

- CalSAWS DD&I     
  C-IV M&O     
  CalWIN M&O     
  LRS M&E

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| <b>Distribution Date:</b> | April 15, 2020  |
| <b>To:</b>                | Committee.CalWORKs_CalFresh.All;<br>Committee.TimeLimits.All;<br>Committee.WelfaretoWork.All<br>PPOC.All; |
| <b>CIT Name:</b>          | <b>Avoiding Discontinuances Related to 48-month time limits</b>   |
| <b>From:</b>              | CalSAWS Project   |

**PPOCs, please forward to the appropriate impacted staff in your county:**

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|---|---|
| <input checked="" type="checkbox"/> General                 | <input type="checkbox"/> Reports              |
| <input checked="" type="checkbox"/> Policy                  | <input type="checkbox"/> Fiscal               |
| <input checked="" type="checkbox"/> CW                      | <input type="checkbox"/> Caseload Movement    |
| <input checked="" type="checkbox"/> CF                      | <input type="checkbox"/> Management           |
| <input type="checkbox"/> MC                                 | <input type="checkbox"/> Fiscal               |
| <input type="checkbox"/> CMSP                               | <input type="checkbox"/> Security             |
| <input type="checkbox"/> FC/KG/AAP                          | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> Child Care                         | <input type="checkbox"/> Imaging              |
| <input checked="" type="checkbox"/> WtW                     | <input type="checkbox"/> Migration            |
| <input type="checkbox"/> Other Program(s) _____             | <input type="checkbox"/> Conversion           |
| <input type="checkbox"/> C4Yourself                         | <input type="checkbox"/> Technical            |
| <input type="checkbox"/> Customer Correspondence            | <input checked="" type="checkbox"/> Training  |
| <input checked="" type="checkbox"/> Other Time limits _____ | <input checked="" type="checkbox"/> Help Desk |

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| Description:<br>(Including any step-by-step instructions) | <p><b>Purpose</b><br/>The purpose of this CIT is to provide guidance to C-IV and LRS users on avoiding discontinuances for individuals who have reached their 48-month time limit.</p> <p><b>Background</b><br/>Customers who are subject to the 48-month time limit requirements have been granted good cause due to Covid-19 related State of California <a href="#">Executive Orders</a> and <a href="#">CDSS ACWDLs</a> for the months of March, April, May and June 2020. SCRs CA 214490 / CIV-106721 Turn on the Time Limit Good Cause reason 407 Lack of Supportive Services is schedule for an April 2020 release that will activate the Good Cause reason to not discontinue a person who reaches their 48-month time clock in any of these four months, as appropriate, and not to tick the 24-month WTW time clock for the same four months, as appropriate. Until the implementation of the SCR, which is targeted for April 23, 2020, users should avoid running CW EDDB for cases with individuals reaching their CW 48-month time limit as of March through June, that would result in a discontinuance of aid. If running CW EDDB is necessary, users will need to override the potentially discontinued person to keep</p> |
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|   | <p>them aided. Reminder, if running EDBC for a CalFresh program, please validate the correct amount of PA benefits are correctly budgeted.</p> <p><b>Additional Information</b><br/> SCR CA-214590/CIV-106760 updated the EDBC Override Reason drop-down box on the Program Configuration Override page and the Manual EDBC Reason drop-down box to include a COVID-19 reason. This EDBC Override Reason was implemented in the systems on 4/10/20 and Users should apply this override reason when running EDBC. The override reason is available for March, April, and May 2020 benefit months. Refer to [REDACTED]</p> <p><b>County Action</b></p> <ol style="list-style-type: none"> <li>1. Avoid running CW EDBC for cases with individuals reaching their CW 48-month time limit that would result in a discontinuance of aid.</li> <li>2. If running CW EDBC is necessary, users will need to override the potentially discontinued person to keep them aided.</li> <li>3. Generate/Review all required Notice of Actions and forms and send to the customer.</li> <li>4. Set a case reminder to run EDBC after SCRs CA 214490 / CIV-106721 Turn on the Time Limit Good Cause reason 407 Lack of Supportive Services has been implemented.</li> <li>5. Journal all case actions.</li> </ol> |
| <p>Primary Project Contact:<br/>(Name, phone number, email address)</p> | <p>Questions can be sent back to <a href="mailto:Communication@CalSAWS.org">Communication@CalSAWS.org</a></p> <p>Frederick Gains<br/>(916) 282-3783<br/><a href="mailto:GainsF@CalSAWS.org">GainsF@CalSAWS.org</a></p>   |
| <p>Backup Project Contact:<br/>(Name, phone number, email address)</p>  | <p>Binh Tran<br/>(562) 484-7955<br/><a href="mailto:TranB@CalSAWS.org">TranB@CalSAWS.org</a></p>   |
| <p>Attachments:</p>   | <p>None</p>  |
| <p>Web Portal Link:</p>   | <p>[REDACTED]</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2020" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>  |

