

CalSAWS

California Statewide Automated Welfare System

Design Document

SCR CA-50780 – Additional Detail for Audit
Application Report

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/16/18	1.0	Initial Revision	MP
2/5/19	1.1	Table of contents refresh and minor updates	ALP
2/26/19	2.0	Merged CA-50288 requirements	ALP
12/09/9	2.1	Updated template	ALP

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1 OVERVIEW

Add the employee name, worker ID, staff ID and district number to the CalSAWS audit report.

1.1 Current Design

The current design for the audit report does not include the employee name, worker ID, staff ID or district number.

1.2 Requests

The audit report must provide the employee name, worker ID, staff ID and district number, so that county investigators do not have to leave the audit application and search the CalSAWS web application for information on a user.

1.3 Overview of Recommendations

Add the employee name, worker ID, staff ID, district number as additional columns on the user audit report.

1.4 Assumptions

Historical records will remain unchanged.

2 RECOMMENDATIONS

The staff name, worker ID, and staff ID and district number will be read on login. These values will be stored with every transaction for auditing purposes.

2.1 User Action Audit Report

2.1.1 Overview

The Excel spreadsheet generated for the user audit report will contain additional columns for employee name, worker ID, and staff ID and district number.

2.1.2 User Action Audit Report Mockup

User	Date	Employee Name	Worker ID	Staff ID	District Number	County Code	Case Number	Main Tab	Local Tab	Page Title	Action Taken
Test User1	02/12/2019 5:36:53 PM	Test User Uno	19LS11000S	1234	10	19		newApplication	newApplication	LRS System	
Test User1	02/12/2019 5:36:59 PM	Test User Uno	19LS11000S	1234	10	19		caseInformation	newApplication	New Person Search	New Application
Test User1	02/12/2019 5:37:03 PM	Test User Uno	19LS11000S	1234	10	19		caseInformation	caseSummary1	Person Search	Case Summary
Test User1	02/12/2019 5:37:16 PM	Test User Uno	19LS11000S	1234	10	19		caseInformation	caseSummary1	Person Search	Search
Test User1	02/12/2019 5:37:19 PM	Test User Uno	19LS11000S	1234	10	19		caseInformation	caseSummary1	Select Case	Test, Test
Test User1	02/12/2019 5:37:34 PM	Test User Uno	19LS11000S	1234	10	19	1234567	caseInformation	caseSummary1	Case Summary	1234567
Test User1	02/12/2019 5:37:39 PM	Test User Uno	19LS11000S	1234	10	19	1234567	adminTools	Admin	Flag Search	Admin

Figure 1 – Screenshot of Proposed User Audit Report

some existing fields not show for brevity

2.1.3 Description of Changes

The spreadsheet will contain new columns with the header names “Employee Name”, “Worker ID”, “Staff ID” and “District Number” which will correspond to the first and last name of the employee, the worker number identifier, the staff ID, and district number respectively.

2.1.4 Page Location

Global: Admin Tools

Local: Admin

Task: Audit

2.1.5 Counties Impacted

Functionality will be available to all counties. C-IV counties will inherit functionality at migration.

CalSAWS

California Statewide Automated Welfare System

Design Document

SCR 57133 – DDCR 5071: Update Audit Framework to Record User Login Transaction

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Marvin Papparisto
	Reviewed By	Abel Lopez Pimentel

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/16/18	1.0	Initial Revision	MP
2/1/19	1.1	Table of contents refresh and minor updates	ALP
12/9/19	1.2	Updated template	ALP

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1 OVERVIEW

Update the CalSAWS audit application to record all failed and successful login attempts to the CalSAWS system.

1.1 Current Design

The current audit application only records web transactions after a user has logged onto the system.

1.2 Request

The audit application must record all login attempts, both failed and successful, to generate a more thorough report of user actions.

1.3 Overview of Recommendations

Add additional rows in the user action audit report for all login attempts with the following information:

- The time that the attempt occurred
- Whether the attempt was successful or not
- The username
- The county code

1.4 Assumptions

1. The transaction will be recorded as a login attempt if the username is valid.

2 RECOMMENDATIONS

If a user receives an authentication error when attempting to log in to the CalSAWS system with a valid username, a new record will be generated in the audit application containing the username that was entered, the county code of the user, the time that the attempt occurred, and a status message indicating that the login attempt was unsuccessful.

If the user successfully logs in, another record will be inserted into the audit application with the same information, but the status message will indicate that the login attempt was successful.

2.1 User Action Audit Report

2.1.1 Overview

The user action audit report will have new rows for failed and successful login attempts with only the user, county code, timestamp, and page title columns populated with values. The page title column will contain a message indicating if the login attempt was successful or not.

2.1.2 User Action Audit Report Mockup

Audit results for user:	Test.User1					
Begin date:	01/01/2019					
End date:	01/01/2019					
Audit performed on:	01/02/2019 8:00:00 AM					
User	Date	County Code	Case Number	Main Tab	Local Tab	Page Title
Test.User1	01/01/2019 8:00:00 AM	19				Failed Login Attempt
Test.User1	01/01/2019 8:01:00 AM	19				Failed Login Attempt
Test.User1	01/01/2019 8:02:00 AM	19				Successful Login Attempt

Figure 1 – Screenshot of Proposed User Audit Report

2.1.3 Description of Changes

Additional entries will be added to the user audit report representing failed and successful login attempts. The columns with header names “User”, “County Code”, “Date”, and “Page Title” will contain the username that was entered, the county code associated with the user, the time that the login attempt occurred, and message indicating whether the attempt was successful or not. The remaining columns will be left empty.

2.1.4 Page Location

Global: Admin Tools

Local: Admin

Task: Audit

2.1.5 Counties Impacted

Functionality will be available to all counties.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-201836 | CIV-100878

Implement CalFresh Churn Monthly Caseload Report
Report (CF 18)

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/17/2020	1.0	Initial Revision	Justin Dobbs

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1 OVERVIEW

The California Department of Social Services (CDSS) has released requirements for a new monthly state report; the CF 18. The purpose of this report is to identify outcomes and trends for CalFresh caseload “churn”. Caseload churn occurs when an eligible household unexpectedly loses CalFresh benefits, usually because of missed reporting requirements, only to re-enroll shortly thereafter. This report looks at these outcomes as they relate to the two key reporting events for CalFresh cases: the SAR-7 and the Redetermination/Recertification/Reapplication (RRR). Outcomes are measured in two different ways. The first measure helps to assess the point in the reporting process where churn is most common. The second measure provides insight into the impact of various types of churn on application processing work.

This document outlines the recommendations to automate the CF 18 report in the system.

1.1 Current Design

The C-IV and CalACES Systems do not produce any reports related to CalFresh churn.

1.2 Requests

Automate the monthly CF 18 report in the C-IV and CalACES systems.

1.3 Overview of Recommendations

Implement the CF 18 report that will execute as a scheduled monthly report. The report will provide both the summary and supporting detailed information for each metric. Information pertaining to the report will be available in the Reports Overview in Online Help.

1.4 Assumptions

- When evaluating Customer Report received statuses/dates, the latest received date will be evaluated if multiple occurrences exist. The assumption is that any prior received statuses required additional information from the client, hence the existence of a subsequent received status.
- Any single worksheet within the CF 18 report will not exceed 65,000 rows.
- Applications disposed within the Average Days to Process (ADP) section of the CF 18 have disposition dates within the month immediately prior to the CF 18 Submission Month.

2 RECOMMENDATIONS

2.1 Overview

Implement the CF 18 report that will execute as a scheduled monthly report. The report will provide both the summary and supporting detailed information for each metric. Existing security groups will be utilized to control user access to this report. Information pertaining to the report will be added to the Reports Overview in Online Help.

2.2 CF 18 Mockup

STATE OF CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY		CALIFORNIA DEPARTMENT OF SOCIAL SERVICES DATA SYSTEMS AND SURVEY DESIGN BUREAU	
CalFresh Churn Monthly Caseload Report CF 18			
DOWNLOAD REPORT FORM FROM: https://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions			
EMAIL US FOR QUESTIONS ABOUT THE FORM OR INSTRUCTIONS:			
EMAIL US FOR TECHNICAL SUPPORT QUESTIONS:			
COUNTY NAME	VERSION	SUBMISSION MONTH	REPORT YEAR
Butte		October	2019
<i>Churn Measurement #1: The share of CalFresh/California Food Assistance Program (CFAP) households who are due to have their eligibility re-determined in a given month who experience an interruption in benefits, but return to the program within four full calendar months following the Data Cohort Month.</i>			
All SAR 7s & RRRs		SAR 7	RRR
1. The total number of CalFresh and CFAP households scheduled for SAR 7 & RRR submission within the Data Cohort Month	1	13	2
Timely SAR 7s & RRRs		SAR 7	RRR
2. The total number of timely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed eligible	3	2	4
3. The total number of timely SAR 7s & RRRs received from households within the Data Cohort Month that were	5		6
Late SAR 7s & RRRs		SAR 7	RRR
6. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed and deemed eligible and experienced either no loss or loss of benefits	11	2	12
a. The total number of late SAR7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed, deemed eligible and experienced no loss of benefits.	13	1	14
b. The total number of late SAR7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed, deemed eligible and experienced a loss of benefits. (This includes prorated applications)	15	1	16
7. The average number of days where benefits were lost due to late SAR 7 & RRR submission and the household experienced a loss of benefits within the First Month Following Data Cohort Month	17	18	18
8. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed and subsequently deemed ineligible	19	0	20
SAR 7s & RRRs Not Renewed		SAR 7	RRR
9. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the First Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits	21	1	22
10. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the First Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdrawals) for benefits	23	1	24
11. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Second Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits	25	0	26
12. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Second Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdrawals) for benefits	27	1	28
13. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Third Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits	29	0	30
14. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Third Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdrawals) for benefits	31	1	32
15. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Fourth Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits	33	1	34
16. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Fourth Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdrawals) for benefits	35	0	36

Churn Measurement #2: The share of applications from households that participated CalFresh/CFAP in the recent past.			
All CalFresh applications disposed of during the Data Cohort Month			
17. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month	37	17	
18. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who participated in CalFresh/CFAP within the prior four full calendar months	38	16	
Total applications from households with a recent (Within the Prior Four Full Calendar Months) SAR 7 or RRR			
19. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who had a SAR 7 or RRR due within the prior four full calendar months	39	8	40 7
Denied Applications with recent SAR7 or RRR-related restoration			
20. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was restored in the First month Prior to Data Cohort Month	41	0	42 1
Applications with recent SAR 7 or RRR correlated discontinuation (First Month Prior to Data Cohort Month)			
21. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the First Month Prior to Data Cohort Month	43	1	44 0
22. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the First Month Prior to Data Cohort Month	45	1	46 1
Applications with recent SAR 7 or RRR correlated discontinuation (Second Month Prior to Data Cohort Month)			
23. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Second Month Prior to Data Cohort Month	47	1	48 1
24. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Second Month Prior to Data Cohort Month	49	0	50 1
Applications with recent SAR 7 or RRR correlated discontinuation (Third Month Prior to Data Cohort Month)			
25. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Third Month Prior to Data Cohort Month	51	2	52 0
26. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Third Month Prior to Data Cohort Month	53	0	54 1
Applications with recent SAR 7 or RRR correlated discontinuation (Fourth Month Prior to Data Cohort Month)			
27. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Fourth Month Prior to Data Cohort Month	55	1	56 1
28. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Fourth Month Prior to Data Cohort Month	57	2	58 1
Average Days to Process (ADP)			
Initial Applications with Expedited Service			
29. The average number of days to approval of initial CalFresh and CFAP applications with expedited service from the date of application or date of discovery, if applicable	59		4
30. The total number of initial applications with expedited service approved within one to three days	60		1
31. The total number of initial applications with expedited service approved within four to seven days	61		1
32. The total number of initial applications with expedited service approved after seven days	62		1
Initial Applications with Non-Expedited Service			
33. The average number of days to approval of initial CalFresh and CFAP applications with non-expedited service from the date of application	63		9
34. The total number of initial applications with non-expedited service approved within one to seven days	64		1
35. The total number of initial applications with non-expedited service approved within eight to fifteen days	65		1
36. The total number of initial applications with non-expedited service approved within sixteen to twenty-two days	66		1
37. The total number of initial applications with non-expedited service approved within twenty-three to thirty days	67		0
38. The total number of initial applications with non-expedited service approved over thirty days	68		0
COMMENTS			
General Comments			
Revised Report Explanation (Complete if Revised is selected. If initial is selected this box remains blank)			
CONTACT PERSON	TELEPHONE	EXTENSION	
JOB TITLE/CLASSIFICATION	E-MAIL		
SUPERVISOR	TELEPHONE	EXTENSION	
JOB TITLE/CLASSIFICATION	E-MAIL		
		DATE SUBMITTED	

Figure 2.2.1 – CF 18 Report Mockup

2.3 Description of Change – Report Line by Line Description

The CF 18 report is only applicable to CalFresh programs.

To align with state instructions, this document includes references to “Data Cohort Month” throughout as opposed to “Report Month”. For Churn Measurements 1 and 2, the Data Cohort Month is the month that will be evaluated to determine the base population of each measurement that will then be evaluated over a 4-month time period to determine churn.

The base population will be derived based on an evaluation of the SAR due month or RE due month. If a CalFresh program has either a SAR due month or RE due month within the Data Cohort Month and the program was Active or Ineligible as of the first of the Data Cohort Month, the program will be included within the base population. A program which may have a SAR 7 or CalFresh RE Packet generated for the Data Cohort Month that does not have a SAR due month or RE due month within the Data Cohort Month will not be included in the CF 18 report. (Reference Section 2.3.1.1 for specific criteria for the base population for Line 1)

The CF 18 report line counts for Lines 1 through 27 are split into two columns: SAR 7 and RRR. Customer Report types will be evaluated to determine in which column on the CF 18 report to count a household as follows:

Customer Report Type	CF 18 Column	CalSAWS/C-IV
CF RE Packet	RRR	Both
CW/CF RE Packet	RRR unless the latest CalFresh status for the packet is 'Not Applicable'	Both
SAR 7	SAR 7 unless the latest CalFresh status for the SAR 7 is 'Not Applicable'	Both

A household will only be counted in a single category (SAR 7/RRR) throughout the report. For example, a household cannot be counted as Line 1 RRR and in a subsequent line as SAR 7.

2.3.1 Churn Measurement #1

The share of CalFresh/California Food Assistance Program (CFAP) households who are due to have their eligibility re-determined in a given month who experience an interruption in benefits but return to the program within four full calendar months following the Data Cohort Month.

The Data Cohort Month is the month that is 5 full calendar months prior to the submission month. The submission month is the month that the report is due to be submitted to CDSS and it is also the month / the automated report will generate.

The criteria for the following lines will refer to specific Customer Reporting Types:

- SAR 7
- CF RE Packet
- CW/CF RE Packet

The SAR 7 and CW/CF RE Packets specifically maintain a sequence of statuses for both the CalFresh and CalWORKs programs on the Customer Reporting Detail page. For example, a SAR 7 may be 'Not Applicable' for CalFresh and 'Complete – EDBC Accepted' for CalWORKs. For the purposes of the CF 18 report, only the Customer Report statuses that are applicable to the CalFresh program will be evaluated.

2.3.1.1 All SAR 7s & RRRs

Line 1. The total number of CalFresh and CFAP households scheduled for SAR 7 & RRR submission within the Data Cohort Month

This line is the population of CalFresh households scheduled for SAR 7 and RRR submission within the Data Cohort Month. If a CalFresh household was scheduled to submit a SAR 7 or RRR, but the household does not meet the criteria of any of the following lines for churn measurement #1 (Lines 2 through 16), the household will only be counted in Line 1. There are no reconciliation rules to enforce that Line 1 is a summation of any of the lower lines per ACL 18-117E. However, a household that is counted in Lines 2 through 16 must be counted in Line 1.

The base population for churn measurement #1 is based on the following 2 sets of criteria:

SAR 7

- The Program is CalFresh.
- The Program Status was Active or Ineligible as of the first day of the Data Cohort Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Data Cohort Month.
- The program has a SAR Due Month equal to the Data Cohort Month. The determination of the SAR Due Month in the automated systems is a real-time calculation based on the Reporting Type (Semi-Annual Reporting or Semi-Annual Reporting Annually) and the RE Due Month. This same logic as used by the online pages will be replicated for this line of the report.

For Example: The Data Cohort Month is November 2019; Case A has an Active status as of November 1st, 2019 with a SAR 7 due to be completed by November 30th 2019.

Note: The SAR Due Month as displayed on the CalFresh Detail page in the automated systems does not display retro or passed SAR Due Months if a more recent SAR Due Month is established. As a result, a household counted in this population as due to submit SAR 7 in the Data Cohort Month

may not display a SAR Due Month equal to the Data Cohort Month in the CalFresh Detail page.

RRR

- The Program is CalFresh.
- The Program Status was Active or Ineligible as of the first day of the Data Cohort Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Data Cohort Month.
- The program has a RE with a due month equal to the Data Cohort Month.
- The RE was NOT created after the Data Cohort Month. More specifically, the RE existed during or before the Data Cohort Month meaning as of the Data Cohort Month, the household was due to submit an RE.
- The RE does NOT have a completion date during or before the Data Cohort Month with a completion reason other than 'Processed'. For example, if a RE is due in the Data Cohort Month and it has a completion date that is 2 months prior with a reason of 'No Longer Valid' because a new RE period is established, this is not a household to be counted as due to submit RRR in the Data Cohort month. This condition will exclude these scenarios.

For Example: The Data Cohort Month is November 2019; Case A has an Active status as of November 1st, 2019 with a CF RE Packet due to be completed by November 30th 2019.

The above criteria are common to Lines 2 through 16 of the report.

2.3.1.2 Timely SAR 7s & RRRs

Line 2. The total number of timely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed eligible.

- The Program has a Customer Report with a Submit Month equal to the Data Cohort Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet
The latest Status Date of the 'Received' Customer Report status is on or before the 10 th day of the Data Cohort Month.	The latest Status Date of the 'Received' Customer Report status is on or before the 15 th day of the Data Cohort Month.

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The Status Date of the 'Complete – EDBC Accepted' Customer Report status is during or after the Data Cohort Month.
- The EDBC that was run to complete the SAR 7 or RRR established an 'Active' or 'Ineligible' program status effective for the first of the month immediately following the Data Cohort Month.
- The EDBC is not prorated. Prorated determinations signify a count on Line 6b.

Note: State instructions indicate that the SAR 7 or RRR is received during the Data Cohort Month, however the automated systems allow a received date to be prior to the Data Cohort Month/Due Month. This line will include the scenario of a SAR 7 or RRR due in the Data Cohort Month that was received prior to the Data Cohort Month.

Line 3. The total number of timely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed ineligible.

- The Program has a Customer Report with a Submit Month equal to the Data Cohort Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet
The latest Status Date of the 'Received' Customer Report status is on or before the 10 th day of the Data Cohort Month.	The latest Status Date of the 'Received' Customer Report status is on or before the 15 th day of the Data Cohort Month.

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The Status Date of the 'Complete – EDBC Accepted' Customer Report status is during or after the Data Cohort Month.
- The EDBC that was run to complete the SAR 7 or RRR established a 'Denied' or 'Discontinued' program status effective for the first of the month immediately following the Data Cohort Month.
- The EDBC is not prorated. Prorated determinations signify a count on Line 6b.

Note: State instructions indicate that the SAR 7 or RRR is received during the Data Cohort Month, however the automated systems allow a received date to be prior to the Data Cohort Month/Due Month. This line will include the scenario of a SAR 7 or RRR due in the Data Cohort Month that was received prior to the Data Cohort Month. For example, if a household is due to submit a SAR 7 in March 2020, and the SAR 7 is received by the county office on February 27th, 2020, this will be considered a SAR 7 received within the Data Cohort Month.

2.3.1.3 Untimely SAR 7s & RRRs

Line 4. The total number of untimely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed eligible with no loss of benefits.

- The Program has a Customer Report with a Submit Month equal to the Data Cohort Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet
The latest Status Date of the 'Received' Customer Report status is between the 11 th day and the last day of the Data Cohort Month (inclusive).	The latest Status Date of the 'Received' Customer Report status is between the 16 th day and the last day of the Data Cohort Month (inclusive).

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The Status Date of the 'Complete – EDBC Accepted' Customer Report status is during or after the Data Cohort Month.
- The EDBC that was run to complete the SAR 7 or RRR established an 'Active' or 'Ineligible' program status effective for the first of the month immediately following the Data Cohort Month.
- The EDBC is not prorated. Prorated determinations signify a count on Line 6b.

Line 5. The total number of untimely SAR 7s & RRRs received from households within the Data Cohort Month that were disposed and subsequently deemed ineligible.

- The Program has a Customer Report with a Submit Month equal to the Data Cohort Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet
The latest Status Date of the 'Received' Customer Report status is between the 11 th day and the last day of the Data Cohort Month (inclusive).	The latest Status Date of the 'Received' Customer Report status is between the 16 th day and the last day of the Data Cohort Month (inclusive).

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The Status Date of the 'Complete – EDBC Accepted' Customer Report status is within the Data Cohort Month.
- The EDBC that was run to complete the SAR 7 or RRR established a 'Denied' or 'Discontinued' program status effective for the first of the month immediately following the Data Cohort Month.
- The EDBC is not prorated. Prorated determinations signify a count on Line 6b.

2.3.1.4 Late SAR 7s & RRRs

Line 6. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed and deemed eligible and experienced either no loss or loss of benefits.

This line is the sum of Lines 6a and 6b. Reference the specific criteria of each line below.

Line 6a. The total number of late SAR7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed, deemed eligible and experienced no loss of benefits.

- The Program has a Customer Report with a Submit Month equal to the Data Cohort Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet

SAR 7	RRR
The latest Status Date of the 'Received' Customer Report status is within the month immediately following the Data Cohort Month.	The latest Status Date of the 'Received' Customer Report status is within the month immediately following the Data Cohort Month.

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The Status Date of the 'Complete – EDBC Accepted' Customer Report status is during or after the Data Cohort Month.
- The EDBC that was run to complete the SAR 7 or RRR established an Active or Ineligible program status effective for the first of the month immediately following the Data Cohort Month.
- The EDBC is not prorated. This condition signifies no loss of benefits.

Line 6b. The total number of late SAR7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed, deemed eligible and experienced a loss of benefits. (This includes prorated applications)

- The Program has a Customer Report with a Submit Month equal to the Data Cohort Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet
The latest Status Date of the 'Received' CalFresh Customer Report status is within the month immediately following the Data Cohort Month.	The latest Status Date of the 'Received' CalFresh Customer Report status is within the month immediately following the Data Cohort Month.

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The Status Date of the 'Complete – EDBC Accepted' Customer Report status is during or after the Data Cohort Month.

- The EDBC that was run to complete the SAR 7 or RRR established an Active or Ineligible program status effective for the first of the month immediately following the Data Cohort Month.
- The EDBC is prorated. This condition signifies a loss of benefits.

Line 7. The average number of days where benefits were lost due to late SAR 7 & RRR submission and the household experienced a loss of benefits within the First Month Following Data Cohort Month.

- For each program counted in Line 6b that experienced a loss in benefits, determine the length (in days) that a household lost benefits by calculating the difference of total days in the benefit month and the prorated days determined by the EDBC that was run to complete the SAR 7 or RRR.

For example: A household is due to submit a SAR 7 in February of 2019. The household does not return the SAR 7 and is Discontinued effective for March 1st. The household returns the SAR 7 late on March 8th and an EDBC is run to reestablish prorated benefits for the remaining 24 days in March. The number of days the household experienced a loss in benefits is:

$$\text{Days in March} - \text{Prorated days in March} = \text{Days of benefits lost}$$

$$31 - 24 = 7 \text{ days.}$$

To obtain the average, sum the total number of days together for every household counted in Line 6b and divide by the number of households counted in Line 6b.

- Rounded to the nearest whole number

Line 8. The total number of late SAR 7s & RRRs received from households within the First Month Following Data Cohort Month that were disposed and subsequently deemed ineligible.

- The Program has a Customer Report with a Submit Month equal to the Data Cohort Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet

SAR 7	RRR
The latest Status Date of the 'Received' CalFresh Customer Report status is within the month immediately following the Data Cohort Month.	The latest Status Date of the 'Received' CalFresh Customer Report status is within the month immediately following the Data Cohort Month.

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The Status Date of the 'Complete – EDBC Accepted' Customer Report status is during or after the month immediately following the Data Cohort Month.
- The EDBC that was run to complete the SAR 7 or RRR established a 'Denied' or 'Discontinued' program status effective for the first of the month immediately following the Data Cohort Month.

2.3.1.5 SAR 7s & RRRs Not Renewed

Lines 2 through 8 of the CF 18 report account for those SAR 7s and RRRs that were received and subsequently disposed. The following lines, 9 through 16, account for those SAR 7s and RRRs that were due for submission, the household does not renew and submits an application that is disposed within the 4 months following the Data Cohort Month. If a household does not renew and submits a new application during or after the fifth month after the Data Cohort Month, the household will not be counted in Lines 9 through 16, it will only be counted in Line 1.

The following criteria, common to Lines 9 through 16, defines a household that does not renew:

- The SAR 7 or CalFresh RE packet due for the Data Cohort Month does not have a status of 'Complete – EDBC Accepted' meaning that the Customer Report is resting in a different status such as received, and the household can't be considered renewed.
- The program had a Discontinuance effective for the first month after the Data Cohort Month that occurred during or after the Data Cohort Month.

Lines 9 through 16 also speak to the submission of a new application by the household for the CalFresh program. Logic will not check for a specific application type. The application may be a New, Restoration or Reapplication type. ICT applications are excluded.

Note: In the scenario that a SAR 7 or CalFresh RE packet is generated and the automated batch processes Discontinue the program, the SAR 7 or CalFresh RE packet

will not have a 'Complete – EDBC Accepted' Status. The Customer Report will remain in the same status it was in at the time of the Discontinuance.

Line 9. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the First Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits.

- A Program Application was created in the first month following the Data Cohort Month.
- The Program Application has an Approval event that occurred during or after the first month following the Data Cohort Month. This condition is consistent with the phrase “subsequently deemed eligible”.

Line 10. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the First Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdraws) for benefits.

- A Program Application was created in the first month following the Data Cohort Month.
- The Program Application has a Denial event that occurred during or after the first month following the Data Cohort Month. This condition is consistent with the phrase “subsequently deemed ineligible”.
- The Program Application does not have an Approval event subsequent to the Denial event. The existence of an Approval event constitutes churn and takes precedence over the denial. Such a scenario would be considered deemed eligible on the appropriate line.

Line 11. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Second Month Following Data Cohort Month were disposed and subsequently deemed eligible (include withdraws) for benefits.

- A Program Application was created in the second month following the Data Cohort Month.
- The Program Application has an Approval event that occurred during or after the second month following the Data Cohort Month. This condition is consistent with the phrase “subsequently deemed eligible”.

Line 12. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Second Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdraws) for benefits.

- A Program Application was created in the second month following the Data Cohort Month.
- The Program Application has a Denial event that occurred during or after the second month following the Data Cohort Month. This condition is consistent with the phrase “subsequently deemed ineligible”.
- The Program Application does not have an Approval event subsequent to the Denial event. The existence of an Approval event constitutes churn and takes precedence over the denial. Such a scenario would be considered deemed eligible on the appropriate line.

Line 13. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Third Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits.

- A Program Application was created in the third month following the Data Cohort Month.
- The Program Application has an Approval event that occurred during or after the third month following the Data Cohort Month. This condition is consistent with the phrase “subsequently deemed eligible”.

Line 14. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Third Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdraws) for benefits.

- A Program Application was created in the third month following the Data Cohort Month.
- The Program Application has a Denial event that occurred during or after the third month following the Data Cohort Month. This condition is consistent with the phrase “subsequently deemed ineligible”.
- The Program Application does not have an Approval event subsequent to the Denial event. The existence of an Approval event constitutes churn and takes precedence over the denial. Such a scenario would be considered deemed eligible on the appropriate line.

Line 15. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Fourth Month Following Data Cohort Month were disposed and subsequently deemed eligible for benefits.

- A Program Application was created in the fourth month following the Data Cohort Month.
- The Program Application has an Approval event that occurred during or after the fourth month following the Data Cohort Month. This condition is consistent with the phrase “subsequently deemed eligible”.

Line 16. The total number of SAR 7 & RRR households who do not renew in the Data Cohort Month, but submit a new application in the Fourth Month Following Data Cohort Month were disposed and subsequently deemed ineligible (include withdraws) for benefits.

- A Program Application was created in the fourth month following the Data Cohort Month.
- The Program Application has a Denial event that occurred during or after the fourth month following the Data Cohort Month. This condition is consistent with the phrase “subsequently deemed ineligible”.
- The Program Application does not have an Approval event subsequent to the Denial event. The existence of an Approval event constitutes churn and takes precedence over the denial. Such a scenario would be considered deemed eligible on the appropriate line.

2.3.2 Churn Measurement #2

The share of applications from households that participated CalFresh/CFAP in the recent past.

The Data Cohort Month is the month that is 1 month prior to the submission month. The submission month is the month that the report is due to be submitted to CDSS and it is also the month that the automated report will generate.

The criteria for the following lines will refer to specific Customer Reporting Types:

- SAR 7
- CF RE Packet
- CW/CF RE Packet

The SAR 7 and CW/CF RE Packets specifically maintain a sequence of statuses for both the CalFresh and CalWORKs programs on the Customer Reporting Detail page. For example, a SAR 7 may be ‘Not Applicable’ for CalFresh and ‘Complete – EDBC Accepted’ for CalWORKs. For the purposes of the CF 18 report, only the Customer Report statuses that are applicable to the CalFresh program will be evaluated.

Lines within churn measurement #2 refer to a SAR 7 or RRR due in a specific month. The following two sets of criteria determine if a household was due to submit a SAR 7 or RRR in a given month:

SAR 7

- The Program is CalFresh.
- The Program Status was Active or Ineligible as of the first day of the specific month. Program status historic information will be evaluated to determine what the status was as of the first day of the specific month.
- The program has a SAR Due Month equal to the specific month. The determination of the SAR Due Month in the automated systems is a real time calculation based on

the Reporting Type (Semi-Annual Reporting or Semi-Annual Reporting Annually) and the RE Due Month. This same logic as used by the online pages will be replicated.

Note: The SAR Due Month as displayed on the CalFresh Detail page in the automated systems does not display retro or passed SAR Due Months if a new more recent SAR Due Month is established.

RRR

- The Program is CalFresh.
- The Program Status was Active or Ineligible as of the first day of the specific month. Program status historic information will be evaluated to determine what the status was as of the first day of the specific month.
- The program has a RE with a due month equal to the specific month.
- The RE was not created after the specific month. More specifically, the RE was created during or before the specific month meaning during the particular month, the household was due to submit an RE.

- The RE Completion Reason is blank meaning the RE was not processed or re-evaluated.
OR
- The RE Completion Reason is 'Processed' meaning the RE was processed.
OR
- Exclude REs with a Completion Reason that is NOT 'Processed' and the Completion Date is before the specific month. For example, if a RE is due in the specific month and it is completed 2 months prior with a reason of No Longer Valid because a new RE period is established, this is not a household to be counted as due to submit RRR in the specific month. This condition will exclude these scenarios.

Logic that evaluates program application information will exclude ICT applications.

Reference Appendix Section 7.1 for a visual example of the lines within measurement #2.

2.3.2.1 All CalFresh applications disposed of during the Data Cohort Month

Line 17. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month

- The Program is CalFresh
- A Program Application was created during or before the Data Cohort Month
- The initial Program Application disposition event (Denial or Approval) occurred during the Data Cohort Month

Note: This line does not have a breakout of counts between SAR 7 and RRR categories; it is a single count of all disposed CalFresh applications (CF 285) during the Data Cohort Month.

Line 18. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who participated in CalFresh/CFAP within the prior four full calendar months

This line is a subset of Line 17.

Of applications included in Line 17, apply the following conditions:

- The program has an Active or Ineligible status for any day within the four months prior to the Data Cohort Month.

Example 1: The Data Cohort Month is November 2019 and a CalFresh application is approved during the Data Cohort Month for Case A. Case A was Active on the CalFresh program through July 31st of 2019 and became discontinued effective August 1st, 2019. The approved application will be counted in Line 18 because Case A participated in CalFresh during July, which is within the prior four full calendar months.

2.3.2.2 Total applications from households with a recent (Within the Prior Four Full Calendar Months) SAR 7 or RRR

Line 19. The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who was required to submit a SAR 7 or RRR within the prior four full calendar months.

This line should equal the sum, for the respective column (SAR 7/RRR) of Lines 20, 21, 22, 23, 24, 25, 26, 27 and 28. Reference the specific criteria of each line below.

2.3.2.3 Denied Applications with Recent SAR 7 or RRR-related restoration

Line 20. The total number of denied CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was restored in the First Month Prior to Data Cohort Month

This line is a subset of Line 17.

Of applications included in Line 17, apply the following conditions:

- The Program has a SAR 7 with a Submit Month that is two months prior to the Data Cohort Month.
- The Program Status was Active or Ineligible as of the first day of the Customer Report Submit Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Submit Month.

SAR 7
<p>The Customer Report Type is:</p> <ul style="list-style-type: none"> ○ SAR 7

Note: Only the SAR 7 is evaluated as the Restoration of Aid Waiver is not applicable to an RRR.

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The program was Discontinued effective for the first of the month prior to the Data Cohort Month
- The program was restored under the restoration of aid waiver process during the month prior to the Data Cohort Month
- A Program Application was created after the SAR 7 Discontinuance
- The Program Application Initial Denial event is during the Data Cohort Month AND the Program Application does NOT have a subsequent Approval event

Examples:

January	February	March (Data Cohort Month)
<ul style="list-style-type: none"> • The CalFresh Program is Active as of January 1st • The Customer Report is due by January 31st • The worker Discontinues the CalFresh program on January 25th effective for February 1 for missing SAR 7. • A CalFresh application is received after the Discontinuance 	<ul style="list-style-type: none"> • The CalFresh Program is Discontinued effective February 1st • The CalFresh Program is reinstated under the Restoration of Aid Waiver 	<ul style="list-style-type: none"> • The CalFresh application received in January is disposed to be Denied
<ul style="list-style-type: none"> • The CalFresh Program is Active as of January 1st • The Customer Report is due by January 31st • The worker Discontinues the CalFresh program on January 25th 	<ul style="list-style-type: none"> • The CalFresh Program is Discontinued effective February 1st • A CalFresh application is received • The CalFresh Program is reinstated under the 	<ul style="list-style-type: none"> • The CalFresh application received in the prior month is disposed to be Denied

effective for February 1 for missing SAR 7.	Restoration of Aid Waiver	
<ul style="list-style-type: none"> The CalFresh Program is Active as of January 1st The Customer Report is due by January 31st The worker Discontinues the CalFresh program on January 25th effective for February 1 for missing SAR 7. 	<ul style="list-style-type: none"> The CalFresh Program is Discontinued effective February 1st The CalFresh Program is reinstated under the Restoration of Aid Waiver 	<ul style="list-style-type: none"> A CalFresh application is received and disposed to be Denied

Note: The circumstances in which the above scenarios will occur within the data and this line will populate with a value other than 0 are extremely rare.

2.3.2.4 Applications with recent SAR 7 or RRR correlated discontinuation (First Month Prior to Data Cohort Month)

Line 21. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the First Month Prior to Data Cohort Month

- The Program has a Customer Report with a Submit Month that is one month prior to the Data Cohort Month.
- The Program Status was Active or Ineligible as of the first day of the Customer Report Submit Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Submit Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> CF RE Packet CW/CF RE Packet

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The program was Discontinued effective for the first of the Data Cohort Month
- A Program Application was created during or before the Data Cohort Month
- The Program Application Initial Denial event is during the Data Cohort Month AND the Program Application does NOT have a subsequent Approval event

Line 22. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the First Month Prior to Data Cohort Month

- The Program has a Customer Report with a Submit Month that is one month prior to the Data Cohort Month.
- The Program Status was Active or Ineligible as of the first day of the Customer Report Submit Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Submit Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The program was Discontinued effective for the first of the Data Cohort Month
- A Program Application was created during or before the Data Cohort Month
- The Program Application has an Approval event during the Data Cohort Month

2.3.2.5 Applications with recent SAR 7 or RRR correlated discontinuation (Second Month Prior to Data Cohort Month)

Line 23. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Second Month Prior to Data Cohort Month

- The Program has a Customer Report with a Submit Month that is two months prior to the Data Cohort Month.
- The Program Status was Active or Ineligible as of the first day of the Customer Report Submit Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Submit Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The program was Discontinued effective for the first of the month that is one month prior to the Data Cohort Month
- A Program Application was created during or before the Data Cohort Month
- The Program Application Initial Denial event is during the Data Cohort Month AND the Program Application does NOT have a subsequent Approval event

Line 24. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Second Month Prior to Data Cohort Month

- The Program has a Customer Report with a Submit Month that is two months prior to the Data Cohort Month.
- The Program Status was Active or Ineligible as of the first day of the Customer Report Submit Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Submit Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The program was Discontinued effective for the first of the month that is one month prior to the Data Cohort Month
- A Program Application was created during or before the Data Cohort Month
- The Program Application has an Approval event during the Data Cohort Month

2.3.2.6 Applications with recent SAR 7 or RRR correlated discontinuation (Third Month Prior to Data Cohort Month)

Line 25. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Third Month Prior to Data Cohort Month

- The Program has a Customer Report with a Submit Month that is three months prior to the Data Cohort Month.
- The Program Status was Active or Ineligible as of the first day of the Customer Report Submit Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Submit Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The program was Discontinued effective for the first of the month that is two months prior to the Data Cohort Month
- A Program Application was created during or before the Data Cohort Month
- The Program Application Initial Denial event is during the Data Cohort Month AND the Program Application does NOT have a subsequent Approval event

Line 26. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Third Month Prior to Data Cohort Month

- The Program has a Customer Report with a Submit Month that is three months prior to the Data Cohort Month.
- The Program Status was Active or Ineligible as of the first day of the Customer Report Submit Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Submit Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The program was Discontinued effective for the first of the month that is two months prior to the Data Cohort Month
- A Program Application was created during or before the Data Cohort Month
- The Program Application has an Approval event during the Data Cohort Month

2.3.2.7 Applications with recent SAR 7 or RRR correlated discontinuation (Fourth Month Prior to Data Cohort Month)

Line 27. The total number of denied CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Fourth Month Prior to Data Cohort Month

- The Program has a Customer Report with a Submit Month that is four months prior to the Data Cohort Month.
- The Program Status was Active or Ineligible as of the first day of the Customer Report Submit Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Submit Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The program was Discontinued effective for the first of the month that is three months prior to the Data Cohort Month

- A Program Application was created during or before the Data Cohort Month
- The Program Application Initial Denial event is during the Data Cohort Month AND the Program Application does NOT have a subsequent Approval event

Line 28. The total number of approved CalFresh and CFAP applications disposed of during Data Cohort Month from a household who was required to submit a SAR 7 or RRR and whose case was closed/discontinued in the Fourth Month Prior to Data Cohort Month

- The Program has a Customer Report with a Submit Month that is four months prior to the Data Cohort Month.
- The Program Status was Active or Ineligible as of the first day of the Customer Report Submit Month. Program status historic information will be evaluated to determine what the status was as of the first day of the Submit Month.

SAR 7	RRR
The Customer Report Type is: <ul style="list-style-type: none"> ○ SAR 7 	The Customer Report Type is one of the following: <ul style="list-style-type: none"> ○ CF RE Packet ○ CW/CF RE Packet

- The latest status of the Customer Report is NOT 'Not Applicable'. In this scenario, the worker has determined that the Customer Report is not applicable to CalFresh and will not be processed for CalFresh.
- The program was Discontinued effective for the first of the month that is three months prior to the Data Cohort Month
- A Program Application was created during or before the Data Cohort Month
- The Program Application has an Approval event during the Data Cohort Month

2.3.3 Average Days to Process

CalFresh applications reported within this section of the CF 18 are independent of Churn Measurements 1 and 2. The month to be evaluated for application dispositions is the month prior to the CF 18 Submission Month.

Lines 29 through 38 require a calculation of application processing times. The determination of application processing time is as follows:

- The Program Application is NOT an ICT
- The disposition of the Program Application is 'Approved' (See note below)

- The approval event date of the Program Application occurred during the month immediately prior to the CF 18 Submission Month
- The initial Pended date of the application occurred in one of the 5 months prior to the CF 18 submission month

Note: An application approval event is not required to be the initial disposition event of the application. An application may progress through a series of events during the 4-month period. If there are multiple application dispositions during the 4-month period, the initial approval disposition will be considered unless the application does not have an approval event during the 4-month period, in which case the initial denial disposition will be considered.

Non-Expedited Service

- Calculate the days between the initial Pended date of the application and the initial approval event date (see Note 1 above)

Expedited Service

Within the Expedited Service section of the CalFresh Detail page for the program application, the latest record (File or Discovery) will be evaluated for the processing time.

- Calculate the days between the file date and the EDBC run date (when there does NOT exist an Expedited Service discovery date)
OR
- Calculate the days between the EDBC run date and the Expedited Service discovery date (when there exists an Expedited Service discovery date)
- Weekends will count as a single day

2.3.3.1 Initial Applications with Expedited Service

Line 29. The average number of days to approval of initial CalFresh and CFAP applications with expedited service from the date of application or date of discovery, if applicable

This average calculation is applicable to those applications included in Lines 29 through 31.

- Calculate the following:

(Sum the processing times for all applications in Lines 29 through 31) / (The number of applications counted in Lines 29 through 31)

- Rounded to the nearest whole number

Line 30. The total number of initial applications with expedited service approved within one to three days

- Within the county, the household has never received CalFresh benefits
- The Program Application is entitled to Expedited Service
- The application processing time is between 1 and 3 days (inclusive)

Line 31. The total number of initial applications with expedited service approved within four to seven days

- Within the county, the household has never received CalFresh benefits
- The Program Application is entitled to Expedited Service
- The application processing time is between 4 and 7 days (inclusive)

Line 32. The total number of initial applications with expedited service approved over seven days

- Within the county, the household has never received CalFresh benefits
- The Program Application is entitled to Expedited Service
- The application processing time is greater than 7 days

2.3.3.2 Initial Applications with Non-Expedited Service

Line 33. The average number of days to approval of initial applications with non-expedited service from the date of application

This average calculation is applicable to those applications included in Lines 33 through 37.

- Calculate the following:

(Sum the processing times for all applications in Lines 33 through 37) / (The number of applications counted in Lines 33 through 37)

- Rounded to the nearest whole number

Line 34. The total number of initial applications non-expedited service approved within one to seven days

- Within the county, the household has never received CalFresh benefits
- The Program Application is NOT entitled to Expedited Service
- The application processing time is between 1 and 7 days (inclusive)

Line 35. The total number of initial applications non-expedited service approved within eight to fifteen days

- Within the county, the household has never received CalFresh benefits
- The Program Application is NOT entitled to Expedited Service
- The application processing time is between 8 and 15 days (inclusive)

Line 36. The total number of initial applications non-expedited service approved within sixteen to twenty-two days

- Within the county, the household has never received CalFresh benefits
- The Program Application is NOT entitled to Expedited Service
- The application processing time is between 16 and 22 days (inclusive)

Line 37. The total number of initial applications non-expedited service approved within twenty-three to thirty days

- Within the county, the household has never received CalFresh benefits
- The Program Application is NOT entitled to Expedited Service
- The application processing time is between 23 and 30 days (inclusive)

Line 38. The total number of initial applications non-expedited service approved over thirty days

- Within the county, the household has never received CalFresh benefits
- The Program Application is NOT entitled to Expedited Service
- The application processing time is greater than 30 days

2.4 Report Attributes

Table 1 – Report Attributes

Attribute	Description/Value
Name	CF 18
Report Type	Scheduled
Report Format	Excel
Execution Frequency	C-IV: Monthly to be available by the 7 th business day of each month LRS/CalSAWS: Monthly to be available by the 4 th business day of each month
Pre-Conditions	After the successful completion of the SAR 7 Discontinuance Processes
Post-Conditions	N/A

2.5 Field Level Definitions

The following sections include the titles and descriptions of each column in the detailed backup worksheets of the report.

The system logos displayed in the header of the detailed worksheets will be based on the system that generates the report. The CF 18 reports generated in C-IV will display the C-IV logo and the CF 18 reports generated in LRS/CalSAWS will display the LRS logo.

2.5.1 Measurement #1 – Detailed Worksheet

This detailed worksheet provides the detailed backup information supporting metrics related to Churn Measurement #1, which are Lines 1 through 16 on the CF 18.

A static total box will display toward the top of the worksheet containing summary counts by SAR 7 or RRR based on the “SAR 7/RRR” column in the detailed listing of the worksheet. A dynamic total box will also display toward the upper right side of the worksheet that contains a dynamic count of detailed records displayed based on any filters that are applied.

Customer Report														Program Application		
Category	Line	SAR 7/RRR	Worker ID	Case Number	Case Name	Type	Received Date	Completed Date	Disposition	Prorated Days	Application File Date	Disposition	Disposition Date			
	1 Only	SAR 7	04LS000001	0000001	CASE NAME 01	SAR 7										
Timely	2	SAR 7	04LS000001	0000002	CASE NAME 02	SAR 7	04/29/2019	04/30/2019	eligible							
Timely	2	SAR 7	04LS000001	0000003	CASE NAME 03	SAR 7	05/04/2019	05/06/2019	eligible							
Timely	3	RRR	04LS000001	0000004	CASE NAME 04	CF RE Packet	05/03/2019	05/03/2019	ineligible							
Timely	2	RRR	04LS000001	0000005	CASE NAME 05	CW/CF RE Packet	05/09/2019	05/11/2019	eligible							
Timely	3	SAR 7	04LS000001	0000006	CASE NAME 06	SAR 7	05/09/2019	05/15/2019	ineligible							
Timely	2	RRR	04LS000001	0000007	CASE NAME 07	CF RE Packet	05/14/2019	05/16/2019	eligible							
Untimely	4	SAR 7	04LS000001	0000008	CASE NAME 08	SAR 7	05/12/2019	05/14/2019	eligible							
Untimely	5	SAR 7	04LS000001	0000009	CASE NAME 09	SAR 7	05/25/2019	05/28/2019	ineligible							
Untimely	4	RRR	04LS000001	0000010	CASE NAME 10	CF RE Packet	05/17/2019	05/18/2019	eligible							
Untimely	5	RRR	04LS000001	0000011	CASE NAME 11	CW/CF RE Packet	05/29/2019	05/30/2019	ineligible							
Late	6a	SAR 7	04LS000001	0000012	CASE NAME 12	SAR 7	06/02/2019	06/02/2019	eligible							
Late	8	RRR	04LS000001	0000013	CASE NAME 13	CF RE Packet	06/04/2019	06/05/2019	ineligible							
Late	6b	SAR 7	04LS000001	0000014	CASE NAME 14	SAR 7	06/12/2019	06/14/2019	eligible	18						
Not Renewed	9	SAR 7	04LS000001	0000015	CASE NAME 15	SAR 7					06/12/2019	Approved	06/28/2019			
Not Renewed	10	SAR 7	04LS000001	0000016	CASE NAME 16	SAR 7					06/25/2019	Denied	07/14/2019			
Not Renewed	12	SAR 7	04LS000001	0000017	CASE NAME 17	SAR 7	05/29/2019				07/08/2019	Denied	07/28/2019			
Not Renewed	11	RRR	04LS000001	0000018	CASE NAME 18	CF RE Packet					07/26/2019	Approved	08/04/2019			
Not Renewed	13	RRR	04LS000001	0000019	CASE NAME 19	CW/CF RE Packet					08/04/2019	Approved	08/05/2019			
Not Renewed	14	SAR 7	04LS000001	0000020	CASE NAME 20	SAR 7	05/26/2019				08/16/2019	Denied	08/24/2019			
Not Renewed	15	SAR 7	04LS000001	0000021	CASE NAME 21	SAR 7					09/04/2019	Approved	09/16/2019			

Figure 2.5.1-1 – Measurement #1 – Detailed Worksheet

Table 3 – Measurement #1 Field Level Definitions

Column Name	Column Description
Category	<p>This column will display a category value per the layout of the lines for Churn Measurement #1 on the CF 18. Possible values for this column are:</p> <ul style="list-style-type: none"> • Not Renewed – No Application – If the household was due to submit a SAR 7 or RRR in the data cohort month and reported on Line 1 but does not meet the criteria for any of the categorization lines, 2 through 16 on the CF 18. • Timely – If the SAR 7 or RRR was received timely and reported on Line 2 or Line 3 of the CF 18 • Untimely – If the SAR 7 or RRR was received untimely and reported on Line 4 or Line 5 of the CF 18 • Late – If the SAR 7 or RRR was received late and reported on Lines 6a, 6b or 8 of the CF 18 • Not Renewed – With Application – If the household did not renew and is included in one of the Lines, 9 through 16, of the CF 18
Line	<p>This column will display a value for which line of the CF 18 the detail row was included on.</p> <p>Detailed rows only included in Line 1 that are not included in Lines 2 through 16 will have a value of "1 Only" in this field as all other rows in this detail worksheet are included in Line 1.</p> <p>Because Line 6 is the summation of Line 6a and 6b, detailed rows included in Line 6a or 6b will populate with "6a" or "6b" in this column. This column will never populate with just a "6".</p>
SAR 7/RRR	<p>This column will display one of the following values:</p> <ul style="list-style-type: none"> • SAR 7 – If the detail row is applicable to the SAR 7 column of the CF 18 • RRR – If the detail row is applicable to the RRR column of the CF 18
Worker ID	<p>The worker number of the latest primary worker assigned to the CalFresh program as of the end of the report period.</p>
Case Number	<p>The Case Number of the Case</p>
Case Name	<p>The Case Name of the Case</p>
Customer Report – Type	<p>The type of the customer report that was due to be submitted. Possible values for this column are:</p> <ul style="list-style-type: none"> • SAR 7 • CF RE Packet • CW/CF RE Packet

Column Name	Column Description
Customer Report – Received Date	The latest Received Date of the customer report that was due to be submitted formatted as MM/DD/YYYY. If the customer report has multiple received dates, the latest received date will be displayed. This column may be blank if the customer report was never returned and doesn't have a status of received.
Customer Report – Completed Date	The status date of the Complete – EDBC Accepted status associated to the customer report that was due to be submitted. This field will be formatted as MM/DD/YYYY. This column may be blank if the customer report was never completed.
Disposition	The resulting disposition of the customer report processing. Possible values for this column are: <ul style="list-style-type: none"> • eligible – If the household was determined to be eligible • ineligible – If the household was determined to be ineligible Lines 2 through 8 of the CF 18 reports distinguish between SAR 7s and RRRs processed to be eligible or ineligible. This column can be used to distinguish these populations. This column will be blank if the customer report was never completed.
Prorated Days	A whole number signifying the number of prorated days resulting from the EDBC that processed the customer report. This column provides supporting backup information for Line 7 of the CF 18, which is a calculation of average number of days in which a household experienced a loss of benefits.
Program Application – Application File Date	A date signifying when an additional program application was Pended after a household did not renew a SAR 7 or RRR. This field will be formatted as MM/DD/YYY and is only applicable to detail rows associated to Lines 9 through 16 of the CF 18.
Program Application – Disposition	The disposition event of the program application that was Pended after a household did not renew a SAR 7 or RRR. This field is only applicable to detail rows associated to Lines 9 through 16.
Program Application – Disposition Date	The date associated to the program application disposition event formatted as MM/DD/YYYY.

Sort Order: The rows within this worksheet will be initially ordered by the Line and Case Number columns ascending.

2.5.2 Measurement #2 – Detailed Worksheet

This detailed worksheet provides the detailed backup information supporting metrics related to Churn Measurement #2, which are Lines 17 through 28 on the CF 18.

A static total box will display toward the top of the worksheet containing summary counts by SAR 7 or RRR based on the “SAR 7/RRR” column in the detailed listing of the worksheet. A dynamic total box will also display toward the upper right side of the worksheet that contains a dynamic count of detailed records displayed based on any filters that are applied.

The holistic population of Churn Measurement #2 is captured on Line 17, which is “The total number of CalFresh and CFAP applications disposed of during the Data Cohort Month”. Line 18, which is “the total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a CalFresh household who participated in CalFresh/CFAP within the prior four full calendar months” is a subset of Line 17. Similarly, Line 19, which is “the total number of CalFresh and CFAP applications disposed of during the Data Cohort Month from a household who had a SAR 7 or RRR due within the prior four full calendar months” is also a subset of Line 17. Cases counted in Line 19 may be included in Line 18, however Line 19 is not a direct subset of Line 18. The Line 19 population is then broken down into different categories as displayed by Lines 20 through 28. The “Measurement #2” detailed worksheet will contain details for the entire population on Line 17. This worksheet will also include columns that allow workers to easily filter the details down to the Line 18 and Line 19 populations as well as the sub lines (20 through 28) within Line 19.


 CF 18 Butte Run Date: OCT-02-19 09:08 PM Data Cohort Month: 09/2019 Churn Measurement #2											
										Summary	
										Total: 17	
										Total: 17	
Line 17	Line 18	Line 19	Category	Line 20-28	SAR 7/RRR	Worker ID	Case Number	Case Name	Program Application Disposition	Disposition Date	Customer Report Submit Month
Y						04LS000001	0000001	CASE NAME 01	Approved	09/08/2019	
Y	Y					04LS000001	0000002	CASE NAME 02	Approved	09/26/2019	
Y	Y	Y	Denied Apps With Recent SAR7/RRR-Related Restoration	20	RRR	04LS000001	0000003	CASE NAME 03	Denied	09/19/2019	07/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (First month prior to DCM)	21	SAR 7	04LS000001	0000004	CASE NAME 04	Approved	09/02/2019	08/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (First month prior to DCM)	22	SAR 7	04LS000001	0000005	CASE NAME 05	Denied	09/05/2019	08/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (First month prior to DCM)	22	RRR	04LS000001	0000006	CASE NAME 06	Denied	09/08/2019	08/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Second month prior to DCM)	23	RRR	04LS000001	0000007	CASE NAME 07	Approved	09/26/2019	07/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Second month prior to DCM)	23	SAR 7	04LS000001	0000008	CASE NAME 08	Approved	09/19/2019	07/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Second month prior to DCM)	24	RRR	04LS000001	0000009	CASE NAME 09	Denied	09/17/2019	07/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Third month prior to DCM)	25	SAR 7	04LS000001	0000010	CASE NAME 10	Approved	09/08/2019	06/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Third month prior to DCM)	25	SAR 7	04LS000001	0000011	CASE NAME 11	Approved	09/26/2019	06/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Third month prior to DCM)	26	RRR	04LS000001	0000012	CASE NAME 12	Denied	09/19/2019	06/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Fourth month prior to DCM)	27	RRR	04LS000001	0000013	CASE NAME 13	Denied	09/17/2019	05/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Fourth month prior to DCM)	27	SAR 7	04LS000001	0000014	CASE NAME 14	Approved	09/08/2019	05/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Fourth month prior to DCM)	28	RRR	04LS000001	0000015	CASE NAME 15	Approved	09/26/2019	05/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Fourth month prior to DCM)	28	SAR 7	04LS000001	0000016	CASE NAME 16	Denied	09/19/2019	05/2019
Y	Y	Y	Apps With Recent SAR 7/RRR Disc (Fourth month prior to DCM)	28	SAR 7	04LS000001	0000017	CASE NAME 17	Approved	09/17/2019	05/2019

Figure 2.5.2-1 – Measurement #2 – Detailed Worksheet

Table 3 – Measurement #2 Field Level Definitions

Column Name	Column Description
Line 17	This column will display a “Y” for every row in this worksheet because this population encompasses the entire Line 17 population.

Column Name	Column Description
Line 18	This column will display a 'Y' if the Case displayed in the detailed row is included in the Line 18 count as a CalFresh/CFAP application disposed of during the Data Cohort Month, otherwise the column will be blank.
Line 19	This column will display a 'Y' if the Case displayed in the detailed row is included in the Line 19 count as an application disposed of during the Data Cohort Month from a household who participated in CalFresh/CFAP within the prior four full calendar months, otherwise the column will be blank.
Category	<p>This column will display a category description per the CF 18 layout of lines 20 through 28 within Churn Measurement #2. This column will only be populated when the "Line 19" column displays a 'Y' because Line 19 is the sum of Lines 20 through 28. Possible values for this column are:</p> <ul style="list-style-type: none"> • Denied Apps With Recent SAR7/RRR-Related Restoration • Apps With Recent SAR 7/RRR Disc (First month prior to DCM) • Apps With Recent SAR 7/RRR Disc (Second month prior to DCM) • Apps With Recent SAR 7/RRR Disc (Third month prior to DCM) • Apps With Recent SAR 7/RRR Disc (Fourth month prior to DCM) • Blank – This column will be blank if the Line 19 column is blank. The blank signifies a disposed application from a household without a recent SAR 7 or RRR <p>Note: The following "Line 20 – 28" column will identify on which line within the above categories each Case is reported on the CF 18. For example, the category of "Apps with Recent SAR 7/RRR Disc (First month prior to DCM)" includes Lines 21 and 22, so the "Line 20 – 28" column will populate with either a '21' or '22'.</p>
Line 20 - 28	<p>This column will display a value for which specific line (20 through 28) of the CF 18 the detail row was included on in Churn Measurement #2. This column will only be populated when the "Line 19" column displays a 'Y'. Possible values for this column are:</p> <ul style="list-style-type: none"> • 20 • 21 • 22 • 23 • 24 • 25 • 26 • 27 • 28 • Blank – This column will be blank if the Line 19 column is blank. The blank signifies a disposed application from a household without a recent SAR 7 or RRR

Column Name	Column Description
SAR 7/RRR	This column will display one of the following values: <ul style="list-style-type: none"> • SAR 7 – If the detail row is applicable to the SAR 7 column of the CF 18 • RRR – If the detail row is applicable to the RRR column of the CF 18 • Blank - This column will be blank if the Line 19 column is blank because the SAR/RRR distribution is only applicable to Lines 19 through 28 within churn Measurement #2.
Worker ID	The worker number of the latest primary worker assigned to the CalFresh program as of the end of the report period.
Case Number	The Case Number of the Case
Case Name	The Case Name of the Case
Program Application - Disposition	The disposition event of the program application.
Program Application – Disposition Date	The date associated to the program application disposition event formatted as MM/DD/YYYY.
Customer Report Submit Month	The submit month of the Customer Report formatted as MM/YYYY. This column will assist with identifying in which of the 4 months prior to the Data Cohort Month the household was due to submit the SAR 7 or RRR. Possible values for this column are one of the 4 months before the Data Cohort Month. This column will only be populated when the “Line 19” column displays a ‘Y’.

Sort Order: The rows within this worksheet will be initially ordered by the Line 20–28 and Case Number columns ascending. Blank values within the Line 20-28 column will display at the top of the ordered list.

2.5.3 Average Days to Process – Detailed Worksheet

This detailed worksheet provides the detailed backup information supporting metrics related to Lines 29 through 38 on the CF 18.

Butte											
Run Date: OCT-02-19 09:08 PM											
Average Days to Process (ADP)											
											Summary
										Total:	6
											6
Category	Line	Worker ID	Case Number	Case Name	Program Application			Expedited Service			Days to Process
					Initial Application (Y/N)	Application File Date	Disposition Date	Type	Request Date	EDBC Run Date	
Initial Applications with Expedited Service	29	04LS000001	0000001	CASE NAME 01	Y			Discovery	9/27/2019	9/27/2019	0
Initial Applications with Expedited Service	30	04LS000001	0000002	CASE NAME 02	Y			File	09/04/2019	9/9/2019	5
Initial Applications with Expedited Service	31	04LS000001	0000003	CASE NAME 03	Y			File	09/16/2019	9/24/2019	8
Initial Applications with Non-Expedited Service	33	04LS000001	0000006	CASE NAME 06	Y	09/06/2019	09/08/2019				2
Initial Applications with Non-Expedited Service	34	04LS000001	0000007	CASE NAME 07	Y	09/01/2019	09/10/2019				9
Initial Applications with Non-Expedited Service	35	04LS000001	0000008	CASE NAME 08	Y	09/12/2019	09/28/2019				16

Figure 2.5.3-1 – Average Days to Process – Detailed Worksheet

Table 3 – Average Days to Process Field Level Definitions

Column Name	Column Description
Category	<p>This column will display a category value per the layout of Lines 29 through 38 on the CF 18. Possible values for this column are:</p> <ul style="list-style-type: none"> Initial Applications with Expedited Service Initial Applications with Non-Expedited Service
Line	<p>This column will display a value for which line of the CF 18 the detail row was included on within the Average Days to Process (ADP) section of the CF 18. Possible values for this column are:</p> <ul style="list-style-type: none"> 30 31 32 34 35 36 37 38 <p>This column will not populate with line numbers "29" or "33" because these are calculations for average number of days to approval.</p>
Worker ID	The worker number of the latest primary worker assigned to the CalFresh program as of the end of the report period.
Case Number	The Case Number of the Case
Case Name	The Case Name of the Case
Program Application – Initial Application (Y/N)	This column will populate with a 'Y' if the application is considered initial based on the CF 18 definition of initial, otherwise the column will populate with a 'N'

Column Name	Column Description
Program Application – Application File Date	A date signifying when an additional program application was Pended formatted as MM/DD/YYYY.
Program Application – Disposition Date	The date that the program application was dispositioned formatted as MM/DD/YYYY.
Expedited Service – Type	The latest Type as displayed in the Expedited Service section of the CalFresh Detail Page. Possible values for this column are: <ul style="list-style-type: none"> • File • Discovery <p>Note: If the Expedited Service section of the CalFresh Detail page displays a row for File and a row for Discovery, this column will be based on the latest Expedited Service record for the application.</p>
Expedited Service – Request Date	The Request Date associated to the latest Type as displayed in the Expedited Service section of the CalFresh Detail Page formatted as MM/DD/YYYY. <p>Note: If the Expedited Service section of the CalFresh Detail page displays a row for File and a row for Discovery, this column will be based on the latest Expedited Service record for the application.</p>
Expedited Service – EDBC Run Date	The run date of the EDBC that processed Expedited Service formatted as MM/DD/YYYY.
Days to Process	A whole number signifying the days that were taken to process the program application. See section 2.3.3 for specific criteria to calculate the days to process.

Sort Order: The rows within this worksheet will be initially ordered by the Line and Case Number columns ascending.

2.6 Report Location

Global: Reports

Local: Scheduled

Task: State

Title: CF 18

Report Description: CalFresh Caseload Churn Monthly Caseload Report

2.7 Counties Impacted

All counties are impacted.

2.8 Security Updates

Security Rights



Security Right	Right Description	Right to Group Mapping
CF18	CF 18;	C-IV/CalSAWS: State Reports CalSAWS: LRS Reports Access – State Reports

Security Groups

The following security groups are existing:

Security Group	Group Description	Group to Role Mapping
State Reports	State Reports	N/A – Group to Role mappings will not be modified.
LRS Reports Access – State Reports	Report access for state reports	N/A – Group to Role mappings will not be modified.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	CF 18 Report Mockup	 CF 18 Report Mockup.xlsx
2	Security	Security Matrix	 CIV-100878 CA-201836 Security I

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.	This SCR will introduce the CF 18 report which is a state mandated report. Automation of this report complies with the listed requirement.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	How Requirement Met

5 MIGRATION IMPACTS

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

6 OUTREACH

N/A

7 APPENDIX

7.1 CF 18 Schedule and Cohort Month Examples

The below charts outline due dates and corresponding Cohort months for Churn Measurements #1 and #2.

Churn Measurement #1

1	2	3	4	5	6
Data Cohort Month	1 st Month following Data Cohort Month	2 nd Month following Data Cohort Month	3 rd Month following Data Cohort Month	4 th Month following Data Cohort Month	Submission Month
September '20	October '20	November '20	December '20	January '21	February 20, 2021
October '20	November '20	December '20	January '21	February '21	March 20, 2021
November '20	December '20	January '21	February '21	March '21	April 20, 2021
December '20	January '21	February '21	March '21	April '21	May 20, 2021
January '21	February '21	March '21	April '21	May '21	June 20, 2021
February '21	March '21	April '21	May '21	June '21	July 20, 2021
March '21	April '21	May '21	June '21	July '21	August 20, 2021
April '21	May '21	June '21	July '21	August '21	September 20, 2021
May '21	June '21	July '21	August '21	September '21	October 20, 2021
June '21	July '21	August '21	September '21	October '21	November 20, 2021
July '21	August '21	September '21	October '21	November '21	December 20, 2021
August '21	September '21	October '21	November '21	December '21	January 20, 2022

Churn Measurement #2

1	2	3	4	5	6
4 th Month Prior to Data Cohort Month	3 rd Month Prior to Data Cohort Month	2 nd Month Prior to Data Cohort Month	1 st Month Prior to Data Cohort Month	Data Cohort Month	Submission Month
September '20	October '20	November '20	December '20	January '21	February 20, 2021
October '20	November '20	December '20	January '21	February '21	March 20, 2021
November '20	December '20	January '21	February '21	March '21	April 20, 2021
December '20	January '21	February '21	March '21	April '21	May 20, 2021
January '21	February '21	March '21	April '21	May '21	June 20, 2021
February '21	March '21	April '21	May '21	June '21	July 20, 2021
March '21	April '21	May '21	June '21	July '21	August 20, 2021
April '21	May '21	June '21	July '21	August '21	September 20, 2021
May '21	June '21	July '21	August '21	September '21	October 20, 2021
June '21	July '21	August '21	September '21	October '21	November 20, 2021
July '21	August '21	September '21	October '21	November '21	December 20, 2021
August '21	September '21	October '21	November '21	December '21	January 20, 2022

7.2 Churn Measurement #2 Line Item Visualization

Visualization of Churn Measurement #2 Lines. Note that these are example scenarios; this impage is not intended to display every possible scenario. Reference the specific recommendation section for Line item specifics.

Churn Measurement #2						
	February 2020	March 2020	April 2020	May 2020	June 2020	DCM July 2020
Line 17						Application Approved/Denied
Line 18	Participated in CalFresh at some point in one of these months					Application Approved/Denied
Line 19	SAR 7 or RRR Due in one of these months					Application Approved/Denied
Line 20				SAR/RRR Due	Case Disc 06/1 and restored in June under the Restoration of Aid Waiver	Application Denied
Line 21				SAR/RRR Due	Case Disc 06/1 for no SAR/RRR for May	Application Denied
Line 22				SAR/RRR Due	Case Disc 06/1 for no SAR/RRR for May	Application Approved
Line 23			SAR/RRR Due	Case Disc 05/1 for no SAR/RRR for Apr		Application Denied
Line 24			SAR/RRR Due	Case Disc 05/1 for no SAR/RRR for Apr		Application Approved
Line 25		SAR/RRR Due	Case Disc 04/1 for no SAR/RRR for Mar			Application Denied
Line 26		SAR/RRR Due	Case Disc 04/1 for no SAR/RRR for Mar			Application Approved
Line 27	SAR/RRR Due	Case Disc 03/1 for no SAR/RRR for Feb				Application Denied
Line 28	SAR/RRR Due	Case Disc 03/1 for no SAR/RRR for Feb				Application Approved

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-200879

Disaster CalFresh Automation

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	David Wong, Esequiel Herrera-Ortiz, Howard Suksanti, Nithya Chereddy, Sidhant Garg, Sridhar Mullapudi
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
3/11/2020	1.0	Initial Version	

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1 OVERVIEW

1.1 Current Design

When a natural disaster occurs, the County can submit a request to the State to enable Disaster CalFresh benefits for the residents of the affected areas. If a participant was not receiving CalFresh benefits, they can apply for Disaster CalFresh program to receive disaster benefits. If the participant was already receiving CalFresh benefits, they may receive supplemental or replacement CalFresh benefits.

LRS/CalSAWS application pages capture disaster information when a disaster has been activated. Disaster CalFresh indicator on the CalFresh program application is used to distinguish Disaster CalFresh Applications (CF-385) from a regular CalFresh Application (CF 285) in LRS/CalSAWS Systems. Manual EDBC is created with a disaster specific manual EDBC reason and issuances are rushed to issue supplemental or disaster CalFresh benefits.

During a disaster, the California Department of Social Services (CDSS) mandates that counties affected by a disaster submit a Disaster CalFresh Daily report containing various information about disaster applications and aid distributed. This report is automated in LRS/CalSAWS Systems.

1.2 Requests

1. Add Disaster CalFresh into LRS/CalSAWS system and fully automate the eligibility determination and benefit issuance.
1. Update CF 385(APPLICATION FOR DISASTER CALFRESH), CF 303(REPLACEMENT OR DISASTER SUPPLEMENT AFFIDAVIT) and add CF 390(NOTICE OF APPROVAL/DENIAL FOR DISASTER CALFRESH) to the Template Repository.
2. Generate Approval or Denial NOA when the DCF program is approved or denied respectively.
3. Modify IEVS Inbound jobs to not load abstract that is associated to Disaster CalFresh.
4. Update image scanning (Kofax) web services to be able to send/receive DCF program between LRS/CalSAWS and Electronic Document Management System (EDMS).

1.3 Overview of Recommendations

1. Update pages to allow the tracking of the new Disaster CalFresh program. This will include:
 - a. Case Summary – Disaster CalFresh Program Detail
 - b. Disaster CalFresh Detail
 - c. Select Programs

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- d. New Program Detail
 - e. New/Reapplication Detail
 - f. Application Detail
 - g. Rescind Detail
 - h. Disaster CalFresh Person Detail
 - i. Disaster CalFresh Person History
 - j. Disaster CalFresh History
 - k. Position Detail
 - l. Administrative Role Detail
 - m. Workload Reassignment Detail
 - n. Pending Assignment List
 - o. Household Income Resources Expenses List
 - p. Household Income Resources Expenses Detail
 - q. Other Program Assistance Detail
 - r. Eligibility Workload Inventory
2. Update the run EDBC and manual EDBC pages to include Disaster CalFresh program
 3. Add new Disaster CalFresh EDBC summary page for online and manual EDBC to display disaster CalFresh EDBC results. The user will be able to override the EDBC
 4. Add new Disaster CalFresh EDBC rules to determine the household's eligibility and benefits for Disaster CalFresh program. The financial eligibility is determined by one of two options which will be declared by the state at the time of disaster. This option will be inserted into the system when inserting the disaster information through a DCR. This option will be used by all Disaster CalFresh EDBCs for that disaster.
 5. Add new run reason for CalFresh EDBC that will be used as an indicator to determine the CalFresh household's eligibility to supplemental disaster CalFresh benefits
 6. Update CalFresh EDBC logic to determine the household's eligibility and benefits for supplemental disaster CalFresh program
 7. The supplemental disaster CalFresh EDBC is not used in determining the regular CalFresh/TCF benefits.
 8. CalFresh/TCF EDBC shall not provide additional supplements or create an overissuance if the household received maximum allotment of the household size due to a disaster supplement.
 9. Updated Disaster CalFresh Daily Report to reflect the logical changes made for the automation of the Disaster CalFresh program
 10. Rename the CalFresh Disaster Services Daily Report to CalFresh Disaster Issuance Daily Report and update its logic to reflect the logical changes made for the automation of the Disaster CalFresh program.
 11. Update fiscal cash reports to appropriately include Disaster CalFresh issuance information.

12. Modify IEVS Inbound jobs to not load an Abstract that is associated to Disaster CalFresh.
13. Update Kofax web services to be able to send/receive DCF program between LRS/CalSAWS and EDMS.
14. Update CF 385 to include a return envelope and CF 303 to the latest version provided in the ACL 19-95.
15. Add CF 390 from ACL 19-95 to the Template Repository.
16. Generate the approval NOA when the DCF program is approved.
17. Generate the Denial NOA when the DCF program is denied.
18. Update the Workload Inventory Export Report to reflect the changes made to the Workload Inventory online page.

1.4 Assumptions

1. The project will turn on disaster CalFresh for the impacted counties upon consortium request
2. User will be responsible to add the appropriate members on the disaster CalFresh program.
3. User will be responsible to accurately action and discontinue the program when Disaster CalFresh program is approved through manual EDBC.
4. User will be responsible to accurately action the CalFresh program for a benefit month where the CalFresh household members are also active on a Disaster CalFresh Program.
5. Fields not modified within the description of changes will retain their current functionality.
6. Pages that are used by multiple programs but relabeled to be Disaster CalFresh will only have the changes requested made for when the page is used for Disaster CalFresh.
7. Once a Disaster CalFresh program has an Active status, no additional people can be added to the program.
8. There will be no impact to MEDS, IEVS, QNA, QCIS and EICT process.
 - a. Disaster CalFresh program will not be included in any existing MEDS, IEVS, QNA, County Performance Sample (Primary), County Performance Sample (Secondary), QCIS, or EICT outbound transactions.
 - b. If a worker requests an IEVS/ IEVS&SAVE manually, the Interface will not trigger a transaction to MEDS.
9. End Date Assignment Batch job (PB00M100) removes worker from the program after the program is closed. PB00M100 does not remove worker when the program Discontinued Status Reason is exempt.
 - a. When the DCF program status is Denied, remove worker after 30 days from the date that the program status is Denied.
 - b. When the DCF program status is Discontinued, remove worker on the 1st of the month following the month that the program is discontinued. For

example, if the program is discontinued on September then the batch will remove worker on the 1st of October.

10. The application detail page will always display the Disaster CalFresh section when the program type is Disaster CalFresh. This is due to Disaster CalFresh applications always being linked to a disaster.
11. NA BACK 9 will not be updated with this SCR. All the forms and NOAs will have the existing NA BACK 9 in the system.
12. The Issuance Detail page for Disaster CalFresh Issuances would follow the same layout as available to CalFresh Issuances today.
13. A Notice of Action (NOA) will not be generated if the Disaster CalFresh Supplemental benefits are approved when the EDBC is with the run reason of 'Disaster CF Supplement'.
14. All the supporting Documents are attached to JIRA as Supporting Documents.Zip.

2 RECOMMENDATIONS

2.1 Case Summary – Disaster CalFresh (DCF) Program Detail

2.1.1 Overview

The Case Summary page is used to display the details of a case as of a Display date. The program block 'Disaster CalFresh' will become available to view on the Case Summary page.

2.1.2 Case Summary Mockup

Disaster CalFresh				
Worker:	Clark Kent	Primary Applicant/Recipient:	Simpson, Homer 63M	
Worker ID:	36LS009200	Language:	English	
Program Status:	Pending	Phone Number:		
Aid Code:		Email:		
Declared Disaster:		Payee:	Simpson, Homer 63M	
		Application Date:	08/03/2020	
Name	Role	Role Reason	Status	Status Reason
Simpson, Homer 63M	MEM		Pending	
View Details				

Figure 2.1.1 – Case Summary – Disaster CalFresh - Pending

Disaster CalFresh				
Worker:	Clark Kent	Primary Applicant/Recipient:	Simpson, Homer 63M	
Worker ID:	36LS009200	Language:	English	
Program Status:	Discontinued	Phone Number:		
Discontinued Date:	08/01/2020	Email:		
Reporting Type:	Non-Reporting	Payee:	Simpson, Homer 63M	
Reporting Type Reason:	Disaster CalFresh	Application Date:	08/03/2020	
Aid Code:	09 - CalFresh			
Declared Disaster:	Disaster Name			
Name	Role	Role Reason	Status	Status Reason
Simpson, Homer 63M	MEM		Discontinued	End Of Disaster Period
View Details				

Figure 2.1.2 – Case Summary – Disaster CalFresh - Discontinued

Disaster CalFresh				
Worker:	Clark Kent	Primary Applicant/Recipient:	Simpson, Homer 63M	
Worker ID:	36LS009200	Language:	English	
Program Status:	Active	Phone Number:		
Reporting Type:	Non-Reporting	Email:		
Reporting Type Reason:	Disaster CalFresh	Payee:	Simpson, Homer 63M	
Aid Code:	09 - CalFresh	Application Date:	08/03/2020	
Declared Disaster:	Disaster Name			
Name	Role	Role Reason	Status	Status Reason
Simpson, Homer 63M	MEM		Active	
View Details				

Figure 2.1.3 – Case Summary – Disaster CalFresh – Active

Disaster CalFresh				
Worker:	Clark Kent	Primary Applicant/Recipient:	Simpson, Homer 63M	
Worker ID:	36LS009200	Language:	English	
Program Status:	Denied	Phone Number:		
Aid Code:		Email:		
Declared Disaster:		Payee:	Simpson, Homer 63M	
		Application Date:	08/03/2020	
Name	Role	Role Reason	Status	Status Reason
Simpson, Homer 63M	MEM		Denied	Requested Disc. - Written

[View Details](#)

Figure 2.1.4 – Case Summary – Disaster CalFresh – Denied

2.1.3 Description of Changes

1. Add a new program to be displayed called 'Disaster CalFresh'. This program section will follow the current display logic that is used by programs on the Case Summary page.
2. Add the following fields to the Case Summary page in the Disaster CalFresh section
 - a. Worker – Worker that is assigned to the program as of the Display date.
 - b. Worker ID – Worker Number of the currently assigned worker. Clicking on the Worker Id will navigate the worker to the Worker Detail page.
 - c. Program Status – Status of the program as of the Display date.
 - d. Discontinued Date – The date the Program became discontinued.
 - e. Reporting Type – The reporting requirements of the program.
 - f. Reporting Type Reason – The Reason for the Reporting Type.
 - g. Aid code – Aid code of the program.
 - h. Declared Disaster – Name of the disaster. This is from the Program Application.
 - i. Primary Applicant/Recipient – The case member who has the Administrative Role of 'Primary Applicant/Recipient' for the Disaster CalFresh program as of the Display date.
 - j. Language – Language of the Primary Applicant.
 - k. Phone Number – Phone Number of the Primary Applicant.
 - l. Email – This is the Email of the primary applicant. This field will be directly below the Phone Number field.

- m. Payee - The case member who has the Administrative Role of 'Payee' for the Disaster CalFresh program as of the Display date.
- n. Application Date – Application Date for the program application that is tied to the Program Status as of the Display date.
- o. Name – Name of the Program Person. Clicking on the Name will navigate the worker to the Disaster CalFresh Person History page.
- p. Role – Role of the Person as of the Display date.
- q. Role Reason – Reason for the value displayed in the Role column.
- r. Status – Status of the Person as of the Display date.
- s. Status Reason – Reason for the value displayed in the Status column.
- t. View Details button – This button will navigate the worker to the Disaster CalFresh Detail page.

2.1.4 Page Location

Global: Case Info

Local: Case Summary

Task: Case Summary

2.1.5 Page Mapping

Add Page Mapping for the added fields that are not mapped in other program sections.

2.1.6 Page Usage/Data Volume Impacts

No expected page usage or data volume impacts.

2.2 Disaster CalFresh Detail

2.2.1 Overview

The Disaster CalFresh Detail page is used to display program information for the Disaster CalFresh program as of a given Date.

2.2.2 Disaster CalFresh Detail Mockup

Disaster CalFresh Detail

* - Indicates required fields

[View History](#)

[Issuance Method](#)

[Edit](#)

[Close](#)

Date: *

08/04/2020

Program Information

Status: *

Pending

Status Reason:

Source: *

In Person

Application Date: *

08/03/2020

Declared Disaster:

Automatically Reassign When Activated:

No

Administrative Roles

Name	Administrative Role	Begin Date	End Date
Simpson, Homer 63M	Primary Applicant/Recipient	07/01/2020	
Simpson, Homer 63M	Payee	07/01/2020	

Program Persons

Name	Role	Role Reason	Status	Status Reason
Simpson, Homer 63M	MEM		Pending	

Secondary Assignment

Worker

[View History](#)

[Issuance Method](#)

[Edit](#)

[Close](#)

Figure 2.2.1 – Disaster CalFresh Detail – View Mode – Pending

Disaster CalFresh Detail

*- Indicates required fields

View History

Save and Return

Cancel

Date: *

08/04/2020

View Date

Program Information

Status: * Discontinued **Status Reason:** End Of Disaster Period **Source: *** In Person

Application Date: * 08/03/2020

Reporting Type: Non-Reporting **Reporting Type Reason:** Disaster CalFresh

Declared Disaster: Disaster Name

Automatically Reassign When Activated: No

Administrative Roles

Name	Administrative Role	Begin Date	End Date	
Simpson, Homer 63M	Primary Applicant/Recipient	07/01/2020		Edit
Simpson, Homer 63M	Payee	07/01/2020		Edit
				Add

Program Persons

Name	Role	Role Reason	Status	Status Reason
Simpson, Homer 63M	MEM		Discontinued	End Of Disaster Period

Secondary Assignment

Worker

Select

View History

Save and Return

Cancel

Figure 2.2.2 – Disaster CalFresh Detail – Edit mode Discontinued

Disaster CalFresh Detail

*- Indicates required fields

[View History](#)

[Save and Return](#)

[Cancel](#)

Date: *

08/04/2020

[View Date](#)

Program Information

Status: * Denied **Status Reason:** Requested Disc. - Written **Source: *** In Person

Application Date: *

08/03/2020

Declared Disaster:

Disaster Name

Automatically Reassign When Activated:

No ▾

Administrative Roles

Name	Administrative Role	Begin Date	End Date	
Simpson, Homer 63M	Primary Applicant/Recipient	07/01/2020		Edit
Simpson, Homer 63M	Payee	07/01/2020		Edit
				Add

Program Persons

Name	Role	Role Reason	Status	Status Reason	
Simpson, Homer 63M	MEM		Denied	Requested Disc. - Written	Rescind

Secondary Assignment

Worker

[Clark Kent](#)

[Remove Worker](#)

[View History](#)

[Save and Return](#)

[Cancel](#)

Figure 2.2.3 – Disaster CalFresh Detail – Edit mode Denied

Disaster CalFresh Detail

* - Indicates required fields

View History

Save and Return

Cancel

Date: *

08/04/2020

View Date

Program Information

Status: *

Pending

Status Reason:

Source: *

In Person

Application Date: *

08/03/2020

Edit

Reporting Type:

Reporting Type Reason:

Declared Disaster:

Disaster Name

Automatically Reassign When Activated:

No

Administrative Roles

Name	Administrative Role	Begin Date	End Date	
Simpson, Homer 63M	Primary Applicant/Recipient	07/01/2020		Edit
Simpson, Homer 63M	Payee	07/01/2020		Edit
				Add

Program Persons

Name	Role	Role Reason	Status	Status Reason	
Simpson, Homer 63M	MEM		Pending		Edit
					Add

Secondary Assignment

Worker

Select

View History

Save and Return

Cancel

Figure 2.2.4– Disaster CalFresh Detail – Edit mode Pending

Disaster CalFresh Detail

*- Indicates required fields

[View History](#)

[Save and Return](#)

[Cancel](#)

Date: *

08/04/2020

[View Date](#)

Program Information

Status: * Active **Status Reason:** **Source: *** In Person

Application Date: *

08/03/2020

[Edit](#)

Reporting Type:

Non-Reporting

Reporting Type Reason:

Disaster CalFresh

Declared Disaster:

Disaster Name

Automatically Reassign When Activated:

No

Administrative Roles

Name	Administrative Role	Begin Date	End Date	
Simpson, Homer 63M	Primary Applicant/Recipient	07/01/2020		Edit
Simpson, Homer 63M	Payee	07/01/2020		Edit
				Add

Program Persons

Name	Role	Role Reason	Status	Status Reason	
Simpson, Homer 63M	MEM		Active		Edit

Secondary Assignment

Worker

[Clark Kent](#)

[Remove Worker](#)

[View History](#)

[Save and Return](#)

[Cancel](#)

Figure 2.2.5 – Disaster CalFresh Detail – Edit mode Active

Disaster CalFresh Detail

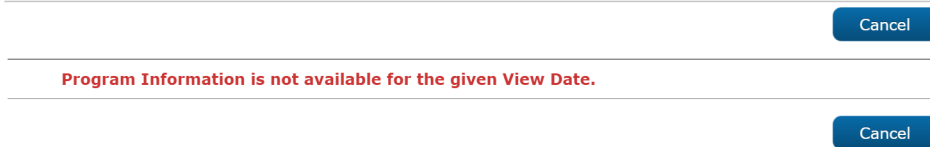


Figure 2.2.5 – Disaster CalFresh Detail – View Date prior to Program Begin Date

2.2.3 Description of Changes

1. View History button – This button will navigate the worker to the Disaster CalFresh History page.
2. Issuance Method button – This button will navigate the worker to the Issuance Method Detail page. This button is only available in 'View' mode.
3. Edit button – This button will refresh the page in 'Edit' mode. This button is only available in 'View' mode.
4. Close button – This button will navigate the worker to the Case Summary page. This button is only available in 'View' mode.
5. Save and Return button – Saves the changes that have been made to the Disaster CalFresh Detail page and will navigate the worker to the Case Summary page. This button is only available in 'Edit' mode.
6. Cancel button – Returns the worker to the Case Summary page. This button is only available in 'Edit' mode.
7. Date – Date which will be used to retrieve information for the page. The application that has a status as of the Date will have its information displayed. This is a required field.
 - a. View Date button – Pressing this button will refresh the page with the program information as of the Date. This button is only available in Edit mode.
8. Program Information Section
 - a. Status – Status of the program as of the Date. This field is required.
 - b. Status Reason – Reason for the value displayed in the Status column.
 - c. Source – Source of the Application that is tied to the Status as of the Date. This field is required.
 - d. Application Date – Date of Application for the application that is tied to the Status as of the Date. This field is required.
 - i. Edit button – Pressing this button will navigate the worker to the Application Detail page. This button only appears when the Status is 'Pending' or 'Active' and when the page is in Edit mode.
 - e. Reporting Type – Reporting Type of the program.
 - f. Reporting Type Reason – The Reason for the Reporting Type.

- g. Declared Disaster – Name of the disaster. This is from the Program Application.
 - h. Automatically Reassign When Activated – Indicates that the program will be reassigned when the Program Status is set to 'Active'. This field is only available when a worker is assigned to the program.
9. Administrative Roles section
- a. Name - Name of the person assigned to the Administrative Roles as of the Date.
 - b.
 - c. Administrative Role – Administrative Role that is assigned to the person in the Name column.
 - d. Begin Date – Date that the person in the Name column was assigned to the Administrative Role.
 - e. End Date – Date that the person in the Name column ended the Administrative Role.
 - f. Edit button – Navigate the worker to the Administrative Role Detail page in 'Edit' mode. This button is only available in Edit mode.
 - g. Add button - Navigate the worker to the Administrative Role Detail page in 'Create' mode. This button is only available in Edit mode.
10. Program Person section
- a. Name – Name of the Program Person.
 - b. Role – Role of the Person as of the Date.
 - c. Role Reason – Reason for the value displayed in the Role column.
 - d. Status – Status of the Person as of the Date.
 - e. Status Reason – Reason for the value displayed in the Status column.
 - f. Edit button – Navigates the worker to the Disaster CalFresh Person Detail page in 'Edit' mode. This button is only available in Edit mode. This button will not be available when the Status is 'Discontinued'.
 - g. Rescind button – Navigates the worker to the Rescind Detail page. This button is only available in Edit mode when the Disaster CaFresh program has a Status of Denied.
 - h. Add button – Navigates the worker to the Disaster CalFresh Person Detail page in 'Create' mode. This button is only available in Edit mode when the Disaster CalFresh program has a Status of Pending.
- Note: The Reapply button will not be available for the Disaster CalFresh program.
11. Secondary Worker Assignment section
- a. Worker – Name of the Worker that is assigned as a secondary assignment. Clicking on the Worker will navigate the worker to the Worker Detail page.
 - i. Select button – Pressing button will navigate the worker to the Select Worker page to find a worker for the secondary assignment. This button is only available in 'Create'/'Edit' mode.

- ii. Remove Worker button – Pressing the button will Remove the secondary assignment. This button is only available in 'Create'/'Edit' mode.

2.2.4 Page Validation

The following validation messages are triggered on the Disaster CalFresh Detail page:

1. Program Information is not available for the given View Date.
 - a. Triggered when the View Date is prior to the earliest Program Status.

2.2.5 Page Location

Global: Case Info

Local: Case Summary

Task: Case Summary

2.2.6 Page Mapping

Add Page Mapping for the added fields that are not mapped in other program sections.

2.2.7 Page Usage/Data Volume Impacts

No expected page usage or data volume impacts.

2.3 Select Programs

2.3.1 Overview

The Select Programs page is used to apply a case person to multiple programs at one time during the intake flow. The Program 'Disaster CalFresh' will be added to the list of Programs and will only display when the system date is on or before the Disaster Processing End Date for the county that has the disaster added into the system.

2.3.2 Select Programs Mockup

Select Programs

Name: homer simpson

<input type="checkbox"/> AAP	<input type="checkbox"/> Adult Protective Services
<input type="checkbox"/> CalFresh	<input type="checkbox"/> Cal-Learn
<input type="checkbox"/> CalWORKs	<input type="checkbox"/> CAPI
<input type="checkbox"/> CFET	<input type="checkbox"/> Child Care
<input type="checkbox"/> Child Protective Services	<input type="checkbox"/> Diversion
<input type="checkbox"/> Disaster CalFresh	<input type="checkbox"/> Foster Care
<input type="checkbox"/> General Assistance/General Relief	<input type="checkbox"/> GROW
<input type="checkbox"/> Homeless - Perm	<input type="checkbox"/> Homeless - Temp
<input type="checkbox"/> Immediate Need	<input type="checkbox"/> In Home Supportive Services (IHSS)
<input type="checkbox"/> IV-D Child Support	<input type="checkbox"/> Kin-GAP
<input type="checkbox"/> LIHP	<input type="checkbox"/> Linkages Adult Services
<input type="checkbox"/> Medi-Cal	<input type="checkbox"/> Multipurpose Senior Services
<input type="checkbox"/> Nutrition Benefit	<input type="checkbox"/> PCSP
<input type="checkbox"/> RCA	<input type="checkbox"/> REP
<input type="checkbox"/> Welfare to Work	

Figure 2.3.1 – Select Programs - Disaster Period

Select Programs

Name: homer simpson

<input type="checkbox"/> AAP	<input type="checkbox"/> Adult Protective Services
<input type="checkbox"/> CalFresh	<input type="checkbox"/> Cal-Learn
<input type="checkbox"/> CalWORKs	<input type="checkbox"/> CAPI
<input type="checkbox"/> CFET	<input type="checkbox"/> Child Care
<input type="checkbox"/> Child Protective Services	<input type="checkbox"/> Diversion
<input type="checkbox"/> Foster Care	<input type="checkbox"/> General Assistance/General Relief
<input type="checkbox"/> GROW	<input type="checkbox"/> Homeless - Perm
<input type="checkbox"/> Homeless - Temp	<input type="checkbox"/> Immediate Need
<input type="checkbox"/> In Home Supportive Services (IHSS)	<input type="checkbox"/> IV-D Child Support
<input type="checkbox"/> Kin-GAP	<input type="checkbox"/> LIHP
<input type="checkbox"/> Linkages Adult Services	<input type="checkbox"/> Medi-Cal
<input type="checkbox"/> Multipurpose Senior Services	<input type="checkbox"/> Nutrition Benefit
<input type="checkbox"/> PCSP	<input type="checkbox"/> RCA
<input type="checkbox"/> REP	<input type="checkbox"/> Welfare to Work

Figure 2.3.2 – Select Programs - Non-Disaster Period

2.3.3 Description of Changes

Add the Program 'Disaster CalFresh' to the Select Programs page. Include logic that will only display 'Disaster CalFresh' when the system date is on or before the Declared Disaster's Processing End Date for the county that has the disaster added into the system.

2.3.4 Page Location

Global: Case Info

Local: New Application

Task:

2.3.5 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.4 New Programs Detail

2.4.1 Overview

The New Programs Detail page allows multiple programs to be created for a new case during the intake flow. Disaster CalFresh is a new program that can be created from this page. The dynamic section and drop down will no longer exist as Disaster CalFresh will now be displayed under Programs. Disaster CalFresh will only display when the system date is on or before the Declared Disaster's Processing End Date for the county that has the disaster added into the system.

2.4.2 New Programs Detail Mockup

New Programs Detail

*- Indicates required fields

Save and Continue Cancel

Administrative Roles

Primary: *	Date of Application: *	Source: *	Language: *
homer simpson M ▾	08/03/2020 <input type="text"/>	In Person ▾	English ▾

Program Information

Name	DOB	Programs	Add/Remove Programs
homer simpson	05/12/1956	Disaster CalFresh	<input type="button" value="Add"/>

Disaster CalFresh

Declared Disaster:	Application Begin Date:	Application End Date:
County Disaster Name	08/01/2020	08/07/2020
	Disaster Period Begin Date:	Disaster Period End Date:
	07/01/2020	07/30/2020

Save and Continue Cancel

Figure 2.4.1 – New Programs Detail

2.4.3 Description of Changes

1. Allow the creation of the Disaster CalFresh program from the New Programs Detail page and the corresponding Person/Program Applications.
2. Update the Date of Application field and date picker to allow future dates when the Programs field only has the Program 'Disaster CalFresh' in it.
3. Remove the Disaster CalFresh drop down from Program Information section
4. Update the Disaster CalFresh section to display only when the program of 'Disaster CalFresh' is displayed in the Programs column.
5. Update the Beginning Date of Aid logic to use the Disaster Period Begin Date value as the Beginning date of Aid for the application.
6. Update the Primary Applicant and Payee logic to set the Begin Date to be the 1st of the month that the Disaster Period Begin Date is in.

2.4.4 Page Validation

The following validation messages are triggered on the New Programs Detail page:

1. Programs – The Disaster CalFresh program cannot be combined with any other programs.
 - a. Triggered when the 'Save and Continue' button is clicked while the Programs column contain 'Disaster CalFresh' and any other program.
2. Suppress the validation message that would not allow a future dated Date of Application when the Programs field only has the Program 'Disaster CalFresh' in it.

2.4.5 Page Location

Global: Case Info

Local: New Application

Task:

2.4.6 Page Mapping

Update the page mapping for the added and removed fields.

2.4.7 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.5 Programs Detail

2.5.1 Overview

The Programs Detail page is used to add a new program to an existing case. This page has the user select the program then upon pressing the 'Go' button the user is navigated to the New/Reapplication Detail page with the selected program as the Program Type. Disaster CalFresh is a new program that can be selected from this page. Disaster CalFresh will only display when the system date is on or before the Declared Disaster's Processing End Date for the county that has the disaster added into the system.

2.5.2 Program Detail Mockup

Program Detail

*- Indicates required fields

Select Program: *

Disaster CalFresh

Figure 2.5.1 – Program Detail

2.5.3 Description of Changes

1. Only allow the Select Program value of 'Disaster CalFresh' to be selectable when the system date is on or before the Declared Disaster's Processing End Date for the county that has the disaster added into the system.

2.5.4 Page Location

Global: Case Info

Local: Case Summary

Task: New Program

2.5.5 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.6 New/Reapplication Detail

2.6.1 Overview

The New/Reapplication Detail page is used to add a new program or reapply to an existing program on a case. The ability to create the Disaster CalFresh program and program/person applications will be added to this page. The dynamic section and drop down will no longer exist as Disaster CalFresh will now be displayed under Program Type.

2.6.2 New/Reapplication Detail Mockup

New / Reapplication Detail

*- Indicates required fields Save and Return Cancel

View Date: 08/04/2020	Program Type: Disaster CalFresh
---------------------------------	---

Disaster CalFresh

Declared Disaster: County Disaster Name	Application Begin Date: 08/01/2020	Application End Date: 08/07/2020
	Disaster Period Begin Date: 07/01/2020	Disaster Period End Date: 07/30/2020

Primary: * **Application Date: *** **Requested BDA: *** **Source: ***

- Select - 07/01/2020 - Select -

Name *	DOB	Role	Role Reason	Status	Status Reason
<input type="checkbox"/> Homer Simpson	05/12/1956				

Save and Return Cancel

Figure 2.6.1 – New / Reapplication Detail

2.6.3 Description of Changes

1. Allow the creation of the Disaster CalFresh program from the New/Reapplication Detail page and the corresponding Person/Program Applications. The creation of this program can occur from the time that the Declared Disaster is added to the system for the county and Ends on the Declared Disaster's Processing End Date.
2. Update the Application Date field and date picker to allow future dates when the Programs field only has the Program Type is set to 'Disaster CalFresh'.
3. Remove the Disaster CalFresh drop down.
4. Update the Disaster CalFresh section to display only when the program is 'Disaster CalFresh'. Move the section to display inside the main table below the Program Type field.
5. Requested BDA – This value will be set to read only for the Disaster CalFresh program. This will be the Disaster Period Begin Date of the selected Declared Disaster.
7. Update the Primary Applicant logic to set the Begin Date to be the 1st of the month that the Disaster Period Begin Date is in.

2.6.4 Page Validation

The following validation messages are triggered on the New/Reapplication Detail page:

1. This page will follow the validation messages used by the CalFresh program in addition to the messages below. Contradicting validation messages will utilize the below criteria.
2. Declared Disaster – This Declared Disaster has already been selected for an existing Disaster CalFresh application.
 - a. Triggered when the Declared Disaster that is selected has been associated to another Disaster CalFresh application on the case.
3. Cancel – The Program Type of 'Disaster CalFresh' cannot be added to a case that has other Program Types on it.
 - a. Triggered when the Program Type is set to 'Disaster CalFresh' and programs other than Disaster CalFresh are exist on the case.
4. Cancel – Only a Program Type of 'Disaster CalFresh' can be added to a case that contains a Disaster CalFresh program on it.
 - a. Triggered when the Program Type is set to a program other than 'Disaster CalFresh' and a Disaster CalFresh program exists on the case.
5. Suppress validation that ensures the Requested BDA cannot be prior to application date for the Disaster CalFresh program.
 - a. Requested BDA - The Beginning Date of Aid cannot be before the Application Date

Formatted: Highlight

6. Suppress the validation message that would not allow a future dated Application Date when the Programs Type field has a value of 'Disaster CalFresh'.

2.6.5 Page Location

Global: Case Info

Local: Case Summary

Task: Case Summary

2.6.6 Page Mapping

Update the page mapping for the added fields.

2.6.7 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.7 Application Detail

2.7.1 Overview

The Application Detail page is used to view and edit application information. The Disaster CalFresh Program Applications will be viewable on this page.

2.7.2 Application Detail Mockup

Application Detail

* - Indicates required fields

Save and Return

Cancel

Program Type: Disaster CalFresh	View Application: App #1 - 08/04/2020 <input type="button" value="View"/>	Change Reason: * <input type="text"/>
---	---	---

Program Application Information

App #:	Application Type:	Source: *	Inter-County Transfer:	Application Date: *	Application Status:
1	New Application	In Person	No	08/03/2020 <input type="text"/>	Pending

Disaster CalFresh

Declared Disaster: County Disaster Name	Application Begin Date: 08/01/2020	Application End Date: 08/07/2020
	Disaster Period Begin Date: 07/01/2020	Disaster Period End Date: 07/30/2020

Person Information

Name	DOB	Application Date *	Beginning Date of Aid *
Homer Jay Simpson	05/12/1956	08/03/2020 <input type="text"/>	07/01/2020

Save and Return

Cancel

Figure 2.7.1 – Application Detail

2.7.3 Description of Changes

1. Update the Application Detail page to allow the display and editability of the Disaster CalFresh program and person applications.
2. Update the Disaster CalFresh section to display when the Program Type is 'Disaster CalFresh' in addition to existing CalFresh Applications that were set as Disaster Applications.
3. Beginning Date of Aid – This field will be read only for the Disaster CalFresh program.

2.7.4 Page Validation

The following validation messages are triggered on the Application Detail page:

1. This page will follow the validation messages used by the CalFresh program in addition to the messages below. Contradicting validation messages will utilize the below criteria.
2. Remove the validation message which prevents users from saving when a program, or person level, 'Application Date' is not within the Disaster CalFresh period.
3. Suppress the validation that ensures that the Beginning Date of Aid cannot be prior to application date for the Disaster CalFresh program.

2.7.5 Page Location

Global: Case Info

Local: Case Summary

Task: Case Summary

2.7.6 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.8 Rescind Detail

2.8.1 Overview

The Rescind Detail page allows a worker to reopen a closed program effective the closure date. The Disaster CalFresh program will have the ability to be rescinded.

2.8.2 Rescind Detail Mockup

Rescind Detail

*- Indicates required fields

View Date:
08/04/2020

Program Application Date:
08/03/2020

Program Type:
Disaster CalFresh

Rescind Reason: *

- Select -

Save and Return

Cancel

Select Effective Date to Rescind *

Effective Date: 07/01/2020

Name	DOB	Role	Role Reason	Application Date	Status	End Date
homer simpson	05/12/1956	MEM		08/03/2020		

Save and Return

Cancel

Figure 2.8.1 – Rescind Detail

2.8.3 Description of Changes

1. Update the Rescind Detail page to allow a Denied Disaster CalFresh program to be rescinded. Only display results on this page that are tied to applications that have a status of Denied. This change is only for rescinding a Disaster CalFresh program.
2. The Rescind Reasons will be the following:
 - a. Rescind Reasons:
 - i. Denied:
 1. Appeal
 2. Erroneous Disc/Deny
 3. Rescind Disc/Deny
 4. Admin Decision

2.8.4 Page Validation

The following validation messages are triggered on the Rescind Detail page:

1. This page will follow the validation messages used by the CalFresh Program.

2.8.5 Page Location

Global: Case Info

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Local: Case Summary

Task: Case Summary

2.8.6 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.9 Disaster CalFresh Person Detail

2.9.1 Overview

The Disaster CalFresh Person Detail page is used to display the person application information based on the person application which has a status as of the Date field from the previous page (Disaster CalFresh Detail).

2.9.2 Disaster CalFresh Person Detail Mockup

Disaster CalFresh Person Detail

*- Indicates required fields

Save and Return

Cancel

Recipient Information

Name: *

simpson, homer 63M

Application Detail

Application Date: *

08/03/2020

Beginning Date Of Aid: *

07/01/2020

Edit

Save and Return

Cancel

Figure 2.9.1 – Disaster CalFresh Person Detail – View Mode

Disaster CalFresh Person Detail

*- Indicates required fields

Save and Return

Cancel

Recipient Information

Name: *

- Select -
Simpson, Marjorie 63F

Application Detail

Application Date: *

Beginning Date Of Aid: *

07/01/2020

Save and Return

Cancel

Figure 2.9.2 – Disaster CalFresh Person Detail – Add mode

2.9.3 Description of Changes

This is an existing page that is utilized by all programs. The dynamic title will be altered to be 'Disaster CalFresh Person Detail' when navigating to this page from the Disaster CalFresh Detail page.

Update the Beginning Date of Aid to be set to the Disaster Period Begin Date for the Declared Disaster that is associated to the Program Application. This will be a read only value. This change is only for the Disaster CalFresh program.

2.9.4 Page Location

Global: Case Info

Local: Case Summary

Task: Case Summary

2.9.5 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.10 Disaster CalFresh Person History

2.10.1 Overview

The Disaster CalFresh Person History page is used to display the history for the person on the Disaster CalFresh program.

2.10.2 Disaster CalFresh Person History Mockup

Disaster CalFresh Person History

[Close](#)

Name	SSN	DOB
Simpson, Homer 63M	555-55-5555	05/12/1956

Program Application History				
App #	App Date	Beginning Date of Aid	Action	Action Date
1	08/03/2020	07/01/2020	Discontinued	08/03/2020

Program Detail History						
App #	Role	Role Reason	Status	Status Reason	Begin Month	End Month
1	MEM		Discontinued	End Of Disaster Period	08/2020	
1	MEM		Active		07/2020	07/2020

[Close](#)

Figure 2.10.1 – Disaster CalFresh Person History

2.10.3 Description of Changes

This is an existing page that is utilized by all programs. The dynamic title will be altered to be 'Disaster CalFresh Person History' when navigating to this page from the Disaster CalFresh program section on the Case Summary page.

2.10.4 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.11 Disaster CalFresh History

2.11.1 Overview

The Disaster CalFresh History page is used to display the history of the Disaster CalFresh program.

2.11.2 Page Location

Global: Case Info

Local: Case Summary

2.11.3 Disaster CalFresh History Mockup

Disaster CalFresh History

[Close](#)

Program Application History				
App #	App Date	Application Type	Action	Action Date
1	08/03/2020	New Application	Discontinued	08/03/2020

Program Detail History						
App #	Role	Role Reason	Status	Status Reason	Begin Month	End Month
1	MEM		Discontinued	End Of Disaster Period	08/2020	
1	MEM		Active		07/2020	07/2020

Worker History		
Worker ID	Begin Month	End Month
36LS009200	07/2020	

[Close](#)

Figure 2.11.1 – Disaster CalFresh History

2.11.4 Description of Changes

This is an existing page that is utilized by all programs. The dynamic title will be altered to be 'Disaster CalFresh History' when navigating to this page from the Program Detail page. Additionally, the Program Re-Evaluation History section will not appear in the same scenario.

2.11.5 Page Location

Global: Case Info

Local: Case Summary

Task: Case Summary

2.11.6 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.12 Position Detail

2.12.1 Overview

The Position Detail page is used to Display information regarding the Position. The Disaster CalFresh program will be added in the program section.

2.12.2 Position Detail Mockup

Program(s)		
<input type="checkbox"/> AAP	<input type="checkbox"/> CAPI	<input type="checkbox"/> CFET
<input type="checkbox"/> Cal-Learn	<input type="checkbox"/> CalFresh	<input type="checkbox"/> CalWORKs
<input type="checkbox"/> Child Care	<input type="checkbox"/> Diversion	<input type="checkbox"/> Disaster CalFresh
<input type="checkbox"/> Foster Care	<input type="checkbox"/> GROW	<input type="checkbox"/> General Assistance/General Relief
<input type="checkbox"/> Homeless - Perm	<input type="checkbox"/> Homeless - Temp	<input type="checkbox"/> Immediate Need
<input type="checkbox"/> Kin-GAP	<input type="checkbox"/> Medi-Cal	<input type="checkbox"/> Nutrition Benefit
<input type="checkbox"/> RCA	<input type="checkbox"/> REP	<input type="checkbox"/> Welfare to Work

Figure 2.12.1 – Position Detail

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2.12.3 Description of Changes

Add the Disaster CalFresh program option to the Program(s) section on the Position Detail page.

2.12.4 Page Location

Global: Admin Tools

Local: Office Admin

Task: Position

2.12.5 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.13 Administrative Role Detail

2.13.1 Overview

The Administrative Role Detail page is used to specify the roles which specific case members have for a program and the time period they are responsible for those roles.

2.13.2 Description of Changes

Update the Administrative Roles Detail page to have the following Administrative Roles for Disaster CalFresh:

- a. Additional Correspondence Recipient
- b. Payee
- c. Primary Applicant/Recipient

2.13.3 Page Location

Global: Case Info

Local: Case Summary

Task:

2.13.4 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

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2.14 Disaster CalFresh Program Functionality

2.14.1 Overview

Programs that are in the application have a wide range of uses. The Disaster CalFresh Program will require specific details set to allow for additional functionality

2.14.2 Description of Change

See the table below for a listing of settings in the application for the Disaster CalFresh Program.

Functionality	Description	Value
Program Code	Indicates whether the program is managed by CalSAWS/C-IV	Y
Other Assistance Program Code	Indicates whether the Program will be selectable on the Other Assistance Program page. This is currently not utilized but will be set for future usage.	N
Considered Public Assistance	Indicates whether a person who is an active member on this program will be considered to be receiving Public Assistance.	N
CalFresh Count in Allotment	Indicates whether the benefit amount of this program, as specified on the OPA page or determined by EDBC, will be counted as income for the person if they are	N

	included in a CalFresh budget.	
Multiple Programs Allowed	Indicates whether more than one of this program type will be allowed per case.	Y
Organization as Payee	Indicates whether the Payee can be an Organization Resource from the RDB	N
Intake Programs	Indicates whether the Program Status is Pending when initially added to a Case. Additional input (intake) is required to determine Active status	Y
Report Inter-County Transfer	Indicates whether ICT applies to the Program.	N
Eligibility EDBC Indicator	Indicates whether the user can run an automated EDBC for this program	Y
NOA Benefit Type	The text used for NOA variables when referring to the benefits for that program,	Disaster CalFresh
Intake Redetermination Flag	Not currently utilized.	N
Manual EDBC Indicator	Indicates whether the user can perform Manual EDBC for the program	Y
Redetermination Indicator	Indicates whether the program will be assigned an RE period.	N
Recovery Account Indicator	Indicates whether a Recovery account can be created for this program	Y

Allow Service Arrangement	Indicates whether a Service Arrangements will be allowed to be created for this program.	N
Un-Reimbursed Assistance Program Codes	Indicates whether Program issuances will be counted as part of the Un-Reimbursed Assistance Pool.	N
SIU Referred Program	Indicates whether the Program will be selectable on the Special Investigation Detail page	Y
RA Uncollectible Status	Indicates whether Recovery Account status for this program can be set as Uncollectible	N
Is Application Considered	Indicates whether the Program will display "Beginning Date of Aid", rather than "Program Starts on" on Case Summary and Program Detail pages.	Y
C4Yourself	Indicates whether the Program will be available in C4Yourself for applying or viewing benefit information	N
Managed Applications	Indicates whether the Program will allow reapplications and be tracked with application events.	Y
EICT Programs	Indicates whether the Program will be included in eICT interface	N
Reception Log Program Codes	Indicates whether the Program will be available	DC

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	to be selected on the Reception Log. The Program Code is used.	
RCC Programs	Indicates whether the Program will be available for region call centers	N
Call Log Program Codes	Indicates whether the Program will be available for Call Log tracking. The Program Name is used.	Disaster CalFresh
Case Flag Programs (LRS/CalSAWS Only)	Indicates whether Case flags are allowed for this program	Y
Receipt Programs (LRS/CalSAWS Only)	Indicates whether the program is shown in the Receipts page	Y
Program Hierarchy (LRS/CalSAWS Only)	Indicates where the program will be displayed on the Case Summary page	After NB
Change Reason Program (LRS/CalSAWS Only)	Indicates if the Program will apply change reason information from data collection pages	N
Distinguish between DCFS and DPSS Programs (LRS/CalSAWS Only)	Indicates whether program is part of DCFS or DPSS	DPSS
Pending Authorization Days to Complete (LRS/CalSAWS Only)	Indicates the task due date for pending authorizations	5
Program Code to Display (LRS/CalSAWS Only)	Abbreviated form of the program type	DC
EBT Stagger Program (LRS/CalSAWS Only)	Indicates whether the monthly benefit to be distributed based on case number	Y

Authorized Representatives	Indicates whether an Authorized Representative is an allowed admin role.	Y
----------------------------	--	---

2.15 Workload Reassignment Detail

2.15.1 Overview

The Workload Reassignment Detail page is used to assign/reassign programs to new workers. The Disaster CalFresh program will be able to be reassigned.

2.15.2 Description of Changes

The Disaster CalFresh program will be available to be reassigned on this page.

2.15.3 Page Location

Global: Admin Tools

Local: Workload Assignment

Task: Workload Reassignment

2.15.4 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.16 Pending Assignment List

2.16.1 Overview

The Pending Assignment List page is used to assign pending programs to new workers. The Disaster CalFresh program will be able to be assigned to a worker.

2.16.2 Description of Changes

The Disaster CalFresh program will be available to be assigned on this page.

2.16.3 Page Location

Global: Case Info

Local: Worker Assignment

Task:

2.16.4 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.17 Previous Case List

2.17.1 Overview

The Previous Case List is used when linking applications to existing cases for the purpose of reactivating the case or people on the case. This page will restrict the ability to link to a case with a Disaster CalFresh program on it.

2.17.2 Previous Case List

Previous Case List

[Create New Case](#) [Select](#) [Cancel](#)

- **Select Case** - The selected case cannot be selected through the linking flow as it has an existing Disaster CalFresh program on it.

Case Number	County	Name	DOB	Active Programs
<input type="radio"/> L123456	Los Angeles	Clark Kent	03/18/1921	

[Create New Case](#) [Select](#) [Cancel](#)

Figure 2.17.1 – Previous Case List

2.17.3 Description of Changes

N/A

2.17.4 Page Validation

The following validation messages are triggered on the Previous Case List page:

1. Cancel – The selected case cannot be selected through the linking flow as it has an existing Disaster CalFresh program on it.

2.17.5 Page Location

Global: There are various linking flows that call this page

Local:

Task:

2.17.6 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.18 Household Income Resources Expenses List

2.18.1 Overview

The Household Income Resources Expenses List page is used to display Income, Cash Resources, and Expenses during a disaster period.

2.18.2 Household Income Resources Expenses List Mockup

Disaster Income/Resources/Expenses List

*- Indicates required fields

Search Results Summary
Results 1 - 1 of 1

Display

From:

To:

[View](#)

	Declared Disaster	Disaster Period Begin Date	Disaster Period End Date	Income	Cash Resources	Disaster Related Expenses	
<input type="checkbox"/>	Disaster Name	07/01/2020	07/30/2020	500	40	50	Edit View History

[Remove](#)

Declared Disaster: *

[Add](#)

Figure 2.18.1 – Household Income Resources Expense List

2.18.3 Description of Changes

- 1) Display From – Household Income Resources Expenses records with a Disaster Period End Date equal to or after this date will be returned in the search results. This will be in 'mm/dd/yyyy' format.
- 2) To – Household Income Resources Expenses records with a Disaster Period Begin Date equal to or before this date will be returned in the search results. This will be in 'mm/dd/yyyy' format.
- 3) View button – Executes a search for Household Income Resources Expenses records matching the specified filter criteria. If no filters are specified, it will pull back all records. If a filter is blank, the filter will be ignored when returning the results.
- 4) Search Results Summary Section – This will be displayed when there is at least one Household Income Resources Expenses record found. The results will be paginated with 25 results per page.
- 5) Check box – The check box will be used to mark Household Income Resources Expenses records to be removed. The check box will only be visible when the user has the 'HouseholdIncomeResourcesExpensesListRemove' security right.

- 6) Declared Disaster – This is the Disaster which is associated for the Household Income Resources Expenses record. This will be sortable in alphabetical order. The default search results when the page is navigated to from the Task Nav Item will display all records.
- 7) Disaster Period Begin Date – The Begin Date for the Declared Disaster. This will be sortable in chronological order and will be in 'mm/dd/yyyy' format.
- 8) Disaster Period End Date – The End Date for the Declared Disaster. This will be sortable in chronological order and will be in 'mm/dd/yyyy' format.
- 9) Income – This is the Income from the Household Income Resources Expenses record.
- 10) Cash Resources – This is the sum of the Cash Resources from the Household Income Resources Expenses record.
- 11) Disaster Related Expenses – This is the sum of the Disaster Related Expenses from the Household Income Resources Expenses record.
- 12) Edit Button – This button will navigate the user to the Household Income Resources Expenses Detail page in Edit mode for the record. The security right of 'HouseholdIncomeResourcesExpensesDetailEdit' is required to view this button.
- 13) View History Button – This button will navigate the user to the Transaction History page for the record.
- 14) Remove button – This button will remove all the Household Income Resources Expenses records that have marked check boxes from the system. This button will only display if there are existing Household Income Resources Expenses records with check boxes. The security right of 'HouseholdIncomeResourcesExpensesListRemove' is required to view this button.
 When a record is removed, create a Journal entry to document the removal.
 Journal Category: Eligibility
 Journal Type: Narrative
 Short Description: Household Income Resources Expenses List Removed
 Long Description:
 Household Income Resources Expenses List data was removed for <Worker Name>.
 Date Offered: <Date Offered>
 Accepted Offer: <Accepted Offer>

Begin Date: <Begin Date>

End Date: <End Date>

15) Declared Disaster – This dropdown will display all the Declared Disasters that are associated to Program Applications on the case.

16) Add button – This button will lead the user to the Household Income Resources Expenses Detail page in Create mode. This button will only be viewable by users with the security right of 'HouseholdIncomeResourcesExpensesDetailEdit'.

2.18.4 Page Validation

The following validations will be triggered on the Household Income Resources Expenses List page:

1. Declared Disaster– Field is required. Please enter a value.
 - a. Triggered when the Add button is pressed and there is no selection in the Declared Disaster dropdown.
2. Declared Disaster – An Household Income Resources Expenses record already exists for this record.
 - a. Triggered when the Add button is pressed and the value in the Declared Disaster dropdown is already used for an existing Household Income Resources Expenses record.

2.18.5 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Household Income Resources Expenses**

Note: This task nav item will be in a Disaster CalFresh section directly under the Financial task nav section. This section will only appear when there is a Disaster CalFresh program on the case. The Security Right of 'HouseholdIncomeResourcesExpensesListView' is required to display the section and the task nav item.

2.18.6 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
HouseholdIncomeResourcesExpensesDetailEdit	The ability to create/edit a Household Income Resources Expenses record.	Household Income Resources Expenses Detail Edit
HouseholdIncomeResourcesExpensesListRemove	Remove ability on the Household Income Resources Expenses List Page.	Household Income Resources Expenses List Remove
HouseholdIncomeResourcesExpensesListView	The ability to navigate to the Household Income Resources Expenses List.	Household Income Resources Expenses List View
HouseholdIncomeResourcesExpensesDetailView	The ability to view a Household Income Resources Expenses record.	Household Income Resources Expenses Detail View, Household Income Resources Expenses Detail Edit

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Household Income Resources Expenses Detail Edit	Gives the user the ability to create/edit a Household Income Resources Expenses record.	Eligibility Staff, Eligibility Supervisor
Household Income Resources Expenses List Remove	Gives the user the ability to remove a Household Income Resources Expenses record.	Eligibility Staff, Eligibility Supervisor
Household Income Resources Expenses List View	Gives the user the ability to view the Household Income Resources Expenses List page.	Eligibility Staff, Eligibility Supervisor
Household Income Resources Expenses Detail View	Gives the user the ability to view a Household Income Resources Expenses record.	Eligibility Staff, Eligibility Supervisor

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2.18.7 Page Mapping

Add page mapping for all fields on this page.

2.18.8 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts.

2.19 Household Income Resources Expenses Detail

2.19.1 Overview

The Household Income Resources Expenses Detail page is used to record the income, Cash Resources on hand and disaster related expenses as depicted in the CF385 document.

2.19.2 Household Income Resources Expenses Detail Mockup

Household Income Resources Expenses Detail

[Edit](#) [Close](#)

Disaster CalFresh			
Declared Disaster:	Application Begin Date:	Application End Date:	
County Disaster Name	08/01/2020	08/07/2020	
	Disaster Period Begin Date:	Disaster Period End Date:	
	07/01/2020	07/30/2020	

Income	
Disaster Period Income:	Income Sources:
\$1000	Work

Cash Resources			
Cash on Hand:	Savings Accounts:	Checking Accounts:	Other:
\$120	\$600	\$200	\$87

Disaster Related Expense	
Expense Type	Amount
Temporary Shelter Expense	\$500
Evacuation Expense	\$300

Employed by County:
No

[Edit](#) [Close](#)

Figure 2.19.1 – Household Income Resource Expense Detail – View Mode

Household Income Resources Expenses Detail

Disaster CalFresh

Declared Disaster:	Application Begin Date:	Application End Date:
County Disaster Name	08/01/2020	08/07/2020
	Disaster Period Begin Date:	Disaster Period End Date:
	07/01/2020	07/30/2020

Income

Disaster Period Income:

Income Sources:

Cash Resources

Cash on Hand:	Savings Accounts:	Checking Accounts:	Other:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Disaster Related Expense

Expense Type	Amount
<input type="checkbox"/> Temporary Shelter Expense	\$500
<input type="checkbox"/> Evacuation Expense	\$300
<input type="checkbox"/> Property Repair Expense <input type="text"/>	<input type="text"/>

Employed by County:

Figure 2.19.2 – Household Income Resource Expense Detail – Edit Mode

Household Income Resources Expenses Detail

Disaster CalFresh

Declared Disaster:	Application Begin Date:	Application End Date:
County Disaster Name	08/01/2020	08/07/2020
	Disaster Period Begin Date:	Disaster Period End Date:
	07/01/2020	07/30/2020

Income

Disaster Period Income:	Income Sources:
<input type="text"/>	<input type="text"/>

Cash Resources

Cash on Hand:	Savings Accounts:	Checking Accounts:	Other:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Disaster Related Expense

Expense Type	Amount
<input type="text"/>	<input type="text"/>

Employed by County:

Figure 2.19.3 – Household Income Resource Expense Detail – Create Mode

2.19.3 Description of Changes

- 1) Edit Button – Clicking the Edit button reloads the page in Edit mode. The security right of 'HouseholdIncomeResourcesExpensesDetailEdit' is required to view this button. This button only displays in View mode.
- 2) Close Button – Clicking the Close button navigates to the Household Income Resources Expenses List page, where the previous search results will display. This button only displays in View mode.

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- 3) Save and Return Button – Clicking the Save and Return button updates the Household Income Resources Expenses record and navigates back to the Household Income Resources Expenses List page. This button displays in Create and Edit modes. When saving a record, the transactional history for the record will be updated.
- 4) Cancel Button – Clicking the Cancel button discards any changes made to the Household Income Resources Expenses record and navigates to the Household Income Resources Expenses List page, where the previous search results will display. This button displays in Create and Edit modes.
- 5) Disaster CalFresh section – This section displays the information for the Declared Disaster.
 - a. Declared Disaster – The name of the Declared Disaster.
 - b. Application Begin Date – The earliest date that applications for the Declared Disaster can be set to.
 - c. Application End Date – The latest date that applications for the Declared Disaster can be set to.
 - d. Disaster Period Begin Date – The beginning date of the Declared Disaster period.
 - e. Disaster Period End Date – The ending date of the Declared Disaster period.
- 6) Income section – This section displays income information for the Declared.
 - a. Disaster Period Income – Sum of income for all member of household affected by the Declared Disaster. This will be in 'xx,xxx,xxx.xx' format.
 - b. Income Sources - Source(s) of the income amount in the Disaster Period Income field. This will have a maximum character amount of 2000.
- 7) Cash Resources section – This section displays Cash Resource information for the Declared Disaster.
 - a. Cash on Hand – Sum of cash on hand for all member of household affected by the Declared Disaster. This will be in 'xx,xxx,xxx.xx' format.
 - b. Savings Accounts – Sum of cash in savings accounts for all members in household affected by the Declared Disaster. This will be in 'xx,xxx,xxx.xx' format.
 - c. Checking Accounts – Sum of cash in checking accounts for all members in household affected by the Declared Disaster. This will be in 'xx,xxx,xxx.xx' format.
 - d. Other - Sum of miscellaneous cash resources for all members in household affected by the Declared Disaster. This will be in 'xx,xxx,xxx.xx' format.

- 8) Disaster Related Expenses section – This section displays Disaster Related Expense information for the Declared Disaster.
- a. Check Box - This will be used to determine which Expense Types to be removed. Once an Expense Type has been added to the list and it is display only, check boxes will be available to all rows.
 - b. Expense Type – This is a list of Disaster Related Expense Types.
 - i. Clean-up expense
 - ii. Damaged vehicle expense
 - iii. Essentials Replacements expense
 - iv. Evacuation expense
 - v. Funeral expense
 - vi. Heating Source Fuel expense
 - vii. Home Protection expense
 - viii. Personal Injury expense
 - ix. Pet boarding fees
 - x. Property repair expense
 - xi. Storage Expense
 - xii. Temporary Shelter expense
 - c. Amount – Total Amount of the Expense. This will be in 'xx,xxx,xxx.xx' format.
 - d. Add button - Clicking this button will add the Expense Type and Amount to the current row as read only and add an additional row containing a new Expense Type dropdown, Amount field and Add Button. When clicking the add button and both the Expense Type and Amount are blank, no action will be taken.
 - e. Remove button - This button will not be displayed when there are no checkboxes to be selected. When the Remove Button is clicked it will remove all the rows that have marked checkboxes from the Household Income Resources Expenses Detail record. When no checkbox is selected and this button is clicked, no action will be taken. This button will only be displayed in Create and Edit modes.
- 9) Employed by County – This field will capture if anyone in the household is employed by the county. The options for this dropdown are:
- a. No
 - b. Yes

This will be defaulted to 'No' when the page is in Create mode.

2.19.4 Page Validation

The following validations will be triggered on the Household Income Resources Expenses Detail page:

- 3. Expense Type – Amount is required for the selected Expense Type.

- a. Triggered when the Save and Return button or the Add button is clicked and the Expense Type is populated but the Amount field in the same row is empty.
- 4. Amount – Expense Type is required for the entered Amount.
 - a. Triggered when the Save and Return button or the Add button is clicked and Amount is populated but the Expense Type field in the same row is empty.

2.19.5 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Household Income Resources Expenses**

Note: This task nav item will be in a Disaster CalFresh section directly under the Financial task nav section. This section will only appear when there is a Disaster CalFresh program on the case. The Security Right of 'HouseholdIncomeResourcesExpensesListView' is required to display the section and the task nav item.

2.19.6 Security Updates

- 1. Security Rights

Security Right	Right Description	Right to Group Mapping
HouseholdIncomeResourcesExpensesDetailEdit	The Ability to create/edit a Household Income Resources Expenses record.	Household Income Resources Expenses Detail Edit
HouseholdIncomeResourcesExpensesDetailView	The Ability to view a Household Income Resources Expenses record.	Household Income Resources Expenses Detail View, Household Income Resources

Security Right	Right Description	Right to Group Mapping
		Expenses Detail Edit

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Household Income Resources Expenses Detail Edit	Gives the user the ability to create/edit a record on the Household Income Resources Expenses Detail Page.	Eligibility Staff, Eligibility Supervisor
Household Income Resources Expenses Detail View	Gives the user the ability to view a record on the Household Income Resources Expenses Detail Page.	Eligibility Staff, Eligibility Supervisor

2.19.7 Page Mapping

Add page mapping for all fields on this page.

2.19.8 Page Usage/Data Volume Impacts

[Where applicable, evaluate the projected page usage and data volume that will be created from all counties using this page.]

2.20 Other Program Assistance Detail

2.20.1 Overview

The Other Program Assistance Detail page allows workers to collect information regarding assistance they receive outside of the programs supported in the application. When the user chooses the Assistance Type of Disaster CalFresh, information regarding their CalFresh program will also be gathered.

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2.20.2 Other Program Assistance Detail Mockup

Other Program Assistance Detail

*- Indicates required fields

Save and Add Another Save and Return Cancel

Name: *
simpson, homer 63M

Retrieve Information

Type of Assistance: *
Disaster CalFresh

Amount or Value of Services:

State: CA County: *
Los Angeles

Aid Code:

Begin Date: * _____ End Date: _____

Is this record for a child who lived with his/her parent(s):
Select -

Verified: *
Pending View

Save and Add Another Save and Return Cancel

Figure 2.21.1 – Other Program Assistance Detail

2.20.3 Description of Changes

1. The value of 'Disaster CalFresh' will be added as an option to the Type of Assistance field. The fields on the page will be the same as the fields on the page when the Type of Assistance field is set to 'CalFresh'.

2.20.4 Page Location

Global: Eligibility

Local: Customer Information

Task: Other Prog. Assist.

2.20.5 Page Mapping

Page Mapping the additional field is required.

2.21 Eligibility Workload Inventory

2.21.1 Overview

The Eligibility Workload Inventory page is used as a program list for a worker to view programs that they are responsible for in one location. The Disaster CalFresh program will be added to this page

2.21.2 Eligibility Workload Inventory Mockup

Eligibility Workload Inventory

*- Indicates required fields

Worker ID:	Assignment Type:	Display Workload: *	Status Effective Date: *
36LS009200 Select	Primary	07/01/2020	09/01/2020

Results per Page: 100 [View](#)

Search Results Summary Results 1 - 8 of 8

Total Assignments

Cases	1
Programs	1

Case Number	Primary	Program	Status	Application Date	Auth Date	RE Date	CFS
2675398	Simpson, Homer	DCF	Pending	08/03/2020			

Figure 2.21.1 – Eligibility Workload Inventory

2.21.3 Description of Change

1. Add the program Disaster CalFresh to the Eligibility Workload Inventory page so it returns with the results
2. When a Disaster CalFresh program is retrieved, display the following values in the Program column.
 - a. Disaster CalFresh – 'DCF'

2.21.4 Page Location

- **Global: Eligibility**
- **Local: Workload Inventory**
- **Task: Workload Inventory**

2.21.5 Page Mapping

No expected impacts to page usage or data volume impacts.

2.22 Run EDBC and Negative Action Page

2.22.1 Overview

The run EDBC and negative action pages are used to process EDBC for different programs. Name/Identity is the only required verification for DCF program. DCF EDBC will be a one month EDBC run for the begin month of disaster benefit period only.

2.22.2 Description of Changes

1. Soft validations on run EDBC page:
 - a. Name/Identity verification is the only required verification for Disaster CalFresh and would be treated as follows
 - i. When name/identity verification is 'Pending' during run EDBC the following validation message will be given
Message:
The following verification(s) have not been received:
 - {Person Name}
 - o Name/Identity
Trigger: Name/Identity verification is 'Pending'

- ii. When Name/Identity verification is 'Refused' then the following validation message will be given
 Message:
 The following verification(s) have been refused.
 - {Person Name}
 - Name/Identity
 Trigger: Name/Identity verification is 'Refused'
2. Hard validation stops the user from processing the EDBC for Disaster CalFresh Program:
- a. Add a new hard validation on Run EDBC and negative action page when EDBC is being run for any month but the first month of the disaster period. This validation will be thrown upon selecting the begin or end month on the Run EDBC page or Benefit month on Negative action page.
 Message:
 Disaster CalFresh is a one-month EDBC run for the disaster period begin month.
 Trigger: when any of the following conditions are satisfied for a specific disaster
 - i. EDBC begin month is not the same as disaster period begin month
 - ii. EDBC end month is not the same as EDBC begin month
 Note: on Negative Action page end month is not selectable. End month check does not apply on this page
 - b. Add a hard validation on Run EDBC and negative action page when the user navigates to run EDBC and the system date is not between disaster period application begin date and processing period end date. The message will display the disaster associated to the program related information.
 Message:
 {Program} EDBC can only be processed from {Application Begin Date} to {Processing End Date}
 Trigger: when any of the following conditions are satisfied for a specific disaster
 - i. System date is before the disaster period application begin date
 - ii. System date is after the disaster period processing end date
3. Timely notice exception does not apply to Disaster CalFresh program

2.22.3 Programs Impacted

DCF

2.22.4 Performance Impacts

None

2.23 Disaster CalFresh EDBC Summary Page

2.23.1 Overview

A new Disaster CalFresh EDBC summary page will be added to the system. Disaster CalFresh EDBC summary page will provide 'EDBC Information', 'Regular Program Configuration', 'Disaster Gross Income Limit Test', and 'Allotment'.

2.23.2 Disaster CalFresh EDBC summary Mockup

Disaster CalFresh EDBC Summary

* - Indicates required fields

Change Reason Accept Cancel

Begin Month	End Month	Run Date	Run Status	Accepted By
01/2020	01/2020	03/20/2020	Not Accepted	Sridhar Mullapudi

EDBC Information

Non Reporting

Reporting Type Reason: Disaster CalFresh

Type: Regular

Regular Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: 09 - CalFresh

Program Status: Active

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
Parent, DCF	11/12/1990	MEM		Active	
Child, DCF	11/12/2010	MEM		Active	

Override Program Configuration

Reporting Configuration

Name	Adult/Child	Claiming
Parent, DCF	Adult	Federal
Child, DCF	Child	Federal

Restaurant Meals: Yes

Figure 2.23.1 Disaster CalFresh EDBC summary - Active

Disaster Gross Income Limit Test	Regular
Net Income	\$ 1,000.00
Accessible Liquid Resources	+ 1,500.00
Disaster Related Expenses	- 500.00
Total Disaster Gross Income	= 2,000.00
Household Size	2
Disaster Gross Income Limit	\$ 2,088.00
Result	Pass

Figure 2.23.2 Income test using DGIL option

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Disaster Gross Income Limit Test	Regular	
Net Income	\$	1,000.00
Accessible Liquid Resources	+	<u>1,500.00</u>
Disaster Related Expenses	-	<u>0.00</u>
Total Disaster Gross Income	=	2,500.00
Household Size		<u>2</u>
Disaster Gross Income Limit	\$	3,281.00
Result		Pass

Figure 2.23.3 Income test using DSED option

Allotment	Regular	
Final Allotment	\$	353.00
Overridden Allotment	\$	
		Override Allotment
Previous Potential Benefit Allotment	-	<u>0.00</u>
Authorized Amount	=	353.00

Delivery Method: *
 Immediacy Indicator: *
 Issuance Method:

[Change Reason](#)
[Accept](#)
[Cancel](#)

Figure 2.23.4 Disaster CalFresh EDBC summary – Allotment section

Disaster CalFresh EDBC Summary

*- Indicates required fields

Change Reason Accept Cancel

Begin Month	End Month	Run Date	Run Status	Accepted By
01/2020	01/2020	03/20/2020	Not Accepted	Sridhar Mullapudi

EDBC Information

Reporting Type Reason:
Type: Regular

Program Configuration

System Determination
EDBC Source: Online EDBC Rules
Program Status: Denied
Program Type: Regular
Program Status Reason: No Appl - Req Person
Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
Parent, DCF	11/12/1990	MEM		Denied	On Aid Another Case
Child, DCF	11/12/2010	MEM		Denied	No Appl - Req Person

Override Program Configuration

Reporting Configuration

Name	Adult/Child	Claiming
No Data Found		

Allotment	Budget Amount
Potential Benefit	\$ 0.00
Previous Potential Benefit Allotment	\$ 0.00
Authorized Amount	\$ 0.00

Change Reason Accept Cancel

Figure 2.23.5 – Disaster CalFresh EDBC Summary - Denied

2.23.3 Description of Changes

1. EDBC Information Section
 - a. Disaster CalFresh will display '**Non Reporting**'. Disaster CalFresh has no reporting period or reporting requirements.
2. Program Configuration Section

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- a. The Program Status Reason will only display if there is a valid value
- 3. Reporting Configuration Section
 - a. The 'Adult/Child' code will be defined and displayed. Although they do not have a functional impact on Disaster CalFresh they are needed by current issuance logic for consistency.
 - b. The 'Claiming' code will always be 'Federal' since Disaster CalFresh is federally funded program
- 4. Disaster Gross Income Limit Test
 - a. Net income value will be the 'Disaster Period Income' for the household from the 'Household Income Resources Expenses Detail' page
 - b. Accessible liquid resources value will be the total of 'Cash Resources' for the household from the 'Household Income Resources Expenses Detail' page. This value will be a hyperlink that will lead to itemized break down of the Accessible liquid resources for the household.
 - c. Disaster related expenses value will be the total of 'Disaster Related Expense' for the household from the 'Household Income Resources Expenses Detail' page when the EDBC benefit calculation method is 'DGIL'. For DSED method household expenses are not used, this field will display zero value. This value will be a hyperlink that will lead to itemized break down of the Disaster related expenses for the household.
 - d. Total Disaster Gross Income will be the total calculated based on the DGIL or DSED benefit calculation method
 - e. Disaster gross income limit is defined by a table lookup based on the household size
 - f. Household size defines the number of active members in the household. This value will be a hyperlink that will lead to Unit Size Detail page similar to the existing CF EDBC functionality.
- 5. Allotment
 - a. Final Benefit Amount The final allotment is defined by a table lookup based on the household size.
 - b. The Override Allotment button will lead to the same page (Payment Override Detail) and functionality as the CF program. If the user overrides the Allotment amount, the system will define and display the original Final Allotment as the Overridden Allotment. The new amount entered by the user will become the new Final Allotment.
- 6. Immediacy Indicator will be defaulted to 'Rush' for a Disaster CalFresh EDBC

7. Disaster CalFresh overissuance requires that the user assigns a recovery account. When the user selects the Accept button for an overissuance, the user will be navigated to the 'Select Recovery Account' page. This aligns with CF EDBC page behavior. This behavior applies to Manual EDBC as well.
8. Include existing CF EBT validations on Accept button for Disaster CalFresh program to ensure the creation of an EBT account is handled correctly.
9. The following custom validation message will be given on EDBC page after selecting the 'Accept' button
 - a. Message: "Immediacy Indicator – Disaster CalFresh benefits must be issued as rush benefits"
 - b. Trigger: User clicks the Accept button when all the following conditions are met:
 - a. The Immediacy Indicator is a value other than "Rush"
 - b. Disaster CalFresh program status is active
10. Security Rights – Existing CF security rights will be used for the new Disaster CalFresh EDBC related pages. This means that a user that has rights to a CF EDBC page will have the equivalent security rights to the equivalent Disaster CalFresh EDBC page.

2.23.4 Page Location

Global: Eligibility
Local: Customer Information
Task: EDBC Results

2.23.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.23.6 Page Mapping

Add page mapping for the new fields

2.23.7 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts

2.24 Disaster CalFresh Line Item Detail

2.24.1 Overview

Line Item Detail pages give the breakdown on the calculations used by EDBC. Add new Line item detail pages would provide the breakdown on the Accessible Liquid Resources and Disaster Related Expenses of a household for the disaster.

2.24.2 Disaster CalFresh Line Item Detail – Mockup

Disaster CalFresh Line Item Detail - Accessible Liquid Resources

Type	Amount
Cash on Hand	\$ 1000.00
Savings Accounts	\$ 500.00
Total	\$ 1500.00

Figure 2.24.1 - Disaster CalFresh Line Item Detail - Accessible Liquid Resources

Disaster CalFresh Line Item Detail - Disaster Related Expenses

Type		Amount
Property Repair Expense	\$	300.00
Damaged Vehicle Expense	\$	200.00
	Total	\$ 500.00

Figure 2.24.2 - Disaster CalFresh Line Item Detail - Disaster Related Expenses

2.24.3 Description of Changes

1. Add new Disaster CalFresh Line Item Detail page for Accessible Liquid Resources. This is a non-editable page accessed through the hyperlink on the 'Accessible Liquid Resources' line item on the Disaster CalFresh EDBC summary page. This section will display the breakdown of the total Accessible Liquid Resources displayed on the EDBC summary page.
2. Add new Disaster CalFresh Line Item Detail page for Disaster Related Expenses. This is a non-editable page accessed through the hyperlink on the 'Disaster Related Expenses' line item on the Disaster CalFresh EDBC summary page. This section will display the breakdown of the total Disaster Related Expenses displayed on the EDBC summary page.
3. If any value on the EDBC summary page is '\$0.00' the corresponding section on this page will display 'No Data Found.'

2.24.4 Page Location

Global: N/A

Local: N/A

Task: N/A

2.24.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.24.6 Page Mapping

Add page mapping for the new fields

2.24.7 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts

2.25 Program Configuration [Override] List

2.25.1 Overview

Update the program configuration fields displayed on the program configuration override list page for online EDBC and program configuration list page for manual EDBC necessary for Disaster CalFresh EDBC.

2.25.2 Program Configuration [Override] List – Mockup

Program Configuration Override List

* - Indicates required fields Save and Return Cancel

EDBC Override Reason: * : Select - ▼

System Determination

EDBC Source Code: Online EDBC Rules
 Aid Code: 09 - CalFresh
 Program Status: Active
 Program Status Reason:
 Reporting Type:
 Reporting Type Reason:

User Override

Aid Code: 09 - CalFresh Clear
 Program Status: Active ▼
 Program Status Reason: ▼
 Reporting Type: Non Reporting ▼
 Reporting Type Reason: Disaster CalFresh ▼

Program Configuration

Note: Overridden rows are in bold.

Name	Role	Role Reason	Status	Status Reason
CF, A	MEM		Active	Override
CF, B	MEM		Active	Override

Save and Return Cancel

Figure 2.25.1 - Program Configuration Override List

2.25.3 Description of Changes

1. Update the Program configuration [Override] List Page to display only the following static fields in the 'System Determination' section
 - a. 'EDBC Source Code'
 - b. 'Aid Code'
 - c. 'Program Status'
 - d. 'Program Status Reason'
 - e. 'Reporting Type'
 - f. 'Reporting Type Reason'
2. Update the User Override/System Configuration section to display the following drop down sections
 - a. 'Aid Code' - This drop-down should only contain '09 - CalFresh'
 - b. 'Program Status' - the drop-down field will contain all status that are applicable for the current program.

- c. 'Program Status Reason' – the drop-down field will contain all status reasons that are program closure reasons for the current program.
- d. 'Reporting Type' – This field will contain only 'Non Reporting'.
- e. 'Reporting Type Reason' – When 'Reporting Type' of 'Non Reporting' is selected, this section should be populated with only 'Disaster CalFresh' option in the drop-down
- f. Page Validations
 - i. Update the following existing CF/NB program validations to also apply for DCF program
 1. Aid Code - The program status must be active to save this EDBC. Please set the program status to active.
 2. Aid Code - An aid code is required to save programs with an active status.
 3. Program Status - All people in the case must have the status of Pending. Please override any person that does not have the status of Pending.
 4. Program Status - The program status must be set to "denied" or "discontinued" to save the current override.
 5. Program Status - Program status "active" cannot be overridden to active.
 6. Program Status - An "active" member is required to override this status. Please ensure there is an active member in the program.
 7. Program Status - The program status must be active to save this EDBC. Please set the program status to active.
 8. Program Status - All people in the case must have the status of Denied. Please override any person that does not have the status of Denied.
 9. Program Status Reason - Status reason must be populated for non-active statuses.
 10. Reporting Type - A Reporting Type is required for an active program
 11. Reporting Type Reason - Please select a Reporting Type Reason
 - ii. Add new validation for DCF program
 Message: Cannot override "active" status
 Trigger:

Disaster CalFresh program status is active in the system and program status is being set to a status that is not active

2.25.4 Programs Impacted

DCF

2.25.5 Performance Impacts

None

2.26 Program Configuration Detail

2.26.1 Overview

Update the program configuration detail page to display 'Federal' as the only claiming value for Disaster CalFresh program.

2.26.2 Program Configuration Detail – Mockup

Program Configuration Detail

*- Indicates required fields

Save and Return

Cancel

System Determination

Name:	Role:	Role Reason:	Status:	Status Reason:
DCF, Parent	MEM		Pending	

User Override

Name:	DCF, Parent
Role: *	Role Reason:
MEM ▾	<input type="text"/>
Status: *	Status Reason:
Active ▾	<input type="text"/>
Claiming Code:	Adult Child Code:
<input type="text"/>	<input type="text"/>
Federal	

Save and Return

Cancel

Figure 2.26.1 - Program Configuration Detail

2.26.3 Description of Changes

1. Update the Claiming Code on the Program Configuration Detail page to display 'Federal' option only for Disaster CalFresh program.
2. Update the following existing CF/NB program validations to also apply for DCF program
 - a. Role Reason - Role reason cannot be populated for role "member".
 - b. Claiming Code - Claiming Code is required for all member roles.
 - c. Adult Child Code - Adult Child Code is required for all member roles.
 - d. Status Reason - Status reason cannot be populated for status "active".
 - e. Status Reason - Status reason must be populated for non-active statuses.
3. Add new validation for DCF program
Message: Cannot override "active" status
Trigger:
Disaster CalFresh person status is active in the system and the person status is being set to a status that is not active

2.26.4 Programs Impacted

DCF

2.26.5 Performance Impacts

None

2.27 Disaster CalFresh Manual EDBC

2.27.1 Overview

Add a new manual EDBC page for Disaster CalFresh program

2.27.2 Disaster CalFresh Manual EDBC Page – Mockup

Disaster CalFresh EDBC (Manual)

*- Indicates required fields

Accept Cancel

Begin Month	End Month	Run Date	Run Status	Accepted By
01/2019	01/2019	02/20/2020	Not Accepted	Sridhar Mullaapudi

EDBC Information

Type: Regular

Recalculation: No

Program Configuration

EDBC Source: Manual

Override Reason: New Policy

User Overrides

Aid Code: 09 - CalFresh

Program Status: Active

Program Type: Regular

Reporting Type Reason: Disaster CalFresh

System Determination

Program Status: Pending

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
DCF, Parent	11/12/1990	MEM		Active	
DCF, Parent	11/12/1990	MEM		Pending	
DCF, Child	11/12/2010	MEM		Active	
DCF, Child	11/12/2010	MEM		Pending	

Set Program Configuration

Reporting Configuration

Name	Adult/Child	Claiming
DCF, Parent	Adult	Federal
DCF, Child	Child	Federal

Aid Payment	
Unit Size:	<input type="text"/>
Maximum Allotment:	0.00
	<input type="button" value="Get Allotment"/>
Potential Allotment:	\$ 0.00
Previous Potential Allotment:	\$ 0.00
Authorized Amount	\$ 0.00
Overissuance	\$ 0.00
	<input type="button" value="Calculate"/>
Delivery Method: *	Immediacy Indicator: *
<input type="text" value="Mail"/>	<input type="text" value="Rush"/>
	Issuance Method:
	<input type="button" value="Accept"/> <input type="button" value="Cancel"/>

Figure 2.27.1 – Disaster CalFresh EDBC (Manual)

2.27.3 Description of Changes

1. Add a new manual EDBC page for Disaster CalFresh Program.
 - a. Add an 'Aid Payment' Section with the following fields
 - i. 'Maximum Allotment'- A static field that represents the total benefit amount that the household is eligible to receive. If the program status is Active this field will pre-populate with table value based on the household size.
 - ii. 'Potential Allotment' - An editable field that represents the total benefit amount that the household is eligible to receive. If the program status is Active this field will pre-populate with a value calculated based on the data in the other fields and update when the calculate button is clicked. If the program status is not active this field will be pre-populated as 0.00.
Note: This field will be constrained to be a non-negative value
 - iii. 'Previous Potential Allotment' - An editable field that represents the amount already paid. This field will initially be populated with an amount that represents the total issuances for the same program and benefit month. This field will be constrained to be a non-negative value
 - iv. 'Authorized Amount' - A static field that represents the total benefit amount that the EDBC authorizes to be paid to the payee. This will be pre-populated with a

- value based on the default values for the fields displayed and updated when the user clicks the Calculate button.
- v. 'Overissuance' - A static field that represents the amount that was previously overpaid to the payee through this program. This will be pre-populated with a value based on the default values for the fields displayed and updated when the user clicks the Calculate button.
 - vi. 'Calculate Button' - When clicked causes the calculated fields to be updated based on the data the user entered.
- b. Include existing CF EBT validations for Disaster CalFresh program to ensure the creation of an EBT account is handled correctly.
 - c. Add Validations on Accept button:
 - i. Message: EDBC must be recalculated before Accepting new changes. Click the Calculate button to update the EDBC
Trigger: If the user does not click the Calculate button and attempts to accept the manual EDBC
This is an existing message used also by CF Program.
 - ii. Message: The program status must be active to save this EDBC. Please set the program status to active
Trigger: For a pending program if the user does not set the program configuration and attempts to accept the manual EDBC
This is an existing message used also by CF Program.
 - iii. Message: Adult/Child Code is required for Members
Trigger: Disaster CalFresh program is active and user does not set the program configuration and attempts to accept the manual EDBC.
This is an existing message used also by CF Program.
 - iv. Message: "Immediacy Indicator – Disaster CalFresh benefits must be issued as rush benefits"
Trigger: When the user attempts to accept the manual EDBC and all the following conditions are met:
 - The Immediacy Indicator is a value other than "Rush"
 - Disaster CalFresh program status is active

2. Disaster CalFresh EDBC will be a one-month EDBC.

2.27.4 Programs Impacted

DCF

2.27.5 Performance Impacts

None

2.28 Disaster CalFresh Rules

2.28.1 Overview

- a. When Disaster CalFresh eligibility is determined during EDBC run, disaster CalFresh rules will determine the household eligibility and, the benefit amount based on the household size. During EDBC run, financial eligibility is determined by one of two options which will be declared by the state at the time of disaster. This option will be inserted into the system when inserting the disaster information through a DCR. This option will be used by all Disaster CalFresh EDBC's for that disaster.

2.28.2 Description of Changes

1. Non-Financial eligibility determination

- a. Disaster CalFresh program will use a reporting type of 'Non Reporting' (CT542_NO).
- b. Disaster CalFresh programs will use a reporting type reason of 'Disaster CalFresh'.
- c. All active DCF program person will be defined as 'Federal' claiming.
- d. All active DCF program person will receive an Adult/Child code. Any person under the age of 22 as of the disaster period begin date will be considered a child. The Adult/Child code does not have a functional impact on DCF but is required by fiscal logic.
- e. DCF EDBC will be defined with the restaurant meals indicator set to 'Yes'. This will allow EBT benefits to be used to purchase prepared meals at participating restaurants.
- f. DCF program does not have any reporting requirements and therefore do not require a redetermination record
- g. Update the following existing Program Statuses to allow them to be used for an DCF program. This will require a new column for code table 72 for the DCF program.

Status	DCF
Pending	Y
Ineligible	N
Discontinued	Y
Active	Y
Denied	Y

- h. Update the following existing Program Person Roles. A new column will be added to code table 201 to indicate whether the role applies to the DCF program person.

Role	DCF
Unaided Person	N
Family Size Only	N
Member	Y
Financially Responsible - Included	N
Medi-Cal Member Only	N
Financially Responsible - Excluded	N

- i. Add the following columns to capture the treatment of status reason for Disaster CalFresh program
- I. DC Priority
Note: The priority for the status reason will be in the order mentioned below
 - II. DC Close Person
 - III. DC Close Program
 - IV. DC Neg Action
 - V. Additional columns will be needed for NOAs. This will be addressed in a later section.
- j. Update Existing status reasons and add new status reason for code table CT73 for DCF program. The table below lists the treatment of the status reason

Status Reason	Code Num Identif	DC Close Pers	DC Close Pgm	DC Neg Action
Requested Disc. - Verbal	06	CanCloseBoth	CanCloseBoth	Y
Requested Disc. - Written	K4	CanCloseBoth	CanCloseBoth	Y
Written Withdrawal	18	CanCloseBoth	CanCloseBoth	Y
Verbal Withdrawal	E5	CanCloseBoth	CanCloseBoth	Y
Disaster CF Missed Interview	New	CanCloseBoth	CanCloseBoth	Y
Not in Disaster Area	New	CanCloseBoth	CanCloseBoth	Y
Not Affected by Disaster	New	CanCloseBoth	CanCloseBoth	Y
End of Disaster Period	New		Y	Y
Over Income	39		Y	Y
FTP Name/Identity	CJ		Y	
No Appl - Req Person	22		Y	
No Eligible Mem	11		Y	

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Status Reason	Code Num Identif	DC Close Pers	DC Close Pgm	DC Neg Action
On Aid Another Case	CN	Y		Y
Gets Duplicate Aid	GD	Y		

On Aid Another Case: This status reason is initiated by the user from the Negative Action page

Gets Duplicate Aid: This status reason is used when any member of the household is an active member on Disaster CalFresh program for the same benefit month or active on regular CalFresh application on the day of disaster begin date, that person will be closed with reason 'Gets Duplicate Aid'.

Over Income: This status reason is used to close the program when the household fails the income limit test.

Note: this status reason will be used if the household has over income or over resources that caused for the household to fail the income limit test.

FTP Name/Identity: This status reason is used to close the program when the primary applicant's name/identity verification is in 'Refused' status or in 'Pending' status and the pending verification is past due date.

No Eligible Mem: This status reason is used by the Common Close logic to close the program that no longer has an active Member.

Requested Disc. – Verbal: This status reason is initiated by the user from the Negative Action page.

Requested Disc. – Written: This status reason is initiated by the user from the Negative Action page.

Written Withdrawal: This status reason is initiated by the user from the Negative Action page.

Verbal Withdrawal: This status reason is initiated by the user from the Negative Action page.

No Appl - Req Person: This status reason is used by common close logic to close the program when primary applicant is closed for the program

CF Missed Interview (New Application/Reapplication): This status reason is initiated by the user from the Negative Action page.

Not in Disaster Area: This status reason is initiated by the user from the Negative Action page.

Not Affected by Disaster: This status reason is initiated by the user from the Negative Action page.

End of Disaster Period: This status reason is used to close the program when a 'Pending' Disaster CalFresh EDBC run date is after the associated disaster's process end date.

- k. Utilize existing Common Close logic to determine when Disaster CalFresh program should close. The Common Close logic will be determining two main scenarios:
 - i. Should the entire Disaster CalFresh program be closed based on a program closure Status Reason?
 - ii. Is there any member still open in the Disaster CalFresh program? If not, the program should be closed for 'No Eligible Mem'.
- l. During Run EDBC, if 'Name/Identity verification' is in 'Pending' status on the Individual Demographics Detail page for the primary applicant, the EDBC generated shall have 'Pending Verification' status and user will be able to view the EDBC but will not be able to save the EDBC.

2. Financial Eligibility – Gross Income test

- b. Add new category to the codes table to store the following benefit calculation options. These options will be used during run EDBC to determine the household's financial eligibility for Disaster CalFresh
 - i. DGIL
 - ii. DSED
- c. Add new column on the disaster reference table that captures the declare disaster details to capture the disaster benefit calculation option. This column cannot be null. This column shall be populated by DGIL or DSED options. Option will be declared by the state when a federal disaster is declared.

Note: This table is currently empty, a DCR will be performed at the time of implementation to include the appropriate disaster benefit calculation option of the disaster that may occur before the implementation of this SCR
- d. **Disaster Gross Income Limit (DGIL):** To determine if the household is financially eligible for disaster CalFresh benefits with DGIL option the following formula is used

Net Income + Accessible Liquid Resources – Deductible Disaster Related Expenses <= Disaster gross Income Limit

Net Income is the total take home income for the household available from the Household Income Resources Expenses page.

Accessible liquid resources are the total resources from the Household Income Resources Expenses page.

Deductible disaster related Expenses are losses or damages incurred due to the disaster during the disaster period. This will be the total expense from Household Income Resources Expenses page.

Disaster gross income limit is the table value determined based on the assistant unit size. The table values are shown below.

Household Size	(DGIL)Income Limit
1	\$1,777
2	\$2,146
3	\$2,514
4	\$2,893
5	\$3,293
6	\$3,692
7	\$4,060
8	\$4,429
Each Additional Member	+\$369

NOTE: Values are based on ACIN I-63-19.

- e. **Disaster Standard Expense Deduction (DSED):** This method is for simplified eligibility calculation by using a standard disaster expense table amount based on the household size.

Households with disaster expenses equal to or greater than \$100 qualify for the standard expense from the table. Disaster expenses for the household are available from the Household Income Resources Expenses page.

Eligibility for disaster CalFresh benefits is calculated using the following formula:

Net Income + Accessible Liquid Resources <= (DSED)Income limit

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Household Size	(DSED)Income Limit
1	\$2,580
2	\$3,358
3	\$3,861
4	\$4,550
5	\$5,017
6	\$5,606
7	\$6,034
8	\$6,463
Each Additional Member	+ \$429

NOTE: Values are based on ACIN I-63-19.

- i. Households with disaster expenses less than \$100 then the following formula is used to determine the Households eligibility to Disaster CalFresh

$$\text{Net Income} + \text{Accessible Liquid Resources} \leq (\text{DGIL})\text{Income limit}$$

Net Income is the total take home income for the household available from the Household Income Resources Expenses page

Accessible liquid resources are the total resources from the Household Income Resources Expenses page

f. Benefit allotment

- i. Households with pass or waived income test results using the DGIL or DSED method are eligible for Disaster CalFresh Benefits. Benefit amounts are based on the household size. Disaster period allotment based on household size is shown in the below table.

Household Size	Allotment
1	\$194
2	\$355
3	\$509
4	\$646
5	\$768
6	\$921

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7	\$1,018
8	\$1,164
Each Additional Member	+\$144

NOTE: Values are based on ACIN I-63-19.

3. Disaster CalFresh EDBC run from run EDBC, negative action or manual EDBC pages will be a one-month EDBC. EDBC is generated for the disaster period begin month only.
4. Update Pending Authorization logic to not set a Disaster CalFresh program to 'Pending Authorization'
5. Auto discontinue the disaster CalFresh program for the month following the disaster benefit begin month with status reason 'End of Disaster Period' when authorizing an active EDBC for the disaster begin month.
6. If EDBC is re-run during the disaster processing period for the active benefit month, program configuration, Reporting Configuration and EDBC information sections will be a copy of the latest 'Active' accepted and saved EDBC. Disaster Gross Income test result will be 'Waived'

2.28.3 Programs Impacted

DCF

2.28.4 Performance Impacts

None

2.29 CalFresh Supplemental Benefits – Run EDBC

2.29.1 Overview

During a disaster, household active on CalFresh program are eligible for disaster supplemental benefits for the disaster period. CalFresh EDBC for the beginning month of the disaster period would be run with a disaster specific run reason to provide supplemental benefits. The CalFresh EDBC run for supplemental benefits shall be a one-month EDBC.

2.29.2 Run EDBC Page – Mockup

Run EDBC

*- Indicates required fields

Change Reason Run EDBC Cancel

Benefit Processing Range:

Begin Month: * End Month: *

01/2019 01/2019

Program	Status	Timely Notice Exception	Reason	Run Reason
<input type="checkbox"/> CalWORKs	Pending			
<input checked="" type="checkbox"/> CalFresh	Active			Disaster CF Supplement

Change Reason Run EDBC Cancel

Figure 2.29.1 – Run EDBC page

2.29.3 Description of Changes

1. Update the run EDBC page to display 'Disaster CF Supplement' in the run reason dropdown for CalFresh/TCF program when all the following conditions are met for each disaster:
 - a. There exists a disaster for the benefit month in the system for the current county
 - b. System date is between the disaster application begin date and disaster processing end date
 - c. CalFresh EDBC is run for disaster begin month of the current active disaster period
 - d. EDBC end month is same as EDBC begin month

2.29.4 Programs Impacted

CF

2.29.5 Performance Impacts

None

2.30 CalFresh EDBC Supplemental Benefits Summary

2.30.1 Overview

During a disaster, household active on regular CalFresh program are eligible for supplemental benefits for the disaster period. CalFresh EDBC will be run for the beginning month of the disaster period with a disaster specific run reason to provide supplemental disaster benefits. The CalFresh EDBC run for supplemental disaster benefits is a one-month EDBC. Existing override functionality will apply for the CalFresh EDBCs run with Disaster CF Supplement run reason.

2.30.2 CalFresh EDBC Summary Page – Mockup

EDBC Information	
Semi-Annual Reporting Period Begin	
Month:	01/2019
EDBC Run Reason:	Disaster CF Supplement
Reporting Type Reason:	
Type:	Regular
Recalculation:	No

Figure 2.30.1 – CalFresh EDBC Summary page – EDBC Information Section

Allotment	Regular
Full Month Allotment	\$ 194.00
CalFresh Allotment	- 16.00
Disaster Supplement Allotment	\$ 178.00
Overridden Allotment	\$
	Override Allotment
Previous Potential Benefit Allotment	- <u>0.00</u>
Authorized Amount	= 178.00

Figure 2.30.2 – CalFresh EDBC Summary page – Allotment Section

2.30.3 Description of Changes

1. Allotment Section of the CF EDBC summary page will display the new reduced section when CalFresh EDBC is run with a disaster CF supplement run reason
 - a. Full Month Allotment will display the households maximum Disaster benefit amount for the household size
 - b. CalFresh Allotment will display the final allotment amount from the latest active regular accepted and saved CalFresh/TCF EDBC
 - c. Disaster Supplement Allotment will display the difference between the full month allotment and CalFresh allotment for the household.
 - d. The Override Allotment button will lead to the same page (Payment Override Detail) and functionality as the CF program. If the user overrides the Allotment amount, the system will define and display the original Disaster Supplement Allotment as the Overridden Allotment. The new amount entered by the user will become the new Disaster Supplement Allotment
 - e. Previous Potential Allotment will be the total of the disaster supplement amount received by the household for the benefit month.
2. Immediacy Indicator
 - a. Immediacy Indicator will be defaulted to 'Rush' for CalFresh EDBC run for Disaster supplements
3. The following custom validation message will be given on EDBC page after selecting the 'Accept' button
 - a. Message: "Immediacy Indicator –CalFresh benefits for disaster supplements must be issued as Rush."
Trigger: User clicks the Accept button when all the following conditions are met:
 - i. The Immediacy Indicator is a value other than "Rush"
 - ii. CalFresh program status is active
 - iii. EDBC is run with Disaster supplement run reason.

2.30.4 Page Location

Global: Eligibility

Local: Customer Information

Task: EDBC Results

2.30.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.30.6 Page Mapping

Add page mapping for the new fields

2.30.7 Page Usage/Data Volume Impacts

No expected impacts to page usage or data volume impacts

2.31 Update Create Manual EDBC Page

2.31.1 Overview

Update the manual EDBC reason used to run for CalFresh supplemental disaster benefits

2.31.2 Create Manual EDBC Page – Mockup

Create Manual EDBC

*- Indicates required fields

Create Manual EDBC

Cancel

Benefit Month: *

04/2020 ▼

Manual EDBC Reason: *

▼

Program	Status	Run Reason
<input checked="" type="checkbox"/> CalFresh	Active	Disaster CF Supplement ▼
<input type="checkbox"/> CalWORKs	Active	

Create Manual EDBC

Cancel

Figure 2.31.1 –Create Manual EDBC page

2.31.3 Description of Changes

1. Update the page to NOT display 'DCFP' and 'Supp-DCFP' option in the "Manual EDBC Reason" dropdown effective from the implementation of this SCR
2. Update the page to display 'Disaster CF Supplement' in the run reason dropdown for CalFresh/TCF program when all the following conditions are met for each disaster:
 - a. There exists a disaster for the benefit month in the system for the current county
 - b. System date is between the disaster application begin date and disaster processing end date
 - c. CalFresh EDBC is run for disaster begin month of the current active disaster period

2.31.4 Programs Impacted

CF

2.31.5 Performance Impacts

None

2.32 Update CalFresh EDBC (Manual) Page

2.32.1 Overview

Update the CalFresh EDBC (Manual) to display a new validation when user clicks 'Accept', and the Immediacy Indicator is not 'Rush'

2.32.2 Description of Changes

1. Immediacy Indicator
 - a. Immediacy Indicator will be defaulted to 'Rush' for CalFresh EDBC (Manual) run with run reason 'Disaster CF Supplement'
2. The following custom validation message will be given on EDBC page after selecting the 'Accept' button
Message: "Immediacy Indicator –CalFresh benefits for disaster supplements must be issued as Rush."
Trigger: User clicks the Accept button when all the following conditions are met:
 - a. The Immediacy Indicator is a value other than "Rush"
 - b. CalFresh program status is active
 - c. EDBC is run with 'Disaster CF Supplement' run reason.

2.32.3 Programs Impacted

CF

2.32.4 Performance Impacts

None

2.33 Disaster supplemental CalFresh Rules update

2.33.1 Overview

When EDBC is run with run reason 'Disaster CF Supplement' for a CalFresh program, supplemental Disaster CalFresh benefits are determined. One-month CalFresh EDBC is run for supplemental CalFresh benefits during disaster. Supplemental benefits would be the difference between the benefit amount the household received for the benefit month and the maximum disaster benefit amount eligible for the household.

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2.33.2 Description of Changes

1. Update the CalFresh EDBC logic to provide disaster CalFresh supplemental Benefits for an active program when CalFresh EDBC is run with a 'Disaster CF Supplement' run reason and
 - a. CalFresh EDBC summary will be a copy of the latest active regular CalFresh/TCF EDBC for the benefit month.
 - b. Disaster supplement benefit amount will be the difference between the 'Final Allotment' amount of the latest active regular CalFresh/TCF EDBC for the benefit month and the maximum disaster benefit amount for the household size.
 - c. EDBC run for CalFresh Disaster supplement shall be a one-month EDBC
Note: This applies also for manual EDBC's run for disaster supplement
 - d. When authorizing the CalFresh EDBC run with 'Disaster CF Supplement' run reason, existing active regular CalFresh/TCF EDBC shall not be end dated and/or flipped to 'Read-Only' status.
 - e. Update Pending Authorization logic to not set a CalFresh program to 'Pending Authorization' when EDBC is run with disaster supplement run reason

2.33.3 Programs Impacted

CF

2.33.4 Performance Impacts

None

2.34 CalFresh Rules – Prior EDBC Logic Update

2.34.1 Overview

Prior CalFresh EDBC results are used by CalFresh program logic to make various determinations such as TCF EDBC's, WINS EDBC's and NOA Fragments. CalFresh EDBC results for Disaster supplements shall not be used as prior EDBC when determining regular CalFresh/TCF EDBC.

2.34.2 Description of Changes

1. Prior CalFresh EDBC results are used when determining CalFresh/TCF EDBC results for the benefit month. Update the CalFresh EDBC logic to not use Disaster CalFresh supplement EDBC result as a prior CalFresh EDBC.

2.34.3 Programs Impacted

CF

2.34.4 Performance Impacts

None

2.35 CalFresh Rules – Read Only EDBC Update

2.35.1 Overview

When CF Households receive Disaster supplement benefits, the household received maximum allotment for the household size for the benefit month. If CF EDBC is rerun for the same benefit month and the household size remains the same, EDBC will be set to 'Read Only' since the household is not eligible for any supplements or overissuance. Read only EDBCs do not issue a supplement or an overissuance, manual EDBC will be required to issue a supplement or overissuance for this scenario. If the household size is different from the Disaster supplement EDBC, existing functionality to create a supplement or overissuance shall apply.

2.35.2 Description of Changes

1. Add new read only reason 'Received Disaster Supplement'
2. Update CF EDBC logic to set the EDBC as 'Read Only' with reason 'Received Disaster Supplement' if the household received disaster supplement for the same household size as the current EDBC for the same benefit month.

2.35.3 Programs Impacted

CF

2.35.4 Performance Impacts

None

2.36 Modify IEVS Inbound jobs to not load an IEVS Abstract that is associated to a Disaster CalFresh case

2.36.1 Overview

When LRS/CalSAWS receives an IEVS abstract from the MEDS system for a Disaster CalFresh Program, LRS/CalSAWS must not load the Abstract into The System.

2.36.2 Description of Change

Modify the following IEVS inbound jobs to not load an IEVS Abstract into LRS/CalSAWS when an Abstract is associated to DCF case. The inbound job will identify DCF case by looking at the program code on the case. IEVS inbound jobs will log an exception on an Abstract that is associated to a DCF program.

Below is the list of IEVS inbound job that will be modified.

- IEVS IFDS inbound job - PIXXC406
- IEVS NHR inbound job – PIXXC505
- IEVS PVS inbound job – PIXXC404
- IEVS NPM/CYA inbound job – PIXX201
- IEVS Fleeing Felon - PIXX200
- IEVS Applicant & SAVE inbound job – PIXXC503

Exception log details:

IEVS inbound job will use log level of INFO with the following exception reason in the log file.

"Due to the case is a Disaster CalFresh case, the abstract was not loaded - Case Number: XXXXXXX"

2.36.3 Execution Frequency

No Change.

2.36.4 Key Scheduling Dependencies

No Change.

2.36.5 Counties Impacted

All Counties.

2.36.6 Data Volume/Performance

N/A.

2.36.7 Failure Procedure/Operational Instruction

The Batch Operations Support Team will evaluate errors, diagnose the issue and work with the appropriate teams to resolve the failure.

2.37 Updates to Imaging system (Kofax)

2.37.1 Overview

When Disaster CalFresh application form is received from an applicant, worker scans the application form (CF 303 - Replacement or Supplement Affidavit/Authorization, CF 385 – Application for Disaster CalFresh) through Kofax to store the document into the file repository.

As part of this SCR, LRS/CalSAWS web service will be using a new program code when communicating with Kofax system on the Disaster CalFresh application form.

2.37.2 Description of Change

There will be some Code Category updates to add DCF program code and add DCF application form into the list of EDMS document types.

- Create a CTR to add DCF program into the LA Legacy Pgm Code Detail - CT18_LALegacyPgmCodes. LA Legacy Pgm Code is used as a mapping between LRS program codes and EDMS program codes.
- Create a CTR to add DCF application forms (CF 303, CF 385) into EDMS Document category - CT10027_EDMS_DOCUMENT.

Modify Kofax web service to be able to pass office number for DCF program in the below web service operations. The below two web service

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operations have a program code filter that must be modified to add DCF program.

- getCaseIndividuals
- getForm

Note: Worker/County Clerk will use Kofax POSS or EDMS batch class to scan a DCF application form.

The following table has the EDMS Form IDs for the DCF Forms.

EDMS Form ID	Form Name
CF 385	APPLICATION FOR DISASTER CALFRESH
CF 303	REPLACEMENT OR DISASTER SUPPLEMENT AFFIDAVIT

2.37.3 Execution Frequency

N/A.

2.37.4 Key Scheduling Dependencies

N/A.

2.37.5 Counties Impacted

Los Angeles County.

2.37.6 Data Volume/Performance

N/A.

2.37.7 Failure Procedure/Operational Instruction

N/A.

2.38 Updates to Disaster CalFresh Form CF 385

2.38.1 Overview

This effort is to make updates to the form CF 385.

- Form Name: CF 385 - Application For Disaster CalFresh
- Form Number: CF 385
- Forms Category: Forms
- Current Program: CalFresh

2.38.2 Updates to CF 385 Form

1. Update the CF 385 form with the following specifications.
 - Updated Program: Disaster CalFresh
 - Populate XXX on the top of the form
2. Add e-Sign capability to CF 385 form.
3. Refer to Supporting Document #1 (CF385_EN.pdf) for the Mockup of the form.

2.39 Updates to Disaster CalFresh Form CF 303

2.39.1 Overview

The effort is to update the CF 303 form – Replacement or Disaster Supplement Affidavit to the latest version. This form could be currently generated from the Template Repository.

- i. Current State Form: CF 303 (10/17)
- ii. Current Form Name: Replacement or Supplement Affidavit/Authorization
- iii. Program: CalFresh
- iv. Current Forms Category: Forms
- v. Existing Languages: English and Spanish

2.39.2 Update CF 303 Form XDP

1. Update the CF 303 form to the latest version listed in the ACL 19-95.
 - Updated Form Name: Replacement or Disaster Supplement Affidavit
 - Updated State Form: CF 303 (08/19)
 - Program: CalFresh
 - Forms Category: Forms

- Updated Languages: English and Spanish
 - Forms to attach: NA Back 9 (04/2013)
 - Populate XXX on the top of the form
2. The following Print Options will be available when the CF 303 form is generated.

Blank Template	Print Locally without Save	Print Locally and Save	Print Centrally and Save	Reprint Locally	Reprint Centrally
Y	Y	Y	Y	Y	Y

The PRINT LOCALLY WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

3. Add the state standard header to the CF 303 Form. Header will be followed by the contents of the form. (See Supporting Document #4 for the standard header).
4. Refer to Supporting Documents #2 (CF303_EN.pdf) and #3(CF303_SP.pdf) for the state version of the form.

2.39.3 Mailing Options

Mail-To (Recipient): CalFresh Participant
 Mailed From (Return): CalFresh District Office Name and Address
 Mail-back-to Address: CalFresh District Office Name and Address
 Outgoing Envelope Type: Standard
 Return Envelope Type: Pre-Paid

2.40 Add New Disaster CalFresh Form CF 390 to Template Repository

2.40.1 Overview

This effort is to add the CF 390 form to the Template Repository. CF 390 is the Notice of Approval/Denial for Disaster CalFresh. This was provided with the ACL 19-95.

State Form: CF 390 (05/19) (See Supporting Document #4 and #5)

Program: Disaster CalFresh

Attached Form: NA Back 9 (04/13)

Languages: English and Spanish

2.40.2 Description of Change

1. Add the CF 390 form in English and Spanish to Template Repository.
 - Form Number: CF 390
 - Form Name: Notice of Approval/Denial for Disaster CalFresh
 - Forms category: Forms
 - Program: Disaster CalFresh
2. Include the following parameters for CF 390 in the Document Parameters Page:
 - Case Number
 - Customer Name
 - Program
 - Language
3. The following Print Options will be available when the CF 390 form is generated.

Blank Template	Print Locally without Save	Print Locally and Save	Print Centrally and Save	Reprint Locally	Reprint Centrally
Y	Y	Y	Y	Y	Y

- The PRINT LOCALLY WITHOUT SAVE option is only available when printing a blank template.
 The PRINT AND SAVE options are only available when printing a document containing case or resource information.
4. CF 390 will have the standard header (See Supporting Document #4).
 5. Refer to Supporting Documents #5 (CF390_EN.pdf) and #6 (CF390_SP.pdf) for the state version of the form.

2.40.3 Mailing Options

Mail-To (Recipient): Disaster CalFresh Primary Applicant
 Mailed From (Return): Disaster CalFresh District Office Name and Address
 Outgoing Envelope Type: Standard
 Return Envelope Type: N/A

2.41 Add New Disaster CalFresh Approval Reason Fragment

2.41.1 Overview

This effort is to add a new Disaster CalFresh Approval Action.
 NOA: Taken from State Form CF 390 (5/19)

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- Program: Disaster CalFresh
- Languages: English and Spanish (Spanish transcriptions are to be requested)

2.41.2 Fragment Generation

Add the following new action fragment to the NOA when Disaster CalFresh benefits are approved and a Disaster CalFresh Approval NOA has not been sent for the same disaster period already.

- Program: Disaster CalFresh
- Action Type: Approval
- Fragment Level: Program
- Short Description: DCF Approval
- Regulations: MPP 63-900
- NOA Template: CF_NOA_TEMPLATE
- NOA Type: Disaster CalFresh Notice of Approval
- Form Template Name: CF 390

NOA Mockup: See Supporting Document #7

Description	Text
Static	<p><Person></p> <p>Your application for Disaster CalFresh benefits has been approved. Your certification covers the disaster benefit period from <Begin_Date> through <EndDate>. Your one time Disaster CalFresh benefit allotment for a household of <Household_Size> is <Benefit_Amount>.</p>

2.41.3 Variable Population

Following is the variable population for the approval action fragment.

Var#	Variable Name	Description
1.	<Person>	Name of the Primary Applicant
2.	<Begin_Date>	Date when the Disaster CalFresh period starts
3.	<End_Date>	Date when the Disaster CalFresh period ends
4.	<Household_Size>	Size of the Household DCF is approved for

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5.	<code><Benefit_Amount></code>	Approved benefit amount for DCF
----	-------------------------------------	---------------------------------

2.42 Add New Disaster CalFresh Budget

2.42.1 Overview

This effort is to add budget fragment for Disaster CalFresh Benefits

NOA: Taken from State Form CF 390 (5/19)

- Program: Disaster CalFresh
- Languages: English and Spanish

2.42.2 Create Fragment XDP

Add the following new Disaster CalFresh Budget to the DCF NOA in the following two scenarios:

- b. NOA is for DCF Approval
- c. NOA is for DCF Denial with the reason of 'Over Income'
- Program: Disaster CalFresh
- Action Type: Approval or Denial
- Fragment Level: Program

NOA Mockup: See Document #7

Description	Text
Static	Disaster CalFresh Benefit Calculation: <ul style="list-style-type: none"> a. Anticipated Income \$<code><Anticipated_Income></code> b. Accessible Cash Resources <code><Cash_Resources></code> c. Total disaster period income = (a+b) <code><Total_Disaster_Period_Income></code> d. Total allowable disaster related expenses <code><Total_Allowable_Expenses></code> e. Accessible disaster period income = (c-d) <code><Accessible_Disaster_Period_Income></code> f. Maximum Disaster Income Limit for Household size <code><Maximum_Disaster_Limit></code> Household size: <code><Household_Size></code>

	If (e) is equal to or less than (f), the household is eligible.
--	---

2.42.3 Variable Population

Following is the variable population for the budget fragment.

Var #	Variable Name	Description
1.	<Anticipated_Income>	Net Income form EDBC Summary
2.	<Cash_Resources>	Accessible Liquid Resources from EDBC Summary
3.	< Total_Disaster_Period_Income >	Sum of <Anticipated_Income> and <Cash_Resources>
4.	<Total_Allowable_Expenses>	Disaster Gross Income Limit from EDBC Summary
5.	<Accessible_Disaster_Period_Income>	Difference between <Disaster_Income> and <Total_Allowable_Expenses>
6.	<Maximum_Disaster_Limit>	Disaster Gross Income Limit from EDBC Summary
7.	<Household_Size>	Size of the household

2.42.4 Add New Disaster CalFresh Denial Action

2.42.5 Overview

This effort is to add a new Disaster CalFresh Denial Action.
 NOA: Taken from State Form CF 390 (5/19)
 Languages: English and Spanish

2.42.6 Fragment Generation

Populate the following Disaster CalFresh denial action message on the NOA when the Disaster CalFresh is denied.

- Program: Disaster CalFresh
- Action Type: Denial
- Fragment Level: Program
- Short Description: DCF Denial
- Regulations: MPP 63-900
- NOA Template: CF_NOA_TEMPLATE
- NOA Type: Disaster CalFresh Notice of Denial
- Form Template Name: CF 390

NOA Mockup: See Supporting Document #9

Description	Text
Static	Your application for Disaster CalFresh benefits has been denied because of the following:

2.43 Add New Disaster CalFresh Denial Reasons

2.43.1 Overview

This effort is to add new Disaster CalFresh denial reasons for the below mentioned status reasons.

1. Disaster CF Missed Interview
2. Not in Disaster Area
3. Over Income
4. Not Affected by Disaster

2.43.2 Fragment Generation

Add the following denial reason messages to the Disaster CalFresh Denial NOA when the program fails with any of the Status Reasons.

Program: Disaster CalFresh

Action Type: Denial

Fragment Level: Listed in the table below

Short Description: DCF Denial

Regulations: MPP 63-900 (Same regulation for all the reasons listed below)

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Status Reason	Person Level	Program Level	Text
Disaster CF Missed Interview	Yes	Yes	<Person's_Name> failed to appear for the Disaster CalFresh interview.
Not in Disaster Area	Yes	Yes	<Person's_Name> did not live or work in the disaster area at the time of the disaster.
Over Income	No	Yes	Your household's income and resources exceed the income and resource limits for the Disaster CalFresh Program.
Not Affected by Disaster	Yes	Yes	<Person's_Name> did not experience an adverse effect due to the disaster.
End of Disaster Period	No	Yes	No NOA Required

2.44 Add Existing Reason to Disaster CalFresh Denial NOA

2.44.1 Overview

This effort is to populate the existing reason verbiage on the Disaster CalFresh Denial NOA for the below mentioned status reasons.

1. On Aid Another Case
2. FTP Name/Identity
3. Requested Disc. – Verbal
4. Requested Disc. – Written
5. Written Withdrawal
6. Verbal Withdrawal

Note: A NOA is not required for the reasons No Eligible Mem and No Appl – Req Person.

2.44.2 Fragment Generation

Populate the following denial reason messages on the Disaster CalFresh Denial NOA when the program fails with any of the Status Reasons.

Status Reason	Person Level	Program Level	Text
On Aid Another Case	Yes	No	<Person> is currently active on another CalFresh case.
FTP Name/Identity	No	Yes	<Person> did not give us proof of identity.
Requested Disc. – Verbal	No	Yes	You told us on <Notice_Date> that you wanted to stop your application for Disaster CalFresh. Because you asked, we did so. You have the right to apply again at any time.
Requested Disc. – Written	No	Yes	
Written Withdrawal	No	Yes	
Verbal Withdrawal	No	Yes	
Gets Duplicate Aid	Yes	No	<Person> is not eligible on this case as <Person> is already receiving CalFresh or Disaster CalFresh benefits in another County or household. Therefore, <Person> not entitled to receive Disaster CalFresh benefits on this application.
No Eligible Mem	No	Yes	No NOA Required
No Appl - Req Person	No	Yes	No NOA Required

2.44.3 Variable Population

Var#	Variable Name	Description
1.	<Person>	Name of the Primary Applicant
2.	<Notice_Date>	Date on which the notice is generated. Example Format: MM/DD/YYYY

2.45 Suppress the CF Supplemental NOA

2.45.1 Overview

This effort is to suppress the regular CF supplemental NOAs as the regular CF supplemental NOAs should not generate when the 'Disaster CF Supplement' run reason is used.

2.45.2 NOAs to suppress

Suppress the following notices when the Disaster CF supplemental NOA generates.

NOAs to suppress	NOA verbiage
CF_CH_CNTBL_INC_INCR_F704	When your income changes, your CalFresh benefits amount also changes.
CF_CH_CNTBL_INC_DCRSD_F703	When your income changes, your CalFresh benefits amount also changes.

2.46 Training: Forms Overview

Update the Forms Overview in Online Help Page with the following details

Field Name	CF 385	CF 303	CF 390
Form Number	CF 385	CF 303	CF 390
Form Name	Application for Disaster CalFresh	Replacement or Disaster	Notice of Approval/Denial for Disaster CalFresh

		Supplement Affidavit	
Form Description	This form serves as the application for Disaster CalFresh Benefits.	This form serves as an affidavit for replacement or supplement of Disaster CalFresh benefits.	Notice to customers that their Disaster CalFresh benefits have been approved/denied.

2.47 Issuance Threshold Updates

2.47.1 Overview

Issuance thresholds are established to determine the amount of benefits or service payments that can be approved by an Eligibility worker without requiring a supervisor override. This update is to add issuance threshold values for the new Disaster CalFresh Program.

2.47.2 Description of Changes

Add the issuance thresholds for 'Disaster CalFresh' program for all Counties. Please refer to 'DCF_Threshold.xlsx' for the amounts.

NOTE: These values are copied from the current CalFresh Thresholds that we have in the system for a County.

2.48 Previous Potential Benefit Calculation Logic (Online/Batch)

2.48.1 2.43.1 Overview

The Previous Potential Benefit calculation logic is used to determine any previously issued amount for the same program and benefit month, if any such record exists then the system deducts that from the new potential grant amount so that the correct amount is issued to the participant. This update is to add the previous potential benefit logic for the new Disaster CalFresh program.

2.48.2.2.43.2 Description of Changes

Add the previous potential benefit calculations to the Disaster CalFresh program. The calculation will be the sum of all Issued 'Disaster CalFresh' issuances issued through EDBC for the same program and benefit month. The Previous Potential Benefit will be displayed on the EDBC Summary page.

Add the previous potential benefit calculations to the CalFresh program when the EDBC is triggered with the Run Reason of 'Disaster CF Supplement'. The calculation will be the sum of all Issued CalFresh issuances issued for Supplemental disaster benefits through EDBC for the same program and benefit month. The Previous Potential Benefit will be displayed on the EDBC Summary page.

2.49 Overpayment Adjustment Logic

2.49.1 Overview

The overpayment adjustment is a process where if an individual is overpaid and is eligible for benefits, then the system suggests an adjustment. This adjustment is a percentage-based calculation per the cause code of the recovery account. This helps in reducing the balance of recovery account. The transaction is posted as a Benefit Reduction.

As per direction from CDSS, the Disaster CalFresh benefits are not subject to any Benefit Reductions or Offsets. This enhancement is to update the system to not suggest any Benefit Reduction or Offset for Disaster CalFresh program.

2.49.2 Description of Changes

Update the overpayment Adjustment Logic to not suggest any Benefit Reduction or Offset for Disaster CalFresh program.

Update the overpayment Adjustment Logic to not suggest any Benefit Reduction or Offset for CalFresh program and when EDBC Run Reason is 'Disaster CF Supplement'.

2.50 Issuance Sweep Procedures

2.50.1 Overview

The Issuance Sweep procedures does a sweep of all authorized EDBC where there is no issuance created yet. All Authorizations are then inserted into the ISSUANCE_TRANSACT table to be processed by Issuance Batch. This update is to enhance existing sweeps to exclude the EDBC authorization for a 'Disaster CalFresh' program.

2.50.2 Description of Changes

Update the following Issuance Sweep procedures to exclude EDBC authorizations associated to 'Disaster CalFresh' program. Also, update these sweep procedures to exclude EDBC Authorizations where the Run Reason code is 'Disaster CF Supplement'.

- Monthly EDBC Issuance Sweep
- Nightly EDBC Issuance Sweep
- Nightly Non-FC EDBC Issuance Sweep
- Future Month Supplemental Issuance Sweep

2.50.3 Programs Impacted

Disaster CalFresh.

2.50.4 Execution Frequency

No change.

2.50.5 Key Scheduling Dependencies

The job will be configured to run concurrently with the other issuance sweep procedures.

2.50.6 Counties Impacted

All CalSAWS Counties

2.50.7 Data Volume/Performance

No Change.

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2.50.8 2 Failure Procedure/Operational Instructions

No Change.

2.51 Issuance Batch

2.51.1 Overview

The Issuance Batch is responsible for creating an Issuance record for each authorization that is subject to be paid on a Monthly/Nightly basis. This update is to configure the Issuance Batch to process authorizations for Disaster CalFresh program.

2.51.2 Description of Changes

Update the Skip Issuance logic in the Issuance Batch to exclude the EDBC authorizations associated to 'Disaster CalFresh' program or Disaster Supplemental Benefits associated to CalFresh program from the following Periodic Reporting and Redetermination Skip Issuance reasons:

Periodic Report Does Not Exist for the Reporting Period

Periodic Report Incomplete

Periodic Report Not Received for the Reporting Period

Periodic Report Received After 10 Day is Not Complete

Redetermination/Recertification Does Not Exist for submit month

Redetermination/Recertification not received for submit month

Redetermination/Recertification received is not complete

Update the Skip Issuance logic in the Issuance Batch to apply the following skip issuance reasons to the EDBC authorizations associated to 'Disaster CalFresh' program:

Primary Applicant Does Not Exist for the Benefit Month

Payee Does Not Exist for the Benefit Month

Payee Mailing Address Cannot be Determined

Aid Code Does Not Exist on Authorization Record

No Payment Method Assigned (LRS/CalSAWS).

Future Month Issuance Cannot be Created Before Last Business Day

Update the issuance batch to populate the issuance type code as 'EBT' for issuance that is associated to the 'Disaster CalFresh' program.

Update the Issuance Batch to populate EBT Account Type as 'Food' to the issuance that is associated to the 'Disaster CalFresh' program.
Update the Issuance Batch to populate DCFP as benefit type for a benefit issuance associated to a Disaster CalFresh program.

2.51.3 Execution Frequency

No Change.

2.51.4 Key Scheduling Dependencies

No Change.

2.51.5 Counties Impacted

All CalSAWS Counties

2.51.6 Data Volume/Performance

No Change.

2.51.7 Failure Procedure/Operational Instructions

No Change.

2.52 EBT Outbound Food Benefit Writer Interface (Daily)

2.52.1 Overview

This update is to include issuances associated the Disaster CalFresh program when sending over to the EBT vendor (FIS) in the Food EBT files. Furthermore, the availability date logic for issuances will be enhanced to stagger across the first 10 calendar days based on the last digit of the case number.

2.52.2 Description of Changes

Update the Daily EBT outbound Food Benefit Writer interface to include issuances associated to the Disaster CalFresh program for sending over to the EBT vendor (FIS).

Update the EBT outbound Food Benefit Writer interface to stagger the EBT Availability Date for all EBT issuances associated to Disaster CalFresh program. The availability Date for Disaster Benefit will always be the next day from the Issue Date of the issuance.

2.52.3 Execution Frequency

No Change.

2.52.4 Key Scheduling Dependencies

No Change.

2.52.5 Counties Impacted

All CalSAWS Counties

2.52.6 Data Volume/Performance

No Change.

2.52.7 Failure Procedure/Operational Instructions

No Change.

2.53 EBT Outbound Cash Benefit Writer Interface (Daily)

2.53.1 Overview

This update is to exclude issuances associated to the Disaster CalFresh program from sending over to the EBT vendor (FIS) in the Cash EBT files.

2.53.2 Description of Changes

Update the Daily and Monthly EBT Outbound Cash Benefit Writer interface to exclude issuances associated to the Disaster CalFresh program from sending over to the EBT vendor (FIS).

2.53.3 Execution Frequency

No Change.

2.53.4 Key Scheduling Dependencies

No Change.

2.53.5 Counties Impacted

All CalSAWS Counties

2.53.6 Data Volume/Performance

No Change.

2.53.7 Failure Procedure/Operational Instructions

No Change.

2.54 Fund Code Determination

2.54.1 Overview

Fund codes are used to store the accounting string information for a County. Issuances associated to Disaster CalFresh program do not require Fund Codes. This update is to exclude issuances associated to Disaster CalFresh program from the Fund Code Determination batch.

2.54.2 Description of Changes

Update the Fund Code Determination Batch to exclude issuances associated to Disaster CalFresh program, as they do not require Fund Codes to be determined and then sent over to the auditor.

2.54.3 Execution Frequency

No Change.

2.54.4 Key Scheduling Dependencies

No Change.

2.54.5 Counties Impacted

All CalSAWS Counties

2.54.6 Data Volume/Performance

No Change.

2.54.7 Failure Procedure/Operational Instructions

No Change.

2.55 Issuance Detail

2.55.1 Overview

The Issuance Detail page allows the user to view and edit the issuance details for a program and benefit month. In addition, this page also allows the user to replace EBT benefits.

2.55.2 Issuance Detail Page Mockup

2.55.3 Description of Changes

Update Issuance Detail page to enable EBT host to host when rushing a Disaster CalFresh benefit.

Update the Issuance Detail page to send an EBT Benefit Type of "DFSP" via host to host when rushing an issuance associated to Disaster CalFresh program and when the issuance sub category is Disaster services.

Update the Issuance Detail page to send an EBT Benefit Type of "SDFSP" via host to host when rushing an issuance associated to Disaster CalFresh program and when the issuance sub category is Disaster Supplemental Benefits.

Update the Issuance Detail Page to allow the user to replace the replacement of a benefit up to the Original Amount of the parent issuance. This update is only applicable to CalFresh and Disaster CalFresh program.

Example:

\$100 CalFresh Benefit issued for 10/2019 on 10/01/2019 – Issuance1.

Now, a replacement CalFresh Benefit is created for \$60 on 10/23/2019 – Issuance 2.

User came back for another replacement and can replace Issuance 2 up to \$100 rather than \$60.00 on 10/28/2019 – Issuance 3.

Update the Issuance Detail Page to not display the following 'Print' buttons when the issuance is associated to the 'Disaster CalFresh' program.

Print
Collect
Reissue
External Reissue

2.55.4 Page Location

Global: Case

Local: Case Summary

Task: Issuance History

2.55.5 Security Updates

No Change.

2.55.6 Page Mapping

No Change.

2.55.7 Page Usage/Data Volume Impacts

No Change.

2.56 EBT Repayment Detail

2.56.1 Overview

The EBT Repayment Detail page allows the user to create an EBT Repayment where the user can pay off the recovery account balance from the available funds in the Cash/CalFresh EBT account. This update is to restrict the user from entering EBT repayment on 'DFSP' and 'SDFSP' benefit type.

2.56.2 Description of Changes

Update the EBT Repayment Detail page to display a validation message when the user is trying to do a repayment on 'DFSP' and 'SDFSP' benefit types. The message will state – "Invalid Benefit Type selected for Repayment."

2.56.3 Page Location

Global: Case

Local: Case Summary

Task: EBT Account List

2.56.4 Security Updates

No Change.

2.56.5 Page Mapping

All CalSAWS Counties

2.56.6 Page Usage/Data Volume Impacts

No Change.

2.57 Receipt Detail

2.57.1 Overview

The Receipt Detail page allows the user to view or create a receipt record. This update is to not show the Disaster CalFresh program under the 'Program' drop down list.

2.57.2 Description of Changes

Update the Receipt Detail page to not show the Disaster CalFresh program under the 'Program' drop down list.

2.57.3 Page Location

Global: Fiscal

Local: Collections

Task: Create Receipt

2.57.4 Security Updates

No Change.

2.57.5 Page Mapping

All CalSAWS Counties

2.57.6 Page Usage/Data Volume Impacts

No Change.

2.58 Recovery Account Detail

2.58.1 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 configure the page to allow recovery accounts for Disaster CalFresh program.

2.58.2 Description of Changes

Update the Recovery Account Detail page to allow Disaster CalFresh as a selectable Program Type when creating a Recovery Account.

The same Cause Code and Reasons that are available to CalFresh program would be available for Disaster CalFresh program.

Hide the following buttons when the current status of Recovery Account is 'Discharged':

Activate

Terminate

Suspend

Transfer Out

Show the following buttons when the current status of Recovery Account is 'Discharged':

View Journal (CalSAWS only)

Void

Edit

Close

2.58.3 Page Location

Global: Fiscal

Local: Collections

Task: Recovery Account Search

2.58.4 Security Updates

No Change.

2.58.5 Page Mapping

All CalSAWS Counties

2.58.6 Page Usage/Data Volume Impacts

No Change.

2.59 Overissuance Detail

2.59.1 Overview

The Overissuance Detail page allows the User to add or view the details of an Overissuance. The User must select the Benefit/Service Month, Aid Code, Original Payment and Correct Payment. The Edit and Remove buttons display in the Overpayment Detail page only when the overpayment account has been manually entered. Clicking the Edit button allows the User to edit the details of the Overpayment and clicking the Remove button will remove the record.

2.59.2 Description of Changes

Update Overissuance Detail page to follow the layout of existing CalFresh Overissuance Detail. The Aid Code dropdown will have '09' option available to select.

2.59.3 Page Location

Global: Fiscal

Local: Collections

Task: Overpayment Summary

2.59.4 Security Updates

No Change.

2.59.5 Page Mapping

All CalSAWS Counties

2.59.6 Page Usage/Data Volume Impacts

No Change.

2.60 Issuance Method Detail

2.60.1 Overview

The Issuance Method Detail page allows the user to choose a method of payment for the issuance which can be EBT, Warrant or Direct Deposit. This update is to allow 'EBT' as the issuance method for Disaster CalFresh program.

2.60.2 Description of Changes

Update the Issuance Method Detail page to only allow 'EBT' as a selectable issuance method for Disaster CalFresh program.

Update the Status Reason dropdown to show the following options in the dropdown when the New Issuance Method is 'EBT' for Disaster CalFresh Program.

Client in Public Housing

Eviction threat/Lndlord Hrdshp

Update the Issuance Method Detail page to not populate the EBT Stagger Day field.

Create a CTCR entry for Category 112 for the new Disaster CalFresh program be available to only EBT issuance Method.

2.60.3 Page Location

Global: Fiscal

Local: Case Summary

Task: View Details (Under Program Block)

2.60.4 Security Updates

No Change.

2.60.5 Page Mapping

All CalSAWS Counties.

2.60.6 Page Usage/Data Volume Impacts

No Change.

2.61 Recovery Account Activation Batch (LA County Only)

2.61.1 Overview

The Recovery Account Activation Batch sends Overpayment NOAs for Pending Recovery accounts and then the status for the recovery account is updated from 'Pending' to 'Pending Agreement'. Furthermore, the batch also activates the recovery accounts which are in 'Pending Agreement' status. This enhancement is to update batch to suppress the generation of Overpayment NOAs for Disaster CalFresh Recovery Accounts.

2.61.2 Description of Changes

Update the batch to suppress the generation of Overpayment NOAs for Disaster CalFresh Recovery Accounts and also enhance the batch to not

activate the recovery account for Disaster CalFresh program automatically.

2.61.3 Execution Frequency

No Change.

2.61.4 Key Scheduling Dependencies

No Change.

2.61.5 Counties Impacted

Los Angeles County

2.61.6 Data Volume/Performance

No Change.

2.61.7 Failure Procedure/Operational Instructions

No Change.

2.62 Uncollectible Recovery Account Batch

2.62.1 Overview

This enhancement is to update the Uncollectible Recovery Account Batch to find Recovery Accounts associated to Disaster CalFresh program that have been set to 'Pending' status during the batch day and update the Status to 'Discharged' and Status Reason to 'Do not collect'.

2.62.2 Description of Changes

1. Update the batch to track Disaster CalFresh Recovery Accounts with one of the following cause codes when sweeping across the system:
 - a. CalFresh - Admin Caused (prior to 3/2000)
 - b. CalFresh - Admin Caused (after 3/2000)
 - c. CalFresh - IHE (Customer Caused)
2. **For LRS/CalSAWS only**, update the batch not pick Disaster CalFresh Recovery Accounts with any EDBC of Overissuances in following status:
 - Pending Authorization

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- Pending Verification
 - Pending Authorization Random Sampling
3. Update Batch to update Disaster CalFresh Recovery Accounts Status to 'Discharged' and Status Reason to 'CF - \$35 or Less – AE' when meeting all criteria below:
 - a. Original Balance is over \$0 and \$35 or less.
 - b. Cause Code is one of the following:
 - CalFresh - Admin Caused (prior to 3/2000)
 - CalFresh - Admin Caused (after 3/2000)
 - c. Status is Pending, and no Overissuances added to the account for more than 7 calendar days.
 4. Update batch to update Disaster CalFresh Recovery Accounts Status to 'Discharged' and Status Reason to 'Policy Threshold Limit' when meeting all criteria below:
 - a. Cause Code is one of the following:
 - CalFresh - Admin Caused (prior to 3/2000)
 - CalFresh - Admin Caused (after 3/2000)
 - CalFresh - IHE (Customer Caused)
 - b. QC Findings is 'No'.
 - a. The 'Investigations' is 'None' or 'No Fraud'.
 - c. Status is Pending, and no Overissuances added to the account for more than 7 calendar days.
 - b. There is no active or ineligible Disaster CalFresh program on the Discovery Date **under the same case** of the Recovery Account.
 - c. The Original Balance is over \$35 and \$400 or less.

NOTE: If the Original balance is over \$0 and \$35 or less, the Cause Code is **CalFresh - IHE (Customer Caused)** and there is no active CalFresh program on the Discovery Date **under the same case** of the Recovery Account, then the batch will discharge the account as it is under new threshold policy and dischargeable.
 5. Update the Uncollectible Recovery Account Batch to create a Journal Entry whenever a Recovery Account's Status is updated to Discharged.
 For LRS/CalSAWS, set the values as follow:
 Category – Fiscal
 Type – Recovery Account
 Message - The Recovery Account XXXXXXX is Discharged by the System since the Original Balance is less than the threshold defined for the program

2.62.3 Execution Frequency

No Change.

2.62.4 Key Scheduling Dependencies

No Change.

2.62.5 Counties Impacted

All CalSAWS Counties

2.62.6 Data Volume/Performance

No Change.

2.62.7 Failure Procedure/Operational Instructions

No Change.

2.63 Grant Expungement Reader

2.63.1 Overview

This enhancement is to update the Grant Expungement Reader to not apply any expungements to the recovery accounts by excluding the '' benefit type.

2.63.2 Description of Changes

Update the Grant Expungement Reader Interface job to not apply any expungements to the recovery accounts by excluding 'DFSP' and 'SDFSP' EBT Benefit Type.

2.63.3 Execution Frequency

No Change.

2.63.4 Key Scheduling Dependencies

No Change.

2.63.5 Counties Impacted

All CalSAWS Counties

2.63.6 Data Volume/Performance

No Change.

2.63.7 Interface Partner

EBT Vendor - FIS

2.63.8 Failure Procedure/Operational Instructions

No Change.

2.64 EBT Account Aging Reader

2.64.1 Overview

This enhancement is to update the EBT Account Aging Reader Interface job to not generate the forms for Disaster CalFresh program when updating the EBT account status based on the aging period.

2.64.2 Description of Changes

Update the EBT Account Aging Reader Interface job to not generate the following forms for Disaster CalFresh program when updating the EBT account status based on the aging period.

TEMP NA 1232_1

TEMP NA 1232_2

2.64.3 Execution Frequency

No Change.

2.64.4 Key Scheduling Dependencies

No Change.

2.64.5 Counties Impacted

All CalSAWS Counties

2.64.6 Data Volume/Performance

No Change.

2.64.7 Interface Partner

EBT Vendor - FIS

2.64.8 Failure Procedure/Operational Instructions

No Change.

2.65 EBT Warning Letter Reader

2.65.1 Overview

This enhancement is to update the EBT Warning Letter Reader Interface job to not generate the EBT Warning Letter for Disaster CalFresh program.

2.65.2 Description of Changes

Update the EBT Warning Letter Reader Interface job to not generate the EBT Warning Letter for Disaster CalFresh program.

2.65.3 Execution Frequency

No Change.

2.65.4 Key Scheduling Dependencies

No Change.

2.65.5 Counties Impacted

All CalSAWS Counties

2.65.6 Data Volume/Performance

No Change.

2.65.7 Interface Partner

EBT Vendor - FIS

2.65.8 Failure Procedure/Operational Instructions

No Change.

2.66 ARS Claims Writer (LA County Only)

2.66.1 Overview

This ARS Recovery Claims Writer will retrieve new recovery accounts within the previous week and send them to ARS for processing. Furthermore, this job also tracks any Cause Code or Status Code changes to the recovery account. ARS uses this data to sync their system with the LRS/CalSAWS. This update is to modify the logic so that recovery account updates for Disaster CalFresh program are not included in the file.

2.66.2 Description of Changes

Update the ARS Claims writer job to not send the information for the recovery accounts associated to the Disaster CalFresh program that are created in the LRS/CalSAWS system to ARS.

2.66.3 Execution Frequency

No Change.

2.66.4 Key Scheduling Dependencies

No Change.

2.66.5 Counties Impacted

Los Angeles County

2.66.6 Data Volume/Performance

No Change.

2.66.7 Interface Partner

Accounts Receivable System

2.66.8 Failure Procedure/Operational Instructions

No Change.

2.67 ARS Receipt Writer (LA County Only)

2.67.1 Overview

This ARS Recovery Receipts Writer will retrieve new receipts created within the previous week and send them to ARS for processing. ARS uses this data to sync their system with the LRS/CalSAWS. This update is to modify the logic so that receipt updates for Disaster CalFresh program are not included in the file.

2.67.2 Description of Changes

Update the ARS Receipt writer job to not send the information for the receipts associated to the Disaster CalFresh recovery account.

2.67.3 Execution Frequency

No Change.

2.67.4 Key Scheduling Dependencies

No Change.

2.67.5 Counties Impacted

Los Angeles County

2.67.6 Data Volume/Performance

No Change.

2.67.7 Interface Partner

Accounts Receivable System

2.67.8 Failure Procedure/Operational Instructions

No Change.

2.68 ARS Transactions Writer (LA County Only)

2.68.1 Overview

This ARS Recovery Transactions Writer will retrieve new recovery account transactions created within the previous week and send them to ARS for processing. ARS uses this data to sync their system with the LRS/CalSAWS. This update is to modify the logic so that the transaction updates for Disaster CalFresh program are not included in the file.

2.68.2 Description of Changes

Update the ARS Transactions writer job to not send the information for the recovery account transactions associated to Disaster CalFresh recovery account.

2.68.3 Execution Frequency

No Change.

2.68.4 Key Scheduling Dependencies

No Change.

2.68.5 Counties Impacted

Los Angeles County

2.68.6 Data Volume/Performance

No Change.

2.68.7 Interface Partner

Accounts Receivable System

2.68.8 Failure Procedure/Operational Instructions

No Change.

2.69 ARS Program Status Writer (LA County Only)

2.69.1 Overview

This ARS Program Status Writer retrieves all program status changes (active, terminated, etc.) within the previous week and send them to ARS. ARS uses this data to sync their system with the LRS/CalSAWS. This update is to modify the logic so that program status updates for Disaster CalFresh program are not included in the file.

2.69.2 Description of Changes

Update the ARS Program Status writer job to not send the program status updated related to Disaster CalFresh program in the LRS/CalSAWS system to ARS.

2.69.3 Execution Frequency

No Change.

2.69.4 Key Scheduling Dependencies

No Change.

2.69.5 Counties Impacted

Los Angeles County

2.69.6 Data Volume/Performance

No Change.

2.69.7 Interface Partner

Accounts Receivable System

2.69.8 Failure Procedure/Operational Instructions

No Change.

2.70 eCAPS Journal Voucher Writer Interface (LA County Only)

2.70.1 Overview

This Daily and Monthly JWV interfaces forwards the total of EBT cash (non-food) benefits issued for each fund code, grouped by availability date and bank account code, to the eCAPS. The daily JWV file sends expenditures for supplemental and service payment issuances whereas the monthly JWV file sends main payroll expenditures. In addition, the daily JWV also sends EBT repayments as a negative line item. The Month-End JWV interface file sends the data for cancelled benefits and received expungements. This update is to exclude the issuances associated to Disaster CalFresh program from the three JWV interface files.

2.70.2 Description of Changes

Update the following JWV jobs for Los Angeles County so that the accounting information for issuances associated to the 'Disaster CalFresh' program is not sent to eCAPS, as eCAPS does not require LA County to send issuances related to Food Benefits.

Daily JWV

Monthly JWV

Month End JWV

2.70.3 Execution Frequency

No Change.

2.70.4 Key Scheduling Dependencies

No Change.

2.70.5 Counties Impacted

Los Angeles County

2.70.6 Data Volume/Performance

No Change.

2.70.7 Interface Partner

eCAPS.

2.70.8 Failure Procedure/Operational Instructions

No Change.

2.71 EVSS and EVOC (LA County Only)

2.71.1 Overview

This EVOC and EVSS files sends funding adjustments such as those resulting from aid code changes after EDBC recalculation to eCAPS. The EVOC/EVSS files sends adjustments for all cash benefits regardless of issuance method (EBT, warrant, direct deposit).

2.71.2 Description of Changes

Update the following eCAPS jobs for Los Angeles county so that the adjustments about the issuances associated to the Disaster CalFresh program are not sent to eCAPS.

EVOC

EVSS

2.71.3 Execution Frequency

No Change.

2.71.4 Key Scheduling Dependencies

No Change.

2.71.5 Counties Impacted

Los Angeles County

2.71.6 Data Volume/Performance

No Change.

2.71.7 Interface Partner

eCAPS.

2.71.8 Failure Procedure/Operational Instructions

No Change.

2.72 Benefit Issuance Pre-Claiming

2.72.1 Overview

Benefit Issuance Pre-Claiming batches are used to identify issuances for claiming where the status is updated to Issued, Manually Issued, or Canceled between the Last Success Date and Batch Date.

2.72.2 Description of Changes

Update the Benefit Issuance Pre-Claiming module to include all Disaster CalFresh issuances that are Issued, Manually Issued, or Canceled between the Last Success Date and Batch Date.

Update the Benefit Issuance Adjustment Pre-Claiming module to include all Accepted and Saved recalculated EDBC's for Disaster CalFresh that are run between the Last Success date and Batch Date.

Update the Benefit Issuance Expungement Pre-Claiming module to include all expungements for issuances associated to the Disaster CalFresh program received between the Last Success date and Batch Date.

2.72.3 Execution Frequency

No Change.

2.72.4 Key Scheduling Dependencies

No Change.

2.72.5 Counties Impacted

All CalSAWS Counties

2.72.6 Data Volume/Performance

No Change.

2.72.7 Failure Procedure/Operational Instructions

No Change.

2.73 Benefit Issuance Claiming

2.73.1 Overview

Benefit Issuance Claiming jobs are used to claim the issuances that were identified by the pre-claiming job. This job is to update the claiming jobs to claim the issuances associated to Disaster CalFresh program as 'Federal'.

2.73.2 Description of Changes

Update the Benefit Issuance and Benefit Issuance Adjustment modules to calculate the following data points for 'Disaster CalFresh' issuances. All calculations will be based on the EDBC that authorized the 'Disaster CalFresh' issuance for Benefit Issuance claiming or the latest Accepted and Saved Recalculated EDBC in the benefit month for Benefit Issuance Adjustment claiming.

Federal Amount – For 'Disaster CalFresh' issuances, this field will be the total issuance amount.

Non-Federal Amount – For 'Disaster CalFresh' issuances, this field will be \$0.

Federal Adult Count - For 'Disaster CalFresh' issuances, this field will be derived if the latest EDBC determines the person as an 'Adult' and the Claim Code is 'Federal'.

Federal Child Count - For 'Disaster CalFresh' issuances, this field will be derived if the latest EDBC determines the person as a 'Child' and the Claim Code is 'Federal'.

Non-Federal Adult Count - For 'Disaster CalFresh' issuances, this field will be derived if the latest EDBC determines the person as an 'Adult' and the Claim Code is 'Non-Federal'.

Non-Federal Child Count - For 'Disaster CalFresh' issuances, this field will be derived if the latest EDBC determines the person as a 'Child' and the Claim Code is 'Non-Federal'.

Update the Benefit Issuance Adjustment module to trigger the adjustments for an aid code change and person counts change. Also, calculate the following data points for 'Disaster CalFresh' issuances. All calculations will be based on the EDBC that authorized the 'Disaster CalFresh' issuance for Benefit Issuance claiming or the latest Accepted and Saved Recalculated EDBC in the benefit month for Benefit Issuance Adjustment claiming.

Federal Amount – For 'Disaster CalFresh' issuances, this field will be the total issuance amount.

Non-Federal Amount – For 'Disaster CalFresh' issuances, this field will be \$0.

Federal Adult Count - For 'Disaster CalFresh' issuances, this field will be derived if the latest EDBC determines the person as an 'Adult' and the Claim Code is 'Federal'.

Federal Child Count - For 'Disaster CalFresh' issuances, this field will be derived if the latest EDBC determines the person as a 'Child' and the Claim Code is 'Federal'.

Non-Federal Adult Count - For 'Disaster CalFresh' issuances, this field will be derived if the latest EDBC determines the person as an 'Adult' and the Claim Code is 'Non-Federal'.

Non-Federal Child Count - For 'Disaster CalFresh' issuances, this field will be derived if the latest EDBC determines the person as a 'Child' and the Claim Code is 'Non-Federal'.

2.73.3 Execution Frequency

No Change.

2.73.4 Key Scheduling Dependencies

No Change.

2.73.5 Counties Impacted

All CalSAWS Counties

2.73.6 Data Volume/Performance

No Change.

2.73.7 Failure Procedure/Operational Instructions

No Change.

2.74 CalFresh Benefit Issuance Replacement Batch

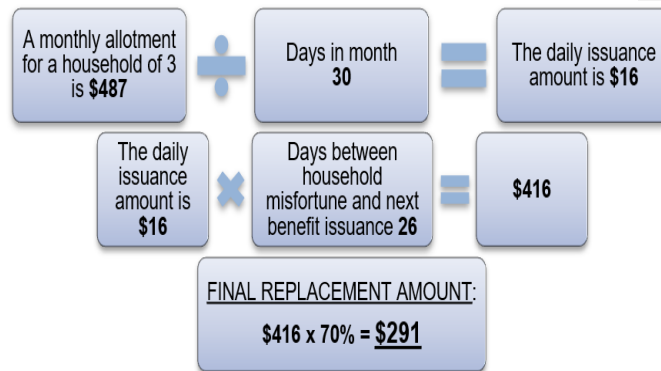
2.74.1 Overview

The System allows CalFresh Benefits to be replaced in the event of a disaster. This is currently achieved through a Data Change Request every time after receiving approval from CDSS for mass replacement for eligible Zip Codes and replacement percentage of the benefit amount. This Update would create a new batch process which would eliminate the need of DCR whenever a disaster happens and automate the mass replacement process.

2.74.2 Description of Changes

1. Create a new batch process to automate the CalFresh Mass Replacement.
2. This batch will run for each county individually.
3. The following conditions will be used to identify records for processing:
 - a. The Issuance for the disaster Month is in Issued Status and has not been previously replaced.
 - b. The Issuance is not a SUAS or WINS benefit.
 - c. The current Payee for the CalFresh program had a Physical Address within the disaster eligible zip codes on the date approved by the State.
 - d. The amount for Replacement Benefit will be calculated per the following rules:
 - I. If the Replacement is due to the result of a Power Outage then the county should consider that households typically spend some percent of their monthly CalFresh benefits on perishable food items and thus, the county can choose to replace up to some percent of benefits as described the following figure.

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- II. If the Replacement is due to the result of structured loss or irreparable damages, the County should not limit replacements up to some percentage. Using the above figure as an example of how to determine the benefit replacement amount due to structure loss or irreparable damages, the final benefit replacement amount would remain at \$416.
 - III. Replace the Benefit up to a certain percentage of the previously Issued Monthly Benefit. Using the above figure as an example, if the County or State decides to replace up to 40% of the previous benefit (\$487) then the final benefit replacement amount would be \$195.
4. For each record that is identified for processing from the above step, the system will create the replacement issuance that will be sent to the EBT vendor via nightly batches.
 5. Validate the Zip Code or List of Zip Codes provided/inserted into the new table. The zip code should be of 5 digits.
 For Ex. 90650 or 90650,90651 if multiple zip codes are affected by a disaster.
 6. Create a new database table 'EBT_DISASTER' that will store the required information released by the State to replace the Issuances for the disaster. The following columns will be a part of this table.
 - a. ID NUMBER
 - b. COUNTY_CODE VARCHAR2(3)
 - c. BEG_DATE DATE
 - d. END_DATE DATE
 - e. PGM_CODE VARCHAR2(3)

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- f. PERCENT NUMBER
- g. BEN_MONTH DATE
- h. AVAIL_DATE DATE
- i. ZIP_CODE VARCHAR2(2000)
- j. DESCR VARCHAR2(2000)
- k. CREATED_ON TIMESTAMP (6)
- l. UPDATED_ON TIMESTAMP (6)
- m. CREATED_BY VARCHAR2(30)
- n. UPDATED_BY VARCHAR2(30)

2.75 Disaster CalFresh Daily Report

2.75.1 Overview

When a disaster has been declared and disaster functionality is enabled for one or more counties in LRS/CalSAWS, the Disaster CalFresh Daily Report is generated daily to assist counties with reporting disaster CalFresh statistics to the California Department of Social Services (CDSS). The report will be updated to reflect the logical changes made for the automation of the Disaster CalFresh program.

2.75.2 Disaster CalFresh Daily Report Screenshot

D-CalFresh Daily Report		
<small>DOWNLOAD REPORT FORM FROM: http://www.cdss.ca.gov/Inforesearch/Research-and-Data/DSSDB EMAIL COMPLETED REPORT FORM TO: admDisasterCF@dss.ca.gov </small>		
COUNTY NAME	VERSION	REPORT PERIOD
Butte		5/16/2018
1. New Apps Taken.....	1	7
2. New Approved: Households.....	2	4
3. New Approved: Persons.....	3	7
4. New Approved: Total Benefits.....	4	\$2,719.00
5. Average Benefit Per New HH (\$)......	5	\$679.75
6. Households Denied.....	6	3
7. Supplements Approved: Households.....	7	5
8. Supplements Approved: Persons.....	8	6
9. Supplements Approved: Total Benefits.....	9	\$2,908.00
10. Average Benefit Per Ongoing HH (\$)......	10	\$581.60
11. Total New + Ongoing Benefits.....	11	\$5,627.00
COMMENTS		
Revised Report Explanation (if "Revised" is selected)		
CONTACT PERSON (Print)	TELEPHONE	EXTENSION
TITLE/CLASSIFICATION	E-MAIL	DATE SUBMITTED

Note: There will be no updates made to the report template.

2.75.3 Description of Change

- Update the following Lines items in the Summary sheet to evaluate for the Disaster CalFresh program rather than the CalFresh program. This applies to the detail data presented in the detail sheet, which is used to calculate the line item summary counts.
 - Line 1 - Apps Taken
 - Line 2 - New Approved: Households
 - Line 3 - New Approved: Persons
 - Line 4 - New Approved: Total Benefits
 - Line 5 - Households Denied

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Code (18)	Short Description
DC	Disaster CalFresh

2.75.4 Counties Impacted

All CalSAWS counties will be impacted by the changes made to the Disaster CalFresh Daily Report.

2.75.5 Report Location


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

2.76 CalFresh Disaster Issuance Daily Report

2.76.1 Overview

The CalFresh Disaster Services Daily Report along with the Disaster CalFresh Daily Report are used by counties in reporting disaster CalFresh statistics to the California Department of Social Services (CDSS). The CalFresh Disaster Services Daily report will be renamed to the CalFresh Disaster Issuance Daily Report and the logic will be updated to reflect the logical changes made for the automation of the Disaster CalFresh program.

2.76.2 CalFresh Disaster Issuance Daily Report Screenshot

 CalFresh Disaster Issuance Daily Report				
Los Angeles				
Run Date: JUL-28-17 12:16 AM				
Date: 07/27/2017				
Disaster Issuance Summary				
Total New Denials	0			
Total	3	14	\$1,500.00	
Benefit Type	FBU Count	Persons Approved	Total Benefit Amount	Average Benefit Amount
Replacement Benefit	3	14	\$1,500.00	\$500.00

2.76.3 Description of Change

1. Update the report title to CalFresh Disaster Issuance Daily Report. This title update should reflect in the report's template header as well as in the Report Search online page.
*Note the title will not be updated for historically generated reports in the report itself or the Report Search online page.
2. Remove the 'Program' field in the header from all the sheets. Please see the 'CalFresh Disaster Issuance Daily Report Mockup' in the supporting documents.
3. Update the 'Disaster Services Summary' header in the Summary sheet to 'Disaster Issuance Summary'.
4. Update the 'Summary' and 'BenefitDetail' sheet's logic to evaluate for the Disaster CalFresh program when the issuance subcategory type is 'Disaster Benefit'.
5. Update the 'Summary' and 'BenefitDetail' sheet's logic to evaluate for the CalFresh or Disaster CalFresh program when the issuance subcategory type is 'Replacement'.
6. Update the 'DenialDetail' sheet's logic to evaluate for the Disaster CalFresh program rather than CalFresh.

2.76.4 Counties Impacted

All CalSAWS counties will be impacted by the changes made to the CalFresh Disaster Issuance Daily Report.

2.76.5 Report Location

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

2.77 Update Fiscal Cash Reports

2.77.1 Overview

Without change, several fiscal cash reports will incorrectly include Disaster CalFresh issuance information. This information needs to be excluded.

The Daily Claiming Adjustment Report and the Exception Issuance Exception Report will be updated to include Disaster CalFresh information.

2.77.2 Description of Change

1. Update the following reports to exclude Disaster CalFresh information
 - Cash EBT Production Reconciliation Report
 - Supplemental Benefit Issuance EBT Register
 - Benefit Manual EBT Issuance Register
 - Month-End JWV Cancellations and Expungements Report
 - Payroll Customer EBT Cancellations and Expungements Report
 - Daily Journal Voucher Warrant Report
 - JWV Daily Details Report
 - JWV Month-end Details Report
2. Update the following reports to correctly display and identify Disaster CalFresh issuances:
 - Daily Claiming Adjustment Report
 - Issuance Exception Report

Technical Note: No template changes will be made to the above listed reports. The program code will be included in the list of programs to evaluate for.

2.77.3 Counties Impacted

All CalSAWS counties will be impacted by the changes made to the fiscal cash reports.

2.77.4 Report Location

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

2.78 Update the Workload Inventory Export Report

2.78.1 Overview

The Workload Inventory Export report provides an extract of results from the Eligibility Workload Inventory page. The report will be updated to reflect the changes made to the Workload Inventory online page.

2.78.2 Description of Change

1. Add the program Disaster CalFresh to the Eligibility Workload Inventory Export Report.
2. When a Disaster CalFresh program is retrieved, display 'DCF' in the Program column.


2.78.3 Counties Impacted

All CalSAWS counties will be impacted by the changes made to the Workload Inventory Report.

2.78.4 Report Location

- **Global: Eligibility**
- **Local: Workload Inventory**
- **Task: Workload Inventory**

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	CF 385 - English	CF385_EN.pdf
2	Client Correspondence	CF 303 - English	CF303_EN.pdf
3	Client Correspondence	CF 303 - Spanish	CF303_SP.pdf
4	Client Correspondence	Standard Header	Standard Header.pdf
5	Client Correspondence	CF 390 - English	CF390_EN.pdf
6	Client Correspondence	CF 390 - Spanish	CF390_SP.pdf
7	Client Correspondence	DCF Approval Notice	Approval_Notice.pdf
8	Reports	CalFresh Disaster Issuance Daily Report Mockup	CalFresh Disaster issuance Daily Report Mockup.xls
9	Client Correspondence	DCF Denial Notice	Denial_Notice.pdf
10	Security	Security Matrix	 CA-200879 DCF Security Matrix.xls

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.2.2	The LRS shall produce reports that provide the detail LRS Data that will be used to complete the reports required by federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures.	The Disaster CalFresh Daily Report mandated by CDSS is being updated to properly report on Disaster CalFresh.
2.8.1.21	The LRS shall automate eligibility determination and benefit calculation for certain individual and case changes.	New eligibility logic for Disaster CalFresh program.
2.18.3.7	The LRS shall identify case actions that require a notice, NOA, form, letter, stuffer, or flyer, and shall generate that appropriate notice, NOA, form, letter, stuffer, or flyer, using variable case-specific information.	Automation of Disaster CalFresh forms and notices.
2.20.1.2	The LRS shall trigger automated requests for LRS Data exchange of information with other systems, based on information captured during the application registration, application evaluation, intake, case maintenance, and referral processes.	Modification on IEVS Interface and modification on the Kofax to support the Disaster CalFresh forms.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215310 | CIV-106939

Add Pandemic Unemployment Compensation
Income Type

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jason Francis, Nithya Chereddy
	Reviewed By	Richard Weeks, Prakash Thota, Priya Sridharan, Stephanie Hugo, Akira Moriguchi, Lena Lam, Himanshu Jain

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
4/22/2020	1.0	Initial Version	Jason Francis
4/28/2020	1.1	Added assumption regarding CA 253 report	Jason Francis
5/1/2020	1.2	PUC income now considered Unearned for Foster Care Added translation document	Jason Francis
5/5/2020	1.3	PUC income considered Exempt for Foster Care	Jason Francis

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1 OVERVIEW

Per CARES PL 116-136, all regular Unemployment Income and Pandemic Unemployment Assistance claimants will receive their usual calculated benefit plus an additional \$600 per week in compensation.

Per the CARES Act, an additional 13 weeks of state Unemployment Income benefits, which will become available after someone exhausts all their regular state Unemployment Income benefits.

Pandemic Unemployment Assistance (PUA) provides emergency unemployment assistance to workers who are left out of regular state Unemployment Income or who have exhausted their state Unemployment Income benefits. Up to 39 weeks of PUA are available to workers who are immediately eligible to receive PUA. The program will expire on December 31, 2020, unless otherwise extended.

1.1 Current Design

Pandemic Unemployment Compensation (PUC) is not available as an income type.

1.2 Requests

Add Pandemic Unemployment Compensation (PUC) as an income type and update EDBC logic to calculate it properly.

CalHEERS will add Income Source 'Enhanced Federal Assistance' (UC) to the electronic Health Information Transfer (eHIT) interface with Change Request 153970. Map the new Pandemic Unemployment Compensation income type to 'UC' for eHIT.

1.3 Overview of Recommendations

1. Add Pandemic Unemployment Compensation as an available income type in the income pages, under the Unemployment category. Specify how EDBC will treat this income type for each program and how it will be communicated with CalHEERS in eHIT.

1.4 Assumptions

1. The system will not add either the Pandemic Emergency Unemployment Compensation (PEUC) or Unemployment Assistance (PUA) income types as these are included with Unemployment Insurance.
2. The income pages will not restrict Begin and End Dates related to PUC income. Workers are responsible for accurately entering these dates.
3. eICT will not be updated to add granularity for PUC, which will have the same mapping as UIB.
4. No update to the IEVS interface is necessary. If PUC income records are reported via the PVS Abstract prior to the PUC income is reported to CalSAWS,

an increase in PVS Abstracts that are not automatically closed by the System. These abstracts will require worker review.

5. LRS: Regression test the following forms/NOAs to verify the population of the income types.
 - a. CSD 1
 - b. Unverified earned Income termination NOA
CF_TN_UNVRF_BUDMTH_ERN_INC_F035
 - c. Unverified earned Income denial NOA
CF_DN_UNVERF_BUDMTH_ERN_INC_F035
 - d. Unverified unearned Income termination NOA:
CF_TN_UNVERF_BUDMTH_UNERN_INC_F037
 - e. Unverified unearned Income denial NOA:
CF_DN_UNVERF_BUDMTH_UNERN_INC_F037
6. C-IV: Regression test the CW No Change NOA, CF Change NOA and CW No Change NOA.
7. There is no change to the CA 253 report to individually track the PUC income. Discontinuances will be included in the detailed backup worksheets of the report for the county to identify, review, and categorize as they like, before submitting the report to CDSS.
8. No update to OCAT interface will be made at this time to map the PUC income type to the Unemployment Benefit type in OCAT. The PUC income type is only available through 07/31/2020. The OCAT functionality doesn't go live until August 24th. In addition, most people would be over income if they apply for CalWORKs while getting this income.

2 RECOMMENDATIONS.

2.1 Add a New Pandemic Unemployment Compensation Income Type

2.1.1 Overview

Add Pandemic Unemployment Compensation as an available income type in the income pages, under the Unemployment category. Specify how EDBC will treat this income type for each program and how it will be communicated with CalHEERS in eHIT.

2.1.2 Description of Changes

1. Add a new Income Type of 'Pandemic Unemployment Compensation' to Codes Table 186:
 - a. Set the details as follows:

CalSAWS/LRS and C-IV:

Field	Value
-------	-------

Adjustable Income	N
CW Disability Disregard	N
CW Classification	Exempt
MC Disability Disregard	N
MC Classification	Exempt
CF Classification	Unearned
CF Considered Permanent Disability Based	N
Income Category	19
Adjustable	N
FC Classification	Exempt
CMIPS Income-In-Kind Types	
EICT Inbound	LED
EICT Outbound	LED
CalHEERS Outbound	UC
CalHEERS Inbound	UC

Note: CalHEERS Income Source Code 'UC' is for 'Enhanced Federal Assistance'. This Income Source Code is not countable for MAGI Medi-Cal/MCAP/CCHIP programs and is countable for Covered California Programs.

Note: EICT Income Source 'LED' is for 'EDD' income included on the EICT interface. PUC income will be classified as 'EDD' income for the purposes of ICT.

CalSAWS/LRS Only:

Field	PUC
GA Classification	Unearned
YBN Inbound	UD
CP Classification	Exempt
Spanish	See Supporting Documents
Armenian	See Supporting Documents
Arabic	See Supporting Documents
Cambodian	See Supporting Documents
Chinese	See Supporting Documents
Farsi	See Supporting Documents
Tagalog	See Supporting Documents
Hmong	See Supporting Documents
Korean	See Supporting Documents
Lao	See Supporting Documents

Russian	See Supporting Documents
Vietnamese	See Supporting Documents

C-IV Only:

Field	PUC
WINS Proxy	N



2.1.3 Programs Impacted

CW, RCA, IN, CF, MC, FC, GA, CP

2.1.4 Performance Impacts

No Impact

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	Unemployment Insurance Grid	 Unemployment Insurance Grid_FINAL
2	Correspondence	Threshold translations for Pandemic Unemployment Compensation	 Threshold translations for Pande

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.1	The LRS shall fully automate and perform all aspects of the eligibility determination process and benefit level calculations for all categories of public assistance in a single pass without manual intervention.	New income type added to track and apply income per program policy.