
2.3.7 Interface Partner 14

© 2019 CalSAWS. All Rights Reserved.

2.3.8 Failure Procedure/Operational Instructions....14
/2.4 Create New FTP Batch Job to Transfer the Cal-OAR19A data file to CDSS....15
2.4.1 Overview....15
2.4.2 Description of Change....15
2.4.3 Execution Frequency....15
2.4.4 Key Scheduling Dependencies....15
2.4.5 Counties Impacted....15
2.4.6 Data Volume/Performance....15
2.4.7 Interface Partner....15
2.4.8 Failure Procedure/Operational Instructions....15
2.5 Create New Interface Batch Job for Cal-OAR19B Monthly Data File....16
2.5.1 Overview....16
2.5.2 Description of Change....16
2.5.3 Execution Frequency....17
2.5.4 Key Scheduling Dependencies....17
2.5.5 Counties Impacted....17
2.5.6 Data Volume/Performance....18
2.5.7 Interface Partner....18
2.5.8 Failure Procedure/Operational Instructions....18
2.6 Create New FTP Batch Job to Transfer the Cal-OAR19B data file to CDSS....18
2.6.1 Overview....18
2.6.2 Description of Change....18
2.6.3 Execution Frequency....18
2.6.4 Key Scheduling Dependencies....18
2.6.5 Counties Impacted....18
2.6.6 Data Volume/Performance....19
2.6.7 Interface Partner....19
2.6.8 Failure Procedure/Operational Instructions....19
2.7 Create New Interface Batch Job for Cal-OAR19C Quarterly Data File....19
2.7.1 Overview....19
2.7.2 Description of Change....19
2.7.3 Execution Frequency....20
2.7.4 Key Scheduling Dependencies....21
2.7.5 Counties Impacted....21
2.7.6 Data Volume/Performance....21

© 2019 CalSAWS. All Rights Reserved.

2.7.7 Interface Partner....21
2.7.8 Failure Procedure/Operational Instructions....21
2.8 Create New FTP Batch Job to Transfer the Cal-OAR19C data file to CDSS....21
2.8.1 Overview....21
2.8.2 Description of Change....21
2.8.3 Execution Frequency....22
2.8.4 Key Scheduling Dependencies....22
2.8.5 Counties Impacted....22
2.8.6 Data Volume/Performance....22
2.8.7 Interface Partner....22
2.8.8 Failure Procedure/Operational Instructions....22
2.9 Create New Interface Batch Job for Cal-OAR19D Quarterly Data File....22
2.9.1 Overview....22
2.9.2 Description of Change....23
2.9.3 Execution Frequency....24
2.9.4 Key Scheduling Dependencies....24
2.9.5 Counties Impacted....24
2.9.6 Data Volume/Performance....24
2.9.7 Interface Partner....24
2.9.8 Failure Procedure/Operational Instructions....25
2.10 Create New FTP Batch Job to Transfer the Cal-OAR19D data file to CDSS....25
2.10.1 Overview....25
2.10.2 Description of Change....25
2.10.3 Execution Frequency....25
2.10.4 Key Scheduling Dependencies....25
2.10.5 Counties Impacted....25
2.10.6 Data Volume/Performance....25
2.10.7 Interface Partner....25
2.10.8 Failure Procedure/Operational Instructions....26
2.11 Create New Interface Batch Job for Cal-OAR19E Semi-Annual Data File....26
2.11.1 Overview....26
2.11.2 Description of Change....26
2.11.3 Execution Frequency....27
2.11.4 Key Scheduling Dependencies....27
2.11.5 Counties Impacted....27

© 2019 CalSAWS. All Rights Reserved.

2.11.6 Data Volume/Performance....28
2.11.7 Interface Partner....28
2.11.8 Failure Procedure/Operational Instructions....28
2.12 Create New FTP Batch Job to Transfer the Cal-OAR19E data file to CDSS....28
2.12.1 Overview....28
2.12.2 Description of Change....28
2.12.3 Execution Frequency....28
2.12.4 Key Scheduling Dependencies....28
2.12.5 Counties Impacted....29
2.12.6 Data Volume/Performance....29
2.12.7 Interface Partner....29
2.12.8 Failure Procedure/Operational Instructions....29
3 Supporting Documents....29

© 2019 CalSAWS. All Rights Reserved.

1 OVERVIEW

The State Department of Social Services shall establish, by July 1,2019, the California CalWORKs Outcomes and Accountability Review (Cal-OAR) to facilitate a local, data-driven program management system to facilitate continuous improvement in county CalWORKs programs by collecting, analyzing, and disseminating outcomes and best practices.

Cal-OAR consists of three core components: performance measures, a county CalWORKs self-assessment (Cal-CSA), and CalWORKs system improvement plan (Cal-SIP). The Cal-OAR is structured into three-year cycles, with the Cal-CSA and Cal-SIP required from each county every three years. The first three-year cycle begins July 2019 and concludes June 2022.

The Cal-OAR performance measures will be calculated and reported in a staggered manner based on data availability over the first three-year cycle. The specific data elements, timing, and data collection method will vary depending on the performance indicators selected. The LRS and C-IV system is expected to submit the necessary data files, containing the performance measures reported by the counties, to CDSS. As part of Cal-OAR Phase I, SCR CA-208030 | CIV-103934, LRS and C-IV implemented the development of ad hoc queries to produce the Cal-OAR monthly data files to be sent to the California Department of Social Services (CDSS).

This SCR outlines the changes needed to implement Cal-OAR Phase II, which is to add the remaining data elements to the currently scripted monthly data files and to automate the process of capturing and sending the Cal-OAR data files to CDSS.

1.1 Current Design

Per ACL 19-40, LRS and C-IV is required to submit periodic data files to CDSS to update the Cal-OAR system. The CDSS will combine LRS and C-IV data, available CDSS data, and other statewide data to calculate the County Welfare Department's Cal-OAR performance measures. Currently, the LRS and C-IV system does not automatically generate and send the monthly (Cal-OAR19, Cal-OAR19A, & Cal-OAR19B), quarterly (Cal-OAR19 C & Cal-OAR19D), and semi-annual (Cal-OAR19E) data file(s) to CDSS.

1.2 Requests

Create new interface batch jobs to generate and send the Cal-OAR monthly (Cal-OAR19, Cal-OAR19A, & Cal-OAR19B), quarterly (Cal-OAR19C & Cal-OAR19D), and semi-annual (Cal-OAR19E) data file(s) to CDSS. Per ACL 19-40, each data file will have a specified submission date.

© 2019 CalSAWS. All Rights Reserved.

Data File	Submission Frequency	Submission Due Date
Cal-OAR19	Monthly	The 1st day three months after the measurement month
Cal-OAR19A	Monthly	The 1st day three months after the measurement month
Cal-OAR19B	Monthly	The 1st day six months after the measurement month
Cal-OAR19C	Quarterly	The 1st day five months after the measurement quarter ends
Cal-OAR19D	Quarterly	The 1st day two months after the measurement quarter ends
Cal-OAR19E	Semi-Annual	The 1st day two months after the semi-annual measurement period ends

1.3 Overview of Recommendations

1. Create new interface job to generate and transmit the Cal-OAR19 monthly data file to CDSS.
2. Create new interface job to generate and transmit the Cal-OAR19A monthly data file to CDSS.
3. Create new interface job to generate and transmit the Cal-OAR19B monthly data file to CDSS.
4. Create new interface job to generate and transmit the Cal-OAR19C quarterly data file to CDSS.
5. Create new interface job to generate and transmit the Cal-OAR19D quarterly data file to CDSS.
6. Create new interface job to generate and transmit the Cal-OAR19E semi-annual data file to CDSS.

1.4 Assumptions

1. Current functionality will be based on the 39 counties of C-IV and the Los Angeles county pending migration of the CalWIN counties. The Cal-OAR data files will be maintained for all 58 counties after migration.

© 2019 CalSAWS. All Rights Reserved.

2 RECOMMENDATIONS

Create new interface and File Transfer Protocol (FTP) batch jobs to generate and transmit the Cal-OAR monthly, quarterly, and semi-annual data files to CDSS.

2.1 Create New Interface Batch Job for Cal-OAR19 Monthly Data File

2.1.1 Overview

Create a new interface batch job to generate the monthly Cal-OAR19 data file to CDSS.

2.1.2 Description of Change

1. Create new sweep job for the Cal-OAR19 data file to read from LRS and C-IV data collection table and write the outbound data to a new aggregate table with the following data elements:
    a. Variable Number column: This column specifies the data element position in the data file.
    b. Variable Name column: This column defines the variable code name.
    c. Variable Code column: This column contains the data element variable to be sent to CDSS.
    d. Description: This column contains the description of the data element. The data element description is provided in ACL 19-40.
    e. Criteria column: This column will indicate the required condition(s) of the data element.
    f. Online Page Location column: This column lists the page navigation where the data element content is derived from.
    g. Type column: This column specifies the data type of the data element.
    h. Field Length column: This column specifies the length of the data element value sent to CDSS.
    i. Required column: This column indicates if the data element is required to be received by CDSS.
    j. Response Options: This column contains values for the data element field.
    k. Data File(s): This column indicates which data file the data element will be reported in.
    l. Cal-OAR Data Element specifications:

Cal-OAR Data Element Specificatio

Technical note: Pending Online efforts to create new data elements there are a number of data elements that have not been

© 2019 CalSAWS. All Rights Reserved.

mapped. These data elements have been highlighted and marked as TBD.

m. Add logic to purge records from the aggregate table after a predetermined time period. The parameter default is 90 days. Technical note: If necessary to re- run a file for the same measurement period, then the job will purge the records created from the previous execution and insert new records into the aggregate table.

2. Create new writer job to read from the aggregate table and create an outbound file in XLSX format.
   a. Generate file name to include the data file name, consortia name, and measurement period and year. Use the following format for the file name: "CalOAR19_Consortia Name_Measurement Period_Calendar Year". Example of file name for Cal-OAR19: "CalOAR19_LRS_JAN_2020".
3. CalSAWS Only: Create two sets of batch job properties for the new job:
   a. Production Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the County Code List will contain a list of one County only - Los Angeles. SCRs 208599, 208600, 208601, 208602, 208603, 208604, and 208605 will update the production version of the County Code List to include each migration County that is included in each migration wave/release.
   b. Test Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the Test version of the County Code List will contain ALL 58 California Counties. This test property will allow testing environments to test the functionality for Migration Counties that have not yet migrated into the system.

2.1.3 Execution Frequency

The new interface for Cal-OAR19 data file will be scheduled to run on the 1st day three months after the measurement month. For example, if measurement period is for April 2021 then submission due date for Cal-OAR19 data file will be August 1, 2021.

Per request from CDSS, if the data file due date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.1.4 Key Scheduling Dependencies

N/A

2.1.5 Counties Impacted

C-IV: All C-IV counties.

© 2019 CalSAWS. All Rights Reserved.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.1.6 Data Volume/Performance

Approximately 300,000 records will be generated in the monthly Cal-OAR19 data file.

2.1.7 Interface Partner

California Department of Social Services (CDSS).

2.1.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.2 Create New FTP Batch Job to Transfer the Cal-OAR19 data file to CDSS

2.2.1 Overview

Create a new secure FTP batch job to send the monthly data file for Cal-OAR19 to CDSS.

2.2.2 Description of Change

Create a new secure FTP batch job that will transfer the Cal-OAR19 monthly data file the Cal-OAR SFT server.

2.2.3 Execution Frequency

The new FTP batch job for Cal-OAR19 data file will be scheduled to run on the 1st day three months after the measurement month. If the batch date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.2.4 Key Scheduling Dependencies

The new FTP job will run after the new Interface batch job that will generate the Cal-OAR19 data file.

© 2019 CalSAWS. All Rights Reserved.

2.2.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.2.6 Data Volume/Performance

N/A

2.2.7 Interface Partner

California Department of Social Services (CDSS).

2.2.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.3 Create New Interface Batch Job for Cal-OAR19A Monthly Data File

2.3.1 Overview

Create a new interface batch job to generate the monthly Cal-OAR19A data file to CDSS.

2.3.2 Description of Change

1. Create new sweep job for the Cal-OAR19A data file to read from LRS and C-IV data collection table and write the outbound data to a new aggregate table with the following data elements:
    a. Variable Number column: This column specifies the data element position in the data file.
    b. Variable Name column: This column defines the variable code name.
    c. Variable Code column: This column contains the data element variable to be sent to CDSS.
    d. Description: This column contains the description of the data element. The data element description is provided in ACL 19-40.
    e. Criteria column: This column will indicate the required condition(s) of the data element.

© 2019 CalSAWS. All Rights Reserved.

f. Online Page Location column: This column lists the page navigation where the data element content is derived from.
g. Type column: This column specifies the data type of the data element.
h. Field Length column: This column specifies the length of the data element value sent to CDSS.
i. Required column: This column indicates if the data element is required to be received by CDSS.
j. Response Options: This column contains values for the data element field.
k. Data File(s): This column indicates which data file the data element will be reported in.
l. Cal-OAR Data Element specifications:

Cal-OAR Data Element Specificatio

Technical note: Pending Online efforts to create new data elements there are a number of data elements that have not been mapped. These data elements have been highlighted and marked as TBD.

m. Add logic to purge records from the aggregate table after a predetermined time period. The parameter default is 90 days. Technical note: If necessary to re- run a file for the same measurement period, then the job will purge the records created from the previous execution and insert new records into the aggregate table.

2. Create new writer job to read from the aggregate table and create an outbound file in XLSX format.
   a. Generate file name to include the data file name, consortia name, and measurement period and year. Use the following format for the file name: "CalOAR19A_Consortia Name_Measurement Period_Calendar Year". Example of file name for Cal-OAR19A: "CalOAR19A_LRS_JAN_2020".
3. CalSAWS Only: Create two sets of batch job properties for the new job:
   a. Production Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the County Code List will contain a list of one County only - Los Angeles. SCRs 208599, 208600, 208601, 208602, 208603, 208604, and 208605 will update the production version of the County Code List to include each migration County that is included in each migration wave/release.
   b. Test Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the Test version of the County Code List will contain ALL 58 California Counties. This test property will allow testing environments to test the

© 2019 CalSAWS. All Rights Reserved.

functionality for Migration Counties that have not yet migrated into the system.

2.3.3 Execution Frequency

The new interface for Cal-OAR19A data file will be scheduled to run on the 1st day three months after the measurement month. For example, if measurement period is for April 2021 then submission due date for Cal-OAR19A data file will be August 1, 2021.

Per request from CDSS, if the data file due date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.3.4 Key Scheduling Dependencies

N/A

2.3.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.3.6 Data Volume/Performance

Approximately 300,000 records will be generated in the monthly Cal-OAR19A data file.

2.3.7 Interface Partner

California Department of Social Services (CDSS).

2.3.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

© 2019 CalSAWS. All Rights Reserved.

2.4 Create New FTP Batch Job to Transfer the Cal-OAR19A data file to CDSS

2.4.1 Overview

Create a new secure FTP batch job to send the monthly data file for Cal-OAR19A to CDSS.

2.4.2 Description of Change

Create a new secure FTP batch job that will transfer the Cal-OAR19A monthly data file the Cal-OAR SFT.

2.4.3 Execution Frequency

The new FTP batch job for Cal-OAR19A data file will be scheduled to run on the 1st day three months after the measurement month. If the batch date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.4.4 Key Scheduling Dependencies

The new FTP job will run after the new Interface batch job that will generate the Cal-OAR19A data file.

2.4.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.4.6 Data Volume/Performance

N/A

2.4.7 Interface Partner

California Department of Social Services (CDSS).

2.4.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

© 2019 CalSAWS. All Rights Reserved.

2.5 Create New Interface Batch Job for Cal-OAR19B Monthly Data File

2.5.1 Overview

Create a new interface batch job to generate the monthly Cal-OAR19B data file to CDSS.

2.5.2 Description of Change

1. Create new sweep job for the Cal-OAR19B data file to read from LRS and C-IV data collection table and write the outbound data to a new aggregate table with the following data elements:
    a. Variable Number column: This column specifies the data element position in the data file.
    b. Variable Name column: This column defines the variable code name.
    c. Variable Code column: This column contains the data element variable to be sent to CDSS.
    d. Description: This column contains the description of the data element. The data element description is provided in ACL 19-40.
    e. Criteria column: This column will indicate the required condition(s) of the data element.
    f. Online Page Location column: This column lists the page navigation where the data element content is derived from.
    g. Type column: This column specifies the data type of the data element.
    h. Field Length column: This column specifies the length of the data element value sent to CDSS.
    i. Required column: This column indicates if the data element is required to be received by CDSS.
    j. Response Options: This column contains values for the data element field.
    k. Data File(s): This column indicates which data file the data element will be reported in.
    l. Cal-OAR Data Element specifications:

Cal-OAR Data Element Specificatio

Technical note: Pending Online efforts to create new data elements there are a number of data elements that have not been mapped. These data elements have been highlighted and marked as TBD.

    m. Add logic to purge records from the aggregate table after a predetermined time period. The parameter default is 90 days.

    Technical note: If necessary to re- run a file for the same measurement period, then the job will purge the records

© 2019 CalSAWS. All Rights Reserved.

created from the previous execution and insert new records into the aggregate table.

2. Create new writer job to read from the aggregate table and create an outbound file in XLSX format.
    a. Generate file name to include the data file name, consortia name, and measurement period and year. Use the following format for the file name: "CalOAR19B_Consortia Name_Measurement Period_Calendar Year". Example of file name for Cal-OAR19B: "CalOAR19B_LRS_JAN_2020".
3. CalSAWS Only: Create two sets of batch job properties for the new job:
    a. Production Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the County Code List will contain a list of one County only - Los Angeles. SCRs 208599, 208600, 208601, 208602, 208603, 208604, and 208605 will update the production version of the County Code List to include each migration County that is included in each migration wave/release.
    b. Test Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the Test version of the County Code List will contain ALL 58 California Counties. This test property will allow testing environments to test the functionality for Migration Counties that have not yet migrated into the system.

2.5.3 Execution Frequency

The new interface for Cal-OAR19B data file will be scheduled to run on the 1st day six months after the measurement month. For example, if measurement period is for April 2021 then submission due date for Cal-OAR19B data file will be November 1, 2021.

Per request from CDSS, if the data file due date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.5.4 Key Scheduling Dependencies

N/A

2.5.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

© 2019 CalSAWS. All Rights Reserved.

2.5.6 Data Volume/Performance

Approximately 300,000 records will be generated in the monthly Cal-OAR19B data file.

2.5.7 Interface Partner

California Department of Social Services (CDSS).

2.5.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.6 Create New FTP Batch Job to Transfer the Cal-OAR19B data file to CDSS

2.6.1 Overview

Create a new secure FTP batch job to send the monthly data file for Cal-OAR19B to CDSS.

2.6.2 Description of Change

Create a new secure FTP batch job that will transfer the Cal-OAR19B monthly data file the Cal-OAR SFT.

2.6.3 Execution Frequency

The new FTP batch job for Cal-OAR19B data file will be scheduled to run on the 1st day six months after the measurement month. If the batch date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.6.4 Key Scheduling Dependencies

The new FTP job will run after the new Interface batch job that will generate the Cal-OAR19B data file.

2.6.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN

© 2019 CalSAWS. All Rights Reserved.

counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.6.6 Data Volume/Performance

N/A

2.6.7 Interface Partner

California Department of Social Services (CDSS).

2.6.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.7 Create New Interface Batch Job for Cal-OAR19C Quarterly Data File

2.7.1 Overview

Create a new interface batch job to generate the quarterly Cal-OAR19C data file to CDSS.

2.7.2 Description of Change

1. Create new sweep job for the Cal-OAR19C data file to read from LRS and C-IV data collection table and write the outbound data to a new aggregate table with the following data elements:
    a. Variable Number column: This column specifies the data element position in the data file.
    b. Variable Name column: This column defines the variable code name.
    c. Variable Code column: This column contains the data element variable to be sent to CDSS.
    d. Description: This column contains the description of the data element. The data element description is provided in ACL 19-40.
    e. Criteria column: This column will indicate the required condition(s) of the data element.
    f. Online Page Location column: This column lists the page navigation where the data element content is derived from.
    g. Type column: This column specifies the data type of the data element.
    h. Field Length column: This column specifies the length of the data element value sent to CDSS.

© 2019 CalSAWS. All Rights Reserved.

i. Required column: This column indicates if the data element is required to be received by CDSS.
j. Response Options: This column contains values for the data element field.
k. Data File(s): This column indicates which data file the data element will be reported in.
l. Cal-OAR Data Element specifications:

Cal-OAR Data Element Specificatio

Technical note: Pending Online efforts to create new data elements there are a number of data elements that have not been mapped. These data elements have been highlighted and marked as TBD.

m. Add logic to purge records from the aggregate table after a predetermined time period. The parameter default is 90 days. Technical note: If necessary to re- run a file for the same measurement period, then the job will purge the records created from the previous execution and insert new records into the aggregate table.

2. Create new writer job to read from the aggregate table and create an outbound file in XLSX format.
    a. Generate file name to include the data file name, consortia name, and measurement period and year. Use the following format for the file name: "CalOAR19C_Consortia Name_Measurement Period_Calendar Year". Example of file name for Cal-OAR19C: "CalOAR19C_C-IV_APR-JUN_2020".
3. CalSAWS Only: Create two sets of batch job properties for the new job:
    a. Production Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the County Code List will contain a list of one County only - Los Angeles. SCRs 208599, 208600, 208601, 208602, 208603, 208604, and 208605 will update the production version of the County Code List to include each migration County that is included in each migration wave/release.
    b. Test Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the Test version of the County Code List will contain ALL 58 California Counties. This test property will allow testing environments to test the functionality for Migration Counties that have not yet migrated into the system.

2.7.3 Execution Frequency

The new interface for Cal-OAR19C data file will be scheduled to run on the 1st day five months after the measurement quarter ends. For example,

© 2019 CalSAWS. All Rights Reserved.

if measurement period is for July through September 2021 then submission due date for Cal-OAR19C data file will be March 1, 2022.

Per request from CDSS, if the data file due date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.7.4 Key Scheduling Dependencies

N/A

2.7.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.7.6 Data Volume/Performance

N/A

2.7.7 Interface Partner

California Department of Social Services (CDSS).

2.7.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.8 Create New FTP Batch Job to Transfer the Cal-OAR19C data file to CDSS

2.8.1 Overview

Create a new secure FTP batch job to send the quarterly data file for Cal-OAR19C to CDSS.

2.8.2 Description of Change

Create a new secure FTP batch job that will transfer the Cal-OAR19C quarterly data file the Cal-OAR SFT.

© 2019 CalSAWS. All Rights Reserved.

2.8.3 Execution Frequency

The new FTP batch job for Cal-OAR19C data file will be scheduled to run on the 1st day five months after the measurement quarter ends. If the batch date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.8.4 Key Scheduling Dependencies

The new FTP job will run after the new Interface batch job that will generate the Cal-OAR19C data file.

2.8.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.8.6 Data Volume/Performance

N/A

2.8.7 Interface Partner

California Department of Social Services (CDSS).

2.8.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.9 Create New Interface Batch Job for Cal-OAR19D Quarterly Data File

2.9.1 Overview

Create a new interface batch job to generate the quarterly Cal-OAR19D data file to CDSS.

© 2019 CalSAWS. All Rights Reserved.

2.9.2 Description of Change

1. Create new sweep job for the Cal-OAR19D data file to read from LRS and C-IV data collection table and write the outbound data to a new aggregate table with the following data elements:
    a. Variable Number column: This column specifies the data element position in the data file.
    b. Variable Name column: This column defines the variable code name.
    c. Variable Code column: This column contains the data element variable to be sent to CDSS.
    d. Description: This column contains the description of the data element. The data element description is provided in ACL 19-40.
    e. Criteria column: This column will indicate the required condition(s) of the data element.
    f. Online Page Location column: This column lists the page navigation where the data element content is derived from.
    g. Type column: This column specifies the data type of the data element.
    h. Field Length column: This column specifies the length of the data element value sent to CDSS.
    i. Required column: This column indicates if the data element is required to be received by CDSS.
    j. Response Options: This column contains values for the data element field.
    k. Data File(s): This column indicates which data file the data element will be reported in.
    l. Cal-OAR Data Element specifications:

Cal-OAR Data Element Specificatio

Technical note: Pending Online efforts to create new data elements there are a number of data elements that have not been mapped. These data elements have been highlighted and marked as TBD.

    m. Add logic to purge records from the aggregate table after a predetermined time period. The parameter default is 90 days. Technical note: If necessary to re- run a file for the same measurement period, then the job will purge the records created from the previous execution and insert new records into the aggregate table.
2. Create new writer job to read from the aggregate table and create an outbound file in XLSX format.
    a. Generate file name to include the data file name, consortia name, and measurement period and year. Use the following format for the file name: "CalOAR19D_Consortia

© 2019 CalSAWS. All Rights Reserved.

Name_Measurement Period_Calendar Year". Example of file name for Cal-OAR19D: "CalOAR19D_C-IV_APR-JUN_2020".

3. CalSAWS Only: Create two sets of batch job properties for the new job:
    a. Production Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the County Code List will contain a list of one County only - Los Angeles. SCRs 208599, 208600, 208601, 208602, 208603, 208604, and 208605 will update the production version of the County Code List to include each migration County that is included in each migration wave/release.
    b. Test Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the Test version of the County Code List will contain ALL 58 California Counties. This test property will allow testing environments to test the functionality for Migration Counties that have not yet migrated into the system.

2.9.3 Execution Frequency

The new interface for Cal-OAR19D will be scheduled to run on the 1st day two months after the measurement quarter ends. For example, if measurement period is for July through September 2021 then submission due date for Cal-OAR19D data file will be December 1, 2021.

Per request from CDSS, if the data file due date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.9.4 Key Scheduling Dependencies

N/A

2.9.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.9.6 Data Volume/Performance

N/A

2.9.7 Interface Partner

California Department of Social Services (CDSS).

© 2019 CalSAWS. All Rights Reserved.

2.9.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.10 Create New FTP Batch Job to Transfer the Cal-OAR19D data file to CDSS

2.10.1 Overview

Create a new secure FTP batch job to send the quarterly data file for Cal-OAR19D to CDSS.

2.10.2 Description of Change

Create a new secure FTP batch job that will transfer the Cal-OAR19D quarterly data file the Cal-OAR SFT.

2.10.3 Execution Frequency

The new FTP batch job for Cal-OAR19D data file will be scheduled to run on the 1st day two months after the measurement quarter ends. If the batch date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.10.4 Key Scheduling Dependencies

The new FTP job will run after the new Interface batch job that will generate the Cal-OAR19D data file.

2.10.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.10.6 Data Volume/Performance

N/A

2.10.7 Interface Partner

California Department of Social Services (CDSS).

© 2019 CalSAWS. All Rights Reserved.

2.10.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.11 Create New Interface Batch Job for Cal-OAR19E Semi-Annual Data File

2.11.1 Overview

Create a new interface batch job to generate the semi-annual Cal-OAR19E data file to CDSS.

2.11.2 Description of Change

1. Create new sweep job for the Cal-OAR19E data file to read from LRS and C-IV data collection table and write the outbound data to a new aggregate table with the following data elements:
    a. Variable Number column: This column specifies the data element position in the data file.
    b. Variable Name column: This column defines the variable code name.
    c. Variable Code column: This column contains the data element variable to be sent to CDSS.
    d. Description: This column contains the description of the data element. The data element description is provided in ACL 19-40.
    e. Criteria column: This column will indicate the required condition(s) of the data element.
    f. Online Page Location column: This column lists the page navigation where the data element content is derived from.
    g. Type column: This column specifies the data type of the data element.
    h. Field Length column: This column specifies the length of the data element value sent to CDSS.
    i. Required column: This column indicates if the data element is required to be received by CDSS.
    j. Response Options: This column contains values for the data element field.
    k. Data File(s): This column indicates which data file the data element will be reported in.
    l. Cal-OAR Data Element specifications:

Cal-OAR Data Element Specificatio

Technical note: Pending Online efforts to create new data elements there are a number of data elements that have not been

© 2019 CalSAWS. All Rights Reserved.

mapped. These data elements have been highlighted and marked as TBD.

m. Add logic to purge records from the aggregate table after a predetermined time period. The parameter default is 90 days. Technical note: If necessary to re- run a file for the same measurement period, then the job will purge the records created from the previous execution and insert new records into the aggregate table.

2. Create new writer job to read from the aggregate table and create an outbound file in XLSX format.
   a. Generate file name to include the data file name, consortia name, and measurement period and year. Use the following format for the file name: "CalOAR19E_Consortia Name_Measurement Period_Calendar Year". Example of file name for Cal-OAR19E: "CalOAR19E_CalWIN_JAN-JUN_2020".
3. CalSAWS Only: Create two sets of batch job properties for the new job:
   a. Production Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the County Code List will contain a list of one County only - Los Angeles. SCRs 208599, 208600, 208601, 208602, 208603, 208604, and 208605 will update the production version of the County Code List to include each migration County that is included in each migration wave/release.
   b. Test Batch Job Properties will include a County Code List parameter. Upon implementation of this SCR, the Test version of the County Code List will contain ALL 58 California Counties. This test property will allow testing environments to test the functionality for Migration Counties that have not yet migrated into the system.

2.11.3 Execution Frequency

The new interface for Cal-OAR19E data file will be scheduled to run on the 1st day two months after the semi-annual measurement period ends. For example, if measurement period is for July through December 2021 then submission due date for Cal-OAR19E data file will be March 1, 2022.

Per request from CDSS, if the data file due date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.11.4 Key Scheduling Dependencies

N/A

2.11.5 Counties Impacted

C-IV: All C-IV counties.

© 2019 CalSAWS. All Rights Reserved.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.11.6 Data Volume/Performance

N/A

2.11.7 Interface Partner

California Department of Social Services (CDSS).

2.11.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.12 Create New FTP Batch Job to Transfer the Cal-OAR19E data file to CDSS

2.12.1 Overview

Create a new secure FTP batch job to send the semi-annual data file for Cal-OAR19E to CDSS.

2.12.2 Description of Change

Create a new secure FTP batch job that will transfer the Cal-OAR19E semi-annual data file the Cal-OAR SFT.

2.12.3 Execution Frequency

The new FTP batch job for Cal-OAR19E data file will be scheduled to run on the 1st day two months after the semi-annual measurement period ends. If the batch date falls on a Saturday, Sunday or Holiday, then batch will run on the next business day.

2.12.4 Key Scheduling Dependencies

The new FTP job will run after the new Interface batch job that will generate the Cal-OAR19E data file.

© 2019 CalSAWS. All Rights Reserved.

2.12.5 Counties Impacted

C-IV: All C-IV counties.

CalSAWS: All CalSAWS counties. Prior to CalSAWS migration, Los Angeles county only will be included in the outbound file. As the C-IV and CalWIN counties migrate into the CalSAWS system, CalSAWS will begin including the migrated counties.

2.12.6 Data Volume/Performance

N/A

2.12.7 Interface Partner

California Department of Social Services (CDSS).

2.12.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Batch Design	Cal-OAR Data Variables and Attributes	Cal-OAR Data Element Specificatio

© 2019 CalSAWS. All Rights Reserved.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-205328 | CIV-102568

Transitional Nutrition Benefit (TNB) Program Recertification

© 2019 CalSAWS. All Rights Reserved.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mark Keehn
	Reviewed By	Jason Francis

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/17/2019	1	Initial write up.	Mark Keehn, Gillian Bendicio, Howard Suksanti, Nithya Chereddy, Sidhant Garg, Esequiel Herrera-Ortiz
11/13/2019	2	Updates to incorporate comments from initial review with CW/CF Committee	Mark Keehn, Gillian Bendicio, Howard Suksanti, Nithya Chereddy, Sidhant Garg, Esequiel Herrera-Ortiz
01/14/2019	3	Clarifications to the document through Content Revision	Mark Keehn, Nithya Chereddy, Erika Kusnadi
2/11/2020	4	Added section 2.24 for the web service CTCR changes	Howard Suksanti
2/13/2020	5	Added an additional assumption for the rescind functionality, updated Online section for the Household Changes to be non-mandatory, additional custom validation and clarification on the Personal Contact field (LRS only) and to not display question 1 through 5 on the TNB 4 redetermination section for generate/sent status.	Erika Kusnadi-Cerezo
3/10/2020	6	Added NB program to the Kofax web service program hierarchy.	Howard Suksanti

© 2019 CalSAWS. All Rights Reserved.

© 2019 CalSAWS. All Rights Reserved.

Table of Contents

1 Overview 13
1.1 Current Design 19
1.2 Requests 19
1.3 Overview of Recommendations 23
1.4 Assumptions 26
2 Recommendations 27
2.1 Customer Reporting List 27
2.1.1 Description of Changes 27
2.1.2 Overview 27
2.1.3 Customer Reporting List Mockup 27
2.1.4 Page Location 28
2.1.5 Security Updates 28
2.1.6 Page Mapping 29
2.1.7 Page Usage/Data Volume Impacts 29
2.2 Customer Reporting Detail 29
2.2.1 Overview 29
2.2.2 Customer Reporting Detail Mockup 30
2.2.3 Description of Changes 34
2.2.4 Page Location 40
2.2.5 Security Updates 40
2.2.6 Page Mapping 40
2.2.7 Page Usage/Data Volume Impacts 41
2.3 Monthly Productivity List 41
2.3.1 Overview 41
2.3.2 Monthly Productivity List Mockup 41
2.3.3 Description of Changes 43
2.3.4 Page Location 43
2.3.5 Security Updates 43
2.3.6 Page Mapping 43
2.3.7 Page Usage/Data Volume Impacts 44
2.4 CalSAWS Only: YBN Homepage 44
2.4.1 Overview 44

© 2019 CalSAWS. All Rights Reserved.

2.4.2 YBN Homepage Mockup 44
2.4.3 Description of Changes 44
2.4.4 Page Location 44
2.4.5 Security Updates 45
2.4.6 Page Mapping 45
2.4.7 Page Usage/Data Volume Impacts 45
2.5 CalSAWS Only: YBN Annual Redetermination/Recertification 46
2.5.1 Overview 46
2.5.2 YBN Annual Redetermination/Recertification Mockup 46
2.5.3 Description of Changes 46
2.5.4 Page Location 46
2.5.5 Security Updates 47
2.5.6 Page Mapping 47
2.5.7 Page Usage/Data Volume Impacts 47
2.6 CalSAWS Only: TNB 4 Form Upload Page 47
2.6.1 Overview 47
2.6.2 YBN TNB 4 Form Upload Mockup 48
2.6.3 Description of Changes 48
2.6.4 Page Location 50
2.6.5 Security Updates 50
2.6.6 Page Mapping 51
2.6.7 Page Usage/Data Volume Impacts 51
2.7 CalSAWS Only: YBN Confirmation Page 51
2.7.1 Overview 51
2.7.2 YBN Confirmation Mockup 51
2.7.3 Description of Changes 51
2.7.4 Page Location 52
2.7.5 Security Updates 52
2.7.6 Page Mapping 52
2.7.7 Page Usage/Data Volume Impacts 52
2.8 CalSAWS Only: Task Detail Page 53
2.8.1 Overview 53
2.8.2 Task Detail Mockup 53
2.8.3 Description of Changes 53
2.8.4 Page Location 53

© 2019 CalSAWS. All Rights Reserved.

2.8.5 Security Updates....53
2.8.6 Page Mapping....54
2.8.7 Page Usage/Data Volume Impacts....54
2.9 C-IV Only: C4Y Upload Document Page....54
2.9.1 Overview....54
2.9.2 C4Y Upload Document Page....55
2.9.3 Description of Changes....55
2.9.4 Page Location....55
2.9.5 Security Updates....56
2.9.6 Page Mapping....56
2.9.7 Page Usage/Data Volume Impacts....56
2.10 C-IV Only: C4Y Mobile Application My Documents....56
2.10.1 Overview....56
2.10.2 Description of Changes....57
2.10.3 Page Location....57
2.10.4 Security Updates....57
2.10.5 Page Mapping....57
2.10.6 Page Usage/Data Volume Impacts....58
2.11 C-IV Only: Kiosk Scan Documents....58
2.11.1 Overview....58
2.11.2 Description of Changes....58
2.11.3 Page Location....58
2.11.4 Security Updates....58
2.11.5 Page Mapping....59
2.11.6 Page Usage/Data Volume Impacts....59
2.12 C-IV Only: WBR Scanning Mode for FACT....59
2.12.1 Overview....59
2.12.2 Description of Changes....59
2.12.3 Page Location....59
2.12.4 Security Updates....59
2.12.5 Page Mapping....60
2.12.6 Page Usage/Data Volume Impacts....60
2.13 Eligibility Rules Updates....61
2.13.1 Overview....61
2.13.2 Description of Changes....61

© 2019 CalSAWS. All Rights Reserved.

2.13.3 Programs Impacted 69
2.13.4 Performance Impacts 69
2.14 Eligibility – Program Configuration [Override] List 69
2.14.1 Overview 69
2.14.2 Program Configuration Override List 70
2.14.3 Description of Changes 70
2.14.4 Page Location 71
2.14.5 Security Updates 71
2.14.6 Page Mapping 71
2.14.7 Page Usage/Data Volume Impacts 72
2.15 Eligibility – Nutrition Benefit EDBC Summary - EDBC Accept Validation 74
2.15.1 Overview 74
2.15.2 Program Configuration Override List 74
2.15.3 Description of Changes 74
2.15.4 Page Location 75
2.15.5 Security Updates 75
2.15.6 Page Mapping 75
2.15.7 Page Usage/Data Volume Impacts 75
2.16 Fiscal - Issuance Batch 76
2.16.1 Overview 76
2.16.2 Description of Change 76
2.16.3 Execution Frequency 77
2.16.4 Key Scheduling Dependencies 77
2.16.5 Counties Impacted 77
2.16.6 Data Volume/Performance 77
2.16.7 Failure Procedure/Operational Instructions 77
2.17 Batch - Add a new TNB Recertification Discontinuance Batch EDBC Sweep Job 77
2.17.1 Overview 77
2.17.2 Description of Change 77
2.17.3 Execution Frequency 78
2.17.4 Key Scheduling Dependencies 78
2.17.5 Counties Impacted 78
2.17.6 Data Volume/Performance 79
2.17.7 Failure Procedure/Operational Instructions 79

© 2019 CalSAWS. All Rights Reserved.

2.18 Batch - Update Form Sender Thread Writer job (PO19C491) to include TNB 4 Recertification Packet into the trigger condition (CalSAWS only). 80
2.18.1 Overview 80
2.18.2 Description of Change 80
2.18.3 Execution Frequency 80
2.18.4 Key Scheduling Dependencies 80
2.18.5 Counties Impacted 80
2.18.6 Data Volume/Performance 80
2.18.7 Failure Procedure/Operational Instructions 80
2.19 Batch - Update Form Sender Thread Processing Batch job (PO19C44X) to send the new Packets to YBN with the Form link available and drop off dates (CalSAWS only). 81
2.19.1 Overview 81
2.19.2 Description of Change 81
2.19.3 Execution Frequency 81
2.19.4 Key Scheduling Dependencies 81
2.19.5 Counties Impacted 82
2.19.6 Data Volume/Performance 82
2.19.7 Failure Procedure/Operational Instructions 82
2.20 Batch – Add a new Batch job to update the customer report status and trigger an automate action task when TNB 4 Recertification Packet is submitted through C4Yourself (C-IV only). 82
2.20.1 Overview 82
2.20.2 Description of Change 82
2.20.3 Counties Impacted 83
2.21 Batch – Modify C4Y Document Transfer Task Creator job (PB00A230) to not generate the generic document received task for the TNB 4 Recertification Packet (C-IV only). 83
2.21.1 Overview 83
2.21.2 Description of Change 83
2.21.3 Counties Impacted 83
2.22 Interface - Modify uploadVerification web service to create task and mark the TNB 4 Recertification Packet as received. 83
2.22.1 Overview 83
2.22.2 Description of Change 84
2.22.3 Execution Frequency 84
2.22.4 Key Scheduling Dependencies 84

© 2019 CalSAWS. All Rights Reserved.

2.22.5 Counties Impacted 84
2.22.6 Data Volume/Performance 84
2.22.7 Interface Partner 84
2.22.8 Failure Procedure/Operational Instructions 84
2.23 Interface – Add a new Task when TNB 4 Recertification Packet is received through Kofax or YBN 85
2.23.1 Overview 85
2.23.2 Description of Change 85
2.23.3 Execution Frequency 86
2.23.4 Key Scheduling Dependencies 86
2.23.5 Counties Impacted 86
2.23.6 Data Volume/Performance 87
2.23.7 Interface Partner 87
2.23.8 Failure Procedure/Operational Instructions 87
2.24 Interface – Create a CTCR to add NB program into Category 18 (Program code) - LALegacyPgmCodes 87
2.24.1 Overview 87
2.24.2 Description of Change 87
2.24.3 Execution Frequency 87
2.24.4 Key Scheduling Dependencies 87
2.24.5 Counties Impacted 87
2.24.6 Data Volume/Performance 88
2.24.7 Interface Partner 88
2.24.8 Failure Procedure/Operational Instructions 88
2.25 Interface – ICT Document Transfer 89
2.25.1 Overview 89
2.25.2 Description of Change 89
2.25.3 Counties Impacted 89
2.26 C-IV Correspondence: Automated Task Creation 90
2.26.1 Overview 90
2.26.2 TNB 4 Recertification Packet Received Automated Task 90
2.27 Correspondence: Add/Update CF 285 in Template Repository 91
2.27.1 Overview 91
2.27.2 Description of Change 91
2.27.3 C-IV only: eSign Functionality 92

© 2019 CalSAWS. All Rights Reserved.

2.28 Correspondence: TNB 4 Recertification Packet 92
2.28.1 Overview 92
2.28.2 Description of Changes 92
2.28.3 Variable Population 94
2.28.4 Mailing Options 95
2.28.5 Customer Reporting Entry for TNB 4 Recertification Packet 96
2.28.6 Journal Entry for TNB 4 Recertification Packet 96
2.28.7 C-IV only: C4Y 97
2.28.8 C-IV Only: Add eSign for TNB 4 Recertification Packet 97
2.28.9 Update TNB 4 Form to not get posted to C4Y or YBN 97
2.29 Correspondence: Batch Job for TNB 4 Recertification Packet 97
2.29.1 Overview 97
2.29.2 Description of Change 97
2.29.3 Execution Frequency 98
2.29.4 Key Scheduling Dependencies 98
2.29.5 Counties Impacted 98
2.29.6 Data Volume/Performance 98
2.29.7 Failure Procedure/Operational Instructions 98
2.30 Correspondence: TNB 4 Recertification Packet – Barcode/Imaging Logic 98
2.30.1 CalSAWS: Barcode generation logic 98
2.30.2 C-IV Imaging Barcode 99
2.31 Correspondence: TNB 5 – Transitional Recertification Reminder Notice 99
2.31.1 Overview 99
2.31.2 Form generation and Variable Population 99
2.31.3 Correspondence: Journal Entry for TNB 5 101
2.31.4 Mailing Options 102
2.32 Correspondence: Batch Job for TNB 5 102
2.32.1 Overview 102
2.32.2 Description of Change 102
2.32.3 Execution Frequency 103
2.32.4 Key Scheduling Dependencies 103
2.32.5 Counties Impacted 103
2.32.6 Data Volume/Performance 103
2.33 Correspondence: TNB 5 generation from the Customer Reporting Page 103
2.33.1 Overview 103

© 2019 CalSAWS. All Rights Reserved.

2.33.2 Description of Changes 103
2.34 Correspondence: TNB Recertification Approval Notice – TNB 2 104
2.34.1 Overview 104
2.34.2 TNB Recertification Approval Fragment 104
2.34.3 TNB Recertification Approval Reason Fragment 105
2.34.4 TNB Recertification Approval Message Fragment 106
2.35 Correspondence: Suppress TNB Benefit Change NOA 107
2.35.1 Overview 107
2.35.2 Description of Change 107
2.36 Correspondence: Add TNB 2 to Template Repository 107
2.36.1 Overview 107
2.36.2 Description of Change 107
2.36.3 Posting TNB 2 to C4Y and YBN 108
2.37 Training: Forms Overview 108
2.38 Customer Reporting Progress Report 109
2.38.1 Overview 109
2.38.2 Customer Reporting Progress Report Mockup 110
2.38.3 Description of Change 110
2.38.4 Report Location 113
2.38.5 Report Usage/ Performance 113
2.39 Customer Reporting Progress Detail Report 113
2.39.1 Overview 113
2.39.2 Customer Reporting Progress Report Mockup 114
2.39.3 Description of Change 114
2.39.4 Report Location 114
2.40 Monthly Productivity List Export Report 114
2.40.1 Overview 114
2.40.2 Monthly Productivity List Export Report Mockup 115
2.40.3 Description of Change 115
2.40.4 Report Location 115
3 Supporting Documents 116
4 Requirements 117
4.1 Project Requirements 117
4.2 Migration Requirements 117
5 Migration Impacts 118

© 2019 CalSAWS. All Rights Reserved.

6 Outreach....119
6.1 Lists....119
7 Appendix....120

© 2019 CalSAWS. All Rights Reserved.

1 OVERVIEW

This SCR describes the changes needed for Transitional Nutrition Benefit (TNB) Recertification and continues the implementation of the SSI/SSP Cash Out Reversal policy started with **SCR CA-203103/CIV-101471– CalFresh Ending SSI Cash-Out**.

A household's first TNB recertification period will be 12 months. Any subsequent TNB recertification periods will be 6 months if the household meets the qualifications for recertification.

The following references to TNB Notices of Action (NOAs) are made in this document:

- TNB 2 – Notice of Approval for TNB Program - NOA
- TNB 4 – Notice of Recertification for TNB Program
- TNB 5 – Recertification Reminder Notice for TNB Program
- TNB 6 – Notice of Discontinuance for TNB Program

TNB Program Continuing Eligibility

TNB-eligible households will maintain TNB Program eligibility as long as (1) the household includes at least one of the same SSI/SSP recipient(s) excluded from the household on the implementation date and added to the household on the household's effective date, (2) that same individual continues to receive SSI/SSP, and (3) the household is ineligible for CalFresh.

If the TNB Program household receives CalFresh benefits during the TNB certification period, the household will lose TNB Program eligibility.

Once a household loses TNB Program eligibility, TNB Program eligibility cannot be reestablished. The only exception to this rule is if a household loses TNB Program eligibility for failure to provide the documentation or information required to determine continuing TNB Program eligibility. In this case, TNB Program eligibility may be restored. More information about restorations is provided in this overview

TNB Program Household Reporting

After the initial 12-month certification, continuing TNB Program eligibility will be determined every six months at the household's TNB Program recertification. TNB-eligible households will not be required to report mid-period or complete a periodic report to maintain TNB Program eligibility.

The County Welfare Departments (CWDs) are not required to act on information received regarding the household's circumstances during the TNB Program certification period. This applies whether the information is received through an electronic data match or is otherwise reported to the CWD.

The only exception is if an ongoing TNB Program household is determined CalFresh eligible because the household applied for CalFresh separate and apart from the TNB Program. In this case, the household's TNB eligibility must be discontinued during the TNB Program certification period. At that time, the household must be informed of their TNB Program discontinuance. The CWD will send the household a Notice of Discontinuance for the Transitional Nutrition Benefit Program (TNB 6).

© 2019 CalSAWS. All Rights Reserved.

If a TNB Program household voluntarily reports a change of address and/or contact information during the TNB Program certification period, the CWD shall update the TNB Program household's case record accordingly to ensure that TNB Program notices are sent to the most up to date mailing address. Inter county transfers (ICT) for TNB Program benefits are addressed later in this letter.

TNB Program Recertification

TNB Program Recertification is the process by which the CWD determines continuing TNB Program eligibility prior to the end of a household's current certification period. TNB Program households may not continue to receive TNB Program benefits beyond their current certification period without completing all the TNB Program recertification requirements.

TNB-eligible households shall initially be certified for one 12-month period. Households that continue to be TNB-eligible may be recertified for additional six-month periods. To maintain eligibility after the initial 12-month certification period, TNB-eligible households must complete the TNB Program recertification process every six months.

The Notice of Recertification for the Transitional Nutrition Benefit Program (TNB 4) serves as both a notice of certification expiration and the TNB Program recertification form. The TNB 4 must be sent to the household at least 45 days in advance of the TNB Program certification expiration.

To be considered timely, the TNB 4 and, if applicable, a CalFresh application must be submitted to the county by the 15th day of the last month of the TNB Program Certification period.

To be considered complete, the TNB Program household must report on the TNB 4 any changes that may make the household ineligible for the TNB Program since the last certification period. These changes are captured via a series of four yes-no questions. If the TNB Program household reports a change by answering "yes" to any of the four questions, the TNB Program household is instructed to submit a CalFresh application in addition to the TNB 4 by the due date.

If the household reports a change, the recertification process is only considered complete if the household submits a complete TNB 4 and a CalFresh application by the due date. If the household does not report any changes, the recertification is considered complete if the household submits only the complete TNB 4 by the due date.

Timely Processing

A household that submits a complete TNB 4 and, if applicable, a CalFresh application, by the 15th day of the last month of the expiring certification period is considered timely. If such a household meets the recertification requirements before the end of the certification period and continues to be TNB-eligible, the CWD must provide the household with a notice of approval by the last day of the household's certification period.

© 2019 CalSAWS. All Rights Reserved.

Processing Delays

If the CWD is unable to complete the recertification process by the end of the current certification period, regardless of the cause of the delay, the CWD may allow for delayed processing of the TNB Program recertification. The delay may be for no more than the calendar month following the end of the certification period. The CWD must complete the TNB Program recertification as soon as possible. If the household continues to be eligible for the TNB Program, the CWD will issue benefits for the first full month of the new certification period. The household must be provided a notice of approval no later than the last day of the calendar month following the end of the household's certification period.

As a reminder, regardless of the cause of the delay, TNB Program benefits cannot be prorated. TNB Program benefits will be provided for the full month in which the delay occurred, and that month will be considered the first month in the TNB Program household's new six-month certification period.

California Residency

The TNB Program eligibility is based on at least one of the same individuals, excluded from the household on the implementation date and added to the household on the household's effective date, still residing in the household and continuing to receive SSI/SSP in California. Therefore, TNB-eligible households must reside in California to receive TNB Program Benefits. The instructions on the TNB 4 explain that households that do not reside in California are not eligible for the TNB Program and therefore do not need to complete the TNB Program recertification.

If the TNB 4 is submitted by a household and indicates a current address outside of California, the household will lose TNB program eligibility. At that time, the household must be informed of the TNB Program discontinuance. The CWD must send the household a TNB 6.

Complete TNB 4 Submitted with No Changes Reported

Upon receipt of a complete TNB 4 with no changes reported by the household, the CWD will determine continuing TNB Program eligibility. If found eligible, the CWD will issue TNB Program benefits according to the TNB Program benefit table applicable at the time. The household must be informed of the household's continuing TNB Program eligibility and the TNB Program benefit allotment. The CWD must send the household a Notice of Approval for the Transitional Nutrition Benefit Program (TNB 2).

Complete TNB 4 Submitted with No Changes Reported – With CalFresh (CF) Application

If a TNB Program household submits a complete TNB 4 with no changes reported and submits a CalFresh application, the CWD must process both the TNB 4 and the CalFresh application. Per ACL No. 18-92 page nine, "upon receipt of a complete TNB 4 with no changes reported by the household, the CWD will determine continuing TNB Program eligibility". That said, because a CalFresh application was received the CWD must also process the CalFresh application and determine CalFresh eligibility.

© 2019 CalSAWS. All Rights Reserved.

If the household is found CalFresh eligible within the last month of the TNB Program certification period, the CWD will certify CalFresh benefit eligibility and discontinue TNB Program benefits. If the household is found to remain ineligible for CalFresh within the last month of the TNB Program certification period, the CWD will determine whether the household continues to be eligible for the TNB Program and will issue TNB Program benefits for the first month of the new TNB Program certification period.

If the household reports no changes on the TNB 4 and the CWD is unable to process the CalFresh application and determine eligibility within the TNB Program certification period, the CWD will not delay issuance of the household's TNB Program benefits for the first month of the new TNB Program certification period. The CWD will issue TNB Program benefits for the first month

of the new TNB Program certification period and will complete processing the CalFresh application and determine CalFresh eligibility as soon as possible. Depending on the outcome of the eligibility determination, the CWD will either continue TNB Program benefits or issue CalFresh benefits and discontinue TNB Program benefits.

Complete TNB 4 Submitted with Changes Reported

Upon receipt of a complete TNB 4 indicating a change that may make the household ineligible for the TNB Program, the CWD must confirm that a CalFresh application has also been submitted by the TNB Program household. The household may submit the CalFresh application together with the TNB 4 or may submit a CalFresh application separate from the TNB 4 (e.g., online, by mail, by phone, by fax, or at the CWD drop box), but before the due date.

The CWD will process the CalFresh application and determine whether the household is eligible for CalFresh before determining continuing TNB Program eligibility. As with any CalFresh application, the CWD must complete the CalFresh application process, including the interview and collection of necessary verifications if applicable, to determine CalFresh eligibility. (Completed TNB 4s that indicate a change, but that are missing a CalFresh application, are addressed later in this letter.)

Household Eligible for CalFresh

If the household is eligible for CalFresh, the CWD will certify CalFresh benefit eligibility and discontinue TNB Program benefits. At that time, the household must be informed that the household is no longer eligible for the TNB Program. The CWD must send the household a TNB 6.

Household Remains Ineligible for CalFresh

If the household remains ineligible for CalFresh, the CWD will then determine whether the household continues to be eligible for the TNB Program. As a reminder, the other TNB Program eligibility requirements that must be considered at recertification include (1) whether the TNB Program household continues to include at least one of the SSI/SSP recipient(s) excluded from the household on the implementation date and added to

© 2019 CalSAWS. All Rights Reserved.

the household on the household's effective date and (2) whether the same individual(s) continues to receive SSI/SSP benefits.

- If the household does not meet both of these TNB Program eligibility requirements, the household will lose TNB Program eligibility, even if the household is not CalFresh eligible. At that time, the household must be informed of the TNB Program discontinuance. The CWD must send the household a TNB 6.
- If the household continues to meet both of these TNB Program eligibility requirements, the household will be recertified for the TNB Program. The household must be informed of the household's continuing eligibility and benefit allotment. The CWD will issue TNB Program benefits according to the TNB Program benefit table applicable at the time. The CWD must send the household a TNB 2.

If at recertification the CWD determines a change in the number of SSI/SSP recipients in the TNB Program household, but the household maintains continued eligibility for the TNB Program, the CWD should not adjust the TNB Program benefit allotment. The household's TNB Program benefit allotment is based only on (1) the CalFresh household size when the previously excluded SSI/SSP recipient(s) is added to the CalFresh household and (2) the number of previously excluded SSI/SSP recipient(s), both at the household's effective date and subject to appropriation. Therefore, changes in household composition are not considered when determining the continuing TNB Program benefit allotment but may impact eligibility.

Incomplete TNB 4 Submitted

A TNB 4 is considered incomplete if (1) the household does not indicate whether changes have occurred, (2) the household does not sign the TNB 4, or (3) the household indicates that a change has occurred, but the household does not complete a CalFresh application by the due date.

If the CWD receives an incomplete TNB 4, the CWD must send the household a Recertification Reminder Notice for the Transitional Nutrition Benefit Program (TNB 5) informing the household that their TNB Program recertification is incomplete. The TNB 5 informs the household of what is required to complete the recertification process and that the CWD cannot complete the recertification process until all required steps have been taken by the household.

If after sending the TNB 5, the CWD still does not receive a complete TNB 4 and, if applicable, a CalFresh application, the household will lose TNB Program eligibility. In this case, a TNB 6 is not required to be sent to the household, since the TNB 4 is both the TNB Program notice of expiring certification and the TNB Program recertification form.

If the CWD receives a complete TNB 4 and, if applicable, a complete CalFresh application before the end of the certification period, but the delay renders the CWD unable to complete the recertification timely, the recertification may be completed under TNB Program delayed processing rules. As a reminder, TNB Program delayed processing may be for no more than a calendar month after the end of the certification period and TNB Program benefits cannot be prorated.

© 2019 CalSAWS. All Rights Reserved.

No TNB 4 Submitted

If the CWD does not receive a TNB 4 by the due date, the CWD will send the household a TNB 5 informing the household that the TNB 4 was not submitted and the TNB Program recertification is incomplete.

As described above, if the CWD does not receive a complete TNB 4 by the end of the certification period, the household will lose TNB Program eligibility. Again, in this case a TNB 6 is not required to be sent to the household, since the TNB 4 is both the TNB Program notice of expiring certification and the TNB Program recertification form.

Note that the TNB Program recertification process itself does not require an interview. Only if the TNB Program household is required to submit a CalFresh application to determine CalFresh eligibility shall a full CalFresh eligibility determination, including interview, be required.

TNB Program Restorations

Once a household loses TNB Program eligibility, TNB Program eligibility cannot be restored. The only exception to this rule is if a household loses TNB Program eligibility for failure to provide the documentation or information required to determine continuing eligibility. In this case, TNB Program eligibility may be restored without proration back to the original date of discontinuance, if all documentation and information required to determine continuing eligibility is provided to the county within 30 days of the discontinuance from the TNB Program.

TNB Program and Other Assistance Program Reporting Requirements

Some TNB Program households may also receive other public assistance program benefits, such as CalWORKs. The eligibility requirements for the TNB Program and other public assistance programs are separate and apart from each other. Therefore, if a household receives both TNB Program benefits and other public assistance program benefits, the household must independently meet both sets of requirements to maintain eligibility for each program. For example, a household's required periodic report for CalWORKs cannot substitute for the required TNB Program recertification. The household must complete both the CalWORKs periodic report and the TNB Program recertification.

The above policy is based on the following ACLs.

- 18-90: CalFresh Reversing Cash-Out Policy: Eligibility For Recipients Of Supplemental Security Income And/Or California State Supplementary Payment (SSI/SSP) Benefits
- 18-92: Implementation Of The Transitional Nutrition Benefit Program
- 18-107: Implementation Of The Transitional Nutrition Benefit Program Notices
- 18-131: Quarterly Question and Answer (Q&A)

© 2019 CalSAWS. All Rights Reserved.

1.1 Current Design

Currently CalSAWS will only define a 12 month recertification period when TNB is initially approved. In addition, an ongoing TNB program can only be closed due to eligibility for CF within the same case. There is currently no capability to send out the TNB recertification packet or to discontinue TNB based on failing the TNB recertification process.

1.2 Requests

This SCR will implement the TNB Recertification logic required for the TNB program, which was introduced with SCR **CA-203103 CIV-101471 CalFresh Ending SSI Cash-Out**.

The TNB recertification process will closely follow the CF recertification process with some variations which will be noted. Some key elements of the CF recertification process are described below.

Example timeline of actions taken when the recertification due date is May 31, 2020. Benefits will potentially be issued for the June 2020 benefit month.

Date	CF	TNB
C-IV: Apr 15 CalSAWS: Apr 5	Send Recertification packet for CF which includes CF 37	Send TNB 4 –Recertification packet for TNB
CalSAWS: May 23 (8 calendar days prior to the RE due date)	Send CW CF Reminder if the CF 37 has not been received. Note: C-IV does not send a reminder currently.	Send TNB 5 if the TNB 4 has not been received. This will be sent on the 15th for both C-IV and CalSAWS.
May 26: Main Payroll date varies by county but is usually the fifth business day before the end of the month.	Main Payroll – System attempts to issue CF benefits for June 2020 unless skip issuance reason is encountered. CF benefits issued for June 2020 if Customer Report is 'Completed'. See additional qualifications in Benefit Issuance section below.	Not applicable – TNB does not issue until end of the month.

© 2019 CalSAWS. All Rights Reserved.

Date	CF	TNB
May 26 – 30 (CalSAWS Only)	Future Month Supplemental (Informational Only) – If June 2020 benefits have not yet been issued, the system places benefits on list. If no other skip issuance reason is identified, benefit is skipped because it is not the last day of the month. June 2020 benefits will not be issued during this time period. This process is informational only (i.e., it provides the user with a skipped issuance reason.)	Not Applicable to TNB
May 30	Batch Discontinuance Job – Discontinue CF for June benefit month if the recertification due May 30 has not been completed.	Same Note: TNB 6 is not required for this discontinuance.
May 31	Future Month Supplemental – If June 2020 benefits have not yet been issued (by Main Payroll), system attempts to issue CF benefits for June 2020 unless skip issuance reason is encountered.	Same

© 2019 CalSAWS. All Rights Reserved.

Date	CF	TNB
June 1 – onward	Daily Supplemental – If June 2020 benefits have not yet been issued, system attempts to issue CF benefits for June 2020 unless skip issuance reason is encountered. This would occur with late processing. Actual issuance by EBT vendor will be staggered over the first 10 business days.	Same
June 1 – June 12	Staggered Benefits Released – Issued benefits are released by EBT vendor over the first 10 business days of the month based on the last digit of the case number.	TNB staggered over 10 business days

CF Benefit Issuance

Benefits are issued using three jobs which cover distinct scenarios.

1. Main Payroll
2. Future Month Supplemental
3. Daily Supplemental

Main Payroll and Future Month Supplemental are both used to issue benefits for the upcoming month. The Daily Supplemental is used to issue benefits for the current and past months.

Main Payroll

Main Payroll usually processes on the fifth business day before the end of the month and issues benefits for following month. For example, the March 25 Main Payroll will try to issue benefits for the April EDBC. The exact day can vary slightly by county and is controlled by a code table.

Future Month Supplemental

Future Month Supplemental processes on the last day of the month (C-IV Only) or every day after Main Payroll up to and including the last day of the month

© 2019 CalSAWS. All Rights Reserved.

(CalSAWS Only). For example, the May 31 Future Month Supplemental will try to issue benefits for the June EDBC if it has not already been issued. The Future Month Supplemental tries to issue benefits that would have been issued with Main Payroll but were skipped for some reason. Skipped issuances will be discussed in more detail below.

Daily Supplemental

Daily Supplemental processes every day. However, rather than being used to issue an upcoming benefit, the Daily Supplemental is used to issue benefits for the current and past months. This needs to occur in two scenarios:

1. A recalculated EDBC has resulted in a supplemental benefit. The Daily Supplemental will try to issue this new supplemental overnight.
2. An existing EDBC has not yet been issued because of the Skip Issuance logic, so the Daily Supplemental will again try to issue.

All three of the benefit issuance jobs/processes above will identify an EDBC that needs to be issued and place it on the ISSUANCE_TRANSACT table. Once listed on the table, the benefit will be issued unless the Skip Issuance logic identifies a problem which should prevent the benefit from being issued. If a problem is identified, the benefit is deleted from the ISSUANCE_TRANSACT table, which prevents the benefit from being issued, and a skipped issuance error message is written out with the reason the benefit was skipped.

After the skipped issuance logic has removed any benefits that cannot be issued, the remaining benefit issuances are sent to the EBT vendor to be released to the client. Benefits for the future month (i.e., those benefits identified by the Main Payroll and the Future Month Supplemental jobs) will be staggered by EBT vendor based on the last digit of the client case number.

- CF benefits are staggered over the first 10 business days of the month.
- SNB and TNB benefit are also staggered over the first 10 business days of the month.

Skip Issuance Logic

Following are the existing Skip Issuance reasons executed for the CalFresh program period processing. The SAR Period skip issuances will not apply to TNB but the RE Period skip issuance will be applicable to TNB recertification. This is not the list of all possible skip issuances, just period related. Please refer to **SCR CA-203103/CIV-101471– CalFresh Ending SSI Cash-Out** for the other non-period skip issuances that apply to TNB.

a. SAR Period
    a. Periodic Report Does Not Exist for the Reporting Period
    b. Periodic Report Incomplete
    c. Periodic Report Not Received for the Reporting Period
    d. Periodic Report Received After 10 Day is Not Complete
b. RE Period

© 2019 CalSAWS. All Rights Reserved.

a. Redetermination/Recertification Does Not Exist for submit month
b. Redetermination/Recertification not received for submit month
c. Redetermination/Recertification received is not complete

1.3 Overview of Recommendations

Online

1. Update codes tables to display TNB Recertification (TNB 4) on Customer Reporting Detail Page. This requires no changes to the existing Customer Reporting pages.
    a. Add TNB Recertification as a tracked Customer Report. (CT 329)
    b. Define the statuses to be used for the TNB 4 Report Type (CT 258).
    c. C-IV Only: Add Customer Reporting questions for completeness determination to be displayed with TNB 4. (CT 746)
2. Update codes table (CT 10398) to define which Customer Report Incomplete Reason Codes are valid for an incomplete TNB 4:
    a. No signature
    b. Missing Answers for Household Changes
    c. Household Changes reported – No CF Application
    d. Household Changes reported – Incomplete CF Application
3. Add new editable field on Customer Reporting Detail Page to track whether the TNB household had any changes. This will be a user updated field.
    a. Household Changes – Yes/No
4. Update the Monthly Productivity List and Monthly Productivity List Detailed Result (CalSAWS Only) pages to search for TNB 4.
5. Add a new simplified recertification process to the Your Benefits Now (YBN) portal to allow the participant to upload a filled out TNB 4 form.
6. Add the TNB 4 Recertification Packet as a document type to the C4Yourself (C4Y) Upload Document page.
7. Add the TNB 4 Recertification Packet as a document type to the C4Y mobile application Upload Document page.
8. Update the Task Detail page to display the 'View Images' button when the TNB 4 generated task is viewed (CalSAWS Only).
9. Add the new document type for TNB 4 Recertification packet for the Kiosk and FACT.

Eligibility

10. Define a new Reporting Type, 'TNB Non Reporting' (CT542) to be used as the reporting type for any EDBC or Program Detail defined during a 6-month TNB period (i.e., any TNB period other than the initial 12-month period).
11. Define/Display the 'RE' EDBC Run Reason for TNB programs. This also applies to Manual EDBC.
    a. **CalSAWS Only** –Automatically determine the 'RE' EDBC Run Reason. This will not display to the user.

© 2019 CalSAWS. All Rights Reserved.

b. **C-IV Only** – Display the 'RE' Run Reason on the Run EDBC page.

12. **C-IV Only** – Display the 'SAR7' Run Reason on the Run EDBC page when processing any benefit month that falls within a six-month period (i.e., any period other than the initial period).
13. Update EDBC authorization logic to take appropriate actions (e.g., create/update redetermination records and set Customer Report to completed) during TNB recertification.
14. Update EDBC logic to set initial TNB recertification periods to 12 months and all subsequent TNB periods to 6 months.
15. Update TNB EDBC logic to discontinue based on the results of the TNB 4 and, if applicable, the presence and outcome of a CF application and the associated CF EDBC when processing a TNB recertification.
16. **CalSAWS Only** – Update TNB Status Reason (e.g., No SSI/SSP) logic to allow period required changes to be applied even after initial TNB recertification.
17. **CalSAWS Only** - Add validations to the system to prevent the user from running the incorrect benefit month EDBC after the current packet due date where status of the packet is 'Reviewed- Ready to Run EDBC'.

    This change will align TNB with the other programs (CW, CF, GA, RCA, CAPI) which use these validations introduced with SCR **CA-52723 CIV-100710 Customer Reporting Updates**.
18. **C-IV Only:** Update the 'Program Code' code table (CT18). Specifically, set the 'Change Reason Program' column to 'Y'. This will define the NB program as a Change Reason program and bring C-IV in alignment with CalSAWS prior to migration. This does not mean that C-IV will begin using Change Reason logic prior to migration.

Batch & Interface

19. Add a new batch job to discontinue a TNB program at the end of its recertification period if the recertification has not been completed.
20. **CalSAWS Only**: Modify an existing batch jobs to create TNB 4 Recertification Packet link in YBN.
21. **CalSAWS Only**: Modify an existing web service to create task and mark the form as received when TNB 4 Recertification Packet is submitted through YBN or Kofax.
22. Create a CTCR to add NB program into Category 18 (Program code) - LALegacyPgmCode
23. ICT Document transfer – Add Code Category for the batch job that transfer image as part of the ICT process.
24. **C-IV Only:** Add a new Batch job to update the customer report status and trigger an automate action task when TNB 4 Recertification Packet is uploaded through C4Yourself.
25. **C-IV Only:** Modify C4Y Document Transfer Task Creator job (PB00A230) to not generate the generic document received task for the TNB 4 Recertification Packet.
26. Interface – Modify Kofax web services to return office number for TNB program

© 2019 CalSAWS. All Rights Reserved.

Fiscal

27. Update the issuance batch to enable the skipped issuance reasons for TNB.

Correspondence

28. C-IV Only: Create an automated task when the TNB 4 Recertification Packet is received.
29. Add/Update English and Spanish versions of CF 285 form in Template Repository.
30. Add a new TNB 4 Recertification packet in English and Spanish to the Template Repository to be used with TNB programs. This packet will include the following forms:
    a. Coversheet with BRM for C-IV only
    b. TNB 4 – Notice of Recertification for TNB
    c. CF 285 – Application for CalFresh Benefits (not part of the CF Recertification Packet)
31. Prepopulate the TNB 4 form in TNB 4 Recertification Packet with header case information and the TNB recipients.
32. Create Customer Reporting Entry when a TNB 4 Rectification packet is generated from Online or Batch.
33. C-IV Only: Add eSign functionality to TNB 4 Recertification Packet.
34. Only post the TNB 4 Recertification Packet to the C4Y or YBN (the TNB 4 will not be posted).
35. Create a new batch job to send the TNB 4 Recertification packet to the customers when their RE is due.
36. Add logic to populate barcode on the TNB 4 Recertification Packet when generated via Batch or Template Repository. Note the following:
    a. C-IV: The barcode is on each page of the packet.
    b. CalSAWS: The barcode is only on the first page of the packet, which is the TNB 4 Form.
37. Add batch job to send TNB 5 if TNB 4 is still in 'Sent' status by the 15th of the last month of the recertification period.
38. Add logic to trigger TNB 5 form from Customer Reporting Detail Page when the TNB 4 Recertification Packet is marked "Incomplete".
39. Prepopulate the TNB 5 form with header case data and incomplete reasons.
40. Create a Custom Journal Entry Record when either TNB 4 Recertification Packet or TNB 5 form are generated from Online or Batch.
41. Add functionality to generate an approval NOA (TNB 2) when the Recertification is approved.
42. Add TNB 2 – Notice of Approval for TNB to Template Repository in English and Spanish.

Reports

43. Update the following reports to include the new TNB 4 RE Packet.
    - Customer Reporting Progress Report
    - Customer Reporting Progress Detail Report
    - Monthly Productivity List Export Report

© 2019 CalSAWS. All Rights Reserved.

1.4 Assumptions

1. The user is responsible for ensuring a CF EDBC has been processed either prior to or at the same time as the TNB EDBC when a CF application is required for TNB recertification. This would be true when the client has responded on the TNB 4 that there are household changes. In this scenario, if the user runs the TNB recertification EDBC without processing a CF EDBC, the TNB program will be discontinued for failure to complete a CF determination. This would be the appropriate outcome for TNB if the client has not returned a CF application or is failing to complete the CF application within the appropriate time frames.
2. The TNB 4 Recertification Packet posted on the C4Yourself will contain the barcode regardless if it was generated through a batch job or through the template repository.
3. Worker is responsible to provide the incomplete or new version of CF 285 to the customer based on the TNB 4 Recertification incomplete reason. A new CF 285 if the customer did not submit a CF 285 or the incomplete CF 285 if the customer already submitted CF 285 but it was determined incomplete.
4. All required MEDS interfaces for TNB were included in **SCR CA-203103/CIV-101471– CalFresh Ending SSI Cash-Out**. No additional MEDS changes are needed for this SCR.
5. For CalSAWS only, Change Reason logic will not be able to apply the 'No SSI/SSP' Status Reason for a late reported Period Required change (i.e. the client fails to report the loss of SSI/SSP on the TNB4 before the new TNB recertification period is established). A separate SCR is needed to update the Change Reason logic behavior when an Other Program Assistance record is end dated.
   Current logic will only apply the 'No SSI/SSP' Status Reason when the EDBC is processed for the new recertification period with the TNB 4 Customer Report set to 'Reviewed – Ready to Run EDBC' (i.e., the recertification is being processed). If the user needs to apply the 'No SSI/SSP' Status Reason outside of the recertification because of a late report, the user will need to override the EDBC.
6. TNB 4 RE Packet will follow the same logic as the existing RE Packets when the packet is marked as received from Barcoded Document Routing Detail page.
7. No updates will be made to the population of the TNB 4 form in Template Repository.
8. All the NOAs and forms updated/added as part of this SCR will use the NA BACK 9 that currently exists in the system.
9. Rescind functionality will remain unchanged and it will continue to function as it exist currently.

© 2019 CalSAWS. All Rights Reserved.

2 RECOMMENDATIONS

2.1 Customer Reporting List

2.1.1 Description of Changes

1. Update the Customer Reporting List to display the TNB 4 RE Packet record as shown in Figures 2.1.1 and 2.1.2 upon display of the page.
    a. Update both the default search and the full search on this page. The default search runs when the user navigates to this page. The full search runs when the user clicks on the 'View' button on the page.
2. CalSAWS Only: Add the TNB 4 RE Packet value in the 'Display Type' dropdown.

2.1.2 Overview

The Customer Reporting List page will be updated to support the TNB 4 Recertification Packet. This will allow the user to access the Customer Reporting Detail page for the TNB 4.

2.1.3 Customer Reporting List Mockup

Figure 2.1.1 – Customer Reporting List (C-IV)

© 2019 CalSAWS. All Rights Reserved.

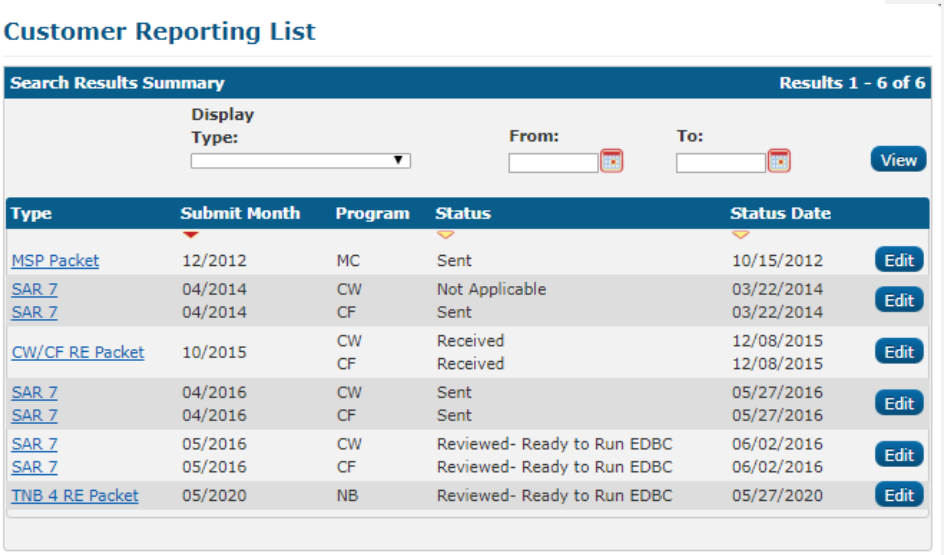


Figure 2.1.2 – Customer Reporting List (CalSAWS)

2.1.4 Page Location

- **Global: Eligibility**
- **Local: Reporting**
- **Task: Customer Reporting**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping

2.1.6 Page Mapping

No impacts to this section.

2.1.7 Page Usage/Data Volume Impacts

An estimated 1500 households have TNB in CalSAWS.

An estimated 3000 households have TNB in C-IV.

2.2 Customer Reporting Detail

2.2.1 Overview

The Customer Reporting Detail page will be updated to include the TNB 4 RE Packet report type.

© 2019 CalSAWS. All Rights Reserved.

2.2.2 Customer Reporting Detail Mockup

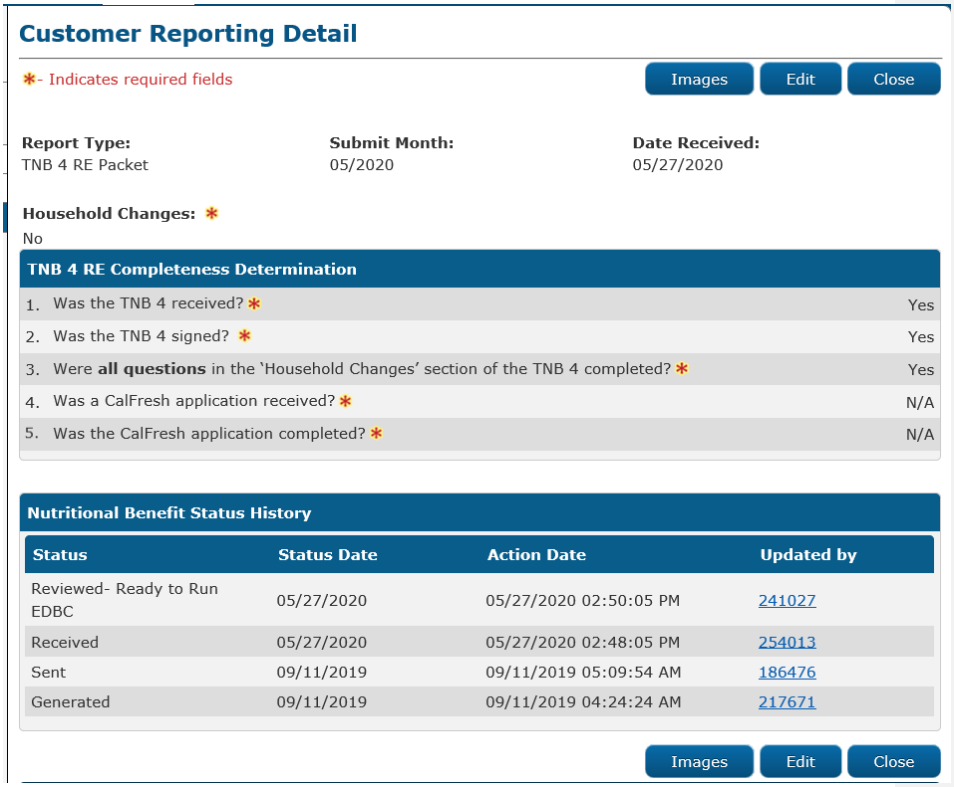


Figure 2.2.1 – Customer Reporting Detail View Mode (C-IV)

© 2019 CalSAWS. All Rights Reserved.

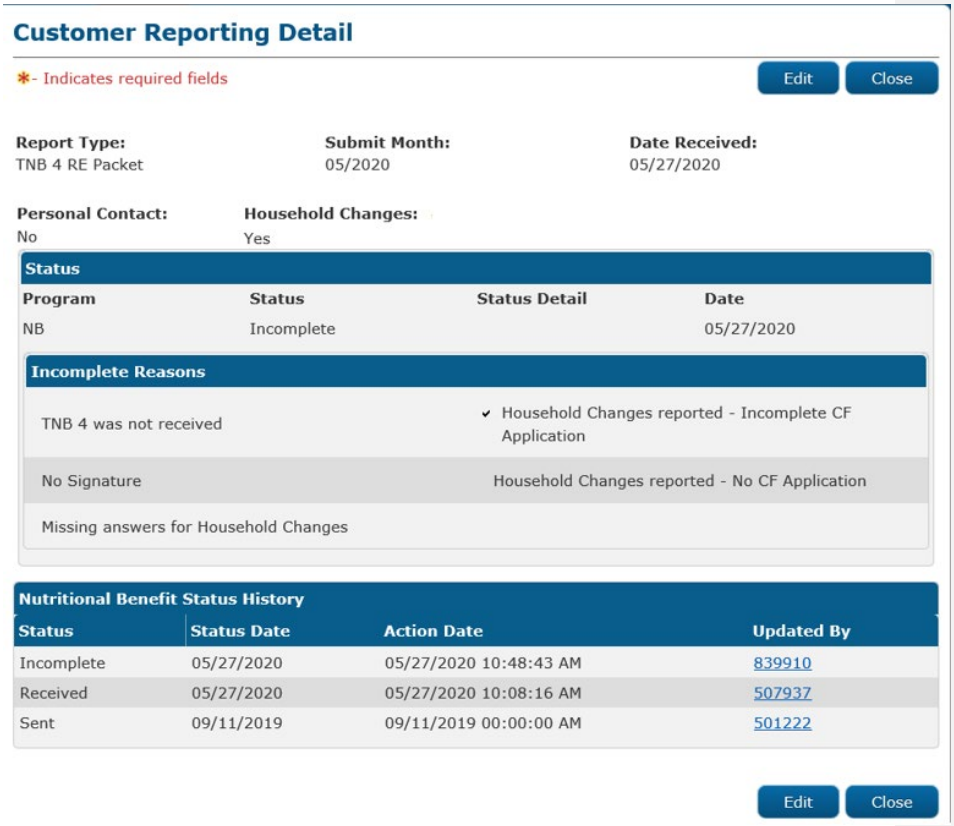


Figure 2.2.2 – Customer Reporting Detail View Mode (CalSAWS)

© 2019 CalSAWS. All Rights Reserved.

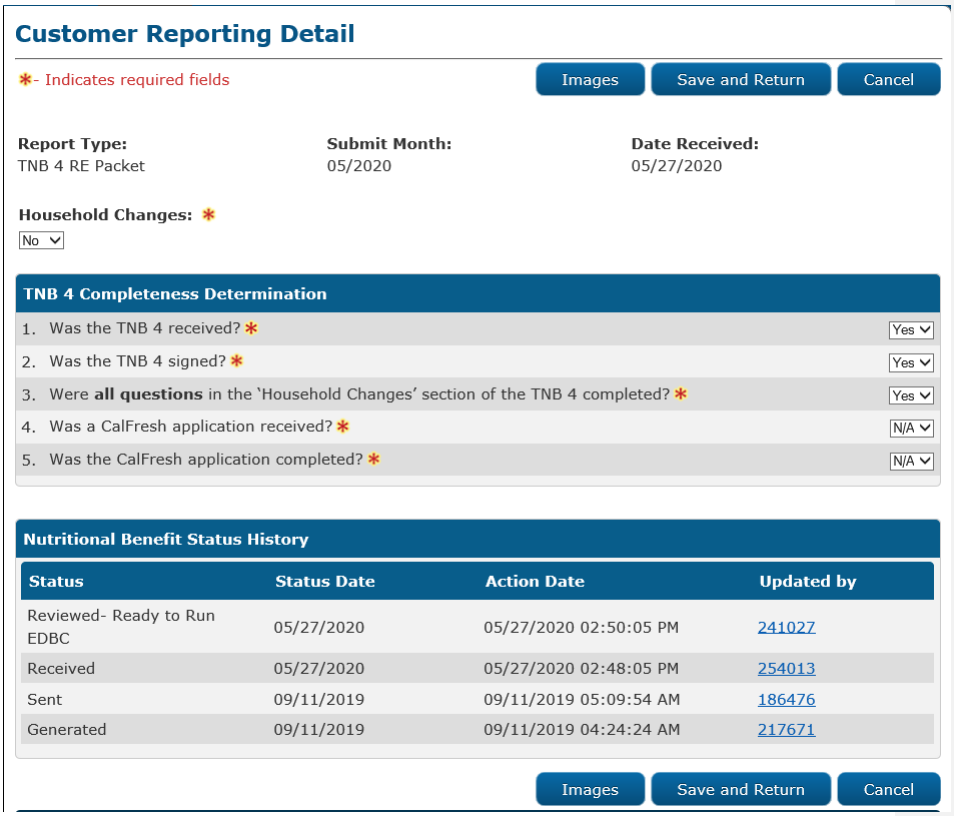


Figure 2.2.3 – Customer Reporting Detail Edit Mode (C-IV)

© 2019 CalSAWS. All Rights Reserved.

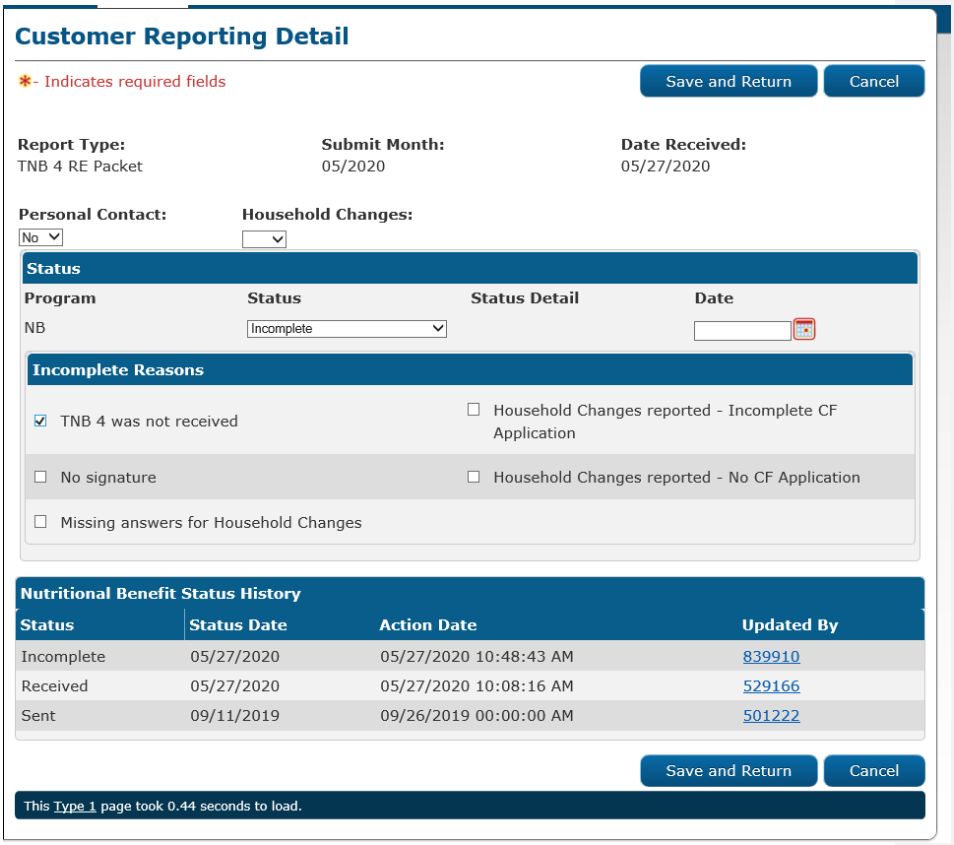


Figure 2.2.3 – Customer Reporting Detail Edit Mode (CalSAWS)

© 2019 CalSAWS. All Rights Reserved.

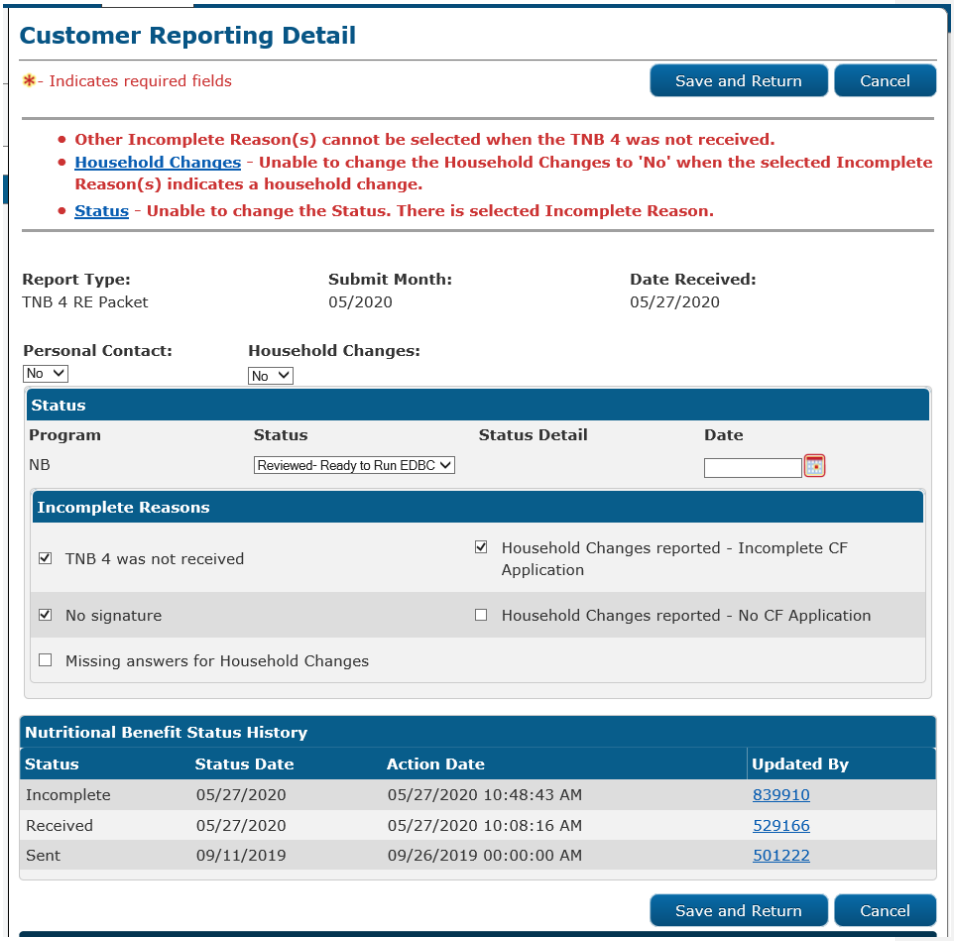


Figure 2.2.4 – Customer Reporting Detail Edit Mode with new validations for Reviewed- Ready to Run EDBC (CalSAWS)

2.2.3 Description of Changes

1. Create a new Customer Reporting Detail page for the TNB 4 Recertification Packet as shown in Figures 2.2.1 to 2.2.4:
    a. The Report Type will be 'TNB 4 RE Packet'.
    b. The Submit Month will be the month when the TNB is due. It will be in the 'MM/YYYY' format.

© 2019 CalSAWS. All Rights Reserved.

c. The Date Received field will be populated with the date of when the Customer Reporting Detail is marked as 'Received'.
d. The Household Changes field will be defaulted to 'Blank' and the dropdown options for Edit Mode will be 'Blank', 'Yes' and 'No' for LRS/CalSAWS. For C-IV the Household Changes field will be mandatory with the dropdown being 'Yes' and 'No' and will be defaulted to '-Select-'. This field will capture if a CalFresh application is required to complete the recertification process.
e. The Nutritional Benefit Status History section will track the history of the Customer Reporting record and displays the following information:
    i. Status
    ii. Status Date
    iii. Action Date
    iv. Updated by

f. C-IV Only Changes:

i. Create the 'TNB 4 RE Completeness Determination' with the following required questions with the answers defaulted to '-Select-':
    1. Was the TNB 4 received?
        a. The dropdown values will be 'Yes' or 'No' or 'N/A'.
    2. Was the TNB 4 signed?
        a. The dropdown values will be 'Yes', 'No' or 'N/A'.
        b. If the "Was the TNB 4 received?" field is populated with a 'No', the dropdown value will be 'N/A'.
    3. Were all questions in the 'Household Changes' section of the TNB 4 completed?
        a. The dropdown values will be 'Yes', 'No', or 'N/A'.
        b. If the "Was the TNB 4 received?" field is populated with a 'No', the dropdown value will be 'N/A'.
    4. Was a CalFresh application received?
        a. The dropdown values will be 'Yes' ,'No' or 'N/A'.
        b. If the Household Changes field is populated with a 'No', the dropdown value will be 'N/A'.
        c. If the "Was the TNB 4 received?" field is populated with a 'No', the dropdown value will be 'N/A'.
    5. Was the CalFresh application completed?
        a. The dropdown values will be 'Yes' ,'No' or 'N/A'.

© 2019 CalSAWS. All Rights Reserved.

b. If the Household Changes field is populated with a 'No', the dropdown value will be 'N/A'.
c. If the Was the TNB 4 received? field is populated with a 'No', the dropdown value will be 'N/A'.

ii. The 'TNB 4 RE Completeness Determination' field will not display questions 1 through 5 when it is in 'Generated' or 'Sent' Status.

iii. The Household Changes is mandatory for this page, however this field will not display when the Status is in 'Generated' or 'Sent' Status.
    1. The following validation will only display when the field is visible on the page: 'Household Changes – Field is required. Please enter a value.'

iv. The Customer Reporting Detail status displayed on the Customer Reporting List page will be set to 'Reviewed-Ready to Run EDBC' for the following scenarios:
    1. When the Household Changes is set to 'Yes':
        a. All the questions under the TNB 4 RE Completeness Determination are answered 'Yes'.
    2. When the Household Changes is set to 'No':
        a. Questions 1, 2 and 3 of the TNB 4 RE Completeness are answered 'Yes'.

v. The Customer Reporting Detail status displayed on the Customer Reporting List page will be set to 'Incomplete' if the answers on the TNB 4 RE Completeness Determination do not meet the scenarios mentioned above.

vi. The Customer Reporting Detail status displayed on the Customer Reporting List page will be set to 'Complete-EDBC Accepted' when the worker runs the TNB 4 RE EDBC while the status is set to 'Reviewed- Ready to Run EDBC'.

vii. The Customer Reporting Detail status displayed on the Customer Reporting List page will be set to 'Not Applicable' when either Question 1, Question 2, or Question 3 of the TNB 4 Completeness Determination are answered 'N/A'. Exception being if Question 1 of the TNB 4 Completeness Determination are answered 'No' and both Question 2 and Question 3 are answered 'N/A' then the Customer Reporting List page will be set to 'Incomplete '.

Note: Status can't be advance to 'Reviewed-Ready to Run EDBC' if it was in 'Generated' or 'Sent' Status (status would need to either be in 'Received' or 'Incomplete' before it

© 2019 CalSAWS. All Rights Reserved.

can be updated to 'Reviewed-Ready to Run EDBC in addition to the other scenario listed above)

g. CalSAWS Only Changes:

i. The 'Personal Contact' field on Edit mode will have dropdown values of 'Blank', 'Yes' and 'No' and will default to 'No'.
   1. When the worker choose the value 'Blank' the system will display as 'No' after saving the page.

ii. Create the 'Status' section which will display the following information:
   1. The 'Program' field is an uneditable field with the value 'NB'.
   2. The 'Status' field on Edit mode will have a dynamic dropdown in which the options depend on the previous Customer Reporting Detail status. The default value is blank. The following options will be available:
      a. If the status is previously 'Sent' the following option will be available:
         i. Not Applicable
         ii. Received
      b. If the status is previously 'Received' the following option will be available:
         i. Incomplete
         ii. Not Applicable
         iii. Reviewed- Ready to Run EDBC
      c. If the status is previously 'Incomplete' the following option will be available:
         i. Not Applicable
         ii. Reviewed- Ready to Run EDBC
      d. If the status is previously 'Reviewed- Ready to Run EDBC' the following option will be available:
         i. Not Applicable
         ii. Received
   3. The 'Status Detail' field on Edit mode will dynamically display a dropdown when the Status field is set to 'Received'. The default value is blank and the only available dropdown option is 'Action Required'.
   4. The 'Date' field on Edit mode is defaulted to blank. If the worker does not populate this field upon clicking the 'Save and Return' button, it will automatically populate to today's date.

iii. Create the 'Incomplete Reasons' section which dynamically displays when the Customer Reporting

Commented [LN1]: What about the "Not Applicable" option?

© 2019 CalSAWS. All Rights Reserved.

Detail status is set to 'Incomplete'. The worker must choose an incomplete reason(s) from this section to save the status of the customer report as 'Incomplete'. The following incomplete reasons will be available as checkboxes in Edit mode:

1. TNB 4 was not received
2. No signature
3. Missing answers for Household Changes
4. Household Changes reported – No CF Application
5. Household Changes reported – Incomplete CF Application

iv. When the Status is set to "Reviewed-Ready to Run EDBC" and all incomplete reasons are unchecked, the "Incomplete Reasons" section will dynamically disappear.

v. Create the following custom validations for the TNB 4 Customer Reporting Detail:

1. Other Incomplete Reason(s) cannot be selected when the TNB4 was not received.
    a. This validation message will be triggered when the worker attempts to save the page when the TNB 4 was not received incomplete reason is selected along with one or more additional incomplete reason(s).
2. "Status – Unable to change the Status. There is selected Incomplete Reason."
    a. This validation message will be triggered when the worker attempts to save the page with a status of 'Reviewed- Ready to Run EDBC' with a selected incomplete reason(s).
    b. Clicking the Status hyperlink will take the cursor to the status dropdown on the page below.
3. "Status – Must select an incomplete reason when the status is incomplete."
    a. This validation message will be triggered when the worker attempts to save the page with a status of 'Incomplete' without selecting an incomplete reason(s).
    b. Clicking the Status hyperlink will take the cursor to the status dropdown on the page below.
4. "Household Changes – Unable to change the Household Changes to 'No' when the selected Incomplete Reason(s) indicates a household change."

© 2019 CalSAWS. All Rights Reserved.

a. This validation message will be triggered when the worker attempts to the save the page with the 'Household Changes' field is set to 'No' and one or both of the following incomplete reasons were selected:
    i. Household Changes reported – No CF Application
    ii. Household Changes reported – Incomplete CF Application
b. Clicking the Household Changes hyperlink will take the cursor to the household changes dropdown on the page below.

5. "Household Changes – Household Changes must be set to 'Yes' or 'No' when the status is set to 'Reviewed-Ready to Run EDBC'."
    a. This validation message will be triggered when the worker attempts to the save the page with the 'Household Changes' field is set to 'Blank' and the status is in 'Reviewed-Ready to Run EDBC'.
    b. Clicking the Household Changes hyperlink will take the cursor to the household changes dropdown on the page below.

h. When the Customer Reporting Detail is marked as incomplete, the TNB 5 will be triggered. A pop-up will be loaded and the 'Here is what we need' section is populated based on the incomplete reason. The following messages will be used for this section:
    i. Signature on the Notice of Recertification for TNB Program (TNB 4)
        1. For C-IV, when the worker answers 'No' to the question 'Was the TNB 4 signed?', use this message.
        2. For CalSAWS, when the worker checks the 'No signature' reason, use this message.
    ii. Completed answers for question 1 - 4 on the Notice of Recertification for TNB Program (TNB 4)
        1. For C-IV, when the worker answers 'No' to the question 'Were all questions in 'Section 1: Household Changes' of the TNB 4 completed?', use this message.
        2. For CalSAWS, when the worker checks the 'Missing answers for Household Changes' reason, use this message.
    iii. A completed CalFresh application
        1. For C-IV, when the worker answers 'No' to the question(s) 'Was a CalFresh application

© 2019 CalSAWS. All Rights Reserved.

received?', and/or 'Was the CalFresh application completed?' use this message.
2. For CalSAWS, when the worker checks the 'Household Changes reported – No CF Application' and/or 'Household Changes reported – Incomplete CF Application' reason(s), use this message.

2.2.4 Page Location

- **Global: Eligibility**
- **Local: Reporting**
- **Task: Customer Reporting**

2.2.5 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping

4. Security Groups

Security Group	Group Description	Group to Role Mapping

2.2.6 Page Mapping

Update the Page Mapping to include the Household Changes field.

© 2019 CalSAWS. All Rights Reserved.

2.2.7 Page Usage/Data Volume Impacts

An estimated 1500 households have TNB in CalSAWS.

An estimated 3000 households have TNB in C-IV.

2.3 Monthly Productivity List

2.3.1 Overview

The Monthly Productivity List page will be updated to support the TNB 4 Recertification Packet. This will allow the user to access the Customer Reporting Detail page for the TNB 4 RE Packet.

2.3.2 Monthly Productivity List Mockup

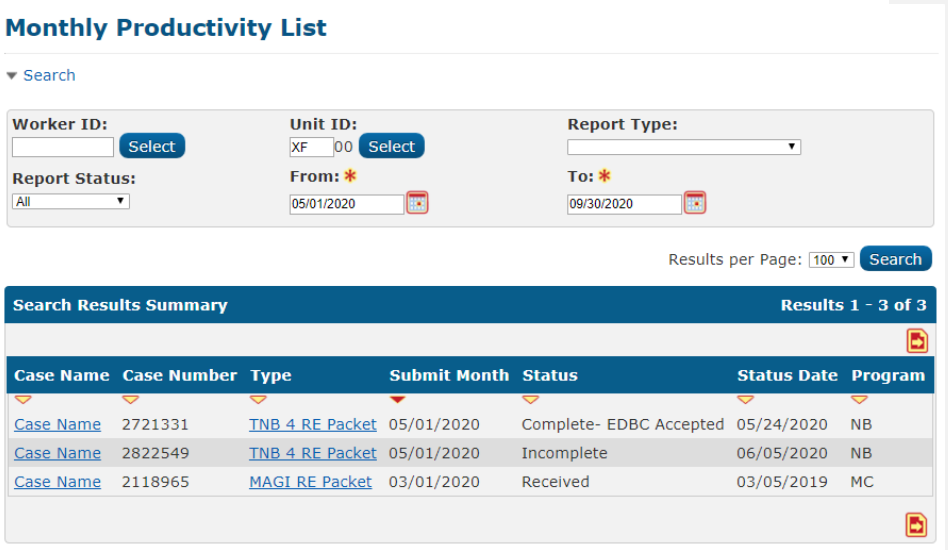


Figure 2.3.1 – Monthly Productivity List (C-IV)

© 2019 CalSAWS. All Rights Reserved.

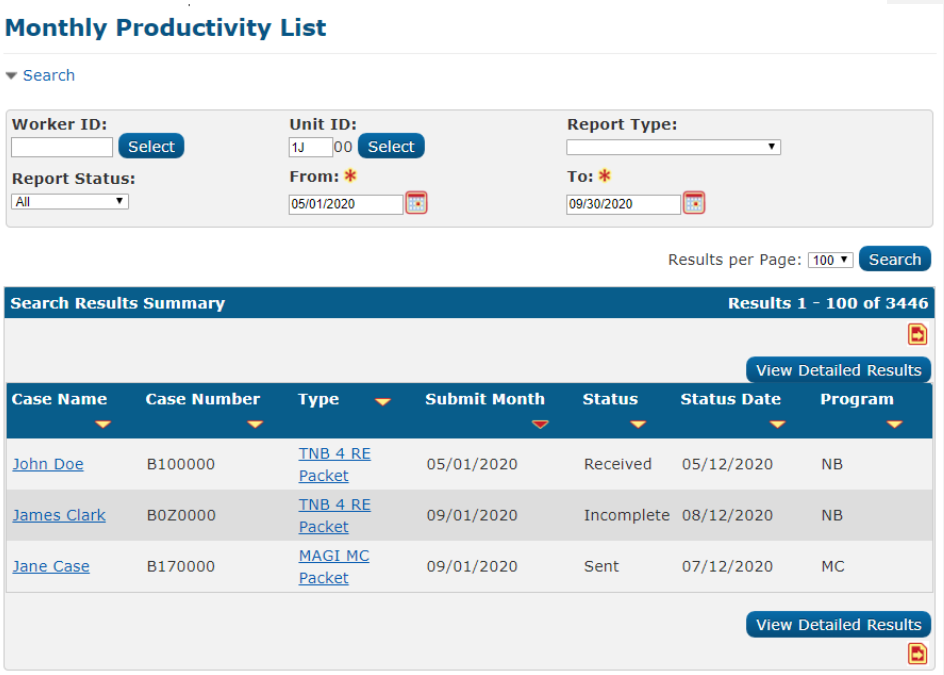


Figure 2.3.2 – Monthly Productivity List (CalSAWS)

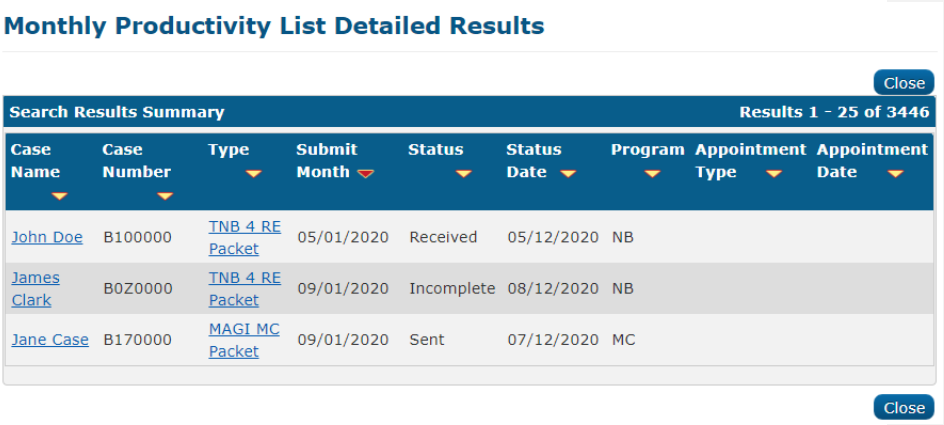


Figure 2.3.3 – Monthly Productivity List Detailed Results (CalSAWS)

© 2019 CalSAWS. All Rights Reserved.

2.3.3 Description of Changes

1. Update the Monthly Productivity List to display the TNB 4 RE Packet record as shown in Figures 2.3.1 and 2.3.2 upon display of the page.
2. Add the TNB 4 value in the 'Report Type' dropdown.
3. **CalSAWS Only:**
    a. Update the search results when the user clicks on the 'View Detailed Results' to include the TNB 4 RE Packet records as shown in Figure 2.3.3.

2.3.4 Page Location

- **Global: Eligibility**
- **Local: Workload Inventory**
- **Task: Monthly Productivity**

2.3.5 Security Updates

5. Security Rights

Security Right	Right Description	Right to Group Mapping

6. Security Groups

Security Group	Group Description	Group to Role Mapping

2.3.6 Page Mapping

No impacts to this section.

© 2019 CalSAWS. All Rights Reserved.

2.3.7 Page Usage/Data Volume Impacts

An estimated 1500 households have TNB in CalSAWS.

An estimated 3000 households have TNB in C-IV.

2.4 CalSAWS Only: YBN Homepage

2.4.1 Overview

The YBN Homepage alerts the participant through a pop-up whenever there is a Redetermination/Recertification form that is available for them to fill out. This existing alert will be triggered when a TNB 4 Recertification Packet is available for the participant.

2.4.2 YBN Homepage Mockup

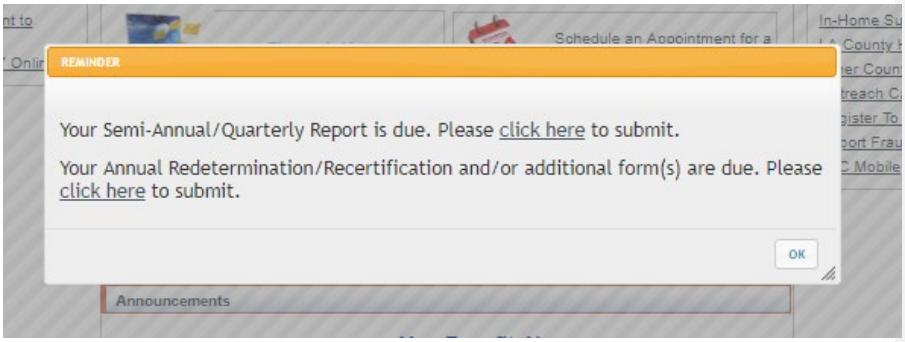


Figure 2.4.1 – YBN Homepage Alert

2.4.3 Description of Changes

1. Display the pop-up reminder with the message "Your Annual Redetermination/Recertification and/or additional form(s) are due. Please click here to submit." for the participant whenever a TNB 4 Recertification Packet is available for them to submit.
    a. Clicking the link will navigate them to the Annual Redetermination/Recertification page.
    b. Note: The mockup shows a reminder when the user has a SAR 7/QR 7 and a TNB 4 available for submission.

2.4.4 Page Location

- **Global:**

© 2019 CalSAWS. All Rights Reserved.

- **Local:**
- **Task:**

2.4.5 Security Updates

7. Security Rights

Security Right	Right Description	Right to Group Mapping

8. Security Groups

Security Group	Group Description	Group to Role Mapping

2.4.6 Page Mapping

No impacts to this section.

2.4.7 Page Usage/Data Volume Impacts

No impacts to this section.

© 2019 CalSAWS. All Rights Reserved.

2.5 CalSAWS Only: YBN Annual Redetermination/Recertification

2.5.1 Overview

The Annual Redetermination/Recertification page will be updated to display a link that will navigate the participant to the TNB 4 Recertification Packet.

2.5.2 YBN Annual Redetermination/Recertification Mockup

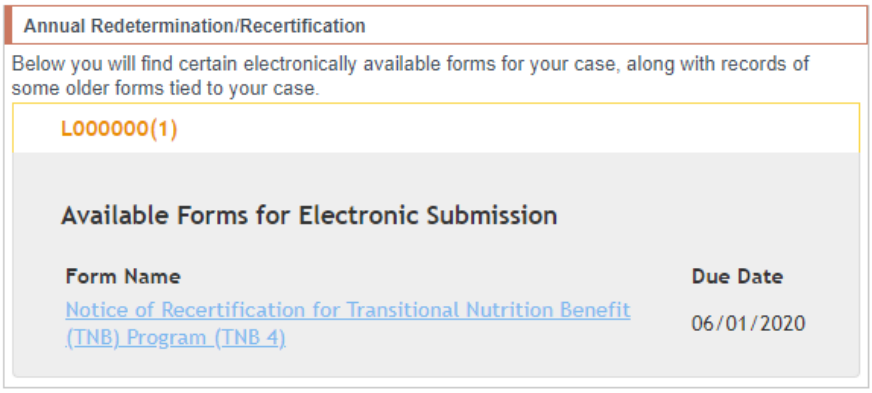


Figure 2.5.1 – YBN Annual Redetermination/Recertification

2.5.3 Description of Changes

1. Display the "Notice of Recertification for Transitional Nutrition Benefit (TNB) Program (TNB 4)" hyperlink when the TNB 4 Recertification Packet for the participant has been marked with a 'Sent' status on the Customer Reporting Detail page in the CalSAWS system (as shown on Figure 2.5.1).
    a. Clicking on the hyperlink will navigate the participant to the TNB 4 form page.
    b. The hyperlink will be available up to 30 calendar days after the submit month.
    c. This update will be in all supported threshold languages.

2.5.4 Page Location

- **Global:**
- **Local:**
- **Task:**

© 2019 CalSAWS. All Rights Reserved.

2.5.5 Security Updates

9. Security Rights

Security Right	Right Description	Right to Group Mapping

10. Security Groups

Security Group	Group Description	Group to Role Mapping

2.5.6 Page Mapping

No impacts to this section.

2.5.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.6 CalSAWS Only: TNB 4 Form Upload Page

2.6.1 Overview

The TNB 4 Form Upload page is a new page which will allow the participant to view, print out, and submit their TNB 4 Recertification Packet to complete their TNB recertification.

© 2019 CalSAWS. All Rights Reserved.

2.6.2 YBN TNB 4 Form Upload Mockup

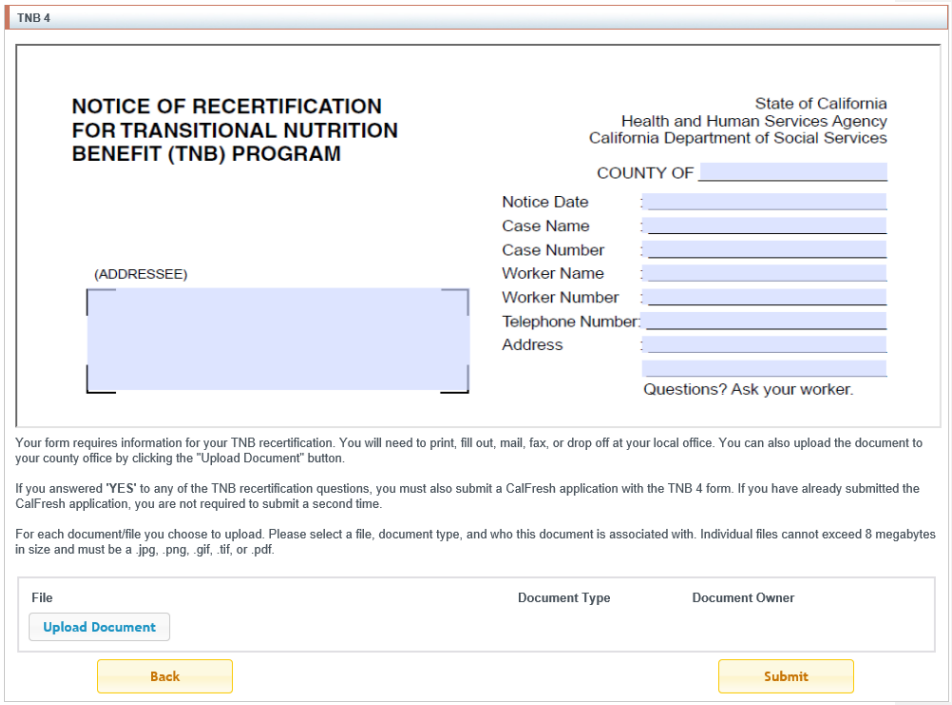


Figure 2.6.1 – YBN TNB 4 Form Upload

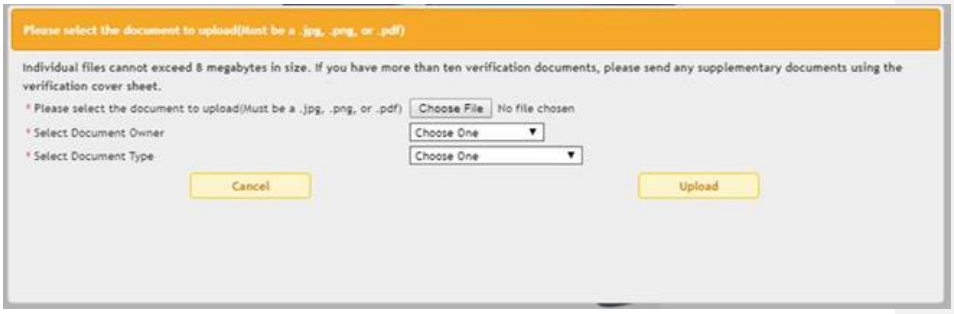


Figure 2.6.2 – YBN Form Upload Pop-Up

2.6.3 Description of Changes

1. Create the TNB 4 Form Upload page with the following details (as shown on Figure 2.6.1):
    a. The header will display "TNB 4".

© 2019 CalSAWS. All Rights Reserved.

b. Create the section which will display the TNB 4 Packet that has been generated for the participant. This should be the same form available on the Electronic Notices page in YBN.
    i. The participant will be able to download and print out this TNB 4 form.
c. Add the following verbiage to instruct the participant how to complete their TNB recertification process:
    i. Your form requires information for your TNB recertification. You will need to print, fill out, mail, fax, or drop off at your local office. You can also upload the document to your county office by clicking the "Upload Document" button.
    ii. If you answered '**YES**' to any of the TNB recertification questions, you must also submit a CalFresh application with the TNB 4 form. If you have already submitted the CalFresh application, you are not required to submit a second time.
    iii. For each document/file you choose to upload. Please select a file, document type, and who this document is associated with. Individual files cannot exceed 8 megabytes in size and must be a .jpg, .png, .gif, .tif, or .pdf.
d. Create the upload section of the page:
    i. Add the following column names:
        1. File
            a. Display the "Upload Document" button. Clicking on this button will display the existing Form Upload pop-up as shown in Figure 2.6.2.
            b. The file name will be displayed under this column once the participant uploads a document through the Form Upload pop-up.
        2. Document Type
            a. The document type selected by the participant will be displayed under this column. The participant will need to choose 'TNB 4 - Notice of Recertification for TNB Program' as the document type.
                i. The 'Notice of Recertification for Transitional Nutrition Benefit (TNB) Program' document type will be the only option on the Select Document Type dropdown on the Form Upload Pop-Up (Figure 2.6.2).
        3. Document Owner

© 2019 CalSAWS. All Rights Reserved.

a. The document owner selected by the participant will be displayed under this column.

e. Back button
   i. This will navigate the participant back to the Annual Redetermination/Recertification page.

f. Submit
   i. This will submit the document uploaded by the participant.

g. The verbiage found on this page will be translated in all supported threshold languages. The TNB 4 Packet displayed will display in the language it was generated with.

2.6.4 Page Location

- **Global:**
- **Local:**
- **Task:**

2.6.5 Security Updates

11. Security Rights

Security Right	Right Description	Right to Group Mapping

12. Security Groups

Security Group	Group Description	Group to Role Mapping

© 2019 CalSAWS. All Rights Reserved.

2.6.6 Page Mapping

No impacts to this section.

2.6.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.7 CalSAWS Only: YBN Confirmation Page

2.7.1 Overview

The Confirmation page is displayed to inform the participant that their packet has been successfully submitted.

2.7.2 YBN Confirmation Mockup

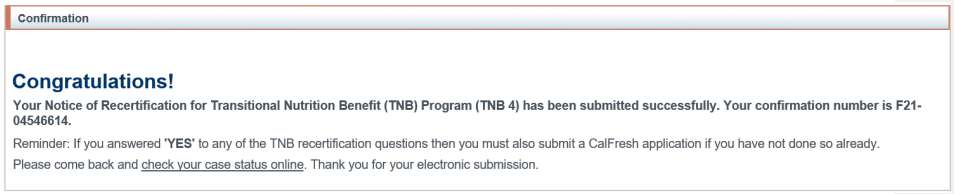


Figure 2.7.1 – YBN Confirmation

2.7.3 Description of Changes

1. Create a new Confirmation page for the TNB 4 Packet. The participant will be navigated to this page when they have successfully uploaded their TNB 4 Recertification Packet upon clicking the 'Submit' button from the TNB 4 Form Upload page. The following verbiage will be displayed:
    a. Header: Confirmation
    b. Congratulations!
    c. Your Notice of Recertification for Transitional Nutrition Benefit (TNB) Program (TNB 4) has been submitted successfully. Your confirmation number is {confirmation number}.
        i. Confirmation number should use existing logic currently being used for SAR-7, CW or CF RE packets.
    d. Reminder: If you answered **'YES'** to any of the TNB recertification questions then you must also submit a CalFresh application if you have not done so already.
    e. Please come back and check your case status online. Thank you for your electronic submission.
        i. Clicking the 'check your status online' hyperlink will navigate the user to the Case Status page.

© 2019 CalSAWS. All Rights Reserved.

2. This update will be in all supported threshold languages.

2.7.4 Page Location

- **Global:**
- **Local:**
- **Task:**

2.7.5 Security Updates

13. Security Rights

Security Right	Right Description	Right to Group Mapping

14. Security Groups

Security Group	Group Description	Group to Role Mapping

2.7.6 Page Mapping

No impacts to this section.

2.7.7 Page Usage/Data Volume Impacts

No impacts to this section.

© 2019 CalSAWS. All Rights Reserved.

2.8 CalSAWS Only: Task Detail Page

2.8.1 Overview

When a TNB 4 has been submitted through the YBN portal or has been scanned through KOFAX, a task gets generated to alert the worker. The task detail page will be updated to display the 'View Images' button when the corresponding task gets generated.

2.8.2 Task Detail Mockup

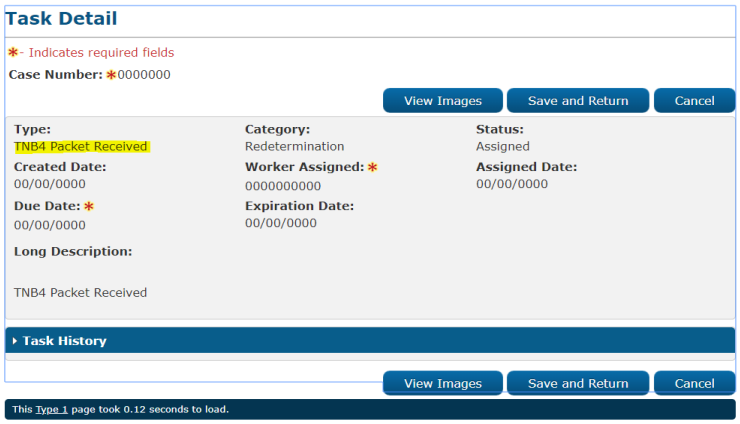


Figure 2.8.1 – Task Detail

2.8.3 Description of Changes

1. Update the Task Detail page to display the 'View Images' button when a task of type 'TNB4 Packet Received' with category of 'Redetermination' is viewed by the worker.
    a. Clicking the 'View Images' button will display the images associated to the task even images added even after the submit month.

2.8.4 Page Location

- **Global: Case Info**
- **Local: Tasks**
- **Task: Worklist Summary/Worklist**

2.8.5 Security Updates

15. Security Rights

© 2019 CalSAWS. All Rights Reserved.

Security Right	Right Description	Right to Group Mapping

16. Security Groups

Security Group	Group Description	Group to Role Mapping

2.8.6 Page Mapping

No impacts to this section.

2.8.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.9 C-IV Only: C4Y Upload Document Page

2.9.1 Overview

The Upload Document page is displayed when the participant clicks the 'Select Document' under the Upload My Documents section of the My Documents page. Currently, the participant is able to view and print the TNB 4 from the My Documents page but they are unable to upload this document. As part of this SCR, the participant will be able to upload a TNB 4 Recertification Packet through the C4Y portal.

© 2019 CalSAWS. All Rights Reserved.

2.9.2 C4Y Upload Document Page

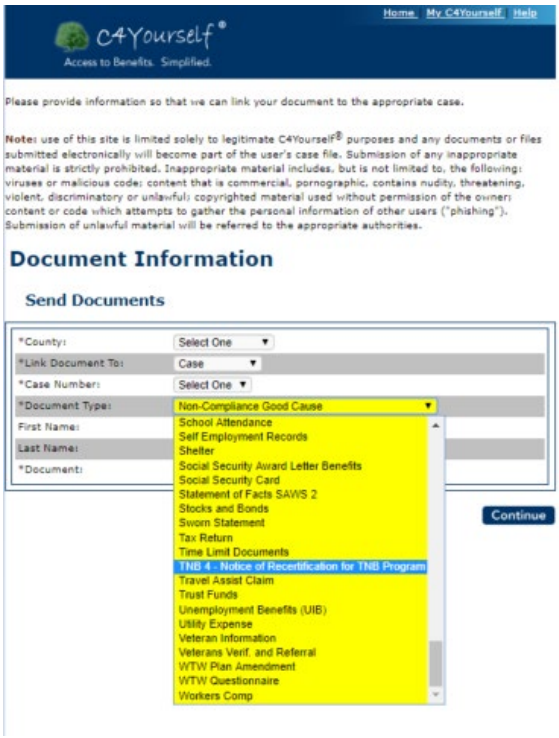


Figure 2.9.1 – C4Y Upload Document

2.9.3 Description of Changes

1. Add the 'TNB 4 - Notice of Recertification for TNB Program' value to the Document Type dropdown to allow the participant to upload their TNB 4 Recertification Packet.
    a. When the participant uploads a document of this type, the new batch job mentioned in Section 2.17 will mark the TNB 4 Customer Reporting Detail page as 'Received' and create the 'TNB 4 Recertification Packet Received' automated action.
    b. This update will be for all supported threshold languages.

2.9.4 Page Location

- **Global:**
- **Local:**
- **Task:**

© 2019 CalSAWS. All Rights Reserved.

2.9.5 Security Updates

17. Security Rights

Security Right	Right Description	Right to Group Mapping

18. Security Groups

Security Group	Group Description	Group to Role Mapping

2.9.6 Page Mapping

No impacts to this section.

2.9.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.10 C-IV Only: C4Y Mobile Application My Documents

2.10.1 Overview

The My Documents screen of the C4Y mobile application allows the participant to view their forms and upload files. The TNB 4 Recertification Packet will be added as a document type when the participant chooses to upload a file.

© 2019 CalSAWS. All Rights Reserved.

2.10.2 Description of Changes

1. Add the 'TNB 4 - Notice of Recertification for TNB Program' value to the Document Type dropdown to allow the participant to upload their TNB 4 Recertification Packet through the mobile application. The MobileService web service will be updated to allow this new document type to be uploaded.
    a. When the participant uploads a document of this type, the new batch job mentioned in Section 2.17 will mark the TNB 4 Customer Reporting Detail page as 'Received' and create the 'TNB 4 Recertification Packet Received' automated action.
    b. The new document type will be translated for Spanish.

2.10.3 Page Location

- **Global:**
- **Local:**
- **Task:**

2.10.4 Security Updates

19. Security Rights

Security Right	Right Description	Right to Group Mapping

20. Security Groups

Security Group	Group Description	Group to Role Mapping

2.10.5 Page Mapping

No impacts to this section.

© 2019 CalSAWS. All Rights Reserved.

2.10.6 Page Usage/Data Volume Impacts

No impacts to this section.

2.11 C-IV Only: Kiosk Scan Documents

2.11.1 Overview

The Kiosk allows participants to scan their barcoded documents. The document upload functionality will be updated to allow the scanning of the TNB 4 packet and create the appropriate automated action.

2.11.2 Description of Changes

1. Update the document upload functionality to allow the scanning of the TNB 4 barcode. The TNB 4 will be marked as 'Received' and the 'TNB 4 Recertification Packet Received' automated action will be generated for the system case.
    a. The document type will be TNB 4 RE Packet.

2.11.3 Page Location

- **Global:**
- **Local:**
- **Task:**

2.11.4 Security Updates

21. Security Rights

Security Right	Right Description	Right to Group Mapping

22. Security Groups

Security Group	Group Description	Group to Role Mapping

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping

2.11.5 Page Mapping

No impacts to this section.

2.11.6 Page Usage/Data Volume Impacts

No impacts to this section.

2.12 C-IV Only: WBR Scanning Mode for FACT

2.12.1 Overview

The FACT application allow the workers to scan the participant's barcoded documents through the WBR Scanning Mode. This functionality will be updated to allow the scanning of the TNB 4 packet and updating the status to 'Received'. ~~and create the appropriate automated action.~~

2.12.2 Description of Changes

1. Update the WBR Scanning Mode functionality to allow the scanning of the TNB 4 barcode and the TNB 4 will be marked as 'Received'. ~~and the 'TNB 4 Recertification Packet Received' automated action will be generated for the system case.~~
    a. ~~The document type will be TNB 4 RE Packet~~.

2.12.3 Page Location

- **Global:**
- **Local:**
- **Task:**

2.12.4 Security Updates

23. Security Rights

© 2019 CalSAWS. All Rights Reserved.

Security Right	Right Description	Right to Group Mapping

24. Security Groups

Security Group	Group Description	Group to Role Mapping

2.12.5 Page Mapping

No impacts to this section.

2.12.6 Page Usage/Data Volume Impacts

No impacts to this section.

© 2019 CalSAWS. All Rights Reserved.

2.13 Eligibility Rules Updates

2.13.1 Overview

1. Define a new Reporting Type, 'TNB Non Reporting' (CT542) to be used as the reporting type for any EDBC or Program Detail defined during a 6-month TNB period (i.e., any TNB period other than the initial 12-month period).
2. Define/Display the 'RE' EDBC Run Reason for TNB programs. This also applies to Manual EDBC.
    a. **CalSAWS Only** – Internally/automatically determine the 'RE' EDBC Run Reason. This will not display to the user.
    b. **C-IV Only** – Display the 'RE' Run Reason on the Run EDBC page.
3. **C-IV Only** – Display the 'SAR7' Run Reason on the Run EDBC page when processing any benefit month that falls within a six-month period (i.e., any period other than the initial period).
4. Update EDBC authorization logic to take appropriate actions (e.g., create/update redetermination records and set Customer Report to completed) during TNB recertification.
5. Update EDBC logic to set initial TNB recertification periods to 12 months and all subsequent TNB periods to 6 months.
6. Update TNB EDBC logic to discontinue based on the results of the TNB 4 and, if applicable, the presence and outcome of a CF application and the associated CF EDBC when processing a TNB recertification.
7. **CalSAWS Only** – Update TNB Status Reason (e.g., No SSI/SSP) logic to allow period required changes to be applied even after initial TNB recertification.
8. **CalSAWS Only** - Add validations to the system to prevent the user from running the incorrect benefit month EDBC after the current packet due date where status of the packet is 'Reviewed- Ready to Run EDBC'.
   This change will align TNB with the other programs (CW, CF, GA, RCA, CAPI) which use these validations introduced with SCR **CA-52723 CIV-100710 Customer Reporting Updates**.
9. **C-IV Only:** Update the 'Program Code' code table (CT18). Specifically, set the 'Change Reason Program' column to 'Y'. This will define the NB program as a Change Reason program and bring C-IV in alignment with CalSAWS prior to migration. This does not mean that C-IV will begin using Change Reason logic prior to migration.

2.13.2 Description of Changes

1. Define a new Reporting Type, 'TNB Non Reporting' (CT542) to be used as the reporting type for any EDBC or Program Detail defined during a 6-month TNB period (i.e., any TNB period other than the initial 12-month

© 2019 CalSAWS. All Rights Reserved.

period). The initial 12-month TNB period will continue to use the 'Non Reporting' reporting type.
The new 'TNB Non Reporting' reporting type will allow fiscal logic to identify periods which require period related skip issuances.
The 'Periodic Report Frequency' column (column 10) will be set to 6.
The 'EICT' column (column 9) will be left blank because there is no reporting requirement for TNB. They are only required to complete the recertification.
The Reporting Type will be set to 'TNB Non Reporting' when any of the following conditions have been met for a benefit month:

a. The EDBC for the benefit month was processed with an 'RE' Run Reason.
b. The benefit month is greater than September 2021, which is functionally the last possible month for a TNB program to receive the 'Non Reporting' Reporting Type. October 2020 is last possible month for an SSI/SSP Reversal Month to be established.
c. The difference between the benefit month and the SSI/SSP Reversal Month is greater than 11 months. For example, if the SSI/SSP Reversal month were 7/2019 and the benefit month being processed is 7/2020, the difference would be 12 months.
d. The difference between the SSI/SSP Reversal Month and the RE due date associated with the benefit month is greater than 11 months.
e. If the program detail for the benefit month has previously been set to 'TNB Non Reporting'.

2. **CalSAWS Only** – Automatically define the 'RE' EDBC Run Reason the first month of the new TNB period when the prior month has TNB 4 Customer Report that is in 'Reviewed – Ready to Run EDBC' (CT258_RR) status. This same functionality will be available for TNB programs processed through Manual EDBC.
3. **C-IV Only** – Update the Run EDBC page to display an 'RE' Run Reason for TNB programs. The logic for determining when the 'RE' Run Reason will display will mimic the logic used for CF (i.e., when the redetermination has not yet been completed for the benefit month being processed). This same functionality will be available for TNB programs processed through Manual EDBC and the Negative Action page.
4. **C-IV Only** – Update the Run EDBC page to display the 'SAR7' Run Reason when processing any NB benefit month that falls within a six-month period (i.e., any period other than the initial period).
The 'SAR7' EDBC Run Reason can be used to force negative actions/status reasons which normally cannot be applied mid-period (e.g., 'No SSI/SSP'). This same functionality will be available for TNB programs processed through the Negative Action page.
5. Update EDBC authorization logic to take the actions listed below when the user is authorizing an 'Active' TNB program for a new TNB recertification period with an 'RE' EDBC Run Reason (CT744_RE).

© 2019 CalSAWS. All Rights Reserved.

a. Update the TNB 4 Customer Report status to 'Completed – EDBC Accepted' (CT258_CE) when the latest Customer Report Status is 'Reviewed – Ready to Run EDBC' (CT258_RR) and the TNB program has an 'Active' status.
b. Define a new six-month recertification period.
c. If there is a prior period recertification that has no completion reason code, update the prior period recertification with a completion date and completion reason code of 'Processed' (CT1892_PR).

6. Update EDBC logic to only define a TNB program's initial recertification period (i.e., the recertification period that begins with the SSI/SSP reversal) to 12 months. After the initial 12 month recertification period, update EDBC to create all subsequent periods with a duration of 6 months when processing a new TNB period with an 'RE' EDBC Run Reason. A new recertification will not be created if the program is not active. When a TNB recertification process leads to a new recertification period being created, the system will always create a 6-month recertification period.
    a. Determine TNB period – Non ICT: Update the EDBC logic that determines the TNB period during EDBC processing. The TNB period is always based on the redetermination record length (i.e., there are no intervening reporting dates between recertification dates like Semi-Annual Reporting (SAR)).
    b. Determine TNB period – ICT: Update the EDBC logic which determines the Period Begin/End Date during EDBC processing if the following conditions are met:
        i. The program is TNB
        ii. The program application for the benefit month is an ICT and has not been approved
        iii. 'Prior County RE Due Month' on the program application is not prior to the BDA month

        Skip the existing logic for determining Recertification Begin Date and Recertification End Date to be used in the calculation of EDBC period, begin/end dates. Use Recertification Begin Date and Recertification End Date as follows:
        a. Use month end date of 'Prior County RE Due Month' on the current ICT program application as the Recertification End Date for the calculation of EDBC period begin/end dates.
        b. Treat Recertification Begin Date as null for the calculation of EDBC TNB period begin date, allowing the begin date to be recalculated based on the ICT information.
        c. The length of the period (12-month vs 6 month) can be determined as follows. If the Prior County Redetermination Due Date is more than 11 months greater than the 'SSI/SSP Reversal Month' the

© 2019 CalSAWS. All Rights Reserved.

recertification length will be assumed to be 6-months. Otherwise, the length will be assumed to be 12-months.

7. Update EDBC logic to set the appropriate RE Due Date and RE length when a newly created TNB program is being authorized. This may be necessary in rare cases (e.g., the death of the head of household). EDBC will determine the RE Due Date using the following process. Beginning with the SSI/SSP Reversal Month increment initially by 11 months and then by 6 months until the incremented date falls on or after the BDA month of the new TNB program. Once this occurs, this will be the RE Due Date and the last increment will indicate whether the RE length is 12 vs 6 months. Take the following examples:
    a. Example1: The user needs to transfer a TNB program with an SSI/SSP Reversal Month of Jan 2020 to a new case. The new TNB program will have a BDA of June 2020.
        i. Increment 1: SSI/SSP Reversal Month of Jan 2020 +11 months = Dec 2020
        ii. This exceeds the new TNB program's BDA of June 2020. Therefore the recertification will have a due date of Dec 2020 and a begin date of Jan 2020 for a 12-month recertification.
    b. Example 2: The user needs to transfer a TNB program with an SSI/SSP Reversal Month of Jan 2020 to a new case. The new TNB program will have a BDA of Sept 2021.
        i. Increment 1: SSI/SSP Reversal Month of Jan 2020 + 11 months = Dec 2020
        ii. Increment 2: Dec 2020 + 6 months = June 2021
        iii. Increment 3: June 2020 + 6 months = Dec 2021
        iv. This exceeds the new TNB program's BDA of Sept 2021. Therefore the recertification will have a due date of Dec 2021 and a begin date of July 2021 for a 6-month recertification.
8. Add two new Status Reasons listed in the table below. Existing NB Status Reason are also listed for context.

Status Reason	Code Num Identif	Type	NB Priority	NB Pgm Role	NB Close Pers	NB Close Pgm	NB Neg Action	Mid-period Mandatory
No Valid CF Determination	New	TNB	10			Y	Y	TNB = Y
TNB Recert Expired	New	TNB	9			Y	Y	TNB = Y
Out of the Home	19	TNB	15	UP				TNB = N

© 2019 CalSAWS. All Rights Reserved.

Calif. Residence	05	TNB	8			Y	Y	TNB = Y
Gets CF Inside HH	JG	TNB	7			Y		TNB = Y
Deceased	04	Both	11		Y			TNB = N SNB = Y
Inter-County Transfer	85	Both	4			Y	Y	TNB = Y SNB = Y
Requested Disc. - Verbal	06	Both	3			Y	Y	TNB = Y SNB = Y
Requested Disc. - Written	K4	Both	2			Y	Y	TNB = Y SNB = Y
No Eligible Mem	11	Both	5			Y		TNB = Y SNB = Y
No SSI/SSP	9A	Both	13	UP				TNB = N SNB = Y
Not Part of NB HH	9B	Both	12		Y			TNB = Y SNB = Y
No CF	9C	SNB	14	UP				SNB = Y
HH Not Receiving CF	9D	SNB	6			Y		SNB = Y
No NB Eligibility	9E	Both	1			Y		TNB = Y SNB = Y

9. The new Status Reasons will be used as follows:
   - **a. No Valid CF Determination**
     - i. Program Type: TNB Only
     - ii. Action: Close Program

© 2019 CalSAWS. All Rights Reserved.

iii. Condition: This status reason will be set by EDBC when the following conditions are met:
    1. The benefit month is being processed for the TNB recertification. The system identifies this when the EDBC is being processed with an 'RE' Run Reason.
    2. The TNB 4 Customer Report indicates that a change has occurred to the TNB household which requires a CF application (i.e., the Household Changes indicator is 'Yes'). The TNB 4 Customer Report will have a submit month that matches the recertification due month.
    3. There is no CF application which meets the following criteria:
        a. The CF application date falls on or between the following dates:
            i. 45 days prior to the ongoing TNB period being processed
            ii. 30 days after the last day of the redetermination due date month ~~The last day of the calendar month for the first month of the ongoing TNB period being processed~~
        b. When processing EDBC, the CF program associated with the above CF application was denied or discontinued for one of the following status reasons. Note: These are the same reasons for which a discontinued CF program can be considered for initial TNB eligibility.

Code – CT73	Status Reason	Long Description
12	Over Resources	Exceeded Resource Limit
13	Real Property	Increased Real Property
14	Other Property	Increased Other Property (LR/PP/MV)
39	Over Income	Exceeded Gross Income Limits.
KU	Over 130% FPL	CF Over 130% Federal Poverty Level
71	$0 Allotment (C-IV Only) Over Income - $0 Allotment (CalSAWS Only)	$0 Allotment (C-IV Only) Over Income - $0 Allotment (CalSAWS Only)

        c. If there are multiple CF applications in the time period defined in point a above, only

© 2019 CalSAWS. All Rights Reserved.

one of the CF applications is required to pass the conditions in point b.

iv. Note: This Status Reason will only be evaluated when EDBC is processed to establish a new TNB period (i.e., during TNB Recertification). If this Status Reason is needed outside of this initial EDBC run for TNB recertification, the user will need to use the Negative Action page to discontinue the program.

b. TNB Recert Expired

i. Program Type: TNB Only
ii. Action: Close Program
iii. Condition: This status reason will be initiated by a batch job. See the batch section below for additional details.

10. The following existing Status Reason will be updated.

a. Gets CF Inside HH

i. Program Type: TNB Only
ii. Action: Close Program
iii. Update Existing Condition:
    1. Prior Condition: This status reason will be set for any benefit month for which there is an active CF program **in the case** with a benefit amount greater than $0.
    2. New Condition: This status reason will be set for any benefit month for which there is an active CF program.
    Note: If the proration of a CF program in the initial month of benefit leads to a $0 benefit amount. The CF program will remain active. An active CF program with a $0 benefit amount will still lead to the loss of TNB assuming the condition iv below is met.
iv. Additional Condition: This status reason will only be set for benefit month for which there is 10-day notice unless the benefit month is being processed with an 'RE' Run Reason, which signifies that the TNB recertification is being processed.

11. Add the NB Priorities for the SNB and TNB Status Reasons shown above. This will ensure that when there are multiple Status Reasons the system will consistently show the same Status Reason at the program and program person detail level. Status Reasons that act on the program are given higher priority over person level status reasons. Note that in CalSAWS (unlike C-IV) all Status Reasons can be viewed from the EDBC Detail page.
    Priorities with lower numbers will be given precedence over higher numbers. For example, if a TNB program were to be discontinued for 'No Valid CF Determination' (priority 10) and 'Calif Residence' (priority

© 2019 CalSAWS. All Rights Reserved.

8) the program detail page would display 'Calif Residence' for the discontinuance reason.
Technical Note: The numbers defined for priorities are only to show precedence and are not meant to be the priorities used in CT73.

12. **CalSAWS Only:** Update EDBC Change Reason logic for Household Status data changes. This will impact how the 'Out of the Home' Status Reason gets determined.
    a. The following change to Household Status records will be considered a negative change:
        i. The household record changes from being considered 'in the home' to be considered 'out of the home' per the current logic.
    b. The above negative changes will handled as Negative Type 1 changes (per the original Change Reason Use Case Modification document), which means mid-period changes cannot be applied until the next recertification. Period required changes (i.e., data changes that should have been reported during the recertification process) will be applied even after the initial TNB recertification is complete.
13. **CalSAWS Only:** Update the EDBC logic for the 'Deceased' Status Reason to act as follows.
    a. If a deceased date is a mid-period change, the Status Reason cannot be set until the next recertification.
    b. If a deceased date meets the definition of a period required change (i.e., the deceased date occurred prior to the TNB recertification period report month), the Status Reason will be set for the benefit month even if the deceased date is entered after the initial TNB recertification is complete.
14. **CalSAWS Only:** Add a new validation upon clicking 'Accept' button on the [Program] EDBC Summary and [Program] EDBC (Manual) page to be displayed when all of the following conditions are met:
    a. The program is TNB
    b. The EDBC is not closing the program or marking it as ineligible
    c. The status of the current TNB 4 packet is 'Reviewed- Ready to Run EDBC' for the given program
    d. The benefit processing range begin month (for multi-month EDBCs) or benefit month (for manual EDBC or Negative action) is after the month following the current TNB 4 due month

    The text will be in a red font and prevent EDBC from being accepted and will reference the ~~'Cancel'~~ 'Accept' button on the page. The validation message text will be "[Packet Name] Ready to Run EDBC for [Month after Packet due month]."
    This allows TNB to use the above validation which was introduced with SCR **CA-52723 CIV-100710 Customer Reporting Updates**.
15. **CalSAWS Only:** Add a new soft validation on Run EDBC, Create Manual EDBC and Negative Action Detail page to be displayed when the following conditions are met:
    a. The program is TNB

© 2019 CalSAWS. All Rights Reserved.

b. The program status is pending, active or ineligible
c. The status of the current TNB 4 packet is 'Reviewed- Ready to Run EDBC' for the given program
d. The benefit processing range end month (for multi-month EDBCs) or benefit month (for manual EDBC or Negative action) is same or prior to the current TNB 4 due month
e. The month following the current TNB 4 due month is available to run

The validation message text will be "[Program Name]: [Packet Name] Ready to Run EDBC for [Month after packet due month]."
The text will be in a red font and will not prevent EDBC from being run. This allows TNB to use the above validation which was introduced with SCR **CA-52723 CIV-100710 Customer Reporting Updates**.

16. **C-IV Only:** Update the 'Program Code' code table (CT18). Specifically, set the 'Change Reason Program' column to 'Y'. This will define the NB program as a Change Reason program and bring C-IV in alignment with CalSAWS prior to migration. This does not mean that C-IV will begin using Change Reason logic prior to migration.

2.13.3 Programs Impacted

Nutrition Benefit (NB)

2.13.4 Performance Impacts

No impact.

2.14 Eligibility – Program Configuration [Override] List

2.14.1 Overview

Update the Program Configuration Override List page for online EDBC or the program Configuration List page for manual EDBC to account for the new 'TNB Non Reporting' reporting type.

There are no changes to the existing page layout. Only new conditions on displayed values and validations will change.

© 2019 CalSAWS. All Rights Reserved.

2.14.2 Program Configuration Override List

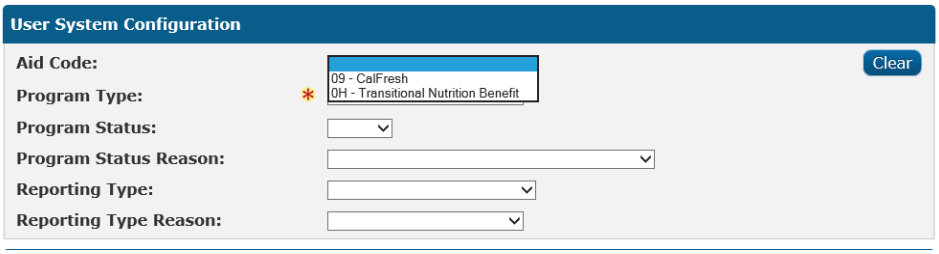


Figure 2.14.1 – User System Configuration section of Program Configuration Override List

2.14.3 Description of Changes

1. Update the existing conditions that display the page validation "Aid Code, Program Type, and Reporting Type/Reason are required to align." For this validation the system is only comparing the 'Aid Code', 'Reporting Type', 'Program Type', and 'Reporting Type Reason' to ensure they are logically consistent for an Nutrition Benefit (NB) program.
    a. If the override (or manual EDBC) is for a benefit month Prior to 10/2021, the valid combinations of values are listed below. Currently, the system looks for combinations i (SNB) and ii (TNB with 12-month reporting). Combination iii (TNB with 6-month reporting) will be added.
        i. Combination for SNB
            1. Aid Code: 09 – CalFresh
            2. Program Type: Supplemental Nutrition Benefit
            3. Reporting Type: Non Reporting
            4. Reporting Type Reason: Supplemental Nutrition Benefit
        ii. Combination for TNB (12-month) - This is the combination that would be selected by the user if they are overriding a TNB EDBC that falls within a 12-month recertifcation period.
            1. Aid Code: 0H – Transitional Nutrition Benefit
            2. Program Type: Transitional Nutrition Benefit
            3. Reporting Type: Non Reporting
            4. Reporting Type Reason: Transitional Nutrition Benefit
        iii. Combination for TNB (6-month) - This is the combination that would be selected by the user if they are overriding a TNB EDBC that falls within a 6-month recertification period.
            1. Aid Code: 0H – Transitional Nutrition Benefit
            2. Program Type: Transitional Nutrition Benefit
            3. Reporting Type: TNB Non Reporting

© 2019 CalSAWS. All Rights Reserved.

4. Reporting Type Reason: Transitional Nutrition Benefit

b. If the override (or manual EDBC) is for a benefit on or after 10/2021, the valid combinations become limited to point i (SNB) and iii (TNB with 6-month reporting). As of 10/2021, it is no longer possible to have a 12-month TNB program. The last possible SSI/SSP Reversal Month is 10/2020. Therefore, the last possible 12-month recertification period will have a due date of 09/2021.

2. Update the page to allow a Reporting Type Reason of 'Transitional Nutrition Benefit' when Reporting Type of 'TNB Non Reporting' is selected by the user.

2.14.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Run EDBC, Manual EDBC**

2.14.5 Security Updates

25. Security Rights

Security Right	Right Description	Right to Group Mapping

26. Security Groups

Security Group	Group Description	Group to Role Mapping

2.14.6 Page Mapping

No impacts to this section.

© 2019 CalSAWS. All Rights Reserved.

2.14.7 Page Usage/Data Volume Impacts

No impacts to this section.

© 2019 CalSAWS. All Rights Reserved.

© 2019 CalSAWS. All Rights Reserved.

2.15 Eligibility – Nutrition Benefit EDBC Summary - EDBC Accept Validation

2.15.1 Overview

C-IV Only: Add a validation to the Accept button on the following two pages:

- Nutrition Benefit EDBC Summary
- Nutrition Benefit EDBC (Manual)

When processing a new redetermination period without an 'RE' EDBC Run Reason, this validation will prevent the NB EDBC from being accepted when specific conditions are met.

This NB validation will only be included for C-IV to match the existing validations already used for CalWORKS and CalFresh programs when processing redeterminations. SCR **CA-210926 Add EDBC Validation to Force Completion of Customer Report** will add similar functionality to CalSAWS for the Transitional Nutrition Benefit program, as well as, the following programs CalWORKS, Refugee Cash Assistance, CalFresh, General Assistance/General Relief, and Cash Assistance Program for Immigrants

2.15.2 Program Configuration Override List

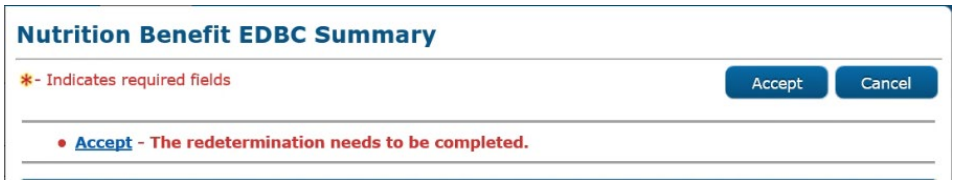


Figure 2.15.1 – Accept Validation Message for NB EDBC Summary Page

2.15.3 Description of Changes

1. C-IV Only: Upon selection of the Accept button from either
   - the 'Nutrition Benefit EDBC Summary' page or
   - the 'Nutrition Benefit EDBC (Manual)' page

   the system will display a validation message (as shown in the figure above) of 'Accept – The redetermination needs to be completed.' when specific conditions are met. The validation message will move focus to the Accept button when the "Accept" hyperlink in the validation message is selected. Upon selecting the Accept button, the validation message will display when the following conditions are met:
   a. The EDBC is for TNB.
   b. The user did not select the 'RE' EDBC Run Reason.

© 2019 CalSAWS. All Rights Reserved.

c. The benefit month being processed is after the latest redetermination due date.
d. The EDBC status is not 'Ineligible' with an overpayment greater than $0.
e. The EDBC status not denied or discontinued.
f. The acceptance of the EDBC will ~~not~~ activate a pending TNB program that was pended due to a rescinded discontinuance.

2.15.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Run EDBC, Manual EDBC**

2.15.5 Security Updates

27. Security Rights

Security Right	Right Description	Right to Group Mapping

28. Security Groups

Security Group	Group Description	Group to Role Mapping

2.15.6 Page Mapping

No impacts to this section.

2.15.7 Page Usage/Data Volume Impacts

No impacts to this section.

© 2019 CalSAWS. All Rights Reserved.

2.16 Fiscal - Issuance Batch

2.16.1 Overview

Issuance Batch is responsible for creating an Issuance record for each authorization that is subject to be paid on a Monthly/Nightly basis. The Issuance Batch also contains Skip Issuance Logic which validates the Authorization Record (EDBC, Payment Request, Refunds etc.) against specific validations such as Reporting verifications, Payee confirmation etc. and determines based on the result of verification if the benefit should be created or skipped. This update is to configure the Issuance Batch and skip issuance logic to enable the Redetermination skip issuance reasons for EDBC authorizations associated to 'Nutrition Benefit' program and 'Transitional Nutrition Benefit' program type.

2.16.2 Description of Change

1. Enable the following Skip Issuance Reasons for EDBC authorizations associated to 'Nutrition Benefit' program and 'Transitional Nutrition Benefit' program type:
   a. Redetermination/Recertification Does Not Exist for submit month
   b. Redetermination/Recertification not received for submit month
   c. Redetermination/Recertification received is not complete

2. Update the Skip Issuance logic to account for the new 'TNB Non Reporting' reporting Type. The skip issuance logic would check for a completed TNB packet in the last six months for a 'TNB Non Reporting' reporting type. Benefit Months between the previous RE Due month and the next available RE Due Month will skip if the TNB packet is not marked as Completed when the report type is 'TNB Non Reporting'.
   ~~NOTE: TNB packet received before 10 day but not processed yet by the eligibility worker will not be skipped~~.

3. Apply Grace Period when the Reporting Period for TNB is 'Non Reporting'. This would ensure that TNB program is never validated for a RE packet for the first 12 months. However, the Skip Issuance logic would be added to account for the 'Non Reporting' reporting Type and when the Program Sub Type is TNB. The skip issuance logic would skip the benefit if the Benefit Month is after the Redetermination date.
4. Update the Grace Period logic for EDBC authorizations associated to 'Nutrition Benefit' program and 'Transitional Nutrition Benefit' program type to provide a grace period till the next Report Due month if the Begin Date of Aid (BDA) is after the previous Report due.
   a. .

© 2019 CalSAWS. All Rights Reserved.

2.16.3 Execution Frequency

N/A.

2.16.4 Key Scheduling Dependencies

N/A.

2.16.5 Counties Impacted

All CalSAWS Counties.

2.16.6 Data Volume/Performance

N/A.

2.16.7 Failure Procedure/Operational Instructions

The Batch Operations Support Team will evaluate errors, diagnose the issue and work with the appropriate teams to the resolve the failure

2.17 Batch - Add a new TNB Recertification Discontinuance Batch EDBC Sweep Job

2.17.1 Overview

Per ACL 18-92, TNB Households will be initially certified for one 12-month period and may then be recertified for additional six-month periods. To maintain eligibility after the initial 12-month certification period, TNB-eligible households must complete the TNB Program recertification process every six months.

TNB has no mid-period reporting requirements. Action cannot be taken to discontinue TNB except at recertification with two exceptions: The TNB household applies for and is found eligible for CalFresh, or there is a voluntarily request for discontinuance.

A new batch job will be necessary to automate running EDBC for scenarios at recertification in which the TNB program's recertification process is not complete by the recertification due date.

2.17.2 Description of Change

1. Add a code category (CTCR) 942 - Batch Eligibility Sweep Codes for the TNB Recertification Discontinuance Batch EDBC Sweep to use as the Journal Entry (CalSAWS only).

© 2019 CalSAWS. All Rights Reserved.

Journal Entry	Description
New/Update	New
Category Id	942
Short Description	TNB Recertification Discontinuance
Long Description	TNB Recertification Discontinuance
Trigger Condition	When TNB program's recertification process is not complete by the recertification due date.

2. Add a new TNB Recertification Discontinuance Batch EDBC Sweep Job. This new job will identify all TNB programs to be run via Batch EDBC when the following conditions are true:
    a. The TNB program's recertification process is not complete by the recertification due date:
        i. The TNB program is active effective for the month following the current Batch Date
        ii. The latest non-completed recertification due date is the last day of the month of the current Batch Date
        iii. Run Batch EDBC for the month following the month of the Batch Date
    b. Trigger EDBC using Single program mode to run the TNB program.
    c. Trigger EDBC with the new DISC_RSN_CODE of 'TNB Recert Expired'.

2.17.3 Execution Frequency

This will be a new Monthly job to run on the last Batch day of each month.

2.17.4 Key Scheduling Dependencies

This Job will run before the existing Batch EDBC process.

2.17.5 Counties Impacted

This job will run for all Counties.

© 2019 CalSAWS. All Rights Reserved.

2.17.6 Data Volume/Performance

N/A.

2.17.7 Failure Procedure/Operational Instructions

The Batch Operations Support Team will evaluate errors, diagnose the issue and work with the appropriate teams to the resolve the failure.

© 2019 CalSAWS. All Rights Reserved.

2.18 Batch - Update Form Sender Thread Writer job (PO19C491) to include TNB 4 Recertification Packet into the trigger condition (CalSAWS only).

2.18.1 Overview

The Form Sender Thread Writer job (PO19C491) inserts records into EAPP_SENT_DOC table when YBN Forms/Packets are generated in CalSAWS. The subsequent Form Sender Thread Processing jobs will read from the EAPP_SENT_DOC table and transmit the Form information to YBN. As part of this SCR, PO19C491 will be modified to include the TNB 4 Recertification Packet into the trigger conditions.

2.18.2 Description of Change

Modify PO19C491 Batch trigger conditions to include the TNB 4 Recertification Packet.

2.18.3 Execution Frequency

No Change.

2.18.4 Key Scheduling Dependencies

No Change.

2.18.5 Counties Impacted

Los Angeles County only.

2.18.6 Data Volume/Performance

N/A.

2.18.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

© 2019 CalSAWS. All Rights Reserved.

2.19 Batch - Update Form Sender Thread Processing Batch job (PO19C44X) to send the new Packets to YBN with the Form link available and drop off dates (CalSAWS only).

2.19.1 Overview

The Form Sender thread processing jobs (PO19C44X) sends form information including the Form type, link available date, drop off date, etc. when a form is generated in CalSAWS.

2.19.2 Description of Change

- Create a CTCR to create a new form type (Code category 329 – 'Customer Reporting Type Code') for the TNB 4 Recertification Packet.

- Update the PO19C44X jobs to send the TNB 4 Recertification Packet with the Form link available and drop off dates as specified below.
  - The Form link will be available in YBN based on the print date or the day after.
  - The Form link will be available up to 30 calendar days after the last day of the form due month. If the 30th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day.

For example:

Form Type	Print Month	Due month	Link-Available	Link-Drop off
TNB 4 Recertification Packet	Jan	Mar	print date or the day after.	30th calendar day after last day of the due month. If the 30th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day.

2.19.3 Execution Frequency

No Change.

2.19.4 Key Scheduling Dependencies

No Change.

© 2019 CalSAWS. All Rights Reserved.

2.19.5 Counties Impacted

Los Angeles County only.

2.19.6 Data Volume/Performance

N/A.

2.19.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

2.20 Batch – Add a new Batch job to update the customer report status and trigger an automate action task when TNB 4 Recertification Packet is submitted through C4Yourself (C-IV only).

2.20.1 Overview

When a document is upload in C4Yourself portal, there is a batch process that will create a generic task to the worker. Since the reviewing process of the TNB 4 Recertification Packet is a timely manner, as part of this SCR, a new batch job will be create to mark the packet as received and generate task when TNB4 is uploaded in C4Yourself.

2.20.2 Description of Change

- Create a new Batch job that will perform all the below when TNB 4 Recertification Packet is submitted through C4Yourself.
    - Update the Customer Report status to Received.
      Note:
      - The batch will flip the latest generated customer report that is in Generate or Sent status.
      - When the latest generated customer report is not in Generate or Sent status, the batch will not mark any customer report as Received.
    - When there is a Customer Report that is either in Generate or Sent status, create an automate action task. Please refer to section 2.26.2 for the task details.
      When there is no Customer Report that is in Generate or Sent status, create the existing generic task for the worker to review the uploaded file.

© 2019 CalSAWS. All Rights Reserved.

2.20.3 Counties Impacted

C-IV Counties only.

2.21 Batch – Modify C4Y Document Transfer Task Creator job (PB00A230) to not generate the generic document received task for the TNB 4 Recertification Packet (C-IV only).

2.21.1 Overview

PB00A230 job create a generic task when Forms is submitted through C4Yourself. Since this SCR will create a new automate action task for TNB 4 Recertification Packet, this job will be modified to not create the generic task.

2.21.2 Description of Change

- Modify PB00A230 job to not create task when TNB 4 Recertification Packet is submitted from C4Yourself.

2.21.3 Counties Impacted

C-IV Counties only.

2.22 Interface - Modify uploadVerification web service to create task and mark the TNB 4 Recertification Packet as received.

2.22.1 Overview

When participant submits a verification document through YBN portal, YBN calls CalSAWS web service (uploadVerification) to send over the Form. Then CalSAWS forward the form to EDMS to store the file in the repository.

© 2019 CalSAWS. All Rights Reserved.

As part of this SCR, uploadVerification web service will be modified to create task and mark the form status as 'Received' when receiving TNB 4 Recertification Packet.

2.22.2 Description of Change

- Modify upload Verification web services to create task and mark the form status as 'Received' when TNB4 Recertification Packet is received. Please refer to section 2.23.2 for the new TNB4 task details.

  When there is no worker on the program, the web service will mark the TNB 4 Recertification Packet as Received without creating a task.

2.22.3 Execution Frequency

N/A.

2.22.4 Key Scheduling Dependencies

N/A.

2.22.5 Counties Impacted

Los Angeles County only.

2.22.6 Data Volume/Performance

N/A.

2.22.7 Interface Partner

YBN.

2.22.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…).

© 2019 CalSAWS. All Rights Reserved.

2.23 Interface – Add a new Task when TNB 4 Recertification Packet is received through Kofax or YBN

2.23.1 Overview

When a document is successfully stored in EDMS (through Kofax or YBN), CalSAWS receives a webservice call which marks the form status as received and/or creates task to the worker.

As part of this SCR, CTCRs will be created to add the new Form ID of PRTNB4 and the task details into CalSAWS system.

2.23.2 Description of Change

1. Create CTCRs for the following category IDs (452 - Image Document Type Code, 10027- EDMS Document, 329 - Customer Reporting Type Code) to add the new form ID and Task detail into the System.
    a. The new Form ID for TNB4 will be 'PRTNB4' when CalSAWS sends the form to EDMS.
    Note: Through Kofax scanning, TNB4 will be scanned through a SAR batch class with using RD - Change as the category.
    b. The new task details will be as specified below. The task will be assigned to the TNB current program assigned worker.

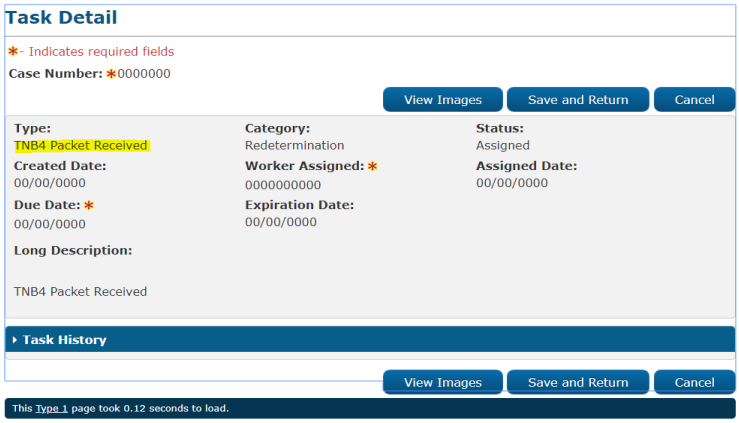
Task details:

CalSAWS Task Details	
Trigger Condition	When TNB 4 Recertification Packet is submitted through Kofax or YBN.
Task Type	TNB4 Packet Received.
Task Category	Redetermination (CT-10350)
Task Priority	Medium
Task Due Date	5 Calendar Days
Task Expiration Date	60 Calendar Days
Task Long Description	TNB4 received.
Task Initial Assignment	Current TNB program assigned worker.
Task Navigation Template	Default – Case Summary page.

© 2019 CalSAWS. All Rights Reserved.

With the CTCR changes, the web service will update the packet status to 'Received' and create task to the TNB current program assigned worker when a TNB 4 Recertification Packet is submitted through Kofax (SARS batch class) or YBN.

Sample screenshot of the new task:



In scanning the document through Kofax, if the worker uses a different batch class then the web service will perform as specified below.

- POSS/ePOSS or EDMS batch class – If CalSAWS received the image group as 'POSS' in the web service transaction then POSS task will be created. Otherwise there will be no task.

2.23.3 Execution Frequency

N/A.

2.23.4 Key Scheduling Dependencies

N/A.

2.23.5 Counties Impacted

Los Angeles County only.

© 2019 CalSAWS. All Rights Reserved.

2.23.6 Data Volume/Performance

N/A.

2.23.7 Interface Partner

ITD

2.23.8 Failure Procedure/Operational Instructions

N/A.

2.24 Interface – Create a CTCR to add NB program into Category 18 (Program code) - LALegacyPgmCodes

2.24.1 Overview

CalSAWS system uses Code Category 18 – LA Legacy Pgm Codes to map program codes in CalSAWS with program codes that is known to Kofax system.

When a document is scanned through Kofax, the two system exchange list of programs that are associated to a case.

As part of this SCR, NB program will be added into the Code Category 18 - LA Legacy Pgm Codes so that CalSAWS web services can use 'NB' code for the Nutrition Benefit program.

2.24.2 Description of Change

Create CTCRs for the following category IDs (CT18 - LALegacyPgmCodes) to add NB program

2.24.3 Execution Frequency

N/A.

2.24.4 Key Scheduling Dependencies

N/A.

2.24.5 Counties Impacted

Los Angeles County only.

© 2019 CalSAWS. All Rights Reserved.

2.24.6 Data Volume/Performance

N/A.

2.24.7 Interface Partner

ITD

2.24.8 Failure Procedure/Operational Instructions

N/A.

2.25 Interface – Modify Kofax web services to return office number for TNB program.

2.25.1 Overview

Kofax calls LRS/CalSAWS web services to get an office number of the program assigned worker based on the program hierarchy. NB program is not in the program hierarchy list. As part of this SCR, NB must be added into the Kofax web service program hierarchy list.

2.25.2 Description of Change

Add NB program to the program hierarchy on the Kofax web service. The following list is the updated program hierarchy list.

1. CalWORKs
2. General Assistance/General Relief
3. CAPI
4. RCA
5. CalFresh
6. NB
7. Medi-Cal

2.25.3 Execution Frequency

No Change.

2.25.4 Key Scheduling Dependencies

No Change.

© 2019 CalSAWS. All Rights Reserved.

2.25.5 Counties Impacted

Los Angeles County only.

2.25.6 Data Volume/Performance

N/A.

2.25.7 Interface Partner

ITD

2.25.8 Failure Procedure/Operational Instructions

N/A.

2.26 Interface – ICT Document Transfer

2.26.1 Overview

TNB 4 Recertification Packet will be added to the list of documents to be transferred as part of the daily ICT image file.

2.26.2 Description of Change

Add various of tables/Code Categories changes into CalSAWS and C-IV system so that the sending county will use the same document type that is used for the CF RE Packet when transferred TNB 4 Recertification Packet as part of the daily ICT image file.

Note: 'Application(s)/SAWS 1' is the ICT document type that CalSAWS uses when transferring the CF RE Packet.

2.26.3 Counties Impacted

This change affects all Counties.

© 2019 CalSAWS. All Rights Reserved.

2.27 C-IV Correspondence: Automated Task Creation

2.27.1 Overview

This effort is to create a new automated task to alert the Worker when the TNB 4 Recertification Packet is received.

Note: C-IV automated tasks can be turned off by county depending on the need.

2.27.2 TNB 4 Recertification Packet Received Automated Task

1. Create a new automated task with the following details when TNB 4 Recertification Packet is received.
2. Update the Customer Reporting Detail Page Status to "Received" when TNB Recert 4 Packet is scanned through ImageNow, Wireless Barcode Reader, FACT, C4Yourself or the Document Kiosk.
   Note: Only one task will be generated per day for a case if the same barcode is scanned multiples times for the TNB 4 Recertification Packet.

TNB 4 Received Details - C-IV	
Trigger Condition	When TNB 4 Recertification Packet is received.
Automated Action Name	TNB 4 Recertification Packet Received
Automated Action Scenario	A customer status report has been received through ImageNow, Wireless Barcode Reader, FACT, C4Yourself or the Document Kiosk. Review the document for further action.
Automated Action Program	NB
Automated Action Source	Batch/ Online
Automated Action Run Date	Daily (Monday-Saturday) or Real Time
Task Initial Assignment	Current Program Worker
Task Due Date	3 calendar days
Task Long Description	{Scan Source}: {Form Number} was received from the customer. Review the {Source Type} provided for further action
Task Type	Images Awaiting Review
Task Sub-Type	TNB 4 Recertification Packet

© 2019 CalSAWS. All Rights Reserved.

Task Priority	High
Task Period	N/A
Expiration Type	After Task is Created
Available for Automation	Yes
Task Available Online	No
Task Newly Assigned Indicator	5 days

2.28 Correspondence: Add/Update CF 285 in Template Repository

2.28.1 Overview

This effort is to add CF 285 form to the Template Repository for **C-IV** and update the CF 285 form available in the CalSAWS system to the latest version.

State Form: CF 285 (6/19)

Program: CalFresh

Forms Category: Application

Languages: English and Spanish

Mock-ups: See Supporting Documents #3 and #4

2.28.2 Description of Change

1. **C-IV**: Add the PDF version of CF 285 form(6/19) in English and Spanish to Template Repository.
   CalSAWS: Update the English and Spanish CF 285 form to the latest version(6/19) in the Template Repository.
   a. Form Number: CF 285
   b. Form Name: Application for CalFresh Benefits
   c. Category: Application
   d. Program: CalFresh
2. **CalSAWS:** CF 285 form will have a coversheet with the header information prepopulated.
   Mock ups: See Supporting Documents #3 and #4
3. Include the following parameters for the CF 285 form in the Documents Parameters page
   a. Case Number
   b. Customer Name
   c. Program
   d. Language
4. **C-IV**: "Save and Print Locally" option will be available when the form is generated from Template Repository in the context of the case.

© 2019 CalSAWS. All Rights Reserved.

CalSAWS: "Print Locally" option will be available when the form is generated from Template Repository in the context of the case.

5. **CalSAWS**: "Print" option will be available when the Blank Template is generated from Template Repository.
   Note C-IV: User has to use the Adobe Reader print option to print the form when generating a Blank Template.

2.28.3 C-IV only: eSign Functionality

Add eSign functionality to the CF 285 form.

2.29 Correspondence: TNB 4 Recertification Packet

2.29.1 Overview

The effort is to create a new TNB 4 Recertification Packet which should be sent to customers as part of the TNB Recertification process. TNB 4 Recertification packet consists of Coversheet with BRM, TNB 4 and CF 285 forms for CIV and TNB 4, CF 285 forms for CalSAWS.

TNB 4 Recertification Packet: TNB 4 (8/18) and CF 285 (6/19)

Program: Nutritional Benefit

Sub Program: Transitional

Existing Languages: English, Spanish

Mock-ups: See Supporting Documents #5 and #6

2.29.2 Description of Changes

Create TNB 4 Recertification Packet and add it to Template Repository. Prepopulate the TNB 4 form in TNB 4 Recertification Packet with header case information and the TNB recipients.

2.29.2.1 Add TNB 4 Recertification Packet to Template Repository

1. C-IV: Create TNB 4 Recertification Packet(XDP) with the following forms in English and Spanish.
   a. Coversheet with BRM
   b. TNB 4
   c. CF 285
2. CalSAWS: Create TNB 4 Recertification Packet(XDP) with the following forms in English and Spanish.
   a. TNB 4
   b. CF 285

© 2019 CalSAWS. All Rights Reserved.

Note CalSAWS: TNB 4 form in the TNB 4 Recertification Packet will have 'XXX' on top of the form and CF 285 will not have the Coversheet. See supporting Document #5 for the Mock up.

3. Add the TNB 4 Recertification Packet in English and Spanish to Template Repository.
    a. Form Number: TNB 4 Recert Packet
    b. Form Name: TNB 4 Recertification Packet
    c. Include the following parameters for the TNB 4 Recertification Packet in the Document Parameters page:
        i. Case Number
        ii. Customer Name
        iii. Program
        iv. Language
        v. RE Month
    d. CalSAWS: The following Print Options will be available when the TNB 4 Recertification Packet is generated

Blank Template	Print Locally without Save	Print Locally and Save	Print Centrally and Save	Reprint Locally	Reprint Centrally
Y	Y	Y	Y	Y	Y

The PRINT LOCALLY WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

    e. C-IV: The following Print Options will be available when the TNB 4 Recertification Packet is generated in the context of the case.
        i. Print
        ii. Save and Print Locally
        iii. Save and Print Centrally
    f. C-IV: Print option will be available when the TNB 4 Recertification Packet generated as a Blank Template.
4. Add validation to prevent generation of TNB 4 Recertification Packet from the Template Repository if a TNB 4 Recertification Packet exists in any status with the same Submit Month/Effective Month.

2.29.2.2 Updates to TNB 4 form

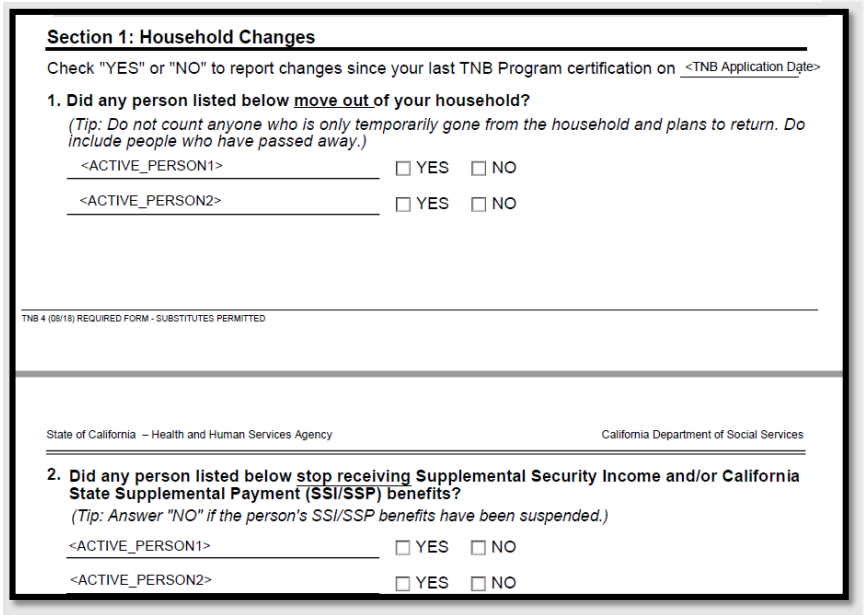
1. Update the TNB 4 form with a dynamic section that will list the Active members in the Transitional NB program who does not

© 2019 CalSAWS. All Rights Reserved.

have a deceased date. i.e. Persons with "MEM" role and who is not deceased.

Note: The image listed below (2.29.2.2.1) is for reference only. Names of all the active persons should be listed with 'YES' or "NO" check boxes beside each name.

Section	Generation Conditions
Section 1: Household Changes Questions 1 and 2	List the names of persons with MEM role on the NB program with the sub program type of Transitional who does not have a deceased date.



Section 1: Household Changes

Check "YES" or "NO" to report changes since your last TNB Program certification on <TNB Application Date>

1. Did any person listed below move out of your household?

(Tip: Do not count anyone who is only temporarily gone from the household and plans to return. Do include people who have passed away.)

<ACTIVE_PERSON1> ☐ YES ☐ NO

<ACTIVE_PERSON2> ☐ YES ☐ NO

TNB 4 (08/18) REQUIRED FORM - SUBSTITUTES PERMITTED

State of California – Health and Human Services Agency California Department of Social Services

2. Did any person listed below stop receiving Supplemental Security Income and/or California State Supplemental Payment (SSI/SSP) benefits?

(Tip: Answer "NO" if the person's SSI/SSP benefits have been suspended.)

<ACTIVE_PERSON1> ☐ YES ☐ NO

<ACTIVE_PERSON2> ☐ YES ☐ NO

Figure 2.29.2.2.1: Household Changes section in TNB 4 form

2.29.3 Variable Population

1. TNB 4 form will have the Standard Header.
   Standard Header Example: See Supporting Documents #5, #6
2. Add the following variable population for the TNB 4 form.

© 2019 CalSAWS. All Rights Reserved.

Variable Name	Population	Formatting	Template Repository Population	Populates with Form Generation	Editable
<DUE_DATE>	Due date by which the verifications must be returned i.e. 30 days from the Packet generation date. If the 30th day falls on a Sunday or on a County holiday, move the due date to the next business day.	Arial Font Size 10 bold	Y	Y	N
<CERTIFICATION_ END_DATE>	RE due date	Arial Font Size 10	Y	Y	N
<TNB_BEGIN_ DATE>	TNB Program Begin Date	Arial Font Size 10	Y	Y	N
<ACTIVE_ PERSONS>	Name of the Persons with MEM role, without deceased date.	Arial Font Size 10	Y	Y	N
YES, NO Check boxes for questions 1, 2, 3, 4 in Section 1: Household Changes	N/A	N/A	N/A	N/A	Y

2.29.4 Mailing Options

Mail-To (Recipient): Nutrition Benefit Participant
Mailed From (Return): Nutrition Benefit Regional Office Name and Address/ Nutrition Benefit District Office Name and Address
Mail-back-to Address: BRM Address
Outgoing Envelope Type: Flat Mail

Return Envelope Type: BRM

© 2019 CalSAWS. All Rights Reserved.

2.29.5 Customer Reporting Entry for TNB 4 Recertification Packet

1. Create a Customer Reporting entry when the TNB 4 Recertification Packet is generated from online or batch.

   Populate the Customer Reporting List Page as follows:

Fields to Populate	Population for TNB 4 Recertification Packet
Type	TNB 4 RE Packet
Submit Month - when generated from Online	Submit Month from Document Parameter Page
Submit Month - when generated through Batch	RE Due month
Program	NB
Status	Customer Reporting Tracking Status Example: "Sent" if the Packet is sent to the Customer through Batch. "Generated" or "Sent depending on the existing C-IV and CalSAWS functionality when the Packet is generated from Template Repository. C-IV currently marks the packet as "Generated" if the packet is Printed Locally. CalSAWS currently marks the Packet as "Sent" if the Packet is generated from Template Repository and Printed Locally.
Status Date	Date when the latest status is updated

2.29.6 Journal Entry for TNB 4 Recertification Packet

1. Generate the TNB 4 Recertification Packet with a custom Journal Entry
   - Case ID: Case associated to TNB 4 Recertification Packet
   - Type: All
   - Short Description: TNB 4 Recertification Packet
   - Long Description: The following forms were included for the {redeterDate} RE: TNB 4, CF 285. These items are due by <Due Date(MM/DD/YYYY)>.

© 2019 CalSAWS. All Rights Reserved.

- Created By: This batch or user
- Updated By: This batch or user

2.29.7 C-IV only: C4Y

Add TNB 4 Recertification Packet to the list of forms that can be posted to C4Yourself and mailed to the Customer.

2.29.8 C-IV Only: Add eSign for TNB 4 Recertification Packet

Add eSign functionality to the TNB 4 Recertification Packet.

2.29.9 Update TNB 4 Form to not get posted to C4Y or YBN

Remove the TNB 4 **Form** from the list of form that could be posted to C4Y or YBN.

2.30 Correspondence: Batch Job for TNB 4 Recertification Packet

2.30.1 Overview

This effort is to create a monthly batch job which will send TNB 4 Recertification Packet to the Customers whose TNB Recertification is due the month following the batch run month.

2.30.2 Description of Change

1. Create a new batch job to send the TNB 4 Recertification Packet when the following conditions are true:
    a. Program is NB and sub program type is Transitional.
    b. TNB program's RE is due the month following the batch run month.
    c. TNB 4 Recertification Packet does not exist for the same effective month.
2. For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a TNB 4 Recertification Packet during batch forms processing.

    Transaction values:

- Case ID: Case associated to NB Program
- Program ID: Active NB program ID
- Person ID: Primary Applicant of Active NB program
- Type Code: FR
- Sub Type Code: TBD
- Eff Date: Begin Date of RE Due Month

© 2019 CalSAWS. All Rights Reserved.

- Created By: Batch
- Updated By: Batch

2.30.3 Execution Frequency

Monthly

2.30.4 Key Scheduling Dependencies

This job will run before forms balancers.

This batch job will run on 10th of every month, if the 10th is a Sunday or a holiday, batch job will run on the next business day.

2.30.5 Counties Impacted

This job will run for all counties

2.30.6 Data Volume/Performance

N/A

2.30.7 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.31 Correspondence: TNB 4 Recertification Packet – Barcode/Imaging Logic

2.31.1 CalSAWS: Barcode generation logic

1. Generate the regular barcode and QR Barcode on TNB 4 form (See Supporting Document #5) as described below when the TNB 4 Recertification Packet is generated through Batch or Online.
    - 1st 7 Digits will be the case number.
    - Next 2 digits will be 00
    - Next 2 digits are populated as the Form ID(Implementation TBD) from CT-329.
    - Next 2 digits are populated as month (MM) derived based on the Due date of TNB 4 Recertification Packet.
    - Next 4 digits are populated as year (YYYY) derived based on the Due date of TNB 4 Recertification Packet.
    - Next 10 digits are populated as the generate_doc_id from database.

© 2019 CalSAWS. All Rights Reserved.

2.31.2 C-IV Imaging Barcode

1. The TNB 4 Recertification Packet will have an Imaging Barcode.
2. Add TNB 4 Recertification Packet to Imaging Barcode CSV file in ImageNow, document type = "Other Customer Reporting".

2.32 Correspondence: TNB 5 – Transitional Recertification Reminder Notice

2.32.1 Overview

This effort is to prepopulate the English and Spanish TNB 5 with fields like header case data and incomplete reasons. TNB 5 is sent to customers if the TNB 4 Recertification packet is not returned or marked incomplete.

2.32.2 Form generation and Variable Population

1. TNB 5 form will have the Standard Header.

   Standard Header Example: See Supporting Documents #1, #2
2. C-IV Only: Update TNB 5 to not have the Imaging Barcode when generated as this form is not expected to be returned by the customer.
3. Check Box 1: Check the first check box (Figure 2.32.2.1) on the TNB 5 form if the TNB 4 Recertification Packet is in "Sent" Status as of the batch run date or if the TNB 4 Recertification Packet is marked "Incomplete" with the incomplete reason of TNB 4 not received. i.e if the Check Box 'TNB 4 was not received' is checked for CalSAWS or the question 'Was the TNB 4 received?' is answered 'No' for C-IV on the Customer Reporting Detail Page.
   Note: Only populate the variables listed in the table below when the first check box is checked.

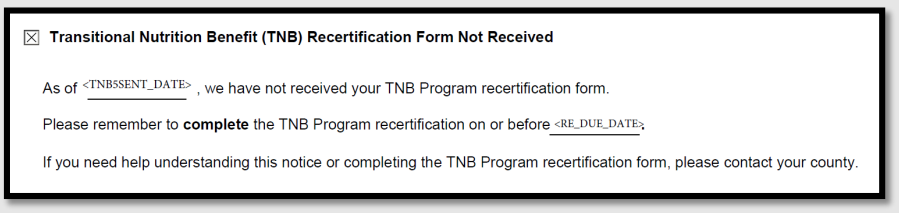


Figure 2.32.2.1: Check Box 1 on TNB 5 form

Below is the Variable population for the first Check Box:

Var #	Variable Name	Population	Populates with Form Generation	Populates from Template Repository	Editable

© 2019 CalSAWS. All Rights Reserved.

1	<TNB5SENT_DATE>	Date when TNB 5 is being sent.	Y	Y in the following scenarios 1. If the TNB 4 RE Packet is in Sent Status or 2. If the TNB 4 RE is in Incomplete Status with the Incomplete reason of TNB 4 not received.	N
2	<RE_DUE_DATE>	Transitional NB RE due date			

Note: Consider the status of the latest generated TNB 4 RE packet status when populating the TNB 5 Sent Date and RE Due Date on the TNB 5 from when generated from Template Repository.

4. Check Box 2: Check the second check box (Figure 2.32.2.2) on the TNB 5 form if the TNB 4 Recertification Packet is in Incomplete Status because of any of the following incomplete reasons.

CIV incomplete Questions marked 'Yes'	CalSAWS Incomplete Reasons Checked
Was the TNB 4 signed?	No Signature
Were **all questions** in 'Section 1: Household changes' of the TNB 4 completed?	Missing answers for Household Changes
Was a CalFresh application received?	Household Changes Reported - No CF Application
Was the CalFresh application completed?	Household Changes reported - Incomplete CF Application

Note: Only populate the variables listed in the table below when the second check box is checked.

© 2019 CalSAWS. All Rights Reserved.

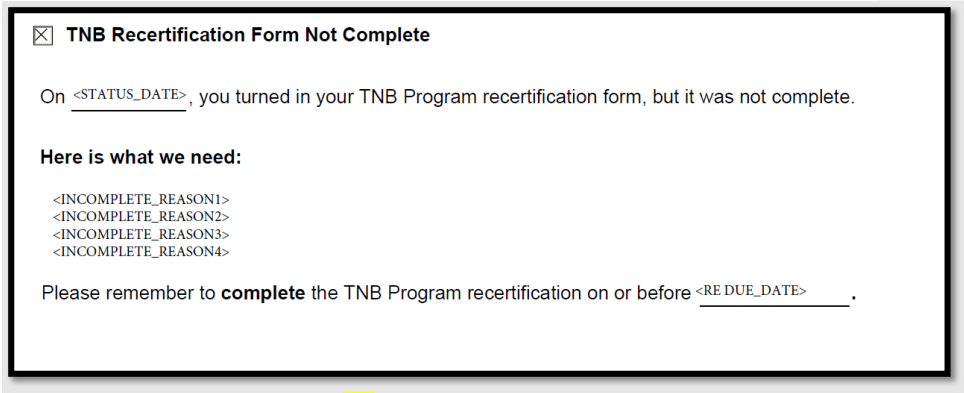


Figure 2.32.2.2: Check Box 2 in TNB 5 form

Variable population for Check Box 2:

Var #	Variable Name	Population	Populates from Customer Reporting Page	Populates from Template Repository	Editable
1	<STATUS_DATE>	Date when TNB 4 RE Packet is marked incomplete.	Y	N	Y – Template Repository N – Customer Reporting Page
2	<INCOMPLETE_REASONn>	Table 2.31.2.1 lists the details of text that should be populated in the 'Here is what we need' section.	Y	N	Y – Template Repository N – Customer Reporting Page
3	<RE_DUE_DATE>	Transitional NB RE due date	Y	N	Y – Template Repository N – Customer Reporting Page

2.32.3 Correspondence: Journal Entry for TNB 5

1. Generate the TNB 5 form with a custom Journal Entry
   - Case ID: Case associated to TNB 5 form
   - Type: All
   - Short Description: TNB 5

© 2019 CalSAWS. All Rights Reserved.

- Long Description: TNB 5 sent. Verification due by <Due_Date(MM/DD/YYYY)>.
  Note: Due_Date is the same as the most recent TNB 4 RE Packet Due Date.
- Created By: This batch or user
- Updated By: This batch or user

2.32.4 Mailing Options

Mail-To (Recipient): Nutrition Benefit Participant
Mailed From (Return): Nutrition Benefit Regional Office Name and Address/ Nutrition Benefit District Office Name and Address
Outgoing Envelope Type: Standard

2.33 Correspondence: Batch Job for TNB 5

2.33.1 Overview

A monthly batch will be created to check for cases which have the TNB Recertification due in batch run month and a TNB Recertification Packet is in "Sent" status and a TNB 5 was not already sent.

2.33.2 Description of Change

1. Create a batch job to send TNB 5 to the customers when the following conditions are true:
   a. The most recent TNB 4 Recertification Packet is in "Sent" Status as of the batch date.
   b. RE Due Month is same as the batch run month.
   c. A TNB 5 form has not been sent already.
2. For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a TNB 5 during forms processing.

   Transaction values:

   - Case ID: Case associated to NB Program
   - Program ID: Active NB program ID
   - Person ID: Primary Applicant of Active NB program
   - Type Code: FR
   - Sub Type Code: TBD
   - Eff Date: Current Batch Date
   - Created By: Batch
   - Updated By: Batch

© 2019 CalSAWS. All Rights Reserved.

2.33.3 Execution Frequency

Monthly

2.33.4 Key Scheduling Dependencies

This job will run before forms balancers.

This batch job will run on 15th of every month, if the 15th is a Sunday or a holiday, batch job will run on the next business day.

2.33.5 Counties Impacted

This job will run for all counties.

2.33.6 Data Volume/Performance

N/A

2.34 Correspondence: TNB 5 generation from the Customer Reporting Page

2.34.1 Overview

Generate the TNB 5 form for NB program in on-line mode when the TNB 4 Recertification Packet Received is marked as "Incomplete".

2.34.2 Description of Changes

1. Add functionality to generate TNB 5 form from the Customer Reporting Detail Page when the TNB 4 Recertification Packet is marked as "Incomplete".
2. Populate the fields in 1st check box of the TNB 5 form if the incomplete reason is TNB 4 not received. Refer to Image 2.32.2.1.
3. Populate the fields in 2nd check box of the TNB 5 form in the incomplete reasons are any of the following. Refer to Image 2.32.2.2.

CIV Question marked No	CalSAWS Checked box	Text to populate in the 'Here is what we need' section of the TNB 5 form
Was the TNB 4 signed?	No Signature	Signature on the Notice of Recertification for TNB Program (TNB 4)
Were **all questions** in 'Section 1: Household changes' of the TNB 4 completed?	Missing answers for Household Changes	Completed answers for question 1 – 4 on the Notice of Recertification for TNB Program (TNB 4)

© 2019 CalSAWS. All Rights Reserved.

Was a CalFresh application received?	Household Changes Reported - No CF Application	A completed CalFresh application
Was the CalFresh application completed?	Household Changes reported - Incomplete CF Application	A completed CalFresh application

Table 2.34.2.1: Text to populate on the TNB 5 Form

3. In the case where Question 3 and 4 are answered "No" for C-IV or Check boxes 3 and 4 are checked for CalSAWS, populate the text "A completed CalFresh application" only once in the "Here is what we need" Section.

2.35 Correspondence: TNB Recertification Approval Notice – TNB 2

2.35.1 Overview

This effort is to send the TNB approval notice with the following action and message when the following conditions are true.

1. Program is Nutritional Benefit.
2. Sub program is of Transitional Nutritional Benefit.
3. Program Status is Active.
4. EDBC run reason is "RE"
5. Program is Recertified on the same day as the Redetermination completion date and Redetermination completion reason is "Processed".

Note: TNB Recertification Approval NOA will include NA Back 9 (04/13).

2.35.2 TNB Recertification Approval Fragment

Action Fragment Name: CalSAWS – TNB_AP_ACTION1,
C-IV - ACTN_TNB2_APPROVAL

Fragment ID: CalSAWS: 4122, C-IV: 1343

State Form/NOA: TNB 2 (revision 8/18)

Current Program(s): NB (Transitional)

Current Action Type: Approval

Current Fragment Level: Program

Existing Languages: English and Spanish

Ordering on NOA: This will be the first fragment on the NOA.

© 2019 CalSAWS. All Rights Reserved.

2.35.2.1 Approval Action Verbiage

As of {BenefitMonthBeginDate}, your household will receive {BenefitAmount} in Transitional Nutrition Benefit (TNB) Program benefits each month through {RecertEndDate}.

2.35.2.2 Variable Population

VAR #	VARIABLE	DESCRIPTION
1	BenefitMonthBeginDate	Date as of which benefits begin {MM/DD/YYYY}
2	BenefitAmount	TNB Benefit Amount
3	RecertEndDate	End date of recertification period

2.35.3 TNB Recertification Approval Reason Fragment

Reason Fragment Name: CalSAWS – TNB_AP_APPROVAL_N101,
C-IV - RSN_TNB2

Fragment ID: CalSAWS:7551, C-IV: 1353

State Form/NOA: TNB 2 (revision 8/18)

Current Program(s): NB (Transitional)

Current Action Type: Approval

Current Fragment Level: Program

Existing Languages: English and Spanish

Ordering on NOA: This will be populated below the Approval Action fragment on the NOA.

2.35.3.1 Approval Reason Verbiage

Your household is receiving these benefits because:

- On June 1, 2019, your CalFresh household included at least one recipient of Supplemental Security Income and/or State Supplementary Payment (SSI/SSP) benefits;
- Your household became ineligible for CalFresh when the SSI/SSP recipient(s) was added to your household;
- Your household continues to include at least one of the same SSI/SSP recipient(s);
- The same individual continues to receive SSI/SSP benefits; and
- Your household is ineligible for CalFresh.

© 2019 CalSAWS. All Rights Reserved.

2.35.4 TNB Recertification Approval Message Fragment

Reason Fragment Name: CalSAWS – TNB_AP_CH_MESSAGE1,
C-IV - MSG_TNB23

Fragment ID: CalSAWS: 5101, C-IV: 1347

State Form/NOA: TNB 2 (revision 8/18)

Current Program(s): NB (Transitional)

Current Action Type: Approval

Current Fragment Level: Program

Existing Languages: English and Spanish

Ordering on NOA: This will be populated below the Approval Reason fragment on the NOA.

2.35.4.1 Approval Message Verbiage

TNB Program Recertification

You will get a notice when it is time to complete your TNB Program recertification. You must complete the required recertification documents and return them to the county on time. The county will determine if your household will continue to receive TNB Program benefits. If you do not complete the TNB recertification, your household will not continue to receive TNB Program benefits. You are not required to report any changes in household size, composition, or income until your TNB Program recertification.

© 2019 CalSAWS. All Rights Reserved.

2.36 Correspondence: Suppress TNB Benefit Change NOA

2.36.1 Overview

This effort is to suppress the Benefit Change NOA when the TNB 2 RE Approval NOA generates.

2.36.2 Description of Change

Suppress the following Benefit Change NOAs for TNB when TNB Recertification Approval Notice(TNB 2) generates.

1. C-IV: ACTN_TNB3_CHANGE
2. CalSAWS: TNB_CH_CHANGE_IN_HOUSEHOLD_SIZE_N103
3. CalSAWS: TNB_CH_FUNDING_CHANGE_N102

2.37 Correspondence: Add TNB 2 to Template Repository

2.37.1 Overview

This effort is to add TNB 2 form to the Template Repository. TNB 2 form is the Notice of Approval for TNB Program.

State Form: TNB 2 (8/18) (Please refer to JIRA for the State Version of the form)

Programs: NB

Attached Forms: NA Back 9 (04/13)

Forms Category: NOA

Languages Available: English and Spanish

2.37.2 Description of Change

1. Add the TNB 2 form in English and Spanish to Template Repository.
    a. Form Number: TNB 2
    b. Form Name: NOTICE OF APPROVAL FOR TRANSITIONAL NUTRITION BENEFIT (TNB) PROGRAM
    c. Category: NOA
    d. Program: Nutritional Benefit
2. Include the following parameters for the TNB 2 form in the Document Parameters page:
    a. Case Number
    b. Customer Name
    c. Program
    d. Language
3. CalSAWS: The following Print Options will be available when the TNB 2 form is generated.

© 2019 CalSAWS. All Rights Reserved.

Blank Template	Print Locally without Save	Print Locally and Save	Print Centrally and Save	Reprint Locally	Reprint Centrally
Y	Y	Y	Y	Y	Y

The PRINT LOCALLY WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

4. C-IV: The following Print Options will be available when the TNB 2 form is generated in the context of the case.
    a. Print
    b. Save and Print Locally
    c. Save and Print Centrally
5. C-IV: "Print" option will be available when the TNB 2 is generated as a Blank Template.
6. TNB 2 will have the standard header.
   Standard Header Example: See Supporting Documents #1, #2

2.37.3 Posting TNB 2 to C4Y and YBN

1. C-IV: Add TNB 2 to the list of forms that can be posted to C4Yourself and mailed to the Customer.
2. CalSAWS: Add TNB 2 to the list of forms that can be posted to YBN.

2.38 Training: Forms Overview

1. C-IV: Update Forms Overview in Online help page with the following details.

Field Name	TNB 4 Recertification Packet	CF 285
Form Number	TNB 4 Recert Packet	CF 285
Form Name	TNB 4 Recertification Packet	Application for CalFresh Benefits
Form Description	The following forms are included in this Packet: TNB 4 and CF 285	This form is the Application for CalFresh Benefits.
Clock Icon	Y	N

© 2019 CalSAWS. All Rights Reserved.

Imaging Barcode	Y	N
Print Options	Save Save and Print Locally Save and Print Centrally	Save and Print Locally

2. C-IV: Update the "Imaging Barcode" field for TNB 2 and TNB 5 forms in Forms Overview to set the Imaging Barcode to 'N'.
3. CalSAWS: Update the Forms Overview in Online Help Page with the following details.

Field Name	TNB 4 Recertification Packet	TNB 5	TNB 2	CF 285
Form Number	TNB 4 Recert Packet	TNB 5	TNB 2	CF 285
Form Name	TNB 4 Recertification Packet	Recertification Reminder Notice for Transitional Nutrition Benefit (TNB) Program	Notice of Approval for Transitional Nutrition Benefit (TNB) Program	Application for CalFresh Benefits
Form Description	The following forms are included in this Packet: TNB 4 and CF 285	Notice to Customers that their Transitional Nutrition Benefit recertification was either not received or is incomplete.	Notice to Customers that their Transitional Nutritional Benefits have been approved.	This form is the Application for CalFresh Benefits.

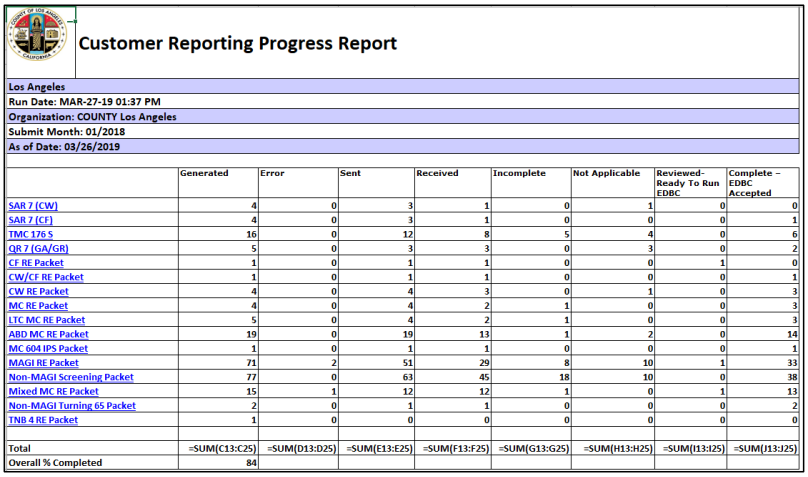
2.39 Customer Reporting Progress Report

2.39.1 Overview

Update the Customer Reporting Progress report to include the 'TNB 4 RE Packet'.

© 2019 CalSAWS. All Rights Reserved.

2.39.2 Customer Reporting Progress Report Mockup



Customer Reporting Progress Report

Los Angeles
Run Date: MAR-27-19 01:37 PM
Organization: COUNTY Los Angeles
Submit Month: 01/2018
As of Date: 03/26/2019

	Generated	Error	Sent	Received	Incomplete	Not Applicable	Reviewed-Ready To Run EDBC	Complete – EDBC Accepted
SAR 7 (CW)	4	0	3	1	0	1	0	0
SAR 7 (CF)	4	0	3	1	0	0	0	1
TMC 176 S	16	0	12	8	5	4	0	6
QR 7 (GA/GR)	5	0	3	3	0	3	0	2
CF RE Packet	1	0	1	1	0	0	1	0
CW/CF RE Packet	1	0	1	1	0	0	0	1
CW RE Packet	4	0	4	3	0	1	0	3
MC RE Packet	4	0	4	2	1	0	0	3
LTC MC RE Packet	5	0	4	2	1	0	0	3
ABD MC RE Packet	19	0	19	13	1	2	0	14
MC 604 IPS Packet	1	0	1	1	0	0	0	1
MAGI RE Packet	71	2	51	29	8	10	1	33
Non-MAGI Screening Packet	77	0	63	45	18	10	0	38
Mixed MC RE Packet	15	1	12	12	1	0	1	13
Non-MAGI Turning 65 Packet	2	0	1	1	0	0	0	2
TNB 4 RE Packet	1	0	0	0	0	0	0	0
Total	=SUM(C13:C25)	=SUM(D13:D25)	=SUM(E13:E25)	=SUM(F13:F25)	=SUM(G13:G25)	=SUM(H13:H25)	=SUM(I13:I25)	=SUM(J13:J25)
Overall % Completed	84							

Note this is the CalSAWS version of the report. Please refer to the system specific mockup.

2.39.3 Description of Change

1. Update the Summary sheet (Sheet1) to include a new row titled 'TNB 4 RE Packet' that provides summary counts for Generated, Error, Sent, Received, Incomplete, Not Applicable, Reviewed- Ready to Run EDBC and Completed-EDBC Accepted packets. The packet type will be placed underneath 'Non-MAGI Turning 65 Packet'.
2. Update the static and dynamic totals in the Summary sheet to include the 'TNB 4 RE Packet' counts.
3. Create a new sheet titled 'Transitional Nutrition Benefit RE Packet. The sheet will have the following columns and header fields:

Header Name	Header Description
County Name	The county name for which the report was generated for (CT-15).
Run Date	The date the report was generated. The Run Date shall be in the following format: 'Run Date: Mon-dd-YY HH:MM AM/PM'
Organization	The organization level for which the report was generated for. The organization level will be in the Format:

© 2019 CalSAWS. All Rights Reserved.

	Organization: [Upper case organization level selected] [Organization Name]. For example: Organization: COUNTY Butte Organization: OFFICE Main Office
Submit Month	The submit month for which the report was generated for. Format: Submit Month: MM/YYYY
As of Date	The date the data was last refreshed by the batch job. Format: As of Date: MM/DD/YYYY

Field Name	Field Description
Type	The short decode value of the customer report type (CT-329). Note that there should only be one record per customer report type and worker id combination as each record pertains to the number of customer reports that are assigned to a worker of a particular type. Possible options for this sheet: • TNB 4 RE Packet
Worker Id	Displays the program assigned worker.
Generated	For a given effective month, customer report type, and worker id the column provides the number of generated customer reports assigned to the worker. If multiple Generated packet status exist for a single case it should only be counted once.
Error	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that resulted in an error status. If multiple Error packets status exist for a single case it should only be counted once.
Sent	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that were sent. If

© 2019 CalSAWS. All Rights Reserved.

	multiple Sent packets status exist for a single case it should only be counted once.
Received	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that were received. If multiple Received packets status exist for a single case it should only be counted once.
Incomplete	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that have the current status of 'Incomplete'. If multiple Incomplete packets status exist for a single case it should only be counted once.
Not Applicable	For a given effective month, customer report type, and worker id provides the number of customer reports assigned to the worker that have the current status of 'Not Applicable'. If multiple Not Applicable packets status exist for a single case it should only be counted once.
Reviewed – Ready to Run EDBC	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that have the current status of 'Reviewed – Ready to Run EDBC'. If multiple Reviewed – Ready to Run EDBC packets status exist for a single case it should only be counted once.
Complete – EDBC Accepted	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that have the current status of 'Complete – EDBC Accepted'. If multiple Complete – EDBC Accepted packets status exist for a single case it should only be counted once.
% of Reports Completed	For a given effective month, customer report type, and worker id the column provides the percent of disposed customer reports by the worker: **Numerator:** The number of distinct cases assigned to the worker in which the case meets any of the following criteria:

© 2019 CalSAWS. All Rights Reserved.

	• Has at least one associated TNB 4 RE Packet with a current status of 'Not Applicable'. • Has at least one associated TNB 4 RE Packet with a current status of 'Complete – EDBC Accepted'. **Denominator:** The number of distinct cases assigned to the worker in which the case meets any of the following criteria: • Has at least one associated TNB 4 RE Packet with a current status of 'Not Applicable'. • Has at least one associated TNB 4 RE Packet with a current status of 'Complete – EDBC Accepted'. • Has at least one associated TNB 4 RE Packet with a received date. **Please see Appendix item #1 for example.**

2.39.4 Report Location

- **Global:** Reports
- **Local:** On Request
- **Task:** Administrative

2.39.5 Report Usage/ Performance

The Customer Reporting Progress Report's usage and performance shall not change significantly with this SCR.

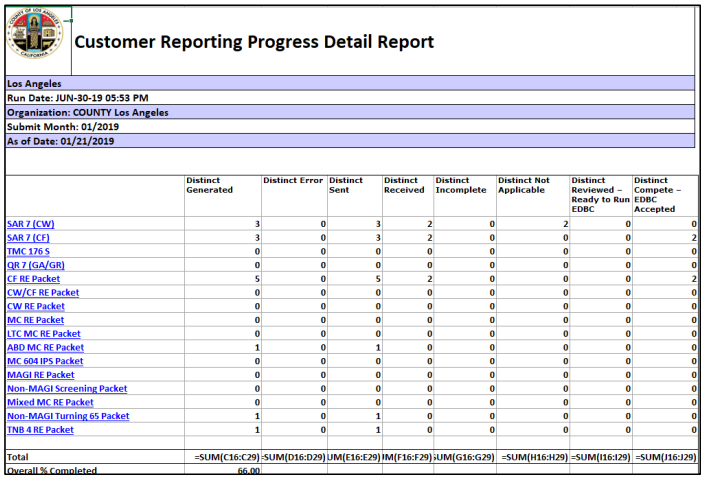
2.40 Customer Reporting Progress Detail Report

2.40.1 Overview

Update the Customer Reporting Progress Detail report to include the 'TNB 4 RE Packet'.

© 2019 CalSAWS. All Rights Reserved.

2.40.2 Customer Reporting Progress Report Mockup



Customer Reporting Progress Detail Report

Los Angeles
Run Date: JUN-30-19 05:53 PM
Organization: COUNTY Los Angeles
Submit Month: 01/2019
As of Date: 01/21/2019

	Distinct Generated	Distinct Error	Distinct Sent	Distinct Received	Distinct Incomplete	Distinct Not Applicable	Distinct Reviewed – Ready to Run EDBC	Distinct Compete – EDBC Accepted
SAR 7 (CW)	3	0	3	2	0	2	0	0
SAR 7 (CF)	3	0	3	2	0	0	0	2
TMC 176 S	0	0	0	0	0	0	0	0
QR 7 (GA/GR)	0	0	0	0	0	0	0	0
CF RE Packet	5	0	5	2	0	0	0	2
CW/CF RE Packet	0	0	0	0	0	0	0	0
CW RE Packet	0	0	0	0	0	0	0	0
MC RE Packet	0	0	0	0	0	0	0	0
LTC MC RE Packet	0	0	0	0	0	0	0	0
ABD MC RE Packet	1	0	1	0	0	0	0	0
MC 604 IPS Packet	0	0	0	0	0	0	0	0
MAGI RE Packet	0	0	0	0	0	0	0	0
Non-MAGI Screening Packet	0	0	0	0	0	0	0	0
Mixed MC RE Packet	0	0	0	0	0	0	0	0
Non-MAGI Turning 65 Packet	1	0	1	0	0	0	0	0
TNB 4 RE Packet	1	0	1	0	0	0	0	0
Total	=SUM(C16:C29)	=SUM(D16:D29)	UM(E16:E29)	M(F16:F29)	UM(G16:G29)	=SUM(H16:H29)	=SUM(I16:I29)	=SUM(J16:J29)
Overall % Completed	66.00							

Note this is the CalSAWS version of the report. Please refer to the system specific mockup.

2.40.3 Description of Change

1. Update the Summary sheet (Sheet1) to include a new row titled 'TNB 4 RE Packet' that provides summary counts for Generated, Error, Sent, Received, Incomplete, Not Applicable, Reviewed- Ready to Run EDBC and Completed-EDBC Accepted packets. The packet type will be placed underneath 'Non-MAGI Turning 65 Packet'.
2. Update the static and dynamic totals in the Summary sheet to include the 'TNB 4 RE Packet'.
3. Update the Packets sheet (Sheet3) to include 'TNB 4 RE Packet' information. The dynamic and static totals should also be updated to include the new packet.

2.40.4 Report Location

- **Global:** Reports
- **Local:** On Request
- **Task:** Administrative

2.41 Monthly Productivity List Export Report

2.41.1 Overview

Update the Monthly Productivity List Export report to include the 'TNB 4 RE Packet'.

© 2019 CalSAWS. All Rights Reserved.

2.41.2 Monthly Productivity List Export Report Mockup

No updates will be made to the report template.

2.41.3 Description of Change

1. Update the Monthly Productivity List Export report to include the new 'TNB 4 RE Packet' type in the same manner as the Monthly Productivity List online page. This report is an export for the online page and the data must match.

2.41.4 Report Location

- **Global:** Eligibility
- **Local:** Workload Inventory
- **Task:** Monthly Productivity

© 2019 CalSAWS. All Rights Reserved.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	Standard Header Mock-up for C-IV	Header Mock Up for C-IV.pdf
2	Client Correspondence	Standard Header Mock-up for CalSAWS	Header Mock Up for CalSAWS.pdf
3	Client Correspondence	CalSAWS CF 285 English and C-IV CF 285 English	CalSAWS_CF_285_EN.pdf CIV_CF_285_EN.pdf
4	Client Correspondence	CalSAWS CF 285 Spanish and C-IV CF 285 Spanish	CalSAWS_CF_285_SP.pdf CIV_CF_285_SP.pdf
5	Client Correspondence	CalSAWS TNB 4 Recertification Packet	CalSAWS_TNB4_RE Packet.pdf
6	Client Correspondence	C-IV TNB 4 Recertification Packet	CIV_TNB4_RE Packet.pdf
7	Reports	Customer Reporting Progress Detail Report CalSAWS Mockup	Customer Reporting Progress Detail Report CalSAWS Mockup.xlsx
8	Reports	Customer Reporting Progress Report CalSAWS Mockup	Customer Reporting Progress Report CalSAWS Mockup.xlsx
9	Reports	Customer Reporting Progress Detail Report CIV Mockup	Customer Reporting Progress Detail Report CIV Mockup.xlsx
10	Reports	Customer Reporting Progress Report CIV Mockup	Customer Reporting Progress Report CIV Mockup.xlsx

© 2019 CalSAWS. All Rights Reserved.

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.21	The LRS shall automate eligibility determination and benefit calculation for certain individual and case changes.	New eligibility logic for TNB program.
2.18.3.7	The LRS shall identify case actions that require a notice, NOA, form, letter, stuffer, or flyer, and shall generate that appropriate notice, NOA, form, letter, stuffer, or flyer, using variable case-specific information.	Automation of new TNB forms and notices.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

© 2019 CalSAWS. All Rights Reserved.

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
	Task Management	The CalSAWS and C-IV systems tasks for generated when the TNB 4 Recertification packet has been submitted have different task type, short and long description. This is due to the differences in implementation for both systems during a form submission.	The TNB 4 RE task generated for CalSAWS and C-IV systems are different from each other.	Low	Yes

© 2019 CalSAWS. All Rights Reserved.

6 OUTREACH

6.1 Lists

None

© 2019 CalSAWS. All Rights Reserved.

7 APPENDIX

Example of % of Reports Completed Calculation

Worker 1 has the following TNB 4 RE Packet workload for submit month 11/2019

Case Num	Packet Num	Received Date	Incomplete	Not Applicable Date	Complete – EDBC Accepted Date	Current Status
1	1	11/13/19		11/14/19		Not Applicable
1	2	11/19/19		11/23/19	11/24/19	Complete – EDBC Accepted
2	3				11/20/19	Complete – EDBC Accepted
3	4	11/12/19		11/15/19		Not Applicable
4	5	11/02/19				Received

% of Reports Completed = ¾ = 75

Numerator:

Case 1: Counted once due to having at least one packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 2: Counted once due to having at least one packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 3: Counted once due to having at least one packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 4: Not counted due to not having a single packet in a current status of either Complete – EDBC Accepted or Not Applicable

Denominator= 4

Case 1 : Counted once due to having at least one packet with a received date or at least one packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 2: Counted once due to having a packet with a received date and a packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 3: Counted once due to having a packet with a received date and a packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 4: Counted once due to having a packet with a received date and a packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Note: It is possible for a Customer Report to be 'Complete – EDBC Accepted' or 'Not Applicable' without having a received date.

© 2019 CalSAWS. All Rights Reserved.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-208184 CIV-104011 – ACL 19-34 Update KG BDA to Accept Mid-Month Application Date

© 2019 CalSAWS. All Rights Reserved.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	S Meenavalli, David Wong, Michael Barillas, Tiffany Huckaby
	Reviewed By	G Chakkingal, Design Team, Build Team

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/02/2019	1.0	Initial Design	S Meenavalli
09/20/2019	1.1	Updated the online/eligibility design sections based on the BA's design review comments	David Wong S Meenavalli
10/20/2019	1.2	Updated the eligibility design section based on the build design review comments on the net income calculation	S Meenavalli
11/03/2019	1.3	Updated the online/eligibility design sections based on the BA's design review comments	David Wong S Meenavalli
11/07/2019	1.4	Added Batch Requirements	Michael Barillas
11/08/2019	1.5	Added CC Requirements	Tiffany Huckaby
12/03/2019	1.6	Updated mock up screens layout based on FC Committee comments	S Meenavalli
1/29/2020	1.7	Updated the Content Revision and highlighted in the Sections 1.3, 1.4, 2.3 and 2.4	S Meenavalli
2/5/2020	1.8	Updated with Content Revision 2. Added new Recommendation	Tiffany Huckaby

© 2019 CalSAWS. All Rights Reserved.

Table of Contents

1 Overview 5
1.1 Current Design 5
1.2 Requests 5
1.3 Overview of Recommendations 5
1.4 Assumptions 6
2 Recommendations 6
2.1 C-IV Kin-GAP Rate Summary 6
2.1.1 Overview 6
2.1.2 Description of Changes 6
2.1.3 Page Mockup 7
2.1.4 Page Location 7
2.1.5 Page Mappings 7
2.1.6 Page Usage/Data Volume Impacts 7
2.2 C-IV Kin-GAP Rate Detail 7
2.2.1 Overview 7
2.2.2 Description of Changes 7
2.2.3 Page Mockup 8
2.2.4 Page Location 8
2.2.5 Page Mappings 8
2.2.6 Page Usage/Data Volume Impacts 8
2.3 LRS Kin-GAP EDBC Summary 8
2.3.1 Overview 8
2.3.2 Description of Changes 8
2.3.3 Programs Impacted 19
2.4 C-IV Kin-GAP EDBC Summary 19
2.4.1 Overview 19
2.4.2 Description of Changes 19
2.4.3 Programs Impacted 28
2.5 Batch EDBC: Update CalSAWS Batch Pre-EDBC validation Not Processed Reason language (CalSAWS Only) 29
2.5.1 Overview 29
2.5.2 Description of Change 29

© 2019 CalSAWS. All Rights Reserved.

2.5.1 Execution Frequency....29
2.5.2 Key Scheduling Dependencies....29
2.5.3 Counties Impacted....29
2.5.4 Data Volume/Performance....29
2.5.5 Failure Procedure/Operational Instructions....30
2.6 Batch EDBC: Add new CIV Batch Pre-EDBC validation logic to include missing Kin-GAP Rates (C-IV Only)....30
2.6.1 Overview....30
2.6.2 Description of Change....30
2.6.3 Execution Frequency....30
2.6.4 Key Scheduling Dependencies....30
2.6.5 Counties Impacted....31
2.6.6 Data Volume/Performance....31
2.6.7 Failure Procedure/Operational Instructions....31
2.7 Correspondence: Regression Test Existing Pro-rated Kin-GAP language....31
2.7.1 Overview....31
2.7.2 Description of Change....31
3 Supporting Documents....32
4 Requirements....33
4.1 Project Requirements....33
5 Migration Impacts....33
6 Outreach....33
7 Appendix....33

© 2019 CalSAWS. All Rights Reserved.

1 OVERVIEW

In CalSAWS System Kin-GAP (Kinship Guardianship Assistance Payment) Program is designed to always have the application date on the first day of the month to approve the program.

The proposed changes as part of this change request is to approve the KG (Kin-GAP) program and prorate the benefits having applications any date of the month. Also, Kin-GAP net income test evaluation need to be modified.

1.1 Current Design

Currently KG programs need to have application date first day of the month to get the KG program approve and to evaluate the eligibility benefits.

Kin-GAP budget calculation subtracts net non-exempt income from Foster Care Basic Rate before adding the Special Care Increment (SCI) causing the Kin-GAP EDBC to fail for over income.

1.2 Requests

As per the ACL 19-34, eligibility benefits for the Kin-GAP should be prorated and the program should be approved for any application date of the month. Kin-GAP EDBC Summary results page should be aligned with the proration details. The SCI / Special Needs amount should be added to the Foster Care Basic Rate before subtracting the Total Net Nonexempt Income for the new income test calculation.

1.3 Overview of Recommendations

1. Modify KG Rate Summary and KG Rate Detail pages to accept and display Begin Date and End Date instead of Begin Month and End Month in C-IV.
2. Modify KG Rate Summary page to accept and display split rates in the middle of the month following the effective dating framework in C-IV like LRS.
3. Modify KG EDBC logic to approve the KG Program BDA (Begin Date of Aid) any day of the month on or after the Case Dismissal Date and Legal Guardianship Date.
4. Modify KG EDBC logic to calculate and prorate the aid payment including supplemental benefits for the partial month.
5. Modify KG EDBC Results Summary Page to move the Infant Supplemental Payment and Additional Rate (for LRS Only) from Kin-GAP Budget block to Aid Payment block to align with the new partial proration logic.
6. Modify KG Budget Net income test calculation to subtract Total Net Nonexempt Income from the sum of SCI amount and the Foster Care Basic Rate.
7. Modify KG EDBC Results Summary Page by moving the line items to align with the Net income test.
8. Modify KG EDBC Budget to split and calculate prorated days in a month based on the Rate split or SCI begin date from the Rate summary data collection details.

© 2019 CalSAWS. All Rights Reserved.

9. Modify the existing KG EDBC not processed reason verbiage when a person is missing Kin-GAP placement rates for any day within the benefit month.
10. Modify the C-IV Pre-EDBC skip logic to include validation for person missing a Kin-GAP placement rate for any day within the benefit month.

1.4 Assumptions

1. No changes to existing Reports.
2. No changes to Issuance and claiming logic.
3. Running EDBC for benefit months prior to implementation of this SCR may result in a supplemental issuance.
4. No changes to batch pre-EDBC validation for the message change in LRS.
5. C-IV Kin-GAP NOA Budgets will not be updated with this effort. C-IV Kin-GAP NOA Budgets and additional updates for prorated Kin-GAP NOA text will be added with SCR CA-212970/CIV-106164. Additional research into the requirement of a Kin-GAP NOA budget is being evaluated and another SCR will be created in the future if necessary for the C-IV and LRS/CalSAWS Kin-GAP NOA Budgets.
6. No updates to NOAs will be made with the exception of the C-IV KG Dual Agency Fragment (Recommendations 2.8).

2 RECOMMENDATIONS

2.1 C-IV Kin-GAP Rate Summary

2.1.1 Overview

Kin-GAP currently does not allow mid-month applications. The C-IV Kin-GAP Rate Summary page will need the Begin Month and End Month fields updated to Begin Date and End Date.

2.1.2 Description of Changes

On the C-IV Kin-GAP Summary page, update the Begin Month and End Month column headers to display Begin Date and End Date. Update the Begin Month and End Month page mappings to display Begin Date and End Date in MM/DD/YYYY format. Following the implementation, the C-IV KG Rate Summary page will allow for sequential date splits upon adding new mid-month records following the effective dating framework.

© 2019 CalSAWS. All Rights Reserved.

2.1.3 Page Mockup

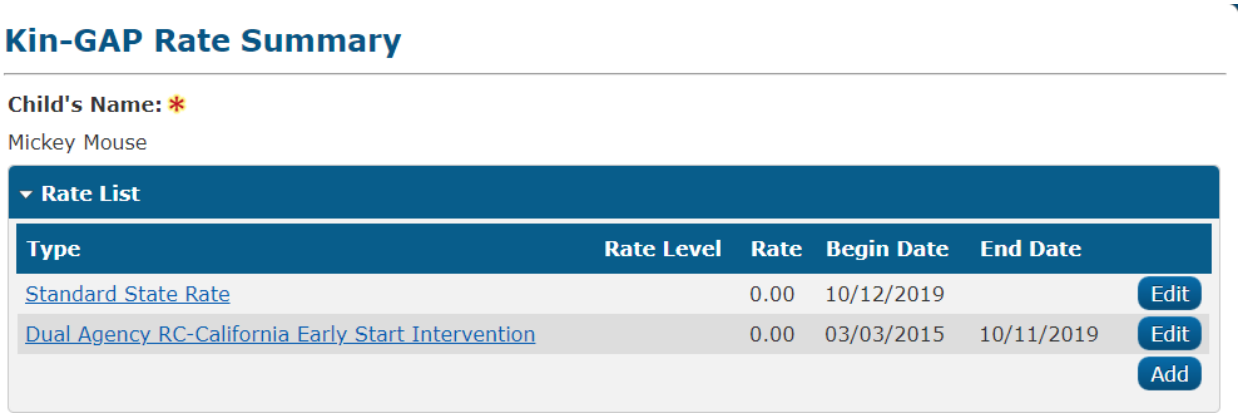


Figure 2.1.3 – C-IV Kin-GAP Rate Summary

2.1.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Kin-GAP**

2.1.5 Page Mappings

Update page mapping for the updated fields on the Kin-GAP Summary page

2.1.6 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.2 C-IV Kin-GAP Rate Detail

2.2.1 Overview

Modify the Kin-GAP Rate Detail page to update Begin Month and End Month to Begin Date and End Date in C-IV.

2.2.2 Description of Changes

On the C-IV Kin-GAP Detail page, update the Begin Month and End Month column headers to display Begin Date and End Date. Update the Begin Month and End Month page mappings to display Begin Date and End Date in MM/DD/YYYY format.

© 2019 CalSAWS. All Rights Reserved.

2.2.3 Page Mockup

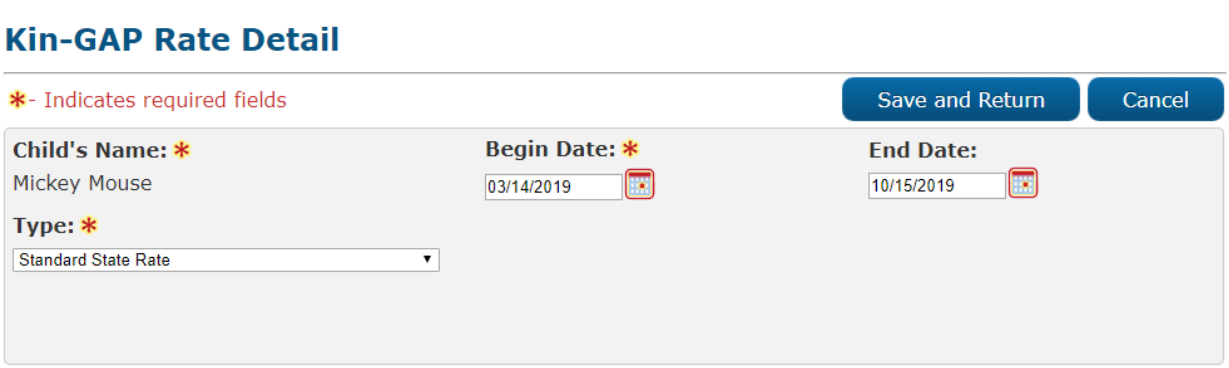


Figure 2.2.3 – C-IV Kin-GAP Detail

2.2.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Kin-GAP**

2.2.5 Page Mappings

Update page mapping for the updated fields on the Kin-GAP Detail page

2.2.6 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.3 LRS Kin-GAP EDBC Summary

2.3.1 Overview

Currently LRS/CalSAWS denies mid-month KG applications taken during the month of Case dismissal and/or legal guardianship date. In the Kin-GAP Budget block, Additional Rate and Special Needs are currently prorating based on the number of days but the Potential Grant is not prorating. Also, Kin-GAP budget calculation subtracts net non-exempt income from Foster Care Basic Rate before adding the Special Care Increment (SCI) causing the Kin-GAP EDBC to fail for over income.

2.3.2 Description of Changes

1. Modify KG EDBC logic to approve the KG Program BDA (Begin Date of Aid) any day of the month on or after the Case Dismissal Date and Legal Guardianship Date.

© 2019 CalSAWS. All Rights Reserved.

2. Modify the existing KG pre-EDBC filter message to the new message if at least one day in the rate summary contains a missing rate.
   Existing message – **"Kin-GAP: There is no rate specified for the current benefit month. Please assign a rate for the benefit month."**
   New message – "**Kin-GAP: There is no rate specified for at least one day in the Rate Summary. Please assign a rate for the missing day(s).**
3. Modify KG EDBC Results Summary Page to move the Infant Supplemental Payment and Additional Rate line items from Kin-GAP Budget block to Aid Payment block.
4. Modify KG EDBC Results Summary Page by moving the line items to align with the Net income test.
5. Add borders to the Total Net Nonexempt Income values in the KG EDBC Results Summary Page.
6. Modify the vertical blank space between Net Earned Income and Total Net Nonexempt Income to be less than the blank space between Total Net Nonexempt Income and Rate Type.
7. Modify KG EDBC to remove the Special Needs proration calculation, remove online hyperlink and associated "**EDBC Person Line Item Detail - AU Special Needs**" proration details child Page at the line item to reflect the new net income test.
8. Modify KG EDBC Results Summary Page to remove the "**Total**" line item from the Kin-GAP Budget section.
9. Modify KG Budget Net income test calculation to subtract Total Net Nonexempt Income from the sum of SCI amount and the Foster Care Basic Rate.
   a. For the purpose of Net Income test, the monthly anticipated SCI amount will be considered to evaluate the budget when the SCI begin date is mid-month or for intake month.
   b. The Kin-GAP income test is Pass if Total Net Nonexempt Income is less than or equal to the sum of Foster Care Basic Rate combined with the SCI amount otherwise income test is Fail.

Net Income Test Result	Condition
PASS	Total Net Nonexempt Income <= (Foster Care Basic Rate + SCI)
FAIL	Total Net Nonexempt Income > (Foster Care Basic Rate + SCI)

10. Modify KG EDBC Budget to split and calculate prorated days in a month based on the Rate begin date/end date and/or SCI begin date/end date from the Rate summary data collection details.
11. Modify "Aid Payment" line item to prorate the "Full Month Aid Payment" based on the "Dates to Prorate" under the "Aid Payment" section in the KG EDBC Results Summary Page.
12. Implementation date logic

© 2019 CalSAWS. All Rights Reserved.

a. New KG EDBC Results summary Page with the line items changed to Aid Payment block will be displayed based on the EDBC run date.
b. Historical KG EDBC Summary data will be untouched and will display the old format line Items.

© 2019 CalSAWS. All Rights Reserved.

1a) LRS Kin-GAP EDBC Summary Full month with BDA 1st of the month Before Change:

Kin-GAP Budget	Regular	
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Foster Care Basic Rate	$	1,000.00
Rate Type	Standard State Rate	
Basic Rate Code	Level of Care	
Level of Care	Basic Level Rate	
Potential Grant	$	650.00
Infant Supplemental Payment	+	0.00
Additional Rate	+	900.00
Special Needs	$	500.00
Total	=	2,050.00

Aid Payment	Regular	
Full Month Aid Payment	$	2,050.00
Dates to Prorate		1-30
Aid Payment	$	2,050.00
Combined Aid Payment	$	2,050.00

Additional Rate Proration Detail

Close

Name	Type & Description	Begin Date	End Date	Amount
	County Authorized Allowance	11/01/2019	11/30/2019	$ 900.00
	Total	**$ 900.00**		

© 2019 CalSAWS. All Rights Reserved.

1b) LRS Kin-GAP EDBC Summary Full month with BDA 1st of the month After Change:

Kin-GAP Budget	Regular	
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Rate Type	Standard State Rate	
Basic Rate Code	Level of Care	
Level of Care	Basic Level Rate	
Foster Care Basic Rate	$	1,000.00
Special Needs	+	500.00
Total Net Nonexempt Income	-	350.00
Potential Grant	=	1,150.00

Aid Payment	Regular	
Full Month Aid Payment	$	1,150.00
Dates to Prorate		1-30
Aid Payment	$	1,150.00
Infant Supplemental Payment	+	0.00
Additional Rate	+	900.00
Combined Aid Payment	$	2,050.00

Additional Rate Proration Detail

Close

Name	Type & Description	Begin Date	End Date	Amount
	County Authorized Allowance	11/01/2019	11/30/2019	$ 900.00
	Total	**$ 900.00**		

© 2019 CalSAWS. All Rights Reserved.

2a) LRS Kin-GAP EDBC Summary Partial month with BDA mid-month Before Change:

In the Kin-GAP Budget block, Additional Rate and Special Needs are currently prorating based on the number of days but the Potential Grant is not prorating.

The "Total" and "Full Month Aid Payment" is calculated incorrectly as the Additional Rate and Special Needs are already prorated and "Aid Payment" is again prorating based on the number of days which is a double proration for Additional Rate and Special Needs giving incorrect amount.

Kin-GAP Budget	Regular	
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Foster Care Basic Rate	$	1,000.00
Rate Type	Standard State Rate	
Basic Rate Code	Level of Care	
Level of Care	Basic Level Rate	
Potential Grant	$	650.00
Infant Supplemental Payment	+	0.00
Additional Rate	+	600.00
Special Needs	$	333.33
Total	=	1,583.33

Aid Payment	Regular	
Full Month Aid Payment	$	1,583.33
Dates to Prorate		11-30
Aid Payment	$	1,055.56
Combined Aid Payment	$	1,055.56

© 2019 CalSAWS. All Rights Reserved.

2b) LRS Kin-GAP EDBC Summary Partial month with BDA mid-month After Change:

To move the ISP and Additional Rate line items from Kin-GAP Budget block to Aid Payment block and removed Total line item to align with the new proration logic. Also, moved the Special Needs line item before potential grant and removed the Special Needs line item proration hyperlink to align with the new net income test calculation.

Kin-GAP Budget	Regular	
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Rate Type	Standard State Rate	
Basic Rate Code	Level of Care	
Level of Care	Basic Level Rate	
Foster Care Basic Rate	$	1,000.00
Special Needs	+	500.00
Total Net Nonexempt Income	-	350.00
Potential Grant	=	1,150.00

Aid Payment	Regular	
Full Month Aid Payment	$	1,150.00
Dates to Prorate		11-30
Aid Payment	$	766.67
Infant Supplemental Payment	+	0.00
Additional Rate	+	600.00
Combined Aid Payment	$	1,366.67

© 2019 CalSAWS. All Rights Reserved.

Additional Rate Proration Detail

Close

Name	Type & Description	Begin Date	End Date	Amount
	County Authorized Allowance	11/11/2019	11/30/2019	$ 600.00
		Total	$ 600.00	

3a) LRS Kin-GAP EDBC Summary Full month with BDA 1st of the month but SCI mid-month Before Change:

Kin-GAP Budget	Regular	
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Foster Care Basic Rate	$	1,000.00
Rate Type	Standard State Rate	
Basic Rate Code	Level of Care	
Level of Care	Basic Level Rate	
Potential Grant	$	650.00
Infant Supplemental Payment	+	0.00
Additional Rate	+	900.00
Special Needs	$	333.33
Total	=	1,883.33

Aid Payment	Regular	
Full Month Aid Payment	$	1,883.33
Dates to Prorate		1-30
Aid Payment	$	1,883.33
Combined Aid Payment	$	1,883.33

© 2019 CalSAWS. All Rights Reserved.

3b) LRS Kin-GAP EDBC Summary Full month with BDA 1st of the month but SCI mid-month After Change:

Kin-GAP Budget	Prorated		Prorated	
Unearned Income	$	350.00	$	350.00
Unearned Income Disregards	-	0.00	-	0.00
Net Unearned Income	=	350.00	=	350.00
Earned Income	$	0.00	$	0.00
Earned Income Disregards	-	0.00	-	0.00
Net Earned Income	=	0.00	=	0.00
Total Net Nonexempt Income	$	350.00	$	350.00
Rate Type	Standard State Rate		Standard State Rate	
Basic Rate Code	Level of Care		Level of Care	
Level of Care	Basic Level Rate		Basic Level Rate	
Foster Care Basic Rate	$	1,000.00	$	1,000.00
Special Needs	+	0.00	+	500.00
Total Net Nonexempt Income	-	350.00	-	350.00
Potential Grant	=	650.00	=	1,150.00

Aid Payment	Prorated		Prorated	
Full Month Aid Payment	$	650.00	$	1,150.00
Dates to Prorate		1-10		11-30
Aid Payment	$	216.67	$	766.67
Infant Supplemental Payment			+	0.00
Additional Rate			+	900.00
Combined Aid Payment			$	1,883.33

© 2019 CalSAWS. All Rights Reserved.

4a) LRS Kin-GAP EDBC Summary Full month with BDA 1st of the month but Rate Split mid-month Before Change:

Kin-GAP Budget	Prorated		Prorated	
Unearned Income	$	350.00	$	350.00
Unearned Income Disregards	-	0.00	-	0.00
Net Unearned Income	=	350.00	=	350.00
Earned Income	$	0.00	$	0.00
Earned Income Disregards	-	0.00	-	0.00
Net Earned Income	=	0.00	=	0.00
Total Net Nonexempt Income	$	350.00	$	350.00
Foster Care Basic Rate	$	400.00	$	1,000.00
Rate Type	Non Standard Rate		Standard State Rate	
Basic Rate Code			Level of Care	
Level of Care			Basic Level Rate	
Potential Grant	$	50.00	$	650.00
Infant Supplemental Payment	+	0.00	+	0.00
Additional Rate	+	643.53	+	735.46
Special Needs	$	233.33	$	266.67
Total	=	926.86	=	1,652.13

Aid Payment	Prorated		Prorated	
Full Month Aid Payment	$	926.86	$	1,652.13
Dates to Prorate		1-14		15-30
Aid Payment	$	432.57	$	881.08
Combined Aid Payment			$	1,313.65

© 2019 CalSAWS. All Rights Reserved.

4b) LRS Kin-GAP EDBC Summary Full month with BDA 1st of the month but Rate Split mid-month After Change:

Kin-GAP Budget	Prorated		Prorated	
Unearned Income	$	350.00	$	350.00
Unearned Income Disregards	-	0.00	-	0.00
Net Unearned Income	=	350.00	=	350.00
Earned Income	$	0.00	$	0.00
Earned Income Disregards	-	0.00	-	0.00
Net Earned Income	=	0.00	=	0.00
Total Net Nonexempt Income	$	350.00	$	350.00
Rate Type	Non Standard Rate		Standard State Rate	
Basic Rate Code			Level of Care	
Level of Care			Basic Level Rate	
Foster Care Basic Rate	$	400.00	$	1,000.00
Special Needs	+	500.00	+	500.00
Total Net Nonexempt Income	-	350.00	-	350.00
Potential Grant	=	550.00	=	1,150.00

Aid Payment	Prorated		Prorated	
Full Month Aid Payment	$	550.00	$	1,150.00
Dates to Prorate		1-14		15-30
Aid Payment	$	256.67	$	613.33
Infant Supplemental Payment			+	0.00
Additional Rate			+	900.00
Combined Aid Payment			$	1,770.00

Please refer to the tab "**LRS Kin-GAP**" in the "**CA-208184 CIV-104011 EDBC Scenarios.xlsx**" under the Supporting Documents section for the above detailed examples.

© 2019 CalSAWS. All Rights Reserved.

2.3.3 Programs Impacted

Kin-GAP

2.4 C-IV Kin-GAP EDBC Summary

2.4.1 Overview

Currently C-IV denies mid-month KG applications taken during the month of Case dismissal and/or legal guardianship date. In the Kin-GAP Budget block, Infant Supplemental Payment and Special Needs are currently prorating based on the number of days but the Potential Grant is not prorating. Also, Kin-GAP budget calculation subtracts net non-exempt income from Foster Care Basic Rate before adding the Special Care Increment (SCI) causing the Kin-GAP EDBC to fail for over income.

2.4.2 Description of Changes

1. Modify KG EDBC logic to approve the KG Program BDA (Begin Date of Aid) any day of the month on or after the Case Dismissal Date and Legal Guardianship Date.
2. Modify the existing KG pre-EDBC filter message to the new message if at least one day in the rate summary contains a missing rate.
   Existing message – **"Kin-GAP: There is no rate specified for the current benefit month. Please assign a rate for the benefit month."**
   New message – "**Kin-GAP: There is no rate specified for at least one day in the Rate Summary. Please assign a rate for the missing day(s).**
3. Modify KG EDBC Results Summary Page to move the Infant Supplemental Payment line item from Kin-GAP Budget block to Aid Payment block.
4. Modify KG EDBC Results Summary Page by moving the line items to align with the Net income test.
5. Add borders to the Total Net Nonexempt Income values in the KG EDBC Results Summary Page.
6. Modify the vertical blank space between Net Earned Income and Total Net Nonexempt Income to be less than the blank space between Total Net Nonexempt Income and Foster Care Basic Rate.
7. Modify KG EDBC to remove the Special Needs proration calculation, remove online hyperlink and associated "**EDBC Person Line Item Detail - AU Special Needs**" proration details child Page at the line item to reflect the new net income test.
8. Modify KG EDBC Results Summary Page to remove the "**Total**" line item from the Kin-GAP Budget section.
9. Modify KG Budget Net income test calculation to subtract Total Net Nonexempt Income from the sum of SCI amount and the Foster Care Basic Rate.

© 2019 CalSAWS. All Rights Reserved.

a. For the purpose of Net Income test, the monthly anticipated SCI amount will be considered to evaluate the budget when the SCI begin date is mid-month or for intake month.
b. The Kin-GAP income test is Pass if Total Net Nonexempt Income is less than or equal to the sum of Foster Care Basic Rate combined and the SCI amount otherwise income test is Fail.

Net Income Test Result	Condition
PASS	Total Net Nonexempt Income <= (Foster Care Basic Rate + SCI)
FAIL	Total Net Nonexempt Income > (Foster Care Basic Rate + SCI)

10. Modify KG EDBC Budget to split and calculate prorated days in a month based on the Rate begin date/end date and/or SCI begin date/end date from the Rate summary data collection details.
11. Modify "Aid Payment" line item to prorate the "Full Month Aid Payment" based on the "Dates to Prorate" under the "Aid Payment" section in the KG EDBC Results Summary Page.
12. Implementation date logic
    a. New KG EDBC Results summary Page with the line items changed to Aid Payment block will be displayed based on the EDBC run date.
    b. Historical KG EDBC Summary data will be untouched and will display the old format line Items.

© 2019 CalSAWS. All Rights Reserved.

1a) C-IV Kin-GAP EDBC Summary Full month Before Change:

Kin-GAP Budget	Regular	
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Foster Care Basic Rate	$	1,000.00
Potential Grant	$	650.00
Infant Supplemental Payment	+	411.00
Special Needs	$	500.00
Total	=	1,561.00

Aid Payment	Regular	
Full Month Aid Payment	$	1,561.00
Dates to Prorate		1-30
Aid Payment	$	1,561.00
Combined Aid Payment	$	1,561.00

Infant Supplemental Payment Detail

Close

Infant Name	Description	Countable Amount
	09/01/2019 - 09/30/2019	$411.00
	Total	**$411.00**

© 2019 CalSAWS. All Rights Reserved.

1b) C-IV Kin-GAP EDBC Summary Full month After Change:

Kin-GAP Budget	Regular	
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Foster Care Basic Rate	$	1,000.00
Special Needs	+	500.00
Total Net Nonexempt Income	-	350.00
Potential Grant	=	1,150.00

Aid Payment	Regular	
Full Month Aid Payment	$	1,150.00
Dates to Prorate		1-30
Aid Payment	$	1,150.00
Infant Supplemental Payment	+	411.00
Combined Aid Payment	$	1,561.00

Infant Supplemental Payment Detail

Close

Infant Name	Description	Countable Amount
	09/01/2019 - 09/30/2019	$411.00
	Total	**$411.00**

© 2019 CalSAWS. All Rights Reserved.

2a) C-IV Kin-GAP EDBC Summary Partial month Before Change:

In the Kin-GAP Budget block, ISP and Special Needs are currently prorating based on the number of days but the Potential Grant is not prorating.

The "Total" and "Full Month Aid Payment" is calculated incorrectly as the ISP and Special Needs are already prorated and "Aid Payment" is again prorating based on the number of days which is a double proration for ISP and Special Needs giving incorrect amount.

Kin-GAP Budget	Regular	
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Foster Care Basic Rate	$	1,000.00
Potential Grant	$	650.00
Infant Supplemental Payment	+	274.00
Special Needs	$	333.33
Total	=	1,257.33

Aid Payment	Regular	
Full Month Aid Payment	$	1,257.33
Dates to Prorate		11-30
Aid Payment	$	838.22
Combined Aid Payment	$	838.22

Infant Supplemental Payment Detail

Close

Infant Name	Description	Countable Amount
	09/11/2019 - 09/30/2019	$274.00
	Total	**$274.00**

© 2019 CalSAWS. All Rights Reserved.

2b) C-IV Kin-GAP EDBC Summary Partial month After Change:

To move the ISP line item from Kin-GAP Budget block to Aid Payment block and removed Total line item to align with the new proration logic. Also, moved the Special Needs line item before potential grant and removed the Special Needs line item proration hyperlink to align with the new net income test calculation.

Kin-GAP Budget		Regular
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Foster Care Basic Rate	$	1,000.00
Special Needs	+	500.00
Total Net Nonexempt Income	-	350.00
Potential Grant	=	1,150.00

Aid Payment		Regular
Full Month Aid Payment	$	1,150.00
Dates to Prorate		11-30
Aid Payment	$	766.67
Infant Supplemental Payment	+	274.00
Combined Aid Payment	$	1,040.67

Infant Supplemental Payment Detail

Close

Infant Name	Description	Countable Amount
	09/11/2019 - 09/30/2019	$274.00
	Total	**$274.00**

© 2019 CalSAWS. All Rights Reserved.

3a) C-IV Kin-GAP EDBC Summary Full month with BDA 1st of the month but SCI mid-month Before Change:

Kin-GAP Budget	Regular	
Unearned Income	$	350.00
Unearned Income Disregards	-	0.00
Net Unearned Income	=	350.00
Earned Income	$	0.00
Earned Income Disregards	-	0.00
Net Earned Income	=	0.00
Total Net Nonexempt Income	$	350.00
Foster Care Basic Rate	$	1,000.00
Potential Grant	$	650.00
Infant Supplemental Payment	+	411.00
Special Needs	$	333.33
Total	=	1,394.33

Aid Payment	Regular	
Full Month Aid Payment	$	1,394.33
Dates to Prorate		1-30
Aid Payment	$	1,394.33
Combined Aid Payment	$	1,394.33

© 2019 CalSAWS. All Rights Reserved.

3b) C-IV Kin-GAP EDBC Summary Full month with BDA 1st of the month but SCI mid-month After Change:

Kin-GAP Budget	Prorated		Prorated	
Unearned Income	$	350.00	$	350.00
Unearned Income Disregards	-	0.00	-	0.00
Net Unearned Income	=	350.00	=	350.00
Earned Income	$	0.00	$	0.00
Earned Income Disregards	-	0.00	-	0.00
Net Earned Income	=	0.00	=	0.00
Total Net Nonexempt Income	$	350.00	$	350.00
Foster Care Basic Rate	$	1,000.00	$	1,000.00
Special Needs	+	0.00	+	500.00
Total Net Nonexempt Income	-	350.00	-	350.00
Potential Grant	=	650.00	=	1,150.00

Aid Payment	Prorated		Prorated	
Full Month Aid Payment	$	650.00	$	1,150.00
Dates to Prorate		1-10		11-30
Aid Payment	$	216.67	$	766.67
Infant Supplemental Payment			+	411.00
Combined Aid Payment			$	1,394.33

© 2019 CalSAWS. All Rights Reserved.

4a) C-IV Kin-GAP EDBC Summary Full month with BDA 1st of the month but Rate Split mid-month Before Change:

Kin-GAP Budget	Prorated		Prorated	
Unearned Income	$	350.00	$	350.00
Unearned Income Disregards	-	0.00	-	0.00
Net Unearned Income	=	350.00	=	350.00
Earned Income	$	0.00	$	0.00
Earned Income Disregards	-	0.00	-	0.00
Net Earned Income	=	0.00	=	0.00
Total Net Nonexempt Income	$	350.00	$	350.00
Foster Care Basic Rate	$	400.00	$	1,000.00
Potential Grant	$	50.00	$	650.00
Infant Supplemental Payment	+	191.80	+	219.20
Special Needs	$	233.33	$	266.67
Total	=	475.13	=	1,135.87

Aid Payment	Prorated		Prorated	
Full Month Aid Payment	$	475.13	$	1,135.87
Dates to Prorate		1-14		15-30
Aid Payment	$	221.73	$	605.80
Combined Aid Payment			$	827.52

© 2019 CalSAWS. All Rights Reserved.

4b) C-IV Kin-GAP EDBC Summary Full month with BDA 1st of the month but Rate Split mid-month After Change:

Kin-GAP Budget	Prorated		Prorated	
Unearned Income	$	350.00	$	350.00
Unearned Income Disregards	-	0.00	-	0.00
Net Unearned Income	=	350.00	=	350.00
Earned Income	$	0.00	$	0.00
Earned Income Disregards	-	0.00	-	0.00
Net Earned Income	=	0.00	=	0.00
Total Net Nonexempt Income	$	350.00	$	350.00
Foster Care Basic Rate	$	400.00	$	1,000.00
Special Needs	+	500.00	+	500.00
Total Net Nonexempt Income	-	350.00	-	350.00
Potential Grant	=	550.00	=	1,150.00

Aid Payment	Prorated		Prorated	
Full Month Aid Payment	$	550.00	$	1,150.00
Dates to Prorate		1-14		15-30
Aid Payment	$	256.67	$	613.33
Infant Supplemental Payment			+	411.00
Combined Aid Payment			$	1,281.00

Please refer to the tab "**C-IV Kin-GAP**" in the "**CA-208184 CIV-104011 EDBC Scenarios.xlsx**" under the Supporting Documents section for the above detailed examples.

2.4.3 Programs Impacted

Kin-GAP

© 2019 CalSAWS. All Rights Reserved.

2.5 Batch EDBC: Update CalSAWS Batch Pre-EDBC validation Not Processed Reason language (CalSAWS Only)

2.5.1 Overview

Batch EDBC currently skips Kin-GAP programs which validates if a person's placement rate is missing for the benefit month through the Pre-EDBC filter. Modify the verbiage when Pre-EDBC skips Kin-GAP programs when Kin-GAP persons is missing placement rates for any day within the benefit month.

2.5.2 Description of Change

Modify the Batch EDBC Not Processed Reason Code (Category 707) 'RK' verbiage with an in-place update.

Existing verbiage – **Kin-GAP: There is no rate specified for the current benefit month. Please assign a rate for the benefit month."**

New verbiage – **Kin-GAP: There is no rate specified for at least one day in the Rate Summary. Please assign a rate for the missing day(s).**

Long Description will contain the complete new verbiage. Short Description will contain the first sentence of the new verbiage.

Short Description	There is no rate specified for at least one day in the Rate Summary.
Long Description	Kin-GAP: There is no rate specified for at least one day in the Rate Summary. Please assign a rate for the missing day(s).

2.5.1 Execution Frequency

No Change

2.5.2 Key Scheduling Dependencies

No Change

2.5.3 Counties Impacted

All Counties

2.5.4 Data Volume/Performance

N/A

© 2019 CalSAWS. All Rights Reserved.

2.5.5 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

2.6 Batch EDBC: Add new CIV Batch Pre-EDBC validation logic to include missing Kin-GAP Rates (C-IV Only)

2.6.1 Overview

Currently in CIV Pre-EDBC logic there is no validation for Kin-GAP persons missing Kin-GAP placement rates for any day within the benefit month. Validation for a person's missing Kin-GAP placement rate is present in LRS.

2.6.2 Description of Change

1) Modify the CIV Pre-EDBC Batch skip logic to include validation for persons missing a Kin-GAP placement rate for any day within the benefit month.

2) Add a new Batch EDBC Not Processed Reason Code (Category 707) to match the updated LRS Code (Code Value = 'RK').

   Long Description will contain the complete new verbiage. Short Description will contain the first sentence of the new verbiage.

Short Description	There is no rate specified for at least one day in the Rate Summary.
Long Description	Kin-GAP: There is no rate specified for at least one day in the Rate Summary. Please assign a rate for the missing day(s).

2.6.3 Execution Frequency

No Change

2.6.4 Key Scheduling Dependencies

No Change

© 2019 CalSAWS. All Rights Reserved.

2.6.5 Counties Impacted

All Counties

2.6.6 Data Volume/Performance

N/A

2.6.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

2.7 Correspondence: Regression Test Existing Pro-rated Kin-GAP language

2.7.1 Overview

Currently in both CalSAWS and C-IV there exists prorated NOA language for Kin-GAP. This NOA language will continue to generate with the updates to the Kin-GAP BDA with this effort.

2.7.2 Description of Change

The following existing CalSAWS and C-IV prorated NOA language will generate.

CalSAWS:

KG_AP_ACTION1 (ID: 4028)

CalSAWS Existing Prorated Language (non-CCR):

"The Kin-GAP cash aid payment for your first month of aid is only for a part of a month. It is for the time from your first day of Kin-GAP cash aid, shown above, through the end of the month. If nothing changes, next month's Kin-GAP cash aid will be for a full month."

FC_KG_AP_ACTION4 (ID: 4110)

CalSAWS Existing Prorated Language (CCR):

"The County has approved your <ProratedProgramType> aid benefits for <ProgramPerson> effective <ProrateMonthDayYear1> in the amount of <TotalBenifitAmount> per month.

The <ProratedProgramType> payment for your first month of aid is <ProratedBenefitAmount> due to partial month."

© 2019 CalSAWS. All Rights Reserved.

C-IV: MSG_PARTIAL_MONTH_BENEFIT (ID: 164)

C-IV Existing Prorated Language:

"The benefit amount for your first month of aid is only for a part of the month. It is for the time from your first day of <PGM>, shown above, through the end of the month. If nothing changes, next month's benefit amount will be for a full month."

2.8 Correspondence (C-IV only): Update Kin-GAP Dual Agency NOA Fragment

2.8.1 Overview

C-IV currently has a Kin-GAP Dual Agency fragment that generates and displays a list of the Dual Agency Supplement values. This fragment does not exist in LRS/CalSAWS.

Existing Kin-GAP Dual Agency fragment:

You will get a Dual Agency Supplement of <TOTAL_SUPPLEMENT> for <PERSON_NAME> for the following period(s).

From	To	Amount
<LIST_START_DATES>	<LIST_END_DATES>	<LIST_OF_VALUES>

2.8.2 Description of Change

Update the population of the existing Dual Agency Supplement Fragment to handle the new multiple prorated budgets for Kin-GAP. Each period should only be listed once on the generated fragment.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	EDBC	EDBC Scenarios	CA-208184 CIV-104011 EDBC Sc

© 2019 CalSAWS. All Rights Reserved.

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.15	The LRS shall determine the effective start and end date of eligibility and the Redetermination, Recertification, and/or Annual Agreement period for all individuals for all applicable programs.	The system will grant Kin-GAP program to apply mid-month and new income test to pass when the Total Net Nonexempt Income <= (Foster Care Basic Rate + Special Needs).

5 MIGRATION IMPACTS

NONE

6 OUTREACH

NONE

7 APPENDIX

NONE

© 2019 CalSAWS. All Rights Reserved.

CalSAWS

California Statewide Automated Welfare System

DRAFT

Design Document

SCR CA-209032 CIV-103887 – Create State Agency Accounts for Designated DHCS and CDSS Staff

© 2019 CalSAWS. All Rights Reserved.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Gerald Limbrick
	Reviewed By	[individual(s) from build and test teams that reviewed document]

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
	1.0	Initial	Gerald Limbrick
2/17/2020	1.1	Changed the way Staff Classification titles are displayed in Edit mode	Gerald Limbrick
2/21/2020	1.2	Unselectable Classifications titles will be hidden instead of disabled when editing users	Gerald Limbrick

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Table of Contents

1 Overview 4
1.1 Current Design 4
1.2 Requests 4
1.3 Overview of Recommendations 4
2 Recommendations 5
2.1 Oversight Agency Staff Detail 5
2.1.1 Overview 5
2.1.2 Oversight Agency Staff Detail Mockups 6
2.1.3 Description of Changes 7
2.1.4 Page Location 9
2.1.5 Security Updates 9
2.1.6 Page Mapping 9
2.2 Oversight Agency Staff Search 10
2.2.1 Overview 10
2.2.2 Description of Changes 10
2.2.3 Page Location 10
2.2.4 Page Mapping 10
3 Supporting Documents 11
4 Requirements 12
4.1 Project Requirements 12
4.2 Migration Requirements 12
5 Migration Impacts 13
6 Outreach 14
7 Appendix 15
7.1 Security Groups for new role: 15

DRAFT

© 2019 CalSAWS. All Rights Reserved.

1 OVERVIEW

This SCR will implement functionality that will allow consortium analysts to give LRS and C-IV application access to designated CDSS and DHCS staff in the context of any county.

LRS Note: This System Change Request defines functionality that is restricted to Universal (project/consortium staff) users. Universal users must be added to the LRS system before this functionality will be useable in LRS.

1.1 Current Design

Consortium Analysts add an application account for Oversight Agency staff through the Oversight Agency Staff Detail page. After an Oversight Agency account has been created by a Consortium Analyst, workers with the appropriate security privileges within the counties may activate or deactivate access to the application for their county. Access is managed by clicking the 'Activate' or 'Deactivate' button in the County Access panel on the Oversight Agency Staff Detail page.

1.2 Requests

Designated staff require access to the C-IV or LRS application (the automated system) in the context of any county within the automated system. A new classification is needed for Oversight Agency Staff on the Oversight Agency Staff Detail page. This is needed to distinguish between current Oversight Agency staff, staff that counties activate/deactivate, and those that only the Consortium Analysts maintain.

Once a Consortium Analyst creates an Oversight Agency account for this new classification of person, the person needs to have access to the application in the context of any county, without the need to be activated by a county worker. The security role for these accounts will not be editable via the County Security Role List page. In addition, these new accounts will not be exposed to the county users via the Staff Search pages, they are strictly maintained by the Consortium Analysts.

1.3 Overview of Recommendations

- Create a new Security Role that will contain specific View Only privileges including Report access but without Imaging access.
- Create a new classification for Oversight Agency staff. This classification will be available in the 'Classification' drop-down on the Oversight Agency Staff Detail page in Create mode and used to assign the new role to users.
- Add logic to grant access to information for any county within the automated system to users with this new classification.
- Add logic to hide this new classification title on the Oversight Agency Staff Search page and the oversight Agency Staff Detail page from non Universal (project/consortium staff) users.
- Add logic to exclude these users from staff search results shown to non Universal (project/consortium staff) users.

© 2019 CalSAWS. All Rights Reserved.

- Add ‘Activate All’ or ‘Deactivate All’ buttons, for this new staff classification only, on the Oversight Agency Staff Detail page.

2 RECOMMENDATIONS

2.1 Oversight Agency Staff Detail

2.1.1 Overview

Consortium Analysts create an application account for Oversight Agency staff through the Oversight Agency Staff Detail page. After an account has been created by a Consortium Analyst and a username/password has been issued, designated workers from one or more counties may activate or deactivate access to the application for their specific county only. Access is managed by clicking the ‘Activate’ or ‘Deactivate’ buttons in the County Access panel on the Oversight Agency Staff Detail page.

Add a new staff classification, and a new role for the classification, with the specified set of security privileges. Add logic to automatically activate users with this new classification, for all counties, when the new security profile is created. Add logic to restrict users from being updated to or from this new classification after they have been created. Also add functionality for a Consortium Analyst to activate or deactivate users with this new classification, for all counties.

DRAFT

© 2019 CalSAWS. All Rights Reserved.

2.1.2 Oversight Agency Staff Detail Mockups

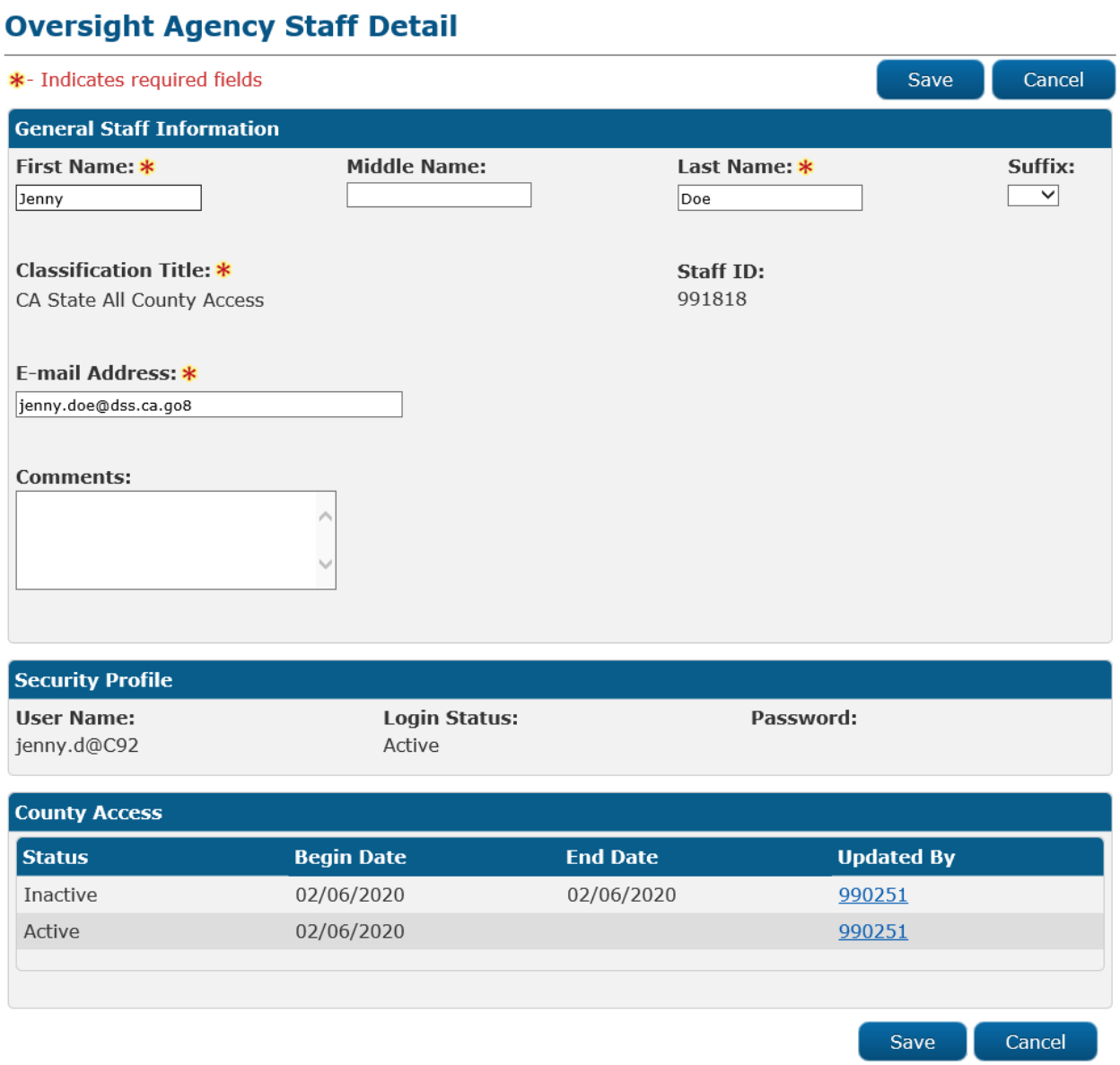


Figure 2.1.1 - Oversight Agency Staff Detail - Edit Mode

© 2019 CalSAWS. All Rights Reserved.

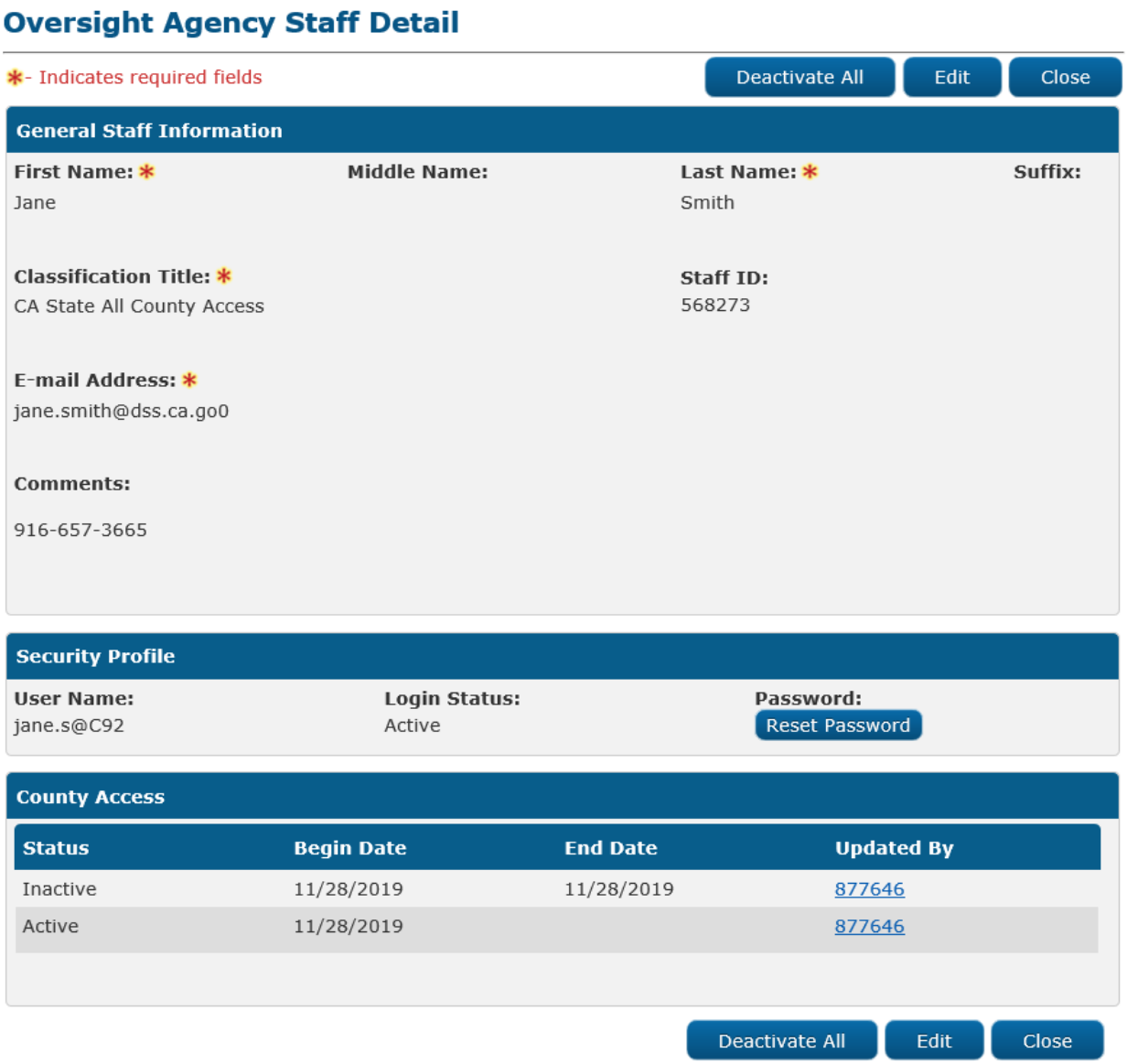


Figure 2.1.2 Oversight Agency Staff Detail - View Mode

2.1.3 Description of Changes

1) Create a new security role called "CA State All County Access" with specific View Only privileges for all state agency users:
   a) See appendix for security groups to be added to the new role.
   b) The role description, when displayed, will be "View Only access to specific pages for CA State agency users."
   c) Hide this security role on the County Security Role List page and the Select Security Role page. Add additional security logic as needed to restrict adding

© 2019 CalSAWS. All Rights Reserved.

this new role to existing users (users not created with the CA State All County Access classification).

Note: An SCR should be requested to update the groups associated to the new role.

2) Create the following new classification for Oversight Agency staff: "CA State All County Access".
   a) Add application logic to exclude users of this new classification type from results returned in staff searches, unless the user is a Universal (project/consortium staff) user.
   b) LRS Only: Add application logic to hide this new classification in the 'Classification' dropdown on the Staff Search page. Note: Existing Oversight Agency Staff Classification titles are already hidden in this dropdown. This dropdown does not exist in the C-IV application.

   Note: Users with this new classification will show up, as normal, on Audit reports.
3) Add this classification in the 'Classification' drop-down on the Oversight Agency Staff Detail page.
   a) Add logic to hide this classification in this dropdown, unless the user is a Universal (project/consortium staff) user.
   Note: Universal user does NOT mean Oversight Agency users or Regional Call Center users, it refers to project Consortium Staff.
   b) Update the logic that assigns the Oversight Agency Staff security role so that the new role is used, instead, when a new account is created with the "CA State All County Access" classification.
   c) Update the Classification dropdown so that staff may not be updated to or from the "CA State All County Access" classification, after creation:
      i) Hide the "CA State All County Access" option when staff of another classification are being edited.
      ii) Change the dropdown to static text when a staff of the "CA State All County Access" classification is being edited.
   d) Update the logic that creates a new account, when the classification is "CA State All County Access":
      i) Activate users of this classification, for all counties at the time they are created.
      ii) Set the activation end date to high_date.

   Note: high_date is a system variable which means there is no end date until/unless a new end date is chosen.
4) Add 'Activate All' and 'Deactivate All' buttons to the Oversight Agency Staff Detail page when in view mode, viewing users with this new classification only.
   a) These buttons will activate or deactivate county access for all counties.
   b) Position the buttons left of the 'Edit' and 'Close' buttons at the top and bottom of the page.
   c) Add logic to protect these buttons with the OversightAgencyStaffDetailEdit security right and to only show these buttons for Universal (project/consortium staff) users (viewing a staff person with this new classification).
   d) Hide these buttons when:
      i) Hide the 'Activate All' button when all counties are active.
      ii) Hide the 'Deactivate All' button when all counties are inactive.

DRAFT

© 2019 CalSAWS. All Rights Reserved.

2.1.4 Page Location

- **C-IV only:**
  Global: Tools
  Local: Admin
  Task: Oversight Agency Staff

- **LRS only:**
  Global: Admin Tools
  Local: Admin
  Task: Oversight Agency Staff

2.1.5 Security Updates

DRAFT

Security Rights

Security Right	Right Description	Right to Group Mapping
NA		

Security Groups

Security Group	Group Description	Group to Role Mapping
See appendix		

2.1.6 Page Mapping

NA

© 2019 CalSAWS. All Rights Reserved.

2.2 Oversight Agency Staff Search

2.2.1 Overview

The Oversight Agency Staff Search page is used to search for and find Oversight Agency staff. The 'Classification' dropdown is used to filter search results and all classification titles are available/viewable by all users with access to the page. Hide the new classification, created by this SCR, so that it is viewable, in the dropdown, by Universal (project/consortium staff) users only.

The 'Begin Date' field defaults to the current date. This is unnecessarily filtering the default search results and page users are removing the date for almost every search. To increase the page usability, remove the default date from the 'Begin Date' field.

2.2.2 Description of Changes

1) Add logic to hide the newly added classification in the 'Classification' dropdown, unless the user is a Universal (project/consortium staff) user. Note: Universal users does NOT mean Oversight Agency users or Regional Call Center users, it refers to project Consortium staff.
2) Remove the default date from the 'Begin Date' search field.

2.2.3 Page Location

- **C-IV only:**
  Global: Tools
  Local: Admin
  Task: Oversight Agency Staff

- **LRS only:**
  Global: Admin Tools
  Local: Admin
  Task: Oversight Agency Staff

2.2.4 Page Mapping

NA

DRAFT

© 2019 CalSAWS. All Rights Reserved.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Security	Security Matrix	SCR CA-209032 CIV-103887 Security

DRAFT

© 2019 CalSAWS. All Rights Reserved.

4 REQUIREMENTS

4.1 Project Requirements

REQ #	Requirement Text	How Requirement Met
3.4.1.1.7	7. The LRS shall allow for the creation of special security profiles and security restrictions, such as limited-view, for external stakeholders.	The new classification added with this SCR is a special limited and restricted security profile for external stake holders.
3.4.1.3.4	4. The LRS shall include a means to prevent LSOs from assigning COUNTY-specified security profiles to Users.	The new staff classification can only be added by Universal (consortium/project) users with appropriate security privileges.
3.4.1.3.8	8. The LRS shall allow CSOs full access control to change the levels of LRS application security without the assistance of technical specialists such as programmers.	A security profile of this new classification type can be created by Universal (consortium/project) users with appropriate security privileges.

4.2 Migration Requirements

DDID #	Requirement Text	Contractor Assumptions	How Requirement Met
NA			

DRAFT

© 2019 CalSAWS. All Rights Reserved.

5 MIGRATION IMPACTS

None. This is a joint design being implemented in both systems.

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
NA					

DRAFT

© 2019 CalSAWS. All Rights Reserved.

6 OUTREACH

Instructions for requesting staff logins will need to be sent to CDSS and DHCS.

DRAFT

© 2019 CalSAWS. All Rights Reserved.

7 APPENDIX

7.1 Security Groups for new role:

Security Group	Group Description	Group to Role Mapping
Select	Access to Select Organization, Select Worker, and Select Case pages.	CA State All County Access
Staff Location	Search for and view details of offices and staff.	CA State All County Access
Office Admin View	View offices, units, and staff.	CA State All County Access
Documents	Create forms and view imaged and distributed documents.	CA State All County Access
Journal View	View journal entries.	CA State All County Access
Job Order Search	Search and view information for a job order.	CA State All County Access
Activity View	View detailed information for an activity.	CA State All County Access
Service View	View detailed information for a service.	CA State All County Access
Organization View	View basic information for an organization (non-collaborator).	CA State All County Access
Service Provider Request View	View a request for a service or service provider.	CA State All County Access
Collaborator Assignment Search	Search for position assignments made to collaborators, services, and job orders.	CA State All County Access
Service Provider Search	Search and view service providers with an active status.	CA State All County Access
Vendor View	View Organization county vendor information.	CA State All County Access
License View	View Foster Care Facility license information.	CA State All County Access
Employer Search	Allow Employer in the resource category drop down.	CA State All County Access
Hearings View	View detailed information for a hearing.	CA State All County Access
Cash Aid Time Limit View	View detailed information for Cash Aid customer time limits.	CA State All County Access
Job Order List	View a list of all job orders.	CA State All County Access
Non-Financial View	View detailed information to nonfinancial eligibility factors.	CA State All County Access
Financial View	View detailed information to financial eligibility factors.	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
Misc Program View	View Child placement details and child placement list, view care increment for a child, view re-evaluation list and re-evaluation details for a child, view placement rates and view infant supplement for a child.	CA State All County Access
Customer Reporting View	View Customer Reporting List and Detail information.	CA State All County Access
Additional Eligibility View	View detailed information for additional eligibility records.	CA State All County Access
Quality Assurance	View detailed information for a Quality Assurance record.	CA State All County Access
SIP View	View detailed information of customer SIP records.	CA State All County Access
Training Program Name View	View detailed information for Training program names.	CA State All County Access
Striker View	Search and View Other Program Assistance and Striker list and detail Information.	CA State All County Access
Work Registration View	View detailed information to customer work registration records.	CA State All County Access
Person View	View detailed information to customer records.	CA State All County Access
Demographics View	View detailed information to customer demographic records.	CA State All County Access
Case View	Continue new application process and view hide person information.	CA State All County Access
Program View	View information to programs.	CA State All County Access
Individual Intake	View Intake Schedule appointments and availabilites.	CA State All County Access
Program Detail View	View detailed information of all programs and add child care need.	CA State All County Access
Workload Assignment View	View detailed information of workload assignment	CA State All County Access
New Person View	Search and Select a person to add to a case.	CA State All County Access
Program History	View Program and Person History information (Application and Statuses).	CA State All County Access
Customer Schedule	View and edit customer schedule.	CA State All County Access
Worker Schedule	View and edit worker schedule.	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
Needs View	View detailed information on needs.	CA State All County Access
Degrees View	View detailed information on degrees and certificates.	CA State All County Access
Referral View	View detailed information on customer referrals.	CA State All County Access
Service Arrangements View	View detailed information to Service Arrangements.	CA State All County Access
Child Wait List View	View detailed information on Child Care wait list.	CA State All County Access
Child Care View	View detailed information on Child Care program records.	CA State All County Access
Workload View	View detailed information of workload.	CA State All County Access
Performance View	View detailed information on customer performance.	CA State All County Access
Plan View	View Skills, goals, action plans strengths and test scores. Search skills.Preview and print summary documents of plan information.	CA State All County Access
Activity Agreement View	Edit detailed information for an activity.	CA State All County Access
Customer Activity View	View the Activity Progress Detail, Activity Progress Summary, and the Excused Absence List pages.	CA State All County Access
Payment Requests View	View detailed information of a payment request.	CA State All County Access
Receipt View	View detailed information of receipts.	CA State All County Access
Recovery Account View	View detailed information to a Recovery Account.	CA State All County Access
Repayment View	View detailed information to repayment terms.	CA State All County Access
Transaction View	View detailed information of a Recovery Account Transaction.	CA State All County Access
Issuance View	View detailed information on issuances.	CA State All County Access
Overpayments View	View detailed information on overpayments.	CA State All County Access
Recovery Account Workload	View the workload for Recovery Accounts.	CA State All County Access
Eligibility View	View Needs, Cal-Learn, Service arrangment and EDBC results information. View Individual Financial Detail.View property details. View EDBC list page. View	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
	EDBC list from Overpayment Adjustment list page navigation.	
Un-Reimbursed View	View un-reimbursed expenses incurred in a case.	CA State All County Access
Service Provider Rate View	View rate information for an organization.	CA State All County Access
Verification View	View detailed information of verifications.	CA State All County Access
Customer Appointment View	View customer appointment detail and Customer activity detail.	CA State All County Access
Intake View	View detailed information of intake records.	CA State All County Access
Findings View	View detailed information of finding records.	CA State All County Access
Quality Review View	View detailed information of Quality Review records.	CA State All County Access
RDB Service Type and Collaborator Change Report	RDB Service Type and Collaborator Change Report	CA State All County Access
RDB Service Provider Activity Report	RDB Service Provider Activity Report	CA State All County Access
Caseload Reports	Caseload Reports	CA State All County Access
Reception Log Report	Reception Log Report	CA State All County Access
Sanctions Report	Sanctions Report	CA State All County Access
Time Limit Report	Time Limit Report	CA State All County Access
Eligibility Reports	Eligibility Reports	CA State All County Access
Quality Control Summation Report	Quality Control Summation Report	CA State All County Access
Quality Review Caseload Activity Report	Quality Review Caseload Activity Report	CA State All County Access
Quality Review Class Code Findings Report	Quality Review Class Code Findings Report	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
Integrated Claiming Reports	Integrated Claiming Reports	CA State All County Access
Register Reports	Register Reports	CA State All County Access
Child Care Register Reports	Child Care Register Reports	CA State All County Access
Collections Reports	Collections Reports	CA State All County Access
Inventory Reports	Inventory Reports	CA State All County Access
Issuance Exception Report	Issuance Exception Report	CA State All County Access
Pending Recovery Account Report	Pending Recovery Account Report	CA State All County Access
Planning Reports	Planning Reports	CA State All County Access
Program Assignment Reports	Program Assignment Reports	CA State All County Access
Unassigned Program List Report	Unassigned Program List Report	CA State All County Access
CWS / CMS Report	CWS / CMS Report	CA State All County Access
State Reports	State Reports	CA State All County Access
SIU State Reports	SIU State Reports	CA State All County Access
FNS 209 Report	FNS 209 Report	CA State All County Access
1099 Reconciliation Report	1099 Reconcillation Report	CA State All County Access
Direct Deposit New Status Report	Direct Deposit New Status Report	CA State All County Access
Warrant Production Reconciliation Report	Warrant Production Reconciliation Report	CA State All County Access
WTW Plan Time Limit Report	WTW Plan Time Limit Report	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
Administrative Disqualification Hearing Caseload Activity Report	Administrative Disqualification Hearing Caseload Activity Report	CA State All County Access
Standard View	Search and view standard(s)	CA State All County Access
Valuable View	View detailed information on inventory of valuables.	CA State All County Access
Valuable Inventory View	View detailed information of inventory reasons.	CA State All County Access
Child Care Payment Calculation View	View Child Care Payment Calculation Information.	CA State All County Access
Direct Deposit Production Reconciliation Report	Direct Deposit Production Reconciliation Report	CA State All County Access
EBT Production Reconciliation Report	EBT Production Reconciliation Report	CA State All County Access
Child Care Levy View	Child Care Levy View	CA State All County Access
Fiscal History	View Fiscal History Information.	CA State All County Access
Foster Care Facility View	View claiming irnformation for Foster Care Facilities.	CA State All County Access
WEX Service Hours View	View Work Experience and Community Service Hours Calculation records.	CA State All County Access
Feedback View	Search for feedback already submitted.	CA State All County Access
Notes View	Access to view notes.	CA State All County Access
Case Flag View	View detailed information for a Case/Person Flag.	CA State All County Access
MEDS Unconverted Active Case Report	MEDS Unconverted Active Case Report	CA State All County Access
Meds Alert Search View	Search for MEDs Alerts.	CA State All County Access
Child Care Forecasting Report	Child Care Forecasting Report	CA State All County Access
Child Support Exception Report	Child Support Exception Report	CA State All County Access
Foster Care View	View the details of a Placement Authority, Permanency	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
	Authority, and Foster Care Deprivation.	
Interview Result View	View the details of an interview result.	CA State All County Access
Direct Deposit Transmittal Register Report	Direct Deposit Transmittal Register Report	CA State All County Access
Release Note Report	Release Note Report	CA State All County Access
Manual EDBC View	View a Manual EDBC.	CA State All County Access
IEVS ECS View	View Earnings Clearance Report.	CA State All County Access
IEVS New Hire View	View New Hire Report.	CA State All County Access
IEVS PVS View	View Payment Verification Report.	CA State All County Access
IEVS Search	Search for IEVS reports.	CA State All County Access
IEVS Review Findings View	View IEVS findings	CA State All County Access
Child Care Delinquent Approvals Report	Child Care Delinquent Approvals Report	CA State All County Access
Cal-Learn Program View	View Cal-Learn program information.	CA State All County Access
Duplicate Aid Report	Duplicate Aid Report	CA State All County Access
EBT Account List View	View EBT Account List	CA State All County Access
EBT Account View	View EBT Account	CA State All County Access
EBT Card View	View EBT Card	CA State All County Access
EBT Account Search	Search for EBT Accounts	CA State All County Access
EBT Transaction Search	Search EBT Transaction	CA State All County Access
EBT Transaction View	View EBT Transaction	CA State All County Access
EBT Reports	Reports for EBT	CA State All County Access
Recovery Account Uncollectible Zero Report	Report Group to view Recovery Account Uncollectible Zero Report	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
Resource Approval List View	View Resource Approval List	CA State All County Access
EApp View	View and Search E-Application	CA State All County Access
Active End Dated Activities Report	View Active End Dated Activities Report	CA State All County Access
Recovery Accounts With Aid Restored Report	Report for Recovery Accounts with Aid Restored	CA State All County Access
WDTIP Alert View	Search and View WDTIP Alerts	CA State All County Access
Vital Statistics View	View Vital Statistics Records	CA State All County Access
Tax Intercept Reports	View Tax Intercept Reports	CA State All County Access
Time Limit Aid View	Search and View Time Limit Aid Details	CA State All County Access
Good Cause Detail View	Search and View Good Cause Records	CA State All County Access
Expedited Service CalFresh Management Report	Expedited Service CalFresh Management Report	CA State All County Access
Child Support Collection View	Search and View Child Support Collection List and Detail	CA State All County Access
Notification List View	View Notification List	CA State All County Access
County Impact List View	View County Impact List	CA State All County Access
Excused Absence List View	View excused absence information.	CA State All County Access
Legacy Case List View	View Legacy Case List	CA State All County Access
Valuable Type View	View the Valueable Type List and Detail page.	CA State All County Access
Employment Services Status List View	Allows access to view the WTW and FSET Status List pages	CA State All County Access
Foster Care Recovery Account Report	Foster Care Recovery Account Report	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
Employment Hours Detail View	View Employment Hours Detail Page	CA State All County Access
IHSS Referral View	Search and View IHSS Referral	CA State All County Access
IHSS Alert View	Search and View IHSS Alerts	CA State All County Access
Local Warrant Print View	View Local Warrant Print page	CA State All County Access
CMSP Pending Applications Report	CMSP Pending Applications Report	CA State All County Access
CMSP Caseload Report	CMSP Caseload Report	CA State All County Access
CMSP 237 Report	CMSP 237 Report	CA State All County Access
CMSP 237 Detailed Report	CMSP 237 Detailed Report	CA State All County Access
Inactive Programs With Outstanding Overpayments Report	Inactive Programs With Outstanding Overpayments Report	CA State All County Access
Balderas Telephone Contact Report	Balderas Telephone Contact Report	CA State All County Access
Outstanding Collection Balance Report	Outstanding Collection Balance Report	CA State All County Access
School Lunch Report	School Lunch Report	CA State All County Access
Excess Recoupment Report	Excess Recoupment Report	CA State All County Access
MEDS Alert Summary Report	MEDS Alert Summary Report	CA State All County Access
MEDS Weekly Alerts Detailed Report	MEDS Weekly Alerts Detailed Report	CA State All County Access
MEDS Reconciliation Alerts Report	MEDS Reconciliation Alerts Report	CA State All County Access
Mileage Rate View	View Mileage Rate	CA State All County Access
Sanction Track View	View Sanction Track	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
Vocational Education Track View	View Vocational Education Track	CA State All County Access
Child Under One Track View	View Child Under One Track	CA State All County Access
WPR Time Track View	View WPR Time Track	CA State All County Access
Job Readiness Track View	View Job Readiness Track	CA State All County Access
Work Participation Rate Report	Work Participation Rate Report	CA State All County Access
Custom Reports Builder	Access to the Business Intelligence Catalog which contains ad hoc reporting functionality	CA State All County Access
Issuance Method Detail View	View the Issuance Method.	CA State All County Access
C4Yourself Regional Dashboard View	Provides access to the C4Yourself Dashboard at a regional level.	CA State All County Access
Kin-GAP View	View Kin-GAP Rate, Infant Supplemental and Special Care Increment information.	CA State All County Access
Lobby Management Reports	Provides access to the Lobby Management Dashboard	CA State All County Access
Caseload Inventory Supervisor Dashboard View	Access to the Business Intelligence Caseload Inventory Dashboard	CA State All County Access
MAGI View	View MAGI information.	CA State All County Access
Subscriber County Review List	Allows access to the Subscriber County Review List page including the ability to reassign cases displayed on the page.	CA State All County Access
Application Questions List View	Allows the ability to view information on the Application Questions List page.	CA State All County Access
ARC View	View the details of an ARC Relative Placement.	CA State All County Access
MAGI RE Discontinuance Report	MAGI RE Discontinuance Report.	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

Security Group	Group Description	Group to Role Mapping
ABAWD Time Limit View	View detailed information for ABAWD customer time limits.	CA State All County Access
ABAWD Status List View	Allow access to view the ABAWD Status List pages.	CA State All County Access
Deemed Eligibility View	This group grants view access for the Deemed Eligibility pages.	CA State All County Access
Authorized Representative List View	Gives the user access to the Authorized Representative List Page.	CA State All County Access
Authorized Representative Detail View	Gives the user view access to the Authorized Representative Detail Page and the Authorized Representative Program Detail Page.	CA State All County Access
EC-EA Tracking Report	The group allows the users to access the EC-EA Tracking Report.	CA State All County Access
CalFresh Reversal View	Gives the worker the ability to view a CalFresh SSI/SSP Reversal record.	CA State All County Access

DRAFT

© 2019 CalSAWS. All Rights Reserved.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-209360 I CIV-104559 CalWORKs: ACL 19-67: Changes to Asset and Vehicle Value Limits

© 2019 CalSAWS. All Rights Reserved.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Josias Caveto
	Reviewed By	Jason Francis

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/22/2019	1.0	Initial Draft of the artifact	Josias Caveto
12/18/2019	2.0	Moving Correspondence updates to SCR CA-209033 C-IV-104383	Nithya Chereddy
01/03/2020	3.0	Updates on the design per comments	Josias Caveto
1/28/2020	4.0	Clarification Updates: 1- Removed CT 335-84 and CT 335-AN in section 1.3 bullets 1&2. 2.Removed CT 335-84 from section 3. Removed CT 335-AN from section 2.2	Josias Caveto
3/10/2020	5	Updated references to SCR has been logged to address the EDBC logic for Foster Care CA- 213138 in assumption # 4	Josias Caveto

© 2019 CalSAWS. All Rights Reserved.

Table of Contents

1 Overview 4

1.1 Current Design 4

1.2 Requests 4

1.3 Overview of Recommendations 4

1.4 Assumptions 4

2 Recommendations 5

2.1 Eligibility: Update EDBC rules CalWORKs Property Limit and Elderly and Disabled Property Limit that apply the resource test to perform calculations based on the new limits. 5

2.1.1 Overview 5

2.1.2 Description of Changes 5

2.1.3 Programs Impacted 6

2.2 Eligibility: Update EDBC rules CW Motor Vehicle Disregard that apply on vehicle property limit amount to perform calculations based on the new limits 7

2.2.1 Overview 7

2.2.2 Description of Changes 7

2.2.3 Programs Impacted 9

2.3 Automated Regression Test 9

2.3.1 Overview 9

2.3.2 Description of Changes 9

3 Requirements 10

3.1 Project Requirements 10

© 2019 CalSAWS. All Rights Reserved.

1 OVERVIEW

The current functionality on the CalWORKs (CWs) program defines cash, bonds, mortgages, or similar assets as personal property and it determines personal property items such as retirement and education accounts in accordance to CalFresh rules when determining property, except for treatment of motor-vehicles.

1.1 Current Design

1. CalWORKs families are allowed to retain countable resources in an amount equal to the amount allowed under SNAP administered in California as CalFresh. CalWORKs families have property provisions that allow all members of the family to have no more than $2,250 in resources, unless an Assistance Unit (AU) member is 60 years of age or older or disabled, for which the case limit is $3500.
2. Any nonexempt vehicle is evaluated for the vehicle's equity value, not to exceed a limit of $9,500. Any equity value that exceeds $9,500 is counted against the AU's resource limit of $2,250 for a participant who is below 60 years of age, or $3,500 for an AU with a member 60 years of age or older or disabled.

1.2 Requests

1. Per ACL 19-67, effective June 1, 2020 and annually thereafter (as of 1/1/2021) the resource threshold will increase by an amount equal to the increase in the California Necessities Index for the most recent fiscal year, therefore the CalWORKs resource limits will no longer be based on CalFresh. The maximum asset limit for a CalWORKs AU the will be increased from $2,250 to $10,000.
    a. When a CalWORKs AU includes a member who is 60 years of age or older or disabled, the maximum asset limit will be increased from $3,500 to $15,000.
2. Effective June 1, 2020 the maximum allowable equity value of any nonexempt motor vehicle will be increased from $9,500 to $25,000.
    a. Any equity value that exceeds $25,000 is counted against the AU's resource limit of $10,000, or $15,000 for an AU that includes a member who is aged 60 years or older or disabled.
3. For each motor vehicle with an equity value of more than $25,000, the equity value in excess of $25,000 shall be counted toward the AU's resources.

1.3 Overview of Recommendations

1. Update EDBC rules CalWORKs Property Limit and Elderly and Disabled Property Limit that apply the resource test to perform calculations based on the new limits
2. Update EDBC rules CW Motor Vehicle Disregard that apply vehicle property limit amounts to perform calculations based on the new limits.

1.4 Assumptions

1. There are no changes impacting the rules regarding restricted accounts.

© 2019 CalSAWS. All Rights Reserved.

2. Current CalWORKs rules that exempt the entire value of a motor vehicle in certain situations will remain unchanged.
3. Forms and NOAs will be updated to reflect the updated values as part of the SCRs CA-209033 C-IV-104383.
4. The Federal AFDC eligibility determination for FC is made based on current property CW property limit. SCR CA- 213138 has been drafted to update the EDBC logic to determine federal AFCD determination based on Foster Care.

2 RECOMMENDATIONS

2.1 Eligibility: Update EDBC rules CalWORKs Property Limit and Elderly and Disabled Property Limit that apply the resource test to perform calculations based on the new limits.

2.1.1 Overview

The current resource provisions in CalWORKs regulations (which incorporate SNAP/CalFresh property limits) allow all members of the CWs AU to have no more than $2,250 in resources unless an AU member is 60 years of age or older or disabled, in which case the limit is $3,500.

2.1.2 Description of Changes

1. Effective June 1, 2020 the property limit will increase from $2,250 to $10,000 for CWs AUs that do not contain a member who is 60 years of age or older or disabled(CT 335-84 CalWORKs Property Limit) and from $3,500 to $15,000 for CWs AUs that do contain a member who is age 60 years of age or older or disabled(CT 335-03 CW Elderly and Disabled Property Limit).

Property Eligibility	Regular	
Data Month Property:	$	0.00
Benefit Month Property:	$	400.00
Property Limit:	$	10,000.00
Result:		Pass

Figure 1: *CalFresh EDBC Summary*

This current Property limit amount is $2,250.The highlighted line in the figure above represents the future Property limit for a family with an applicant or receipeint who is younger than 60 years of age.

© 2019 CalSAWS. All Rights Reserved.

2.1.3 Programs Impacted

CalWORKs, Foster Care (Reference assumption # 4)

© 2019 CalSAWS. All Rights Reserved.

2.2 Eligibility: Update EDBC rules CW Motor Vehicle Disregard that apply on vehicle property limit amount to perform calculations based on the new limits

2.2.1 Overview

Currently, any non exempt vehicle is evaluated for the vehicle's equity value. Any value that exceeds $9,500 is counted against the AU's resource.

2.2.2 Description of Changes

1. Effective June 1, 2020, the disregard will be increased from $9,500 to $25,000(CT 335-AN CW Motor Vehicle Disregard for North and CT 335-AO CW Motor Vehicle Disregard for South). Any amount in excess of the disregard will be counted against the AU's property limit.

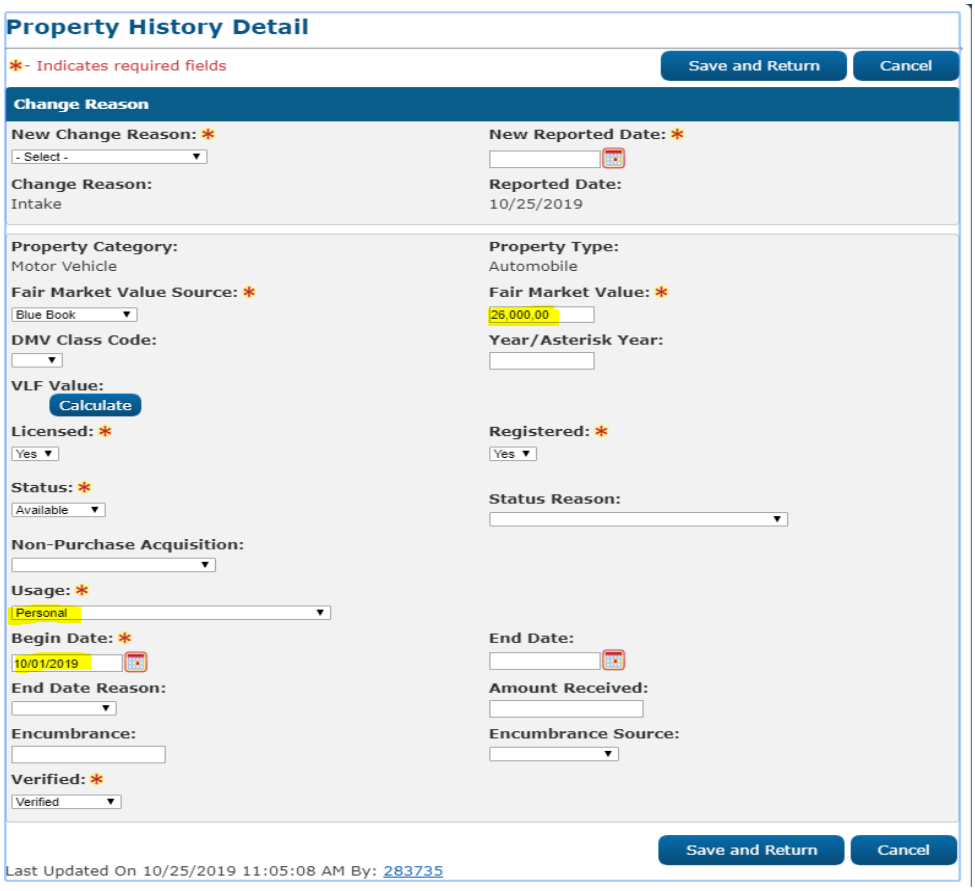


Figure 2: ***Property History Detail***

© 2019 CalSAWS. All Rights Reserved.

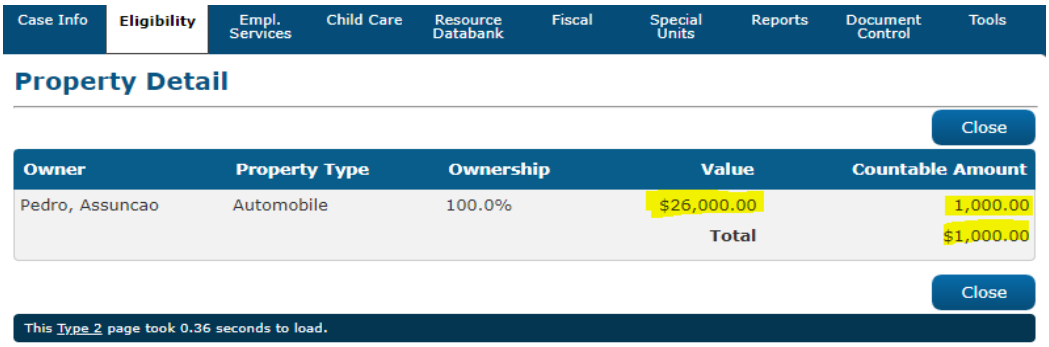


Figure 3 : ***Property Detail***

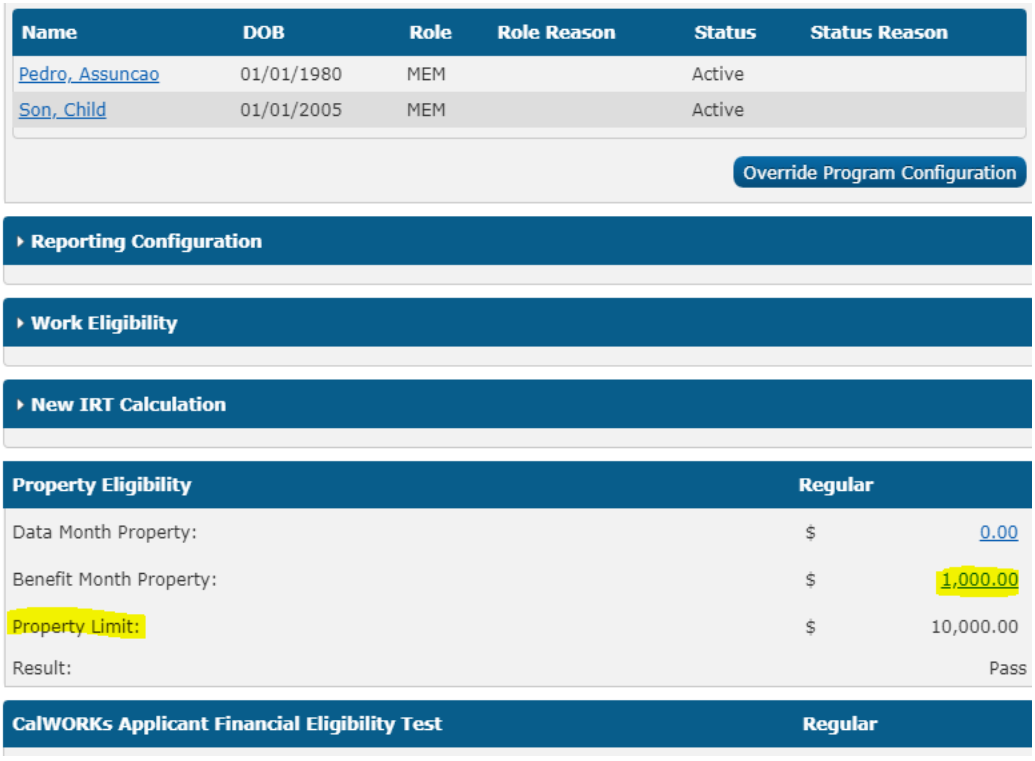


Figure 4: CalWORKs Property Eligibility

© 2019 CalSAWS. All Rights Reserved.

2.2.3 Programs Impacted

a. CalWORKs

2.3 Automated Regression Test

2.3.1 Overview

The existing regression test scripts that verify the CalWORKs property limits will need to be updated to account for the increased values. At the time of this design submission, this includes the following script only:

- CW - Property Limits

Note: Actual script impacts will be re-assessed during change implementation.

2.3.2 Description of Changes

Update the existing regression test scripts to verify the updated CalWORKs property limits, as applicable, as of the applicable effective date: June 1, 2020.

© 2019 CalSAWS. All Rights Reserved.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.1.2	The LRS shall include an automated method for implementing mass updates triggered by policy changes or mass participant financial changes, including Social Security or Veterans benefits cost of living adjustments (COLAs).	1. The maximum limit for CalWORKs AUs the household will be increased from $2,250 to $10,000. 2. The maximum allowed non-exempt vehicle equity value is increased from $9,500 to $25,000

© 2019 CalSAWS. All Rights Reserved.