CalSAWS

California Statewide Automated Welfare System

Design Document

CA-200879

Disaster CalFresh Automation

	DOCUMENT APPROVAL HISTORY	
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3/11/2020	1.0	Initial Version	
05/12/2020	1.1	Corrections were made to report elements. Clarification added to the user facing pages along with updating screenshots to align with the documented recommendations. Added a few Existing hard validation to the new Disaster program during run EDBC. Added clarification on conditions for supplemental Disaster run reason and allotment calculations. Removed e-sign functionality for CF 385 form, added Spanish translations for NOAs and added clarifications. Added addition jobs to issuance sweep procedures Added clarification for EBT Outbound Food Benefit Writer Interface Added clarification to issuance detail and issuance replacement batch job. Updated the recommendation to specify IEVS inbound job number.	Matthew Lower, Sridhar Mullapudi, Nithya Chereddy, Esequiel Herrera-Ortiz, Sidhant Garg, Howard Suksanti
5/21/2020	1.2	Updated the recommendation on IEVS job number	Howard Suksanti
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6/23/2020	1.5	Design clarification for FTP Name/Identity reason variable population	Nithya Chereddy

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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

    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 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

Figure 2.1.1 – Case Summary – Disaster CalFresh - Pending

Disaster CalFresh

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

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		
Program Status:	Active	**Language:**	English
Reporting Type:	Non-Reporting	**Phone Number:**	
Reporting Type Reason:	Disaster CalFresh	**Email:**	
Aid Code:	09 - CalFresh	**Payee:**	Simpson, Homer 63M
Declared Disaster:	Disaster Name		
		Application Date:	08/03/2020

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

View Details

Figure 2.1.3 – Case Summary – Disaster CalFresh – Active

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: ✱	**Status Reason:**	**Source: ✱**
Pending		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	
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: *	**Status Reason:**	**Source: ***
Discontinued	End Of Disaster Period	In Person
Application Date: *		
08/03/2020		
Reporting Type:	**Reporting Type Reason:**	
Non-Reporting	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: ✱	Status Reason:	Source: ✱
Denied	Requested Disc. - Written	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: *

[03/01/2020] 📅 [View Date]

Program Information

Status: *	**Status Reason:**	**Source: ***
Pending		In Person

Application Date: *

08/03/2020 [Edit]

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

[View History] [Save and Return] [Cancel]

Date: *

[08/04/2020] 📅 [View Date]

Program Information

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

Application Date: *

08/03/2020 [Edit]

Reporting Type:	**Reporting Type Reason:**
Non-Reporting	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

Cancel

Program Information is not available for the given View Date.

Cancel

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 and when a payee exists.
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' or 'Denied'.

g. Rescind button – Navigates the worker to the Rescind Detail page. This button is only available in Edit mode when the Disaster CalFresh 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. Suppress the validation that is used to ensure the Application Date is not in the future for the Disaster CalFresh program.

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

	Select **Cancel**

Name: homer simpson

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

Select   **Cancel**

Figure 2.3.1 – Select Programs - Disaster Period

Select Programs

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: ✱
- Select - ▾	[🗓]	- Select - ▾	- Select - ▾

Program Information

Name	DOB	Programs	Add/Remove Programs
homer simpson	05/12/1956	Disaster CalFresh	[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	07/11/2020

[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.
3. Update the existing Disaster CalFresh validation message which verifies that the Application Date is between the Disaster Period Begin Date and the Processing End Date, to be between the Application Begin Date and the Application End Date.

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 ⌄ | Go |

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

[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

Disaster Period Begin Date:
07/01/2020

Application End Date:
08/07/2020

Disaster Period End Date:
07/30/2020

Primary: ✱
[- Select - ▼]

Application Date: ✱
[_____] 📅

Requested BDA: ✱
07/01/2020

Source: ✱
[- Select - ▼]

☐	Name ✱	DOB	Role	Role Reason	Status	Status Reason
☐	Homer Simpson	05/12/1956				

[Save and Return] [Cancel]

New / Reapplication Detail

[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

Disaster Period Begin Date:
07/01/2020

Application End Date:
08/07/2020

Disaster Period End Date:
07/30/2020

Primary: ✱
[- Select - ▼]

Application Date: ✱
[_____] 📅

Requested BDA: ✱
07/01/2020

Source: ✱
[- Select - ▼]

☐	Name ✱	DOB	Role	Role Reason	Status	Status Reason
☐	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
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'.
7. Update the existing Disaster CalFresh validation message which verifies that the Application Date is between the Disaster Period Begin Date and the Processing End Date, to be between the Application Begin Date and the Application End Date.

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:	View Application:	Change Reason: ✱
Disaster CalFresh	App #1 - 08/04/2020 ▼ [View]	[▼]

Program Application Information

App #:	Application Type:	Source: ✱	Inter-County Transfer:	Application Date: ✱	Application Status:
1	New Application	In Person	No	08/03/2020	Pending

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

Person Information

Name	DOB	Application Date ✱	Beginning Date of Aid ✱
Homer Jay Simpson	05/12/1956	08/03/2020	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 future dated for the Disaster CalFresh program.
3. Suppress the validation that ensures that the Beginning Date of Aid cannot be prior to application date for the Disaster CalFresh program.
4. Update the existing Disaster CalFresh validation message which verifies that the Application Date is between the Disaster Period Begin Date and the Processing End Date, to be between the Application Begin Date and the Application End Date.

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

[Save and Return] [Cancel]

View Date:
08/04/2020

Program Type:
Disaster CalFresh

Program Application Date:
08/03/2020

Rescind Reason: *
- Select - ▼

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

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: ✱   Beginning Date Of Aid: ✱
08/03/2020   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

Person Application History

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

Person 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)		
☐ AAP	☐ CAPI	☐ CFET
☐ Cal-Learn	☐ CalFresh	☐ CalWORKs
☐ Child Care	☐ Diversion	☐ Disaster CalFresh
☐ Foster Care	☐ GROW	☐ General Assistance/General Relief
☐ Homeless - Perm	☐ Homeless - Temp	☐ Immediate Need
☐ Kin-GAP	☐ Medi-Cal	☐ Nutrition Benefit
☐ RCA	☐ REP	☐ Welfare to Work

Figure 2.12.1 – Position Detail

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.

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

	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	N
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	N

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
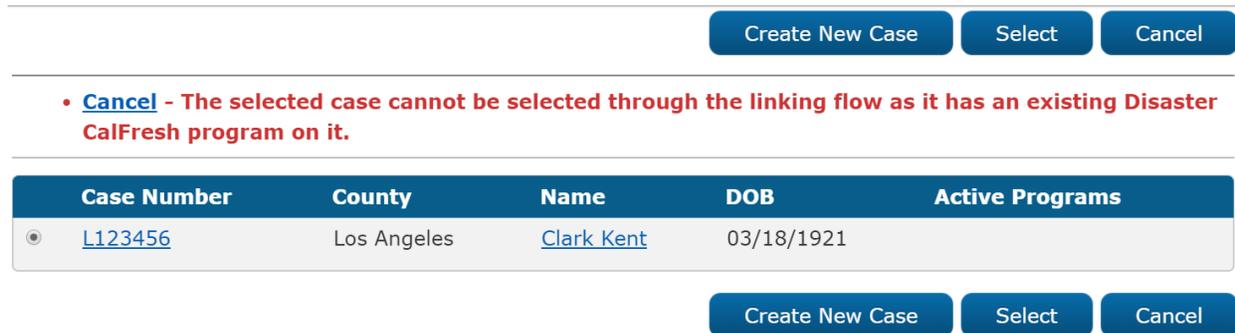
			Create New Case	Select	Cancel

- **Cancel** - **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
⦿	L123456	Los Angeles	Clark Kent	03/18/1921	

			Create New Case	Select	Cancel

<mark>**Figure 2.17.1 – Previous Case List**</mark>

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

Household 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**	
☐	Disaster Name	07/01/2020	08/03/2020	500.00	40.00	50.00	Edit / View History

Remove		**Declared Disaster:** * [▼]	Add

Figure 2.18.1 – Household Income Resources Expenses List

Household Income Resources Expenses List

*- Indicates required fields

	Display From: [____] 📅	**To:** [____] 📅			View

Declared Disaster	**Disaster Period Begin Date**	**Disaster Period End Date**	**Income**	**Cash Resources**	**Disaster Related Expenses**
No Data Found					

Declared Disaster: * [▼]   Add

Figure 2.18.2 – Household Income Resources Expense no results returned

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. This will be a hyperlink to the Household Income Resources Expenses Detail page if the user has the 'HouseholdIncomeResourcesExpensesDetailView' security right.

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. This will be the default sorting when the page is navigated to from the task nav or when pressing the 'View' button and will be sorted in descending order.

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. This will be in 'xx,xxx,xxx.xx' format. If there is no Income, the value will be blank. This will be sortable in numeric order.

10) Cash Resources – This is the sum of the Cash Resources from the Household Income Resources Expenses record. This will be in 'xx,xxx,xxx.xx' format. If there are no Cash Resources, the value will be blank. This will be sortable in numeric order.

11) Disaster Related Expenses – This is the sum of the Disaster Related Expenses from the Household Income Resources Expenses record. This will be in 'xx,xxx,xxx.xx' format. If there are no Disaster Related Expenses, the value will be blank. This will be sortable in numeric order.

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 Detail page for the record. The security right of 'HouseholdIncomeResourcesExpensesDetailEdit' is required to view this button.

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>.

Declared Disaster: <Declared Disaster>

Disaster Period Income: <Disaster Period Income>

Income Sources: <Income Sources>

Cash on Hand: <Cash on Hand>

Savings Accounts: <Savings Accounts>

Checking Accounts: <Checking Accounts>

Other: <Other>

Expense Type: <Expense Type>

Amount: <Amount>

Employed by County:<Employed by County>

Note: Additional Expense Type and Amount fields will display for all the Expense Type and Amount records that are recorded on the Household

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 – A Household Income Resources Expenses record already exists for this disaster.
   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.
3. Add a page validation to display when the View button is clicked with the To field populated by a date prior to the date in the Display From field.
   a. To – To date must be on or after From date.

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

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:
County Disaster Name

Application Begin Date:
08/01/2020

Disaster Period Begin Date:
07/01/2020

Application End Date:
08/07/2020

Disaster Period End Date:
07/30/2020

Income

Disaster Period Income:
1,000.00

Income Sources:
Work

Cash Resources

Cash on Hand:
120.00

Savings Accounts:
600.00

Checking Accounts:
200.00

Other:
87.00

Disaster Related Expenses

Expense Type	Amount
Temporary Shelter Expense	500.00
Evacuation Expense	300.00

Employed by County:
No

Edit **Close**

Figure 2.19.1 – Household Income Resource Expense Detail – View Mode

Household Income Resources Expenses Detail

<div align="right">
Save and Return   **Cancel**
</div>

Disaster CalFresh

Declared Disaster:

County Disaster Name

Application Begin Date:

08/01/2020

Disaster Period Begin Date:

07/01/2020

Application End Date:

08/07/2020

Disaster Period End Date:

07/30/2020

Income

Disaster Period Income:

Income Sources:

Cash Resources

Cash on Hand: **Savings Accounts:**   **Checking Accounts:**   **Other:**

Disaster Related Expenses

☐ Expense Type	Amount
☐ Temporary Shelter Expense	500.00
☐ Evacuation Expense	300.00
☐ Property Repair Expense ▼		Add

Remove

Employed by County:

Yes ▼

<div align="right">
Save and Return   **Cancel**
</div>

Figure 2.19.2 – Household Income Resource Expense Detail – Edit Mode

Household Income Resources Expenses Detail

	Save and Return Cancel

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

Income Sources:

Disaster Period Income:

Cash Resources

Cash on Hand:	Savings Accounts:	Checking Accounts:	Other:

Disaster Related Expenses

Expense Type	Amount	
▼		Add

Remove

Employed by County:
Yes ▼

Save and Return   Cancel

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.

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 Disaster.
   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 and can't be negative.
   b. Income Sources - Source(s) of the income amount in the Disaster Period Income field. This will have a maximum character amount of 2000. This will be a text area.

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 and can't be negative.
   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 and can't be negative.

    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 <mark>and can't be negative.</mark>

    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 <mark>and can't be negative.</mark>

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 <mark>and can't be negative.</mark>

    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. <mark>The removal of the records will only be finalized when the Save and Return button is pressed. Prior to that removed records will be hidden from the user.</mark>

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:

4. <mark>Amount</mark> – 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.
5. <mark>Expense Type</mark> – 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	Household Income Resources Expenses Detail Edit

Security Right	Right Description	Right to Group Mapping
	Expenses record.	
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 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

No expected impacts to page usage or data volume impacts.

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 Disaster CalFresh program will also be gathered.

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.

2.21 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 'DCF' in the Program column.

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, Negative Action, and Create Manual EDBC 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}
  - o 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

c. <mark>Add the existing hard validation on Run EDBC, Negative Action, and Create Manual EDBC pages that prevents the user from running EDBC when there is no worker assigned to the program for the benefit month</mark>

d. <mark>Add the existing hard validation on Run EDBC, Negative Action, and Create Manual EDBC pages that prevents the user from running EDBC when Administrative roles (Primary applicant or payee) information is missing for the program for the benefit month</mark>

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

	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

Disaster Gross Income Limit Test		Regular
Net Income	$	1,000.00
Accessible Liquid Resources	+	1,500.00
Disaster Related Expenses	-	0.00
Total Disaster Gross Income	=	2,500.00
Household Size		2
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	-	0.00
Authorized Amount	=	**353.00**

Delivery Method: ✱	Immediacy Indicator: ✱	Issuance Method:
Mail ▼	Rush ▼	

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

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

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

Close

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

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.

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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 ▼		[▼]
Status: ✱		Status Reason:
Active ▼		[▼]
Claiming Code:		Adult Child Code:
[▼]		[▼]
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 Mullapudi

EDBC Information

Type: Regular

Recalculation: No

Program Configuration

EDBC Source: Manual

Override Reason: New Policy

User Overrides

Aid Code: 09 - CalFresh

Program Status: Active

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:	[ ]
Maximum Allotment:	0.00
	[Get Allotment]
Potential Allotment:	$ [0.00]
Previous Potential Allotment:	$ [0.00]
Authorized Amount	$ 0.00
Overissuance	$ 0.00
	[Calculate]

Delivery Method: *	Immediacy Indicator: *	Issuance Method:
[Mail ▼]	[Rush ▼]	

[Accept] [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

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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. <u>Message</u>: EDBC must be recalculated before

     ii. Accepting new changes. Click the Calculate button to update the EDBC
<u>Trigger:</u> 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.

     iii. <u>Message:</u> The program status must be active to save this EDBC. Please set the program status to active
<u>Trigger:</u> 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.

     iv. <u>Message:</u> Adult/Child Code is required for Members
<u>Trigger:</u> 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.

     v. <u>Message:</u> "Immediacy Indicator – Disaster CalFresh benefits must be issued as rush benefits"
<u>Trigger:</u> 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.

3. <mark>Update EDBC Logic to not provide multi month option on EDBC list page upon accepting the manual EDBC for Disaster CalFresh program.</mark>

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 EDBCs for that disaster.

2.28.2 Description of Changes

1. **<u>Non-Financial eligibility determination</u>**
   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	

Status Reason	Code Num Identif	DC Close Pers	DC Close Pgm	DC Neg Action
No Eligible Mem	11		Y	
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 CalFresh program 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

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

Net Income + Accessible Liquid Resources <= (DGIL)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
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. Update the Logic to to auto suggest responsible party when running EDBC for Disaster CalFresh program. This logic would be similar to the existing logic for CalFresh program.
6. 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.
7. 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

	Program	Status	Timely Notice Exception	Reason	Run Reason
☐	CalWORKs	Pending			
☑	CalFresh	Active			Disaster CF Supplement ▼

✱- Indicates required fields

[Change Reason] [Run EDBC] [Cancel]

Benefit Processing Range:
Begin Month: ✱   **End Month: ✱**
01/2019 ▼   01/2019 ▼

[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 Active 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
   e. Has no pending recertification application for the benefit month
   f. The benefit month is within the certification period of the household
2. Add a new validation that will stop the user from running the EDBC when the user clicks 'Run EDBC' button on the Run EDBC page

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	-	0.00
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 amount the household received for CalFresh program for the benefit month.
   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: ✱   **Manual EDBC Reason:** ✱
[04/2020 ▼]   [▼]

■ Program	Status	Run Reason
☑ CalFresh	Active	[Disaster CF Supplement ▼]
☐ 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
4. Update the page to display 'Disaster CF Supplement' in the run reason dropdown for active CalFresh/TCF program when all the following conditions are met for each disaster:

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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. Has no pending recertification application for the benefit month
e. The benefit month is within the certification period of the household

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 the 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.

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. CalFresh Allotment will display the 'Final Allotment' amount of the latest active regular CalFresh/TCF EDBC for the benefit month unless the amount of Benefits that the participant has previously received for the month is greater.

   Note: The amount of the Benefits that the participant has previously received would be a sum of all the issuances for the month (which are not voided or canceled). This Calculation will include transactions of type 'Benefit Reduction'.
   c. Disaster supplement benefit amount will be the difference between the maximum disaster benefit amount for the household size and CalFresh Allotment for the benefit month. If the Difference is a negative amount, then the EDBC Summary page will display the Disaster Supplement Amount as '0' and the system will not ask the user to set up a recovery account.

d. EDBC run for CalFresh Disaster supplement shall be a one-month EDBC
    Note: This applies also for manual EDBC's run for disaster supplement. ==EDBC Logic to not provide multi month option on EDBC list page upon accepting the manual EDBC.==

e. 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.

f. Update Pending Authorization logic to not set a CalFresh program to 'Pending Authorization' when EDBC is run with disaster supplement run reason.
    ==Note: If a different program EDBC is run along with CF EDBC run with Disaster CF Supplement run reason and the other program requires supervisor authorization, both program EDBCs will require supervisor authorization. This is current logic and will remain unchanged.==

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 EDBCs, 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 ==and NOA fragments== for the benefit month. Update the CalFresh 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 IFDS Medical Inbound job - PIXXC408
- IEVS NHR inbound job – PIXXC505
- IEVS PVS inbound job – PIXXC404
- IEVS NPM/CYA inbound job – PIXXC201
- IEVS Fleeing Felon - PIXXC200
- IEVS Applicant inbound job – PIXXC503
- IEVS SAVE inbound job – PIXXC504

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 the 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 CTCR 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 CTCR 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 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. Refer to Supporting Document #1(CF385_EN.pdf) for the Mockup of the form.

2.38.3 Updates to EDMS Cover Letter

1. Update the EDMS cover letter (DOC_TEMPL_ID 5431) to be able to generate for Disaster CalFresh Program from Template Repository.

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.

- ii. Current State Form: CF 303 (10/17)
- iii. Current Form Name: Replacement or Supplement Affidavit/Authorization
- iv. Program: CalFresh
- v. Current Forms Category: Forms
- vi. 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. CF 303 will have header as the first impression, second impression will be left blank, third impression will be CF 303 form and forth impression will be NA BACK 9 (See Supporting Document #4 for the header mockup).

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 Action Fragment

2.41.1 Overview

This effort is to add a new Disaster CalFresh Approval action fragment.

- State Form/NOA: Taken from State Form CF 390 (5/19)
- Program: Disaster CalFresh
- Languages: English and Spanish

Refer to Supporting Document #6 for Spanish Translations.

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
- NOA Reference on Document List Page: DCF Approval
- Regulations: MPP 63-900
- NOA Template: CF_NOA_TEMPLATE
- NOA Title: Disaster CalFresh Notice of Approval
- NOA Footer: CF 390
- Repeatable: No
- Include NA Back 9: Yes

NOA Mockup: See Supporting Document #7

Description	Text
Static	\<Person\> 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\>.

Note: English fragment will be in Arial font size 10 and Spanish will generate based on Project standards.

Reason Fragment: This fragment will not have an associated Reason Fragment.

Message Fragment: This fragment will not have an associated Message Fragment.

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>	Disaster CalFresh benefit begin date
3.	<End_Date>	Disaster CalFresh benefit end date
4.	<Household_Size>	Size of the Household DCF is approved for
5.	<Benefit_Amount>	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 NOAs.
- State Form/NOA: Taken from State Form CF 390 (5/19)
- Program: Disaster CalFresh
- Languages: English and Spanish
- Repeatable: No
- NOA Template: CF_NOA_TEMPLATE
- Languages: English and Spanish

Refer to Supporting Document #6 for Spanish Translations.

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:		
	a. Anticipated Income		$<Anticipated_Income>
	b. Accessible Cash Resources		<Cash_Resources>
	c. Total disaster period income = (a+b)		<Total_Disaster_Period_Income>
	d. Total allowable disaster related expenses		<Total_Allowable_Expenses>
	e. Accessible disaster period income = (c-d)		<Accessible_Disaster_Period_Income>
	f. Maximum Disaster Income Limit for Household size	<Maximum_Disaster_Limit>	Household size: <Household_Size>
	If (e) is equal to or less than (f), the household is eligible.		

Note: <mark>English fragment will be in Arial font size 10 and Spanish will generate based on Project standards.</mark>

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>	<mark>Disaster Related Expenses from EDBC Summary</mark>
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.

- State form/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: Approval/Denial
- Fragment Level: Program
- NOA Reference on Document List Page: DCF Denial
- Regulations: MPP 63-900
- NOA Template: CF_NOA_TEMPLATE
- NOA Title: Disaster CalFresh Notice of Denial
- NOA Footer: CF 390
- Repeatable: No
- Include NA Back 9: Yes

Refer to Supporting Document #6 for Spanish Translations.

NOA Mockup: See Supporting Document #9

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

Note: English fragment will be in Arial font size 10 and Spanish will generate based on Project standards.

Ordering on NOA: This will be the first fragment generated on the NOA.

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 Effected 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: Approval/Denial
- Fragment Level: Listed in the table below
- NOA Reference on Document List Page: DCF Denial
- Regulations: MPP 63-900 (Same regulation for all the reasons listed below)
- NOA Template: CF_NOA_TEMPLATE
- NOA Title: Disaster CalFresh Notice of Denial
- NOA Footer: CF 390
- Include NA Back 9: Yes

Refer to Supporting Document #11 for Spanish Translations.

Status Reason	Person Level	Program Level	Text
Disaster CF Missed Interview	Yes	Yes	<Person> failed to appear for the Disaster CalFresh interview.
Not in Disaster Area	Yes	Yes	<Person> 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> did not experience an adverse effect due to the disaster.
End of Disaster Period	No	Yes	No NOA Required

2.43.3 Variable Population

Var#	Variable Name	Description
1.	<Person>	Name of the person with the status reason

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.

Refer to Supporting Document #11 for Spanish Translations.

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	<Primary_Applicant> did not give us proof of identity.
Requested Disc. – Verbal	Yes	Yes	<List_of_Persons> 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	Yes	Yes	
Written Withdrawal	Yes	Yes	
Verbal Withdrawal	Yes	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 person with the status reason
2.	<Primary_Applicant>	Name of the primary applicant
3.	<Notice_Date>	Date on which the notice is generated.

		Example Format: MM/DD/YYYY
4.	<List_of_Persons>	List of all the persons with any of the following reasons • Requested Disc. – Verbal • Requested Disc. – Written • Written Withdrawal • Verbal Withdrawal Example format: John Doe John Doe1 John Doe 2

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.

Note: Currently the below listed fragments could be generated for Benefit Change or Supplement action.

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 Supplement Affidavit	Notice of Approval/Denial for Disaster CalFresh
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 EDBCs 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

Nutrition Benefit EDBC Issuance Sweep

Future Month Supplemental Issuance Nutrition Benefit Sweep

Future Month Supplemental Issuance GA Sweep

Nightly GA EDBC Issuance Sweep

Monthly GA EDBC Issuance Sweep

Nightly and Monthly WINS Issuance Sweep

Nightly SUAS 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.

2.50.8 2Failure 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.

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 populate the availability Date for Disaster Benefit as always be next day from the Issue Date of the issuance.

Update the EBT outbound Food Benefit Writer interface to populate DFSP as benefit type for a benefit issuance associated to a Disaster CalFresh program.

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 .

Update the Issuance Detail page to send an EBT Benefit Type of "DFSP" via host to host when replacing an issuance associated to Disaster CalFresh program.

Update the Category 623 for Pay Codes to add a new Reference Columns for Disaster CalFresh program with value of 'No'.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
   - 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 JVW 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 JVW file sends expenditures for supplemental and service payment issuances whereas the monthly JVW file sends main payroll expenditures. In addition, the daily JVW also sends EBT repayments as a negative line item. The Month-End JVW 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 JVW interface files.

2.70.2 Description of Changes

Update the following JVW 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 JVW

Monthly JVW

Month End JVW

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 EDBCs 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
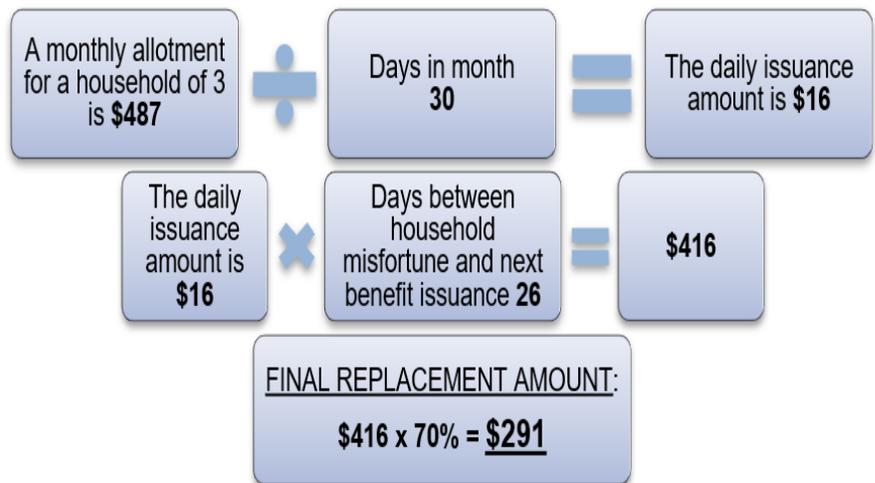
No Change.

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. 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.

| A monthly allotment for a household of 3 is **$487** | ÷ | Days in month **30** | = | The daily issuance amount is **$16** |

| The daily issuance amount is **$16** | × | Days between household misfortune and next benefit issuance **26** | = | **$416** |

FINAL REPLACEMENT AMOUNT:

$416 x 70% = $291

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.

3. 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.

4. 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.

5. Add a new Category in Database to store the type of Disaster. The category will have the following three values:
   a. Power Outage
   b. Structured Loss or Irreparable Damages
   c. Other

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.

d. ID NUMBER - This is a system-generated unique identifier for an instance of this table to be used as the primary key.
e. COUNTY_CODE VARCHAR2(3) - 15 - The county for which the Disaster is requested.
f. BEG_DATE DATE – The Begin Date for the Disaster Period.
g. END_DATE DATE – The End Date for the Disaster Period.
h. PGM_CODE VARCHAR2(3) - 18 - This is a program code for the Disaster Issuance.
i. PERCENT NUMBER - This number captures the agreed percentage of the disaster grant that will be used to calculate the benefit amount.
j. EFF_MONTH DATE - This date represents the benefit month for the original issuance.
k. AVAIL_DATE DATE - This date represents the date the funds were available to the customer for the original issuance.
l. ZIP_CODE VARCHAR2(2000) - This column stores the 5-digit USA zip code where the Disaster occurred.
m. TYPE_CODE VARCHAR2(3) - This column stores the type of Disaster.
n. DESCR VARCHAR2(2000) - This column will store the journal description or any message that the SAWS want to put as a Journal Entry.
o. CREATED_ON TIMESTAMP (6) - This column captures the DATE/TIME when a specific instance of this table was last created. This field will be populated by the DATABASE.
p. UPDATED_ON TIMESTAMP (6) - This column will capture the date/time when a specific instance of this table was last updated. This field will be populated by the database.
q. CREATED_BY VARCHAR2(30) - This column captures the name of the person who created a specific instance on this table. This field will be written by the application.
r. UPDATED_BY VARCHAR2(30) - This column captures the name of the person who last updated a specific instance on this table. This field will be written by the application.
s. Type Code - This code captures the type of Disaster. This will indicate whether the issuance is through a Warrant, Manual EBT, etc.

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			
	DOWNLOAD REPORT FORM FROM:		
	http://www.cdss.ca.gov/inforesources/Research-and-Data/DSSDB		
	E-MAIL COMPLETED REPORT FORM TO:		
	admDisasterCF@dss.ca.gov		
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	$2,908.00	
10. Average Benefit Per Ongoing HH ($).......................	##	$581.60	
11. Total New + Ongoing Benefits..............................	##	$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

1. 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 – New Apps Taken
   - Line 2 - New Approved: Households
   - Line 3 - New Approved: Persons
   - Line 4 - New Approved: Total Benefits
   - Line 6 - Households Denied

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
   - Supplemental Benefit Manual EBT Issuance Register
   - Month-End JVW Cancellations and Expungements Report
   - Payroll Customer EBT Cancellations and Expungements Report
   - Daily Journal Voucher Warrant Report
   - JVW Daily Details Report
   - JVW 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
11	Client Correspondence	Spanish Translations	Disaster CalFresh Spanish Translations.zip

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

DRAFT

Design Document

CA-202055 – Separate Case & Issuance for CAPI
Couple Case – LRS/CalSAWS Only

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Yale Yee, S Meenavalli, Matt Lower, Eric Wu, Jamie Ng, Howard Suksanti
	Reviewed By	G Chakkingal, AD Mendoza, M Arceo, T Huckaby

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
5/24/2018	1.0	Initial Draft	Yale Yee
11/5/2019	1.1	Updated the design doc with BA review comments	S Meenavalli
01/14/2020	1.2	Updated the design doc with build review comments	S Meenavalli
01/17/2020	1.3	Updated the design doc removing the C-IV design changes and making the design LRS/CalSAWS Only SCR	S Meenavalli
02/04/2020	1.4	Updated Section 2.13.3 form header, 2.13.6	Jamie Ng
02/04/2020	1.5	Updated Section 2.9 – modified the Task Details and added additional notes.	Howard Suksanti
02/04/2020	1.6	Updated Section 2.15 to include GR programs. Add section 2.16 for GR Recoverable on CAPI Intake	Eric Wu
02/20/2020	1.7	Updated the design with the comments from Region 5/6	S Meenavalli Eric Wu
4/23/2020	1.8	Added a Technical note to section 2.9.2	Howard Suksanti
4/29/2020	1.9	Added a Technical note to 2.3.2	S Meenavalli
5/05/2020	2.0	Added a design clarification to 2.3.2	S Meenavalli
5/19/2020	2.1	Reworded / removed date for worker action in 6.1 section	S Meenavalli
6/3/2020	2.2	Added Content Revision to update CalFresh Unearned Income by considering CAPI couples benefit and swapped "Potential Couples' Benefit" and "Final Aid Payment" lines in EDBC Summary screens	S Meenavalli
6/12/2020	2.3	Added Content Revision 2.18 to update Approval NOA C701A generation conditions	Jamie Ng

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Contents

1 OVERVIEW

1.1 Current Design

Currently LRS/CalSAWS system allows two participants to be aided in one CAPI (Cash Assistance Program for Immigrants) Case and in one program. The CAPI EDBC utilizes the CAPI Payment Standards for couples and issues a single payment for the couple.

1.2 Requests

Per MPP 49-055.3, each member of an eligible couple should receive one-half of the couples benefit amount when each member is eligible for CAPI. Each eligible participant should be evaluated in a separate Case and/or program and paid separately on their own account.

1.3 Overview of Recommendations

- Update the Program Detail page to prevent adding more than one CAPI program to a case.
- Update the Relationship Detail page to support the CAPI Couple Definition.
- Update CAPI EDBC to make the couple case non-primary applicant Status Active, Role FRE and Role Reason Spouse.
- Update CAPI EDBC to split the benefit amount in one half between both participants (identified as spouse) on their respective cases.
- Modify MEDS AP18 – Report New Application job (POXXE400) to send the correct Application Flag when trigger for CAPI program.
- Modify MEDS EW40 – Termination Status Change job (POXXE411) to send a Term Reason of Other - '99' when a CAPI participant status is changed to Active/FRE/Spouse.
- Add a new Batch EDBC skip to not run Batch EDBC on any benefit month after implementation on case that a person is associated to a CAPI couple case after the SCR implementation.
- Update GA/CAPI Recoverable Account Batch to use the benefit recipient of a GA/CAPI program as the Responsible Party for the recoverable benefits.
- Update GR Recoverable Recoupment Logic to recoup only the benefit recipient's GR benefits in a CAPI EDBC.
- Auto populate the Responsible Parties with adult CAPI program persons when creating a Non-External Regular Recovery Account from EDBC for CAPI programs.

1.4 Assumptions

- The Primary Applicant of the CAPI program should always be the participant of the CAPI program.
- Both couple cases should have both participants as program persons.
- For existing CAPI couple cases split, new CAPI couple case for the non-primary applicant need to be created by the user with the come-up month BDA.

- A CIT document will be sent out giving the details about the instructions/steps that need to be followed by the district office users on the process of existing CAPI couple cases split.
- For existing CAPI couple unrelated relationship cases, the new "CAPI Couple" check box on the Relationship Detail Page should be checked as part of CIT.
- For new CAPI couple cases going forward, the user will create two CAPI couple cases/programs with each person being primary applicant on their own case.
- For CAPI program, BDA is always the first of the following month of the application month and no changes to it.
- No YBN Changes in the scope of this SCR as no impact to CAPI.
- No changes required for the existing CAPI/CF and CAPI/MC combo couple Cases.
  - Existing CAPI/CF Couple combo cases will be split and new CAPI Case / program will be created but CF Program will have no changes and CF Program stay on the old CAPI Case.
  - Similarly, CAPI/MC Couple combo cases will be split and new CAPI Case / program will be created but MC Program will have no changes and MC Program stay on the old CAPI Case.
- The existing logic of aiding the spouse from 1st of the following month when household composition changes from one person to a couple remains unchanged.
  - If the spouse applies in a different month, the spouse will become eligible to one half of the couple benefit in their own case from first of the month following the application date.
- If the spouse is Out of Home or Deceased in the mid-month, the system will Discontinue the person in the following month and issue single person grant. There will be no change to it as part of this SCR.
- C-IV will inherit all the LRS/CalSAWS CAPI automation in this SCR at migration.
- C-IV will inherit the updates on forms updated/added in this SCR at migration.
- All verifications should be verified prior to run EDBC for both couple cases.
- The system will not skip issuances of the benefits when only one of the spouses' EDBC is accepted and saved.
- Current logic to auto-generate the RE packets after implementation will remain unchanged for newly created or separated cases. **Exception to this rule**, when the RE date coincides with the CAPI couple case separation month, the user is responsible to manually send out RE packets to each participant.
- MEDS EW20 - Add/Update Client Eligibility Record transaction should not be triggered when CAPI participant status changed from AC/MEM to AC/FRE/SPOUSE for the month that the status is changed.
- CA-47600/CIV-10060 – Update CA1037 State report Revise line 8a logic SCR is related to report changes and are out of scope of this SCR.
- The monthly auto-issuance batch logic will not be changed and will not skip separated and/or new CAPI couple cases.
- For CAPI Couple case if one case is denied/discontinued, user need to rerun the associated couple case to evaluate single person grant.

2 RECOMMENDATIONS

2.1 Program Detail

2.1.1 Overview

The Program Detail page is used to select a new program for an existing case. If only one program is allowed for a case, the option will not be available if the case already has the program. The CAPI program will be updated to only allow one instance for a case.

2.1.2 Program Detail Mockup

Program Detail

*- Indicates required fields

Select Program: *

| CAPI | ∨ | Go |

Figure 2.1.2 – Program Detail

2.1.3 Description of Changes

1. Update CAPI to only allow a single instance of the program on a case. This will remove the CAPI option from the Select Program field when a CAPI program already exists on the case.

2.1.4 Page Location

Global: Case Info

Local: Case Summary

Task: New Program

2.1.5 Page Usage/Data Volume Impacts

No expected page usage or data volume impacts.

2.2 Relationship Detail

2.2.1 Overview

The Relationship Detail page is used to create a relationship record between two individuals on a case. This page will be enhanced to support the CAPI couple definition.

2.2.2 Relationship Detail Mockup

Figure 2.2.2a – Relationship Detail

2.2.3 Description of Changes

- Add a new field "CAPI Couple" to signify that a Relationship of 'Unrelated' qualifies as a CAPI couple when selected.
  a. This field will dynamically display when the Relationship field has a value of 'Unrelated'.

2.2.4 Page Location

Global: Eligibility

Local: Customer Information

Task: Relationship

2.2.5 Page Mapping

The new CAPI Couple field need to be Page Mapped.

2.2.6 Page Usage/Data Volume Impacts

No expected page usage or data volume impacts.

2.3 CAPI EDBC Changes

2.3.1 Overview

Both participants in couple case will be on their own separate CAPI cases. The CAPI couples' benefit amount should be split in one half between both participants. The user should run CAPI EDBC for each case.

2.3.2 Description of Changes

- Update the Spouse determination logic for "Registered Domestic Partner" and "Unrelated (if CAPI couple is checked)" from the Relationship Detail page to support the CAPI Couple Definition in EDBC.
- Update CAPI EDBC to make the couple case non-primary applicant Status Active, Role FRE and Role Reason Spouse after evaluating the couple benefits.

  <u>**Technical Note:**</u>

  Update the existing status reason "Spouse" (CT73_EL) CAPI program reference columns in CT_73 Table. The table below lists the CAPI reference columns and the related details to be updated.

Status Reason	Code Num Identif	CAPI	CAPI Priority	CAPI Program Role
Spouse	EL	Y	6000	FE

- Update CAPI EDBC to FAIL the non-primary applicant with status reason "Doesn't Meet Program Req." when the relation ship is not one of the following
  - Spouse
  - Common Law
  - Registered Domestic Partner
  - Unrelated (if CAPI couple is checked)
- Update CAPI EDBC to evaluate the couple Case with couple benefits and currently non-primary applicant fails with status reason "Gets Duplicate Aid" if they are already Active in their own couple case which need to be disabled.
- Update CAPI EDBC to evaluate the couple Case with couple benefits when the non-primary applicant status is either Active or pending in their own case anticipating user will run and authorize the other case when both are related as CAPI couple.
- Update CAPI EDBC to split the couple benefit amount in one half between both participants on their respective cases.
- Update EDBC benefit amount to raise half-cent if couple's payment involves an odd number of cents (resulting in a half-cent payment to each spouse), the EDBC must raise each spouse's payment by a half-cent to the next full cent. This will result in the couple receiving a total of one extra cent in benefits each month.

- o **Example:** Couple benefit $1,195.75 when split half is $597.875 should be rounded to $597.88 for each of the spouses'
- Add Potential Couples' Benefit line item in the EDBC Summary Page for couple cases only.
- Dynamically display the highlighted block in 1b) mockup to show half split benefit of the couple benefit for couple case and suppress this for single person case.
- Update CalFresh EDBC to count the split CAPI benefits from the respective CAPI Couple Cases as Unearned income in the CalFresh Budget when both persons applied for CalFresh.
- Update EDBC logic to include Non-Primary member FRE/Spouse Medical Condition also in evaluating the CAPI Couples benefit.
- Implementation date logic
  - o <u>Ongoing Active cases with BDA prior to 08/01/2020</u> - Update the EDBC logic to set the non-primary applicant's status as Active with a Role of FRE and Role Reason of Spouse from the come-up month (September 2020) after the implementation date (07/19/2020).
  - o <u>Intake and Ongoing cases with BDA on or after 08/01/2020</u> - Update the EDBC logic to set the non-primary applicant's status as Active with a Role of FRE and Role Reason of Spouse from the month (August 2020) after the implementation date (07/19/2020).
  - o <u>Rerun EDBC scenarios</u> – Existing active couple cases (<u>BDA prior to 08/01/2020</u>) should follow the current logic of aiding them in a single case until the month (August 2020) after the implementation date (07/19/2020).
  - o EDBC Results summary Page with the new line item should be displayed following the next month or come-up month after implementation based on the above-mentioned scenarios.

<u>Note:</u>
1) For current existing couple cases, the user needs to create new separate CAPI cases for the non-primary applicants with the come-up month BDA.
2) A CIT document will be sent out giving the details about the instructions/steps that need to be followed by the district office users on the process of existing CAPI couple cases split. The existing couple case list reference can be found in the Outreach Section 6.
3) For current existing couple unrelated relationship cases, the new "CAPI Couple" check box on the Relationship Detail Page should be checked to evaluate as couple.
4) For Single person CAPI Program, the respective CAPI benefit will be used as Unearned income in the CalFresh Budget as per the existing current functionality.
5) The Potential Couples' Benefit line item is derived value and not stored in the DB.

1a) Couple Case CAPI EDBC Summary with Full Couple benefit Before Change:

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: 6T - CAPI-Limited Term

Program Status: Active

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
TEST, CASE	02/09/1948	MEM		Active	
TEST, SPOUSE	11/29/1964	MEM		Active	

Aid Payment		Regular
Full Month Aid Payment	$	1,582.14
Dates to Prorate		1-31
Aid Payment	$	1,582.14
Combined Aid Payment	$	1,582.14
Final Aid Payment	$	1,582.14
Overridden Aid Payment	$	
Penalties	-	0.00
Potential Benefit	=	1,582.14

1b) Couple Case CAPI EDBC Summary with Split Couple benefit After Change:

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: 6T - CAPI-Limited Term

Program Status: Active

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
TEST, CASE	02/09/1948	MEM		Active	
TEST, SPOUSE	11/29/1964	FRE	Spouse	Active	

Aid Payment		Regular
Full Month Aid Payment	$	1,582.14
Dates to Prorate		1-31
Aid Payment	$	1,582.14
Combined Aid Payment	$	1,582.14
Potential Couples' Benefit	$	1,582.14
	/	2
Final Aid Payment	$	791.07
Overridden Aid Payment	$	
Penalties	-	0.00
Potential Benefit	=	791.07

2a) Couple Case CAPI EDBC Summary with Overpayment Before Change:

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: 6T - CAPI-Limited Term

Program Status: Active

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
TEST, CASE	02/09/1948	MEM		Active	
TEST, SPOUSE	11/29/1964	MEM		Active	

Aid Payment		Regular
Full Month Aid Payment	$	1,402.14
Dates to Prorate		1-31
Aid Payment	$	1,402.14
Combined Aid Payment	$	1,402.14
Final Aid Payment	$	1,402.14
Overridden Aid Payment	$	
		Override Payment
Penalties	-	0.00
Potential Benefit	=	1,402.14
Previous Potential Benefit	-	1,582.14
Overpayment Adjustment Amount	-	0.00
Overpayment	=	180.00

2b) Couple Case CAPI EDBC Summary with Overpayment After Change:

The overpayment will be evenly split across both the cases as shown below

Case 1: Primary Applicant CASE TEST and non-primary Applicant SPOUSE TEST

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: 6T - CAPI-Limited Term

Program Status: Active

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
TEST, CASE	02/09/1948	MEM		Active	
TEST, SPOUSE	11/29/1964	FRE	Spouse	Active	

Aid Payment		Regular
Full Month Aid Payment	$	1,402.14
Dates to Prorate		1-31
Aid Payment	$	1,402.14
Combined Aid Payment	$	1,402.14
Potential Couples' Benefit	$	1,402.14
	/	2
Final Aid Payment	$	701.07
Overridden Aid Payment	$	
Penalties	-	0.00
Potential Benefit	=	701.07
Previous Potential Benefit	-	791.07
Overpayment Adjustment Amount	-	0.00
Overpayment	=	90.00

Case 2: Primary Applicant SPOUSE TEST and non-primary Applicant CASE TEST

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: 6T - CAPI-Limited Term

Program Status: Active

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
TEST, SPOUSE	11/29/1964	MEM		Active	
TEST, CASE	02/09/1948	FRE	Spouse	Active	

Aid Payment		Regular	
Full Month Aid Payment	$	1,402.14	
Dates to Prorate		1-31	
Aid Payment	$	1,402.14	
Combined Aid Payment	$	1,402.14	
Potential Couples' Benefit	$	1,402.14	
	/	2	
Final Aid Payment	$	701.07	
Overridden Aid Payment	$		
Penalties	-	0.00	
Potential Benefit	=	701.07	
Previous Potential Benefit	-	791.07	
Overpayment Adjustment Amount	-	0.00	
Overpayment	=	90.00	

2.3.3 Programs Impacted

CAPI

2.3.4 Performance Impacts

N/A

2.4 EDBC List page informational message

2.4.1 Overview

Both participants of the couple will be on their own separate CAPI cases. The user should run CAPI EDBC for each case.

2.4.2 Description of Changes

- The new informational message to be displayed for Regular and Manual EDBC.
- Update the CAPI EDBC to display a new message to run the spouse's CAPI case after the user accepts the EDBC for couple cases.
- Display the new message "Run EDBC for the spouse's CAPI case and any associated CalFresh Case.".
- Display the message even if the associated couple case already ran EDBC on the same day.
- Implementation date logic
  - The new informational message should be displayed following the next month August 2020 contingent upon the SCR release 20.07.

Figure 2.4.2 – Informational message on EDBC List page

2.4.3 Programs Impacted

CAPI

2.4.4 Performance Impacts

N/A

2.5 Program Configuration Override Detail Page Validation

2.5.1 Overview

There should only be one person receiving benefits on a CAPI program.

2.5.2 Description of Changes

- This new validation message is related to the online CAPI EDBC Program Configuration Override Detail Page.
- Update the CAPI EDBC to display a new validation to not allow more than one person receiving benefits on a CAPI program.
- The validation message should be displayed when both participants are having Role "MEM" and Status "Active".
- The validation should display "More than one Active Member exists on the CAPI program.".
- Update the Role Reason dropdown list to include "Spouse" in the list.
- Implementation date logic
  - The new validation message should be displayed following the next month August 2020 contingent upon the SCR release 20.07.

Program Configuration Override Detail

✱- Indicates required fields   Save and Return   Cancel

- **Status** - More than one Active Member exists on the CAPI program.

System Determination

Name:	Role:	Role Reason:	Status:	Status Reason:
Test, Spouse	MEM		Active	

User Override

Name:	Test, Spouse

Role: ✱   Role Reason: Spouse

MEM ▾

Status: ✱   Status Reason

Active ▾

Adult Child C

Adult ▾

Dropdown list:
- Other CAPI Disc.
- Over Income
- PA 1049 Form Not Received
- PA1615 Form Not Received
- PA2492 Form Not Received
- QR7 Form Not Received
- Refused DIB
- Refused Inc-Collect Debt
- Refused Inc-Life Ins
- Refused Military Ben
- Refused Retirement
- Refused SDI
- Refused UIB
- Refused VA
- Refused Wkr Cmp
- Required Forms Not Received
- SAR 22 Form Not Received
- SSP14 Form Not Received
- Sponsor Status
- Spouse

Figure 2.5.2 – Validation on Program Configuration Override Detail page

2.5.3 Programs Impacted

CAPI

2.5.4 Performance Impacts

N/A

2.6 Program Configuration Detail page on Manual EDBC Validation

2.6.1 Overview

There should only be one person receiving benefits on a CAPI program.

2.6.2 Description of Changes

- This new validation message is related to the Manual CAPI EDBC Program Configuration Detail Page.
- Update the CAPI EDBC to display a new validation to not allow more than one person receiving benefits on a CAPI program.
- The validation message should be displayed when both participants are having Role "MEM" and Status "Active".
- The validation should display "More than one Active Member exists on the CAPI program.".
- Update the Role Reason dropdown list to include "Spouse" in the list.
- Implementation date logic
  - o The new validation message should be displayed following the next month August 2020 contingent upon the SCR release 20.07.

Figure 2.6.2 – Validation on Program Configuration Detail page

2.6.3 Programs Impacted

CAPI

2.6.4 Performance Impacts

N/A

2.7 Modify MEDS AP18 – Report New Application job (POXXE400) to send the correct Application Flag when trigger for CAPI program

2.7.1 Overview

MEDS AP18 transaction is used to report a pending application. When a case has pending CAPI program, the Interface job generates a MEDS AP18 transaction with an incorrect Application Flag (Data Element (DE) 3024) of 'P'.

Application Flag definitions:

N = Pending application, no Medi-Cal, no general relief.

P = Pending application, includes Medi-Cal, no general relief.

As part of this SCR, MEDS AP18 job will be modified to trigger AP18 transaction with the correct Application Flag when trigger for CAPI program.

2.7.2 Description of Change

Modify MEDS AP18 job (POXXE400) to populate an Application Flag element based on the scenarios listed in the table below.

Scenarios	Application Flag value
When a CAPI program is pending, and there is no pending Medi-Cal (MC) program or there is no MC program on the same case.	N
When a CAPI program is pending and there is a pending MC program on the same day.	P
When a CAPI program is pending and there is an active MC program	N
When a CAPI program is pending and there is a pending CalFresh (CF) program on the same day.	N
When a CAPI program is active and there is no active or pending MC program. Note: This scenario can happen, for example, when there is a change in Alien Number on an active CAPI case	N

2.7.3 Execution Frequency

No Change.

2.7.4 Key Scheduling Dependencies

No Change.

2.7.5 Counties Impacted

All Counties

2.7.6 Data Volume/Performance

N/A.

2.7.7 Failure Procedure/Operational Instructions

N/A.

2.8 Modify MEDS EW40 – Termination Status Change job (POXXE411) to send a Term Reason of Other - '99' when a CAPI participant status is changed to Active / FRE / Spouse

2.8.1 Overview

CAPI couple case will have the non-primary person in an Active status, Role code of 'FRE', and Role Reason of 'SPOUSE' (AC/FRE/SPOUSE). MEDS Interface automatic trigger EW40 transaction to MEDS when a participant status is changed from Active/MEM to Active/FRE. As part of this SCR, MEDS EW40 transaction will use the Term Reason (DE 0185) of Other - '99' when a CAPI spouse has a status changed to AC/FRE/SPOUSE.

MEDS EW40 transaction is triggered on the night when participant status is changed from AC/MEM to AC/FRE.

2.8.2 Description of Change

Modify MEDS EW40 job (POXXE411) to use the Term reason of '99' when a CAPI participant status is updated from Active/MEM to AC/FRE/SPOUSE.

2.8.3 Execution Frequency

No Change.

2.8.4 Key Scheduling Dependencies

No Change.

2.8.5 Counties Impacted

All Counties

2.8.6 Data Volume/Performance

N/A.

2.8.7 Failure Procedure/Operational Instructions

N/A.

2.9 Add a new Batch EDBC skip to not run Batch EDBC on case that a person is associated to a CAPI couple case and change is reported

2.9.1 Overview

Add a new Batch EDBC Skip Reason 'CF/CAPI Couple' that will skip a case from Batch EDBC processing on any benefit month when a case is related to a CAPI couple case and change is reported.

2.9.2 Description of Change

1. Add a new Batch EDBC Skip reason of "CF/CAPI Couple" to the 'Not Processed Reason Codes' category (CT_707).

Category Code	Not Processed Reason Codes
New/Update	New
Category ID	707
Short Description	CF/CAPI Couple Case
Long Description	CF/CAPI Couple Case

2. Update Batch EDBC Skip logic to skip a case with a new skip reason 'CF/CAPI Couple' and trigger the following task when change is reported, and all the following are true:
   a. When a case has CAPI program
      i. The person is in CAPI program.
      ii. The person has a spouse on another CAPI case.
      iii. CAPI program is active on both the spouse cases as of the benefit run month.
      iv. Both spouses have an Active status with Role of Member on the CAPI programs as of the benefit run month in their respective cases.
      v. Batch EDBC is not being run for COLA.
   b. When a case has CF program.
      i. The person is Active with Role Member on the CF program as of the benefit run month.
      ii. The person is in a CAPI couple case. CAPI couple cases are active as of the benefit run month. The CAPI couple case can be the same case or in a different case.
      iii. Batch EDBC is not being run for COLA.

Note:
- CAPI couple spouse that is not the primary applicant of the program will have a status/role/role reason of Active/FRE/Spouse.
- Any COLA Batch EDBC runs will not skip CAPI Couple Cases and any associated CF and/or MC Cases.

Task Details: Batch EDBC will use the existing Task – 'Review data and run EDBC. Batch Eligibility did not process this program.' (CT 399 - BE), when skipping on a CAPI couple case.

LRS/CalSAWS Task Details	
Trigger Condition	Trigger when Batch EDBC is skipped on an associated CAPI couple case when change is reported.
Task Type	Batch EDBC Program Skipped: Review Reason
Task Category	Batch EDBC
PR/RE Worklist Page Visible	No
Task Priority	Low
Task Due Date	N/A.
Task Expiration Date	N/A.
Task Long Description	Review data and run EDBC for {Benefit Month}. Batch Eligibility did not process this program for the following reasons: {Exclusion Reasons - CF/CAPI couple case}
Office Distribution	No
Task Initial Assignment	Current CAPI program assigned worker. Note: There will be tasks for each CAPI program assigned worker.
Task Navigation Template	Default - Case Summary.

Note:
- When a Batch EDBC is skipped on the associated CF case, for the CAPI couple reason, all active programs in that case will get skipped that can included CF, MC, or any active programs in the same case.

This can happen, for example, when a case A has CF, CW, MC programs and the person in CF program has a separate CAPI couple case B.

- If a CAPI couple has a separate case that the case doesn't have CalFresh or CAPI program, then Batch EDBC will not skip that case. For example, if the case has only Medi-Cal program.
- Batch EDBC will not skip case that was run for the benefit month prior to the SCR implementation date.

Technical Note: A new indicator (refer table column) will be added into Code Category 744 - EDBC Run Reason Code to identify COLA EDBC run reason. Batch will use the new indicator to identify COLA run.

The following existing COLA EDBC run reason will have a 'Y' on the new indicator.

EDBC Run Reason	COLA (new indicator)
CW COLA	Y
TCF COLA	Y
CF COLA	Y
FPL COLA	Y
COLA Reduc	Y
SSA COLA	Y
DCFS Annual COLA	Y
MC FPL COLA	Y
CAPI COLA	Y
CW/CF COLA	Y

2.9.3 Execution Frequency

N/A.

2.9.4 Key Scheduling Dependencies

N/A.

2.9.5 Counties Impacted

All Counties.

2.9.6 Data Volume/Performance

N/A.

2.10 Effective Date 24 CAPI NOA reasons – LRS/CalSAWS

2.10.1 Overview

There are 24 CAPI NOAs reasons in LRS/CalSAWS referring to more than one participant within the NOA currently in the system. Since couple case will be addressed individually, Change CAPI NOA reasons will be no longer needed for EDBC Benefit Months after September 2020 and Partial Approval CAPI NOA reasons will be no longer needed for EDBC Benefit Months after August 2020 (when the EDBC logic takes effect).

2.10.2 Description of Change

Change CAPI NOA reasons will be no longer needed for EDBC Benefit Months after September 2020 and Partial Approval CAPI NOA reasons will be no longer needed for EDBC Benefit Months after August 2020. (Supporting Documents #1)

2.11 Update form SOC 453- CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) STATEMENT OF HOUSEHOLD EXPENSES AND CONTRIBUTIONS – LRS/CalSAWS

2.11.1 Overview

SOC 453 was updated in January 2018 to reflect changes from CAPI Couple case but it was not updated in LRS.

State Form: SOC 453 (1/18) -CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) STATEMENT OF HOUSEHOLD EXPENSES AND CONTRIBUTIONS

Current Programs: CAPI

Current Attached Forms: No

Current Forms Category: Form

Existing Languages:

English, Spanish, Armenian, Cambodian, Chinese, Korean, Russian, Tagalog, Vietnamese

New Languages:

Note: Threshold languages will be added/ updated in this SCR.

(Armenian, Arabic, ~~Cambodian~~, Chinese, Farsi, Korean, Lao, Hmong, Russian, Spanish, Tagalog, Vietnamese)

Cambodian was taken out and will be done in separate SCR because of transcription issue.

Note: TL versions from CDSS are attached in JIRA. It is for translations only and header will be the standard system header and the format will match the english version.

2.11.2 Description of Change

Update SOC 453 (11/02) to the latest version (SOC 453 (1/18)) in LRS/CalSAWS.

2.11.3 Updates to the Form Verbiage

The colors represent following:

Blue – Updated Text

Red – Removed Text

Green – New Text

DRAFT

Old SOC 453 (11/02)

STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY · · · CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)
STATEMENT OF HOUSEHOLD EXPENSES AND CONTRIBUTIONS

APPLICANT'S/RECIPIENT'S NAME	APPLICANT'S SOCIAL SECURITY NUMBER
SPOUSE'S NAME	SPOUSE'S SOCIAL SECURITY NUMBER

RESIDENCE ADDRESS: STREET ADDRESS	CITY	STATE	ZIP CODE

TELEPHONE NUMBER	MESSAGE TELEPHONE NUMBER

PART A - LIVING ARRANGEMENTS: Statement of the CAPI applicant/recipient and spouse

1. What date did you move to this address? _____ (MONTH/DAY/YEAR)
2. How many people live in this residence? (Count yourself, your spouse, children and all others.) _____
3. Do all other household members receive some type of public assistance such as CalWORKs, BIA, SSI/SSP, VA Pension, CAPI, or GA/GR? ☐ Yes ☐ No
4. Do you (or your spouse) own or are you buying the home you live in? ☐ Yes ☐ No
5. Do you (or your spouse) rent the home you live in? ☐ Yes ☐ No
6. Are you (or anyone who lives with you) the parent or child of the landlord or landlord's spouse? ☐ Yes ☐ No
7. a. Does any organization or person who does not live with you help you (or your spouse) pay for food, rent, mortgage, property insurance, utility bills, or other household expenses? If yes, answer 7b. ☐ Yes ☐ No
   b. Item: _____ Contributor: _____ Monthly Amount: $ _____
8. Do you buy all your own food? ☐ Yes ☐ No

PART B - TOTAL HOUSEHOLD EXPENSES: Expenses paid by entire household

9. a. Please enter the amount the entire household pays each month for the following items.

   Write the total amount paid on behalf of everyone who lives in this residence, including yourself, spouse, children, and all others. Enter the full monthly rent or mortgage for the house or apartment, cost of food for everyone, etc.

   Food (unless you buy your own food separately): _____
   Rent or mortgage: _____
   Property Insurance: _____
   Property Taxes: _____
   Gas: _____
   Electric: _____
   Water: _____
   Sewage: _____
   Garbage: _____

   b. If you share household expenses with others who live with you, write the amount you and your spouse contribute in cash each month. $ _____

   c. What date did you start contributing this amount? _____ (MONTH/DAY/YEAR)

PART C - SIGNATURE: If the CAPI applicant/recipient pays household expenses to another person who lives in the same residence, or shares expenses with a person who lives in the same residence, that other person (called "Head of Household") must review this form, verify that it is accurate, and sign below.

CAPI Applicant/Recipient

I declare under penalty of perjury under the laws of the State of California that all answers that I have given and all statements on this form are correct and true to the best of my knowledge.

SIGNATURE OF APPLICANT/RECIPIENT	DATE	SIGNATURE OF SPOUSE	DATE

Head of Household

I declare under penalty of perjury under the laws of the State of California that all that all the information above regarding total household expenses and the CAPI applicant's/recipient's cash contributions is correct and true to the best of my knowledge.

SIGNATURE OF HEAD OF HOUSEHOLD	DATE	TELEPHONE NUMBER

SOC 453 (11/02)

Updates to SOC 453 (1/18)

State of California – Health and Human Services Agency · · · California Department of Social Services

CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)
STATEMENT OF HOUSEHOLD EXPENSES AND CONTRIBUTIONS

This form must be completed by the applicant/recipient when applying for CAPI and also at every redetermination.

Applicant's or Recipient's Name:	Case Number:
Residence Street Address (if homeless, please indicate):	
Residence City, State and ZIP Code:	
Telephone Number:	Message Telephone Number:

PART A: LIVING ARRANGEMENTS

1. What date did you move to this address? _____
2. How many people live in this residence? (Please count yourself, your spouse, children and all others.) _____
3. Do all other household members receive some type of public assistance such as CalWORKs, BIA, SSI/SSP, VA Pension, CAPI or General Assistance? ☐ Yes ☐ No
4. Do you or your spouse OWN the home you live in (or are you in the process of buying it?) ☐ Yes ☐ No
5. Do you or your spouse RENT the home you live in? ☐ Yes ☐ No
6. Are you (or anyone who lives with you) the parent or child of the landlord or the landlord's spouse? ☐ Yes ☐ No
7. Does any organization or person who does not live with you help you (or your spouse) pay for food, rent, mortgage, property insurance, utility bills, or other household expenses? ☐ Yes ☐ No (If "no," skip to Question #9.)
8. If you answered "yes" to the above question, please list the item paid for, who pays for it, and the monthly amount paid for it.
   Item #1: _____
   Contributor's Name: _____ Monthly Amount: $ _____
   Item #2: _____
   Contributor's Name: _____ Monthly Amount: $ _____
9. Do you buy all your own food? ☐ Yes ☐ No

PART B: TOTAL HOUSEHOLD EXPENSES

These are the expenses paid by the entire household, not just the applicant/recipient.

10. Please enter the amount the entire household pays each month for the following items.
    Write in the total amount paid on behalf of everyone who lives in this residence, including

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yourself, spouse, children, and all others. Enter the full monthly rent or mortgage for the house or apartment (not just what you pay), the cost of food for everyone, etc.

Monthly food cost for entire household (if you answered "yes" to Question 9, please enter zero): $ _____
Total monthly rent or mortgage: $ _____
Property insurance: $ _____
Property taxes: $ _____
Gas (for heating, cooking, etc.): $ _____
Electric: $ _____
Water: $ _____
Sewer: $ _____
Garbage: $ _____

11. If you share household expenses with others who live with you (other than your spouse, if any), write the amount that you (and your spouse, if any), contribute in cash each month.   (If you live alone or just with your spouse, please write "0"). $ _____

12. What date did you start contributing the amount listed in Question #11 (month/day/year)? _____

PART C: SIGNATURE – If the CAPI applicant/recipient pays household expenses to another person who lives in the same residence, or shares expenses with a person who lives in the same residence, that other person (called "Head of Household") must review this form, verify that it is accurate and sign below.

CAPI Applicant/Recipient

I declare, under penalty of perjury under the laws of the State of California, that all answers that I have given and all statements on this form are correct and true to the best of my knowledge.

Signature of Applicant/Recipient:	Date:

Head of Household

I declare, under penalty of perjury under the laws of the State of California, that all the information above regarding total household expenses and the CAPI applicant's/recipient's cash contributions is correct and true to the best of my knowledge.

Signature of Head of Household:	Date:	Telephone Number:

FOR OFFICIAL USE ONLY

Total monthly household expenses (TMHA): $ _____
To calculate pro rata share, divide TMHA by number of people (including adults and children) residing in household: $ _____

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The following is the change in verbiage:

Number	Description	Existing Text	Updated Text
1	Capitalize OWN in Question #4	own	OWN
2	Verbiage change in Question #4	Do you (or your spouse) own or are you buying the home you live in?	Do you or your spouse OWN the home you live in (or are you in the process of buying it?)
3	Capitalize RENT in Question #5	rent	RENT
4	Remove Question #7b	Item: _____ Contributor: _____ Monthly Amount: _____	(N/A)
5	Add Question #8	(N/A)	If you answered "**yes**" to the above question, please list the item paid for, who pays for it, and the monthly amount paid for it. Item #1: _____ Contributor name: _____ Monthly Amount: _____ Item #2: _____ Contributor name: _____ Monthly Amount: _____
6	Change Question #8 number to Question #9	8. Do you buy all your own food?	9. Do you buy all your own food?
7	Add verbiage below PART B	(N/A)	***These are the expenses paid by the <u>entire household</u>, not just the applicant/ recipient.***
8	Change Question #9a number to Question #10	9. a. Please enter the amount.	10. Please enter the amount.
9	Underline entire household in Question #10	Please enter the amount the entire household pays.	Please enter the amount the <u>entire household</u> pays.

10	Revision No/Form footer	SOC 453 (11/02)	SOC 453 (1/18)
11	Add $ sign to amount listed in Question #10	_____	$_____
12	Verbiage update	Food (unless you buy your food separately)	Monthly food cost for entire household (if you answered "yes" to Question 9, please enter zero)
13	Verbiage update	Rent or mortgage	Total monthly rent or mortgage
14	Verbiage update	Gas	Gas (for heating, cooking, etc.)
15	Verbiage update	Electricity	Electric
16	Change Question #9b number to Question #11	9. b. If you share…	11. If you share.
17	Verbiage update (Question 11)	If you share household expenses with others who live with you, write the amount you and your spouse contribute in cash each month. $ _____	If you share household expenses with others who live with you (other than your spouse, if any), write the amount that you (and your spouse, if any), contribute in cash each month. (If you live alone or just with your spouse, please write "0"): $_____
18	Change Question #9c number to Question #12	9. c. What date did you.	12. What date did you.
19	Verbiage update (Question 12)	What date did you start contributing this amount? _____ (Month/Day/Year)	What date did you start contributing the amount listed in Question #11(month/day/year)? _____
20	Verbiage update (Head of Household)	I declare under penalty of perjury under the laws of the State of California that all that all the information	I declare, under penalty of perjury under the laws of the State of California, that all the information

		above regarding total household expenses and the CAPI applicant's/recipient's cash contributions is correct and true to the best of my knowledge.	above regarding total household expenses and the CAPI applicant's/recipient's cash contributions is correct and true to the best of my knowledge.
21	Add "FOR OFFICIAL USE ONLY" section and content	(N/A)	FOR OFFICIAL USE ONLY Total monthly household expenses (TMHA): $_____ To calculate pro rata share, divide TMHA by number of people (including adults and children) residing in household: $_____
22	Add form instructions	N/A	This form must be completed by the applicant/recipient when applying for CAPI and also at every redetermination.

2.12 Update form SOC 804 – Statement Of Facts For Determining Continuing Eligibility For The Cash Assistance Program For Immigrants (CAPI) – LRS/CalSAWS

2.12.1 Overview

SOC 804 was updated in February 2020 to reflect changes from CAPI Couple case but it was not updated in LRS.

State Form: SOC 804 (2/20) - Statement Of Facts For Determining Continuing Eligibility For The Cash Assistance Program For Immigrants (CAPI)

Current Programs: CAPI

Current Attached Forms: No

Current Forms Category: Form

Existing Languages:

English

New Languages:

Threshold languages will be added with this SCR.

(Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Lao, Hmong, Russian, Spanish, Tagalog, Vietnamese)

2.12.2 Description of Change

Update SOC 804 (11/99) to the latest version (SOC 804 (2/20)) in LRS/CalSAWS.

2.12.3 Updates to the Form Verbiage

Large part of SOC 804 has been updated and new sections have been added to latest version of SOC 804 (2/20).

The colors represent following:

Blue – Updated Text

Red – Removed Text

Green – New Text

Old SOC 804 (11/99)

REMARKS: Use this area to add to the information you have given on the previous two pages or to give other information:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

YOUR AUTHORIZATION AND CERTIFICATION STATEMENT

I/we give permission to state and county agencies to check the information I/we have given on this form, and to ask my employer(s) for information about my wages. I/we understand that these agencies will compare information given on this form with records from other county, state and federal agencies to make sure the correct amount of benefits is paid.

I/we have read and understand my/our responsibilities.

15

I/we understand that anyone who knowingly lies or misrepresents the truth or arranges for someone to knowingly lie or misrepresent the truth is committing a crime that can be punished under State law.

I/we certify under penalty or perjury that the statements given on this form are the truth as I/we know it.

SIGNATURE OF RECIPIENT		PHONE NUMBER	DATE:
SIGNATURE OF SPOUSE	16		DATE:
WITNESS, IF YOU SIGNED WITH AN "X"			DATE:
SIGNATURE OF INTERPRETER OR PERSON COMPLETING FORM ON YOUR BEHALF			DATE:
RELATIONSHIP TO RECIPIENT:			PHONE NUMBER:

SOC 804 (11/99)

Page 3 of 4

CHANGES TO REPORT

WHERE YOU LIVE - You must report to the County Welfare Department if:
- You move.
- You (or your spouse) leave your household for a calendar month or longer. For example, you enter a hospital or visit a relative.
- You leave the United States for 30 days or more.
- You are released from a hospital, nursing home, etc.
- You are no longer a legal resident of the United States.

18

HOW YOU LIVE - You must report to the County Welfare Department if:
- Someone moves into or out of your household.
- The amount of money you pay toward household expenses changes.
- Births and deaths of any people with whom you live.
- Your marital status changes:
  - You get married, separated, divorced, or your marriage is annulled.
  - You separate from your spouse or start living together again after a separation.
  - You begin living with someone as husband and wife.

19

INCOME - You must report to the County Welfare Department if:
- The amount of money (or checks or any other type of payment) you receive from someone or someplace goes up or down or you start to receive money (or checks or any other type of payment).
- You start work or stop work.
- Your earnings go up or down.

HELP YOU GET FROM OTHERS - You must report to the County Welfare Department if:
- The amount of help (money, food, clothing, or payment of household expenses) you receive goes up or down.
- Someone stops helping you.
- Someone starts helping you.

THINGS OF VALUE THAT YOU OWN - You must report to the County Welfare Department if:
- The value of your resources goes over $2,000 when you add them all together ($3,000 if you are married and live with your spouse).
- You sell or give any things of value away. 20
- You buy or are given anything of value.

YOU ARE BLIND OR DISABLED - You must report to the County Welfare Department if:
- Your condition improves or your doctor says you can return to work.
- You go to work.
- You stop going to or refuse any vocational rehabilitation services.

UNMARRIED AND UNDER AGE 22 - A report to the County Welfare Department must be made if:
- If you are the parent of a child who receives CAPI benefits, you are to report if you or your child has a change in income, a change in marital status, a change in the value of anything the family owns, or if there is a change is residence. 21
- If the child starts or stops school.

YOUR IMMIGRATION AND NATURALIZATION SERVICES (INS) STATUS CHANGES - You must report any change to the County Welfare Department. 22

SOC 804 (11/99)

Page 4 of 4

Updates to SOC 804 (2/20)

1 **STATEMENT OF FACTS FOR DETERMINING CONTINUING ELIGIBILITY FOR THE CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)**

NOTICE
The county welfare department is authorized to collect the information on this form under Section 18940 of the Welfare and Institutions Code and the federal laws that govern the Supplemental Security Income/State Supplementary Payment (SSI/SSP) program. This information is needed to enable the county welfare department to determine eligibility or continued eligibility of an individual who is filing for or receiving CAPI benefits.

INSTRUCTIONS
Please print your answers clearly in blue or black ink. This application must be signed and dated by the applicant.

Tell your worker if you need help in getting proof or filling out this form.

CONTACT INFORMATION
A. Your name (first name, middle initial, last name): _____
B. Date of Birth: _____
C. Home Address (street address): _____ Apartment #: _____
   City: _____ County: _____ State: _____ Zip Code: _____
   Mailing Address (if different from above): _____
   City: _____ County: _____ State: _____ Zip Code: _____
   Phone Numbers with Area Code: Cell or Mobile (____) _____

   Message Phone (____) _____
   Do you give the county permission to contact you via text message in regard to your CAPI case?   ☐ Yes ☐ No
   If "**yes**," please provide the phone number to which the county should text such messages. (____) _____

USE REMARKS SECTION ON PAGE 5 IF YOU NEED ADDITIONAL SPACE FOR ANY QUESTION.

A. Do you need help reading this application?   ☐ Yes ☐ No
   Do you need help completing this application or establishing continuing eligibility for CAPI due to a disability?   ☐ Yes ☐ No
   Are you deaf or hard of hearing?   ☐ Yes ☐ No
   If you are deaf or hard of hearing, the county must provide effective communication at no cost to you. What communication method do you require (if any)? _____

COUNTY USE ONLY
Case Number: _____   ☐ CAPI ☐ SSI ☐ Ineligible
Reviewer's Initials: _____ Date Received: _____

SOC 804 (2/20)   Page 1 of 7

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2 What language do you prefer to read? _____
   What language do you prefer to speak? _____

3 B. Do you have any physical or mental health problems?   ☐ Yes ☐ No
      (For example, high blood pressure, heart problems, diabetes, arthritis, osteoporosis, sight or vision problems, depression)
      If "**yes**," please explain briefly: ___4___ _____
      _____

5 Are you a victim of abuse?   ☐ Yes ☐ No
   If "**yes**," was the abuser your sponsor or your sponsor's spouse? ☐ Yes ☐ No
   "Abuse" means assaultive or coercive behavior, including physical, sexual and psychological abuse, economic control, stalking, isolation, threats, and other types of coercive behaviors.

   C. Do you currently receive Medi-Cal?   ☐ Yes ☐ No
      Do you currently receive CalFresh (Food Stamps)? 6   ☐ Yes ☐ No
      Do you currently receive SSI/SSP?   ☐ Yes ☐ No
7   Do you currently receive IHSS?   ☐ Yes ☐ No

   D. Do you need assistance in your personal care or hygiene?   ☐ Yes ☐ No
8   Please answer "**yes**" to the above if you need help with eating, dressing, bathing, taking medication, moving around, etc.

   E. If sponsored, is your sponsor deceased or disabled?   ☐ Yes ☐ No

   WHEN ANSWERING THE FOLLOWING QUESTIONS, REFER TO THIS DATE: _____

   1. Since the date listed above, has your immigration status changed, or have you become a United States citizen?   ☐ Yes ☐ No
      If "**yes**," explain change and attach copies of new documents.
      Change: _____
      Date of Change: _____

   2.A) Since the date above, have you been outside of the United States? ☐ Yes ☐ No
      If "**yes**," complete below and attach a copy of passport, reentry permit or other travel documents.
      Date(s) left: _____
      Date(s) returned: _____

10   **COUNTY USE ONLY**
      ☐ IHSS Referral

SOC 804 (2/20)   Page 2 of 7

B) Since the date above, have you been outside California? ☐ Yes ☐ No
If "**yes**," list the date(s) you left: _____
Date(s) returned: _____

3. Since the date above, have you spent a full calendar month in a hospital, nursing home or other institution? ☐ Yes ☐ No
11
If "**yes**," list the type and name of institution:
_____
Dates entered and left: _____

4. Since the date on page 2, has anyone moved into or out of the place where you live? ☐ Yes ☐ No
If "**yes**," please list their names, dates of birth, and the dates they moved in or out:
_____
_____
_____
_____

5. Since the date on page 2, have you moved? ☐ Yes ☐ No
If "**yes**," date of move: _____
New address: _____

6. Since the date on page **12** 2, has anyone given you (or your spouse living with you) any money, food, a free place to live, or helped pay your rent or household expenses? ☐ Yes ☐ No
Type of help: _____
Who gave you help? _____
How often? _____ Amount: $ _____

7. Since the date on page 2, have you (or your spouse living with you) earned money from working, including self-employment? ☐ Yes ☐ No
If "**yes**," please provide the following information and attach proof.

Job #1:
Name of worker: _____
Employer's name, address, and phone number: _____
_____
_____
Gross wage amount: $ _____ How often paid: _____
Dates of employment – From: _____ To: _____

Job #2:
Name of worker: _____
Employer's name, address, and phone number: _____
_____
_____
Gross wage amount: $ _____ How often paid: _____
Dates of employment – From: _____ To: _____

8. Since the date on page **13** 2, have you (or your spouse living with you) received payments from any source, including from outside the United States? ☐ Yes ☐ No
For example:
• Interest/dividends   • Veterans benefits
• Rental income   • Insurance benefits
• Pensions/annuities   • Alimony or child support
• Social Security/SSI   • Any other money or benefits
• Unemployment or disability benefits
• Other cash payments or checks (gifts, support from relatives)
If "**yes**," provide the following information and attach proof.

Payment #1:
Type of payment received: _____
Payment amount: $ _____ How often received: _____
Payment #2:
Type of payment received: _____
Payment amount: $ _____ How often received: _____
Payment #3:
Type of payment received: _____
Payment amount: $ _____ How often received: _____

9. Do you (or your spouse living with you) have any checking or savings accounts or any other money in a financial institution? ☐ Yes ☐ No
If "**yes**," complete below and attach proof. Include any accounts where you have direct deposit of any money and any accounts inside or outside the United States.
Account #1:
Name of institution and address: _____
_____
Type of account: _____ Current balance: $ _____

Account #2:
Name of institution and address: _____
_____
Type of account: _____ Current balance: $ _____
Account #3:
Name of institution and address: _____
_____
Type of account: _____ Current balance: $ _____

10. Do you (or your spouse living with you) have any cash, stocks, bonds, notes, or certificates of deposit inside or outside the United States? ☐ Yes ☐ No
If "**yes**," please provide the following information and attach proof.
What you have #1: _____
Value: $ _____
What you have #2: _____
Value: $ _____

11. Do you (or your spouse living with you) own any land or buildings or does your name appear on any deed or mortgage of any property inside or outside the United States? ☐ Yes ☐ No
If "**yes**," please provide the following information and attach proof.
Type of property: _____
Location of property: _____
Value: $ _____

Type of property: _____
Location of property: _____
Value: $ _____

Type of property: _____
Location of property: _____
Value: $ _____

REMARKS: Use this area to add to the information you have provided on the previous pages, or to provide other information:

YOUR AUTHORIZATION AND CERTIFICATION STATEMENT

15
I give permission to state and county agencies to check the information I have provided on this form. I understand that these agencies will compare information provided on this form with records from other county, state and federal agencies to make sure the correct amount of benefits is paid.

I have read and understand my responsibilities.

I understand that anyone who knowingly lies or misrepresents the truth or arranges for someone to knowingly lie or misrepresent the truth is committing a crime that can be punished under state law.

I certify under penalty of perjury that the statements given on this form are the truth as I know it.

Signature of Recipient: _____ Phone Number: _____ Date: _____

Witness if you signed with an "X": _____ Date: _____

Signature of interpreter or person completing form on your behalf: _____ Date: _____

Relationship to Recipient: _____ Phone Number: _____

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CHANGES TO REPORT

REPORTING RESPONSIBILITIES
You must tell us about any change within 10 days after the change occurs. Failure to report any change within 10 days after it occurs could result in an overpayment that must be repaid. 17

WHERE YOU LIVE – You must report to the County Welfare Department if:
- You move.
- You leave the United States for 30 days or more.
- You are no longer a legal resident of the United States.
- You are released from a hospital, nursing home, etc.
- You (or your spouse) leave your household for a calendar month or longer. For example, you enter a hospital or visit a relative.

18

HOW YOU LIVE – You must report to the County Welfare Department if:
- Someone moves into or out of your household.
- Someone in your household dies or a baby is born into your household.
- The amount of money you pay toward household expenses changes.
- Your marital status changes:
  - You get married, separated, divorced, or your marriage is annulled.
  - You separate from your spouse or start living together after a separation.
  - You begin living with someone as husband and wife.

19

INCOME – You must report to the County Welfare Department if:
- The amount of money (or checks or any other type of payment) you receive from someone or someplace goes up or down or you start to receive money (or checks or any other type of payment).
- You start work or stop work.
- Your earnings go up or down.

HELP YOU GET FROM OTHERS – You must report to the County Welfare Department if:
- The amount of help (money, food, clothing, or payment of household expenses) you receive goes up or down.
- Someone stops helping you
- Someone starts helping you.

THINGS OF VALUE THAT YOU OWN – You must report to the County Welfare Department if:
- The value of your resources goes over $2,000 when you add them all together ($3,000 if you are married and live with your spouse).
- You sell or give away any things of value.
- You buy or are given anything of value.

20

YOU ARE BLIND OR DISABLED – You must report to the County Welfare Department if:
- Your condition improves or your doctor says you can return to work.
- You go to work.
- You stop going to or refuse any vocational rehabilitation services.

UNMARRIED AND UNDER AGE 22 – A report to the County Welfare Department must be made:
- If you are the parent of a child who receives CAPI benefits and you or your child has a change in income, a change in marital status, a change in the value of anything the family owns, or if there is a change in residence.
- If the child starts or stops school.

21

22

YOUR UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) STATUS CHANGES – You must report any change to the County Welfare Department within 10 days. 23

2.13 Add new CAPI Form SOC 814 - Statement Of Facts Cash Assistance Program For Immigrants (CAPI) – LRS/CalSAWS

2.13.1 Overview

The effort is adding the new SOC 814 Form (revision 5/19) in LRS and C-IV. This new form is to be used as statement of facts for the CAPI program. This was provided with ACIN NO. I-35-19

State Form: SOC 814 (5/19) - Statement Of Facts Cash Assistance Program For Immigrants (CAPI)

Programs: CAPI

Forms Category: Form

New Languages:

English, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Lao, Hmong, Russian, Spanish, Tagalog, Vietnamese

Note: Threshold Languages will be added with this SCR.

Note: TL versions from CDSS are attached in JIRA. It is for translations only and header will be the standard system header and the format will match the english version.

2.13.2 Description of Change

Create the SOC 814 revision date May 2019 in all threshold languages under "Client Correspondence-Templates-CAPI" in LRS/CalSAWS.

2.13.3 Create CAPI SOC 814 Form XDP

Form Header: Existing CAPI Header (Header_3-1.xdp)

Form Title: <mark>Statement Of Facts Cash Assistance Program For Immigrants (CAPI)</mark>

Form Number: SOC 814

Include NA Back 9: No

Form Mockups/Examples: See Supporting Documents #2

2.13.4 Add Form Variable Population

The new SOC 814 Form has 3 variables that will be populated when generated in template repository.

Form Body Variables:

Variable Name	Population	Formatting	Template Repository Population	Populates with Form Generation
<CASE_NAME>	Name of the Case For example, "John Doe CAPI".	Arial Font Size 10 bold	Y	N/A
<CASE_NUMBER>	CAPI Case Number For example, "1234567".	Arial Font Size 10	Y	N/A
<WORKER>	Name of Case Worker For example, "John Doe".	Arial Font Size 10	Y	N/A

2.13.5

2.13.6 Add Form to Template Repository

The SOC 814 Form will be added to Template Repository in LRS/CalSAWS and C-IV.

Required Document Parameters:

Case Number, Program, Customer Name, Language

2.13.7 Add Form Print Options and Mailing Requirements

The following Print Options will be included for the SOC 814 Form:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
Y	Y	Y	N	Y	N

Mailing Requirements:

Mail-To (Recipient): Primary Applicant of the CAPI Program

Mailed From (Return): District Office Address

Mail-back-to Address: District Office Address

Outgoing Envelope Type: Standard

Return Envelope Type: Pre-Paid Envelope

2.14 LRS/CalSAWS: Add new CAPI Change NOA Reason fragment

2.14.1 Overview

This effort will update the NOA to generate on an individual basis instead of on a household basis. Each CAPI spouse will be noticed individually.

To address change in individual benefit amount we will need to add a new CAPI reason fragment. The CAPI change NOA with the new reason fragment will be generate for EDBC Benefit Months on or after September 2020 (This matches when the EDBC updates take effect).

State Form/NOA: Taken from State Form NA-692C (12/17)

Program(s): CAPI

Action Type: Change

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

New Languages:

English

Note: Threshold languages will be added with this SCR.

(Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Lao, Hmong, Russian, Spanish, Tagalog, Vietnamese)

2.14.2 Create Fragment XDP

Add new CAPI Reason Fragment.

NOA Mockups/Examples: See Supporting Documents #3

Description	Text	Formatting*
Static	Each member of an eligible couple must receive one-half of the couple's benefit amount when each member is eligible for CAPI.	Arial Font Size 10

Threshold languages:

English	Each member of an eligible couple must receive one-half of the couple's benefit amount when each member is eligible for CAPI.
Armenian	Իրավասու զույգի յուրաքանչյուր անդամ պետք է ստանա զույգի նպաստի գումարի մեկ կեսը, երբ յուրաքանչյուր անդամ իրավասու է CAPI-ի համար:
Cambodian	សមាជិកម្នាក់ៗនៃប្ដី/ប្រពន្ធដែលមានលក្ខណៈសម្បត្តិគ្រប់គ្រាន់ទទួលបានអត្ថប្រយោជន៍មួយកន្លះៈ ម្នាក់ៗនៃចំនួនទឹកប្រាក់របស់ប្ដី/ប្រពន្ធនៅពេលដែលសមាជិកនីមួយៗមានលក្ខណៈសម្បត្តិគ្រប់គ្រាន់ទទួលបានកម្មវិធី CAPI ។
Chinese	當夫婦雙方都符合領取CAPI的資格時, 每一位成員都必須領取夫婦福利的一半金額.
Farsi	هر یک از اعضای یک زوج واجد شرایط وقتی که هر یک از اعضا واجد شرایط CAPI باشند، باید نیمی از میزان مزایای زوج را دریافت کنند.

Korean	자격이 있는 부부의 각 구성원은 각자 CAPI에 대한 자격이 있는 경우 부부의 혜택 금액의 절반을 받아야 합니다.
Russian	Каждый член правомочной пары должен получить половину суммы пособия, если каждый участник имеет право на CAPI.
Spanish	Cada miembro de una pareja elegible para CAPI debe recibir la mitad de la cantidad de los beneficios cuando cada miembro es elegible.
Tagalog	Ang bawat miyembro ng isang karapat-dapat na mag-asawa ay dapat tumanggap ng kalahati ng halaga ng benepisyo ng mag-asawa kapag ang bawat miyembro ay karapat-dapat sa CAPI.
Vietnamese	Mỗi thành viên của một cặp vợ chồng hội-đủ-điều-kiện phải được nhận lãnh một nửa số lượng phúc lợi của cả hai vợ chồng, khi mỗi thành viên này hội-đủ-điều-kiện để được nhận hưởng trợ cấp CAPI.

2.14.3 Add CAPI Reason Fragment Generation

Generate the new CAPI Reason Fragment when there is a change in benefit amount of the participant in CAPI Couple case and following conditions are true:

- There is a person with the status of 'FRE' and type of 'Spouse'
- There is no previously existing EDBC for the program for the current Benefit month or the previous month
- EDBC Benefit Month is on or after <u>September</u> 2020.

Action Fragment:

Action Type	Fragment	Fragment ID
Change	CI_CH_ACTION2	4083

Message Fragment:

This Fragment will have an associated Message Fragment "Reporting Responsibilities". (See supporting documents #3)

Ordering on NOA: This reason fragment will generate immediately following the Action Fragment.

2.14.4 Add Regulations for new CAPI Reason fragment

The new reason fragment has associated Regulations. The following Regulations will be added when the Reason is generated on an NOA:

New Regulations: MPP 49-055.4

Existing Regulations will be translated into Threshold languages.

2.14.5 Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Reason Fragment.

NOA Reference on Document List Page: CAPI Couple Change NOA

NOA Title: NOTICE OF CHANGE CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)

NOA Title Requires Translations: Yes (Arabic, Cambodian, Chinese, Farsi, Lao, Hmong, Russian, Tagalog, Vietnamese)

NOA Footer: NA-692C (12/17)

NOA Footer Requires Translations: No

2.14.6 Translate relevant components into Threshold languages

Translate and add threshold languages version of all relevant components that will be generated with Threshold languages version of this reason fragment.

.

Type	Fragment Name	Fragment ID	Current Languages	Languages to add
Action-Change	CI_CH_ACTION2	4083	Armenian, English, Korean, Spanish, Russian	Arabic, Cambodian, Chinese, Farsi, Lao, Hmong, Tagalog, Vietnamese
Message	CI_CH_MESSAGE1	5079	Armenian, English, Korean, Spanish, Russian	Arabic, Cambodian, Chinese, Farsi, Lao, Hmong, Tagalog, Vietnamese
Template	CI_NOA_TEMPLATE	3029	Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese	Arabic, Lao, Hmong

NA Back 9	NA_BACK9_FRAGME NT	670	Armenian, Arabic, Cambodian, Chinese, English, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese	Lao, Hmong
Regulations	REGULATIONS_SECTIO N	1308	Armenian, Arabic, Cambodian, Chinese, English, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese	Lao, Hmong
NOA Title	CI_CH_NOA_TYPE	3117	Armenian, English, Korean, Spanish	Arabic, Cambodian, Chinese, Farsi, Lao, Hmong, Russian, Tagalog, Vietnamese

2.15 GR/CAPI Recoverable Batch (PB19F216, PB19F207)

2.15.1 Overview

This batch is to create or update GR/CAPI Recoverable Accounts to track how much GR/CAPI benefits are issued to an individual. When a CAPI couple's benefits are issued in one single payment, the batch splits the payment amount and posts it to each spouse's CAPI Recoverable Account.

Per MPP 49-055.3, each spouse should be paid separately for their CAPI benefits. Below describe required changes for the batch to track separate CAPI couple payments.

2.15.2 Description of Change

In both GR and CAPI programs, a benefit recipient has Role 'Mem' and Status 'Active'. Update batch to use the benefit recipient as the responsible party for issued GR/CAPI benefits. When there is one benefit recipient, post the whole payment amount to his or her GR/CAPI Recoverable Account.

Note: If couple benefits are issued for Retro months of old CAPI couple cases or for GR programs where both spouses are benefit recipients, the batch will follow current logic to post half of the payment amount to each spouse's CAPI Recoverable Account.

2.15.3 Execution Frequency

No Change

2.15.4 Key Scheduling Dependencies

No Change

2.15.5 Counties Impacted

Los Angeles County Only.

2.16 GR Recoverable Recoupment Logic on CAPI

2.16.1 Overview

While an individual's CAPI is pending, the individual may apply for GR in the interim. If GR is approved, the individual can receive benefits until CAPI is approved, and a GR Recoverable Account will be used to keep track of how much GR benefits were issued to the individual. When the CAPI are approved afterwards, the GR benefits will be recouped in the CAPI EDBC.

For a CAPI EDBC with both spouses aided in one program, the system will try to recoup both spouses' GR benefits. Below describe required changes for separate CAPI couple EDBC.

2.16.2 Description of Changes

In a CAPI EDBC, a benefit recipient has Role 'Mem' and Status 'Active'. Update system to recoup only the benefit recipient's GR benefits.

Note: For a retro month EDBC of old couple cases where both spouses are benefit recipients, the system will follow current logic to recoup issued GR benefits for both spouses.

2.16.3 Programs Impacted

CAPI only.

2.17 Recovery Account Detail in Create Mode from EDBC

2.17.1 Overview

When creating a Non-External Regular Recovery Account from EDBC, the system will automatically suggest Responsible Parties for CalWORKs, CalFresh, and General Assistance. Below describe the required changes to add automation of suggesting the Responsible Parties for CAPI programs.

2.17.2 Recovery Account Detail Mockup

Recovery Account Detail

✱ - Indicates required fields   [Save and Return] [Cancel]

Recovery Account Number: Recovery Account Type: Created By:
                                      Regular

Creation Date: Case Number: ✱   Case Name:
                                      0000000   Case Name

LEADER Claim Number:

Account Details

Program Type: Discovery Date: ✱   Assigned To: ✱
CAPI   [   ] 📅   Staff Name [Select]

Cause: ✱   Cause Date:
[- Select - ▼]   02/01/2020

Reason: ✱   Expiration Date:
[▼]

Status: ✱   Status Reason: ✱   Status Date:
Pending   In-Process   02/01/2020

Is this an ICT: ✱   Originating County: External:
[No ▼]   [▼]   No

Investigations: ✱
[- Select - ▼]   Fraud Identification Date:

Account Balance

Original Balance: $ 0.00
Total Recovered: $ 0.00
Current Balance: $ 0.00

Activities

Type	Status	Begin Date	End Date	
				[Select]

Responsible Party ✱

Persons:

Name	SSN	Tax Intercept	Status	TTC Account Number
Person 01	000-00-0001		Active	
Person 02	000-00-0002		Active	

Resources:

Name	Tax ID	Status

Figure 2.1.1 – Non-External Recovery Account Detail in Create Mode from EDBC

2.17.3 Description of Changes

On the Recovery Account Detail page when in Create Mode from EDBC and Program Type is CAPI, update the Responsible Party section to auto populate with all Program Persons age 18 or older.

Note: Currently the system applies the same logic to populate Responsible Parties when creating GA Recovery Accounts from EDBC.

2.17.4 Programs Impacted

CAPI only.

2.18 Update CAPI Approval NOA Generation Conditions

2.18.1 Overview

Update CAPI Approval NOA C701A to generate when one of the applicant is approved in their CAPI Couple case.

Action Fragment Name and ID:
CI_AP_ACTION2_EN.xdp / 4081
State Form/NOA: NA-693A
Current Program(s): CAPI
Current Action Type: Action
Current Fragment Level: Person

2.18.2 Updates to Fragment Generation

Generate CAPI Approval NOA C701A when one of the applicant is approved in their CAPI Couple case and following conditions are true:

- Primary applicant in their case has 'MEM' role and Active status.
- There is no GR recoverable account. (IAR Notice C702A is generated when there is GR recoupment payments)
- There is no previously existing EDBC for the program for the current Benefit month or the previous month
- EDBC Benefit Month is on or after August 2020.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

1	Correspondence	List of 24 CAPI NOA reasons no longer needed	 24 CAPI NOA reasons not needed _(
2	Correspondence	SOC 814 mockup	 SOC814.pdf
3	Correspondence	CAPI reason fragment (MPP 49-055.4)	 CAPI%20Fragment%20.docx
4	Correspondence	SOC 453 mockup	 SOC453.pdf
5	Correspondence	SOC 804 mockup	 SOC804.pdf

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.15	The LRS shall determine the effective start and end date of eligibility and the Redetermination, Recertification, and/or Annual Agreement period for all individuals for all applicable programs.	The System will PASS the CAPI Couple individuals on their own cases and issue the grants individually.

5   MIGRATION IMPACTS

NONE

6   OUTREACH

6.1   Lists

Provide a list of all Active couple CAPI cases. Additional columns to include CAPI Case Relationship, CAPI RE Due Date and associated CalFresh program case if the CAPI participant is active and in common. The workers need to take the action on these cases as per the instructions listed in the CIT based on the SCR release 20.07.

List Name:
CA-202055 Active CAPI Program couple Cases

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

Additional Column(s):
- Primary member name
- Primary member's CIN #
- Non-primary member name
- Non-primary member's CIN #
- CAPI Relationship
- CAPI RE Due Date
- Associated CalFresh Case Number
- Payment Method

Frequency: One-time after the implementation of the SCR

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2020>CA-202055
C-IV	N/A

7   APPENDIX

NONE

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-209221 | CIV-102606

Add State PINs to Integrated Service Payment / Valuable Detail Claiming Report

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Greg Deogracia
	Reviewed By	Justin Dobbs Jyothirmayi Chavata Kapil Santosh Naresh Barsagade Akira Moriguchi Christine Altavilla Himanshu Jain Sheryl Eppler Claudia Pinto

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/12/2019	1.0	Initial Release of the Design Document Containing Report Modifications.	Greg Deogracia
4/28/2020	1.1	Cosmetic update for Mockup to match Production	Greg Deogracia
6/15/2020	1.2	Cosmetic update for Mockup to match Production	Greg Deogracia

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1 OVERVIEW

These SCRs for C-IV and LRS are requests for improvements to the current reports that will assist in providing information to aid in, and more easily complete, county required state reports.

1.1 Current Design

The current Integrated Service Payment/Valuable Detail Claiming Report (Daily and Monthly) includes multiple total columns for the different data elements. However, the report does not include a total for a single transaction (row) on the Summary Tab. Also, the report does not include the state PIN and, does not include EBT expungements.

1.2 Requests

Requests from the SCR are divided into three areas;

a) Add transaction total on the Summary Page.

b) For claiming on the County Expense Claim (CEC), the counties use the state PINS. The reports include a pay code and fund code that the workers use to decrypt the state PINS that will be used. The pay code and fund code in this regard are not used for anything besides decrypting into the state PINS for completion of the CEC.

c) Include EBT expungements in both the Daily and Monthly Integrated Service Payment/Valuable Detail Claiming Report.

1.3 Overview of Recommendations

Modify the Integrated Service Payment/Valuable Detail Claiming Reports (Daily and Monthly) to include additional data columns, added EBT expungement transactions and adjust summary totals for ease of use and include expungement information.

1.4 Assumptions

1. No Impact to other Fiscal Reports.

2. The data set size of Excel report worksheets will not exceed 65,500 rows.

3. Excel reports implemented via RTF Data can exceed 65,500 rows under presentation restrictions but not exceed 1.2 million rows.

4. Development will include accommodation for update of State PINs to 8 digits per SCRs CA-210119 and CIV-104879 in the future.

2 RECOMMENDATIONS

This section describes the requirements and design changes.

2.1 Integrated Service Payment / Valuable Detail Claiming Report Mockup (Daily) - C-IV and LRS

Figure 2.1.1.1 – Transaction Summary Worksheet

Figure 2.1.1.2 – Fund Code Summary Worksheet

Figure 2.1.1.3 – Details Worksheet

*Note: C-IV version of a Report will display the C-IV logo in the worksheets and LRS logo will display in the LA County version as required.

2.2 Integrated Service Payment / Valuable Detail Claiming Report Mockup (Monthly) - C-IV

Figure 2.2.1.1 – Transaction Summary Worksheet

Figure 2.2.1.2 – Fund Code Summary Worksheet

Figure 2.2.1.3 – Details Worksheet

2.3 Integrated Service Payment / Valuable Detail Claiming Report Mockup (Monthly) - LRS

Figure 2.3.1.1 – Sheet 1 Worksheet

Figure 2.3.1.2 – Sheet 2 Worksheet

Figure 2.3.1.3 – Sheet 3 Worksheet

2.4   Description of Change

1. All Reports; Integrated Service Payment (Monthly) and Integrated Service Payment (Daily); All Worksheets, add; "Run Date:" to the Workseet Header.
   a. Formatted as: MON-DD-YY HH:MM AM/PM.

2. All Reports; Integrated Service Payment (Monthly) and Integrated Service Payment (Daily), All Detail Worksheets;
   a. Add a new "State PIN" column to the right of the "Pay Code" column.

Element	Description
State PIN	The pay code, fund code, county code and program code are used for identifying State PINS. If State PIN is not available, the entry will be blank.

3. All Reports; Integrated Service Payment (Monthly) and Integrated Service Payment (Daily); Transaction Summary and Detail worksheets;
   a. Update the logic to include Expungement transaction information. The Transaction Category column will populate with 'Unclaimed' if the expungement for the Service Payment issuance has not been claimed. If the Expungement has been claimed, the Transaction Category column will populate with 'Claimed'.
   All columns on the report will populate based on information for the issuance that was expunged.
   b. Remove "Transaction Type Total" and "Need Category Total" columns.
   c. Rename "Pay Code Total" to "Total".
   d. Calculate "Total" for each data entry line for; Transaction Category, Transaction Type, Fund Code, Pay Code, Need Category, Need Type, Issuance Method, Employed.

4. **LRS Development Only; Daily and Monthly report:** Per SCR 53070 (C-IV); update CalFresh-specific Fiscal Reports to exclude all SUAS issuances Pay Codes "L2" and "L3". (SCR 53070 Fiscal Reports to Exclude SUAS payments).   (Notice; action complete in C-IV, see Appendix a)

2.4.1 Report Location

- **Global Navigation:** Reports
- **Local:** Scheduled
- **Task:** Fiscal
- **Report Search:** Integrated Service Payment / Valuable Detail Claiming Report (Daily)

    - Or-

- **Report Search:** Integrated Service Payment / Valuable Detail Claiming Report (Monthly)

2.4.2 Counties Impacted

All counties on LRS or C-IV.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1		Integrated Service Payment / Valuable Detail Claiming Report (Daily) (Note; Logo Requirements)	Integrated Service Payment _ Valuable
2		Integrated Service Payment / Valuable Detail Claiming Report (Monthly) – C-IV	Integrated Service Payment _ Valuable
3		Integrated Service Payment / Valuable Detail Claiming Report (Monthly) – LRS	Integrated Service Payment _ Valuable
4		Data Example Integrated Service Payment / Valuable Detail Claiming Report (Note; Mock Data not reconciled)	DATA EXAMPLE_2-Integrated Service Pa

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.2.1	The LRS shall produce reports daily, weekly, monthly, quarterly, semi-annually, annually, and as needed, as specified by COUNTY.	This SCR is enhancing the existing reports as needed by the counties.

4.2   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
N/A			

5   MIGRATION IMPACTS

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

6   OUTREACH

Include outreach to Training upon document approval for content review.

7 APPENDIX

Appendix

   a) Code examples, reference paragraph 2.1.1

LRS

```
641  where claim_hist.county_code = :P_COUNTY_ID
642         and trunc(claim_hist.trans_date)= to_date(to_char(trunc(:P_DATE), 'yyyy/mm/dd'), 'yyyy/mm/dd')
643         and claim_hist.pgm_code != 'CC'                          /*SCR 13687 REMOVE CHILD CARE PAYMENTS FROM REPORT*/
644         and claim_hist.trans_type_code in ('CP', 'RS', 'SP', 'RV', 'VA', 'VL', 'SJ')
645         and (claim_hist.pay_code <> 'L1' or claim_hist.pay_code is null)
646       /*JOIN THE DECODES*/
647        and claim_hist.serv_cat_code = categorydecode.code(+)
648        and claim_hist.serv_type_code = typedecode.code(+)
649  Union All
650  select null, null, null, null, null, null, null, null, null, 1
```

C-IV

```
652  where claim_hist.county_code = :P_COUNTY_ID
653         and trunc(claim_hist.trans_date)= to_date(to_char(trunc(:P_DATE), 'yyyy/mm/dd'), 'yyyy/mm/dd')
654         and claim_hist.pgm_code != 'CC'                          /*SCR 13687 REMOVE CHILD CARE PAYMENTS FROM REPORT*/
655         and claim_hist.trans_type_code in ('CP', 'RS', 'SP', 'RV', 'VA', 'VL', 'SJ')
656         and (claim_hist.pay_code not in ('L1', 'L2', 'L3') or claim_hist.pay_code is null)
657       /*JOIN THE DECODES*/
658        and claim_hist.serv_cat_code = categorydecode.code(+)
659        and claim_hist.serv_type_code = typedecode.code(+)
660  Union All
```

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-214990 | DDID-2578

Add CSF 105 – Appointment Letter

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Pramukh Karla
	Reviewed By	Raj Devidi

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/12/2020	1.0	Original	Pramukh Karla
05/29/2020	2.0	Update design document to fix DEL comments	Pramukh Karla

Table of Contents

1 OVERVIEW

The purpose of this change is to add CSF 105 – Appointment Letter to LRS/CalSAWS Template Repository and generate the form from Customer Appointment Detail page for 57 counties excluding Los Angeles county.

1.1 Current Design

CSF 105 – Appointment Letter does not exist in LRS/CalSAWS.

1.2 Requests

Add CSF 105 - Appointment Letter to the LRS/CalSAWS to be able to generate from Template Repository and Customer Appointment Detail page.

1.3 Overview of Recommendations

1. Add CSF 105 form to LRS/CalSAWS Template Repository.
2. Update Customer Appointment Detail page to be able to generate CSF 105 form for 57 counties excluding Los Angeles county.
3. ~~Imaging barcode on CSF 105 will be added with SCR CA-207108 (DDID 2302 – Updates to Standardized Bar Codes)~~

1.4 Assumptions

1. CSF 105 form will have the LRS/CalSAWS Standard Header.
2. Comments section on CSF 105 will not be translated to threshold languages.

2 RECOMMENDATIONS

2.1 Add CSF 105 – Appointment Letter to Template Repository

2.1.1 Overview

This effort is to add CSF 105 to the LRS/CalSAWS Template Repository.

State Form: CSF 105
Programs: All
Attached Forms: N/A
Forms Category: Form

Languages: English, Spanish

2.1.2 Description of Changes

Create a new CSF 105 – Appointment Letter that can be generated from Template Repository.

1. Create CSF 105 form XDP with just 1 impression.

   Form Header: LRS/CalSAWS Standard Header
   Form Title: Appointment Letter
   Form Number: CSF 105
   Include NA Back 9: No
   Form Mockup/Example: See Supporting Document #1

2. Add the CSF 105 – Appointment Letter to Template Repository. The following document parameters will be required:

   Required Form Input: Case Number, Customer Name, Program, and Language.

3. Populate the following elements on the CSF 105 when the form is triggered from Template Repository.

Section	Field	Description	Comments
LRS/CalSAWS Standard Header	Date	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Date form is mailed
LRS/CalSAWS Standard Header	Case Name	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Name of Primary applicant
LRS/CalSAWS Standard Header	Case Number	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Case number

LRS/CalSAWS Standard Header	Worker Name	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Name of the worker
LRS/CalSAWS Standard Header	Worker ID	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Worker ID of the worker
LRS/CalSAWS Standard Header	Worker Phone number	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Phone number of the worker
LRS/CalSAWS Standard Header	Customer ID	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Customer ID
LRS/CalSAWS Standard Header	Mailed to Address	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case	Primary applicant's Name and Address
LRS/CalSAWS Standard Header	Return Address	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case	Address of the District Office
<9>	Text between "Appointment Type" and	Text to populate – English - "If your appointment is in a	CSF 105 form body will only populate this variable when

Commented [MA1]: Pramukh, so when the user generates it via the Template Repository the user will be responsible for completing <1-8> and <9> will populate the text you mentioned under Description, so this text will be static when triggering through TTemp. Repository correct?

Commented [PK2R1]: @Maria Jensen Yes, that is correct. This is exactly how we have it in C-IV currently.

	"Please bring the verification…" Checkbox	County office, please bring this letter with you to your appointment." Spanish – "Si su cita es en una oficina del condado, por favor lleve esta carta a su cita."	the form is generated from Template Repository. This field will be non-editable.

4. Add the following barcode options to the CSF 105 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	YN

5. Add the following print options for the CSF 105 Form:

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

Mailing Requirements:
Mail-To (Recipient): Primary Applicant of the Selected Program
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Return Envelope Type: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to YBN/C4Y: Yes

2.2 Update Customer Appointment Detail page to generate CSF 105 form

2.2.1 Overview

With this effort CSF 105 form will be triggered from Customer Appointment Detail Page when checking the "Print Appointment Letter" Checkbox for 57 counties excluding Los Angeles county.

2.2.2 Description of Changes

Update Customer Appointment Detail page to generate CSF 105 for 57 counties excluding Los Angeles county when "Print Appointment Letter is checked.

1. Populate the following elements dynamically on the CSF 105 when the form is triggered from Customer Appointment Detail page.

Section	Field	Description	Comments
LRS/CalSAWS Standard Header	Date	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Date form is mailed
LRS/CalSAWS Standard Header	Case Name	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Name of Primary applicant
LRS/CalSAWS Standard Header	Case Number	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Case number
LRS/CalSAWS Standard Header	Worker Name	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Name of the worker
LRS/CalSAWS Standard Header	Worker ID	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Worker ID of the worker

Formatted Table

LRS/CalSAWS Standard Header	Worker Phone number	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Phone number of the worker
LRS/CalSAWS Standard Header	Customer ID	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case.	Customer ID
LRS/CalSAWS Standard Header	Mailed to Address	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case	Primary applicant's Name and Address
LRS/CalSAWS Standard Header	Return Address	Part of Standard Mailing Header. Editable when a blank form is generated. Pre-populated and Static when form is generated in the context of a case	Address of the District Office

Following variables will be populated on CSF 105 form when generated from Customer Appointment Detail page.

Section	Field	Description	Editable Y/N
<1>	Dear	Customer Name	Y
<2>	The following Attendees	Attendees from Customer Appointment Detail page. If multiple attendees follow the below format: Attendee 1, Attendee 2, …	Y

<3>	Appointment on	Begin Date from Customer Appointment Detail page Format: MM/DD/YYYY	Y
<4>	at	Begin Time from Customer Appointment Detail page Format: HH:MM	Y
<5>	with	Staff Name from workers section on Customer Appointment Detail page. If multiple workers exist populate the first worker assigned to the appointment.	Y
<6>	Location	**Appointment Categories**	**Text to Populate**	
		Telephone Interview	**English** - "THIS IS A TELEPHONE INTERVIEW. THERE IS NO NEED TO COME TO THE OFFICE." **Spanish** – "ESTA ES UNA ENTREVISTA TELEFÓNICA. NO HAY NECESIDAD DE VENIR A LA OFICINA."	Y
		Telephone CW/CF RE Interview	**English** - "THIS IS A TELEPHONE INTERVIEW. THERE IS NO NEED TO COME TO THE OFFICE. If you prefer to be interviewed in person, please call your worker at the number above for an appointment." **Spanish** – "ESTA ES UNA	Y

		ENTREVISTA TELEFÓNICA. NO HAY NECESIDAD DE VENIR A LA OFICINA. Si usted prefiere ser entrevistado en persona, por favor llame a su trabajador(a) al número mencionado arriba para una cita."	
		If not Telephone Interview or Telephone CW/CF RE Interview	Office and Location values from Customer Appointment Detail page	Y
<7>	Duration	Duration from Customer Appointment Detail page Example format: 2 Hours 5 Minutes	Y
<8>	Appointment Type	Category from Customer Appointment Detail page Populate the Appointment Type Variable in the following format if the Category is "Telephone CW/CF RE Interview": Telephone CW/CF RE Interview <TAB SPACE> <Phone Number> Note: If multiple phone numbers exist for a Customer, populate only one phone number. Select the phone number from the following phone number type hierarchy: 1) Main 2) Home	Y

		3) Cell 4) Work		
<9>	Text between "Appointment Type" and "Please bring the verification…" Checkbox	**Appointment Category**	**Text to Populate**	
		Telephone CW/CF RE Interview	**English** - "We will call you at the number above. If the number is not correct, you must call us and provide a number where you can be reached for your interview. It is very important that we are able to reach you. You may also want to provide an alternative phone number where you can be reached. County phone numbers may be blocked. If your phone does not accept blocked numbers, you may miss the phone call for your telephone interview, and your benefits may be delayed. You will have to reschedule your interview. If you miss the phone interview, call your worker at the number	N

			above or go to the above office to reschedule your interview."	
			Spanish – "Nosotros le llamaremos al número de teléfono mencionado anteriormente. Si el número no es el correcto, usted tiene que	
			llamarnos y proporcionar un número en dónde podemos llamarle para su entrevista. Es muy importante que nosotros nos	
			podamos comunicar con usted. Usted también puede proporcionar un número de teléfono alternativo en donde lo	
			podamos localizar. Es posible que los números de teléfono del Condado estén bloqueados. Si su teléfono no acepta	
			números bloqueados, es	

		posible que pierda la llamada para su entrevista por teléfono, y posiblemente sus beneficios se demoren. Usted tendrá que programar otra vez su entrevista. Si pierde la entrevista por teléfono, llame a su trabajador al número que aparece en la parte superior o vaya a la oficina mencionada anteriormente para volver a programar su entrevista."	
	If not Telephone CW/CF RE Interview	**English –** "If your appointment is in a County office, please bring this letter with you to your appointment." **Spanish –** "Si su cita es en una oficina del condado, por favor lleve esta carta a su cita."	N
<10>	Comments	Appointment Letter Comments from Customer Appointment Detail page	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 105	CSF_105_EN.pdf CSF_105_SP.pdf

4   REQUIREMENTS

4.1   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2578	The CONTRACTOR shall migrate the ADM 102 CIV - Appointment Letter to the CalSAWS Software with the following updates: 1) Add the CalSAWS standard header information 2) Update form title from "ADM 102 C-IV Appointment Letter" to "CalSAWS Appointment Letter" 3) Update the sentence "If your appointment is in a County office, please bring this letter with you to your appointment to help with the check in process" to "If your appointment is in a County office, please bring this letter with you to your appointment." 4) Update the form number from "ADM 102 CIV" to CalSAWS standard naming/numbering format The CONTRACTOR shall migrate into the	1. Estimate is for migrating the form in English and Spanish along with updating the online trigger for 57 counties. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With SCR CA-214990, CSF 105 – Appointment Letter is being added to the LRS/CalSAWS, where it can be generated from Template Repository page and Customer Appointment Detail page.

	CalSAWS Software the C-IV functionality (online trigger) that generates an appointment letter (ADM 102) from the Appointment Detail page using the Print Appointment Letter checkbox on the Customer Appointment Detail page. The ADM 102 will render when the online page is saved. The functionality will be made available for the 57 Counties. NOTE: The CW 2200 will continue to render for Los Angeles county only. See template titled "Updates for ADM 102" for formatting and content.		