CalSAWS

California Statewide Automated Welfare System

Design Document

CA-201525 | DDID 1967 | DDCR 5015, 5516

Update the Manual EDBC process to allow Run Reasons to be used

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Nicholas Trusso
	Reviewed By	Yale Yee, Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/16/2019	1.0	Initial Document	Nicholas Trusso
12/16/2019	2.0	Updates to remove references of ARC and Probation	Nicholas Trusso
01/28/2020	3.0	Updated formatting in sections 2.2.1 and 2.2.4 per ClearBest	Linda Zeng
3/12/2020	4.0	Content Revision based on feedback from eligibility build.	Nicholas Trusso

Table of Contents

1 OVERVIEW

When a worker processes a Manual EDBC, the Manual EDBC will be ~~run~~ automated with a Redetermination (RE) Run Reason under certain scenarios. When the EDBC being processed does not automate the RE run reason, there is no validation to prevent the worker from accepting and saving the CalWorks (CW) EDBC when the redetermination has not been completed.

~~is run with the RE Run Reason and the worker accepts and saves the EDBC, the RE packet under the Customer Reporting List is marked as Complete – EDBC Accepted and a new RE period is created for the program. This completes the redetermination for the current period.~~

~~For CalWORKs (CW) and CalFresh (CF) the RE Run Reason is automated when the benefit month being processed is one month after the RE Due Month and there is a RE packet with a status of 'Reviewed – Ready to Run EDBC'. For Foster Care (FC), Kin-GAP (KG) and the Adoption Assistance Program (AAP) the RE Run Reason is not automated.~~

1.1 Current Design

A worker is required to process a redetermination for CW for the month following the RE Due Month in order to mark the RE packet as complete and create a new redetermination period for the program. When a worker processes a Manual EDBC for CW and ~~selects a benefit month that is two or more months past the RE Due Date and the redetermination for the current period has not been completed yet~~ the RE run reason is not automated on the Manual EDBC, there is no validation message to inform the worker that they must process the redetermination before accepting the current EDBC.

If a worker is attempting to run a Manual EDBC for FC, KG or AAP there is no option to select the RE Run Reason.

~~When a Manual EDBC is run with the RE/SAR7 Run Reason, the Customer Reporting List status of 'Reviewed – Ready to Run EDBC' is changed to 'Complete – EDBC Accepted' only if the EDBC is not discontinued.~~

1.2 Requests

1. Add a validation message that prevents the worker from saving the Manual EDBC when the ~~Manual EDBC being processed is two or more months past the RE Due Month~~ RE is not automated and the current redetermination period has not been completed.
2. Update the Manual EDBC page to add the RE Run Reason for FC, KG, and AAP programs. Additionally, the recertification date will ~~needs to~~ be ~~advanced~~ 1 year for FC or 2 years for KG and AAP programs.
3. ~~When running with the RE/SAR7 Run Reason the Customer Reporting List will be updated to change the status 'Reviewed – Ready to Run EDBC' to 'Complete – EDBC Accepted' when the program is discontinued.~~

1.3 Overview of Recommendations

1. Add a validation message to the CalWORKs EDBC (Manual) page when the redetermination has not been completed for the current period and the ~~benefit month is two or more months past the RE Due Month~~ RE was not automated on the Manual EDBC. This validation will be added when the worker clicks the Accept button. This will use the same validation that CF currently has for this scenario.
2. Update the Manual EDBC page to add the RE Run Reason for FC, KG, and AAP programs and ~~advance~~ create the redetermination date of 1 year for FC, and 2 years for KG and AAP.
3. ~~When running with the RE/SAR7 Run Reason for FC, KG or AAP, the Customer Reporting List needs to be updated to change the status 'Reviewed – Ready to Run EDBC' to 'Complete – EDBC Accepted'. This status needs to be updated even if the EDBC results in a discontinuance.~~

1.4 Assumptions

1. When a worker is processing a Manual EDBC, the ~~RE/SAR7~~ RE and SAR7 Run Reason will be applied automatically for CW when a RE or SAR7 packet has a status of 'Reviewed – Ready to Run EDBC' and the benefit month being processed is one month after the RE Due Month.

2 RECOMMENDATIONS

Add the validation message 'The Redetermination needs to be completed.' for CalWORKs when ~~a Manual EDBC is being ran and the benefit month selected is two or more months past the RE Due Date~~ the RE run reason is not automated on the Manual EDBC and the current redetermination period hasn't been completed.

Modify the Manual EDBC logic to add the RE Run Reason for FC, KG, and AAP programs and ~~advance~~ create the redetermination date of 1 or 2 years depending on the program.

~~Update the logic to change 'Received - Ready to Run' on the Customer Reporting List, to 'Complete - EDBC Accepted' when the Manual EDBC has been run with the RE/SAR7 Run Reason and the EDBC results in a discontinuance.~~

2.1 CalWORKs EDBC (Manual)

2.1.1 Overview

Add a validation on the CalWORKs EDBC (Manual) page to display when the user clicks Accept, ~~and the benefit month is two or more months past the RE Due Date and~~ the current redetermination period has not been completed and the RE run reason was not automated, to prevent the user from accepting the CalWORKs Manual EDBC.

2.1.2 CalWORKs EDBC (Manual) Mockup

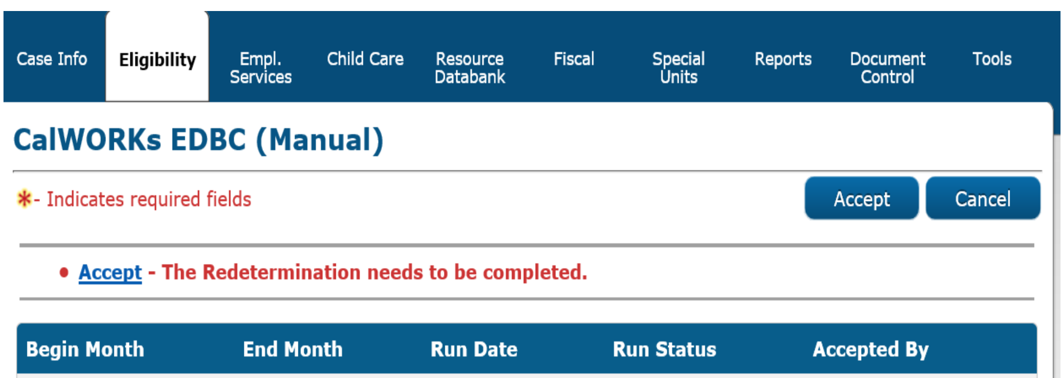


Figure 2.1.1 – CalWORKs EDBC (Manual)

2.1.3 Description of Changes

Display validation on the CalWORKs EDBC (Manual) page when the following conditions exist:

1. The EDBC was not created with the RE Run Reason
2. ~~The benefit month is two or more months past the RE Due Month~~
3. The EDBC is not closing the program or marking it as Ineligible.

4. The overpayment amount on the EDBC is not greater than $0
5. ~~The program is not currently in Pending status, unless the user rescinded a discontinuance.~~

The validation message will read:
"Accept - The Redetermination needs to be completed"

2.1.4 Page Location

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

2.1.5 Security Updates

No changes to existing security rights and groups.

2.1.6 Page Mapping

No changes to existing page mapping.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 FC, KG, AAP RE Run Reason on Create Manual EDBC

2.2.1 Overview

Update the Create Manual EDBC page to add the 'RE' Run Reason dropdown for FC, KG, and AAP programs. ~~Advance~~ Create the RE ~~date~~ period as 1 year for FC, and 2 years for KG and AAP.

2.2.2 Create Manual EDBC Mockup

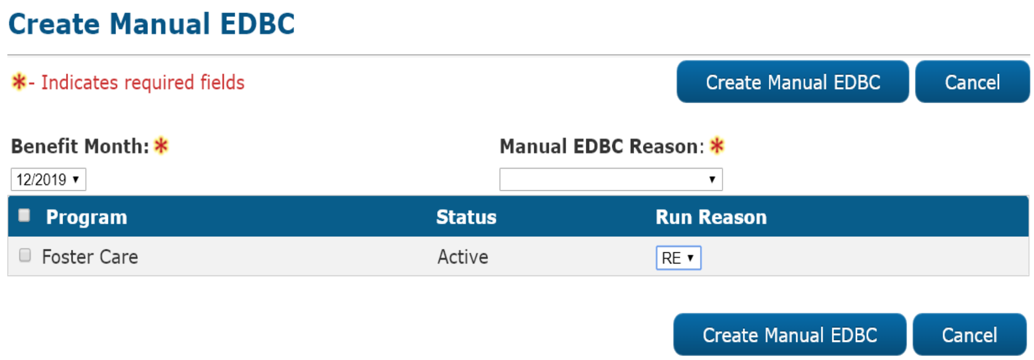


Figure 2.1.1 – Manual EDBC Page

2.2.3 Description of Changes

1. Add the RE Run Reason to the dropdown for FC, KG and AAP programs every time a Manual EDBC is created.
2. Processing a Manual EDBC with a RE Run Reason will create~~/update~~ the RE period based on the following:
    a. For the FC program:
        i. If EDBC doesn't result in a program closure, create a new RE period of 1 year and mark the old RE period as 'Processed'.
    b. For KG and AAP programs:
        i. If EDBC doesn't result in a program closure, create a new RE period of 2 years and mark the old RE period as 'Processed'.

2.2.4 Page Location

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

2.2.5 Security Updates

No changes to existing security rights and groups.

2.2.6 Page Mapping

No changes to existing page mapping.

2.2.7 Page Usage/Data Volume Impacts

N/A

~~2.3 EDBC Rules Updates~~

~~2.3.1 Overview~~

~~Creating a Manual EDBC with RE run reason will create/update the RE period and update the existing relevant Customer Reporting record if one exists based on the existing EDBC save and continue logic. Similarly, creating a Manual EDBC with SAR7 run reason will update the existing relevant SAR7 report status. After the worker accepts and saves the Manual EDBC, the status of the Customer Reporting Record will be updated to 'Complete – EDBC Accepted'.~~

~~2.3.2 Description of Changes~~

~~Processing a Manual EDBC with a RE/SAR7 run reason will update the existing Customer Reporting record.~~

> ~~After the worker accepts and saves the Manual EDBC, update the Customer Reporting record 'Received – Ready to Run EDBC' to 'Complete – EDBC Accepted' if the EDBC resulted in a discontinuance.~~

~~2.3.3 Programs Impacted~~

~~CF, CW, FC, KG, AAP~~

~~2.3.4 Performance Impacts~~

~~No impact.~~

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1967	As Side-by-Side sessions were focused on comparing the front end (online pages) functionality of the application, the CONTRACTOR shall budget an allowance of twenty-nine thousand, one hundred fifty-five hours (29,155) to accommodate for any Unforeseen differences in the code base that result in additional requirements. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As the requirements for the designated SCRs are identified, the SCRs will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. • For the new requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the unforeseen Differences allowance hours must be finalized. approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	1. Validation on the CW Manual EDBC page preventing the worker from accepting the EDBC if the redetermination for that period has not been completed. 2. RE Run Reason is an option on the Run Reason dropdown for FC, KG and AAP Manual EDBC. ~~3. The Customer Reporting RE/SAR7 packet is marked 'Complete – EDBC Accepted' when a Manual EDBC is ran with RE/SAR7 run reason and the program was discontinued.~~

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-207368 | DDID 1198

Update Generate Form Button on Verification List Page

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Rainier Dela Cruz
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/20/2019	1.0	Initial Revision	Rainier Dela Cruz
01/28/2020	2.0	Updated sections 1.1, 2.1.1, 2.1.2, 2.2.4 per ClearBest	Linda Zeng
03/25/2020	3.0	Updated section 2.1.2.3 to remove the Spanish translation will done with CA-207451. Added an assumption the verification type will be in English when generating the form in Spanish until CA-207451 is implemented if the verification type is not translated.	Rainier Dela Cruz
04/01/2020	4.0	Updated section 2.1.2.3 to remove the population for the office phone number and add the population for customer id.	Rainier Dela Cruz
04/07/2020	5.0	Added an assumption to state no updates will be made to the existing CW 2200.	Rainier Dela Cruz
04/09/2020	6.0	Updated the mockups of the Document Parameters page to switch the 2nd and 3rd row. Updated the ordering of the header population in Section 2.1.2 to match the mockup for clarity.	Rainier Dela Cruz
04/16/2020	7.0	Updated the values in Form Type dropdown in the mockup.	Rainier Dela Cruz

Table of Contents

1 OVERVIEW

1.1 Current Design

The Verification List page displays the verifications associated to the case and allows the user to view or edit those verifications. It also allows the user to add new verifications. In C-IV, when the user clicks on the 'Generate Form' button on the Verification List page, the Document Parameters page opens in a new window. The user is able to generate either the C-IV VER 100 or the CW 2200 form based on their selection. In CalSAWS, when the user clicks the 'Generate Form' button on the page, the Document Parameters page opens in a new window, however, the user can only generate the CW 2200 form.

1.2 Requests

The system change request will add the new CSF 103 – Verification Request List form (based on the C-IV VER 100 form) to CalSAWS. It will add a new Document Parameters page that will open in a separate window when the 'Generate Form' button is clicked that will give the user the option to generate either the CW 2200 or the CSF 103 form.

1.3 Overview of Recommendations

1. Add the new CSF 103 form that will generate from the Verification List page and will be available from the Template Repository.
2. Add a new Document Parameters page (based on the CalSAWS standard document parameters page) that opens in a separate window when the 'Generate Form' button is clicked on the Verification List page to give the user the option to generate either the CW 2200 or the CSF 103 form.

1.4 Assumptions

1. The implementation of the CSF 103 in the threshold languages will be done with CA-212107 - Add CSF 103 form in threshold languages.
2. When generating the CSF 103 in Spanish, if the Spanish translation of the verification type is not available, it will populate on the CSF 103 in English until CA-207451 DDID 452 Update CW 2200 – Request for Verification is implemented.
3. No updates will be made to the existing CW 2200.

2 RECOMMENDATIONS

2.1 CSF 103 – Verification Request List

2.1.1 Overview

The CSF 103 is a notice sent to recipients to notify them that additional verifications are necessary to maintain eligibility. The CSF 103 form is currently not available in CalSAWS. This section will describe the necessary updates to add the form to the system.

Form: CSF 103
Program: All programs
Forms Category: Forms
Languages: English, Spanish

2.1.2 Description of Change

1. Add the CSF 103 Form

Add a CSF 103 form in CalSAWS that generates from the Verification List page. It will also be available in the Template Repository. The form will use the CalSAWS standard header.

Form Title: Verification Request List
Form Number: CSF 103
Include NA Back 9: No
Imaging Barcode: Yes
Form Mockups: Please refer to **Section 3.0 – Supporting Document #1 - #4**.

2. Add the generation logic for the CSF 103 Form

Update the CalSAWS functionality to give the user the ability to generate the CSF 103 from the Verification List page. For more details, please refer to **Section 2.2 – Verification List Page**.

3. Add the population logic for the CSF 103 Form

The form will be populated as follows:

Header:

Section	Field	Description
CSF 103 – Page 1	**County Name**	This field will be populated with the county of the logged in worker.

Section	Field	Description
CSF 103 – Page 1	**County Address**	This field will be populated with the office address of the worker assigned to the program. If the program does not have a worker, it will use the office address of the worker who generated the form.
~~**CSF 103 – Page 1**~~	~~**Office Phone Number**~~	~~This field will be populated with office phone number of the worker assigned to the program. If the program does not have a worker, it will use the office phone number of the worker who generated the form. The phone number will have the following format: (###) ###-####~~
CSF 103 – Page 1	**Date**	This field will be populated with the date when the form was generated. It will have the following format: MM/DD/YYYY
CSF 103 – Page 1	**Case Name**	This field will be populated with the case name of the current case.
CSF 103 – Page 1	**Case Number**	This field will be populated with the case number of the current case.
CSF 103 – Page 1	**Worker Name**	This field will be populated with the name of the worker assigned to the program. If the program does not have a worker, it will use the name of the worker who generated the form.
CSF 103 – Page 1	**Worker ID**	This field will be populated with the Id of the worker assigned to the program. If the program does not have a worker, it will use the Id of the worker who generated the form.
CSF 103 – Page 1	**Worker Phone Number**	This field will be populated with phone number of the worker assigned to the program. If the program does not have a worker, it will use the phone number of the worker who

Section	Field	Description
		generated the form. The phone number will have the following format: (###) ###-####
CSF 103 – Page 1	**Customer Id**	This field will be populated with the primary applicant's customer Id.
CSF 103 – Page 1	**Recipient/Organization's Mailing Address**	This field will be populated with the mailing address of the person selected on the Document Parameters page. If the program is Foster Care, it will be populated with the mailing address of the placement selected on the Document Parameter's page.

Business Reply Mail:

Update the Business Reply Mail (BRM) address location on Page 2 to the CalSAWS prepaid envelope location. BRM address fields and location will be updated when BRM is implemented in CalSAWS.

Verification Request List:

If the form is generated from the Verification List page, the third page will contain a repeatable dynamic section with the fields below. This section will repeat for each verification the worker has selected on the Verification List page (please see **Section 3.0 – Supporting Document #1 and #2** for an example).

If the form is generated from the Template Repository, this section will be repeated 10 times to accommodate up to 10 user inputted verifications (please see **Section 3.0 – Supporting Document #3 and #4** for an example). The fields will be blank, but editable.

~~If the form is generated in Spanish from the Verification List page, the type of verification will be translated to Spanish. For translations, please refer to **CA-207451 DDID 452 Update CW 2200 – Request for Verification**.~~

Section	Field	Description
CSF 103 – Page 3	**Type of Verification**	This field will be populated with the type of the verification. The type can be found on the Verification Detail page. The field is read only.
CSF 103 – Page 3	**For Person**	This field will be populated with the name of the person the verification was created for. The name of the

Section	Field	Description
		person can be found on the Verification Detail page. The field is read only.
CSF 103 – Page 3	**Due Date**	This field will be populated with the due date of the verification was created for. The due date can be found on the Verification Detail page. The field is read only.
CSF 103 – Page 3	**Description**	This field will be populated with the description of the verification. The description can be found on the Verification Detail page. The field is read only when it is prepopulated, otherwise, it is editable.

4. Add Form Print Options for the CSF 103 Form

The following print options will be included for the CSF 103 form:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
X	X	X	X	X	X

2.2 Verification List Page

2.2.1 Overview

Currently in CalSAWS, when the user clicks on the ‘Generate Form’ button on the Verification List page, the Document Parameters page opens in a new window, but the user can only generate the CW 2000 form. A new Document Parameters page will be added to replace the existing one to give the user the option to generate either the CSF 103 or the CW 2200 form.

2.2.2 Document Parameters Mockup

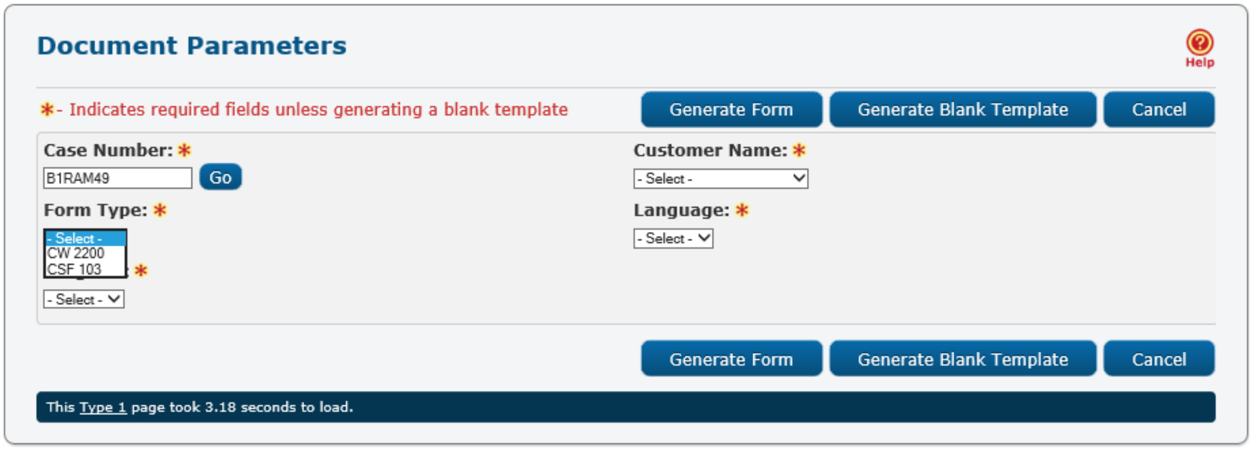


Figure 2.2.2.1 – Form Type Dropdown

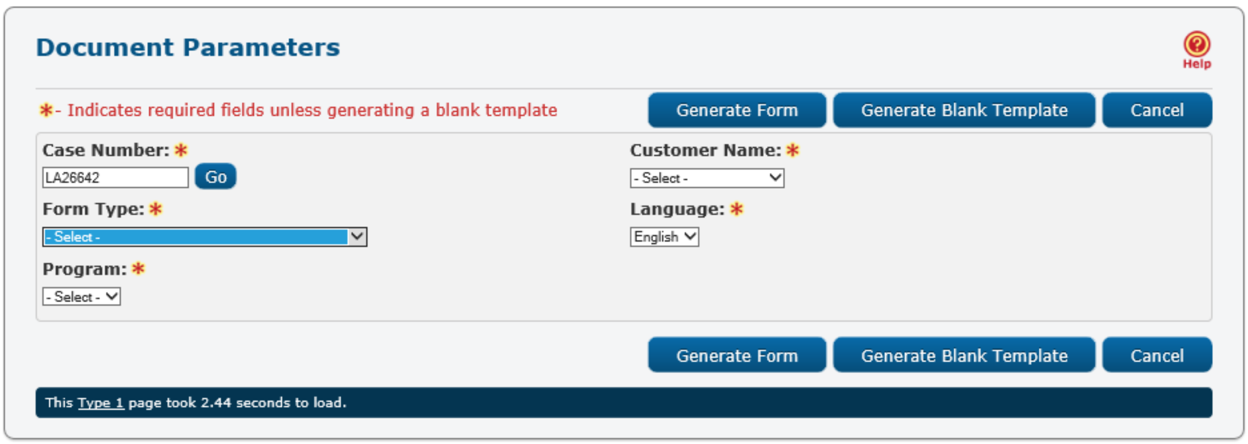


Figure 2.2.2.2 – Document Parameters Layout

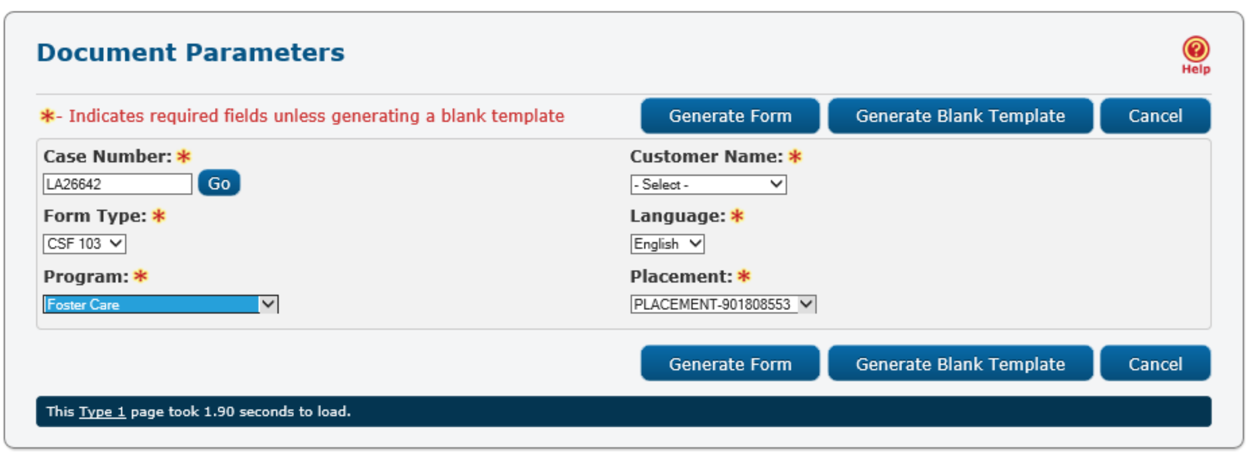


Figure 2.2.2.3 – Document Parameters Layout when the program is Foster Care

2.2.3 Description of Changes

Add a new Document Parameters page that will open in a separate window when the 'Generate Form' button is clicked on the Verification List page. The Document Parameters page will have the following fields:

1. **Case Number**: This field will contain the number of the current case.
2. **Program**: This dropdown will contain all the programs the form can generate for.
3. **Customer Name:** This dropdown will contain all the persons on the case.
4. **Placement:** This dropdown will only be visible when the program selected is Foster Care. It will contain all the child placements for the case.
5. **Language:** This dropdown will contain the languages the form is available in. It will be defaulted to English. When the person is selected in the Customer Name dropdown, the language will default to the person's language, if available. If not, it will be set to English.
6. **Form Type:** This dropdown will contain the CW 2200 and the CSF 103 forms.

2.2.4 Page Location

Global: Eligibility

Local: Customer Information

Task: Verifications

2.2.5 Security Updates

No changes.

2.2.6 Page Mapping

No changes.

2.2.7 Page Usage/Data Volume Impacts

No changes.

3 SUPPORTING DOCUMENTS

Note: The examples below show how the C-IV VER 100 currently generates in the C-IV system. The examples give a reference on how the verification request list section should look after generation. When the functionality is migrated to CalSAWS, the C-IV VER 100 (CSF 103) will generate with the CalSAWS standard header and follow the placement of the recipient's address. It will also follow the CalSAWS prepaid envelope location.

Number	Functional Area	Description	Attachment
1	Client Correspondence	English CSF 103 generated from the Verification List page	CSF 103 EN Verification List Page.pdf
2	Client Correspondence	Spanish CSF 103 generated from the Verification List page	CSF 103 SP Verification List Page.pdf
3	Client Correspondence	English CSF 103 generated from the Template Repository	CSF 103 EN Template Repository.pdf
4	Client Correspondence	Spanish CSF 103 generated from the Template Repository	CSF 103 SP Template Repository.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1198	**Original:** The Contractor shall update the "Generate Form" button functionality on the Verification List page to give the user the option of generating the CW 2200 or the VER 100 form. **Revised:** The Contractor shall update the "Generate Form" button functionality on the Verification List page to give the user the option of generating the CW 2200 or the CSF 103 form.	N/A	The functionality to generate the CSF 103 (formerly called the VER 100) from the Verification List page is added.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA–207463 | DDID 374

Enhancements to Homeless Assistance Functionality in CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Duke Vang, S Meenavalli, Rainier Dela Cruz, Yale Yee
	Reviewed By	Girish Chakkingal, Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/4/2019	1.0	Initial Revision	Duke Vang
12/17/2019	1.1	Added EDBC sections	Yale Yee
01/02/2020	1.2	Added the child page hyperlink for Past Due Rent	S Meenavalli
1/13/2020	1.3	Updates from QA comments	Duke Vang
1/28/2020	1.4	Updates with comments for DEL review	Duke Vang
2/26/2020	1.5	Content revision to add additional impacts to Fiscal Issuance Batch sweeps and Select Money Management Resource page	Duke Vang
03/05/2020	1.6	Update to use the existing reason fragment instead of creating a new one for HP.	Rainier Dela Cruz
3/12/2020	1.7	Content revision to add assumptions around HT/HP NOA impact and 1099 interface. See additional highlighted revisions to Sections 2.2.3, 2.3.3, 2.5.3, 2.9.3, and 2.11	Duke Vang

Table of Contents

1 OVERVIEW

The purpose of this design is to update the Homeless Assistance (HA) program to allow more flexibility in the issuing of HA benefits to Customers and Vendors.

1.1 Current Design

In CalSAWS, HA benefits are authorized through Eligibility Determination and Benefits Calculations (EDBC).

Note: For the purposes of this design, HA refers to both Homeless Temporary (HT) and Homeless Permanent (HP).

1.2 Requests

Per Design Differences ID (DDID) 374, the following HA updates to the CalSAWS System were requested:

- Add the ability to evaluate that the total monthly household income (TMHI) is at or below the approved State Standard percentage (currently 80%) and the rent amount should be broken out month by month for 2 months separately for each month on the Expense Detail page for the Expense Category and Expense Type below:
  - Shelter
    - Homeless-Past Due Rent
- Add Money Management functionality to HA in order to:
  - Issue single party checks to vendors without the Payee/Case name (e.g., landlord, hotel, utility company).
  - Split Utility Payments.
  - Issue the remainder amount of an HT payment to the Customer when hotel cost is less than the amount issued.
- Add the ability to issue vouchers for HA Supportive Services.

1.3 Overview of Recommendations

1. Update Past Due Rent to be broken-out month-by-month for 2 months separately on the data collection Expense Amount Detail page under the Expense Category "Shelter" and Expense Type "Homeless-Past Due Rent".
   a. First Month Back Rent
   b. Second Month Back Rent
2. Update the Past Due Rent EDBC rules to evaluate the First Month and Second Month amounts separately entered in the Expense Amount Detail page to account for 80% of TMHI.
3. The Money Management List page will be updated to allow HP and HT as programs under the Program dropdown list.
4. Allow Vouchers to be issued under Money Management for counties that allow Vouchers to be issued for HP or HT.

5. Update HP and HT EDBC pages to account for Money Management and Vouchers. When issuing a Money Management payment as a Voucher, the Worker must create a Need and Service Arrangement for the HP or HT program to issue the Voucher. When the Voucher is redeemed by the Vendor, the Worker must enter the redeemed amount into the Payment Amount Used by EDBC page.
6. Update the generation condition for the existing reason that generates for CW that informs the recipients they are denied due to the monthly back rent amount being greater than 80% of the household's monthly income to generate on the Homeless Permanent Denial NOA.
7. Generate a list of Pending and Active HP cases for Los Angeles County.

1.4 Assumptions

1. The primary HA benefits are authorized through EDBC.
2. Per the CalWORKs and CalFresh Committee meeting on 9/25/2019, the Money Management functionality will address the following requirements:
    a. Add the ability to issue single party checks to vendors without the Payee/Case name (e.g., landlord, hotel, utility company).
    b. Add the ability to split Utility Payments.
    c. Add the ability to issue the remainder amount of an HT payment to the Customer when hotel cost is less than the amount issued.
3. Per the CalWORKs and CalFresh Committee meeting on 11/19/2019, the existing HT functionality in CalSAWS will address the following requirement:
    a. Add the ability to issue multiple payments on different dates.
4. DDID 368 (Add Homeless Customer Need Types) and DDID 1387 (Make Voucher a Non-Mandatory Field on Service Arrangement) will allow Vouchers to be issued via Service Arrangement for HA. These DDIDs will address the following requirement:
    a. Add the ability to issue vouchers for HA Supportive Services
5. DDID 1327 will be adding the Voucher Valuable Category for the Migration Counties. Counties that do not opt for a Voucher Valuable Category will not be able to issue Vouchers for HA.
6. Voucher Valuable Type data will need to be scripted for Vouchers in order to test the HA Voucher functionality.
7. Legacy HP programs with Past Due Rent expenses will not convert into the new First Month and Second Month Past Due Rent data collection. Viewing historical HP EDBCs may display blank as the First Month Past Due and Second Month Past Due for the new EDBC Homeless Past Due Rent page.
8. The Los Angeles County General Assistance/General Relief (GR) Money Management functionality will not be impacted by this DDID.
9. There are no changes to Supervisor Authorization functionality with this SCR.
10. Only the Participant's Authorized Amount will display on the EDBC List page for HP and HT programs with Money Management. This is due to the fact that the Money Management Vendor's Authorized Amount will be stored separately from the Participant's Authorized Amount. This is similar to how GA/GR programs with Board and Care payments display on the EDBC List page. Similarly, the

Authorized Amount on the HP/HT EDBC Summary pages will reflect the amount to the participant.

11. The C-IV 1099 Interface will be updated to look at EDBC Authorized Issuances to 1099'able vendors with CA-214353.
12. The HP and HT NOAs will be updated to account for the separation of the Participant and Vendor Authorized Amounts on EDBC with CA-214352. Until the change is implemented, when Money Management is used for HP and HT, the 'Authorized Amount' (the amount to the participant) will populate on the NOAs.

2 RECOMMENDATIONS

2.1 Money Management List

2.1.1 Overview

The Money Management List page will be updated to allow HP and HT as values under the Programs dropdown list.

2.1.2 Money Management List Mockup

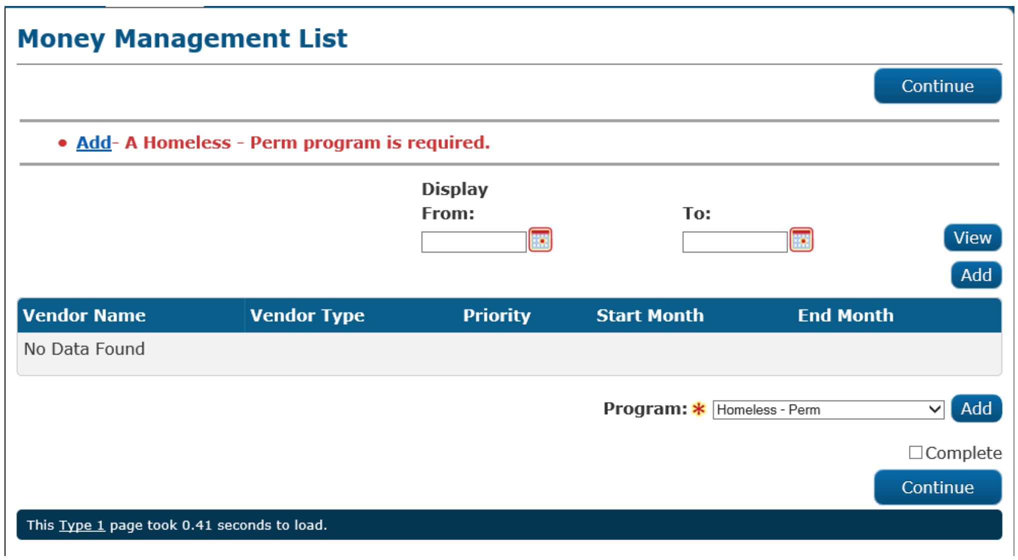


Figure 2.1.1 – Money Management List Validation 1

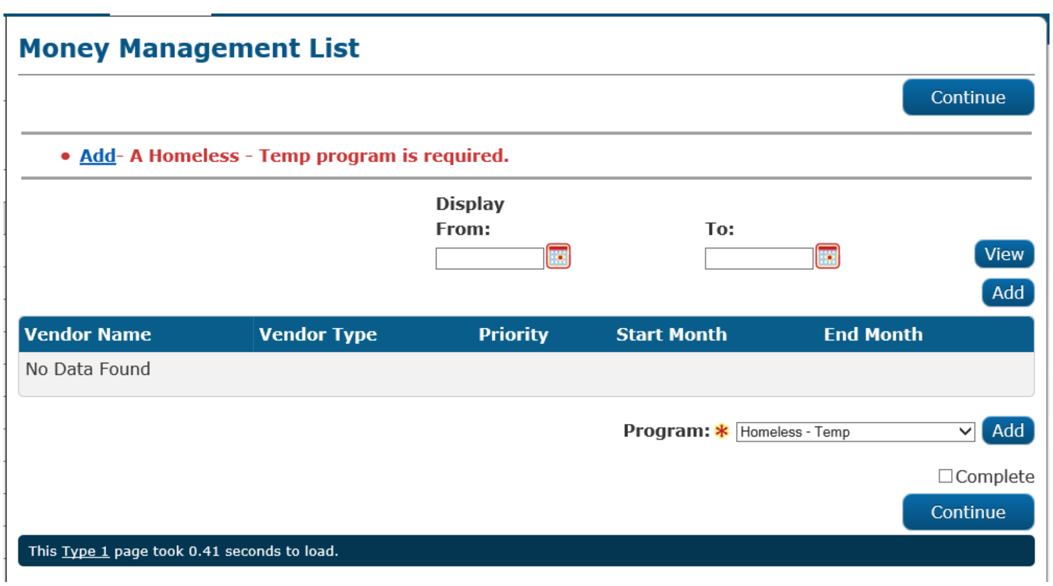


Figure 2.1.2 – Money Management List Validation 2

2.1.3 Description of Changes

1. Update the Money Management List page to display “Homeless – Perm” and “Homeless – Temp” as values under the Programs dropdown list.
2. The following page validations will display when adding a HP or HT Money Management record without a HP or HT program on the case (see Figure 2.1.1 and 2.1.2):
   a. Add – A Homeless – Perm program is required.
   b. Add – A Homeless – Temp program is required.

2.1.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Money Mngmt

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Money Management Detail

2.2.1 Overview

Update the Money Management Detail with a new non-mandatory field “Voucher” and a new column “Redeemed Amount”. This fields will only appear when the Program is “Homeless – Perm” or “Homeless – Temp”.

Note: The updates will be based on the Money Management Detail page for CalWORKs.

2.2.2 Money Management Detail Mockup

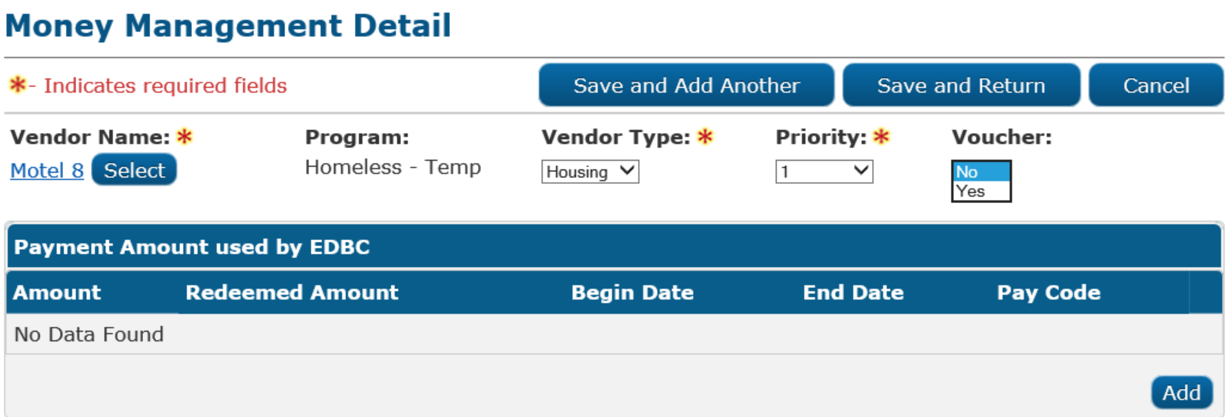


Figure 2.2.1 – Money Management Detail Create Mode

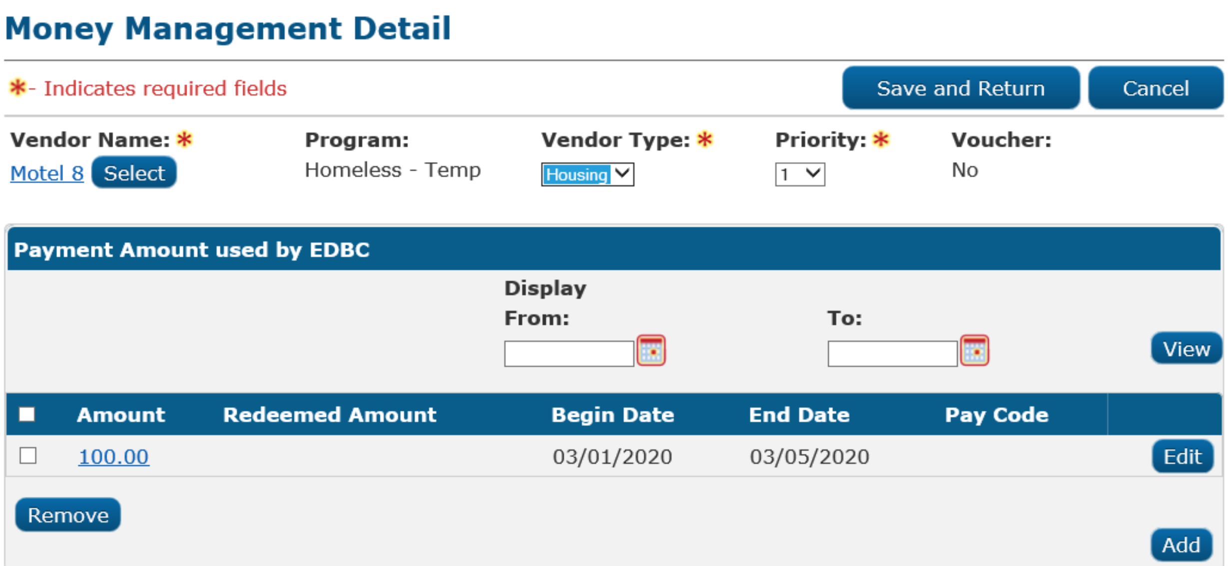


Figure 2.2.2 – Money Management Detail Edit Mode

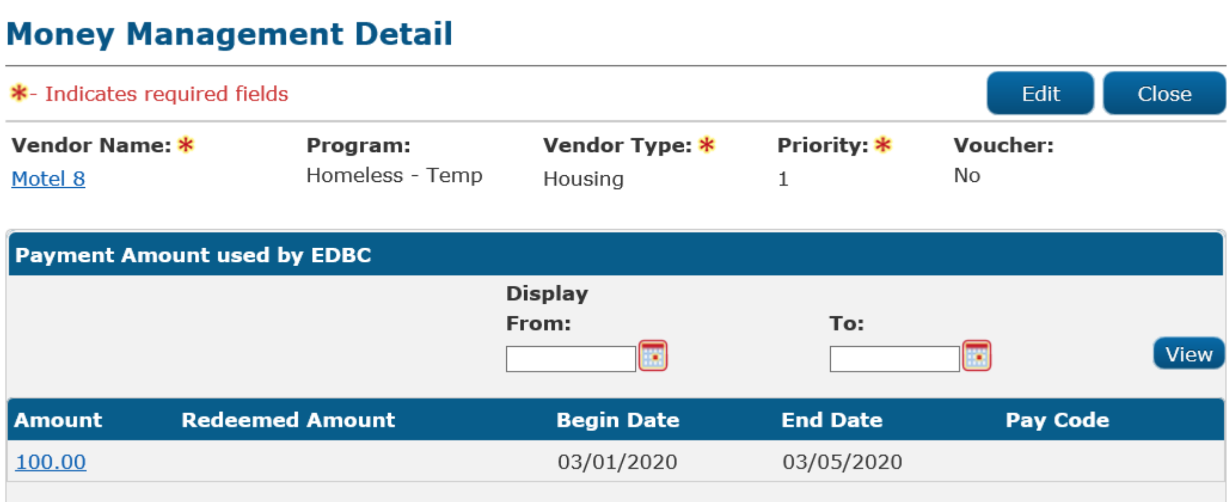


Figure 2.3.2 – Money Management Detail View Mode

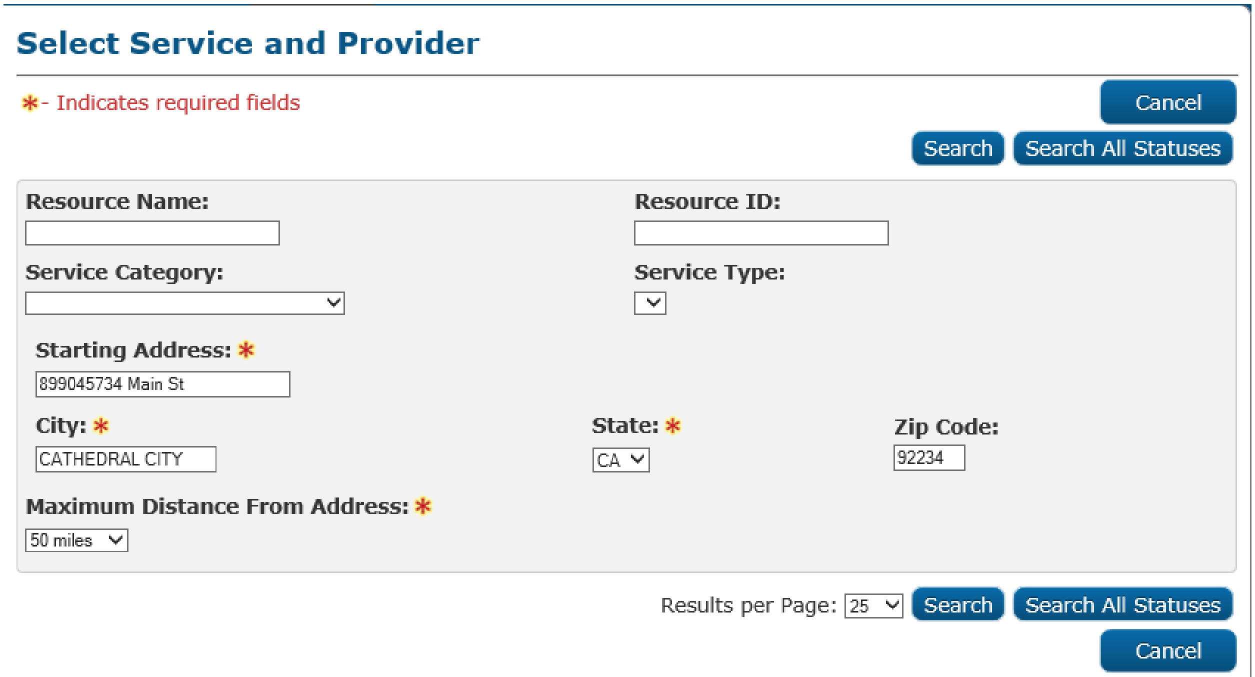


Figure 2.3.3 – Select Service and Provider

2.2.3 Description of Changes

1. Update the Money Management Detail page with a new non-mandatory dropdown field "Voucher".
   a. The "Voucher" field will only appear when the Program is "Homeless – Perm" or "Homeless – Temp" and the county has Voucher as a Valuable Category and Valuable Type.
   b. In Create mode, the field will be editable, and the default value will be "No". The field will contain two possible values: "No" and "Yes" (See Figure 2.2.1).
   c. In edit mode (after "Save and Return" or "Save and Add Another" is clicked), the field will become read only (See Figure 2.2.2).

      Note 1: In the event that a user needs to change the Voucher indicator after the Money Management record has already been saved, the Money Management record will need to be deleted and a new Money Management record will need to be created.

      Note 2: Users will not be able to delete a Money Management record if EDBC is ran and benefits are issued. This is existing functionality.

2. Update the Payment Amount Used by EDBC section as follows:

a. Add a new column "Redeemed Amount".
    i. The column will only appear when the Program is "Homeless – Perm" or "Homeless – Temp" and the county has Voucher as a Valuable Category and Valuable Type.
    ii. The column will contain the amount redeemed from a Voucher or null (blank) if the voucher redemption amount has not been entered.
b. Relabel "Begin Month" to "Begin Date"
    i. The column will display MM/DD/YYYY
c. Relabel "End Month" to "End Date"
    i. The column will display MM/DD/YYYY

Note: All existing validation for CalWORKs Money Management such as multiple Money Management records with the same Priority or overlapping Payment Amount Used by EDBC records will apply for HP and HT Money Management records.

3. Update the "Select" button to navigate to the "Select Service and Provider" page to select a resource for the Money Management records (see Figure 2.3.3). Once a resource is selected, the navigation will return to the Money Management Detail page. This change will ONLY be applicable for HP or HT Money Management records. All other non-HP or non-HT Money Management records will continue to navigate to the "Select Money Management Resource" page.

   Note: The "Select Service and Provider" page is an existing page in CalSAWS. The page currently loads when selecting a resource on the Service Arrangement Detail page. The functionality and fields of the page will remain unchanged for Money Management.

2.2.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Money Mngmt

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

Update the page mappings on the Money Management Detail to account for the new Voucher field, new Redeemed Amount column, relabeled Begin Date, and relabeled End Date.

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Payment Amount Used by EDBC

2.3.1 Overview

The Payment Amount Used by EDBC page will be updated with a new non-mandatory field called "Redeemed Amount".

Note: The updates will be based on the Payment Amount Used by EDBC page for CalWORKs.

2.3.2 Payment Amount Used by EDBC Mockup

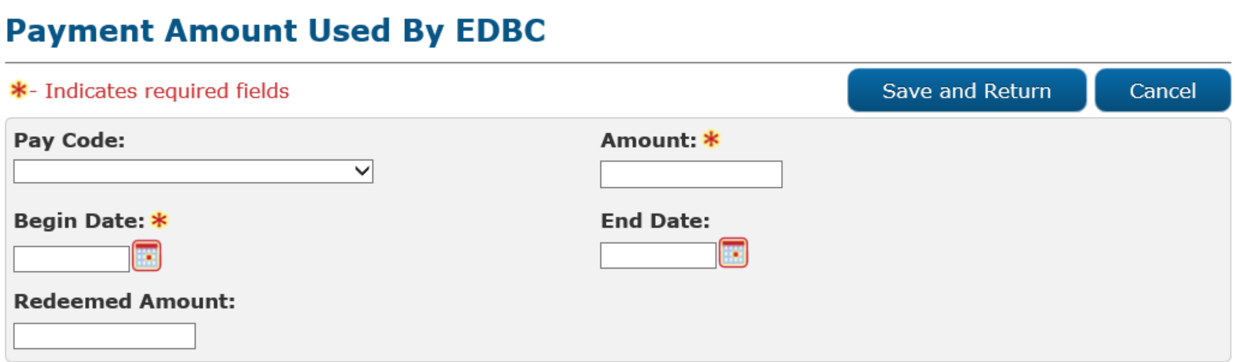


Figure 2.3.1 – Payment Amount Used by EDBC Create and Edit Mode

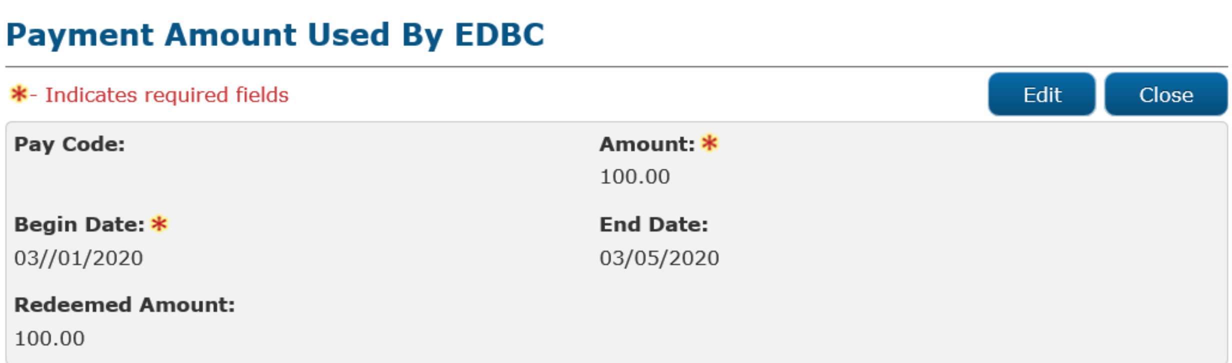


Figure 2.3.2 – Payment Amount Used by EDBC View Mode

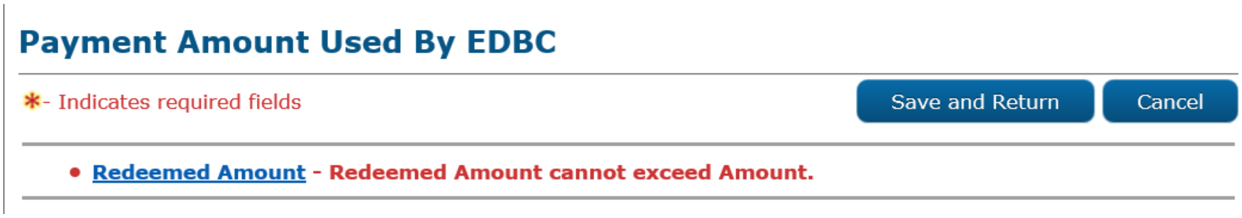


Figure 2.3.3 – Payment Amount Used by EDBC Validation 1

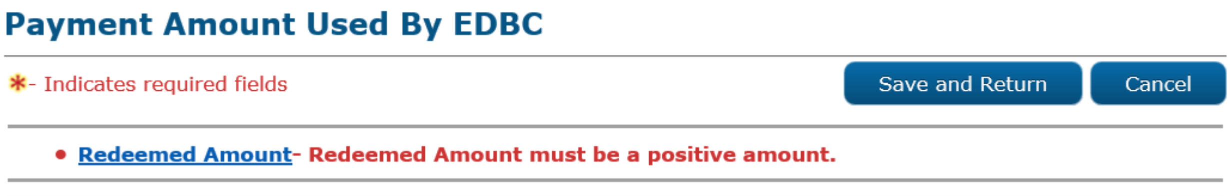


Figure 2.3.4 – Payment Amount Used by EDBC Validation 2

2.3.3 Description of Changes

1. Update the Payment Amount Used by EDBC page with a new non-mandatory money field "Redeemed Amount".
    a. The "Redeemed Amount" field will only appear when the Program is "Homeless – Perm" or "Homeless – Temp" and the "Voucher" field is set to "Yes" from the Money Management Detail page.
    b. In create and edit mode, the field will be editable, and the default value will be blank (see Figure 2.3.1).
    c. The field will display in the following format 'XX,XXX,XXX.XX' and will use the standard validation that money fields use in the System.
    d. Custom Page Validations on the Save and Return button:
        i. The following page validation will display if the Redeemed Amount field exceeds the Amount field (see Figure 2.3.3): "Redeemed Amount cannot exceed Amount".
        ii. The following page validation will display if the Redeemed Amount field is a negative amount (see Figure 2.3.4): "Redeemed Amount must be a positive amount".
2. Update the Pay Code dropdown list to include all the County HP or HT Pay Codes (CT 623) based on the Program selected (see Appendix 1 and 2).
3. Update the "Begin Date" date field to be in a MM/DD/YYYY format.
4. Update the "End Date" date field to be in a MM/DD/YYYY format.

2.3.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Money Mngmt

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

Update page mapping for the Payment Amount Used by EDBC page to account for the new Redeemed Amount field and relabeling of the Begin Date and End Date fields.

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Expense Detail and Expense Amount Detail

2.4.1 Overview

The Expense Detail and Expense Amount Detail pages will be updated to display the month by month rent breakout for two months separately (First Month Back Rent and Second Month Back Rent) under the Expense Category "Shelter" and Expense Type "Homeless-Past Due Rent".

2.4.2 Expense Detail and Expense Amount Detail Mockup

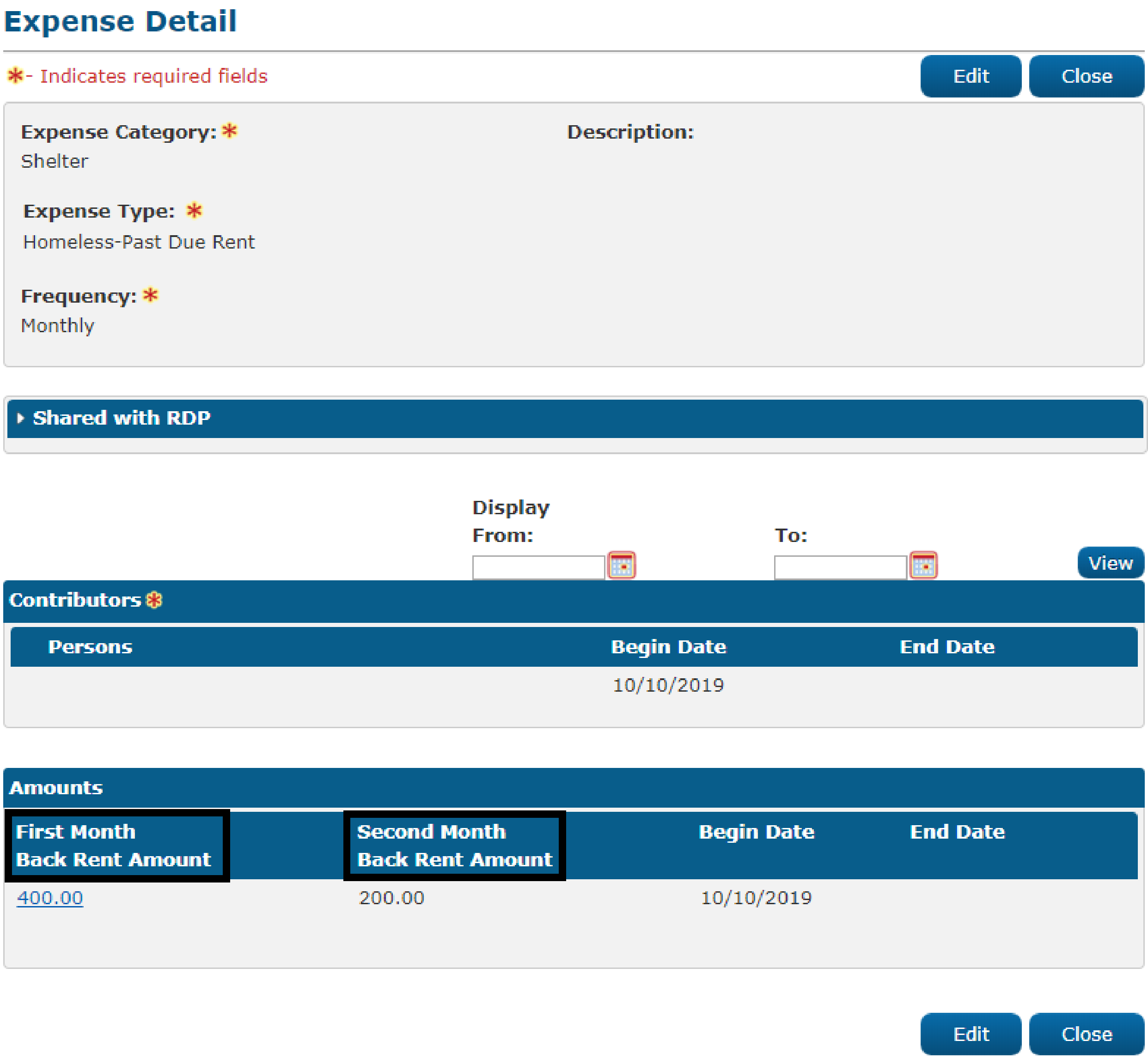


Figure 2.4.2a – Expense Detail View Mode Mockup

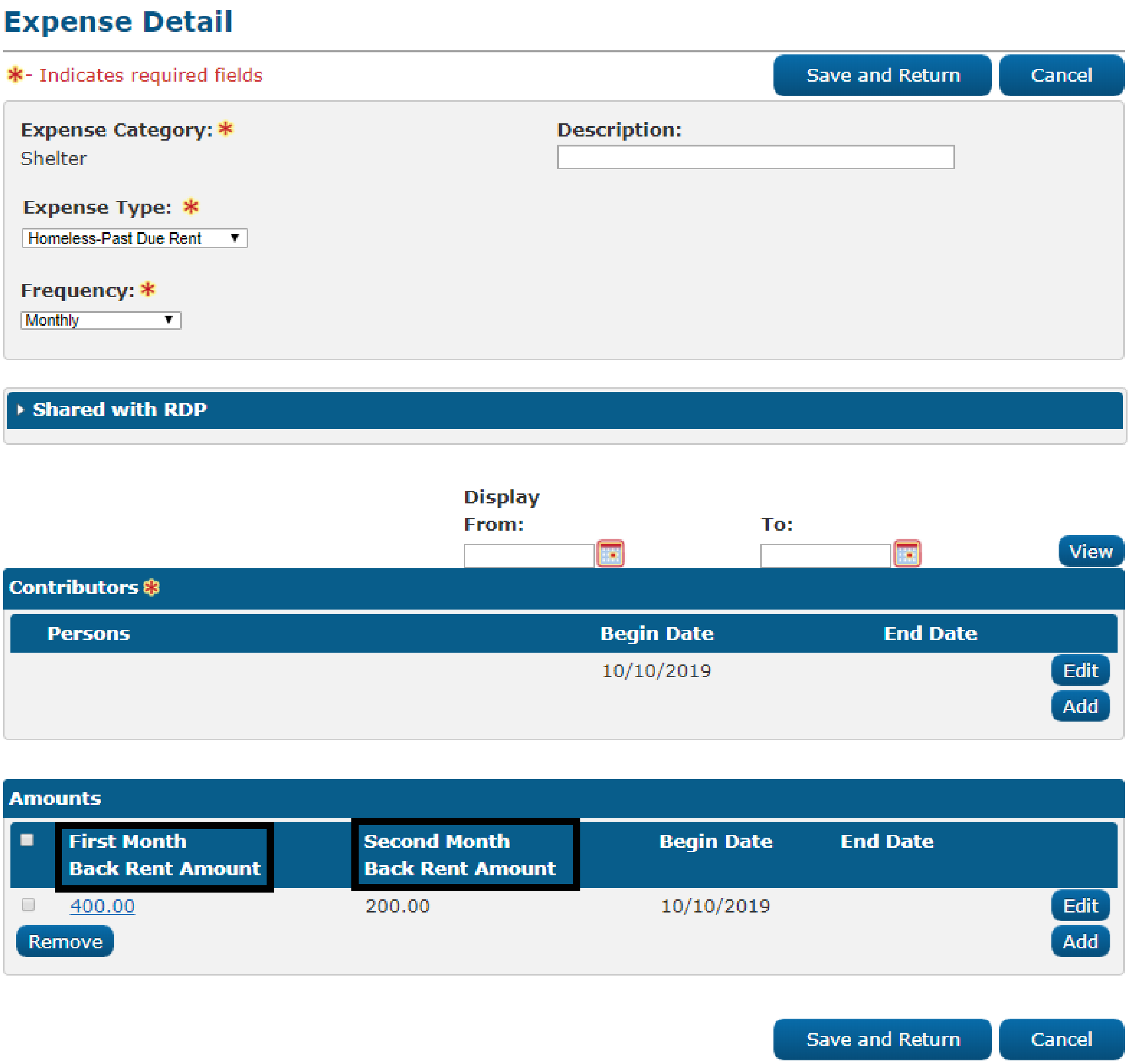


Figure 2.4.2b – Expense Detail Edit Mode Mockup

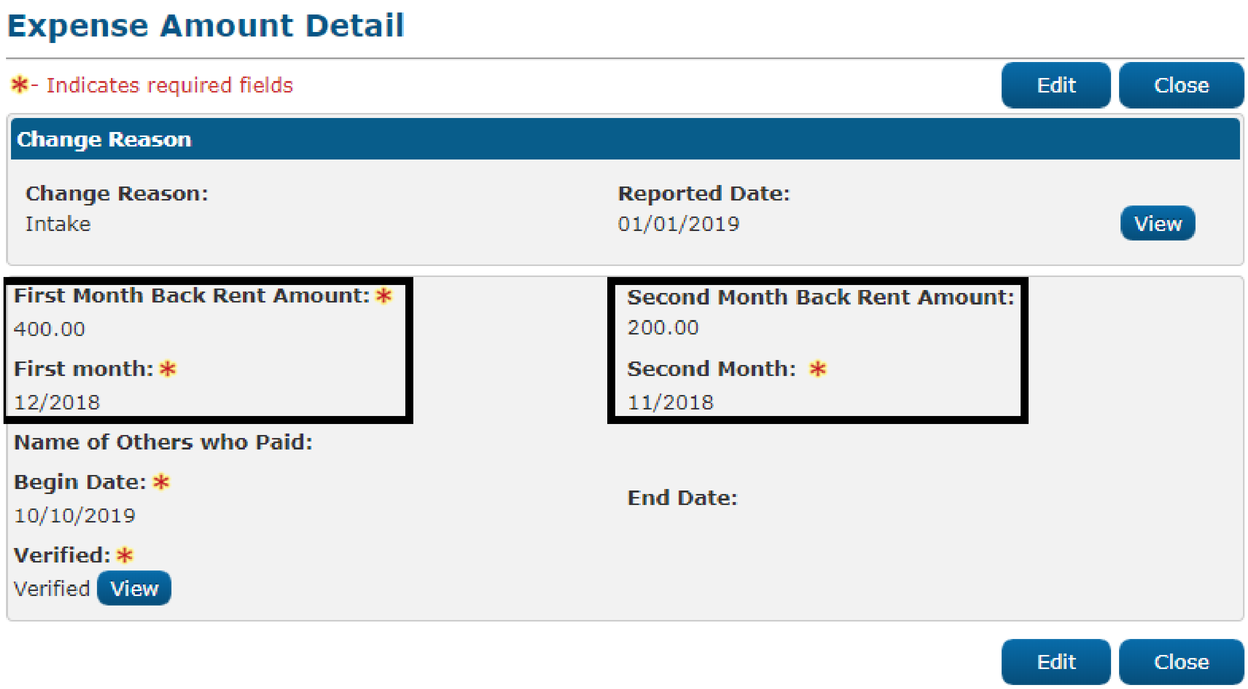


Figure 2.4.2c – Expense Amount Detail View Mode Mockup

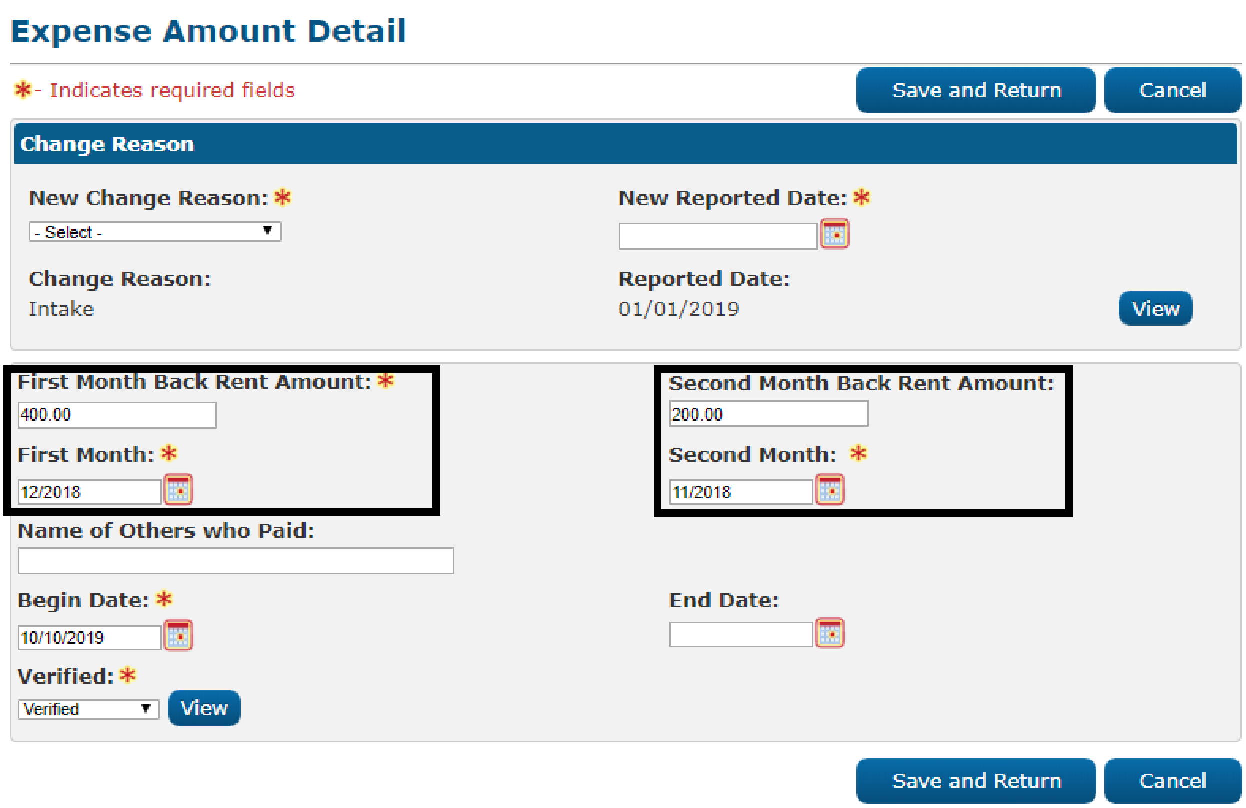


Figure 2.4.2d – Expense Amount Detail Edit Mode Mockup

2.4.3 Description of Changes

1. Update the labels "Amount:" and "Amount of Last Month's Rent:" in the "Expense Detail" and "Expense Amount Detail" pages to "First Month Back Rent Amount" and "Second Month Back Rent Amount" respectively for Expense Category "Shelter" and Expense Type "Homeless-Past Due Rent". These labels will change dynamically when the Expense Type "Homeless-Past Due Rent" is selected.

   Note: Currently "Amount:" is not dynamic but "Amount of Last Month's Rent:" label is dynamic based on the Expense Type "Homeless-Past Due Rent" selected.
2. Add two new date fields, "First month:" and "Second month:", in the Expense Amount Detail page to capture the month in the date format "MM/YYYY" using the calendar icon feature.
3. Display the two new date fields dynamically when Expense Category "Shelter" and Expense Type "Homeless-Past Due Rent" are selected.
4. Add required field validations for the two new date fields:
   a. The "First month:" field is set mandatory as the value in the "First Month Back Rent Amount:" field is set mandatory when the Expense Type "Homeless-Past Due Rent" is selected.
   b. The "Second month:" field will be conditionally mandatory when there is a value in "Second Month Back Rent Amount:" field.

2.4.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Expenses

2.4.5 Security Updates

N/A

2.4.6 Page Mapping

Update page mapping for the new fields.

2.4.7 Page Usage/Data Volume Impacts

N/A

2.5 Homeless – Temp EDBC Money Management

2.5.1 Overview

The Homeless – Temp EDBC page will be updated to capture additional budgeting and aid payment information from Money Management. A new Money Management section will also be added. When issuing a Voucher through the Money Management functionality, a Need and Service Arrangement will need to be created separately after the EDBC is Accepted and Saved.

2.5.2 Homeless – Temp EDBC Mockup

Aid Payment	**Regular**	
Amount per day	$	85.00
Number of days	x	4
Aid Payment	$	340.00
Overridden Aid Payment	$	
		Override Payment
Penalties	-	0.00
Potential Benefit	=	340.00
Money Management	-	100.00
Potential Benefit to Participant	=	240.00
Previous Potential Benefit	-	0.00
Overpayment Adjustment Amount	-	0.00
Authorized Amount	=	240.00
Pay Code:		

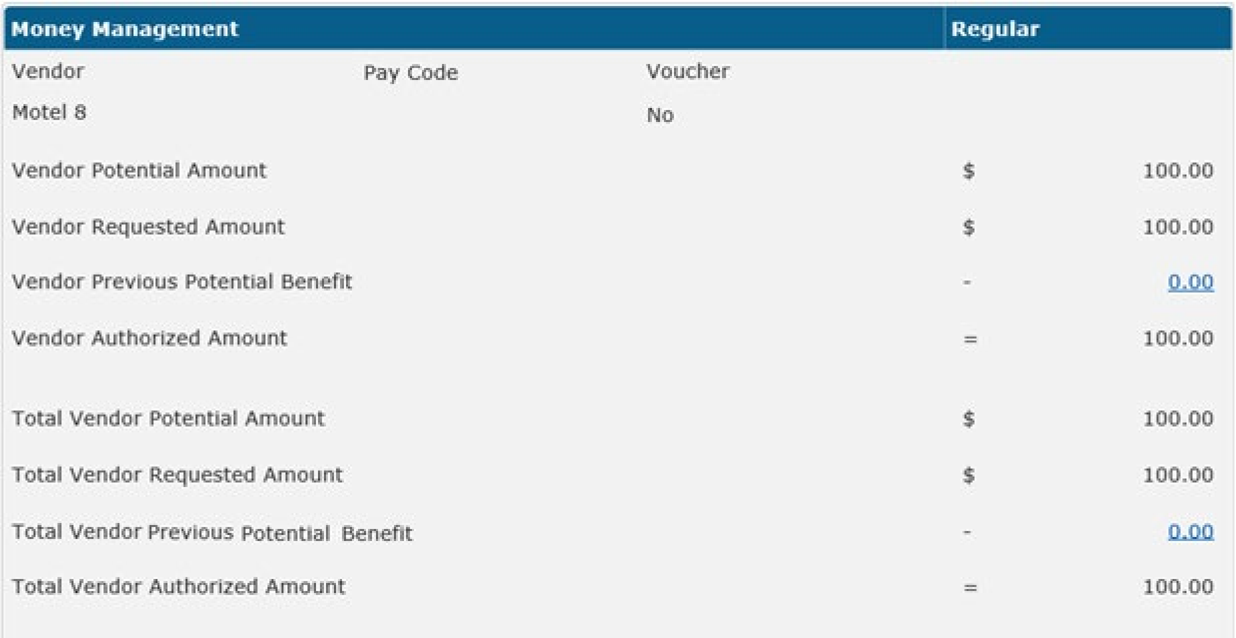


Figure 2.5.1 – Money Management on the Homeless – Temp EDBC

2.5.3 Description of Changes

1. Add a line item in the Aid Payment section to display 'Money Management' and the corresponding value. This line item will only appear if there is a Money Management for the HT program.
    a. The value will be a hyperlinked dollar amount that navigates to the new Money Management EDBC Detail page.
2. Add a line item in the Aid Payment section to display 'Potential Benefit to Participant' and the corresponding value. This line item will only appear if there is a Money Management for the HT program.
    a. The value will be the dollar amount of the Potential Amount minus the Money Management Amount.
3. Update the calculation of the Authorized Amount/Overpayment Amount line item as follows:
    a. If there is no HT Money Management, the Authorized Amount will be the Potential Amount minus the Previous Potential Amount minus the Overpayment Adjustment Amount.
    b. If there is a HT Money Management, the Authorized Amount will be the Potential Amount for Participant minus the Previous Potential Benefit minus the Overpayment Adjustment Amount.

Note 1: If the "Final Authorized Amount" is positive, the Authorized Amount line item will appear. If the "Final Authorized Amount" is negative, the Overpayment Amount line item will appear. This is the existing functionality.

Note 2: Users will be navigated to create/select a Recovery Account if there is an overpayment for the Participant. Users will NOT be forced to create/select a Recovery Account if there is an overpayment for the Vendor. Each county must follow their own business process for vendor collections.

4. Add a Money Management section after the Aid Payment section. The following information will be displayed:
    a. Vendor – displays the name of the Vendor.
    b. Pay Code – displays the pay code determined by EDBC.
    c. Voucher – displays Yes or No based on if a voucher was used.

       Note: When issuing a Voucher for a HA Money Management, the Worker must still create a Need and Service Arrangement separately from the EDBC. When the Voucher is redeemed by the Vendor, the Worker must enter the redeemed amount into the Payment Amount Used by EDBC page and rerun EDBC to issue the payments to the Vendor.
    d. Vendor Potential Amount – displays the Amount from the Vendor's Payment Amount Used by EDBC page. The Vendor Potential Amount will be capped at the HT program's Potential Benefit Amount.
    e. Vendor Requested Amount – displays the Redeemed Amount from the Vendor's Payment Amount Used by EDBC page if the Money Management is a Voucher. If the Redeemed Amount exceeds the Vendor Potential Amount, the Vendor Requested Amount will be capped at the Vendor Potential Amount. If the Money Management is not a Voucher, the Amount from the Vendor Potential Amount will be displayed.
    f. Vendor Previous Potential Benefit (hyperlink) – displays the sum of all benefits already issued to the Vendor for the same program and benefit month. If the hyperlink is clicked, the page will navigate to the Vendor Previous Potential Benefit List page.
    g. Vendor Authorized Amount – displays the amount authorized to be issued to the Vendor.
    h. Total Vendor Potential Amount – displays the sum of all Vendor Potential Amounts.
    i. Total Vendor Requested Amount – displays the sum of all Vendor Requested Amounts.
    j. Total Vendor Previous Potential Benefit (hyperlink) – displays the sum of all Vendor Previous Potential Benefit Amounts. If the hyperlink is clicked, the page will navigate to the Total Vendor Previous Potential Benefit List page.
    k. Total Vendor Authorized Amount – displays the sum of all Vendor Authorized Amounts.
5. Modify the EDBC authorization logic for HT programs to store only the HT Participant's portion of the Authorized Amount on the EDBC (EDBC.AUTH_AMT).

Note: The Authorized Amount on the EDBC List for HT Programs will only include the Participant's amount.

6. Modify the EDBC authorization logic for HT programs to store the Vendor's portion of the Authorized Amount on the Vendor Payment table (VEND_PMT).
7. Update the Issuance Threshold Validation on the Homeless – Temp EDBC Summary page to utilize the sum of the Participant and Vendor's Authorized Amount.

2.5.4 Page Location

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

2.5.5 Security Updates

N/A

2.5.6 Page Mapping

N/A – page mapping does not currently exist for this page.

2.5.7 Page Usage/Data Volume Impacts

N/A

2.6 Money Management EDBC Detail

2.6.1 Overview

The Money Management hyperlink on the HT/HP EDBC will display the amounts of the vendor(s) on a child page.

2.6.2 Money Management EDBC Detail Mockup

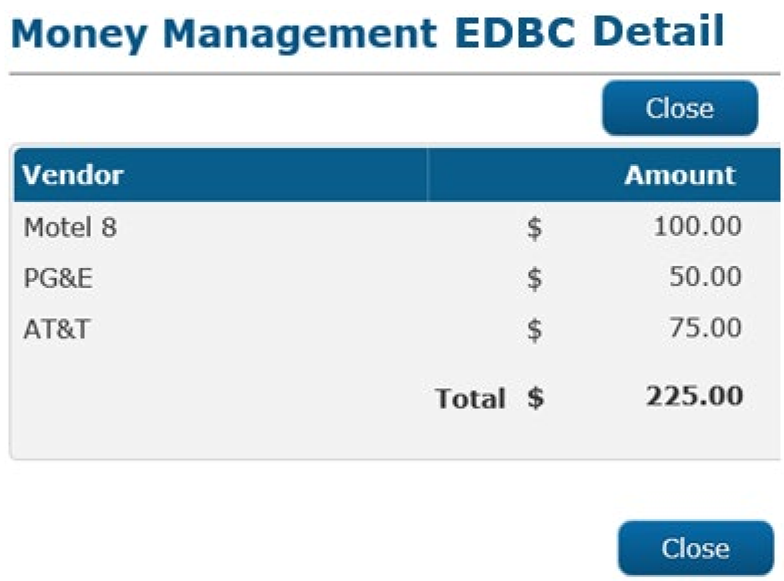


Figure 2.6.1 – Money Management EDBC Detail

2.6.3 Description of Changes

1. Create a new child page Money Management EDBC Detail from the Money Management hyperlink on the HT/HP EDBC pages.
    a. Display the vendor(s) and the corresponding amount.
    b. Display the total vendor amounts which reflect the amount displayed on the HT/HP EDBC.

2.6.4 Page Location

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

2.6.5 Security Updates

N/A – this page will have the same security as the EDBC. If the user is able to view the EDBC, the user will be able to view this page.

2.6.6 Page Mapping

Create PMCR for the new page.

2.6.7 Page Usage/Data Volume Impacts

N/A

2.7 Vendor Previous Potential Benefit List

2.7.1 Overview

The Vendor Previous Potential Benefit hyperlink on the HT/HP EDBC will display the vendor's previous potential benefit on a child page.

2.7.2 Vendor Previous Potential Benefit List Mockup

Vendor Previous Potential Benefit List

Close

Benefit Month: 01/2019

Number	Type	Amount	
1940780586	Issuance (Ready For Issuance)	$	340.00
	Total:	$	340.00

Close

Figure 2.7.1 – Vendor Previous Potential Benefit List

2.7.3 Description of Changes

1. Create a new child page Vendor Previous Potential Benefit List from the Vendor Previous Potential Benefit hyperlink on the HT/HP EDBC pages.
    a. Display the number, type and amount of the vendor previous potential benefit. The Type and Number will be as follows:
        i. If the Type is Issuance, the Number will be the Issuance Control Number
        ii. If the Type is Overpayment, the Number will be the Recovery Account ID
        iii. If the Type is Overpayment Adjustment, the Number will be the Recovery Account Transaction ID.
    b. Display the total vendor previous potential benefit which reflects the amount displayed on the HT/HP EDBC.

2.7.4 Page Location

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

2.7.5 Security Updates

N/A – this page will have the same security as the EDBC. If the user is able to view the EDBC, the user will be able to view this page.

2.7.6 Page Mapping

Create PMCR for the new page.

2.7.7 Page Usage/Data Volume Impacts

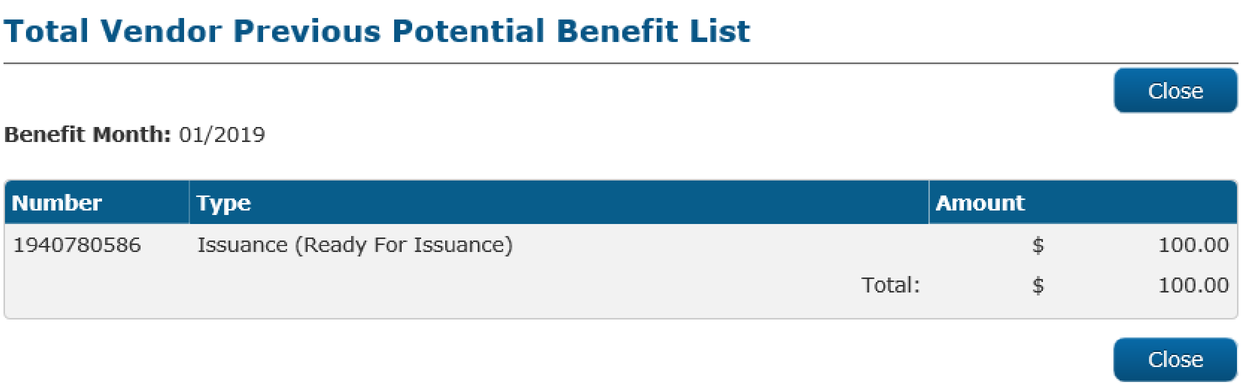
N/A

2.8 Total Vendor Previous Potential Benefit List

2.8.1 Overview

The Total Vendor Previous Potential Benefit hyperlink on the HT/HP EDBC will display the total vendor previous potential benefit on a child page.

2.8.2 Total Vendor Previous Potential Benefit List Mockup


Total Vendor Previous Potential Benefit List

Close

Benefit Month: 01/2019

Number	Type	Amount	
1940780586	Issuance (Ready For Issuance)	$	100.00
	Total:	$	100.00

Close

Figure 2.8.1 – Total Vendor Previous Potential Benefit List

2.8.3 Description of Changes

1. Create a new child page Total Vendor Previous Potential Benefit List from the Total Vendor Previous Potential Benefit hyperlink on the HT/HP EDBC pages.
    a. Display the number type and amount of the vendor previous potential benefit. The Type and Number will be as follows:
        i. If the Type is Issuance, the Number will be the Issuance Control Number
        ii. If the Type is Overpayment, the Number will be the Recovery Account ID

iii. If the Type is Overpayment Adjustment, the Number will be the Recovery Account Transaction ID.

b. Display the total vendor previous potential benefit which reflects the amount displayed on the HT/HP EDBC.

2.8.4 Page Location

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

2.8.5 Security Updates

N/A – this page will have the same security as the EDBC. If the user is able to view the EDBC, the user will be able to view this page.

2.8.6 Page Mapping

Create PMCR for the new page.

2.8.7 Page Usage/Data Volume Impacts

N/A

2.9 Homeless – Perm EDBC Money Management

2.9.1 Overview

The Homeless – Perm EDBC page will be updated to capture additional budgeting and aid payment information from Money Management. A new Money Management section will also be added. When issuing a Voucher through the Money Management functionality, a Need and Service Arrangement will need to be created separately after the EDBC is Accepted and Saved.

2.9.2 Homeless – Perm EDBC Mockup

Aid Payment		Regular
Monthly Rent Amount	$	400.00
Past Due Rent	$	340.00
Rent Result		Pass
80% TMHI	$	461.60
TMHI Result		Pass
Security Deposit and Last Month Rent	$	0.00
Utility Installation Costs	$	0.00
Security Deposit / Last Month Rent Result		Pass
Aid Payment	$	340.00
Overridden Aid Payment	$	
		Override Payment
Penalties	-	0.00
Potential Benefit	=	340.00
Money Management	-	100.00
Potential Benefit to Participant	=	240.00
Previous Potential Benefit	-	0.00
Overpayment Adjustment Amount	-	0.00
Authorized Amount	=	240.00
Pay Code:		

Money Management			Regular	
Vendor	Pay Code	Voucher		
Property Management		No		
Vendor Potential Amount			$	100.00
Vendor Requested Amount			$	100.00
Vendor Previous Potential Benefit			-	0.00
Vendor Authorized Amount			=	100.00
Total Vendor Potential Amount			$	100.00
Total Vendor Requested Amount			$	100.00
Total Vendor Previous Potential Benefit			-	0.00
Total Vendor Authorized Amount			=	100.00

Figure 2.9.1 – Money Management on the Homeless – Perm EDBC

2.9.3 Description of Changes

1. Add a line item in the Aid Payment section to display Money Management and the corresponding value. This line item will only appear if there is a Money Management for the HP program.
    a. The value will be a hyperlinked dollar amount that navigates to the new Money Management EDBC Detail page.
2. Add a line item in the Aid Payment section to display 'Potential Benefit to Participant' and the corresponding value. This line item will only appear if there is a Money Management for the HP program.
    a. The value will be the dollar amount of the Potential Amount minus the Money Management Amount.
3. Update the calculation of the Authorized Amount/Overpayment Amount line item as follows:
    a. If there is no HP Money Management, the Authorized Amount will be the Potential Amount minus the Previous Potential Amount minus the Overpayment Adjustment Amount.
    b. If there is a HP Money Management, the Authorized Amount will be the Potential Amount for Participant minus the Previous Potential Benefit minus the Overpayment Adjustment Amount.

Note 1: If the "Final Authorized Amount" is positive, the Authorized Amount line item will appear. If the "Final Authorized Amount" is negative, the Overpayment Amount line item will appear. This is the existing functionality.

Note 2: Users will be navigated to create/select a Recovery Account if there is an overpayment for the Participant. Users will NOT be forced to create/select a Recovery Account if there is an overpayment for the Vendor. Each county must follow their own business process for vendor collections.

4. Add a Money Management section after the Aid Payment section. The following information will be displayed:
   a. Vendor – displays the name of the Vendor.
   b. Pay Code – displays the pay code determined by EDBC.
   c. Voucher – displays Yes or No based on if a voucher was used.

      Note: When issuing a Voucher for a HA Money Management, the Worker must still create a Need and Service Arrangement separately from the EDBC. When the Voucher is redeemed by the Vendor, the Worker must enter the redeemed amount into the Payment Amount Used by EDBC page and rerun EDBC to issue the payments to the Vendor.
   d. Vendor Potential Amount – displays the Amount from the Vendor's Payment Amount Used by EDBC page. The Vendor Potential Amount will be capped at the HP program's Potential Benefit Amount.
   e. Vendor Requested Amount – displays the Redeemed Amount from the Vendor's Payment Amount Used by EDBC page if the Money Management is a Voucher. If the Redeemed Amount exceeds the Vendor Potential Amount, the Vendor Requested Amount will be capped at the Vendor Potential Amount. If the Money Management is not a Voucher, the Amount from the Vendor Potential Amount will be displayed.
   f. Vendor Previous Potential Benefit (hyperlink) – displays the sum of all benefits already issued to the Vendor for the same program and benefit month. If the hyperlink is clicked, the page will navigate to the Vendor Previous Potential Benefit List page.
   g. Vendor Authorized Amount – displays the amount authorized to be issued to the Vendor.
   h. Total Vendor Potential Amount – displays the sum of all Vendor Potential Amounts.
   i. Total Vendor Requested Amount – displays the sum of all Vendor Requested Amounts.
   j. Total Vendor Previous Potential Benefit (hyperlink) – displays the sum of all Vendor Previous Potential Benefit Amounts. If the hyperlink is clicked, the page will navigate to the Total Vendor Previous Potential Benefit List page.
   k. Total Vendor Authorized Amount – displays the sum of all Vendor Authorized Amounts.
5. Modify the EDBC authorization logic for HP programs to store only the HP Participant's portion of the Authorized Amount on the EDBC (EDBC.AUTH_AMT).

Note: The Authorized Amount on the EDBC List for HP Programs will only include the Participant's amount.

6. Modify the EDBC authorization logic for HP programs to store the Vendor's portion of the Authorized Amount on the Vendor Payment table (VEND_PMT).
7. Update the Issuance Threshold Validation on the Homeless – Perm EDBC Summary page to utilize the sum of the Participant and Vendor's Authorized Amount.

2.9.4 Page Location

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

2.9.5 Security Updates

N/A

2.9.6 Page Mapping

N/A – page mapping does not currently exist for this page.

2.9.7 Page Usage/Data Volume Impacts

N/A

2.10 Homeless Assistance – Perm Eligibility Rules

2.10.1 Overview

The Homeless-Perm rules will be updated to account for Monthly Rent Arrearage payments.

2.10.2 Description of Changes

1. Update HP rules to determine the Monthly Rent Arrearage result of the eligibility determination and display it against the existing TMHI Result.
    a. Update HP EDBC rules to FAIL the program if the First Month Back Rent or Second Month Back Rent exceeds 80% TMHI
    b. Update HP EDBC rules to PASS the program when each Month Rent Arrearage amount does not exceed 80% of the TMHI.
2. Update the Past Due Rent to display the sum of First Month Back Rent and Second Month Back Rent.

3. Update the Past Due Rent Amount with a hyperlink to show the First Month Back Rent and Second Month Back Rent Expense Amounts.

Aid Payment	Regular	
Monthly Rent Amount	$	400.00
Past Due Rent	$	600.00
Rent Result		Pass
80% TMHI	$	440.00
TMHI Result		Pass
Security Deposit and Last Month Rent	$	0.00
Utility Installation Costs	$	0.00
Security Deposit / Last Month Rent Result		Pass
Aid Payment	$	600.00

Figure 2.10.2a – Homeless – Perm EDBC Summary Page

4. Add new child screen "EDBC Homeless Past Due Rent" for the Past Due Rent Amount hyperlink to display the First Month Back Rent and Second Month Back Rent Expense Amounts. Amount can be displayed blanks for historic data or if no amount entered in the Expense Amount Detail.
5. Create Page Mappings to the new child screen "EDBC Homeless Past Due Rent".

EDBC Homeless Past Due Rent

Close

Description			Amount
First Month Back Rent		$	400.00
Second Month Back Rent		$	200.00
	Total	**$**	**600.00**

Close

Figure 2.10.2b – Homeless – Perm EDBC Summary Page

6. Add new status reason "Rent Arrearages exceeds TMHI Limit" if the program is FAIL due to monthly rent arrearages.
7. <u>Technical Notes:</u>
    a. Add the new status reason in CT_73 Table, "Rent Arrearages exceeds TMHI Limit". This status reason should be applied if the HP program is FAIL due to monthly arrearages. The table below lists the Status Reason and the related details.

Status Reason	Code Num Identif	HP Priority	HP Close Program
Rent Arrearages exceeds TMHI Limit	New	1360	Y

2.10.3 Programs Impacted

Homeless – Perm

2.10.4 Performance Impacts

N/A

2.11 Updates to Homeless Permanent Denial NOA

2.11.1 Overview

This section will cover the necessary updates to allow the existing reason fragment to generate on the Homeless Permanent denial NOA for the new 'Rent Arrearages exceeds TMHI Limit' reason. The existing reason that generates for CW that informs the recipients they are denied due to the monthly back rent amount being greater than 80% of the household's monthly income will updated to also generate on the HP denial. Since the CW denial action and message fragments are also used for HP, the generation logic will be updated for these existing fragments to generate on the HP Denial NOA when the program is denied due to monthly back rent amount being greater than 80% of the household's monthly income. Lastly, the population of the HP back rent denial budget will be updated to populate the first and second month of past due rent.

2.11.2 Description of Change

1. Update the generation logic for the CW denial reason fragment to generate on the HP Denial NOA when the EDBC denies the HP program because the monthly back rent amount being greater than 80% of the household's monthly income.

   Reason Fragment Name: CW_DN_BACK_RENT_EXCEEDS_80_PERC_TMHI_A959

   Fragment Id: 6444

   State Form/NOA: M44-211D

   Current Program: CalWORKs

   Current Action Type: Denial

   Current Fragment Level: Program

   Existing Language: English, Spanish

Ordering on the NOA: The fragment will generate right after the Here's why section of the action fragment defined in **Section 2.13.2.2.**

NOA Mockups/Examples:

- For an example of the NOA in English, please refer to **Section 3 – Supporting Documents #1**
- For an example of the NOA in Spanish, please refer to **Section 3 – Supporting Documents #2**

a. The fragment has the existing verbiage below and will continue to use the existing verbiage when generating on the new denial NOA.

Description	Text	Formatting
Static	Your monthly back rent amount is higher than 80% of your total monthly household income. (Your total monthly household income is calculated in this notice).	Arial Font Size 10

b. Update the generation logic so that the fragment will generate on the HP Denial NOA when all the following is true:
   i. The program is Homeless Permanent.
   ii. The program status is 'Denied'.
   iii. The program status reason is 'Rent Arrearages exceeds TMHI Limit'.

c. Update the regulation for the reason fragment for Homeless Permanent: MPP:EAS: 44-211.5

2. Update the generation logic for the CW denial action fragment to generate on the HP Denial NOA when the EDBC denies the HP program because the monthly back rent amount being greater than 80% of the household's monthly income.

   Action Fragment Name: CW_DN_ACTION6
   Fragment Id: 4020
   State Form/NOA: M44-211D
   Current Program: CalWORKs, Homeless Permanent, Homeless Temporary
   Current Action Type: Denial
   Current Fragment Level: Program
   Existing Language: English, Spanish, Armenian, Cambodian, Chinese, Tagalog, Korean, Russian, Vietnamese
   Ordering on the NOA: The fragment will be the first fragment on the NOA.

a. The fragment has the existing verbiage below and will continue to use the existing verbiage when generating on the Homeless Permanent denial NOA.

Description	Text	Formatting
Static	The County has denied your request dated <EffectiveDenialDate> for Homeless assistance for: Permanent Housing Here's why:	Arial Font Size 10

b. Update the generation logic so that the CW denial action fragment also generates on a HP Denial NOA when all the following is true:
   i. The program is Homeless Permanent.
   ii. The program status is 'Denied'.
   iii. The program status reason is 'Rent Arrearages exceeds TMHI Limit'.

c. It will use the existing population logic below:

Variable	Description	Population
EffectiveDenialDate	The effective date.	This variable will be populated with the date when the program was denied.

3. Update the generation logic for the CW denial message fragment to generate on the HP Denial NOA when the EDBC denies the HP program because the monthly back rent amount being greater than 80% of the household's monthly income.

   Message Fragment Name: CW_DN_MESSAGE2
   Fragment Id: 6397
   State Form/NOA: M44-211D
   Current Program: CalWORKs, Immediate Need, Homeless Permanent, Homeless Temporary
   Current Action Type: Denial
   Current Fragment Level: Program
   Existing Language: English, Spanish, Armenian, Cambodian, Chinese, Tagalog, Korean, Russian, Vietnamese
   Ordering on the NOA: The message fragment will generate on the NOA after the reason fragment added in **Section 2.13.2.1**.

   a. The fragment has the existing verbiage below and will continue to use the existing verbiage when generating on the new denial NOA.

Description	Text	Formatting
Static	EBT: Keep your plastic Golden State Advantage card if you use Electronic Benefit Transfer (EBT), even if your aid is terminated. Please do not throw it away. Medi-Cal: This notice DOES NOT change or stop Medi-Cal benefits. CalFresh: This notice DOES NOT stop or change your CalFresh benefits. You will get a separate notice telling you about any changes to your CalFresh benefits. Receiving Medi-Cal and/or CalFresh only DOES NOT count against your cash aid time limits.	Arial Font Size 10

b. Update the generation logic so that the CW denial message fragment also generates on a HP Denial NOA when all the following is true:
   i. The program is Homeless Permanent.
   ii. The program status is 'Denied'.
   iii. The program status reason is 'Rent Arrearages exceeds TMHI Limit'.

4. Update the population logic for the Homeless Assistance budget fragment that generates on the HP Denial NOA.

   Budget Fragment Name: BUDGT_HA_DN_BACK_RENT
   Fragment Id: 908
   State Form/NOA: M44-211D
   Current Program: Homeless Permanent
   Current Action Type: Denial
   Current Fragment Level: Program
   Existing Language: English, Spanish, Armenian, Cambodian, Chinese, Tagalog, Korean, Russian, Vietnamese
   Ordering on the NOA: The budget will generate on the right side of the first page.

   a. The budget fragment has the existing verbiage below:

Back Rent Payment

Amount of Back Rent for the month of	<Month1>
	<Month1BackRentAmount>
80% of Total Monthly Household Income	<80PercentTMHI>
Amount of Back Rent for the month of	<Month2>
	<Month2BackRentAmount>
80% of Total Monthly Household Income	<80PercentTMHI>
Your Total Back Rent Payment	= <TotalBackRentAmount>

Your total housing costs are more than the homeless assistance you can get.

b. The budget fragment generates on the NOA when the HP is denied, and the past due rent is greater than zero dollars. The new reason added in **Section 2.10.2.3** will deny the HP program because the monthly back rent amount being greater than 80% of the household's monthly income. In this scenario, the program will be denied, and the past due rent is greater than zero, therefore the budget will generate on the NOA with the existing logic. No changes will be needed to the generation logic.

c. Update the population logic for the budget fragment. New fields were added on Expense Amount Detail page to capture two separate months of back rent. Therefore, the logic will need to be updated to populate the variables on the budget. The fragment will be populated as follows:

Variable	Description	Population
Month1	The first month of back rent.	This variable will be populated with the first month of back rent. It will in MM/DD/YYYY format.
Month1BackRentAmount	The first month back rent amount.	This variable will be populated with the back-rent amount from the first month.

Month2	The second month of back rent.	This variable will be populated with the second month of back rent. It will be in MM/DD/YYYY format.
Month2BackRentAmount	The second month back rent amount	This variable will be populated with the second month of back rent.
80PercentTMHI	The percentage of the total monthly household income.	This variable will be populated with 80% of the household's total monthly income.
TotalBackRentAmount	The total amount of back rent.	This variable will be populated with the total amount of back rent for the two months.

2.12 Issuance Batches

2.12.1 Overview

The Fiscal Nightly Issuance Batch and Batch Sweeps Jobs will be updated to account for the HP/HT Money Management payments.

2.12.2 Description of Change

1. The following Issuance Batch Sweeps will be updated to pick up HP/HT EDBC authorization records with either a non-zero EDBC Authorization Amount or non-zero Vendor Payment Amount:
   a. INSERT_EDBC_RECORDS
   b. INSERT_NON_FC_EDBC_RECORDS
   c. INSERT_FUTURE_MONTH_SUP_RECRDS
   d. INSERT_MP_AUTH_RECRDS
2. Modify the Issuance Creation Threaded batch jobs (PB00F400 – PB00F499) to process EDBC authorization records with either a non-zero EDBC Authorization Amount or a non-zero Vendor Payment Amount.

2.12.3 Execution Frequency

Daily

2.12.4 Key Scheduling Dependencies

N/A – Scheduling dependencies are not changing

2.12.5 Counties Impacted

All Counties

2.12.6 Data Volume/Performance

N/A

2.12.7 Failure Procedure/Operational Instructions

N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	HP Denial NOA English Mockup	HP Denial NOA English Example.pdf
2	Client Correspondence	HP Denial NOA Spanish Mockup	HP Denial NOA Spanish Example.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
374	**Original:** The Contractor shall update the Homeless Assistance functionality as follows: 1) Add the ability to evaluate that the total monthly household income (TMHI) is below the approved State Standard percentage (currently 80%) and the rent amount should be broken out month by month for 2 months separately for each month on the expense detail page for the expense category of shelter and expense type homeless-past due rent, homeless security deposit, utility installation costs under expense category of utility 2) Add the ability to issue single party checks to vendors without the Payee/Case name (e.g., landlord, hotel, utility company) for the C-IV Migration Counties homeless assistance functionality 3) Add the ability to issue multiple payments on different dates 4) Add the ability to issue vouchers for the service arrangement types in C-IV that allow voucher payments 5) Add the ability to split Utility Payments 6) Add the ability to issue the remainder amount of the Temporary Homeless payment to the customer when hotel cost is less than the amount issued **Revised:**	The Past Due Rent eligibility rules that evaluate whether the total monthly household income (TMHI) is below the approved State Standard percentage (currently 80%) and that break out the rent amount for each month for a maximum of 2 months will be developed in accordance to regulation 44-211.531B.	1. The Money Management pages were updated to allow HP and HT programs to issue Money Management payments and Vouchers. 2. The Expense pages were updated to display the month by month rent breakout for two months separately. 3. The EDBC Summary pages for HP and HT were updated to incorporate Money Management in the budget and previous potential benefit calculations. 4. The HP Rules were updated to account for monthly rent arrearage payments. 5. A new HA Denial was added to the system.

	The Contractor shall update the Homeless Assistance functionality as follows: 1) Add the ability to evaluate for the Homeless Permanent program that the total monthly household income (TMHI) is at or below the approved State Standard percentage (currently 80%) and the rent amount should be broken out month by month for 2 months separately for each month on the Expense Amount Detail page for the expense category of shelter and expense type homeless-past due rent. Generate a Denial Notice of Action if the back rent amount exceeds TMHI. 2) Add Money Management functionality for Homeless Permanent and Homeless Temporary in order to: a) Issue single party checks to vendors without the Payee/Case name (e.g., landlord, hotel, utility company). b) Split Utility Payments. c) Issue the remainder amount of the Temporary Homeless payment to the customer when hotel cost is less than the amount issued. 3) Add the ability to issue Homeless Assistance vouchers for the service arrangement types in C-IV that allow voucher payments.		6. A list of Pending and Active HP programs was generated for LA County to update the Homeless-Past Due Rent expense information. 7. Issuance Batches were updated to account for HP/HT Money Management payments.

5 OUTREACH

5.1 Pending and Active Homeless – Permanent List

Provide a list of all Active and Pending Homeless-Perm program cases in Los Angeles County. Workers may need to reenter the Homeless-Past Due Rent expense information for these cases before running EDBC due to the changes on the Expense Detail and Expense Amount Detail pages.

List Name: CA-207463 Active and Pending HP Past Due Rent Cases
List Criteria: Active and Pending HP Program Cases for Los Angeles County having expense type Homeless-Past Due Rent
Standard Columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker ID
- Benefit Month

Additional Column(s): None
Frequency: One-time after the implementation of the SCR

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CA-207463
C-IV	None

6 APPENDIX

1. **Homeless – Permanent Pay Codes**:
   - 01 - Homeless - Initial Applicant
   - 06 - Homeless - Applicant
   - 07 - Homeless - Recipient
   - 88 - Recurring Special Need
   - 89 - Homeless - Recipient
   - 90 - Homeless - Applicant
   - BD - SNNR-Bed
   - BE - SNNR-Bedding/Dishes
   - C7 - Homeless - Recipient
   - C8 - Homeless - Applicant
   - C9 - Homeless - Initial Applicant
   - CS - CC-Registr Fee
   - CV - Permanent Shelter
   - CY - Permanent HA (Violence)
   - DL - Homeless - Recipient
   - DM - Homeless - Applicant
   - DN - Homeless - Initial Applicant
   - EA - EAPE
   - EF - SNNR-Ess Furniture
   - EO - Electronic Theft Replacement Cash Benefits
   - HEA - SNNR-Heater
   - HH - Housing Relocation
   - HP - Homeless Client
   - HPA - HA Perm-Arrearages
   - HPP - HA Perm-Appr
   - HTA - HA Temp-Appr
   - INE - Immed Need
   - ISH - SNNR-Interim Shelter
   - LE - Permanent HA (Illness)
   - LH - Permanent HA (Uninhabitability)
   - LJ - Permanent HA (Natural Disaster)
   - MA - MA
   - ME - MA - Exception Other
   - MS - Moving Costs
   - MV - MA - Exception DV
   - NH - HA Temp-Disaster
   - NN - HA Temp-Pend
   - NO - HA Temp-P/M Illness
   - NU - HA Temp-Uninhabit
   - NW - HA Temp-Violence
   - OU - County use only 1
   - OV - County use only 2
   - OW - County use only 3
   - OX - County use only 4

- PAL - Pregnancy Allowance
- PDI - HA Perm-Disaster
- PM - HA Perm-P/M Illness
- PU - HA Perm-Uninhabit
- PV - HA Perm-Violence
- QR - THAP+14 - Exception Other
- QT - THAP+14 - Exception DV
- R1 - Rent Subsidy-1/G
- R2 - Rent Subsidy-2/G
- R3 - Rent Subsidy-3/G
- R4 - Rent Subsidy-4/G
- RF - SNNR-Refrig
- SC - SCC
- SV - SNNR-Stove
- TA - THAP+14
- TG - SNNR-House Repairs
- TJ - Disregard
- ZQ - CC-General
- ZR - SNNR-Clothing
- ZS - CC-GAIN Sanc
- ZT - CC-Provdr In Hm

2. Homeless – Temporary Pay Codes:

- 01 - Homeless - Initial Applicant
- 06 - Homeless - Applicant
- 07 - Homeless - Recipient
- 88 - Recurring Special Need
- 89 - Homeless - Recipient
- 90 - Homeless - Applicant
- BD - SNNR-Bed
- BE - SNNR-Bedding/Dishes
- C7 - Homeless - Recipient
- C8 - Homeless - Applicant
- C9 - Homeless - Initial Applicant
- CS - CC-Registr Fee
- CU - Temporary Shelter
- CX - Temporary HA (Violence)
- CZ - Temporary HA (Illness)
- DL - Homeless - Recipient
- DM - Homeless - Applicant
- DN - Homeless - Initial Applicant
- EA - EAPE
- EF - SNNR-Ess Furniture
- EO - Electronic Theft Replacement Cash Benefits
- HEA - SNNR-Heater
- HH - Housing Relocation
- HP - Homeless Client
- HPA - HA Perm-Arrearages

- HPP - HA Perm-Appr
- HTA - HA Temp-Appr
- INE - Immed Need
- ISH - SNNR-Interim Shelter
- LF - Temporary HA (Uninhabitability)
- LI - Temporary HA (Natural Disaster)
- MA - MA
- ME - MA - Exception Other
- MS - Moving Costs
- MV - MA - Exception DV
- NH - HA Temp-Disaster
- NN - HA Temp-Pend
- NO - HA Temp-P/M Illness
- NU - HA Temp-Uninhabit
- NW - HA Temp-Violence
- OU - County use only 1
- OV - County use only 2
- OW - County use only 3
- OX - County use only 4
- PAL - Pregnancy Allowance
- PDI - HA Perm-Disaster
- PM - HA Perm-P/M Illness
- PU - HA Perm-Uninhabit
- PV - HA Perm-Violence
- QR - THAP+14 - Exception Other
- QT - THAP+14 - Exception DV
- R1 - Rent Subsidy-1/G
- R2 - Rent Subsidy-2/G
- R3 - Rent Subsidy-3/G
- R4 - Rent Subsidy-4/G
- RF - SNNR-Refrig
- SC - SCC
- SV - SNNR-Stove
- TA - THAP+14
- TG - SNNR-House Repairs
- TJ - Disregard
- ZQ - CC-General
- ZR - SNNR-Clothing
- ZS - CC-GAIN Sanc
- ZT - CC-Provdr In Hm