CalSAWS

California Statewide Automated Welfare System

Design Document

CA 208155 C-IV 103989 CFL 1819-49 Create new Pay Codes for CalWORKs Home Visit Program (HVP)

Table of Contents

1 OVERVIEW

1.1 Current Design

There are currently no Need categories of 'Home Visit Program (HVP) ' on the Need Detail page.

1.2 Requests

To track Home Visit Program (HVP) needs and payments in the system, the following new Need categories with need types under them will be added to the Need Detail page.

1.3 Assumptions

1. The worker is responsible for determining eligibility for the HVP component. If the worker determines a household to be eligible where the CalWORKs program is discontinued and is therefore unable to issue payments through the C-IV/ LRS system, such payments should be made externally and then entered into the system at a later date for claiming purposes.
2. As needs are person level data elements, they will appear on all cases associated to the person.
3. Fields not mentioned in the Description of Changes sections, will not be updated.
4. A new page to document HVP eligibility will be created as part of SCR CA 208265 C-IV 104042 which will allow a worker to enter information for the HVP component. This will include associated HVP case persons and additional information to track the program.
5. Primary Applicant on WTW/REP is considered the Payee for the HVP services.
6. The need for HVP can be created for a child, but the Payments will be issued to the Primary Applicant on CalWORKs, Cal-learn, WTW or REP.
7. The need for HVP can be created for a child, but the Valuables will be issued to the Primary Applicant on CalWORKs, Cal-learn, WTW or REP.
8. Activities are NOT required for the user to be eligible for HVP, however workers can link existing activities to the Service Arrangement if needed on the Service Arrangement Detail page.
9. Eligibility for HVP services will be determined by an Active record for the household on the Home Visit Program List page (to be added with SCR CA 208265 C-IV 104042)
10. The 'Issuance Method' drop-down will have EBT, Warrant and Direct Deposit as selectable choices with Direct deposit being available in LRS only if the issuance method on the parent program is Direct deposit.
11. The same functionality listed in Section 2.5 for Valuables also applies when issuing Vouchers for HVP. Voucher functionality currently only exists in C-IV.

12. References to REP in this document only apply to the LRS system.
13. On the Valuable request detail page, pay code field is a required field (red asterisk) for all non CalWORKS programs .
14. In LRS, pay code is always a required field on the Payment request detail page.

1.4 Overview of Recommendations

To track 'Home Visit Program (HVP)' needs and payments in the system, the following new Need categories and subsequent Need Types under them will be added:

1. Home Visit Program (HVP)
   a. Academic or Instructional Services
   b. Child Care
   c. Early Learning Interaction Activity
   d. English as Second Language
   e. Housing Support
   f. Immigration Legal Services
   g. Infant and Child Nutrition Services
   h. Infant and Toddler Health Care
   i. Intimate Partner Violence Services
   j. Mental Health Services
   k. Other Service
   l. Prenatal Care
   m. Substance Abuse Services
   n. Workforce Readiness Services

2. Home Visit Program (HVP) – Transportation
   a. Tap Card
   b. Campus Parking
   c. Bus pass – No Valid Month
   d. Bus Pass – Valid Month
   e. Bus Ticket
   f. Bus Token
   g. Gas Card
   h. Imprest Cash
   i. Transportation

   NOTE: Tap Card is only available in LRS system.

3. Add the following Home Visit Program (HVP) pay codes:
   a. HVP Fed Direct Costs
   b. HVP Non-Fed Direct Costs

c. HVP Non-MOE Direct Costs
d. HVP Fed Child Care – Unemployed
e. HVP Non-Fed Child Care – Unemployed
f. HVP Non-MOE Child Care – Unemployed
g. HVP Fed Child Care - Employed
h. HVP Non-Fed Child Care – Employed
i. HVP Non-MOE Child Care - Employed

2 RECOMMENDATIONS

2.1 Need Detail

2.1.1 Overview

The Need Detail page allows user to view and add needs for supportive services. When adding a need, users will specify a Need Category and a Need Type. This section will describe the update to add new Need Categories and Need Types for Home Visit Program (HVP).

2.1.2 Need Detail Mockup

Need Detail

✱- Indicates required fields

Save and Return   Cancel

Name: ✱

[dropdown]

Category: ✱	Type: ✱
- Select -	- Select -
Ancillary - Education	
Ancillary - Work Related	**End Date:** ✱
CalLearn Bonus	
CalWORKs EOA	[date field] 📅
Home Visit Program (HVP)	
Home Visit Program(HVP)-Transportation	
Dependent Care	
Diversion Services	
Education/Job Training	
Foster Care/Kin-GAP Services	**Status Reason:** ✱
Homeless Assistance	
LD Accommodations	- Select -
Medical/Legal Services	
Other	
Other Supportive Services	
Special Needs	
Transportation	

Save and Return   Cancel

This Type 1 page took 0.39 seconds to load.

Figure 2.1.1 – New Need Categories

Need Detail

Save and Return   Cancel

Name: *

[_____ ▽]

Category: *

[Home Visit Program (HVP)   ▽]

Begin Date: *

[02/25/2020] 📅

Description:

[_____]

Status: *

[- Select - ▽]

Type: *

- Select -
Academic or instructional services
Child care
Early learning /interaction activity
English as second language
Housing Support
Immigration legal services
Infant and child nutrition services
Infant and toddler health care
Intimate partner violence services
Mental health services
Other service
Prenatal care
Substance abuse services
Workforce readiness services

Save and Return   Cancel

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Figure 2.1.2 – New Need Types – Home Visit Program (HVP)

Figure 2.1.3 – Home Visit Program (HVP)-Transportation

2.1.3 Description of Changes

To track Home Visit Program (HVP)) needs and payments in the system, the following a new Need categories and subsequent Need Types under them will be added:

1. Home Visit Program (HVP)
   a. Academic or Instructional Services
   b. Child Care
   c. Early Learning Interaction Activity
   d. English as Second Language
   e. Housing Support
   f. Immigration Legal Services
   g. Infant and Child Nutrition Services
   h. Infant and Toddler Health Care
   i. Intimate Partner Violence Services
   j. Mental Health Services
   k. Other Service
   l. Prenatal Care
   m. Substance Abuse Services
   n. Workforce Readiness Services

2. Home Visit Program (HVP) – Transportation
   j. Tap Card
   k. Campus Parking
   l. Bus pass – No Valid Month
   m. Bus Pass – Valid Month
   n. Bus Ticket
   o. Bus Token
   p. Gas Card
   q. Imprest Cash
   r. Transportation

   NOTE: Tap Card is only available in LRS system.

3. Add new code values to Category 1870 (Customer Need to Program Map) to add the mapping for the new need category and new need types to the allowed program.
   - **C-IV only**: The allowed programs for Need Category of 'Home Visit Program (HVP) will be CalWORKS, Cal-Learn and Welfare to Work.
   - **LRS/CalSAWS only**: The allowed programs for Need Category of 'Home Visit Program (HVP) will be CalWORKS, Cal-Learn, Welfare to Work and REP.

LRS Only:

1. Add a Need Category of "Home Visit Program (HVP)" and the following Need Types under it as mentioned below. This will allow a service arrangement to be created.
   - Academic or Instructional Services
   - Early Learning/Interaction Activity
   - English as Second Language
   - Housing Support
   - Immigration Legal Services
   - Infant and Child Nutrition Services
   - Infant and Toddler Health Care
   - Intimate Partner Violence Services
   - Prenatal Care
   - Workforce Readiness Services
   - Substance Abuse Services (Existing)
   - Mental Health Services (Existing)
   - Child Care (Existing)
   - Other (Existing)

2. Add a Need Category of "Home Visit Program (HVP) - Transportation" and the following existing Need Types under it as mentioned below. This will allow a service arrangement to be created:
   - Tap Card
   - Campus Parking
   - Bus Pass - No Valid Month
   - Bus Pass - Valid Month
   - Bus Ticket
   - Bus Token
   - Gas Card
   - Imprest Cash
   - Transportation

C-IV Only:

1. Add a Need Category of "Home Visit Program (HVP)" and the following Need Types under it as mentioned below. This will allow a service arrangement to be created.
   - Academic or Instructional Services
   - Early Learning/Interaction Activity
   - English as Second Language
   - Housing Support
   - Immigration Legal Services
   - Infant and Child Nutrition Services
   - Infant and Toddler Health Care

- Intimate Partner Violence Services
- Prenatal Care
- Workforce Readiness Services
- Substance Abuse Services (Existing)
- Mental Health Services (Existing)
- Child Care (Existing)
- Other (Existing)

2. Add a Need Category of ""Home Visit Program (HVP)- Transportation" and the following existing Need Types under it as mentioned below. This will allow a service arrangement to be created:
    - Campus Parking
    - Bus Pass - No Valid Month
    - Bus Pass - Valid Month
    - Bus Ticket
    - Bus Token
    - Gas Card
    - Imprest Cash
    - Transportation

2.1.4 Page Location

Global: Employment Services

Local: Supportive Services

Task: Needs

2.1.5 Security Updates

No change.

2.1.6 Page Mapping

No change.

2.1.7 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for Home Visit Program (HVP) by all CalSAWS counties from this page. Please note that this is an approximation and this number may vary.

2.2 Service Arrangement Detail

2.2.1 Overview

The Service Arrangement Detail page allows users to create a service arrangement for a requested supportive service need. This section will describe the changes to allow a service arrangement to be created for Home Visit Program (HVP).

2.2.2 Service Arrangement Detail Mockup

Service Arrangement Detail

Save and Return   Cancel

Need ❈

	Type	Name	Category	Begin Date
○	Substance abuse services	Person, 001	Home Visit Program (HVP)	01/04/2020

Activities

Type	Status	Begin Date	End Date

Select

Arrangement Details

Arrangement Period: ✱
From: [ ] 📅   To: [ ] 📅

Program Type: ✱   Aid Code: ✱
- Select - ▼   - Select - ▼
- Select -
CalWORKS
REP
Welfare to Work
Cal-Learn
▼

Employed: ✱
- Select - ▼

Additional Payee:
[ ]

Service Type Description   **Total** ❈

[ ] [ ]

Status History ❈

Status	Status Reason	Status Date
▼	▼	01/20/2020 📅

Comments:
[ ]

Save and Return   Cancel

Figure 2.2.1 – Create Service Arrangement (LRS)

Service Arrangement Detail

[Images] [Save and Return] [Cancel]

Need ✱

Type	Name	Category	Begin Date
⦿ Substance Abuse Services		Home Visit Program (HVP)	01/17/2020

Activities

Type	Status	Begin Date	End Date
			[Select]

Arrangement Details

Arrangement Period: ∗
From: [   ] 🗓 To: [   ] 🗓

Program Type: ∗   **Aid Code:** ∗
[CalWORKs ▾]   [35 - CW-Two Parent (Fed) ▾]

Voucher: ∗   **Voucher Type:** ∗
[Yes ▾]   [Voucher ▾]

Payee: ∗
[CalWORKs Payee ▾]

Employed: ∗
[No ▾]

Payee Name: **Payee Address:**
Patterson, Raquel   806119146 Main St

                          LOS BANOS CA, 93635-3140

Service Type Description   Total ✱

[   ]   [   ]

Status History ✱

Status	Status Reason	Status Date
[▾]	[▾]	[ ] 🗓

Comments:
[   ]

[Images] [Save and Return] [Cancel]

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Figure 2.2.1 – Create Service Arrangement with Voucher (C-IV)

2.2.3 Description of Changes

1. **C-IV only:**
   - The 'Program Type' drop down will contain CalWORKs, Cal-Learn and 'Welfare to Work' for the Need Category of Home Visit Program (HVP).

   LRS Only:
   - The 'Program Type' drop down will contain CalWORKs, Cal-Learn, 'Welfare to Work' and 'REP' for the Need Category of Home Visit Program (HVP).

2. The 'Aid Code' field will default to the aid code of CalWORKs program on the case. In the scenario where the aid code information is not available, the aid code will not be set. The user will need to select an aid code from the drop down.

3. Modify page logic to not validate for Activities for need categories for any of the following:
   - Home Visit Program (HVP)
   - Home Visit Program (HVP) – Transportation

4. Add a new validation on the Service Arrangement Detail page after the Arrangement period is selected, to prevent a service arrangement from being created for Home Visit Program (HVP) or Home Visit Program (HVP) – Transportation when the status of the Payee on CalWORKs/WTW/REP/Cal-Learn is NOT Active, Non-Comp, Good Cause or Exempt. The validation message will say:

   > 'Payee- The <Program> program or the person within it is not Active, Non-Comp, Good Cause or Exempt for a single day in the Arrangement period. Please adjust the dates.'

   > Note: <Program> will be CalWORKs, Cal-Learn, WTW or REP program in this validation. If the program/person status is not any of the following - Active, Non-Comp, Good Cause or Exempt for even a single date within the Service Arrangement period, then the program/person becomes ineligible to receive Home Visit program (HVP) services.

3. The 'Service Type Description' field will be dependent on the need types. If the need type can be issued as a valuable, the Service type description will display the available valuable types.

4. If the county the user is logged into allows for vouchers, the 'Voucher' drop down field will be displayed with the current selectable choices of 'Yes' or 'No'. If 'Yes' is selected, the 'Voucher Type' field will be displayed, and the current selectable vouchers types will populate the drop down. The Valuable Request Detail page will be used to issue Vouchers for Home Visit Program (HVP) Need types.
   Note: DDCR # 5043 documented the need to keep C-IV County Voucher options current. CalSAWS SCR # CA201484 was created for DDCR # 5043.

2.2.4 Page Location

Global: Employment Services

Local: Supportive Services

Task: Service Arrangements

2.2.5 Security Updates

No change.

2.2.6 Page Mapping

No change.

2.2.7 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for HVP by all CalSAWS counties from this page. Please note that this is an approximation and this number may vary.

2.3 Payment Request Detail

2.3.1 Overview

The Payment Request Detail page allows user to create or approve a recipient's request for a supportive service. When creating/approving a request, users specify the Service Month for the request. This section will describe the changes to allow a payment request to be created or approved for Home Visit Program (HVP) services.

Note:

1. Home Visit Program (HVP) services can be issued when one of the following is true

    i. WTW/REP program status is Active, Non-Compliance, Good Cause or Exempt.

    ii. CalWORKs program status is Active

    iii. Cal-Learn program status is Active or Exempt.

2.3.2 Payment Request Detail Mockup

Payment Request Detail

❊- Indicates required fields

[Save] [Cancel]

Service Arrangement ID:

Payment Request Number:

Service Arrangement Details

Payee Name:	Case Name: Case Name	Case Number: 0438575
Program: CalWORKs	Funding Source:	Aid Code: 35 - CW-Two Parent (Fed)
Need Category: Home Visit Program (HVP)	Need Type: Substance Abuse Services	Voucher Number:
Service Type:	Employed: No	

Requested Amount: ❊
`100`

Adjusted Amount:
100.00

Status: ❊
Awaiting Approval

Service Month: ❊
`01/2020 ▾`

Issuance Method: ❊
`EBT ▾`

Pay Code:

```
HVP FE
HVP NFE
HVP NME
HVP FE CC UE
HVP NFE CC UE
HVP NME CC UE
HVP FE CC EM
HVP NFE CC EM
HVP NME CC EM
```
❊

Creation Date:

Invoice Number:

d: ❊

Immediacy: ❊
`Routine ▾`

Purchase Order Number:

[Save] [Cancel]

This Type 1 page took 1.10 seconds to load.

Figure 2.3.1 – Creating Payment Request (C-IV)

Payment Request Detail

*- Indicates required fields

[Save] [Cancel]

Service Arrangement ID:
000000000

Payment Request Number:

Service Arrangement Details

Payee Name: PERSON 01	**Case Name:** Case Name	**Case Number:** 0000000
Program: CalWORKs	**Funding Source:**	**Aid Code:** 3F - CW-Safety Net/Felon/WTW Sanct- Two Parent
Need Category: Home Visit Program (HVP)	**Need Type:** Substance abuse services	**Voucher Number:**
Service Type:	**Employed:** No	

Requested Amount: *
`0.00`

Adjusted Amount:
0.00

Advanced: *
`Yes ▼`

Service Arrangement Requested Amount:
1,000.00

Status: *
Awaiting Approval

Service Month: *
`- Select - ▼`

Issuance Method: *
`Warrant ▼`

Service Arrangement Remaining Amount:
1000.00

Pay Code: *
`                    ▼`

HVP FE
HVP NFE
HVP NFE
HVP NME
HVP FE CC UE
HVP NFE CC UE
HVP NME CC UE
HVP FE CC EM
HVP NFE CC EM
HVP NME CC EM

Receipt Verification Date:
`        ` 🗓

Creation Date:

Immediacy: *
`Routine          ▼`

Receipt Amount:
`            `

Invoice Number:
`            `

Purchase Order Number:
`            `

Level of Approval Required:

[Save] [Cancel]

This Type 1 page took 0.49 seconds to load.

Figure 2.3.2 – Creating Payment Request (LRS)

2.3.3 Description of Changes

1. Add the following Home Visit Program (HVP) pay codes:
   j. HVP Fed Direct Costs
   k. HVP Non-Fed Direct Costs
   l. HVP Non-MOE Direct Costs
   m. HVP Fed Child Care – Unemployed
   n. HVP Non-Fed Child Care – Unemployed

o. HVP Non-MOE Child Care – Unemployed

p. HVP Fed Child Care - Employed

q. HVP Non-Fed Child Care – Employed

r. HVP Non-MOE Child Care - Employed

2. Add new fund codes in the system to store the accounting string information for Home Visit Program (HVP).

3. Add the values in the 'Claim Based On Paycode' column in Category 623 (Pay Code) to allow Home Visit Program (HVP) pay codes to be used for claiming. The payment amount will be claimed based on the Federal Indicator on the pay code. Update County code in CT 623 to "No" for counties opting out of HVP

4. **C-IV Only:** The Home Visit Program (HVP)) pay codes will now be available to CalWORKs, Cal-Learn and 'Welfare to Work'. Please see spreadsheet "HVP_PayCodes_FundCodes" under Supporting documents -Section 3 for details. Update the 'Pay Code' drop down to only have the pay codes corresponding to the Need Category of Home Visit Program (HVP).

   For ex. If a Need Category of 'Home Visit Program (HVP)' is selected, only the pay codes relevant to it (listed in Recommendation 1 of Section 2.3.3) will be populated. The pay code will not be automated. The user will need to manually select a pay code from the Pay Code drop down. Update the logic in C-IV to only display the pay codes that are relevant to the Need Category on Payment Request Detail page. This can be done by adding a reference table column of 'custom pay code' to CT 1870.

5. The 'Issuance Method' drop down will have EBT, warrant and Direct Deposit (LRS only) as selectable choices.

6. When selecting the Approve button on the Payment Request Detail page, if the Need Category is "Home Visit Program (HVP)" or " Home Visit Program (HVP)- Transportation" and one of the following is NOT true:

   i.   the program is CalWORKS, and CalWORKS is Active
         or
   ii.   the program is WTW and WTW is Active, Non-Comp, Good Cause or Exempt
         or
   iii. the program is Cal-Learn and Cal-Learn is Active or Exempt

   then display the Validation Message:

   "Cannot approve Payment Request for this Service Arrangement. CalWORKS/Cal-Learn/WTW/REP Program for Home Visit Needs must be Active, Non-Comp, Good Cause, or Exempt during the Service Month."

7. **C-IV Only**: On the Payment Request Detail page, Pay Code field will not be displayed as a required field (with a red asterisk) but when user saves the page a validation is thrown if the Need Category is Home Visit Program (HVP) and program code is WTW or Cal-Learn. Pay code field is not a required field and no validation is thrown if the Need Category is Home Visit Program (HVP) and program code is CalWORKS

   Note: C-IV: If the program is CalWORKS or Cal-Learn, the default issuance method on the Payment request Detail page will be the same as that of CalWORKS or Cal-Learn. If the WTW

Payee on the Payment Request is the same as the CalWORKS Primary Applicant and the issuance method for CalWORKS is EBT, then the default issuance method selected on the Payment Request Detail page will be EBT. Otherwise it will be 'Warrant'.

> **LRS**: The system finds the issuance method for the payment request's program where the payee is both the Primary Applicant and the Payee. The program must be Active or Discontinued.

- If the program is CalWORKS, CalLearn or Welfare to **Work,** CalWORKs' issuance method is used.
- If the program is REP, RCA or CalWORKs is used, with CalWORKs having priority if both programs are present.
- If no issuance method is found, the default is set to Warrant.

2.3.4 Batch Changes

1. The Nightly Payment Request Sweep will be updated for Home Visit program (HVP), Home Visit Program (HVP)-Transportation payment requests to pick CalWORKs/Cal-Learn/WTW/REP/ program in Active, Non-Comp, Exempt or Good Cause status.

2.3.5 Level of Approval (LRS Only):

LRS uses a two-tier approach for Approval of Payment requests.

- o Supervisor Approval: The 'Approve' button is visible after a Worker creates a Payment Request which will trigger an alert to a Supervisor as well as a change of status of the Payment Request to "Awaiting Approval". The same worker that creates the payment request cannot approve it. When a Supervisor clicks on the "Approve" button, the status of the payment request changes from "Awaiting Approval" to "Awaiting Deputy Approval" (if a Deputy Approval is required).
- o Deputy Approval: When a Deputy clicks on the "Approve" button, the status of the payment request changes from "Awaiting Deputy Approval" to "issuance created".

1. Add issuance threshold levels for Deputy Approval pertaining to the Need types for Home Visit program (HVP) as described in the document "IssuanceThresholdLimits_LRS"under **Section 3 Supporting Documents.**

2.3.6 Validations:

LRS:

Field	Validation	Message
Requested Amount	Custom	The Requested Amount exceeds the amount authorized on the Service Arrangement.
Pay Code	Custom	Field is required. Please enter a value
Requested Amount	Custom	Requested Amount exceeds issuance threshold
Requested Amount	Custom	The Requested Amount cannot be less than or equal to zero.
Adjusted Amount	Custom	The Adjusted Request Amount cannot be less than zero.
Adjusted Amount	Custom	The Adjusted Request Amount cannot be zero, unless there are Recovery Account Transactions.
Immediacy	Custom	Cannot Rush a Future Month Supplement.
Approve	Custom	Payment Request cannot be approved unless status of Program is Active or Deferred.
Deputy Approval	Custom	• Cannot be created and approved by a same worker • Supervisor and Deputy approval cannot be the same worker
Approve	Custom	Cannot be created and approved by a same worker
Approve	Custom	Payment Request cannot be approved for Rush Warrants
Save	Custom *If the payment request is made to accommodate a need for homeless assistance, and the address of the participants is the address of a district office, they must provide another mailing address, choose direct deposit, or select an alternate cardholder.	Provide another mailing address, choose direct deposit, or select an alternate cardholder.
Save and Copy	Custom	Duplicate payment request found.

Approve	Custom	Cannot approve Payment Request for this Service Arrangement. CalWORKs/Cal-Learn/WTW/REP Program for Home Visit Program Needs must be Active, Non-Comp, Good Cause or Exempt during the Service Month.

C-IV:

Field	Validation	Message
Requested Amount	Custom	The Adjusted Amount exceeds the remaining amount authorized on the Service Arrangement.
Requested Amount	Custom	Requested Amount exceeds issuance threshold
Requested Amount	Custom	The Requested Amount cannot be less than or equal to zero.
Adjusted Amount	Custom	The Adjusted Request Amount cannot be less than zero.
Adjusted Amount	Custom	The Adjusted Request Amount cannot be zero, unless there are Recovery Account Transactions.
Immediacy	Custom	Cannot Rush a Future Month Supplement.
Approve	Custom	Cannot approve Payment Request for this Service Arrangement. CalWORKs/Cal-Learn/WTW Program for Home Visit Program Needs must be Active, Non-Comp, Good Cause or Exempt during the Service Month.

2.3.7 Page Location

Global: Fiscal

Local: Payment Requests

Task: Payment Request Search

2.3.8 Security Updates

No change.

2.3.9 Page Mapping

No change.

2.3.10 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for HVP by all CalSAWS counties from this page. Please note that this is an approximation and this number may vary.

2.4 Valuable Request Detail -Vouchers (C-IV)

2.4.1 Overview

When creating a Voucher for Home Visit Program (HVP), the pay codes need to be selectable on the page. This section will describe the update to allow the Home Visit Program (HVP) pay codes to be selectable on the Valuables Request Detail page.

2.4.2 Valuables Detail Mockup

Valuable Request Detail

✱- Indicates required fields

[Save and Issue] [Cancel]

Valuable Request ID:

Service Arrangement Details

Service Arrangement ID:	**Case Name:**	**Case Number:**
808748292	Case Name	0438575
Payee Name:	**Program:**	**Aid Code:**
	CalWORKs	35 - CW-Two Parent (Fed)
Need Category:	**Need Type:**	**Employed:**
Home Visit Program (HVP)	Substance Abuse services	No
Valuable Type:	**Quantity:**	
Voucher	1	

Arrangement Period:
From: 01/01/2020 To: 01/08/2020

Financial Information

Pay Code:

HVP FE
HVP NFE
HVP NME
HVP FE CC UE
HVP NFE CC UE
HVP NME CC UE
HVP FE CC EM
HVP NFE CC EM
HVP NME CC EM

nce Summary

orized	Quantity Issued
1	0

Add Valuables

Control Number ✱

11

Comments:

[Save and Issue] [Cancel]

This Type 1 page took 0.77 seconds to load.

Figure 2.2.1 –Valuable Request Detail (Vouchers)

2.4.3 Description of Changes

1. Update the Valuable Request Detail page to make the pay code field be a dropdown that contains the relevant pay codes when the Need Category is one of the following:
    - Home Visit Program (HVP)
    - Home Visit Program (HVP) - Transportation

2.4.4 Page Location

Global: Fiscal

Local: Valuables

Task: Valuable Request Search

2.4.5 Security Updates

No change.

2.4.6 Page Mapping

No change.

2.4.7 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for HVP by all CalSAWS counties from this page. Please note that this is an approximation and this number may vary.

2.5 Valuable Request Detail- Valuables (C-IV & LRS)

2.5.1 Overview

When creating a valuable using a Need category of "Home Visit Program (HVP) - Transportation", the pay codes need to be selectable on the page. This section will describe the update to allow the Home Visit Program (HVP) pay codes to be selectable on the Valuables Request Detail page.

2.5.2 Valuables Detail Mockup

Valuable Request Detail

Save and Issue **Cancel**

Valuable Request ID:

Service Arrangement Details

Service Arrangement ID:	**Case Name:**	**Case Number:**
808748293	Case Name	0438575
Payee Name:	**Program:**	**Aid Code:**
	Welfare to Work	35 - CW-Two Parent (Fed)
Need Category:	**Need Type:**	**Employed:**
Home Visit program(HVP)-Transportation	Bus Pass - No Valid Month	No
Valuable Type:	**Quantity:**	
31 day unlimited local and intercity $60	1	

Arrangement Period:
From: 01/01/2020 To: 01/08/2020

Financial Information

Pay Code: *

HVP FE
HVP NFE
HVP NME
HVP FE CC UE
HVP NFE CC UE
HVP NME CC UE
HVP FE CC EM
HVP NFE CC EM
HVP NME CC EM

nce Summary

orized	**Quantity Issued**
1	0

Add Valuables

Add

Comments:

Save and Issue **Cancel**

This Type 1 page took 0.64 seconds to load.

Figure 2.2.1 –Valuable Request Detail (Valuables)

2.5.3 Description of Changes

1. Update the Valuable Request Detail page to make the pay code field be a dropdown that contains the Home Visit program (HVP) pay codes when the Need Category is:
   o Home Visit Program (HVP) – Transportation

2.5.4 Page Location

Global: Fiscal

Local: Valuables

Task: Valuable Request Search

2.5.5 Security Updates

No change.

2.5.6 Page Mapping

No change.

2.5.7 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for Home Visit Program (HVP) by all C-IV counties from this page. Please note that this is an approximation and this number may vary.

2.6 Counties Interface Testing

2.6.1 Overview

Each CalSAWS county has its separate warrant print & auditor control file exchange process. This section describes the recommendations to perform interface testing for all CalSAWS counties.

2.6.2 Description of Changes

Perform the interface file testing for following counties:

- Los Angeles – eCAPS Special Warrant Request (SWR) and Journal Voucher Writer (JVW)
- Migration – Auditor Controller File
- San Bernardino Outbound Warrant Print file

- Merced FIRMS file
- Riverside OASIS file

NOTE: Except for Los Angeles County, all interface test files will be uploaded to the CalSAWS Web Portal under System Changes > SCR and SIR Lists > 2020 > SCR 103989. Los Angeles County test file will be uploaded to eCAPS test FTP servers.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Fiscal	HVP Pay Codes and fund codes	HVP_PayCodes_FundCodesV1.xlsx
2	Fiscal	Issuance threshold limits and levels of Approval - LRS	IssuanceThresholdlimits_LRS.xls
3	Fiscal	Auditor Controller-C-IV	4.1.3 Auditor Controller Outboun

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
368	The CONTRACTOR shall migrate the values of "Permanent" and "Temporary" in the "Type" field when "Homeless" is selected from the "Category" field on the Needs List page and the Need Detail page.	This SCR will provide additional need categories and need types for Home Visit Program (HVP)

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	How Requirement Met

5 MIGRATION IMPACTS

C-IV currently has additional need types like 'Permanent Housing' and 'Temporary Housing' under the CalWORKs HSP Need Category.

DDID # 368 (SCR # CA-207464) will address bringing those need types into LRS.

CA SCR 207471 in Release 20.05 will Migrate Pay codes and Fund codes specific to the 58 counties.

SCR CA-213861(Release TBD) will make the Pay Code field non-mandatory on the Payment Request Detail page.

6 OUTREACH

N/A

7 APPENDIX

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-212648 | CIV-106058

Generate Forms CF 377.11C, CF 377.11E, and 377.11D for Counties Losing ABAWD Waivers

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Connor Gorry
	Reviewed By	[individual(s) from build and test teams that reviewed document]

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/20/20	1.0	Initial Creation	Connor Gorry

Table of Contents

1 OVERVIEW

On April 1st 2020, 23 LA/C-IV counties will be losing their ABAWD waiver. It is crucial that households are informed that members may be subject to ABAWD requirements.

This effort will ensure the generation of three Forms – CF 377.11C (1/20), CF 377.11D (1/20), and CF 377.11E (1/20) – each of which was added or updated in both Template Repositories with change CIV-106060/CA-212650.

CF 377.11C will be sent to all counties losing their ABAWD waivers on 4/1/20 (this excludes Marin County, whose ABAWD waiver expired 9/1/19). New Forms CF 377.11D and CF 377.11E will be sent to *all* LRS and C-IV counties that are losing or have lost their ABAWD waiver, Marin included.

For a full list of which counties are receiving which Forms, please see Appendix. Generation and mass-mailing for the all three Forms will occur on 3/19/20.

1.1 Current Design

The completion of SCR CA-212650/CIV-106060 makes several data and forms changes that are required before this mass-mailing. In summary, the previous change:

- Updated the Counties with ABAWD Geographical Waiver as of April 2020.
- Ran the ABAWD Batch Job for April 2020 and May 2020 Effective Months
- Provided a list of cases with CalFresh persons determined to be non-exempt ABAWDs in April and May 2020 Effective Months
- Suppressed the generation of CF 377.11B – Countable Month NOA – for the months of April and May
- Updated or added the following Forms in the LRS and C-IV Template Repositories:
  - CF 377.11C – CalFresh Informational Notice – CalFresh Time Limit for Able-Bodied Adults Without Dependents (ABAWDs)
  - CF 377.11D – CalFresh Discretionary Exemption for Able-Bodied Adults Without Dependents (ABAWD)
  - CF 377.11E – CalFresh Able-Bodied Adult Without Dependents (ABAWD) Time Limit Exemption Screening Form
    - This form provides the option for return, and will be sent with a BRM (C-IV) or a pre-paid envelope (LRS/CalSAWS)

1.2 Requests

1. Generate CF377.11C, CF 377.11D, and CF 377.11E on 3/19/20 for Counties losing their ABAWD waiver as of 04/01/2020 to inform CalFresh households they are subject to ABAWD requirements.

   a. The Following C-IV/LRS counties will be losing their ABAWD waiver as of 04/01/2020: **Alpine, Amador, Butte, Calaveras, Del Norte, El Dorado, Humboldt, Inyo, Lake, Lassen**, *Los Angeles*, **Mariposa, Mendocino, Mono,**

Napa, Nevada, Riverside, San Benito, San Bernardino, Shasta, Tehama, Trinity, Tuolumne.

1.3 Overview of Recommendations

1.3.1 Perform a one-time mass-mailing of Forms CF 377.11C and CF 377.11E, CF 377.11D for all applicable counties losing ABAWD Waiver

1.4 Assumptions

1. After 3/19, the user will be responsible for generating and sending the 377.11C, 377.11D, and 377.11E forms as appropriate for any new case or case changes.
2. Worker will not be marking the time limit month as "Not Met" for the effective months of April 2020, May 2020.

2 RECOMMENDATIONS

2.1 Perform a one-time mass-mailing of Forms CF 377.11C and CF 377.11E, CF 377.11D for applicable counties losing ABAWD Waiver

Form CF 377.11C will be sent to the CalFresh Recipients who are ABAWDs in C-IV/LRS counties with expiring waivers:

1. CF recipients active/ineligible for the benefit months of April and/or May as of 3/19/20.
2. Time Limit Record for April and/or May have the Discretionary Exemption (Formerly '15% Exemption', Time Limit Status '15')
3. Case is in a county with an expiring an ABAWD Geographical waiver (CT 2620) as of 4/1/20.

Note: The mass mailing will occur on 3/19/20. For any cases after 3/19/20, Counties will be responsible to send these three Forms manually.

English forms will be sent to households who have indicated their primary language is English or any language other than Spanish. In C-IV, a GEN 1365 will be appended to English forms that are sent for customers that have indicated they want their correspondence in a different language. Spanish forms will be sent to households who have indicated their primary language is Spanish.

Forms CF 377.11D and 377.11E (which will have a BRM/prepaid envelope for expected return) will be sent to ABAWDs who have been granted a Discretionary Exemption in *all* non-waived counties that meet the following three conditions:

1. CF recipients active/ineligible for the benefit months of April and/or May as of 3/19/20
2. Time Limit Record for April and/or May have the Discretionary Exemption
3. Case is in a non-waived county (as determined by SCR CA-212650/CIV-106060)

Note: Marin County lost its ABAWD Waiver in September 2019. Marin will be included in the mass mailing of CF 377.11D and CF 377.11E, but not the Informing Notice. Participants meeting the criteria in any other relevant county, including LA County, will receive all three Forms.

Forms 377.11C, 377.11D, and 377.11E must also be sent to participants' Authorized Representatives, if one exists on the CalFresh program and the "Additional Correspondence Recipient" field on the Authorized Representative Program Detail page is set to "Yes". An additional DCR will ensure that if a participant is sent Form CF 377.11C, 11D, and/or 11E that their Authorized Representative is also mailed a copy of those Forms.

Note: Only Authorized Representative that are Case Persons will receive copies of these Forms. Forms will not be sent to Authorized Representatives that are Organizations.

3   SUPPORTING DOCUMENTS

Ref #	Document	Functional Area	Description	Attachment
1	CF 377.11C State Version	CF	The State-provided version of CF 377.11C – CalFresh Time Limit For Able-Bodied Adults Without Dependents (ABAWD)	PDF CF 377.11C - State Version
2	CF 377.11D State Version	CF	The State-provided version of CF 377.11D – CalFresh Discretionary Exemption for Able-Bodied Adults Without Dependents	PDF CF 377.11D - State Version
3	CF 377.11E State Version	CF	The State-provided version of CF 377.11E – CalFresh Able-Bodied Adults Without Dependents (ABAWD) Time Limit Exemption Screening Form.	PDF CF 377.11E - State Version

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3	The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: … g. Information notices and stuffers; … o. Time limit notices;	Mass generation of Time Limit Informing notice, Discretionary Exemption Notice, and Screening Form

5   MIGRATION IMPACTS

N/A

6   OUTREACH

N/A

7   APPENDIX

Counties Receiving Forms...

CF 377.11C ABAWD Informing Notice	Alpine, Amador, Butte, Calaveras, Del Norte, El Dorado, Humboldt, Inyo, Lake, Lassen, *Los Angeles*, Mariposa, Mendocino, Mono, Napa, Nevada, Orange, Placer, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Solano, Sonoma, Tehama, Trinity, Tuolumne, Ventura
CF 377.11D ABAWD Discretionary Exemption **CF 377.11E** ABAWD Time Limit Exemption Screening	Alpine, Amador, Butte, Calaveras, Del Norte, El Dorado, Humboldt, Inyo, Lake, Lassen, *Los Angeles*, Mariposa, **Marin**, Mendocino, Mono, Napa, Nevada, Orange, Placer, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Solano, Sonoma, Tehama, Trinity, Tuolumne, Ventura

Counties with Expired or Expiring ABAWD Waivers

Counties with ABAWD Waivers Expiring 09/01/19	Marin
Counties with ABAWD Waivers Expiring 04/01/20	Alpine, Amador, Butte, Calaveras, Del Norte, El Dorado, Humboldt, Inyo, Lake, Lassen, *Los Angeles*, Mariposa, Mendocino, Mono, Napa, Nevada, Orange, Placer, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Solano, Sonoma, Tehama, Trinity, Tuolumne, Ventura
CalWin Counties that have already been removed from the waiver	Alameda, Contra Costa, San Francisco, San Mateo, Santa Clara, Yolo