

EDBC – Manual Clarifications

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Purpose

The purpose of this job aid is to provide direction on how to process a manual EDBC. The following table provides step-by-step instructions to process a manual EDBC.

What is a Manual EDBC?

A manual EDBC is a determination of program eligibility and benefit amount made outside of the C-IV System. This includes associating the correct program configuration, program and person status codes to eligible members.

When is a Manual EDBC Completed?

A manual EDBC is completed when regulations change prior to the C-IV System being updated, to compute overpayments and/or over-issuances for regulations prior to QR/PB, or if the C-IV System is inaccessible.

Manual EDBC must also be completed for programs that do not have regulations built into EDBC. These manual EDBC programs include:

- Adoption Assistance Program (AAP)
- Approved Relative Caregiver (ARC)
- Cash Assistance Program for Immigrants (CAPI)
- Disaster CalFresh Program
- General Assistance (Managed)
- Homeless Assistance (HA)

EDBC and Service Arrangements

For some programs, manual EDBC is used for program eligibility but benefits are issued through a service arrangement.

For these programs, the Worker does NOT enter a benefit amount when creating the manual EDBC.

Starting Point

The following steps assume you are in the context of a case.

Step	Action
1.	Place the cursor over Eligibility in the Global navigation bar.
2.	Click Customer Information in the Local navigation bar.
3.	Click Manual EDBC in the Task navigation bar.
4.	On the Create Manual EDBC page: a) Select the <Benefit Month> from the Benefit Month drop-down box. b) Select or deselect the appropriate Program check box(es). c) Select the <Reason for the Manual EDBC> from the Manual EDBC Reason drop-down box. d) Select the <Run Reason> from the Run Reason drop-down box if appropriate. e) Click the Create Manual EDBC button.
5.	On the EDBC List page: a) Click the <Program> hyperlink.

Setting Program Configuration

The Worker must set the program configuration for manual EDBCs since it is NOT automatically set by the C-IV System.

Step	Action
6.	On the <Program> EDBC (Manual) page: a) Click the Set Program Configuration button.
7.	On the Program Configuration List page: a) Select <Yes or No> from the Categorically Eligible drop-down box if appropriate. b) Select <Yes or No> from the Public Assistance Indicator drop-down box if appropriate. c) Select the <Aid Code> from the Aid Code drop-down box. d) Select a <Program Status> from the Program Status drop-down box. e) Select a <Program Status Reason> from the Program Status Reason drop-down box if the status selected in step 7d is not Active. f) Select a <Reporting Type> from the Reporting Type drop-down box, if appropriate. g) Select a <Reporting Type Reason> from the Reporting Type Reason drop-down box if the reporting type selected in step 7f is Change Reporting or Non Reporting. h) Click the Edit button for a person.

Setting Individual Configuration

The C-IV System automatically determines each person's role and status based on the information entered for the case. The Worker can accept or change this determination according to the current situation.

Step	Action
8.	On the Program Configuration List page: a) Click the Edit button.
9.	On the Program Configuration Detail page: a) Select or confirm the <Person's Role> from the Role drop-down box. b) Select the <Person's Role Reason> from the Role Reason drop-down box if the role selected/confirmed in step 8a is not MEM. c) Select or confirm the <Person's Status> from the Status drop-down box. d) Select the <Person's Status Reason> from the Status Reason drop-down box if the status selected/confirmed in step 8c is not Active. e) Select the <Claiming Code> from the Claiming Code drop-down box. f) Select the <Adult Child Code> from the Adult Child Code drop-down box. g) Click the Save and Return button.
10.	On the Program Configuration List page: a) Click the Edit button for the next person and repeat step 8 until each person's program configuration has been set. b) Click the Save and Return button.

Entering the Benefit Amount

Since this is a manual EDBC the benefit amount is not automatically determined by the C-IV System. The Worker needs to enter the benefit amount, if appropriate.

If you are going to add a service arrangement to issue benefits, do not enter a benefit amount. Benefits would issue twice if a benefit amount was entered on the manual EDBC.

Step	Action
11.	On the <Program> EDBC (Manual) page: a) Enter the <State Amount> in the CFAP text box, if appropriate (displays for CalFresh and Transitional CalFresh). b) Enter the <Potential Payment/Allotment> in the Potential Benefit/Allotment text box. c) Enter <Any Benefit that Has Already Been Issued for the Benefit Month> in the Previous Potential Benefit/Allotment text box. d) Click the Calculate button. e) Select the <Delivery Method> from the Delivery Method drop-down box. f) Select the <Immediacy of the Payment> from the Immediacy Indicator drop-down box.

	g) Click the Accept button.
12.	On the Program Configuration List page: a) Click the Edit button for the next person and repeat step 8 until each person's program configuration has been set. b) Click the Save and Return button.

Manual NOA

The C-IV System does not automatically generate a NOA for a manual EDBC; therefore, the Worker must manually generate the NOA.

Online and Manual

A manual EDBC may be run for some programs that are also supported by online EDBC. Refer to your county policy for when to run a manual EDBC.