

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-214352 | DDID 374

Update Homeless Assistance Notices of Action  
for Money Management changes

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/25/2020	1.0	Initial Revision	Rainier Dela Cruz
05/11/2020	2.0	Updates from QA feedback	Rainier Dela Cruz
05/19/2020	3.0	Updates from Build Team feedback: specified the Money Management amount is displayed on the EDBC Summary page.	Rainier Dela Cruz
05/26/2020	4.0	Updates from Deliverable comments.	Rainier Dela Cruz
06/03/2020	5.0	Updated to add example scenarios.	Rainier Dela Cruz
06/17/2020	6.0	Updated the design document to remove the Homeless Perm Budget recommendation. As part of the content revision for CA-207463, the money management amount and potential benefit amount were switched. As a result, the potential benefit amount shows the full amount. Updated the design document to clarify which money management amount.	Rainier Dela Cruz
07/20/2020	7.0	Updated the clarification about where to get the money management amount.	Rainier Dela Cruz
07/24/2020	8.0	Added design clarifications to Sections 2.2.3 and 2.2.4 and removed example scenarios.	Rainier Dela Cruz
08/04/2020	9.0	Removed recommendation #4 and #5. These recommendations will be part of SCR CA-211293	Rainier Dela Cruz

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# 1 OVERVIEW

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CA-207463 DDID 374 added Money Management functionality to the Homeless Assistance (HA) program in order to issue single party checks to vendors without the Payee/Case name, split Utility payments, and issue the remainder amount of a Homeless Temporary (HT) payment to the Customer when the hotel cost is less than the amount issued.

## 1.1 Current Design

The Authorized Amount populates on the Homeless Permanent (HP) approval Notice of Action (NOA) and the HT approval, benefit change, and supplement NOAs. The Authorized Amount on the Homeless Permanent or Homeless Temporary EDBC is determined by subtracting the Previous Potential Benefit and Overpayment Adjustment Amount, if any, from the Potential Benefit Amount. The Potential Benefit Amount is determined by subtracting the Money Management amount and any penalties from the Aid Payment amount. If the Money Management amount is the same amount as the Aid Payment amount, it can result in a zero-dollar Authorized Amount. Since the Authorized Amount is displayed on certain HA NOAs, the NOAs will show a zero-dollar amount.

## 1.2 Requests

Update the population logic of the action and budget fragments that generate on Homeless Assistance NOAs to display Authorized Amount as the summation of the Authorized Amount and the Money Management amount.

## 1.3 Overview of Recommendations

1. Update the population logic of the action fragment that generate on the HP approval NOA to display the summation of the Authorized Amount and the Money Management amount when there is a Money Management record for the benefit month.
- ~~2. Update the population logic of the budget fragment that generate on the HP approval NOA to display the summation of the Potential Benefit amount and the Money Management amount when there is a Money Management record for the benefit month.~~
3. Update the population logic of the action and budget fragments that generate on the HT approval, benefit change, and supplement NOAs to display the summation of the Authorized Amount and the Money Management amount when there is a Money Management record for the benefit month.
4. Update the Benefit Change NOA rule to not trigger a HT benefit change NOA when the only change between the previous benefit month and the current benefit month is a change in the Money Management amount.
5. Update the Supplement NOA rule to not trigger a HT supplement NOA when the only change is a change in the Money Management amount within the same benefit month.

## 1.4 Assumptions

N/A

## 2 RECOMMENDATIONS

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### 2.1 Updates to Homeless Permanent Fragments

#### 2.1.1 Overview

There are fragments on the Homeless Permanent approval NOA that populate the Authorized Amount and the Potential Benefit amount. Update the population logic of those fragments to display the correct amount when there is a Money Management record for the benefit month.

#### 2.1.2 Description of Change

1. Update the population logic of the action fragment below to populate the sum of the Authorized Amount and the Money Management amount.

**Fragment Name:** CW\_AP\_ACTION5

**Fragment Id:** 4069

**Current Action Type:** Approval

**Current Fragment Level:** Program

**Existing Language:** English, Spanish, Armenian, Cambodian, Chinese, Filipino/Tagalog, Korean, Russian, Vietnamese

The fragment has the following verbiage:

Description	Text	Formatting
Static	YOU CAN GET HOMELESS AID ONLY ONCE EVERY 12 MONTHS UNLESS YOU MEET AN EXCEPTION. As of <EffectiveApprovalDate>, the County has approved your request for Permanent Housing. The amount of your homeless aid is <HomelessAid>.	Arial Font Size 10

Update the population logic to use the sum of the Authorized Amount and the Money Management amount when populating the Authorized Amount on the action fragment when the program is Homeless Permanent. The Money Management amount is displayed on the EDBC Summary page.

Variable	Description	Population
HomelessAid	The Authorized Amount.	Populate with the sum of the Authorized Amount and the Money Management amount, specifically the total vendor

		authorized amount, when the program is Homeless Permanent.
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2. Update the population logic of the budget fragment below to populate the sum of the Potential Benefit amount and the Money Management amount.

**Fragment Name:** BUDGT\_HA\_AP\_PERM

**Fragment Id:** 905

**Current Action Type:** Approval

**Current Fragment Level:** Program

**Existing Language:** English, Spanish, Armenian, Cambodian, Chinese, Filipino/Tagalog, Korean, Russian, Vietnamese

The fragment has the following verbiage:

**Permanent Housing Move in Costs**

You have been approved for permanent homeless assistance because your rent is less than 80% of your total monthly household income.

**Your Actual Cost of Housing**

Last Month's Rent		_____
Security Deposits	+	_____
Utility Deposits	+	_____
Your Total Move In Costs	=	_____

Amount of Monthly Rent	_____
80% of Total Monthly Household Income	_____
Number of Months:	_____
	x 2
	_____
	=
Amount of Utility Deposits	+ _____

Most homeless assistance you can get = \_\_\_\_\_

Update the population logic to use the sum of the Potential Benefit amount and the Money Management amount when populating the maximum aid amount ('Most homeless assistance you can get' line item) on the budget.

Variable	Description	Population
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<b>HaMaxHomelessAid</b>	The potential benefit amount.	Populate with the sum of the Potential Benefit amount and the Money Management amount.
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## 2.2 Updates to Homeless Temporary Fragments

### 2.2.1 Overview

There are fragments on the Homeless Temporary approval, supplement, and benefit change NOAs that populates the Authorized Amount. Update the population logic of those fragments to display the correct amount when there is a Money Management record for the benefit month.

### 2.2.2 Description of Change

1. Update the population logic of the action fragment below to populate the sum of the Authorized Amount and the Money Management amount.

**Fragment Name:** CW\_AP\_ACTION6

**Fragment Id:** 4070

**Current Action Type:** Approval, Supplement, Benefit Change

**Current Fragment Level:** Program

**Existing Language:** English, Spanish, Armenian, Cambodian, Chinese, Filipino/Tagalog, Korean, Russian, Vietnamese

The fragment has the following verbiage:

Description	Text	Formatting
<b>Static</b>	YOU CAN GET HOMELESS AID ONLY ONCE EVERY 12 MONTHS UNLESS YOU MEET AN EXCEPTION. As of <EffectiveApprovalDate>, the County has approved your request for Temporary Shelter. The amount of your homeless aid is <HomelessAid>.	Arial Font Size 10

Update the population logic to use the sum of the Authorized Amount and the Money Management amount when populating the Authorized Amount on the action fragment when the program is Homeless Temporary.

Variable	Description	Population
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<b>HomelessAid</b>	The Authorized Amount.	Populate with the sum of the Authorized Amount and the Money Management, specifically specifically the total vendor authorized amount, when the program is Homeless Temporary.
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2. Update the population logic of the budget fragment below to populate the sum of the Authorized Amount and the Money Management amount.

**Fragment Name:** BUDGT\_HA\_AP\_TEMP

**Fragment Id:** 909

**Current Action Type:** Approval

**Current Fragment Level:** Program

**Existing Language:** English, Spanish, Armenian, Cambodian, Chinese, Filipino/Tagalog, Korean, Russian, Vietnamese

The fragment has the following verbiage:

**Temporary Shelter**

Temporary Shelter Aid Per Night: \_\_\_\_\_  
 Number of Nights:                   x \_\_\_\_\_  
 Total Temporary Shelter:            = \_\_\_\_\_

If you are still homeless after your temporary shelter aid stops, you may be able to get permanent housing aid when you find a place to live. You can get permanent housing aid if your rent is no more than 80% of your total monthly household income (TMHI). 80% of your TMHI is . If your income changes this amount could change. When you find a place to live, get a signed statement or rental agreement from the landlord telling how much your rent will be.

Update the population logic to use the sum of the Authorized Amount and the Money Management amount when populating the total temporary shelter amount ('Total Temporary Shelter' line item) on the budget.

Variable	Description	Population
<b>HaTotalTemporaryShelter</b>	The Authorized Amount.	Populate with the sum of the Authorized Amount and

		the Money Management amount, specifically the total vendor authorized amount.
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3. Update the following rule: **\_950BenefitChange**. Update the rule to not trigger a benefit change NOA when the change in authorized amount between the previous benefit month and the current benefit month is caused by a change in the Money Management amount, specifically the total vendor authorized amount. Update the rule as follows:
- a. Find the authorized amount and the Money Management amount from the previous EDBC and add the two amounts together.
  - b. Find the authorized amount and the Money Management amount from the current EDBC and add the two amounts together.
  - c. Compare the total amount from the previous EDBC with the total amount from the current EDBC and generate a benefit change NOA if the amounts are different.

This update to the rule will allow the benefit change NOA to continue generating as before and not affected by the Money Management amount.

4. Update the following rule: **\_950Supplement**. Update the rule to not trigger a supplement NOA when the only change in the authorized amount is due to a change in the Money Management amount, specifically the total vendor authorized amount, within the same benefit month. Update the rule as follows:
- a. Find the authorized amount and the Money Management amount from the current EDBC and add the two amounts together.
  - b. If the total amount is greater than zero dollars and the current EDBC is a recalculated EDBC, generate a supplement NOA.

This update to the rule will allow the supplement NOA to continue generating as before and not affected by the Money Management amount.

### 3 REQUIREMENTS

#### 3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
374	<p>The Contractor shall update the Homeless Assistance functionality as follows:</p> <ol style="list-style-type: none"> <li>1) Add the ability to evaluate for the Homeless Permanent program that the total monthly household income (TMHI) is at or below the approved State Standard percentage (currently 80%) and the rent amount should be broken out month by month for 2 months separately for each month on the Expense Amount Detail page for the expense category of shelter and expense type homeless-past due rent. Generate a Denial Notice of Action if the back rent amount exceeds TMHI.</li> <li>2) Add Money Management functionality for Homeless Permanent and Homeless Temporary in order to:               <ol style="list-style-type: none"> <li>a) Issue single party checks to vendors without the Payee/Case name (e.g., landlord, hotel, utility company).</li> <li>b) Split Utility Payments.</li> <li>c) Issue the remainder amount of the Temporary Homeless payment to the customer when hotel cost is less than the amount issued.</li> </ol> </li> <li>3) Add the ability to issue Homeless Assistance vouchers for the service arrangement types in C-IV that allow voucher payments.</li> </ol>	<p>The Past Due Rent eligibility rules that evaluate whether the total monthly household income (TMHI) is below the approved State Standard percentage (currently 80%) and that break out the rent amount for each month for a maximum of 2 months will be developed in accordance to regulation 44-211.531B.</p>	<p>HT/HP NOA logic updated as a result of changes to the Authorized Amount made in CA-207463.</p>