

CalSAWS | Enhancement Request (CER)

PPOCs: Please send the completed request to CER@CalSAWS.org and cc your RM.

Submission Date	02/04/2020
Title	Automate Mailing of PA 6239, "60-Day Notice of CalFresh Work Requirement Exemption Status Change"

Region #: 6	County: Los Angeles	
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Program(s) Impacted:			
<input type="checkbox"/> Adoptive Services	<input type="checkbox"/> ARC	<input checked="" type="checkbox"/> CalFresh	<input type="checkbox"/> Cal-Learn
<input type="checkbox"/> CalWORKS / RCA	<input type="checkbox"/> CAPI	<input type="checkbox"/> Child Care	<input type="checkbox"/> CMSP
<input type="checkbox"/> Foster Care	<input type="checkbox"/> GA/GR	<input type="checkbox"/> GAIN/REP/WTW	<input checked="" type="checkbox"/> GROW
<input type="checkbox"/> Kin-GAP	<input type="checkbox"/> Medi-Cal / RMA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other – specify			

Area(s) Impacted:			
<input type="checkbox"/> Call Center	<input type="checkbox"/> Case Assignment	<input checked="" type="checkbox"/> Client Correspondence	<input type="checkbox"/> Eligibility
<input type="checkbox"/> Fiscal / Collections	<input type="checkbox"/> Hearings	<input type="checkbox"/> Imaging	<input type="checkbox"/> Lobby Management
<input type="checkbox"/> Reports	<input type="checkbox"/> Resource Data Bank	<input type="checkbox"/> Schedule Appt	<input type="checkbox"/> Security
<input type="checkbox"/> Self Service Portal	<input type="checkbox"/> Special Investigation	<input type="checkbox"/> Task Mgmt	<input type="checkbox"/> Time Limits
<input type="checkbox"/> Training			
<input type="checkbox"/> Interface(s) - specify			
<input type="checkbox"/> Other – specify			

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Justification / Request Summary:

1. Automate mailing of the PA 6239, "60-Day Notice of CalFresh Work Requirement Exemption Status Change," to ABAWDs who have an exemption from the ABAWD Time Limit expiring in the next 60 calendar days.
2. Create a monthly Scheduled Report in LRS.

Issue:

The current process requires the monthly notice to be mailed manually using a distribution list provided to a vendor.

Proposed Recommendation:

1. Upload the PA 6239 form in all threshold languages to the Template Repository page in LRS;
2. Program LRS to recognize when an ABAWD's exemption is set to expire and mail the PA 6239 to the customer in appropriate threshold language when the end date of the exemption is 60 calendar days in the future (see the trigger conditions below). The notice should only be mailed once in the same 60-day period. Example: Exemption ends 5/31/20. PA 6239 will be mailed on 4/1/20, but not again on 5/1/20.

Trigger Conditions:

Exemption Type	Driving LRS Page	Driving Field	Trigger Condition
Under 18	Individual Demographics Detail	Date of Birth	Trigger 60 days prior to the last day of the month in which the individual turns 18
Residing with someone under 18	Individual Demographics Detail	Date of Birth	Trigger 60 days prior to the last day of the month in which the youngest CF HH member turns 18.
Pregnant	Pregnancy Detail page	Due Date	Trigger 60 days prior to the Due Date
Physically or Mentally Unfit	Medical Condition Detail	End Date	Trigger 60 days prior to the end date of a verified "Active" or "CalFresh" category medical condition.
Has dependent under the age 6	1) Individual Demographics Detail 2) Relationship Detail	1) Date of Birth 2) Has Parental Control	Trigger 60 days prior to the last day of the month in which a child who is not in the CalFresh household and of whom the individual has parental control turns 6.
Participating in drug /alcohol treatment	Living Arrangement Detail	Expected Date of Release	Trigger 60 days prior to the end date of a record with the Living Arrangement Type of Drug and Alcohol Rehabilitation Center

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Enrolled in school/ training program	1) School Attendance Detail 2) School Attendance Status Detail	1) Expected Completion Date 2) End Date	Trigger when the individual has a school attendance record of type College/Higher Education or Vocational Training and Attendance Status of Attending Half Time or Attending Full Time and either 1) it is 60 days prior to the Expected Completion Date or End Date.
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3. Create a monthly Scheduled Report in LRS:
- Identify each individual who had a PA 6239 generated on the **Distributed Documents** page in the report month.
 - Display the status of the notice (Mailed, Held for Pickup, Printed) and the date the report was mailed.
 - Identify the end date of the exemption that triggered the report.

Sample Report

Report Month	District Office	Worker Number	Case Number	Case Name	Individual Name	CIN	DOB	ABAWD Status Reason	Exem ption End Date	PA 6239 Generated Date	PA 6239 Status

Priority/Implementation Consideration(s):

High

CalSAWS Response:	
CER Tracking #: (automatically generate by JIRA)	SCR #
Rejected By:	Date:
Rejection Reason(s) or other Comments:	