


# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

SCR CA-205441 CIV-10075 – Add Need  
Categories and Need types for Family  
Stabilization and Housing Support to Need  
Detail page

 <small>CALIFORNIA AUTOMATED CONSTRUCTION ELIGIBILITY SYSTEM</small>	DOCUMENT APPROVAL HISTORY	
	Prepared By	Ishrath Khan
	Reviewed By	Sidhant Garg, Jyothirmayi Chavata, Kapil Santosh, John Besa, Naresh Barsagade

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/11/2018	V0	Initial Revision	Rainier Dela Cruz
10/03/2019	V1	Final Revision	Ishrath Khan

DRAFT

## Table of Contents

1	Overview .....	5
1.1	Current Design .....	5
1.2	Requests .....	5
1.3	Overview of Recommendations .....	5
1.4	Assumptions .....	<b>Error! Bookmark not defined.</b>
2	Recommendations .....	5
2.1	Need Detail.....	6
2.1.1	Overview .....	6
2.1.2	Need Detail Mockup.....	6
2.1.3	Description of Changes .....	10
2.1.4	Page Location .....	14
2.1.5	Security Updates.....	14
2.1.6	Page Mapping .....	14
2.1.7	Page Usage/Data Volume Impacts .....	14
2.2	Service Arrangement Detail .....	14
2.2.1	Overview .....	14
2.2.2	Service Arrangement Detail Mockup .....	14
2.2.3	Description of Changes .....	18
2.2.4	Page Location .....	18
2.2.5	Security Updates.....	19
2.2.6	Page Mapping .....	19
2.2.7	Page Usage/Data Volume Impacts .....	19
2.3	Payment Request Detail .....	19
2.3.1	Overview .....	19
2.3.2	Payment Request Detail Mockup .....	20
2.3.3	Description of Changes .....	21
2.3.4	Page Location .....	27
2.3.5	Security Updates.....	27
2.3.6	Page Mapping .....	27
2.3.7	Page Usage/Data Volume Impacts .....	27
2.4	Counties Interface Testing .....	29
2.4.1	Overview .....	31

2.4.2 Description of Changes .....31

3 Supporting Documents .....32

4 Requirements .....33

4.1 Project Requirements .....33

4.2 Migration Requirements .....33

5 Migration Impacts.....33

6 Outreach.....33

7 Appendix.....33

DRAFT

# 1 OVERVIEW

---

## 1.1 Current Design

There are currently no Need categories of 'Family Stabilization' and 'Housing Support Program' on the Need Detail page.

## 1.2 Requests

To track Family Stabilization (FS) and Housing Support Program (HSP) needs and payments in the system, three new Need categories with need types under each category will need to be added to the Need Detail page.

## 1.3 Overview of Recommendations

To track Family Stabilization (FS) and Housing Support Program (HSP) needs and payments in the system, the following new Need categories and subsequent Need Types under them will be added:

1. Family Stabilization (FS)
  - a. Domestic Abuse Services
  - b. Mental Health Services
  - c. Substance Abuse Services
  - d. Ancillary/Other Services
  - e. Rental Assistance
  - f. Security Deposits
  - g. Utility Payments
  - h. Moving Costs
  - i. Hotel/Interim/Temp Housing
  - j. Other
  
2. Family Stabilization – Transportation
  - a. Bus 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
  
3. Housing Support Program (HSP)
  - a. Full Rent Assistance
  - b. Partial Rent Assistance

**NOTE:** Bus Card is only available in LRS system.

- c. Additional Case Rental Payment
- d. Security Deposits
- e. Utility Payments
- f. Moving Costs
- g. Hotel / Interim / Temp Housing
- h. Habitability Items
- i. Other

## 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 Family Stabilization (FS) and Housing Support Program (HSP).

#### 2.1.2 Need Detail Mockup

## Need Detail

\*- Indicates required fields

Save and Return

Cancel

Name: \*

Category: \*

- Select -
- Ancillary - Education
- Ancillary - Work Related
- CalLearn Bonus
- CaWORKs EOA
- CaWORKs HSP
- Counseling
- Dependent Care
- Diversion Services
- Education/Job Training
- Family Stabilization
- Family Stabilization-Transportation
- Housing Support program
- Foster Care/Kin-GAP Services
- Homeless Assistance
- LD Accommodations
- Medical/Legal Services
- Other
- Other Supportive Services
- Special Needs
- Transportation

Type: \*

End Date: \*

Status Reason: \*

Save and Return

Cancel

This Type 1 page took 0.35 seconds to load.

Figure 2.1.1 – New Need Categories

## Need Detail

\*- Indicates required fields

Save and Return

Cancel

Name: \*

Category: \*

Begin Date: \*

Description:

Status: \*

Type: \*

- Select -
- Domestic Abuse Services
- Mental Health Services
- Substance Abuse Services
- Ancillary/Other Services
- Rental Assistance
- Security Deposits
- Utility Payments
- Moving Cost Assistance
- Hotel/Interim/Temp Housing
- Other

Save and Return

Cancel

This [Type 1](#) page took 0.30 seconds to load.

Figure 2.1.2 – New Need Types – Family Stabilization



## Need Detail

\*- Indicates required fields

Save and Return

Cancel

Name: \*

Category: \*

Begin Date: \*

Description:

Status: \*

Type: \*

- Select -
- Bus Card
- Campus Parking
- Bus Pass - No Valid Month
- Bus Pass - Valid Month
- Bus Ticket
- Bus Token
- Gas Card
- Imprest Cash
- Transportation

Status Reason: \*

Save and Return

Cancel

This [Type 1](#) page took 0.30 seconds to load.

Figure 2.1.3 – New Family Stabilization Need Types (Family Stab -Transportation)

## Need Detail

\*- Indicates required fields

Save And Return

Cancel

Name: \*

- Select -

Category: \*

Housing Support Program

Begin Date: \*

09/25/2019

Description:

Status: \*

- Select -

Type: \*

- Select -  
Full Rent Assistance  
Partial Rent Assistance  
Additional Case Rental Payment  
Security Deposits  
Utility Payments  
Moving Costs  
Hotel/Interim/Temp Housing  
Habitability Items  
Other

Status Reason: \*

- Select -

Save And Return

Cancel

This Type 1 page took 0.52 seconds to load.

Figure 2.1.4 – New Family Stabilization Need Types (Housing Support Program)

### 2.1.3 Description of Changes

To track Family Stabilization (FS) and Housing Support Program (HSP) needs and payments in the system, the following new Need categories and subsequent Need Types under them will be added:

1. Family Stabilization (FS)
  - a. Domestic Abuse Services
  - b. Mental Health Services
  - c. Substance Abuse Services
  - d. Ancillary/Other Services
  - e. Rental Assistance
  - f. Security Deposits
  - g. Utility Payments

- h. Moving Costs
  - i. Hotel/Interim/Temp Housing
  - j. Other
2. Family Stabilization – Transportation
- j. Bus 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:** Bus Card is only available in LRS system.

3. Housing Support Program (HSP)
- j. Full Rent Assistance
  - k. Partial Rent Assistance
  - l. Additional Case Rental Payment
  - m. Security Deposits
  - n. Utility Payments
  - o. Moving Costs
  - p. Hotel / Interim / Temp Housing
  - q. Habitability Items
  - r. Other

4. 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 'Housing Support Program (HSP) will be CalWORKS, Welfare to Work and General Assistance (Managed). The allowed programs for Need Category of 'Family Stabilization', 'Family Stabilization- Transportation' will be CalWORKS and Welfare to Work
  - **LRS only:** The allowed programs for Need Category of 'Family Stabilization', 'Family Stabilization- Transportation' and 'Housing Support Program (HSP)' will be CalWORKS, Welfare to Work and REP (for LRS only).
5. For CalSAWS, for the new code values referenced in **recommendation #4** above, set the reference columns (refer\_table\_11\_descr, refer\_table\_12\_descr, refer\_table\_13\_descr) in category 1870 that look up the issuance method to use Electronic Benefit Transfer (EBT), Warrant and Direct Deposit.

## LRS Only:

1. Add a Need Category of "Family Stabilization (FS)" and the following Need Types under it as mentioned below. This will allow a service arrangement to be created.

- Substance Abuse Services
- Ancillary/Other Services
- Rental Assistance
- Security Deposits
- Utility Payments
- Moving Cost Assistance
- Other (Existing)

Rename the following Existing Need Types:

- Domestic Abuse to Domestic Abuse Services
- Mental Health to Mental Health Services
- Interim Shelter to Hotel / Interim / Temp Housing

2. Add a Need Category of "Family Stabilization - Transportation" and the following existing Need Types under it as mentioned below. This will allow a service arrangement to be created:

- Bus Card
- Campus Parking
- Bus Pass - No Valid Month
- Bus Pass - Valid Month
- Bus Ticket
- Bus Token
- Gas Card
- Imprest Cash
- Transportation

3. Add a Need Category of " Housing Support program (HSP)" and the following Need Types under it as mentioned below. This will allow a service arrangement to be created:

- Full Rent Assistance
- Partial Rent Assistance
- Additional Case Rental Payment
- Security Deposits
- Utility Payments
- Moving Costs
- Other (Existing)
- Habitability Items
- Hotel / Interim / Temp Housing

## C-IV Only:

1. Add a Need Category of "Family Stabilization (FS)" and the following Need Types under it as mentioned below. This will allow a service arrangement to be created.

- Substance Abuse Services
- Ancillary/Other Services
- Rental Assistance
- Moving Cost Assistance
- Security Deposits (Existing)
- Utility Payments (Existing)
- Other (Existing)

Rename the following Existing Need Types:

- Interim Shelter to Hotel / Interim / Temp Housing
- Domestic Abuse to Domestic Abuse Services

2. Add a Need Category of "Family Stabilization - 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

3. Rename the Need Category of "CalWORKS HSP" to "Housing Support program (HSP)" and add the following Need Types under it as mentioned below. This will allow a service arrangement to be created:

- Hotel / Interim / Temp Housing
- Security Deposits (Existing)
- Utility Payments (Existing)
- Moving Costs (Existing)
- Other (Existing)
- Habitability Items (Existing)

Rename the following existing Need types under CalWORKS HSP

- Permanent Housing Cost to Full Rent Assistance
- Temporary housing Cost to Partial Rent Assistance
- Utility deposits to Additional Case Rental Payment

Remove the existing association in CODE\_HIERCHY for the following Need types to HSP

- Credit Repair/Past Evictions

#### 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 Family Stabilization 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 Family Stabilization (FS) and Housing Support Program (HSP).

### 2.2.2 Service Arrangement Detail Mockup

## Service Arrangement Detail

Save and Return

Cancel

### Need ✖

Type	Name	Category	Begin Date
<input checked="" type="radio"/> Domestic Abuse Services	[REDACTED]	Family Stabilization	09/25/2019


### Activities

Type	Status	Begin Date	End Date

Select

### Arrangement Details

#### Arrangement Period: ✖

From:   To:  

#### Program Type: ✖

#### Aid Code: ✖

#### Payee: ✖

#### Provider: ✖

Select

#### Employed: ✖

#### Additional Payee:

### Service Type Description

Total ✖

<input type="text"/>	<input type="text"/>
----------------------	----------------------

### Status History ✖

Status	Status Reason	Status Date
<input type="text" value=""/>	<input type="text" value=""/>	09/25/2019 

### Comments:

Save and Return

Cancel

This Type 1 page took 2.25 seconds to load.

**Figure 2.2.1 – Create Service Arrangement (LRS)**

DRAFT



## Service Arrangement Detail

\*- Indicates required fields

Images

Save and Return

Cancel

### Need \*

Type	Name	Category	Begin Date
<input checked="" type="radio"/> <a href="#">Security Deposits</a>		Family Stabilization	10/03/2019

### Activities

Type	Status	Begin Date	End Date
<input type="button" value="Select"/>			

### Arrangement Details

#### Arrangement Period: \*

From:   To:

#### Program Type: \*

Welfare to Work

#### Aid Code: \*

30 - CW-All Other Families (Fed)

#### Voucher: \*

Yes

#### Voucher Type: \*

Voucher

#### Payee: \*

Same as Customer

#### Employed: \*

Yes

### Service Type Description

Total \*

<input type="text"/>	<input type="text"/>
----------------------	----------------------

### Status History \*

Status	Status Reason	Status Date
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/> <input type="button" value="Calendar"/>

### Comments:

Images

Save and Return

Cancel

This [Type 1](#) page took 0.60 seconds to load.

**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 and 'Welfare to Work' for the Need Category of 'Family Stabilization' or 'Family Stabilization- Transportation'.
- The 'Program Type' drop down will contain CalWORKs, 'Welfare to Work', General Assistance (Managed) for the Need Category of 'Housing Support Program (HSP)'.

#### 2. LRS Only:

- The 'Program Type' drop down will contain CalWORKs, 'Welfare to Work' and 'REP' for the Need Category of 'Family Stabilization' or 'Family Stabilization- Transportation' and 'Housing Support program (HSP)'.

3. The 'Aid Code' field will default to the aid code of CalWORKs or RCA 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.

4. ~~Activities will not be required for Family Stabilization (FS) or Housing Support Program (HSP) Need types, however workers can link existing activities to the Service Arrangement if needed.~~

**Modify page logic to not validate for Activities for need categories for any of the following:**

- **Family Stabilization (FS)**
- **Family Stabilization – Transportation**
- **Housing Support Program (HSP)**

5. The 'Service Type Description' field will be identical for all need types pertaining to these three programs as in **Figure 2.2.1**
6. 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 Family Stabilization (FS) or Housing Support Program (HSP) 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 Family Stabilization 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 Family Stabilization (FS)

Note:

1. Family Stabilization services can be issued when one of the following is true

- WTW/REP program status is Active, Non-Compliance, Good Cause, sanction or Exempt (per ACL 14-12.)
- CalWORKs program status is Active

2. Housing Support program services will be issued when one of the following is true

- WTW/REP program status is Active, Non-Compliance and Exempt.
- CalWORKs/General Assistance (Managed) program status is Active

### 2.3.2 Payment Request Detail Mockup

#### Payment Request Detail

Save
Cancel

**\* - Indicates required fields**

**Service Arrangement ID:**  **Payment Request Number:**

**Service Arrangement Details**

<b>Payee Name:</b> <input type="text"/>	<b>Case Name:</b> <input type="text"/>	<b>Case Number:</b> <input type="text"/>
<b>Program:</b> Welfare to Work	<b>Funding Source:</b>	<b>Aid Code:</b> 30 - CW-All Other Families (Fed)
<b>Need Category:</b> Family Stabilization	<b>Need Type:</b> Security Deposits	<b>Voucher Number:</b>
<b>Service Type:</b>	<b>Employed:</b> No	

<b>Requested Amount: *</b> <input type="text" value="100"/>	<b>Adjusted Amount:</b> 100.00	
<b>Status: *</b> Awaiting Approval	<b>Service Month: *</b> - Select -	<b>Issuance Method: *</b> EBT
<b>Pay Code:</b> <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;">           NF TR UE FS            NF TR EM FS            NF AE EM FS            NF WR EM FS            NF OSS UE FS            FE TR UE FS            FE TR EM FS            FE AE EM FS            FE WR EM FS            FE OSS UE FS            FE HA FS            NF HA FS            NM TR UE FS            NM TR EM FS            NM AE EM FS            NM WR EM FS            NM OSS UE FS            NM HA FS         </div>	<b>Creation Date:</b> <input type="text"/>	<b>Invoice Number:</b> <input type="text"/>
<b>Method: *</b>	<b>Immediacy: *</b> Routine	<b>Purchase Order Number:</b> <input type="text"/>

Save
Cancel

This Type\_1 page took 1.32 seconds to load.

Figure 2.3.1 – Creating Payment Request (C-IV)

## Payment Request Detail

\* - Indicates required fields

Save

Cancel

**Service Arrangement ID:**  
826306680

**Payment Request Number:**

### Service Arrangement Details

<b>Payee Name:</b> CARLOS RODRIGUEZ	<b>Case Name:</b> [REDACTED]	<b>Case Number:</b> [REDACTED]
<b>Program:</b> Welfare to Work	<b>Funding Source:</b>	<b>Aid Code:</b> 35 - CW-Two Parent (Fed)
<b>Need Category:</b> Family Stabilization	<b>Need Type:</b> Security Deposits	<b>Voucher Number:</b>
<b>Service Type:</b>	<b>Employed:</b> No	

**Requested Amount: \***

**Adjusted Amount:**  
100.00

**Advanced: \***

**Service Arrangement Requested Amount:**  
121.00

**Status: \***  
Awaiting Approval

**Service Month: \***

**Issuance Method: \***

**Service Arrangement Remaining Amount:**  
21.00

**Pay Code:**

- NF TR UE FS \*
- NF TR EM FS
- NF AE EM FS
- NF WR EM FS
- NF OSS UE FS
- FE TR UE FS
- FE TR EM FS
- FE AE EM FS
- FE WR EM FS
- FE OSS UE FS
- FE HA FS
- NF HA FS
- NM TR UE FS
- NM TR EM FS
- NM AE EM FS
- NM WR EM FS
- NM OSS UE FS
- NM HA FS

**Receipt Verification Date:**

**Receipt Amount:**

**Level of Approval Required:**

**Creation Date:**

**Invoice Number:**

**Immediacy: \***

**Purchase Order Number:**

Save

Cancel

This page took 0.76 seconds to load.

Figure 2.3.2 – Creating Payment Request (LRS)

### 2.3.3 Description of Changes

1. Add the following Family Stabilization (FS) pay codes:
  - Fed Transportation Unemployed Family Stabilization (AC)
  - Fed Transportation Employed Family Stabilization
  - Fed Ancillary Expenses Employed Family Stabilization
  - Fed Work Related Employed Family Stabilization

- Fed Other Supportive Services Unemployed Family Stabilization
- Non-Fed Transportation Unemployed Family Stabilization
- Non-Fed Transportation Employed Family Stabilization
- Non-Fed Ancillary Expenses Employed Family Stabilization
- Non-Fed Work Related Employed Family Stabilization
- Non-Fed Other Supportive Services Unemployed Family Stabilization
- Fed Housing Assistance Family Stabilization
- Non-Fed Housing Assistance Family Stabilization
- Non-MOE Transportation Unemployed Family Stabilization
- Non-MOE Transportation Employed Family Stabilization
- Non-MOE Ancillary Expenses - Employed Family Stabilization
- Non-MOE Work-Related Activities & Exp - Employed Family Stabilization
- Non-MOE Other Supportive Services - Unemployed Family Stabilization
- Non-MOE Housing Assistance Family Stabilization

**Note:** This recommendation is for LRS only, as these pay codes already exist in C-IV. The code\_num\_identif "AC" is currently being used by LRS for Approved Caregiver functionality and will need to be updated to align with C-IV pay codes to avoid migration impacts. Please refer to the attached CA-205441 CIV-10075 - Family Stabilization Pay Codes Fund Codes.xlsx file under **Section 3.0** for pay code details.

2. **LRS Only:**

- Update the code values of the following Pay Code (CT 623) in LRS as they will now be used for Family Stabilization Pay Codes.

Category	Short Description	Old Code Value	New Code Value
623	Approved Relative Caregiver	AC	1Z
623	Learning Disability Assessment	AL	1X
623	Vocational Assessment	AS	1Y

- Apply a DCR to update the Pay Code values in the following tables from "AC" to "1Z", "AL" to "1X" and "AS" to "1Y".
  - FISCAL\_TRANSMAP
  - FUND\_CODE\_MAP
  - ISSUANCE\_DETL
  - ISSUANCE\_CLAIM\_TRANSMAP
  - CLAIM\_HIST
  - GL
  - FUND
- Update the code for the following functional areas to use the new code value "1Z" for "Approved Relative Caregiver" pay code instead of the old pay code value "AC".
  - DCFS Claim Data Report – Report generation Query
  - GenerateBlueVoucherForSkippedCasesFCPayrollBatch – Query in FosterCareVoucherDaolmpl.java  
GET\_SKIPPED\_CASES\_DURING\_FC\_MAIN\_PAYROLL

- iii. CreatePlacementVerifRecordsBatch - Query in FosterCareVoucherDaolImpl.java  
GET\_NO\_Placement\_Verif\_Records\_FC\_MAIN\_PAYROLL
  - iv. VerifyARCVouchersAsReceivedBatch - Query in FosterCareVoucherDaolImpl.java  
REC\_NOT\_EXISTS\_CHILD\_PLACEMT\_VERIF
  - v. MarkARCVouchersReceivedBatch - Query in FosterCareVoucherDaolImpl.java  
REC\_EXISTS\_CHILD\_PLACEMT\_VERIF
  - vi. Special Warrant Request Writer – Miscellaneous Vendor Customer Code population logic for ARC aid codes – MISC-LRSARC.
  - vii. Trust Warrant Request Writer – Miscellaneous Vendor Customer Code population logic for ARC aid codes – MISC-LRSARC.
3. Add the following Housing Support Program (HSP) pay codes:
    - Fed Housing Support Program
    - Non-Fed Housing Support Program
    - Non-MOE Housing Support Program
    - Fed Transportation-Employed HSP
    - Fed Transportation-Unemployed HSP
    - Non Fed Transportation-Employed HSP
    - Non Fed Transportation-Unemployed HSP
    - Non-MOE Transportation-Employed HSP
    - Non-MOE Transportation-Unemployed HSP
    - **Note:** This recommendation is for LRS only, as these pay codes are already in C-IV. Please refer to the attached CA-205441 CIV-10075 - Family Stabilization Pay Codes Fund Codes.xlsx file under **Section 3.0** for pay code details.
  4. Add new fund codes in the system to store the accounting string information for Family Stabilization needs (LRS Only).
  5. Add the values in the 'Claim Based On Paycode' column in Category 623 (Pay Code) to allow the Family Stabilization and Housing Support pay codes to be used for claiming. The payment amount will be claimed based on the Federal Indicator on the pay code.
  6. **C-IV Only:** Update the 'Pay Code' drop down to only have the pay codes corresponding to the Need Category of Family Stabilization or Housing Support Program. For ex. If a Need Category of 'Family Stabilization' 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.
  7. The 'Issuance Method' drop down will have EBT, warrant and Direct Deposit (LRS only) as selectable choices.
  8. Add the following validation for Family Stabilization **and Family Stabilization - Transportation** when the 'Approve" button is clicked and the CalWORKS/WTW/REP Program status is not Active, Non-Comp, Good Cause, Sanction or Exempt:

- Cannot approve Payment Request for this Service Arrangement. CalWORKS/WTW/REP Program for Family Stabilization Needs must be Active, Non-Comp, Good Cause, Sanction or Exempt during the Service Month.
9. The Nightly Payment Request Sweep will be updated for Family Stabilization, Family Stabilization-Transportation payment requests to pick WTW/REP/CalWORKs program in Active, Non-Comp, Exempt, Good Cause and Sanction status.
  10. The Nightly Payment Request Sweep will be updated for Housing Support program payment requests to pick WTW/REP/CalWORKs/**General Assistance (Managed)**-program in Active, Non-Comp and Exempt status.
  11. **Add the following** validation for Housing Support Program when the 'Approve' button is clicked and the CalWORKS/WTW/REP/**General Assistance (Managed)** Program status is not Active, Non-Comp or Exempt:
    - Cannot approve Payment Request for this Service Arrangement. CalWORKs/WTW/REP Program for Housing Support Needs must be Active, Non-Comp or Exempt during the Service Month

**Note: C-IV:** If the program is CalWORKS, the default issuance method on the Payment request Detail page will be the same as that of CalWORKS. 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'. If the program is General Assistance (Managed), the issuance method will be same as that of General Assistance (Managed).

**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 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).



- 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 Family Stabilization and Housing Support as described in the document “IssuanceThresholdLimits\_LRS” under **Section 3 Supporting Documents**.

### 2.3.5 Validations:

#### LRS:

Field	Validation	Message
Requested Amount	Custom	Requested Amount is greater than Remaining Balance
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	<ul style="list-style-type: none"> <li>• Cannot be created and approved by a same worker</li> <li>• Supervisor and Deputy approval cannot be the same worker</li> </ul>
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	Provide another mailing address, choose direct deposit, or select an alternate cardholder.

	must 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/WTW/REP Program for Family Stabilization Needs must be Active, Non-Comp, Good Cause, Sanction or Exempt during the Service Month.
Approve	Custom	Cannot approve Payment Request for this Service Arrangement. CalWORKs/WTW/REP Program for Housing Support Needs must be Active, Non-Comp or Exempt during the Service Month.

**C-IV:**

Field	Validation	Message
Requested Amount	Custom	Requested Amount cannot be greater than the Remaining Balance
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	Cannot approve Payment Request for this Service Arrangement. CalWORKs/WTW Program for Family Stabilization Needs must be Active, Non-Comp, Good Cause, Sanction or Exempt during the Service Month.
Approve	Custom	Cannot approve Payment Request for this Service Arrangement. CalWORKs/WTW/ <u>General Assistance (Managed)</u> Program for Housing

		Support Program (HSP) Needs must be Active, Non-Comp or Exempt during the Service Month.
--	--	--

### 2.3.6 Page Location

**Global: Fiscal**

**Local: Payment Requests**

**Task: Payment Request Search**

### 2.3.7 Security Updates

No change.

### 2.3.8 Page Mapping

No change.

### 2.3.9 Page Usage/Data Volume Impacts

Approximately 2000 records are estimated to be created monthly for Family Stabilization 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 & LRS)

### 2.4.1 Overview

When creating a Voucher for Family Stabilization (FS) or Housing Support Program (HSP), the pay codes need to be selectable on the page. This section will describe the update to allow the Family Stabilization pay codes to be selectable on the Valuables Request Detail page.

## 2.4.2 Valuables Detail Mockup

### Valuable Request Detail

\*- Indicates required fields

**Valuable Request ID:** \_\_\_\_\_

---

**Service Arrangement Details**

<b>Service Arrangement ID:</b> _____	<b>Case Name:</b> Test Test	<b>Case Number:</b> L_____
<b>Payee Name:</b> Test Test	<b>Program:</b> Welfare to Work	<b>Aid Code:</b> 30 - CW-All Other Families (Fed)
<b>Need Category:</b> Family Stabilization	<b>Need Type:</b> Security Deposits	<b>Employed:</b> Yes
<b>Valuable Type:</b> Voucher	<b>Quantity:</b> 1	
<b>Arrangement Period:</b> From: 01/01/2019 To: 01/31/2019		

---

**Financial Information**

**Pay Code:** \_\_\_\_\_

INF TR UE FS  
 INF TR EM FS  
 INF AE EM FS  
 INF WR EM FS  
 INF OSS UE FS  
 FE TR UE FS  
 FE TR EM FS  
 FE AE EM FS  
 FE WR EM FS  
 FE OSS UE FS  
 FE HA FS  
 NF HA FS  
 NM TR UE FS  
 NM TR EM FS  
 NM AE EM FS  
 NM WR EM FS  
 NM OSS UE FS  
 NM HA FS

**Balance Summary**

Authorized	Quantity Issued	Service Month
	0	01/01/2019

**Comments:**

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:
  - o Family Stabilization (FS)

- Housing Support Program (HSP)

#### 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 Family Stabilization 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 "Family Stabilization-Transportation", the pay codes need to be selectable on the page. This section will describe the update to allow the Family Stabilization pay codes to be selectable on the Valuables Request Detail page.

#### 2.5.2 Valuables Detail Mockup

## Valuable Request Detail

\*- Indicates required fields

Save and Issue

Cancel

Valuable Request ID:

### Service Arrangement Details

<b>Service Arrangement ID:</b> [Redacted]	<b>Case Name:</b> [Redacted]	<b>Case Number:</b> [Redacted]
<b>Payee Name:</b> [Redacted]	<b>Program:</b> Welfare to Work	<b>Aid Code:</b> 30 - CW-All Other Families (Fed)
<b>Need Category:</b> Family Stabilization-Transportation	<b>Need Type:</b> Bus Pass - No Valid Month	<b>Employed:</b> No
<b>Valuable Type:</b> Student 31 day pass \$45	<b>Quantity:</b> 1	
<b>Arrangement Period:</b> From: 06/06/2019 To: 06/14/2019		

### Financial Information

**Pay Code:** \*

- FE TR UE FS
- FE TR EM FS
- FE AE EM FS
- FE WR EM FS
- FE OSS UE FS
- NF TR UE FS
- NF TR EM FS
- NF AE EM FS
- NF WR EM FS
- NF OSS UE FS
- FE HA FS
- NF HA FS
- NM TR UE FS
- NM TR EM FS
- NM AE EM FS
- NM WR EM FS
- NM OSS UE FS
- NM HA FS

### Balance Summary

Authorized

Quantity Issued

0

<input type="checkbox"/>	Starting Control Number *	Ending Control Number *	Quantity
--------------------------	---------------------------	-------------------------	----------

11

11

1

Remove

Comments:

Save and Issue

Cancel

This Type 1 page took 0.45 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 Family Stabilization pay codes when the Need Category is:
  - o Family Stabilization – 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 Family Stabilization 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

**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 > 2019 > SCR 10075. Los Angeles County test file will be uploaded to eCAPS test FTP servers.

### 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Fiscal	Family Stabilization Pay Codes	 FMD Input (5.2.19)_CA-205441 CIV-1007
2	Fiscal	Issuance threshold limits and levels of Approval	 IssuanceThresholdlimits_LRS.xls



## 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 'Family Stabilization 'and 'Housing Support program' services.

### 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.

## 6 OUTREACH

---

N/A

## 7 APPENDIX

---

N/A