

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-212912 | CIV-106461

CalWORKs Change in Earned Income Disregard (EID) and Income Reporting Threshold (IRT) Tier 2

DOCUMENT APPROVAL HISTORY		
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/18/2020	1.0	Initial Draft of the artifact	Josias Caveto
12/10/2020	1.1	Added additional NOA SCRs to Assumptions Updated to the forms listed as part of the draft ACL	Nithya Chereddy
2/15/2021	1.3	Added Content Revision updates	Nithya Chereddy Jason Francis
2/16/2021	1.4	Added Design Clarification to remove that won't generate with the updated EID value	Nithya Chereddy

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1 OVERVIEW

Per ACL 19-76 effective on June 1, 2021, the Earned Income Disregard (EID) for CalWORKs (CW) applicant and recipients will increase from \$500 to \$550. Under current system functionality, the net non-exempt income (NNI) used to determine the Assistance Unit's (AU) Maximum Aid Payment (MAP) is calculated by disregarding the first \$500 of disability-based unearned income (DBI).

Per Consortium Request for Policy Clarification (CRPC) #2225, the Tier 2 Income Reporting Threshold (IRT) is based on the Assistance Unit Size rather than the Family Unit Size.

1.1 Current Design

1. The CW Disability Based Earned Income Disregard is \$500.
2. The CW Disability Based Unearned Income Disregard is \$500.
3. The NNI that is used to determine the AU's MAP is calculated by disregarding the first \$500 of the Disability Based Income (DBI) and/or any earned income and 50 percent of any remaining earned income.
4. When calculating the MAP, if the AU has earned income only, the first \$500 and 50 percent of the remaining earned income is disregarded.
5. The CW Tier 2 IRT is calculated based on 130% of the Federal Poverty Level (FPL) values for current year, using the Family Unit Size, which includes both active assistance and non-assistance household members.

1.2 Requests

1. Effective June 1, 2021, update the disregard amounts from \$500 to \$550.
2. Regression test the forms/NOAs which populate Disability Based Unearned Income Disregard, Disability Based Earned Income Disregard values.
3. Update the Tier 2 Income Reporting Threshold (IRT) based on the Assistance Unit Size rather than the Family Unit Size.
4. The CW Tier 2 IRT is calculated per the 130% of FPL, based on the Assistance Unit Size, which includes only active assistance household members.

1.3 Overview of Recommendations

1. Effective June 1, 2021, update the CW Disability Based Earned Income Disregard (CT 335 – AI) from \$500 to \$550.
2. Effective June 1, 2021 update CW Disability Based Unearned Income Disregard (CT 335 – 53) from \$500 to \$550.
3. Regression test the forms/NOAs which populate Disability Based Unearned Income Disregard, Disability Based Earned Income Disregard values.
4. Update the Tier 2 IRT based on the Assistance Unit Size rather than the Family Unit Size.

5. Update Tier 2 IRT in New IRT Calculation section of the CalWORKs EDBC Summary Page based on the Assistance Unit Size rather than the Family Unit Size.

1.4 Assumptions

1. The impacted cases in which the user has not yet run EDBC with the new EID will be updated through a batch EDBC process, refer to SCR CA 213719/CIV-106463.
2. A SAR 2 form will be generated to inform households of their new IRT.
3. SCRs CA-217804/CIV-107563 will implement correspondence changes due to ACL 19-76E II.
4. SCRs CA-222540/CIV-108388 will implement new and revised forms to reflect the Income Disregard Increase to \$550, per Senate Bill 80.
5. SCRs CA-209033 CIV-104383 updated the static DBI/EID values to a variable. This SCR will regression test the variable value in all the impacted forms (Recommendation 2.2).

2 RECOMMENDATIONS

2.1 Update the CW Disability Based Earned Income Disregard (CT 335 – AI) and CW Disability Based Unearned Income Disregard (CT 335 – 53) to \$550, effective June 1, 2021.

2.1.1 Overview

The Disability Based Earned and Unearned Income shall reflect the new policy (ACL 19-76). The Disability Based Earned Income and Disability Based Unearned income disregard amounts will be updated from \$500 to \$550. the NNI that is used to determine the AU's MAP is calculated by disregarding the first \$550 of DBI and/or any earned income and 50 percent of any remaining earned income

2.1.2 Description of Changes

1. Effective June 1, 2021, update the values from \$500 to \$550 for the following disregard records,
 - a. CW Disability Based Unearned Income Disregard (CT 335 – 53)
 - b. CW Disability Based Earned Income Disregard (CT 335 – AI)

Note: Per ACL 19-76 effective June 1, 2022, the EID values will be increased \$600, this change will be implemented through SCR CA-212913.

2.1.3 Programs Impacted

1. CW, RCA, DV, IN, KG, HP, HT

2.2 Regression test the Forms/NOAs

2.2.1 Overview

The SCR CA-209033, CIV-104383 updated the EID value to \$500 effective June 1st, 2020. With this SCR the EID value is being updated to \$550 as of June 1st, 2021. This effort is to regression test the forms/NOAs which populate the EID/DBI values to make sure the correct EID/DBI value gets populated on the impacted forms.

2.2.2 Description of changes

1. Following is the list of C-IV NOAs to regression test.
 - a. BUDGT_CW_APPROVAL_AR
 - b. BUDGT_CW_APPROVAL_SAR
 - c. ~~BUDGT_CW_RCA_APPROVAL~~

- ~~d. BUDGT_CW_RCA_SUPPLEMENT~~
- ~~e.c. BUDGT_CW_SUPPLEMENT_AR~~
- ~~f.d. BUDGT_CW_SUPPLEMENT_SAR~~
- ~~g.e. BUDGT_IN_INCOME_DENIAL~~
- ~~h. RSN_INCOMEDISREGARD_CHANGE~~
- ~~i. RSN_INCOMEDISREGARD_DISC~~
- ~~j. RSN_MAP_INCOMEDISREGARD_CHANGE~~
- ~~k. RSN_MAP_INCOMEDISREGARD_DISC~~

2. Following is the list of forms to regression test in CIV
 - a. M44-316E
 - b. M44-316SAR
 - c. NA1239AR
 - d. NA1242
 - e. NA200
 - f. NA274_E
 - g. NA281
 - h. NA281A
 - i. SAWS2ASAR
 - j. NA845
 - k. CW2218
 - l. NA1239SAR
3. Following is the list of CalSAWS Fragments to test.
 - a. BUDGT_CW_APPROVAL_SAR_EN
 - b. BUDGT_CW_NA274G_EN
 - c. NA 1242
 - d. NA200
4. Following is the list of forms to regression test in CalSAWS
 - a. M44-316E
 - b. SAWS2ASAR
 - c. NA840
 - d. NOA290
 - e. OPCALCULATION
 - f. WFPI274
 - g. CW2218
 - h. NA274G
 - i. NA1239SAR

2.3 C-IV Only: DBI/EID Form updates

2.3.1 Overview

The following forms are not populating the updated EID value of \$550 in the forms.

1. NA301_02, NA301_04, NA301_06, NA301_08, NA301_10, NA301_12
2. NA303_02, NA303_04, NA303_06, NA303_08, NA303_10, NA303_12

3. NA 816
4. NA 817
5. NA 840

2.3.2 Description of Changes

Update the population logic to reflect the updated EID value based on the EDBC begin month for the NA 301 CIV and NA 303 CIV forms.

Update the population logic to reflect the updated EID value based on the form generation date for the NA 816, NA 817, NA 840 forms.

2.4 Update the CW Tier 2 IRT based on the Assistance Unit Size rather than the Family Unit Size.

2.4.1 Overview

The CW Tier 2 IRT is calculated based on 130% of Federal Poverty Level (FPL) values for current year. This lookup is based on the Family Unit Size, which includes both active assistance and non-assistance household members.

2.4.2 Description of Changes

1. Update the CW EDBC to determine the Tier 2 IRT by applying the FPL based on the Assistance Unit Size.

Note: The IRT Tier 2 calculation effective prior to 6/2020 (ACL 19-76) is unaffected.

2.4.3 Programs Impacted

CW, RCA

2.5 Update Tier 2 IRT in New IRT Calculation section of the CalWORKs EDBC Summary Page (CalSAWS Only)

2.5.1 Overview

On the CalWORKs EDBC Summary page, a New IRT Calculation section will display if the EDBC recalculated the IRT for the program. This section dynamically displays the Tier 2 calculation based on the 130% FPL for the household size. Currently in CalSAWS, the calculation uses the Family Unit Size for the 130% FPL lookup. This calculation already works as expected in C-IV.

2.5.2 CalWORKs EDBC Summary - New IRT Calculation Section

New IRT Calculation	
Description	IRT
Tier 1(\$243.00 income + 995.50 55% FPL)	\$ 1,239.00
Tier 2 (\$1,868.00 130% FPL)	\$ 1,868.00

Figure 2.5.2 – New IRT Calculation Section

2.5.3 Description of Changes

Update the Tier 2 description in New IRT Calculation section of the CalWORKs EDBC Summary page to display the 130% FPL based on the Assistance Unit Size.

2.5.4 Page Location

- Global: Eligibility
- Local: Customer Information
- Task: EDBC Results

2.5.5 Security Updates

N/A

2.6 Automated Regression Test

2.6.1 Overview

Create and update regression test scripts to validate the new Disability Based Earned and Unearned Income Disregard values for the CalWORKs and RCA programs.


2.6.2 Description of Changes

1. Create a new test script(s) to verify the updated values for the CalWORKs program.
 - a. **Scenario Details:** Create a new CalWORKs case with an aged or disabled applicant, add a significant amount of earned income and unearned income, run EDBC, and verify that the

Disability Based Earned and Unearned Income Disregards reflect the new values.

2. Create or update the existing test script(s) to verify the updated values for the RCA program.
 - a. **Scenario Details:** Create a new RCA case with an aged or disabled applicant, add a significant amount of earned income and unearned income, run EDBC, and verify that the Disability Based Earned and Unearned Income Disregards reflect the new values.
 - b. Existing script scope reference: "RCA – IRT Tier 2"

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	CRPC #2225	 CRPC 2225 - ACL 19-76 and ACL 19-76i

4 REQUIREMENTS

The following requirements will be resolved in order to resolve and achieve the desired outcome

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.1.2	The LRS shall include an automated method for implementing mass updates triggered by policy changes or mass participant financial changes, including Social Security or Veterans benefits cost of living adjustments (COLAs)	EID will be updated from \$500 to \$550

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-217804 | CIV-107563

Implement Correspondence changes in Errata
19-76E II

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Nithya Chereddy
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/01/2020	1.0	Initial Design	Nithya Chereddy
10/19/2020	1.1	Revisions based on BAs and Build review	Nithya Chereddy
11/3/2020	1.2	Revisions based on BAs review	Nithya Chereddy
11/19/2020	1.3	Revisions based on the initial Committee Review	Nithya Chereddy
11/23/2020	1.4	Revisions based on comments form LA County	Nithya Chereddy
1/25/2020	1.5	Content Revision 1 updates	Nithya Chereddy
2/9/2021	1.6	Content Revision 2 updates	Nithya Chereddy
3/2/2021	1.7	Content Revision 3 updates	Nithya Chereddy

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1 OVERVIEW

This document details the changes necessary in CalSAWS and C-IV to implement the updated/added NOAs as part of the 19-76 Errata II.

1.1 Current Design

1. Currently CalSAWS has the following NOAs/forms
 - NOA - M44-207K (Discontinuance due to Over Income)
 - Form - NA 274G Overpayment Computations
2. Batch job PB19F107 and PB19F108 generates NA 274G form along with M44-350I and M44-352A forms respectively.
3. CalSAWS – NA 274G incorrectly populates the Disability Based Income (DBI) Disregard value when generated from the Recovery Account Detail Page and Template Repository.
4. Currently C-IV has the following NOAs/forms
 - NOA - M44-315A (\$10 Minimum Payment, Change NOA)
5. C-IV - NA 301 and NA 303 incorrectly populates the Disability Based Income (DBI) Disregard value when generated from the Recovery Account Detail Page and Template Repository.

1.2 Requests

1. CalSAWS – Update the M44-207K NOA(Discontinuance due to Over Income - taken from Errata 19-76 E II)
2. CalSAWS - Add Form NA 274H, this form should be used for overpayments occurring on or after 6/1/2020
3. CalSAWS – Add the CalWORKs Overpayment Packet with M44-350I and NA 274H.
4. CalSAWS – Add the Demand NOA Packet with M44-352A and NA 274G /NA 274H.
5. CalSAWS – Update NA 274G form population for Section A, line items 5, 7 and 10.
6. CalSAWS - Update the Recovery Account Activation batch job to generate CalWORKs Overpayment Packet based on the oldest EDBC associated to the Recovery Account.
7. CalSAWS - Update the Demand NOA batch job to generate Demand NOA Packet based on the oldest EDBC associated to the Recovery Account.
8. CalSAWS – Update the 'Generate Form' button logic on Recovery Account Detail page to generate the CalWORKs overpayment packet with either NA 274G or NA 274H depending on the overpayment months.
9. CalSAWS - Update the existing Income increase NOA to account for the \$10 minimum payment verbiage.
10. C-IV - Update the M44-315A (\$10 Minimum Payment, Change NOA)
11. C-IV - Update the NA 301 and NA 303 Form to populate the correct DBI Disregard value.

1.3 Overview of Recommendations

1. CalSAWS - Update the M44-207K NOA
2. CalSAWS - Add the NA 274H form
3. CalSAWS – Add the CalWORKs Overpayment Packet with M44-350I and NA 274H.
4. CalSAWS – Add the Demand NOA Packet with M44-352A and NA 274G /NA 274H.
5. CalSAWS – Update NA 274G form population for Section A, line items 5, 7 and 10.
6. CalSAWS - Update the Recovery Account Activation batch job to generate CalWORKs Overpayment Packet based on the oldest EDBC associated to the Recovery Account.
7. CalSAWS - Update the Demand NOA batch job to generate Demand NOA Packet based on the oldest EDBC associated to the Recovery Account.
8. CalSAWS – Update the 'Generate Form' button logic on Recovery Account Detail page to generate the CalWORKs overpayment packet with either NA 274G or NA 274H depending on the overpayment months.
9. CalSAWS - Update the existing Income increase NOA to account for the \$10 minimum payment verbiage.
10. C-IV – Update the M44-315A (\$10 Minimum Payment, Change NOA).
11. C-IV - Update the NA 301 and NA 303 Form to populate the correct DBI Disregard value.

1.4 Assumptions

1. Over income reason in C-IV has different verbiage compared to M44-207K. Over income reason verbiage will not be updated in C-IV as part of this SCR. C-IV will inherit the updated verbiage at migration.
2. NA 274G is currently not available in C-IV.
3. NA 274H form's variable population will be the same as NA 274G form.
4. While generating the Continuation Page - Overpayment Computations NOA from template repository, worker should determine whether to generate NA 274G or NA 274H based on the benefits months the over payment occurred for.
 - a. Example: If the overpayment is for benefit months March through July, worker should generate NA 274G, as there exists a benefit month before June 2020.
 - b. If the overpayment is for benefit months June through July, worker should generate NA 274H, as overpayment is for benefit months on or after June 2020.
5. Current trigger conditions and variable value calculations will not be updated for NA 301 and NA 303 forms. Only the DBI value look up will be updated.
6. All the variable fields in the NA 274G and NA 274H form body will be editable. Form header and Form Footer variable fields will not be editable. The fields will be editable when the fields are blank or pre-populated.
7. SCR CA-214198 will update the name of the PB19F108 batch job to PB00F108.
8. Demand NOA Packet will be available in Template Repository and cannot be generated using the 'Generate Form' button on the 'Recovery Account Detail

- page'. Worker can generate the M44-352A and NA 274G/ NA 274H forms separately from Template Repository.
9. For External Recovery accounts the forms will be generated manually by the user from the Recovery Account Detail page.
 10. SCR CA-221914 will add threshold translations for the NOAs/Forms updated/added as part of this SCR.
 11. CalSAWS – A GEN 1365 will be added to every outbound envelope at Central print.

2 RECOMMENDATIONS

The following NOAs/Forms will be updated/added to implement the changes from 19-76 Errata II.

2.1 CalSAWS - Update the Over Income Discontinuance NOA

2.1.1 Overview

This effort is to update the M44-207K NOA. M44-207K is the CalWORKs discontinuance NOA for Over Income reason. 19-76 Errata II made verbiage updates to this reason.

Reason Fragment Name and ID: CW_TN_INC_GRT_MAX_AID_A233, 6212

State Form/NOA: M44-207K

Current NOA Template: CW_NOA_TEMPLATE

Current NOA Template Name: NA 290

Current Program(s): CW

Current Action Type: Discontinuance

Current Fragment Level: Programs

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: NA 1239 SAR

Existing Languages: English and Spanish

2.1.2 Update Fragment XDP

Update the Over Income discontinuance fragment verbiage as listed below (CW_TN_INC_GRT_MAX_AID_A233)

Updated Languages: English and Spanish

Updated NOA Template Name: M44-207K (5/20)

NOA Mockups: See Supporting Document #1

Description	Existing Text	Updated Text	Formatting
Static Section - English	<p>You can not get cash aid if your family's net countable income is more than the Maximum Aid Payment set by the State.</p> <p>Your family's needs and income are figured on this notice.</p>	<p>You cannot get cash aid if your family's gross income is more than the CalWORKs Tier 2 Income Reporting Threshold and is expected to continue at this level.</p> <p>Your family size is <AU_Size></p> <p>The Tier 2 Income Reporting Threshold for your family size is <Tier2_IRT>.</p> <p>Your family's needs and income are figured on this page.</p>	Arial Font 10

Note: Spanish translation for the updated verbiage is attached in Supporting Document #5.

2.1.3 Variable population

Following is the variable population for the updated over income discontinuance NOA.

Variable Name	Population	Formatting
<AU_Size>	<p>Size of the Assistance Unit</p> <p>Note: AU size could sometimes be 0</p>	Arial Font 10
<Tier2_IRT>	<p>Tier 2 IRT for AU Size</p> <p>Note: If the AU size 0, the Tier 2 IRT for AU size 1 should be populated i.e. \$1,354.</p>	Arial Font 10

2.1.4 Update Regulations for Over Income Discontinuance Fragment

Update the Over Income Discontinuance fragment's regulations to the following:

Updated Regulations English: ACL 19-76, SB 80 (Chapter 27, Statutes of 2019)

Updated Regulations Spanish: ACL 19-76, SB 80 (Capítulo 27, Estatutos del 2019)

2.2 CalSAWS - Add NA 274H form

2.2.1 Overview

This effort is to add NA 274H form to CalSAWS system. NA 274H form is used to calculate the overpayment amount for an AU after all applicable income disregards, sanctions, and penalties have been applied. NA 274H should be used for overpayments occurring on or after 6/1/2020. This was provided with 19-76 Errata II.

State Form: NA 274H

Current Programs: CalWORKs

Current Attached Forms: NA Back 9

Current Forms Category: NOA

Existing Languages: English and Spanish

2.2.2 Add NA 274H form XDP

1. Add the NA 274H form to the CalSAWS system.

Form Title (Document List Page Displayed Name): Continuation Page - Overpayment Computations

Form Number: NA 274H

Include NA Back 9: Yes

Template Repository Visibility: All counties

Post to SSP (Self Service Portal): Yes

Form Mockups/Examples: See Supporting Documents #2 for English and #6 for Spanish forms.

Note: Form population remains the same as NA 274G form

Cosmetic Update: Increase the spacing between Rules and State Hearing for NA 274H form.

2. Update 'County of Los Angeles' to 'County of <CountyName>', where '<CountyName>' is a variable. This update will be applicable for NA 274G form, NA 274H form, Demand NOA packet and CalWORKs Overpayment packet.

Note: Users must be logged in using their county login (i.e. @36 or @19) for the county name to be populated.

2.2.3 Add Form Control

The following barcodes will be used for NA 274H form.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.2.4 Add form to Template Repository

NA 274H form will be added to Template Repository. The form will have pre-population same as NA 274G.

Required Document Parameters: Case Number, Customer Name, Recovery Account Number, Language and Program

2.2.5 Add Form Print Options and Mailing Requirements

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

2.3 CalSAWS – CalWORKs Overpayment Packet

2.3.1 Overview

As part of the SCR CA-207159 CalWORKs Overpayment Packet was added to CalSAWS which contains M44-350I and NA 274G forms.

This effort is to add a new CalWORKs Overpayment Packet which will have M44-350I and NA 274H forms.

Form Name: CalWORKs Overpayment Packet (M44-350I and NA 274H)

Form Number: CalWORKs Overpayment Packet

Language: English, Spanish

Template Repository Visibility: Not visible

2.3.2 Description of Change

1. Create the CalWORKs Overpayment Packet. The packet will contain the M44-350I and NA 274H forms for all counties (Los Angeles and the 57 Migration Counties).
2. The existing population logic for the M44-350I and NA 274G will be used to populate the forms (M44-350I and NA 274H) within this packet as NA 274G and NA 274H has the same population.
3. The packet will have the following print options:

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

4. The packet will have the following mailing options:

Mailing Requirements:

Mail-To (Recipient): When generated through the batch process, the CalWORKs Primary Applicant. When generated through the Recovery Account Detail page, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.

Mailed From (Return): CalWORKs Worker's Office/District Office Address

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard Mail

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: N/A

Clock Indicator: N/A

Post to Self Service Portal: Yes

Image Title Name: N/A

5. The packet will have the following barcodes options:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.4 CalSAWS – Demand NOA Packet (M44-352A and NA 274G)

2.4.1 Overview

This effort is to add Demand NOA Packet which will have the M44-352A and NA 274G forms.

Form Name: Demand NOA Packet (M44-352A and NA 274G)

Form Number: Demand NOA Packet

Language: English, Spanish

Template Repository Visibility: Not visible

2.4.2 Description of Change

1. Create the Demand NOA Packet (M44-352A and NA 274G) to be used if the oldest overpayment month associated to the recovery account is before 06/2020. This packet will contain the M44-352A and NA 274G forms for all counties (Los Angeles and the 57 Migration Counties).

2. The existing population logic for the M44-352A and NA 274G will be used to populate the Demand NOA Packet (M44-352A and NA 274G).

3. The packet will have the following print options:

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

4. The packet will have the following mailing options:

Mailing Requirements:

Mail-To (Recipient): When generated through the batch process, the CalWORKs Primary Applicant.

Mailed From (Return): CalWORKs Worker's Office/District Office Address

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard Mail

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: N/A

Clock Indicator: N/A

Post to Self Service Portal: Yes

Image Title Name: N/A

5. The packet will have the following barcodes options:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.5 CalSAWS – Demand NOA Packet (M44-352A and NA 274H)

2.5.1 Overview

This effort is to add Demand NOA Packet which will have the M44-352A and NA 274H forms.

Form Name: Demand NOA Packet (M44-352A and NA 274H)

Form Number: Demand NOA Packet

Language: English, Spanish

Template Repository Visibility: Not visible

2.5.2 Description of Change

1. Create the Demand NOA Packet (M44-352A and NA 274H) to be used if the oldest overpayment month associated to the recovery account is on or after 06/2020. This packet will contain the M44-352A and NA 274H forms for all counties (Los Angeles and the 57 Migration Counties).
2. The existing population logic for the M44-352A and NA 274G will be used to populate the forms within the Demand NOA Packet (M44-352A and NA 274H). This is because NA 274G and NA 274H has the same variable population logic.

3. The packet will have the following mailing options:

Mailing Requirements:

Mail-To (Recipient): When generated through the batch process, the CalWORKs Primary Applicant.

Mailed From (Return): CalWORKs Worker's Office/District Office Address

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard Mail

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: N/A
 Clock Indicator: N/A
 Post to Self Service Portal: Yes
 Image Title Name: N/A

4. The packet will have the following barcodes options:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

2.6 CalSAWS - Update NA 274G form population

2.6.1 Overview

NA 274G currently populates the highlighted columns based on the oldest EDBC month associated to the recovery account.

Example: If the recovery account is for benefit months March through July 2020, the DBI value used in the calculations (for the below highlighted columns) in NA 274 G from is 225 currently.

If the recovery account is for benefit months starting after June 2020, the DBI value (highlighted below) used in the NA 274 G from is 500 currently.

Overpayment Month and Year				
Section A. Countable Income, Month of 03/2020 - 07/2020				
1. Total Self-Employment Income	\$ 0	0	0	0
2. Self-Employment Expenses:				
a. 40% Standard	- 0	0	0	0
OR				
b. Actual	- 0	0	0	0
3. Net Earnings from Self-Employment	= 0	0	0	0
4. Total Disability-Based Unearned Income (DBI) (Assistance Unit + Non-Assistance Unit Members)	\$ 0	0	0	0
5. \$225 DBI Disregard (if #4 is greater than \$225)	- 0	0	0	0
6. Nonexempt Unearned Disability-Based Income	= 0.00	0.00	0.00	0.00
OR				
7. Unused DBI Disregard	= 225	225	225	225
8. Net Earnings from Self-Employment (from above)	+ 0	0	0	0
9. Total Other Earned Income	+ 1560.24	1560.24	1560.24	1560.24
10. Unused Amount of \$225 (from #7)	- 225	225	225	225
11. Subtotal	= 1335.24	1335.24	1335.24	1335.24
12. Earned Income Disregard 50%	- 667.62	667.62	667.62	667.62
13. Subtotal	= 667.62	667.62	667.62	667.62
14. Nonexempt Unearned Disability-Based Income (from #6)	+ 0.00	0.00	0.00	0.00
15. Subtotal	= 667.62	667.62	667.62	667.62
16. Other Nonexempt Income (Assistance Unit + Non- Assistance Unit Members)	+ 0	0	0	0
Net Countable Income	= 667.00	667.00	667.00	667.00

2.6.2 Description of Change

1. Modify the NA 274G population module to populate the values in the columns based on the month the column is associated to.

Example: If the recovery account is for benefit months March through June 2020, column 1's EDBC month should be March, Column 2's EDBC month should be April and so on.

2. Update Line item 15 to be the sum of Line item 13 and Line item 14.

Note: NA 274H will have the same population logic as NA 274G form.

2.7 CalSAWS – Recovery Account Activation Batch Job

2.7.1 Overview

The Recovery Account Activation batch job will activate recovery accounts and send out correspondence to the responsible party regarding their recovery account.

This effort will update the Recovery Account Activation batch job to send out the new OP/OI packets, i.e. either M44-350I and NA 274G or M44-350I and NA 274H.

2.7.2 Description of Change

Update the logic to send out the new CalWORKs Overpayment packet when the program is CalWORKs, Diversion, Child Support, Immediate Need, or Refugee Cash Assistance.

Trigger the CalWORKs Overpayment packet (M44-350I and NA 274G) if the oldest overpayment month associated to the recovery account is before 6/2020.

Trigger the CalWORKs Overpayment packet (M44-350I and NA 274H) if the oldest overpayment month associated to the recovery account is on or after 6/2020.

Note: Exiting batch transaction values will not be updated with this effort.

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

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc....)

2.8 CalSAWS – Demand NOA Batch Job

2.8.1 Overview

Currently Demand NOA batch job triggers the M44-352A and NA 274G forms. M44-352A states that although the cash aid for the participant has stopped, the participant still owes the county for the overpayment.

This effort will update the Demand NOA batch job to send out the new Demand NOA Packets, i.e. either M44-352A and NA 274G or M44-352A and NA 274H depending on the oldest overpayment month.

2.8.2 Description of Change

Update the logic to send out the new Demand NOA packet when the program is CalWORKs.

Trigger the Demand NOA packet (M44-352A and NA 274G) if the oldest overpayment month associated to the recovery account is before 6/2020.

Trigger the Demand NOA packet (M44-352A and NA 274H) if the oldest overpayment month associated to the recovery account is on or after 6/2020.

Note: Exiting batch transaction values will not be updated with this effort.

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

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc....)

2.8.8 Execution Frequency

No Change.

2.8.9 Key Scheduling Dependencies

No Change.

2.8.10 Counties Impacted

All Counties opted into the Batch jobs. Currently Los Angeles County only.

2.8.11 Data Volume/Performance

N/A.

2.8.12 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc....)

2.9 CalSAWS – Recovery Account Detail Page

2.9.1 Overview

As part of SCR CA-207159, the logic of the 'Generate Form' button has been updated to generate the CalWORKs Overpayment packet when the program is CalWORKs, Diversion, Child Support, Immediate Need, or Refugee Cash Assistance.

2.9.2 Description of Change

Update the logic for 'Generate Form' button to generate the CalWORKs Overpayment packet containing either NA 274G or NA 274H depending on the oldest overpayment month associated to the Recovery Account.

If the oldest Overpayment month is before 6/2020, the CalWORKs Overpayment packet with NA 274G form should generate when the 'Generate Form' button is clicked.

If the oldest Overpayment month is on or after 6/2020, the CalWORKs Overpayment packet with NA 274H form should generate when the 'Generate Form' button is clicked.

Note: This logic mimics the batch job functionality.

2.9.3 Page Location

- **Global: Fiscal**
- **Local: Collections**
- **Task: Recovery Account Search**

2.9.4 Security Updates

N/A

2.9.5 Page Mapping

N/A

2.9.6 Page Usage/Data Volume Impacts

N/A

2.10 CalSAWS - Add \$10 Minimum Payment Change reason fragment

2.10.1 Overview

This effort is to add the M44-315A NOA to CalSAWS system. M44-315A is to notify recipients that they will not receive cash aid because their monthly cash aid is less than \$10.

Known County NOA: Derived from M44-315A

NOA Template: CW_NOA_TEMPLATE (Fragment ID: 3026)

Program(s): CalWORKs

Action Type: Change and Supplement

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: NA 1239 SAR

Languages: English and Spanish

2.10.2 Update the Countable Income Increased NOA

1. Update the Countable Income Increased NOA (CW_CH_CNTBL_INCOME_INC_A752) to populate the dynamic added text (mentioned below) when the benefit amount is less than \$10.

NOA Mockup: See supporting Document #4

Description	Text	Formatting
Static and Existing Text	Your family income has changed. When your income changes, your cash aid amount also changes.	Arial Font Size 10
Dynamic added text	The monthly cash aid amount figured on this notice is less than \$10.00. We can't pay aid for an amount less than \$10.00. Months in which we do not pay aid do not count against your 48-month time limit, unless: <ul style="list-style-type: none">• we are collecting an overpayment, or• you are eligible for less than \$10 because of a penalty, or• you get a non-recurring special need payment. Contact the County if you would like more details about time on aid. You can still get other CalWORKs programs and services, if you are eligible, including: <ul style="list-style-type: none">• Welfare to Work;• Child care;• Transportation supportive services to go to work, school, training or approved activities;	Arial Font Size 10

Description	Text	Formatting
	<ul style="list-style-type: none"> • Being paid back for work and school related expenses; and • Homeless assistance <p>Contact the County for specific details about the above programs or services.</p> <p>Although you won't get a cash aid payment, you are still on the CalWORKs program and must continue to send in your reports by the dates the County tells you they are due and you must do this to keep your Medi-Cal and can always contact the County if things change to see if you can get a cash aid payment.</p>	

Note: Spanish translation for the dynamic text is attached in Supporting Document #5.

Updated Languages: English and Spanish

Updated NOA Template Name: M44-315A (5/20)

2.11 C-IV - Update \$10 Minimum Payment Change NOA

2.11.1 Overview

M44-315A is to notify recipients that they will not receive cash aid because their monthly cash aid is less than \$10.

Currently MSG_ZERO_BENEFIT_AR populates on the NOA if the grant amount is less than \$10 and the reporting type is 'Annual Reporting', Currently MSG_ZERO_BENEFIT_SAR populates on the NOA if the grant amount is less than \$10 and reporting type is 'Semi Annual Reporting'.

Note: Verbiage for both MSG_ZERO_BENEFIT_AR and MSG_ZERO_BENEFIT_SAR fragments is listed in the section below.

Reason Fragment Name and ID: MSG_ZERO_BENEFIT_SAR (1297), MSG_ZERO_BENEFIT_AR (1298)

State Form/NOA: M44-315A

Current NOA Template: TEMPLATE_SINGLE_BUDGET

Current Program(s): CW or RCA

Current Action Type: Change

Current Fragment Level: Program

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages: English and Spanish

2.11.2 Update Fragment XDP

Add the following new verbiage in place of the current Zero benefit SAR or AR fragments (MSG_ZERO_BENEFIT_SAR and MSG_ZERO_BENEFIT_AR)

Updated Languages: English and Spanish

NOA Mockups: See Supporting Document #3

Description	Existing Text	Updated Text	Formatting
MSG_ZERO_BENEFIT_SAR - Static Section	The monthly cash aid amount figured on this notice is less than \$10. We can't pay aid for an amount less than \$10. Although you won't get cash aid, you must continue to send your semi-annual report (SAR 7) by the 11th of the month. You must do this to keep getting cash based Medi-Cal and see if you can get a cash aid payment.	The monthly cash aid amount figured on this notice is less than \$10.00. We can't pay aid for an amount less than \$10.00. Months in which we do not pay aid do not count against your 48-month time limit, unless: <ul style="list-style-type: none">• we are collecting an overpayment, or• you are eligible for less than \$10 because of a penalty, or	Arial Font 10
MSG_ZERO_BENEFIT_AR - Static Section	The monthly cash aid amount figured on this notice is less than \$10. We can't pay aid for an amount less than \$10. Although you won't get cash aid, you must continue to report changes verbally, electronically, or in writing to your Worker within 10 days of the change. You must do this to keep getting cash based Medi-Cal and see if you can get a cash aid payment.	<ul style="list-style-type: none">• you get a non-recurring special need payment. Contact the County if you would like more details about time on aid. You can still get other CalWORKs programs and services, if you are eligible, including: <ul style="list-style-type: none">• Welfare to Work;• Child care;• Transportation supportive services to go	Arial Font 10

Description	Existing Text	Updated Text	Formatting
		<p>to work, school, training or approved activities;</p> <ul style="list-style-type: none"> • Being paid back for work and school related expenses; and • Homeless assistance <p>Contact the County for specific details about the above programs or services.</p> <p>Although you won't get a cash aid payment, you are still on the CalWORKs program and must continue to send in your reports by the dates the County tells you they are due and you must do this to keep your Medi-Cal and can always contact the County if things change to see if you can get a cash aid payment.</p>	

*Formatting for threshold will generate based on project standards for that language

Note: Spanish translation for the dynamic text is attached in Supporting Document #5.

2.11.3 Updates to Fragment Generation

Populate the newly added message fragment when the following conditions are true.

- Program is CalWORKs or RCA
- Benefit Change NOA is generated (Change Action)
- Grant amount is less than \$10
- Reporting type is 'Annual Reporting' or 'Semi Annual Reporting'

2.11.4 Add Regulations for the \$10 Minimum Payment Fragment

The new \$10 Minimum payment fragment has associated regulations. The following regulations will be added when the \$10 minimum payment reason is generated on the NOA:

New Regulations: MPP 44-315.5, MPP 40-181.214(a), MPP 40-181.22 (SAR)

2.12 C-IV - Updates to NA 301 and NA 303 Forms

2.12.1 Overview

This effort is to update the NA 301 and NA 303 Forms. These forms are currently populating DBI Disregard value (highlighted below) with either 112 or 225 amount when generated from Recovery Account Detail Page and Template Repository.

Overpayment Month and Year:	04/20	05/20	06/20		
(A) Net Countable Income					
Total Business Income	\$ 0.00	0.00	0.00		
Business Expenses					
A. 40% Standard OR	- 0.00	0.00	0.00		
B. Actual	- 0.00	0.00	0.00		
Net Earnings from Self Employment	= 0.00	0.00	0.00		
Total Disability-Based Unearned Income (DBI) (Assistance Unit (AU) + Non Assistance Unit (Non-AU) Members)	\$ 0.00	0.00	0.00		
\$225 DBI Disregard (if DBI is greater than \$225) -	0.00	0.00	0.00		
Nonexempt Unearned Disability-Based Income OR	= 0.00	0.00	0.00		
Unused DBI Disregard	= 225.00	225.00	225.00		
Total Earned Income	\$ 3,693.60	3,714.03	3,345.27		
Net Earnings from Self-Employment (from above)	+ 0.00	0.00	0.00		
Subtotal	= 3,693.60	3,714.03	3,345.27		
Unused Amount of \$225 (from above) or	- 225.00	225.00	225.00		
Earned Income Disregard 50%	- 1,734.30	1,744.52	1,560.13		
Nonexempt Unearned Disability-Based Income (from above)	+ 0.00	0.00	0.00		
Other Nonexempt Income (AU + Non-AU Members)	+ 0.00	0.00	0.00		
Net Countable Income	= 1,734.00	1,744.00	1,560.00		

2.12.2 Updates to NA 301 and NA 303 Forms Variable Population

Update the NA 301 and NA 303 Form to populate the correct DBI Disregard value with EID Amount based on following conditions:

Form Body Variables:

Variable Name	Population	Formatting	Template Repository Population	Populates with Form Generation
<VAR> DBI Disregard (if DBI is greater than <VAR>)	The disregarded Disability Based income is calculated and stored in BDG_PERS_INC table. Populate this value based on the Class Code 20 and Type code 35 from BDG_PERS_INC table Example: If the DBI is 250 and the overpayment is for March 2020(Disregard is \$225), this field will populate \$225 as all of the disregard has been applied.	Arial Font Size 10	Y	Y
Unused DBI Disregard	Total DBI disregard minus Disability based income If this value is negative, it will populate 0	Arial Font Size 10	Y	Y
Unused Amount of <VAR> (from above) or	This value will be same as 'Unused DBI Disregard'	Arial Font Size 10	Y	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Client Correspondence	M44-207K NOA Mockup	CalSAWS Updated CW Over Income NOA.pdf
2.	Client Correspondence	NA 274H	NA 274H Mock up.pdf

3.	Client Correspondence	C-IV \$10 Minimum Payment Change NOA	CIV \$10 Min Payment NOA.pdf
4.	Client Correspondence	CalSAWS \$10 Minimum Payment Change NOA	CalSAWS \$10 Min Payment NOA.pdf
5.	Client Correspondence	Spanish Translations	Spanish Translations.pdf
6.	Client Correspondence	NA 274H Spanish Form	NA 274H Spanish.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.11	The LRS shall generate notices and NOAs in accordance with COUNTY-specified case and individual trigger conditions.	Notices has been updated and added as part of the Errata 19-76 E II.
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.	Overpayment Notice (NA 274H) will be mailed to the customer in appropriate scenarios.