CalSAWS

California Statewide Automated Welfare System

Design Document

CA-52597 | CIV-12446

CA 812 Collections Enhancement Report

	DOCUMENT APPROVAL HISTORY	
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	Reviewed By	Justin Dobbs

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/19/2019	1.0	Initial Draft	Esequiel Herrera-Ortiz

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1 OVERVIEW

The CA 812 is a quarterly state report that contains statistical information on Collections and Overpayments for the California Work Opportunity and Responsibility to Kids (CalWORKs) program. This includes dollar amount of overpayments identified, grant reductions, cash collections, overpayments that will not be pursued, and overpayments that have been fully recovered during the quarter. This data is comprised of both client-caused and agency caused overpayments.

1.1 Current Design

The CA 812 and the CA 812 Detailed Backup Reports are generated as two separate reports. This causes users the need to open both reports and go back and forth between them when validating information. The CA 812 Detail Sheets are also limited in the number of data fields it provides to help county workers validate information reported on the CA 812. Recovery Accounts that are in pending status and have no transactions posted to them at the beginning of the reporting quarter and become 'Void' at the end of the reporting quarter are known as same quarter void Recovery Accounts. Same quarter void Recovery Accounts should not be reported on the CA 812 state report. The Line 8c – New Void Overpayments backup detail sheet lists transactions that are posted to same quarter void Recovery Accounts. This sheet is only there for informational purposes. The same transactions are being posted to the detail sheets of Line 3a, 3b, 4a, 4b and 8c – Transactions. Additionally transactions posted to prior quarter void Recovery Accounts are increasing the claim count in the Summary and detail sheets when they should not be.

> **Commented [EH1]:** Will be deleting.

For Los Angeles county, Cash and Tax intercept transactions are being reported as adjustments due to the transactions not being mapped to Line 4a and Line 4b. Recovery Accounts in the LRS specific status of 'Pending Approval' will be treated similarly as the 'Pending' status. These accounts will be considered established if a transaction has been posted to them and the transaction is effective before the end of the reporting quarter.

1.2 Requests

Update the CA 812 to help counties verify the data reported on the report. For LA county, some LRS specific transaction types will be mapped to Lines 4a and 4b as they are currently being reported on Line 8c as other adjustments. Remove all transactions posted to same quarter void Recovery Accounts from the report. Update Lines 3a, 3b, 4a, and 4b to not include transactions posted to prior quarter void Recovery Accounts in the claim count. Update the CA 812 to consider the LRS specific Recovery Account status of 'Pending Approval' similar to the 'Pending' status. This means a Recovery Account in 'Pending Approval' status is considered established if it has a transaction posted to it.

1.3 Overview of Recommendations

1. Combine the CA 812 State report and the CA 812 Detailed Backup report to a single CA 812 report.
2. Create a detailed backup sheet for Line 1b - Adjustments to Item 1a.
3. Add new fields to existing detail sheets.
4. Map LA County specific cash and tax intercept transactions, currently being reported on Line 8c, to Lines 4a and 4b.
5. Update the logic of the CA 812 to exclude transactions posted to same quarter void Recovery Accounts for lines 3a, 3b, 4a, 4b, 8c – Transactions and 8c – New Void.
6. Remove the entire Line 8c – New Void Overpayments detail sheet.
7. Update the logic of the CA 812 to not include transactions posted to prior quarter void Recovery Accounts in any claim count.
8. Update the CA 812 logic to treat Recovery Accounts in 'Pending Approval' status the same as if the account was in 'Pending' status.
9. Update the report layout to adhere to reporting cosmetic standards.

1.4 Assumptions

1. It is no longer possible in the C-IV or CalSAWS system to post transactions to a Recovery Account in any pending status.

> **Commented [EH2]:** Removing requirement per discussion with Ron.

> **Commented [EH3]:** Removing requirement per discussion with Ron.

> **Commented [CC4]:** Please include "Pending" and "Pending Approval"

2   RECOMMENDATIONS

The CA 812 report will be updated to improve the data validation process. Transactions currently reported as other adjustments will be properly mapped to transaction lines. Transactions posted to same quarter void accounts will be removed entirely from the report. Transactions posted to prior quarter void recovery accounts will not be included in the claim count for Lines 3a, 3b, 4a, 4b. Recovery Accounts in the LRS specific status of 'Pending Approval' will be treated similarly as the 'Pending' status.

2.1   CA 812

2.1.1   Overview

The CA 812 report and CA 812 Detailed Backup Report will be combined into a single report. A Line 1b detailed backup sheet will be created. See the attachment CA 812 Mockup in the Supporting Documents section for the new CA 812 layout. Several detailed backup sheets will be updated to include additional fields. See Appendix 7.1 for column definitions of the new columns. Several LA County specific transaction types will be properly moved from Line 8c – Miscellaneous to Lines 4a and 4b. The Line 8c - New Void Overpayments detail sheet will be removed. as well as all transactions posted to same quarter void recovery accounts. Any transaction posted to last quarter void recovery accounts will not affect the claim count for Lines 3a, 3b, 4a, 4b. Recovery Accounts in 'Pending Approval' status will be reported on the CA 812 if a transaction has been posted to it and the transaction is effective before the end of the reporting quarter.

2.1.2 CA 812 Mockup

Figure 2.1.1 – CA 812

2.1.3 Description of Changes

1. Combine the CA 812 State report and the CA 812 Detailed Backup report to a single CA 812 report.
   a. Deactivate the CA 812 Report. The existing CA 812 Detailed Report will replace the report. All generated historical reports should remain available.
   b. Rename the CA 812 Detailed Report to CA 812.
   c. Update the navigation to the "CA 812 Detailed Report" to be:
      Global: Reports
      Local: Scheduled
      Task: State
   d. Rename the title row of all backup sheets of the newly titled CA 812 to read CA 812 instead of CA 812 Detailed Backup Report.
   e. The Summary sheet of the consolidated CA 812 report will be the layout of the CA 812 state report that is being deactivated.
2. Update the header of the CA 812 detail sheets.
   a. Rename the Date header on all the detail sheets to Month.
   b. Rename the 'Table of Contents' link on every detail sheet to 'Summary'.
3. CalSAWS Only: Update each total under the Summary Sheet's Amounts (B) column to include two decimals. The format will be $X.XX.

Commented [EH5]: Add item to remove the table of contents sheet from CA 812. -Madhuri

Commented [EH6]: Reword that the CA 812 Detailed Backup report will be deactivated and the new CA 812 report will be generated under the CA 812 location.

4. CalSAWS Only: Update all columns on the detail sheet that display dates to 'MM/DD/YYYY' format. Currently the detail sheets on the report displays dates as 'YYYY/MM/DD'.
5. Update the CA 812 logic to treat Recovery Accounts in 'Pending Approval' status the same as Recovery Accounts that are in 'Pending' status. This means the CA 812 will consider a Recovery Account established if the Recovery Account is in the following status:

Code (120)	Short Description
AP	Pending Approval

6. Create a Line 1b Detailed Backup Sheet.
   a. Create a new detailed backup sheet titled 'Line 1b – Adjustments to Line 1a'. It will be located between the Summary sheet and the Line 2 detailed backup sheet.

   b. The Line 1b detailed sheet will include the following columns:
      - Case Number
      - Case Name
      - Account Number
      - Discovery Date
      - Overpayment Total
      - Prior Quarter - Account Status
      - Prior Quarter - Transaction Total
      - Prior Quarter - Ending Balance
      - Current Quarter – Account Status
      - Current Quarter – Transaction Total
      - Current Quarter – Beginning Balance
      - Current Quarter – Ending Balance
      - Line Count
      - Line Amount

   c. The Line 1b – Adjustments to Line 1a detailed backup sheet will capture any Recovery Account that caused a discrepancy in the number of claims or amount between Line 9 of the prior quarter CA 812 and Line 1 of the current quarter CA 812. The data in the backup sheet will match what is reported on Line 1b of the Summary sheet.

   d. Add the following Static totals to the top left of the detail sheet:
      - Current Quarter Claims - Presents a static total count for every row presented in the sheet in which the Current Quarter – Account Status information is populated.
      - Current Quarter Amounts - Presents a static summation over the entire Current Quarter – Beginning Balance column. The format shall be $X.XX.
      - Prior Quarter Claims – Presents a static total count for every row presented in the sheet in which the Prior Quarter – Account Status information is populated.

- Prior Quarter Amounts - Presents a static summation over the entire Prior Quarter – Ending Balance column. The format shall be $X.XX.

  e. Add the following dynamic total to the top right of the detail sheet:
    - Number of Claims – Calculated as a count over the Current Quarter – Account Status column minus the count over the Prior Quarter – Account status column. The count shall change dependent on filters applied to the data set.
    - Total Amount - Calculated as a sum over the Current Quarter – Beginning Balance column minus the sum over the Prior Quarter – Ending Balance. The Total Amount shall change dependent on the filters applied to the data set. The format shall be $X.XX.

7. Update Line 2 – Overpayments Identified During Quarter
    a. Add the following data fields to the detail sheet:
       - Account Program Type
       - Account Creation Date
       - First Transaction Date
       - Transaction Total
       - Line Count
       - Line Amount

    b. Two existing columns will be repurposed on the detail sheet:
       - Status Date will be changed to Account Approval Date.
       - Account Status will be changed to Account Pending or Approved.

8. Update Line 3a - Overpayment Claims and Amounts of Grant Reductions
    a. Add the following data field to the detail sheet:
       - Account Program Type
       - Related Transaction Type
       - Line Count
       - Line Amount
       - Prior Quarter Void Account

    b. Update the line logic to exclude transactions that were posted to same quarter void Recovery Accounts.

    c. Rename the Effective Date column in the detail sheet to Effective Month and present the data in 'MM/YYYY' format. This is to match the Transaction Summary Online page.
    d. In the detail sheet, update the existing 'Distinct Total' row label in the totals table to 'Total' and update the 'Claims' column label to 'Distinct Claims'.
    e. Update the Distinct Claims totals for Month 1, Month 2, Month 3, Other, and Total to exclude transactions posted to Prior Quarter Void Recovery Accounts.

f. Update the Line 3a claim count logic on the Summary sheet to exclude transactions posted to Prior Quarter Void Recovery Accounts.

g. Add the following dynamic totals to the top right of the detail sheet:
- Distinct Claims – Calculated as a count of distinct rows over the Account Number column with the additional requirement that the Prior Quarter Void Account column has a value of 'No'. The count shall change dependent on filters applied to the data set.
- Total Amount - Calculated as a sum over the Transaction Amount column. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be $X.XX.

9. Update the Line 3b – Overpayments Versus Underpayments
a. Add the following data fields to the detail sheet:
- Account Program Type
- Related Transaction Type
- Line Count
- Line Amount
- Prior Quarter Void Account

b. Update the line logic to exclude transactions that were posted to a same quarter void Recovery Account.

c. Rename the Effective Date column in the detail sheet to Effective Month and present the data in 'MM/YYYY' format. This is to match the Transaction Summary Online page.

d. In the detail sheet, update the existing 'Distinct Total' row label in the totals table to 'Total' and update the 'Claims' column label to 'Distinct Claims'.

e. Update the Distinct Claims totals for Month 1, Month 2, Month 3, Other, and Total to exclude transactions posted to Prior Quarter Void Recovery Accounts.

f. Update the Line 3b claim count logic on the Summary sheet to exclude transactions posted to Prior Quarter Void Recovery Accounts.

g. Add the following dynamic totals to the top right of the detail sheet:
- Distinct Claims – Calculated as a count of distinct rows over the Account Number column. The count shall change dependent on filters applied to the data set.
- Total Amount - Calculated as a sum over the Transaction Amount column. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be $X.XX.

10. Update Line 4a – Cash Collections
a. Add the following data field to the detail sheet:
- Account Program Type
- Related Transaction Type

Commented [MS18]: Transaction Type column already exists in current production version, is it renaming the same column?

Commented [MS19]: Transaction Type column already exists in current production version, is it renaming the same column?

- Line Count
- Line Amount
- Prior Quarter Void Account

b. Update the line logic to exclude Cash Collection transactions that were posted to a same quarter void Recovery Accounts.

c. Rename the Effective Date column in the detail sheet to Effective Month and present the data in 'MM/YYYY' format. This is to match the Transaction Summary Online page.

d. Update the line logic to include the following LRS specific transaction types to Line 4a if the transaction is effective during the reporting quarter or if the effective month occurred in a prior quarter but the transaction was posted during the reporting quarter.

Code (412)	Short Description
CT	Collection Fee - TTC
OT	Other Agency Collection - TTC
OD	Other Agency Collection - DPSS
US	AP- USCB OCA
LB	AP-Linebarger OCA

e. Any of the below listed adjustment transactions that are placed on the LRS specific transactions listed in 2.1.3.10(d) should be reported on Line 4a if the adjustment transaction is posted during the same reporting quarter as the original cash transaction.

Code (412)	Short Description
AR	External Refund
BC	Bad Check
BO	Back Out
RF	Refund

RR	R & R Refund
RS	Refund Reversal
TN	Transfer

 f. In the detail sheet, update the existing 'Distinct Total' row label in the totals table to 'Total' and update the 'Claims' column label to 'Distinct Claims'.

 g. Update the Distinct Claims totals for Month 1, Month 2, Month 3, Other, and Total to exclude transactions posted to Prior Quarter Void Recovery Accounts.

 h. Update the Line 4a claim count logic on the Summary sheet to exclude transactions posted to Prior Quarter Void Recovery Accounts.

 i. Add the following dynamic totals to the top right of the detail sheet:

- Distinct Claims – Calculated as a count of distinct rows over the Account Number column with the additional requirement that the Prior Quarter Void Account column has a value of 'No'. The count shall change dependent on filters applied to the data set.
- Total Amount - Calculated as a sum over the Transaction Amount column. The Transaction Amount total shall change dependent on the filters applied to the data set. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be $X.XX.

11. Update Line 4b – Tax Intercept Collections

 a. Add the following data field to the detail sheet:

- Account Program Type
- Related Transaction Type
- State Cycle Number
- Line Count
- Line Amount
- Prior Quarter Void Account

 b. Update the line logic to exclude Tax Intercept transactions that were posted to a same quarter void Recovery Accounts.

 c. Rename the Effective Date column in the detail sheet to Effective Month and present the data in 'MM/YYYY' format. This is to match the Transaction Summary Online page.

 d. Update the line logic to include the following LRS specific transaction types to Line 4a if the transaction is effective during the reporting quarter or if the effective month occurred in a

Commented [MS22]: same as prior comments related to Related Transaction Type

Commented [EH23]: Reword to if the transaction is posted on or before the last day of the reporting quarter and is effective during the reporting quarter OR if effective month occurred in a prior quarter but the transaction was posted during the reporting quarter. -Eric

Code (412)	Short Description
FT	TI-FTB (65%)
T17	TTC 545 - IRS (17.5%)
T82	TTC 547 - IRS (82.5%)

e. Include the LRS specific tax intercept adjustment transaction type to line 4b if the tax intercept adjustment transaction is posted during the same reporting quarter as the original tax intercept transaction.

Commented [EH24]: Change to related transaction - Eric

Code (412)	Short Description
AV	Advance Refund

f. Any of the below existing tax intercept adjustment transactions types that are placed on the LRS specific transactions listed in section 2.1.3.11(d), should be reported on Line 4b if the adjustment transaction is posted during the same reporting quarter as the original tax intercept transaction.

Commented [EH25]: Change to related transaction transactions -Eric

Code (412)	Short Description
AR	External Refund
BO	Back Out
RF	Refund
RR	R & R Refund
RS	Refund Reversal

TN	Transfer

g. In the detail sheet, update the existing 'Distinct Total' row label in the totals table in the detail sheet to 'Total' and update the 'Claims' column label to 'Distinct Claims'.

h. Update the Distinct Claims totals for Month 1, Month 2, Month 3, Other, and Total to exclude transactions posted to Prior Quarter Void Recovery Accounts.

i. Update the Line 4b claim count logic on the Summary sheet to exclude transactions posted to Prior Quarter Void Recovery Accounts.

j. Add the following dynamic totals to the top right of the detail sheet:
- Distinct Claims – Calculated as a count of distinct rows over the Account Numbers column with the additional requirement that the Prior Quarter Void Account column has a value of 'No'. The count shall change dependent on filters applied to the data set.
- Total Amount - Calculated as a sum over the Transaction Amount column. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be $X.XX.

12. Update Line 5 – Overpayments for Which Collection Will Not Be Pursued – Terminated Claims

a. Add the following data field to the detail sheet:
- Account Program Type
- Account Creation Date
- Line Count
- Line Amount

b. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 5 – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column presents the amount total for the sub line item. If the sub line item does not affect the claim or amount, the cell will be grayed out. The last row in the table will be labeled as 'Total' and will be the summation of all the sub line item's claims and amounts.

c. Add the following dynamic total to the top right of the detail sheet.
- Number of Claims – Calculated as a count over the Account Numbers column. The count shall change dependent on filters applied to the data set.

Commented [BR26]: Please provide description of each column in the table. It is throughout in the Design Document. I have not added comment to each and every newly added columns. Please make these changes throughout wherever it is applicable.

Commented [MS27]: If the sheet corresponds to claims so why the second row for Terminated transactions?

Commented [MS28R27]: This way we won't need hypelink for same detail sheet.

13. Update Line 5 – Overpayments for Which Collection Will Not Be Pursued – Terminated Transactions
    a. Add the following data field to the detail sheet:
       - Account Program Type
       - Account Creation Date
       - Termination Date
       - Ending Balance
       - Line Count
       - Line Amount
    b. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 5 – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column presents the amount total for the sub line item. If the sub line item does not affect the line item claim or amount, the cell will be grayed out. The last row in the table will be labeled as Total and will be the summation of all the sub line item's claims and amounts.
    c. Add the following dynamic total to the top right of the detail sheet.
       - Total Amount – Calculated as a sum over the Transaction Amount column. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be $X.XX.

14. Update Line 6 – Overpayments Fully Recovered
    a. Add the following data field to the detail sheet:
       - Line Count
       - Line Amount

15. Update Line 8a – Claims/Dollars Transferred In From Other Counties
    a. Add the following data field to the Line 8a detail sheet:
       - Line Count
       - Line Amount

16. Update Line 8b - Claims/Dollars Transferred Out to Other Counties - Transferred Out to Other Counties
    a. Add the following data field to the detail sheet:
       - Line Count
       - Line Amount
    b. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 8b – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column present the amount total for the sub line item. If the sub line item does not affect the line item claim or amount, the cell will be grayed

Commented [MS29]: If the sheet corresponds to Transactions only, so why the first row for Terminated claims?

Commented [MS30]: Mockup shows modifications to header table, cosmetic only. but needs to be added in design document.

Commented [MS31]: Mockup shows modifications to header table, cosmetic only. but needs to be added in design document.

out. The last row in the table will be labeled as Total and will be the summation of all the sub line item's claims and amounts.

   c. Add the following dynamic total to the top right of the detail sheet.
- Number of Claims – Calculated as a negative count over the Account Numbers column. The count shall change dependent on filters applied to the data set.

17. Update Line 8b - Claims/Dollars Transferred Out to Other Counties – Inter County Out Transactions
   a. Add the following data field to the detail sheet:
- Transaction Number
- Posted Date
- Related Transaction Number
- Effective Month
- Line Count
- Line Amount

   b. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 8b – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column presents the amount total for the sub line item. If the sub line item does not affect the line item claim or amount, the cell will be grayed out. The last row in the table will be labeled as Total and will be the summation of all the sub line item's claims and amounts.

   c. Add the following dynamic total to the top right of the detail sheet.
- Total Amount – Calculated as a sum over the Transaction Amount column times negative one. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be $X.XX.

18. Update Line 8c – Other Adjustments – Recovery Account Reactivations
   a. Add the following data field to the detail sheet:
- Line Count
- Line Amount

   b. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 8c – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column presents the amount total for the sub line item. If the sub line item does not affect the line item claim or amount, the cell will be grayed

Commented [MS32]: Mockup shows column as "Related Transaction"

Commented [MS33]: Can we reduce extra space used in Discovery Date and Account Balance column title.

out. The last row in the table will be labeled as Total and will be the summation of all the sub line item's claims and amounts.

   c. Add the following dynamic total to the top right of the page.
- Number of Claims – Calculated as a count over the Account Numbers column. The count shall change dependent on filters applied to the data set.

19. Update Line 8c – Other Adjustments – Prior Quarter Voids
   a. Add the following data field to the detail sheet:
- Line Count
- Line Amount

   b. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 8c – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column presents the amount total for the sub line item. If the sub line item does not affect the line item claim or amount, the cell will be grayed out. The last row in the table will be labeled as Total and will be the summation of all the sub line item's claims and amounts.

   c. Add the following dynamic total to the top right of the page.
- Number of Claims – Calculated as a negative count over the Account Numbers column. The count shall change dependent on filters applied to the data set.

20. Remove the entire Line 8c - New Void Overpayments detail sheet. The CA 812 state report does not report same quarter void Recovery Accounts. ==The transactions posted to these Recovery Accounts are incorrectly being included in the summary sheet claim count for Line 3a, 3b, 4a and 4b.==

21. Update Line 8c – Other Adjustments – Cause Code Change to Tracked
   a. Add the following data field to the detail sheet:
- Line Count
- Line Amount

   b. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 8c – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column presents the amount total for the sub line item. If the sub line item does not affect the line item claim or amount, the cell will be grayed out. The last row in the table will be labeled as Total and will be the summation of all the sub line item's claims and amounts.

   c. Add the following dynamic total to the top right of the page.

- Number of Claims – Calculated as a count over the Account Numbers column. The count shall change dependent on filters applied to the data set.
- Total Amount – Calculated as a sum over the Transaction Amount column times negative one. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be as $X.XX.

22. Update Line 8c – Other Adjustments – Cause Code Change From Tracked
    a. Add the following data field to the detail sheet:
        - Line Count
        - Line Amount
    b. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 8c – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column presents the amount total for the sub line item. If the sub line item does not affect the line item claim or amount, the cell will be grayed out. The last row in the table will be labeled as Total and will be the summation of all the sub line item's claims and amounts.
    c. Add the following dynamic totals to the top right of the page.
        - Number of Claims – Calculated as a negative count of distinct rows over the Account Numbers column. The count shall change dependent on filters applied to the data set.
        - Total Amount – Calculated as a sum over the Transaction Amount column times negative one. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be as $X.XX.

23. Line 8c – Other Adjustments – Miscellaneous
    a. Add the following data field to the detail sheet:
        - Related Transaction Type
        - Line Count
        - Line Amount
    b. The Effective Date column in the detail sheet will be renamed to Effective Month and the data will be presented in 'MM/YYYY' format. This is to match the Transaction Summary Online page.
    c. The following transactions have been mapped to Line 4a and Line 4b. These transaction types or any related adjustment transaction should no longer appear on Line 8c – Other Adjustments - Miscellaneous:

Code	Short Description
(412)	

Commented [EH34]: Should be renamed ot Related Transaction.

Commented [MS35]: There is an existing column of Transaction Type. on top of that we are adding new column? what values both of these column will hold. please clarify. Also, column name addedin mockup is "Related Type"

Commented [EH36]: Add the fact that these are LRS specific transaction types. -Ron

CT	Collection Fee - TTC
OT	Other Agency Collection - TTC
OD	Other Agency Collection - DPSS
US	AP- USCB OCA
LB	AP-Linebarger OCA
FT	TI-FTB (65%)
T17	TTC 545 - IRS (17.5%)
T82	TTC 547 - IRS (82.5%)
AV	Advance Refund

    d. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 8c – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column presents the amount total for the sub line item. If the sub line item does not affect the line item claim or amount, the cell will be grayed out. The last row in the table will be labeled as Total and will be the summation of all the sub line item's claims and amounts.

    e. Add the following dynamic total to the top right of the page:
- Total Amount – Calculated as a sum over the Transaction Amount column. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be as $X.XX.

24. Update Line 8c – Other Adjustments – Transactions

    a. Add the following data field to the detail sheet:
- Related Transaction Number
- Line Count
- Line Amount

    b. Any adjustment transactions that is placed on one of the newly added LRS specific transaction types listed in section 2.1.3.10(d) and 2.1.3.11(d) shall be reported on this sheet if the original transaction was reported on a prior quarter CA 812 but the adjustment transaction was posted during the current reporting quarter

Commented [EH37]: Should be Related Transaction

Commented [MS38]: New column added in mockup is "Related Transaction Type"

Commented [EH39]: adjustment transactions -Eric

    c. Exclude transactions that are posted to same quarter void Recovery Accounts.

    d. Replace the existing totals at the top of the detail sheet and replace with a new static table which includes all the Line 8c – sub totals. Each row will present the static total for Claims and Amounts that the sub line items account for in the overall line item total. The first column presents the sheet name which links to the corresponding detail sheet. The second column presents the claims count for the sub line item. The third column presents the amount total for the sub line item. If the sub line item does not affect the line item claim or amount, the cell will be grayed out. The last row in the table will be labeled as Total and will be the summation of all the sub line item's claims and amounts.

    e. Add the following dynamic total to the top right of the page:
- Total Amount – Calculated as a sum over the Transaction Amount column. The Transaction Amount total shall change dependent on the filters applied to the data set. The format shall be as $X.XX.

25. Update Line 9 – Net Overpayments At The End of the Quarter
    a. Add the following data fields to the detail sheet:
- Cause
- Line Count
- Line Amount

26. The CA 812 report will be cosmetically updated to comply with report cosmetic standards: excessive column widths will be adjusted; column alignment will be updated; the summary hyperlinks will be relocated to the top-right of each detail sheet. Please see the attached mockup for reference.

2.1.4 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: State**

2.1.5 Counties Impacted

All CalSAWS counties will be affected by the changes outlined in this SCR.

2.1.6 Security Updates

No security changes will be made with this SCR.

2.1.7 Report Usage/Performance

The changes outlined in this SCR will not cause any significantly change in the report's performance.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	CA 812 Mockup	CA 812 Mockup.xlsx

Commented [EH41]: For lines 2 6, 8a, 9 detail sheet to put the static total to the left and the dynamic to the right.

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.1.11	The LRS shall support all reports required by federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures, including statistical, operational, workload, and fiscal reports.	The CA 812 report is a state mandated report. It is being modified in compliance with State policy.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
NA					

6 OUTREACH

NA

7 APPENDIX

7.1 Column Definitions

Field Name	Field Description
Account Approval Date	This column displays the date the Recovery Account first went to Active status if it occurred before the end of the reporting quarter. This information should reflect what is on the Recovery Account History section of the Recovery Account Detail page. The column will be blank if the account was not approved before the end of the reporting quarter.
Account Creation Date	This column will display the date the Recovery Account was created in the database. This information can be found on the Recovery Account Detail page.
Account Number	This column will display the system-generated unique identifying number of the Recovery Account. This information can be found on the Recovery Account Detail page.
Account Pending or Approved	This column will display one of two options: • Approved – If the account was ever in Active status before the end of the reporting quarter. • Pending – If the account was never in Active status before the end of the reporting quarter.
Account Program Type	This column will display the program type for which the Recovery Account was created for. This information can be found on the Account Details section of the Recovery Account Detail page.
Case Name	This column will display the case name of the case for which the Recovery Account was created for. This information can be found on the Recovery Account Detail page.
Case Number	This column will display the case number for the case which the Recovery Account was created for. This information can be found on the Recovery Account Detail page.
Cause	This column will display the Recovery Account Cause as of the end of the reporting quarter. This information can be found under the Account Details section of the Recovery Account Detail page.
Current Quarter - Account Status	This column will display the status of the recovery account as of the beginning of the current reporting quarter. The column will be blank if the information is not available.

Current Quarter - Beginning Balance	This column will display the balance of the recovery account as of the beginning of the reporting quarter. The column will be blank if the information is not available.
Current Quarter - Ending Balance	This column will display the balance of the recovery account as of the end of the reporting quarter. The column will be blank if the information is not available.
Current Quarter - Transaction Total	This column will display the transaction total posted to the recovery account as of the beginning of the reporting quarter. The column will be blank if the information is not available. Format: $X.XX
Discovery Date	This column will display the date of discovery of the overpayments for which the recovery account was created for. This information can be found under the Account Details section of the Recovery Account Detail page. Format: MM/DD/YYYY
Effective Month	This column will display the month in which the transaction becomes effective. This information can be found under the Transaction Detail page. Format: MM/YYYY
Ending Balance	This column will display the difference between the original balance minus the total recovered amount as of the end of the reporting quarter. Format: $X.XX
First Transaction Date	This column will display the earliest Posted Date of any transaction posted to the Recovery Account as of the end of the reporting quarter. This information should reflect what is seen on the Search Results Summary in the Transaction Summary page. This column will be blank if no transaction has been posted to the recovery account. Format: MM/DD/YYYY
Line Amount	This column will display the dollar amount in which the line item impacts the Net overpayment balance at the end of the reporting quarter. Depending on the line item, the column logic will be as follows: Line 1b: Equal to (Current Quarter – Transaction Total minus Prior Quarter – Transaction Total) * -1. Line 2: Equal to Original Overpayment Amount. Line 3a: Equal to Transaction Amount * -1. Line 3b: Equal to Transaction Amount * -1. Line 4a: Equal to Transaction Amount * -1. Line 4b: Equal to Transaction Amount * -1.

Commented [EH42]: What if the first posted transaction has a future report-quarter effective date, but the second transaction on the account has an effective date in the report quarter? Should we display the transaction date of the second transaction, because the first transaction would not have been reported yet? -Eric

	Line 5 Terminated Claims: Equal to $0.00. Line 5 Terminated Transactions: Equal to Transaction Amount * -1. Line 6: Equal to $0.00. Line 8a: Equal to Overpayment Total. Line 8b – Transferred Out to Other Counties: Equal to $0.00. Line 8b – Inter County Out Transactions: Equal to Transaction Amount * -1. Line 8c – Recovery Account Reactivations: Equal to $0.00. Line 8c – Prior Quarter Voids: Equal to $0.00. Line 8c – Cause Code Change To Tracked: Equal to Account Balance. Line 8c – Cause Code Change From Tracked: Equal to Account Balance * -1. Line 8c – Miscellaneous: Equal to the Amount column * -1. Line 8c – Transaction: Equal to the Amount column * -1. Line 9 - Equal to the Amount column. Format: $X.XX
Line Count	This column will display 0, 1 or -1 depending how the line item record impacts the ending number of claims on the CA 812 for the given report quarter. The column logic will be as follows: Line 1b: Equal to • 1 - If the account was not part of the last quarter Line 9 count but is included in this quarter Line 1 count. • -1 – If the account was part of the last quarter Line 9 count but is not included in this quarter Line 1 count. • 0 – If the adjustment is solely an amount adjustment. Line 2: Equal to 1. Line 3a: Equal to 0. Line 3b: Equal to 0. Line 4a: Equal to 0. Line 4b: Equal to 0. Line 5 Terminated Claims: Equal to -1. Line 5 Terminated Transactions: Equal to 0. Line 6: Equal to -1. Line 8a: Equal to 1. Line 8b – Transferred Out to Other Counties: Equal to -1.

	Line 8b – Inter County Out Transactions: Equal to 0. Line 8c – Recovery Account Reactivations: Equal to 1. Line 8c – Prior Quarter Voids: Equal to -1. Line 8c – New Void Overpayments: Equal to 1. Line 8c – Cause Code Change To Tracked: Equal -1. Line 8c – Miscellaneous: Equal to 0. Line 8c – Transaction: Equal to 0. Line 9 - Equal 1.
Overpayment Total	This column will display the Overpayment amount of the Recovery Account as of the end of the reporting quarter. This information can be verified under the Original Balance field in on the Overpayment Summary page. Format: $X.XX
Posted Date	This column will display the date the transaction was posted to the Recovery Account. This information can be found on the Transaction Details Detail page. Format: MM/DD/YYYY
Prior Quarter - Account Status	This column will display the status of the Recovery Account as it was reported on Line 9 of the prior quarter CA 812.
Prior Quarter - Ending Balance	This column will display the ending balance on the he Recovery Account as it was reported on Line 9 of the prior quarter CA 812. Format: $X.XX
Prior Quarter - Transaction Total	This column will display the Overpayment amount of the recovery account as it was reported on Line 9 of the prior quarter CA 812. Format: $X.XX
Prior Quarter Void Account	This column will indicate whether the line item Recovery Account was reported in the last quarter CA 812 as an established Recovery Account but had an ending status of Void this quarter. The account will also appear on the Line 8c – Prior Quarter Voids detail sheet. The column will display one of two values: • Yes – The Recovery Account is a prior quarter void Recovery Account. • No - The Recovery Account is not a prior quarter void Recovery Account.
Related Transaction Number	This column will display the initial transaction number for which all related transactions were initiated for. This information can be verified on the Transaction Summary Detailed Results page. The column will be blank if the transaction has no related transaction.

Commented [EH43]: Remove because the entire sheet will be removed. -Eric

Commented [EH44]: Should be renamed to Related Transaction to match the existing Related Transaction Column.

Related Transaction Type	This column will display the Transaction Type of the Related Transaction. The column will be blank if the transaction has no related transaction. This information can be verified on the Transaction Detail page.
State Cycle Number	This column will display the corresponding TOP cycle number for the tax intercept transaction. This information can be verified in the Transaction Detail page.
Termination Date	This column will display the date the recovery account was terminated. The column will be blank if the recovery account is not terminated. Format: MM/DD/YYYY
Transaction Number	This column will display the transaction number for the transaction. This information can be found on the Transaction Details Detail page. Format: $X.XX
Transaction Total	This column will display the summation of all transactions posted to the recovery account where the posted date and effective month of each transaction occurred before the end of the reporting quarter. Format: $X.XX

Commented [EH45]: Remove. Data field is a number. -Eric

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-211229 | CIV-105343

ACL 19-106, ACL-19-79 – CalWORKs, CalFresh Income Exemptions

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Tom Lazio
	Reviewed By	William Baretsky

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12-17-2019	1.0	Initial Draft	Tom Lazio
01-08-2020	1.1	Updated based on BA feedback	Tom Lazio
01-16-2020	1.2	Updated design to exempt Awards/Scholarships income type for CF for all benefit months and Census Earnings – Temporary income type as earned income for CF effective 10/2020.	Tom Lazio
01-23-2020	1.3	Added Automated Regression Test scope	William Baretsky
02/13/2020	1.4	Per Committee request: Removed Awards/Scholarship Income Type from the SCR. Add CF cases to Census Earnings – Temporary income type listing. Removed duplicate Regression Test Case	Tom Lazio

Table of Contents

1   OVERVIEW

Per ACL 19-106, ACL 19-79 and AB 807, income from temporary employment related to United States Decennial Census should be exempt for CalWORKs and CalFresh programs eligibility and benefits determination. For CalFresh, the income from temporary census employment will only be excluded up to 09/30/2020. This SCR will update income type of Census Earnings – Temporary to be exempt as income for CalWORKs (CW) and, starting 10/2020, count as earned income for CalFresh (CF) Eligibility Determination and Benefit Calculation (EDBC).

1.1   Current Design

The income type of Census Earnings – Temporary income type is treated as:
- Exempt income for CF participants
- Earned income for CW participants

1.2   Requests

Per ACL 19-106, income type of Census Earnings – Temporary for Earnings income category should be treated as:
- Exempt income for CW and related program participants as of 11/2019.

Per ACL 19-79, income type of Census Earnings – Temporary for Earnings income category should be treated as:

- Earned income for CF participants as of 10/2020

1.3   Overview of Recommendations

1. Update Census Earnings – Temporary income type for Earnings income category to be considered as exempt for CW and related programs as of 11/2019.

2. Update Census Earnings – Temporary income type for Earnings income category to be considered as earned income for CF as of 10/2020.

3. Generate list of CF, CW, RCA, IN and DIV cases with an active program person receiving income Census Earnings – Temporary income types.

1.4   Assumptions

1. Census Earnings – Temporary income type will continue to be treated as exempt for the CF program until 09/30/2020.

2 RECOMMENDATIONS

2.1 EDBC Changes

2.1.1 Overview

Update Census Earnings – Temporary income type for Earnings income category to be considered as exempt for CW and related programs as of 11/2019.

Update Census Earnings – Temporary income type for Earnings income category to be considered as earned income for CF program as of 10/2020.

2.1.2 Description of Changes

1. Update the following income type to be considered as exempt for CW, RCA, IN and DIV effective 11/1/2019:
   a) Census Earnings - Temporary (CT 186 -07)

2. Update the following income type to be considered as earned income for CF effective 10/1/2020:
   a) Census Earnings - Temporary (CT 186 -07)

2.1.3 Programs Impacted

CW, RCA, IN, DIV, CF

2.1.4 Performance Impacts

N/A

2.2 Automated Regression Test

2.2.1 Overview

Create new automated test scripts to verify the income counting or exemption for each of the updated income and program combinations.

2.2.2 Description of Changes

1. Create a new automated test script to verify CW EDBC consideration for the Census Earnings – Temporary income type based on the current benefit month:
   a. 10/2019 or earlier: Earned

  b. 11/2019 or later: Exempt

2. Create a new automated test script to verify CF EDBC consideration for the Census Earnings – Temporary income type based on the current benefit month:
  a. 09/2020 or earlier: Exempt
  b. 10/2020 or later: Earned Income

3. Create a new automated test script to verify RCA EDBC consideration for the Census Earnings – Temporary income type based on the current benefit month:
  a. 10/2019 or earlier: Earned
  b. 11/2019 or later: Exempt

4. Create a new automated test script to verify IN EDBC consideration for the Census Earnings – Temporary income type based on the current benefit month:
  a. 10/2019 or earlier: Earned
  b. 11/2019 or later: Exempt

5. Create a new automated test script to verify DIV EDBC consideration for the Census Earnings – Temporary income type based on the current benefit month:
  a. 10/2019 or earlier: Earned
  b. 11/2019 or later: Exempt

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	Update treatment of Census Earnings – Temporary for CF and CW	📄 19-106.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.2.11	The LRS shall treat income and resources based on program-specific rules.	This SCR will exempt Census Earnings – Temporary as income from the CW EDBC to comply with ACL 19-106.

5 OUTREACH

5.1 Lists

1. Generate list of CF, CW, RCA, IN and DIV cases with an active program person receiving income Census Earnings – Temporary income type.

   List Name: CensusTemp_Income_Cases
   List Criteria:

   - Case had an active income record with income type of 'Census Earnings – Temporary' for the active program person any time since November 2019.

   - Case had a CF, CW, RCA, IN or DIV program with a status of 'Active' any time since November 2019.

   Standard Columns:
   - Case Name
   - Case Number
   - County
   - Unit
   - Unit Name
   - Office Name
   - Worker

   Frequency: One-time

The lists will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CA-211229
C-IV	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CIV-105343

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-212087 | CIV-105746

Allow CalFresh Recovery Accounts to Be Set to Active Status

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Eric Wu
	Reviewed By	Naresh Barsagade, John Besa, Jyothirmayi Chavata, Sidhant Garg

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/10/2020	1.1	Initial Draft	Eric Wu

Table of Contents

1 OVERVIEW

This SCR addresses required changes to fix issues caused by the functionality implemented by SCR CA-208685 CIV-104217 in 19.11 release. SCRs CA-208685 CIV-104217 implemented a 'Threshold Validation' to prevent CalFresh Recovery Accounts becoming 'Active' Status when the accounts are under CalFresh claims establishment threshold. However, the validation also prevents Counties from activating some under-threshold Recovery Accounts which should be active.

1.1 Current Design

When updating Recovery Account Detail, the 'Threshold Validation' will show a message "**The Account cannot be Activated as the original balance is under the threshold**" and prevent Status from becoming 'Active' if Criteria I or Criteria II is met:

Criteria I

- The Cause Code is 'CalFresh - Admin Caused (prior to 3/2000)' or 'CalFresh - Admin Caused (after 3/2000)', and
- There is no active CalFresh Program on the Discovery Date under the same case, and
- The Original Balance is $125 or less and the date of discovery is before 6/1/2019.

Criteria II

- The Cause Code is 'CalFresh - Admin Caused (prior to 3/2000)', 'CalFresh - Admin Caused (after 3/2000)', or 'CalFresh - IHE (Customer Caused)', and
- The QC Finding Value is 'No', and
- The 'Investigations' is 'None' or 'No Fraud', and
- There is no active CalFresh program on the Discovery Date under the same case, and
- The Original Balance is $400 or less and the date of discovery is on or after 6/1/2019

Also, Uncollectible Recovery Account Batch will discharge a Recovery Account if Original Balance is over $35, Status is Pending, no Overissuances added to the account for more than 7 calendar days, and Criteria I or Criteria II is met.

1.2 Requests

Update system to allow under-threshold Recovery Accounts to be activated in below situations:

- For an Inter-County Transferred Recovery Accounts, the receiving County cannot activate the RA because the CalFresh program is not active on date of discovery in the receiving County.
- When a CalFresh program is active for a benefit month but later becomes 'Ineligible', the County cannot activate the Recovery Accounts discovered during ineligible month.

- Recovery Accounts that are over-collected and cannot be activated to process refund.
- Recovery Accounts that are not currently in 'Active' status but have payment transactions needs to be refund.
- A payment comes in, but the Recovery Account is not active to post the payment transaction.
- When the Discovery Date is dated prior to 06/01/2019.

1.3   Overview of Recommendations

1. Remove 'Threshold Validation' on Recovery Account Detail page.
2. Update Uncollectible Recovery Account Batch to **not discharge** any CalFresh Recovery Account if:
   - Original Balance over $35 and have an Ineligible CalFresh program on the date of discovery under same the case, or
   - ICT (Inter-County Transferred) is Yes.

1.4   Assumptions

1. System will keep the validation of 'Discharged' Status on Recovery Account Detail page.
2. Recovery Accounts that has a 'Discharged' status at any point in time cannot be activated.
3. At any point of time for a recovery account that is in 'Discharged' status will not have any transactions posted to it.
4. By removing 'Threshold Validation' on Recovery Account Detail, workers can activate Recovery Accounts that should be discharged under the claim-establishment threshold. Activation will also trigger accounts to be reported in FNS209.
5. The receiving county needs to manually discharge or activate Inter-County Transferred Recovery Accounts that are under policy threshold. Both Uncollectible Recovery Account Batch and Recovery Account Activation Batch (LRS\CalSAWS only) will not take any action on such accounts.
6. Currently C-IV does not allow activation of 'Uncollectable' Recovery Accounts but LRS\CalSAWS does. This SCR will not change this functionality in both systems.

2   RECOMMENDATIONS

2.1   Recovery Account Detail

2.1.1   Overview

The Recovery Account Detail page allows the user to Create, View, Edit the recovery account. The recovery account page displays the information related to the Cause Code, Reason, Status, Balance

information and the responsible party associated to the account. This update is to allow under-threshold Recovery Accounts status to be Active.

2.1.2 Description of Changes

Remove the validation that says "**The Account cannot be Activated as the original balance is under the threshold**" on Recovery Account Detail page.

2.1.3 Page Location

- **Global:Fiscal**
- **Local:Collections**
- **Task:Recovery Account Detail**

2.2 Uncollectible Recovery Account Batch

2.2.1 Overview

For a CalFresh Recovery Account with Pending Status and no Overissuances added to the account for more than 7 calendar days,

if Original Balance over $35

- The batch will discharge the account with Status Reason 'CF - $125 or Less – AE' if Criteria I is met.
- The batch will discharge the account with Status Reason 'Policy Threshold Limit' if Criteria II is met.

if Original Balance $35 or less, the batch will discharge the account with status reason 'CF - $35 or Less – AE' when Cause Code is 'CalFresh - Admin Caused (prior to 3/2000)' or CalFresh - Admin Caused (after 3/2000).

This update is to have batch also check for 'Ineligible' CalFresh program on the date of discovery and ICT (Inter-County Transferred) value before discharging a Recovery Account.

2.2.2 Description of Change

Update the batch to do the following:

Not discharge a CalFresh Recovery Account with Original Balance over $35 and have any 'Active' or 'Ineligible' CalFresh program on the date of discovery under same the program.

Not discharge an Inter-County Transferred CalFresh Recovery Account – ICT is 'Yes'.

2.2.3 Execution Frequency

No Changes

2.2.4 Key Scheduling Dependencies

No Changes

2.2.5 Counties Impacted

All Counties

2.2.6 Data Volume/Performance

No Changes

2.2.7 Failure Procedure/Operational Instructions

No Changes

2.2.8 Programs Impacted

CalFresh

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.11.2.6	The LRS shall include the ability to post, adjust, change, refund, reverse, and transfer an overpayment/overissuance claim balance, payment, and/or amounts.	The requirement is met by Update system to allow under-threshold Recovery Accounts to be activated.