CalSAWS

California Statewide Automated Welfare System

Design Document

CA-220040

ACL 20-145 Eliminate SAR7 for ESAP Households

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2021-03-01	.01	Initial Draft	Paul Galloway

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1 OVERVIEW

California's Elderly Simplified Application Project (ESAP) Demonstration Project was implemented in 2017 through All County Letter (ACL) 17-34, 17-53, and 17-53E to improve CalFresh (CF) access among the State's population of older adults and people with disabilities with low-income. It waived the recertification interview requirement, reduced client-provided verifications, and extended the certification period to 36 months. It did not eliminate the periodic reporting requirement for ESAP households.

ESAP policies have been updated by ACL 20-145 and clarified by Consortium Request for Policy Clarification (CRPC) #2107 and #2242.

ACL 20-145 states that requiring ESAP households to complete a SAR 7 report is an unnecessary burden on them and the CWD. Starting March 1, 2022, ESAP households will no longer have to complete a SAR 7 at the 12th and 24th month of their 36-month certification period. They will still be required to report gross monthly income over the Income Reporting Threshold (IRT), so they will receive a SAR 2 at the 12th and 24th month to remind them of this requirement. While they are ESAP, they are not required to complete a recertification interview.

ACL 20-145 removes the requirement that only Non-Assistance CalFresh (NACF) households are eligible to ESAP. Public Assistance CalFresh (PACF) households can now convert to ESAP if all household members are elderly and/or disabled (E/D) with no earned income. CDSS confirmed in CRPC 2242:

> "*FNS did not impose any requirements that the HH be classified as NACF, nor did it prohibit participation in the ESAP for households that participate in other public assistance programs.*"

An updated response to CRPC 2107 on 9/8/2020 clarified that all members of the household (eligible and ineligible) must meet ESAP requirements for the household to be ESAP eligible. It states:

> "*ESAP eligibility is strictly for households that contain only elderly and/or disabled members with no earned income…. the household may only be eligible for ESAP if the household that contains an ineligible household member such as a non-citizen can declare that the entire household are elderly and/or disabled with no earned income.*"

1.1 Current Design

An ESAP household in CalSAWS is a NACF household where all members aided in the CF program are elderly and/or disabled with no earned Income. Currently CF ESAP households:

- have a 36-month certification period,
- have a reporting type of Semi-Annual Reporting Annually (SARA),
- submit SAR 7's in the 12th and 24th months of the recertification period.
- have a recertification appointment scheduled for them at the time the RE packet is generated:
    - Los Angeles County automatically schedules an appointment via batch job when the RE packet is generated.

- o C-IV Counties schedule appointments manually when the packet is generated.

1.2 Requests

- Remove the SAR 7 reporting requirement from CalSAWS for ESAP households effective March 1, 2022.
- Inform all ESAP households they will no longer be required to submit SAR7 reports by sending them a one-time notification form.
- Update the existing ESAP forms CF 377.2B and CF 377.2C to the latest versions.
- Send the SAR2 form to ESAP households at the 12th and 24th month of their recertification period to remind them of the requirement to report mid-period income changes that exceed the IRT.
- Stop auto-scheduling RE interviews and sending appointment letters for ESAP households (LA County only).
- Include the CF 377.2B in the RE Packet for ESAP households.
- Update the definition of an ESAP household to include PACF households, and to require all household members (including ineligible ones)to be E/D with no earned income.

1.3 Overview of Recommendations

1. Add a new reporting type "Semi-Annual Reporting – No Report" (SARN) to CalSAWS for CF ESAP households.
2. Update EDBC to set the reporting type to SARN when the benefit month is March 2022 or later, the Meets ESAP Criteria is 'Yes', and the Recertification Period is greater than 24 months long. (See Assumption #1)
3. Add new Batch Run Reasons for running Batch EDBC to set CF ESAP households to the new reporting type.
4. Update EDBC logic for setting the Meets ESAP Criteria indicator to:
   a. Require all persons in the household, even if they are ineligible, to be E/D with no earned income.
   b. Remove the requirement that the household be NACF.
5. Hide the SAR Due Month field on the Case Summary CF program block and CF Detail page when the reporting type is SARN.
6. Add new "CalFresh Notice of Change: Semi-Annual Reporting Eliminated" CF 34 (12/20) to CalSAWS.
7. Update "CalFresh Notice of Expiration of Certification for Households with Only Elderly and/or Disabled Members" CF 377.2B (12/20) per ACL 20-126.
8. Update "CalFresh Notice of Expiration of Certification for Households with Only Elderly and/or Disabled Members" CF 377.2C (12/20) per ACL 20-145.
9. Update CalSAWS to not auto-schedule an RE interview and send an RE appointment letter for ESAP households (LA County only).
10. Create two new ESAP CF RE Packets (one for Los Angeles County, one for the Migration Counties) that do not include the CF 29 and do include CF 377.2B.
11. Update the SAR 2 batch job to send it to ESAP households at the 12th and 24th months of their recertification period.

12. Create the ESAP CF RE Packet batch job for Los Angeles County and Migration Counties.
13. Update the CF 377.2 batch job to not send the form to ESAP households.
14. Update the CF 377.2B batch job to send the form when a case has a CW and CF program with the same redetermination/recertification due month and the CF program is ESAP.
15. Update the CF 377.2C batch job to send the form if the previous reporting type was SARN and the current reporting type is not SARN.

1.4   Assumptions

1. The ESAP indicator is set on CF households with each EDBC run (since CA-54952/CIV-12413 in 2018). It indicates if the household is ESAP-eligible for the benefit month. Per CRPC 2242, full ESAP status is only conferred on a household at application or recertification. The new SARN reporting type will only be granted to ESAP households at application/recertification, or in the middle of a recert period _if_ the household has already had ESAP status conferred on it which EDBC determines by the length of the recert period.
2. Once ESAP households are set to the new reporting type, no other change is needed to stop generating SAR 7's for them since that logic is driven by the reporting type and this new type will not generate a SAR 7.
3. No change is needed to the SAR 7 discontinuance job because it looks for past due SAR 7 packets in Issued/Sent status and no new packets will be generated to ESAP households.
4. SCR CA-230192 will run batch EDBC for all CF ESAP households to set the new reporting type for the benefit month of 3/2022. Batch EDBC skips cases where the most recent EDBC is Manual or overridden. Workers will need to work the Batch Skip report to set the new reporting type on these cases or they will continue to receive SAR 7 packets in the future and could be discontinued for failure to complete it.
5. SCR CA-221837 will generate and send the new "CalFresh Notice of Change: Semi-Annual Reporting Eliminated (CF 34)" to all ESAP households.
6. Fields not mentioned to be modified within the description of changes will retain their current functionality and logic.
7. Only Los Angeles County has automatic scheduling of RE interview appointments, so the batch update to turn off appointment scheduling for ESAP RE interviews does not affect former C-IV counties.
8. SCR CA-216551, also targeted for Release 22.01, will enable automated batch RE appointment scheduling for CW and CF programs for the CalWIN Migration counties and exclude ESAP households from automatically scheduling an RE appointment.
9. SCR CA-224050 (_Update the RE Date Report to Include Additional Information_) in release 21.07 added an ESAP indicator to the CW and CF Details sheet of the RE Date Report to remind workers to schedule an appointment if needed since ACL 20-145 says an appointment should be scheduled if the person will be denied.

2   RECOMMENDATIONS

2.1   Eligibility: Add New Reporting Type for ESAP

2.1.1   Overview

Add a new reporting type "Semi-Annual Reporting - No Report" (SARN) for CF ESAP programs. This type will indicate that the households are still categorized as semi-annual reporting (SAR) households, but they are not required to complete a SAR 7.

2.1.2   Description of Changes

1.   Add a new Reporting Type Code to Code Table 542, as follows:

Field	Value
CATGRY_ID	542
SHORT_DECODE_NAME	Semi-Annual Reporting - No Report
LONG_DECODE_NAME	Semi-Annual Reporting - No Report
CODE_DESCR	SN
ORDER_BY_NUM	0
BEG_DATE*	01/01/2022
END_DATE	12/31/9999
CW	N
DV	N
FC	N
FS	Y
IN	N
KG	N
MC	N
RC	N
EICT	
Periodic Report Frequency	
NB	

Field	Value
DC	N

Note: EDBC will not set this reporting type on any households prior to the benefit month 3/2022.

2.1.3 Programs Impacted

CF

2.2 Eligibility: Set ESAP reporting type to "No Report"

2.2.1 Overview

Update CF EDBC logic to set the reporting type to SARN on all CF ESAP households starting with the 3/2022 benefit month. CF households with this reporting type will not receive SAR 7 reports. This will not change existing Recertification dates for these households.

2.2.2 Description of Changes

1. Set the reporting type to SARN when the following are all true:
   a. The program is CalFresh.
   b. The 'Meets ESAP Criteria' indicator is Yes.
   c. The Redetermination period is greater than 24 months, or it is the start of a new Application/Recertification period.
   d. The benefit month is March 2022 or later.

2.2.3 Programs Impacted

CF

2.2.4 Performance Impacts

No EDBC performance impacts anticipated.

2.3 Eligibility: ESAP Changes for PACF and Ineligible Persons

2.3.1 Overview

EDBC identifies ESAP-eligible households during each CF EDBC run. Currently in CalSAWS, the "Meets ESAP Criteria" indicator is only set to Yes when both the following are true:

- the household is on Non-Assistance CalFresh (NACF) and is not aided on any other Public Assistance program; and,
- all the <u>aided</u> members of the CF household meet the ESAP requirement of being elderly and/or disabled (E/D) with no earned income.

This SCR is removing the requirement that a household must be NACF and is adding a new requirement that all members of the household must be ESAP eligible for the household to meet ESAP criteria.

Example 1: Under current logic, a household with only elderly and/or disabled members who have no earned income and are receiving CW and CF would have Meets ESAP Criteria set to No. With this change, household can meet ESAP criteria even while they are receiving CW.

Example 2: Under current logic, a CF household with 1 eligible member who is 65 years old and has no income and 1 ineligible non-citizen who has opted out and has no income but is not E/D can have Meets ESAP Criteria set to Yes because we only consider the eligible member. With this change, the household would no longer meet ESAP criteria because now all the members of the household must be E/D with no earned income.

2.3.2 Description of Changes

1. Remove the requirement that a CF household must be NACF when EDBC determines if the household Meets ESAP Criteria.
2. Update the logic that currently requires only Active or Pending Members in the CF household to be E/D with no earned income to now require all Active or Pending persons *regardless of their role* to be E/D with no earned income in order to meet ESAP criteria.

2.3.3 Programs Impacted

CF

2.3.4 Performance Impacts

No EDBC performance impacts anticipated.

2.4 Eligibility: CTCR's for Batch EDBC processing

2.4.1 Overview

Insert new Batch Run Reasons to be used in the Batch EDBC run.

2.4.2 Description of Change

1. Insert a new entry in CT744 (EDBC Run Reason Code):

Field	Value
CATGRY_ID	744
CODE_NUM_IDENTIF	E7
SHORT_DECODE_NAME	End SAR 7 reporting on ESAP
LONG_DECODE_NAME	End SAR 7 reporting on ESAP
CODE_DESCR	
ORDER_BY_NUM	0
BEG_DATE*	1/1/1900
END_DATE	12/31/9999
REFER_TABLE_1_DESCR – REFER_TABLE_17_DESCR	N

2. Insert a new entry in CT942 (Batch Eligibility Sweep Codes):

Field	Value
CATGRY_ID	942
CODE_NUM_IDENTIF	E7
SHORT_DECODE_NAME	End SAR 7 reporting on ESAP
LONG_DECODE_NAME	End SAR 7 reporting on ESAP
CODE_DESCR	
ORDER_BY_NUM	0
BEG_DATE*	1/1/1900
END_DATE	12/31/9999

2.5 Online: Case Summary

2.5.1 Overview

When the 'Reporting Type' is SARN, the CalFresh section within the Case Summary page will not display the 'SAR Due Month' field.

2.5.2 Case Summary Mockup

▼ CalFresh			
Worker:	Vicky Blair	Primary Applicant/Recipient:	ASHBY, DONALD 50F
Worker ID:	19DP34602M	Language:	English
Program Status:	Active	Phone Number:	(909)426-5351
RE Due Month:	02/2022 Re-Evaluate	Email:	johndoe@calsaws.org
Reporting Type:	Semi-Annual Reporting - No Report	Payee:	ASHBY, DONALD 50F
Reporting Type Reason:	Elderly/Disabled	Application Date:	05/20/2019
Aid Code:	09 - CalFresh		
Meets ESAP Criteria:	Yes		

Figure 2.1.1 – Case Summary Mockup

2.5.3 Description of Changes

1. Do not display the 'SAR Due Month' field in the CalFresh section on the Case Summary page when the 'Reporting Type' is the new SARN type (CT542 Code SN).

2.5.4 Page Location

- **Global:** Case Info, Eligibility, Empl. Services, Child Care
- **Local:** Case Summary
- **Task:** Case Summary

2.5.5 Security Updates

No security updates.

2.5.6 Page Mapping

N/A

2.5.7 Page Usage/Data Volume Impacts

No performance impacts.

2.6 Online: CalFresh Detail

2.6.1 Overview

When the 'Reporting Type' is SARN, the CalFresh Detail page will not display the 'SAR Due Month' field.

2.6.2 CalFresh Detail Mockup

Figure 2.1.1 – CalFresh Detail Mockup

2.6.3 Description of Changes

1. Do not display the 'SAR Due Month' field on the CalFresh Detail page when the 'Reporting Type' is the new SARN type (CT542 Code SN).

- **Global:** Case Info, Eligibility, Empl. Services, Child Care
- **Local:** Case Summary
- **Task:** Case Summary

2.6.4 Security Updates

No security updates.

2.6.5 Page Mapping

N/A

2.6.6 Page Usage/Data Volume Impacts

No performance impacts.

2.7 Batch: Recertification Appointments Batch jobs PB19C902 and PB19C909

2.7.1 Overview

Batch job PB19C902 attempts to schedule an appointment. If successful, the job will also send the RE packet and create a journal for the case.

If PB19C902 is not successful, batch job PB19C909 picks up the cases the next day and creates appointments. For successfully created appointments, an RE packet is generated, and a journal is logged. For unsuccessful appointments, a task is generated for workers to manually create the appointment and send the RE packet.

Update the Recertification Appointments Batch jobs to exclude CF ESAP Households.

2.7.2 Description of Change

Update the Recertification Appointments Batch jobs when processing upcoming recertifications so that this job will no longer schedule appointments or send out RE packets when all the following are true:

   a. The Program is CalFresh and there is no other program with an RE due in the same month (i.e., this update applies to CF only cases, not CW/CF cases, etc.).
   b. The Program is Active.
   c. Meets ESAP Criteria is 'Yes'.
   d. The current reporting type is SARN (CT 542 Code SN).

(Note: For ESAP households getting skipped due to this change, the RE Packet without an appointment will still be sent out. See below: [Correspondence: Add ESAP CF RE Packet Batch Job for L.A. County](#))

2.7.3 Execution Frequency
Monthly.
2.7.4 Key Scheduling Dependencies
None.
2.7.5 Counties Impacted
Los Angeles County.
2.7.6 Data Volume/Performance
Batch job PB19C902 processes approximately 40,000 records
Batch job PB19C909 processes approximately 50,000 records
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   Batch: API Update for New Reporting Type

2.8.1   Overview

Create a new version of the program API (v2) with business logic to determine and return the SAR Due Date based on program reporting type.

2.8.2   Description of Change

1. Update the program API to return the SAR Due Date based on the reporting type of the program as follows:
   a. If reporting type is "Semi-Annual Reporting" (CT542 Code MS):
      i. Subtract 6 months from the RE Due Date. If that returns a date in the past, there is no SAR Due Date.
      ii. If the result from the previous step is in the future, keep subtracting 6 months from it until the result is no longer in the future. The SAR Due Date will be the last result that was in the future.
   b. If reporting type is "Semi-Annual Reporting Annually" (CT542 Code SA):
      i. Subtract 12 months from the RE Due Date. If that returns a date in the past, there is no SAR Due Date.
      ii. If the result from the previous step is in the future, keep subtracting 12 months from it until the result is no longer in the future. The SAR Due Date will be the last result that was in the future.
   c. Reporting type is "Semi-Annual Reporting - No Report" (CT542 Code SN - *new value added by this SCR*):
      i. There is no SAR due date.

2.9 Corr.: CF Notice of Change: Semi-Annual Reporting Eliminated (CF 34)

2.9.1 Overview

The CF 34 is used to inform ESAP households they will no longer be required to complete a Semi-Annual Report (SAR 7) form. The form currently does not exist in CalSAWS. Add the CF 34 to the Template Repository.

State Form: CF 34 (12/20)

Programs: CalFresh

Attached Forms: NA Back 9

Forms Category: Form

Template Repository Visibility: All Counties

Languages:

English, Spanish, Arabic, Armenian, Cambodian, Cantonese, Farsi, Hmong, Lao, Mandarin, Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

2.9.2 Description of Change

1. Create the CF 34 Form XDP.

   Form Header: Standard CalSAWS Header (Header 1)
   Form Footer: Standard CalSAWS Footer (Footer 1)
   Form Title: CalFresh Notice of Change: Semi-Annual Reporting Eliminated
   Form Number: CF 34
   Include NA Back 9: Yes
   Imaging Form Name: CF Notice of Change: SAR Eliminated
   Imaging Document Type: Notification/NOA
   Form Mockups/Examples: See Supporting Documents #1

2. Add the following variable population:
   a. Use the existing form header population logic to populate the header fields.
   b. Use the existing NA Back 9 population logic to populate the Legal Aid and Hearing addresses.

3. Add an entry in the Batch Sweep Codes Table (CT 942) for the CF 34. This will be used as part of the one-time mass mailer being implemented by SCR **CA-221837**.

4. Add the following barcodes to the form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

5. Add the form to Template Repository. The required document parameters are: Case Number, Customer Name, Program, Language.

Figure 2.6.1 – Document Parameters Page

6. Add the following 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

Mailing Options	Option for CF 34
Mail-To (Recipient)	When generated through the batch process, the CalFresh Primary Applicant. When generated through Template Repository, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.
Mailed From (Return)	CalFresh Worker's Office/District Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard Mail Envelope
Return Envelope Type	N/A

Additional Options	Option for CF 34
Special Paper Stock	N/A
Enclosures	No
CW/CF Electronic Signature (IVR/Text)	No
Check to Sign	No
Post to Self Service Portal	Yes

2.10 Corr.: CF Notice of Expiration of Certification for Households with Only Elderly and/or Disabled Members (CF 377.2B)

2.10.1 Overview

The current version of the CF 377.2B in CalSAWS is 06/17. Update the form to the 12/20 version.

State Form: CF 377.2B

Current Programs: CalFresh

Current Attached Form(s): NA Back 9

Current Forms Category: Forms

Existing Languages: English, Spanish, Armenian, Cambodian, Cantonese (Chinese), Farsi, Korean, Mandarin (Chinese), Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

2.10.2 Description of Change

1. Update the CF 377.2B to the 12/20 version.

   Updated Languages: English, Spanish, Arabic, Armenian, Cambodian, Cantonese (Chinese), Farsi, Hmong, Korean, Lao, Mandarin (Chinese), Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

   Form Mockups/Examples: See Supporting Documents #2

2.11 Corr.: CF Notice of Expiration of Certification for Households with Only Elderly and/or Disabled Members (CF 377.2C)

2.11.1 Overview

The current version of the CF 377.2C in CalSAWS is 03/18. Update the form to the 12/20 version.

State Form: CF 377.2C

Current Programs: CalFresh

Current Attached Form(s): NA Back 9

Current Forms Category: Forms

Existing Languages: English, Spanish, Cantonese (Chinese), Mandarin (Chinese), Other Chinese Language, Russian

2.11.2 Description of Change

1. Update the CF 377.2C to the 12/20 version.

   Updated Languages: English, Spanish, Arabic, Armenian, Cambodian, Cantonese (Chinese), Farsi, Hmong, Korean, Lao, Mandarin (Chinese), Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

   Form Mockups/Examples: See Supporting Documents #3

2.12 Corr.: ESAP CF Recertification Packet for Los Angeles County

2.12.1 Overview

The current CalFresh Recertification Packet includes the CF 29 (CalFresh Recertification Appointment Letter). The recertification interview requirement is waived for ESAP households. Therefore, the CF 29 should be removed from the packet. Create a new ESAP CF RE Packet for Los Angeles County that does not include the CF 29, but includes the CF 377.2B.

State Form: N/A

Programs: CalFresh

Attached Forms: N/A

Forms Category: Application

Template Repository Visibility: Los Angeles County

Languages: English, Spanish, Armenian, Cambodian, Cantonese, Farsi, Korean, Mandarin, Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

2.12.2 Description of Change

1. Create the ESAP CF RE Packet XDP. The packet contains the following forms in the following order:

Form
CF 377.2B
Cover Letter

Note: The ESAP CF RE Packet will follow the current process of 'pre-stuffed' RE Packets, with only the Cover Letter and CF 377.2B being generated out of CalSAWS. The remainder of the forms will be pre-stuffed at the print center.

Form Header: N/A – has a coversheet
Form Title: ESAP CalFresh Recertification Packet
Form Number: ESAP CF RE Packet
Include NA Back 9: N
Imaging Form Name: ESAP CF Recertification Packet
Imaging Document Type: Customer Reporting
Form Mockups/Examples: See Supporting Documents #4

2. Add the packet to Template Repository. The packet has the following required form inputs:
    a. Case Number

b. Customer Name
c. Program
d. RE Month
e. Language

Figure 2.3.2.1 – Document Parameter Page

f.   Add validation on the Document Parameters page to prevent the generation of the packet from Template Repository when a ESAP CF RE Packet in any status except 'Not Applicable' for the same RE Month exists. The validation message will state: 'RE Month - RE packet has been sent for this RE Due Month. Reprint if another one is needed.'

3. Add population logic for the packet. The packet will use the existing population logic for the cover letter and the CF 377.2B to populate the form in the packet.

4. Add the following form control for the packet:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	Y	Y

5. Add the following print options for the packet:

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

6. Add the following mailing options for the packet:

Mailing Options	Option for RE Packet
Mail-To (Recipient)	When generated through the batch process, the CalFresh Primary Applicant. When generated through Template Repository, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.
Mailed From (Return)	CalFresh Worker's Office/District Office Address
Mail-back-to Address	BRM Address
Outgoing Envelope Type	Full Size Flat Mail
Return Envelope Type	BRM
Special Paper Stock	N/A
Enclosures	N/A
Electronic Signature	No
Check to Sign	No
Post to SSP	Yes

7. Create a Customer Reporting entry with the following information when the packet is generated and saved:

Field to Populate	Population for RE Packet
Type	CF
Submit Month - when generated from Template Repository	RE Month from Document Parameters page
Submit Month - when generated through Batch	Current CalFresh Program RE Due Date
Program	CF
Status	Customer Reporting Tracking Status
Status Date	Date of the latest Status Date

2.13 Corr.: ESAP CF Recertification Packet for Migration Counties

2.13.1 Overview

Create a new ESAP CF RE Packet for the Migration Counties that does not include the CF 29, but includes the CF 377.2B.

State Form: N/A

Programs: CalFresh

Attached Forms: N/A

Forms Category: Application

Template Repository Visibility: Migration Counties

Languages: English, Spanish

2.13.2 Description of Change

1. Create the ESAP CF RE Packet XDP. The packet contains the following forms in the following order:

Form
Coversheet
CF 377.2B
CF 37
EBT 2216
SAR 7A
PUB13
PUB 275
PUB 388

Form Header: N/A – has a coversheet
Form Title: ESAP CalFresh Recertification Packet
Form Number: ESAP CF RE Packet
Include NA Back 9: N
Imaging Form Name: ESAP CF Recertification Packet
Imaging Document Type: Customer Reporting
Form Mockups/Examples: See Supporting Documents #5

2. Add the packet to Template Repository. The packet has the following required form inputs:
   a. Case Number
   b. Customer Name
   c. Program
   d. RE Month
   e. Language

Figure 2.3.2.1 – Document Parameter Page

    f.   Add validation on the Document Parameters page to prevent the generation of the packet from Template Repository when a ESAP CF RE Packet in any status except 'Not Applicable' for the same RE Month exists. The validation message will state: 'RE Month - RE packet has been sent for this RE Due Month. Reprint if another one is needed.'

3. Add population logic for the packet. The packet will use the existing population logic for the cover letter and the CF 377.2B to populate the form in the packet.

4. Add the following form control for the packet:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	Y	Y

5. Add the following print options for the packet:

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

6. Add the following mailing options for the packet:

Mailing Options	Option for RE Packet
Mail-To (Recipient)	When generated through the batch process, the CalFresh Primary Applicant. When generated through Template Repository, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.
Mailed From (Return)	CalFresh Worker's Office/District Office Address
Mail-back-to Address	BRM address
Outgoing Envelope Type	6"x9" Flat Mail Envelope
Return Envelope Type	BRM
Special Paper Stock	N/A
Enclosures	N/A
Electronic Signature	No
Check to Sign	No
Post to SSP	Yes

7. Create a Customer Reporting entry with the following information when the packet is generated and saved:

Field to Populate	Population for RE Packet
Type	CF
Submit Month - when generated from Template Repository	RE Month from Document Parameters page
Submit Month - when generated through Batch	Current CalFresh Program RE Due Date
Program	CF
Status	Customer Reporting Tracking Status
Status Date	Date of the latest Status Date

8. Create a Journal entry with the following information when the packet is generated and saved:

Field to Populate	Population for RE Packet
Case Id	The case associated to the CF RE Packet
Type	Document
Short Description	ESAP CF RE Packet
Long Description	The following forms were included for the {redeterDate} RE: CF Coversheet with BRM and NVRA, CF 377.2B, CF 37, EBT 2216, SAR 7A, PUB 13, PUB 275, PUB 388 and VRC. **Note:** The <redeterDate> will be populated with the RE Due Month. If the packet is generated through Template Repository, it will be populated with the date entered in the 'RE Month' field. If the packet is generated through batch, it will be populated with the current RE Due Month of the program.
Created by	Batch or User
Updated by	Batch or User

2.14 Corr.: Update SAR 2 Batch Job

2.14.1 Overview

Currently, the SAR 2 batch job sends out the SAR 2 (Reporting Changes for Cash Aid and CalFresh) when the IRT is established or changes. For ESAP households, the SAR is required to be sent out on the 12th and 24th months of their recertification period. Update the SAR 2 batch job (PB00R539) to send out the SAR 2 to the ESAP household on the 12th and 24th month of their recertification period.

*Note: As part of SCR **CA-219921**, the SAR 2 will generate via EDBC and be sent when the IRT is established, changes, or at recertification. This batch job will only send out the SAR 2 to ESAP households.*

2.14.2 Description of Change

1. Update the SAR 2 batch job to send out the SAR 2 when all the following conditions are met:
   a. The program is CalFresh.
   b. The program is Active.
   c. The Meets ESAP Criteria is set to 'Yes'.
      Technical Note: The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'Yes' on the most recent program detail record.
   d. The current reporting type is '*Semi-Annual Reporting - No Report*'.
   e. The batch date falls on the 1st day of 12th or 24th month of the CalFresh recertification period.

2. For each record returned from the driving query, insert a record into the system transaction table with the following transactional values:

Field to Populate	Population for SAR 2
Case Id	The case Id associated to the current CalFresh program.
Program Id	The program Id of the current CalFresh program.
Person Id	The primary applicant of the current CalFresh program.
Type Code	FR
Sub Type Code	250
Effective Date	Batch Month

2.14.3 Execution Frequency

Monthly.

2.14.4 Key Scheduling Dependencies

No change.

2.14.5 Counties Impacted

All counties.

2.14.6 Data Volume/Performance

An estimated 3,000 additional records will be processed by the batch job as the result of the inclusion of the ESAP households.

2.14.7 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.15 Corr.: Add ESAP CF RE Packet Batch Job for Los Angeles County

2.15.1 Overview

Create a new batch job to send out the ESAP CF RE Packet for Los Angeles County. The packet will be sent out to ESAP households a month prior to the RE due month.

2.15.2 Description of Change

1. Create a new batch job that will find cases that meet all the following conditions below. The effective month reference below is the month following the batch date.
   a. The program is CalFresh.
   b. The status of the program is Active.
   c. The Meets ESAP Criteria is set to 'Yes'.
      Technical Note: *The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'Yes' on the most recent program detail record.*
   d. The current reporting type is '*Semi-Annual Reporting - No Report*'.
   e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
   f. There does not exist an active CW program on the same case with the same RE due month and the completion date is not set.
   g. There does not exist a record in the system transaction table for an ESAP CF RE Packet for the same effective month for the program.
   h. There does not exist a generated ESAP CF RE Packet for the same effective month.

2. For each record returned from the driving query, insert a record into the system transaction table with the following transactional values below.

Field to Populate	Population for RE Packet
Case Id	The case Id associated to the current CalFresh program.
Program Id	The program Id of the current CalFresh program.
Person Id	The primary applicant of the current CalFresh program.
Type Code	FR
Sub Type Code	TBD (ESAP CF RE Packet for Los Angeles County)

Field to Populate	Population for RE Packet
Effective Date	Batch Month

2.15.3 Execution Frequency

The batch job will run monthly, same day as the CF RE Packet for Los Angeles County.

2.15.4 Key Scheduling Dependencies

The form balancer job will run after this batch job and distribute the system transaction records among the form generation thread jobs. The form generation thread jobs will run after the balancer and is responsible for generating the packets.

2.15.5 Counties Impacted

Los Angeles County.

2.15.6 Data Volume/Performance

An estimated 3,000 records will be processed monthly by the batch job.

2.15.7 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.16 Corr.: Add ESAP CF RE Packet Batch Job for the Migration Counties

2.16.1 Overview

Create a new batch job to send out the ESAP CF RE Packet for the Migration Counties. The packet will be sent out to ESAP households a month prior to the RE due month.

2.16.2 Description of Change

1. Create a new batch job that will find cases that meet all the following conditions below. The effective month reference below is the month following the batch date.
   a. The program is CalFresh.
   b. The status of the program is Active.
   c. The Meets ESAP Criteria is set to 'Yes'.
      Technical Note: *The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'Yes' on the most recent program detail record.*
   d. The current reporting type is '*Semi-Annual Reporting - No Report*'.
   e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
   f. There does not exist an active CW program on the same case with the same RE due month and the completion date is not set.
   g. There does not exist a record in the system transaction table for an ESAP CF RE Packet for the same effective month for the program.
   h. There does not exist a generated ESAP CF RE Packet for the same effective month.

2. For each record returned from the driving query, insert a record into the system transaction table with the following transactional values below.

Field to Populate	Population for RE Packet
Case Id	The case Id associated to the current CalFresh program.
Program Id	The program Id of the current CalFresh program.
Person Id	The primary applicant of the current CalFresh program.
Type Code	FR
Sub Type Code	TBD (ESAP CF RE Packet for the Migration Counties)

Field to Populate	Population for RE Packet
Effective Date	Batch Month

2.16.3 Execution Frequency

The batch job will run monthly, same day as the CF RE Packet for the Migration Counties.

2.16.4 Key Scheduling Dependencies

The form balancer job will run after this batch job and distribute the system transaction records among the form generation thread jobs. The form generation thread jobs will run after the balancer and is responsible for generating the packets.

2.16.5 Counties Impacted

Migration Counties.

2.16.6 Data Volume/Performance

An estimated 3,000 records will be processed monthly by the batch job.

2.16.7 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.17 Corr.: Update Migration Counties CF RE Packet Batch Job

2.17.1 Overview

Currently, the CalFresh Recertification Packet batch job (PB00R543) for the Migration Counties sends out the CF RE Packet a month prior to the RE due date. Update the batch logic to not send out the packet if the CF program is ESAP.

2.17.2 Description of Change

1. Update the batch logic to add the following conditions below to not send out the CF RE Packet to ESAP households:
    a. The Meets ESAP Criteria is set to 'No'.
        Technical Note: *The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'No' on the most recent program detail record.*
    a. The current reporting type is not '*Semi-Annual Reporting - No Report*'.

2.17.3 Execution Frequency

No change.

2.17.4 Key Scheduling Dependencies

No change.

2.17.5 Counties Impacted

Migration Counties.

2.17.6 Data Volume/Performance

No change.

2.17.7 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.18 Corr.: Update CF 377.2 Batch Job

2.18.1 Overview

The CF 377.2 batch job (PB00R509) sends CF 377.2 (CalFresh Notice of Expiration of Certification) to active CF programs that do not have a 36-month recertification period a month prior to the due date of the recertification. Update the batch logic to check for the ESAP indicator and the reporting type '*Semi-Annual Reporting - No Report*'.

2.18.2 Description of Change

1. Update the batch logic to find cases that meet all the following conditions below. The effective month reference below is the month following the batch date.
   a. The program is CalFresh.
   b. The status of the program is Active.
   c. The Meets ESAP Criteria is set to 'No'.
      Technical Note: *The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'No' on the most recent program detail record.*
   d. The current reporting type is not '*Semi-Annual Reporting - No Report*'.
   e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
   f. There does not exist a record in the system transaction table for the CF 377.2 for the same effective month for the program.

2.18.3 Execution Frequency
No change.
2.18.4 Key Scheduling Dependencies
No change.
2.18.5 Counties Impacted
All counties.
2.18.6 Data Volume/Performance
No change.
2.18.7 Failure Procedure/Operational Instructions
Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.19 Corr.: Update CF 377.2B Batch Job

2.19.1 Overview

The CF 377.2B batch job (PB00R1995) sends out the form to ESAP households a month prior to the due date of the recertification. The CF 377.2B form is part of the new RE packet that is sent out to ESAP households. Update the batch job to send out the CF 377.2B when the CalFresh program is ESAP and there is an active CalWORKs program with the same recertification due month as the CalFresh program.

Note: In the scenario where a case has a CW and CF program with the same redetermination/recertification due month and the CF program is ESAP, the household will receive the CW/CF RE Packet and the CF 377.2B.

2.19.2 Description of Change

1. Update the batch logic to find cases that meets all the following conditions below. The effective month reference below is the month following the batch date.
    a. The program is CalFresh.
    b. The status of the program is Active.
    c. The Meets ESAP Criteria is set to 'Yes'.
       Technical Note: The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'Yes' on the most recent program detail record.
    d. The current reporting type is '*Semi-Annual Reporting - No Report*'.
    e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
    f. There exists an active CalWORKs program on the same case with the same RE due month as the CalFresh program and the completion date is not set.
    g. There does not exist a record in the system transaction table for the CF 377.2B for the same effective month for the CalFresh program.

2. For each record returned from the driving query, insert a record into the system transaction table with the following transactional values:

Field to Populate	Population for RE Packet
Case Id	The case Id associated to the current CalFresh program.
Program Id	The program Id of the current CalFresh program.
Person Id	The primary applicant of the current CalFresh program.

Field to Populate	Population for RE Packet
Type Code	FR
Sub Type Code	2B
Effective Date	Batch Month

2.19.3 Execution Frequency

No change.

2.19.4 Key Scheduling Dependencies

No change.

2.19.5 Counties Impacted

All counties.

2.19.6 Data Volume/Performance

No change.

2.19.7 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.20 Corr.: Update CF 377.2C Batch Job

2.20.1 Overview

The CF 377.2B batch job (PB00R1996) sends out the form to households that have switch from ESAP to non-ESAP a month prior to the due date of the recertification. The batch logic currently checks that the ESAP indicator is set to 'No' and the recertification period is 36 months. The condition needs to be updated to take into account the recertification period for ESAP can be less than 36 months.

2.20.2 Description of Change

1. Update the batch logic to find cases that meet all the following conditions below. The effective month reference below is the month following the batch date.
   a. The program is CalFresh.
   b. The status of the program is Active.
   c. The Meets ESAP Criteria is set to 'No'.
      Technical Note: *The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'No' on the most recent program detail record.*
   d. The reporting type switched during the current recertification period from '*Semi-Annual Reporting - No Report*' to no longer be '*Semi-Annual Reporting - No Report*'.
   e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
   f. There does not exist a record in the system transaction table for the CF 377.2C for the same effective month for the program.

2.20.3 Execution Frequency
No change.
2.20.4 Key Scheduling Dependencies
No change.
2.20.5 Counties Impacted
All counties.
2.20.6 Data Volume/Performance
No change.
2.20.7 Failure Procedure/Operational Instructions
Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.21 Automated Regression Test

2.21.1 Overview

Update the existing CalFresh ESAP automated regression test scripts to verify the new Reporting Type value where applicable. Create new (or update existing) scripts to verify the new Reporting Type determination during CalFresh EDBC, and the lack of SAR Due Date population in the Program API response.

2.21.2 Description of Change

1. Update existing CalFresh ESAP scripts to verify the new 'Semi-Annual Reporting – No Report' Reporting Type where applicable.

   Note: Only scripts that are actively included in the Regression Test Suite at the time of implementation will be considered for these updates. The SSI/SSP Cash-Out scripts that were previously disabled will not be re-enabled or updated as part of this effort.

2. Create new (or update existing) scripts to verify the new Reporting Type of 'Semi-Annual Reporting – No Report' is determined via EDBC and is visible on the Case Summary and CalFresh Detail pages, and that the SAR Due Month is not displayed on the CalFresh Detail page, in the following scenarios:
   a. CalFresh household with no earned income, only elderly and/or disabled members, one or more of whom is also receiving CalWORKs
   b. CalFresh household with no earned income, only elderly and/or disabled members, one or more of whom is also receiving Refugee Cash Assistance (RCA)
3. Create new (or update existing) scripts to verify the ESAP indicator is set to 'No' and the new Reporting Type is not determined via EDBC in the following scenario:
   a. CalFresh household with no earned income, one or more elderly and/or disabled members, and one or more non-elderly/disabled ineligible non-citizens in a non-member role
4. Create new Program API scripts to verify the SAR Due Date is not populated in the success response for a CalFresh program with a Reporting Type of 'Semi-Annual Reporting – No Report'.

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	CF 34 Mockup	CF34_EN.pdf CF34_SP.pdf
2	Client Correspondence	CF 377.2B Mockup	CF377_2B_EN.pdf CF377_2B_SP.pdf
3	Client Correspondence	CF 377.2C Mockup	CF377_2C_EN.pdf CF377_2C_SP.pdf CF377_2C_RU.pdf
4	Client Correspondence	ESAP CF RE Packet for Los Angeles County	ESAP_CF_RE_PACKET_LA_EN.pdf ESAP_CF_RE_PACKET_LA_SP.pdf
5	Client Correspondence	ESAP CF RE Packet for Migration Counties	ESAP_CF_RE_PACKET_MIG_EN.pdf ESAP_CF_RE_PACKET_MIG_SP.pdf

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.2.13	The LRS shall determine the effective date of change for all eligibility related changes for all individuals for all applicable programs.	New ESAP requirements will be applied by EDBC logic as of the effective date of the policy.