CalSAWS CCB Minutes

DATE	AUGUST 5, 2021
TIME	1:30 PM
LOCATION	Teams Virtual Meeting
SUBJECT	Change Control Board Meeting
INVITEES	Regional Managers, Design Leads, Tech Leads, Release Management Leads, Quality Assurance, State Partners, Consortium Management

Meeting Purpose:

Approve pending System Change Requests (SCRs), scope modifications, and change orders as needed.

1. C-IV SCRs

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
RWR	CIV-109209		Create Imaging Indexes	DBA	4	C-IV M&O	No	
21.05	CIV-107791	CA-218730	One-time Data Change to Reset MC RE Due Date due to Public Health Emergency	CalHEERS	318	C-IV M&O	Production Deployment	21.05.29
21.06	CIV-108771	CA-226465	Monthly Process to Complete and Reset Overdue MC REs due to PHE	CalHEERS	268	C-IV M&O	Production Deployment	21.06.30
21.06	CIV-109021	CA-228698	ACL 21-17 LOC 2-4 Rate updates for HBFC Placements	Eligibility	60	C-IV M&O	Production Deployment	21.07.15
21.06	CIV-109102		Run WIS Interface jobs manually prior to migration cut-off in C-IV System	Batch Operations	10	C-IV M&O	Production Deployment	21.09.22
21.06	CIV-109149		Update C4Yourself Mobile App to be built with Xcode 12 and iOS 14 SDK.	Tech Arch	120	C-IV M&O	Production Deployment	21.08.19
21.06	CIV-109163		Turn off Outbound CalHEERS Image batch and clear temp IM records from CH_Transact	CalHEERS	20	C-IV M&O	Production Deployment	21.07.07

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
21.06	CIV-109171	CA-230632	Update PEAF Payments to Customer Non-Benefit	Fiscal	130	C-IV M&O	Production Deployment	21.08.27
21.06	CIV-109197		List of C-IV Purged Cases with CalHEERS linkage	CalHEERS	14	C-IV M&O	Production Deployment	21.07.13

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
None								

2. LRS SCRs

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
RWR	CA-228213		Update Journal API	Tech Arch	98	CalSAWS DD&I	No	21.07.xx
21.05	CA-218730	CIV-107791	One-time Data Change to Reset MC RE Due Date due to Public Health Emergency	CalHEERS	348	LRS M&E	Production Deployment	21.05.29
21.06	CA-226465	CIV-108771	Monthly Process to Complete and Reset Overdue MC REs due to PHE	CalHEERS	309	LRS M&E	Production Deployment	21.06.30
21.06	CA-228698	CIV-109021	ACL 21-17 LOC 2-4 Rate updates for HBFC Placements	Eligibility	69	LRS M&E	Production Deployment	21.07.15
21.06	CA-229265		Update journal API with additional fields	Batch/Interfaces	43	CalSAWS DD&I	Production Deployment	21.07.14
21.06	CA-230422		Modify appointments API to handle county code 00	Batch/Interfaces	216	CalSAWS DD&I	Start Build	21.07.14
21.06	CA-230687		NA960X is erroneously displaying a Legal Aid Foundation of Los Angeles Phone Number	Client Correspondence	56	LRS M&E	Production Deployment	21.07.09
21.07	CA-227236		Connect CalSAWS to FIS-EBT AWS Cloud directly from CalSAWS for H2H and SFTP	Tech Ops	150	LRS M&E	Start Build	21.08.xx
21.07	CA-228108		[Analytics] Ingest Delete Triggers in 44 Tables in Data Lake for Refactored Apex Reports	Analytics	192	CalSAWS DD&I	No	21.09.16

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
21.07	CA-229657		[Analytics] Dashboards Hard Launch #4 - Replace Landing Page Links for Soft Launched Dashboards	Analytics	140	CalSAWS DD&I	No	21.09.02
21.07	CA-229699		Paramount #62 & Southwest Family #83 Districts Conversion To A Customer Service Center	CalHEERS	298	LRS M&E	Start Build	21.08.14
21.07	CA-230062		Update DCFS non Medical Overlap EDBC Sweep jobs to consider overlapping cases within the same county only	Batch/Interfaces	108	LRS M&E	Start Build	21.09.16
21.07	CA-230122		Update worker assignment batch job PB00M102 to assign WTW programs for the Migration Counties	Batch/Interfaces	154	LRS M&E	Start Build	21.09.16
21.07	CA-230667		Update the Generate Online Form Batch Jobs to Run for All Counties	Client Correspondence	127	LRS M&E	Start Build	21.09.16
21.07	CA-230811		Inbound EICT Batch - do not apply LA County specific logic at the batch job level	Batch/Interfaces	100	LRS M&E	Production Deployment	21.07.29
21.07	CA-230936		Training: Update Task Management WBTs for 21.07 App Dev Changes	Training	60	Other	Start Build	21.09.22
21.07	CA-231026		Determine SNB/TNB When Prior EDBC is Converted	Eligibility	128	LRS M&E	Production Deployment	21.09.16
21.11	CA-203485		Update to intake applications source/program history - Portal Applications	Online	228	LRS M&E	Start Build	
21.11	CA-206709	CIV-67	Change Security to Allow all User Access to Release Note Report	Online	40	LRS M&E	No	
21.11	CA-211719		ACL 20-97 Safe Drinking Water Pilot	Client Correspondence	1542	Premise	Production Deployment	
21.11	CA-214902		DDID 2209 FDS: Task Mgt - Expedited Tasks	Online	210	CalSAWS DD&I	Start Build	
21.11	CA-215688		DDID 2686 FDS: Phase 4 - GA GR - API - Emulator	Eligibility	518	CalSAWS DD&I	No	
21.11	CA-215914		DDID 2313 FDS: GA GR Employment Services Fiscal Changes Phase 2	Eligibility	2856	CalSAWS DD&I	Start Build	

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
21.11	CA-217945		ACL 20-115 - Increase Child Support Pass-Through and Disregard for CalWORKs Families	Eligibility	650	Premise	Start Build	
21.11	CA-225943		DDID 2319 FDS: GA GR - API Correspondence Web Service	Eligibility	2078	CalSAWS DD&I	Start Build	
21.11	CA-227852		Update Reception Log to communicate to LMRS for SFV office	Online	423	LRS M&E	Start Build	
21.11	CA-228190	CH-175841	Update functionality to place COFA individuals in Full Scope Medi-Cal	CalHEERS	72	LRS M&E	No	
21.11	CA-228699		DDID 2716, 2717, 2219 FDS CSC: Outbound IVR 58 County Batch Enhancement	Batch/Interfaces	936	CalSAWS DD&I	No	
21.11	CA-229440		Update Report Date to MM/DD/YYYY on Reports Search results page	Reports	222	LRS M&E	No	
22.01	CA-49395	CIV-3915 CCM	ACL 16-92: Update and create ARC 1 Packet	Client Correspondence	154	LRS M&E	No	

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
21.06	CA-228612		Training: Update Fiscal WBTs for 21.01 App Dev Changes	Training	50	LRS M&E	Start Build	21.07.23
21.07	CA-215665		DDID 2314 FDS: GA GR Rules Phase 1 Online changes (Batch 1/2/3) , Batch 1 (11 Rules) - Non-Financial Rules and corresponding NOA Reasons	Eligibility	7862	CalSAWS DD&I	Start Build	
21.07	CA-220013		DDID 2255: Add Imaging Barcodes to all Forms - Phase 2	Client Correspondence	2489	CalSAWS DD&I	No	
21.07	CA-225987		DDID 34: Task Mgmt - Guided Navigation Updates	Online	341	CalSAWS DD&I	Production Deployment	
21.07	CA-227257		Update the Non-MAGI Screening and Turning 65 Packets to be available to all counties	Client Correspondence	329	LRS M&E	No	21.08.27
21.07	CA-228633		Training: Update DCFS Fiscal WBTs for 21.01 App Dev Changes	Training	40	LRS M&E	No	21.09.24
21.07	CA-228636		Training: Update 090-WBT-HEA-Hearings-01 for 21.01 App Dev Changes	Training	10	LRS M&E	No	21.09.24

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
21.11	CA-217869		Modify LRS lobby applications to work with the new Self-Service Portal	Online	3398	LRS M&E	Start Build	
21.11	CA-227260	CIV-103307; CIV-103932; CIV-104086; CIV-103446	DDID 2150 - Enable CalWIN County Fiscal Batch Jobs	Fiscal	589	CalSAWS DD&I	Start Build	
22.01	CA-214923		DDID 2389 FDS: Task Mgt - Task Re-Open	Online	164	CalSAWS DD&I	No	

3. Informational Only: CalSAWS Conversion SCRs

Release	SCR #	X-REF SCR	DESIGN APPROVAL	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
None								

Release	SCR #	X-REF SCR	CONTENT REVISION	Team Responsible	Hours	Funding Source	Emergency Approval	Priority Release
None								

4. Minutes

- ➤ **All questions are shown on the following section**
- ➤ **CIV-109197 Question from Merced was sufficiently answered**
- ➤ **CA-206709 Question from Santa Barbara was sufficiently answered**
- ➤ **CA-211719 had an update on recommendation on group population for Water Project. Updated Design Document attached.**
- ➤ **The next CCB Meeting scheduled for <mark>08/19/2021</mark>**

SCR Number	County / Region	Question	Answer	Team
CA-206709	Santa Barbara	In general I don't have an objection but what information is contained within a Release Note report? My common objection would be *if* the release note provided information such as (example) transactions over $1500 in one week will be listed on a report, then potentially, a staff person intending to commit internal fraud would then know to stay under the $1500 amount. Also, if our department business process teams decided not to share the Release Note report then we as Security would then have "to create custom security roles as needed" instead of using the project maintained roles for staff.	There are currently two methods to access the Release Notes in the system today. On the homepage there is a link to the most recent Release Note Report that all individuals have access to. The Release Note Report that we are expanding accessibility to is accessed from the Reports Navigation which will give access to historical Release Notes as well. As we are already giving access to the currently Release Notes from the homepage, expanding it to allow viewing historical reports did not raise any concerns.	Online
CIV-109197	Merced	For C-IV 109197, will they be issuing a CIT with the list to tell counties how to accomplish this?	Yes, there is a CIT that will be published soon, no date confirmed yet, that will explain what workers will do with the cases to resolve the issues. The CIT is currently being developed.	CalHEERS

CalSAWS CCB Questions

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-211719

ACL 20-97 Safe Drinking Water Pilot

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Nithya Chereddy, Ishrath Khan
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
5/12/2021	1.0	Initial document	Nithya Chereddy Ishrath Khan
07/28/2021	1.1	Design clarifications	Nithya Chereddy

Table of Contents

1 OVERVIEW

According to ACL 20-97, CDSS has developed a state-funded pilot program to provide time-limited supplemental nutrition benefits to CalFresh households that meets the following criteria:

- Reside within a disadvantaged community.
- Receive drinking water from a public water system that does not meet primary drinking water standards under the California safe drinking water Act.

The CDSS collaborated with the California Food Policy Advocates (CFPA), the county Welfare Director's Association (CWDA) of California, State Water Resources Control Board (SWRCB), impacted Counties and other impacted partners. Based on the recommendation of the workgroup, Kern County was selected to implement the Safe Water Pilot program. Due to the limited funds available for the Pilot, it is not feasible to serve an entire county and have a meaningful, measurable impact. To keep the pilot population to a feasible size, two key Pilot design elements were used to narrow the eligible population: residential ZIP Codes and an out-of-compliance community water system.

Per ACL 20-97, Active CalFresh households with a physical address in one of the pilot ZIP Codes (93241 (Lamont),93220 (Edison),93243 (Gorman-Lebec),93311 (Bakersfield),93387 (Bakersfield),93386 (Bakersfield)) will be eligible to receive pilot benefits in the amount of $50 per month in food benefits during the Pilot Eligibility period of 12 months or as long as funding is available (whichever is earlier) starting **March 1,2022**.

1.1 Current Design

In CalSAWS, benefit issuances are created via EDBC authorization records (Online, Batch, Manual), Supportive Service Payment issuances are created via Payment Request authorization records and Auxiliary Issuances via Auxiliary Authorization records which does not require any eligibility determination.

The Auxiliary Issuance framework was introduced in CalSAWS with release 21.05 with an aim of introducing a flexible benefit issuance mechanism to CalSAWS that can be utilized to issue Water Pilot benefits and can be used in future for purposes beyond the initial Water Pilot implementation.

The correspondence related to CalFresh Water Pilot benefits are not available in the system. i.e., CF 304A - Important Information About Your CalFresh Benefits - CalFresh Water Pilot, CF 304B - Notice of Approval for the CalFresh Water Pilot and CF 304C - Notice of Discontinuance for the CalFresh Water Pilot.

1.2 Requests

1. This SCR will implement policy changes associated with ACL 20-97 under which CDSS has developed a state-funded pilot program to provide time-limited supplemental nutrition benefits to CalFresh households that meets the following criteria:
   a. Reside within a disadvantaged community.

     b. Receive drinking water from a public water system that does not meet primary drinking water standards under the California safe drinking water Act.

2. Add the CF 304A - Important Information About Your CalFresh Benefits - CalFresh Water Pilot, CF 304B - Notice of Approval for the CalFresh Water Pilot, and CF 304C - Notice of Discontinuance for the CalFresh Water Pilot forms to CalSAWS.

3. Add logic to send CF 304C form when customer gets discontinued for CalFresh Water Pilot benefits.

1.3 Overview of Recommendations

1. Add a new EBT Benefit type, Pay Code and Discontinuance reasons for water Pilot.
2. Update Issuance Detail page to display the Pay Code field for issuances associated to the authorization type of Auxiliary Authorization.
3. Update EBT Repayment Detail page and EBT Expungement Reader Job to exclude Water Pilot issuances to restrict the user from applying water pilot benefits towards any existing CalFresh Overissuances.
4. Add a monthly Discontinuance batch module to discontinue the issuance of Water Pilot benefits if the CalFresh household is no longer eligible.
5. Update Claiming logic to correctly process and claim Water Pilot Issuances.
6. Add CF 304A - Important Information About Your CalFresh Benefits - CalFresh Water Pilot form in English and Spanish to CalSAWS.
7. Add CF 304B - Notice of Approval for the CalFresh Water Pilot form in English and Spanish to CalSAWS.
8. Add CF 304C - Notice of Discontinuance for the CalFresh Water Pilot form in English and Spanish to CalSAWS.
9. Add a monthly batch job to send the CF 304C form to the customers who are discontinued from CalFresh Water Pilot benefits.

1.4 Assumptions

1. The SCR CA-227819 will mass mail the CF 304A form which is the informing notice (22.01 release).
2. SCR CA-228715 is to identify the Safe Water Pilot Eligible population and to mail the CF 304B – Approval notice. This SCR will also include the one-time mass sweep of eligible records for Water Pilot benefits. Water Pilot eligibility is based on a household's physical address in one of the Water Pilot ZIP Codes: (93241 (Lamont),93220 (Edison),93243 (Gorman-Lebec),93311 (Bakersfield),93387 (Bakersfield),93386 (Bakersfield))
3. Water Pilot benefits are nutrition benefits which will be issued via EBT to the CalFresh Payee as Supplemental benefits. The CalFresh Payee will always be a person and not a resource.
4. Water Pilot benefits are subject to existing Electronic Benefit Transfer, or EBT, account aging and expungement rules.
5. Water Pilot Program expunged benefits will not be reactivated.
6. Water Pilot benefits are not eligible for EBT repayments.

Commented [CB1]: Will there be conditions where these Water Pilot benefits will be skipped? If yes, will they show up on the Skipped issuances report? Can we add to the Assumptions?

Commented [IK2R1]: Since water pilot benefits will be issued via the Auxiliary Issuance framework, they follow the same rules for skip issuance. So they will show up on the skipped issuance report.

7. Water Pilot benefits are subject to available funding. In the event that the length of the pilot needs to be reduced due to insufficient funds, CDSS will provide CalSAWS a 60-day notice. This will be a separate SCR.
8. Water Pilot benefits must not be included in the benefit count for the purpose of federal Supplemental Nutrition Assistance Program reporting (e.g., DFA 256).
9. Water Pilot benefits will be issued via automation for a period of 12 months using the Auxiliary Issuance framework as part of SCR CA-228715. The Auxiliary Issuance page can be used by the worker to manually issue or discontinue Pilot benefits. However, the worker must refrain from issuing these benefits prior to March 1,2022.
10. Any overpayments will need to be created manually.
11. To be eligible for the Water Pilot program, the household must meet all Water Pilot eligibility requirements on the day of policy implementation.
12. Only Active CalFresh Households with a physical address in one of the eligible ZIP Codes are entitled to receive the Water Pilot benefits.
13. Pilot eligibility is based on a household's physical address. Household's that have their mailing address in a Water Pilot program eligible ZIP Code and a physical address outside of a pilot zip code are not eligible.
14. CalFresh households that move into a Water Pilot ZIP Code after the date of pilot implementation are not eligible. Furthermore, households receiving pilot benefits who move out of original Water Pilot ZIP Code are no longer eligible for Water Pilot benefits, even if the new residential ZIP Code is a Pilot eligible ZIP Code. If a household moves within the same ZIP Code, then they will continue to be eligible for the Water Pilot.
15. CalFresh households whose living arrangement is associated with an institution or group living indicator are not eligible.
16. If a household is initially approved for Water Pilot benefit and later gets discontinued after the date of implementation, then that household will lose the eligibility to receive any future Water Pilot benefits for the remaining period of the policy.
17. If a household eligible for Water Pilot benefit is discontinued after the date of implementation and benefits are later restored without break in aid, the household's pilot benefits will be automatically restored at the same time.
18. Households with a pending CalFresh application that is not approved on the date of implementation are not eligible.
19. Households receiving Transitional CalFresh (TCF) on the date of implementation are not eligible OR if a household which was approved for the Water Pilot benefit becomes TCF eligible during the pilot period, then it will no longer be considered as an active CalFresh program household for the purpose of the Water Pilot and will cease receiving Pilot benefits.
20. Households receiving Transitional Nutrition Benefits (TNB) on the date of implementation OR if a household becomes TNB-eligible during the pilot period, then it will no longer be considered as an active CalFresh program household for the purpose of Pilot and will cease receiving Pilot benefits.
21. Water Pilot benefits cannot be paid pending a hearing or an appeal decision. However, County Welfare Department (CWD) may issue a pilot supplement because of an appeal or hearing decision. The CWD must issue this supplement manually.

22. Water Pilot benefits are subject to existing EBT account aging and expungement rules. However, expunged Water Pilot benefits must not be reinstated/reactivated. Furthermore, expunged Water Pilot Benefits will not be used to repay towards an existing CalFresh recovery account.
23. The Pilot Benefit amount will be fixed for the duration of the Pilot and will apply irrespective of the CalFresh household size.
24. For Water Pilot issuances, no aid code and pay code adjustments will be allowed. Only Cancellations will be allowed via the Issuance detail page which would then be adjusted/claimed accordingly.
25. CF 304B and CF 304C forms will use the existing NA BACK9(04/2013).
26. When the CF 304C form is being generated from the Template Repository the discontinuance date and the discontinuance reason checkboxes will be blank if the CalFresh water pilot benefits were not previously discontinued.

2   RECOMMENDATIONS

2.1   DBCR/CTCR Changes:

2.1.1   Overview

This section describes changes to add a new EBT Benefit type, a new Pay Code and new Discontinuance reasons for Water Pilot benefits.

2.1.2   Description of Change

1. Add New EBT Benefit type for Water Pilot as "CF01".
2. Add a new Pay code for Safe water Pilot Benefits – "CalFresh Safe Water Pilot Benefits"
    a. This Pay Code will be available only for Kern County
    b. This Pay Code will be mapped to CalFresh program
    c. This Pay Code will be mapped as Non-Federal
3. Create the following new discontinuance reasons for why the auxiliary payment was discontinued. Insert new values in the code category for Auxiliary Payment Discontinuance Reason as follows:
    a. household no longer receiving CalFresh benefits
    b. household moved out of eligible ZIP Code.
    c. household became eligible for Transitional CalFresh benefits
    d. household became eligible for Transitional Nutrition benefits
    e. CalFresh Water Pilot benefits ending (as come up month is February 2023)
    f. household living in an institution or group living arrangement

2.2 Issuance Detail

2.2.1 Overview

The Issuance Detail page allows the user to view and edit the issuance details for a program and benefit month. In addition, this page also allows the user to replace EBT benefits.

2.2.2 Description of Changes

1. Update Issuance Detail page to display the Pay Code field for issuances associated to the authorization type of Auxiliary Authorization.
2. Update the Issuance Detail page to assign 'CalFresh Safe Water Pilot Benefits' as Pay Code for any replacements/reissue of Water Pilot Issuance.
Note: The Pay code field on the Issuance Detail page will be Read-Only for CalFresh Water Pilot benefit issuances, and their Reissue/ Replacements.

2.2.3 Page Location

Global: Case Info
Local: Case Summary
Task: Issuance History

2.2.4 Security Updates

No Change.

2.2.5 Page Mapping

No Change.

2.2.6 Page Usage/Data Volume Impacts

No Change.

2.3 EBT Food Writer Interface

2.3.1 Overview

This enhancement is to update the EBT Food Writer to include the new EBT Benefit Type for Water Pilot.

2.3.2 Description of Changes

1. Update the daily Food EBT interface to map the Water Pilot issuances to the EBT benefit type of CF01.
2. Conduct Interface file testing for the new EBT Benefit type.
3. Conduct EBT H2H testing with EBT vendor for the new EBT Benefit type.

2.3.3 Execution Frequency

No Change.

2.3.4 Key Scheduling Dependencies

No Change.

2.3.5 Counties Impacted

Kern County

2.3.6 Data Volume/Performance

No Change.

- **Auxiliary Issuance Claiming Batch (PBXXF__)**

2.3.7 Overview

This batch job will process Water Pilot Issuances associated to the authorization type of Auxiliary from the CLAIM_TRANSACT table where the Process Date is between the LAST_SUCCESS_DATE and BATCH_DATE. Only Water Pilot Issuances that have not been previously processed will be included.

2.3.8 Description of Changes

1. This process will set the Payment Amount for Water Pilot Issuances and will be claimed as Non-Federal benefits based on Pay code – CalFresh Safe Water Pilot benefits.

2.3.9 Programs Impacted

CalFresh

2.3.10 Execution Frequency

All days except holidays and Sunday.

2.3.11 Key Scheduling Dependencies

This job will be configured to run sequentially with other Claiming jobs.

2.3.12 Counties Impacted

Kern County

2.3.13 Data Volume/Performance

No Change.

2.3.14 Failure Procedure/Operational Instructions

No Change.

2.4 New Monthly Water Pilot Discontinuance Sweep

2.4.1 Overview

If a household loses eligibility for receiving the Safe Water Pilot Benefit, a timely and adequate pilot discontinuance NOA will be provided to the household informing them about the discontinuance. This update is to introduce a new Discontinuance job in the system that will scan all approved Auxiliary Authorization records for Safe Water Pilot that will lose their eligibility for receiving Pilot benefits.

2.4.2 Description of Change

1. Identify all approved Auxiliary Authorization records for the Safe Water Pilot that may become ineligible to receive pilot benefits for the upcoming month if any of the following criteria is met:
    i. The participant is no longer active or a recipient on CalFresh.
    ii. Participant moved out of eligible ZIP Code.
    iii. Participant became eligible for Transitional CalFresh benefits
    iv. Participant became eligible for Transitional Nutrition benefits
    v. CalFresh Water benefits ending (as come up month is February 2023)
    vi. household living in an institution or group living arrangement

2. For each participant identified to be no longer eligible to the Water Pilot benefits:
    a. Update the record in the auxiliary payment table as follows:
        i. When the batch runs on 10-day NOA cut-off, set the end date to the last day of current month. When the batch runs after 10 day NOA cut-off on the last business day of the current month, set the end date as the last day of the upcoming month.

12

For ex: If batch runs on 06/10/2021, set the end date to 06/30/2021. If batch runs on 06/30/2021, set the end date to 07/31/2021.

ii. Set the Discontinuance Date as the batch date.
iii. Set the Discontinuance Reason to one of the following reasons

1) when household is no longer Active on CalFresh to "household no longer receiving CalFresh benefits".

2) when household has moved out of the eligible ZIP Codes to "household moved out of eligible ZIP Code".

3) When household is Active on Transitional CalFresh to "household became eligible for Transitional CalFresh benefits"

4) When household is Active on Transitional Nutrition Benefits to "household became eligible for Transitional Nutrition benefits".

5) When the 12-month eligibility period is ending in February 2023 to "CalFresh Water Pilot benefits program ending (as come up month is February 2023)"

6) When household living in an institution or group to "household living in an institution or group living arrangement".

NOTE:

1. The CalFresh Payee should NOT be eligible to Water Pilot benefits if they have any of the following values on the Living Arrangement page as of the beginning of the benefit month (1st day of the month):

- Board and Care
- Campus Housing
- Commercial Boarding Facility
- Drug and Alcohol Rehabilitation Center
- Homeless Shelter
- Hospital-Acute Hospital Care
- Incarcerated
- Institution-Mental Disease
- Licensed Group Home for Blind and Disabled (SSA)
- Non-Medical out of the home care w/out R&B in XIX Medical Facility (CAPI)
- Nursing Home/Long Term Care
- Shelter in Battered Persons
- Federally Subsidized Housing for the Elderly

2. ~~If a household eligible for Water Pilot benefit is discontinued after the date of implementation and benefits are later restored without break in aid, the household's pilot benefits will be automatically restored at the same time.~~

Commented [IK3]: Targeted for release 22.01 with approval SCR.

3. Update the Monthly Water Pilot Discontinuance sweep to create a Journal entry whenever a household or case is discontinued for water Pilot benefits as follows:
   a. Filter Type : All
   b. Journal Type: Narrative
   c. Short Description: Discontinuance of CF Water Pilot
   d. Long Description: The CalFresh household has been discontinued from the Water Pilot program for reason: <insert discontinuance reason>.
      Example: The CalFresh household has been discontinued from the Water Pilot program for reason: household no longer receiving CalFresh benefits.

2.4.3 Execution Frequency

This new batch sweep will run twice, once on 10 day NOA cut-off and then on the last business day of the month.

2.4.4 Key Scheduling Dependencies

This new sweep will be the predecessor to the following jobs:

- Monthly CF 304 C Batch Sweep

2.4.5 Counties Impacted

Kern

2.4.6 Data Volume/Performance

N/A

2.4.7 Failure Procedure/Operational Instructions

This new sweep can be rerun at any time because it will only pick up records without Discontinuance Dates from the auxiliary payment table.

2.5 EBT Grant Expungement Reader

2.5.1 Overview

This enhancement is to update the Grant Expungement Reader to not apply any expungements to the CalFresh recovery accounts by excluding the Water Pilot benefit types.

14

2.5.2 Description of Changes

1) Update the Grant Expungement Reader Interface job to not apply any expungements to CalFresh recovery accounts by excluding the following EBT Benefit Types:
   a. CF01

2.5.3 Execution Frequency

No Change.

2.5.4 Key Scheduling Dependencies

No Change.

2.5.5 Counties Impacted

Kern County

2.5.6 Data Volume/Performance

No Change.

2.5.7 Interface Partner

EBT Vendor - FIS

2.5.8 Failure Procedure/Operational Instructions

No Change.

2.6 EBT Repayment Detail

2.6.1 Overview

The EBT Repayment Detail page allows the user to create an EBT Repayment where the user can pay off the recovery account balance from the available funds in the Cash/CalFresh EBT account. This update is to restrict the user from entering EBT repayment on CF01 benefit type.

2.6.2 EBT Repayment Detail Mockup

N/A

2.6.3 Description of Changes

1. Update the EBT Repayment Detail page to display a validation message when the user is trying to do a repayment on 'CF01' benefit type. The message will state – "Invalid Benefit Type selected for Repayment.".

2.6.4 Page Location

- **Global:** Case
- **Local:** Case Summary
- **Task:** EBT Account List

2.6.5 Security Updates

No changes.

2.6.6 Page Mapping

No Changes

2.6.7 Page Usage/Data Volume Impacts

No Changes

2.7 Add CF 304A - Important Information About Your CalFresh Benefits - CalFresh Water Pilot (09/2020)

2.7.1 Overview

This section will cover the updates needed to add CF 304A - Important Information About Your CalFresh Benefits - CalFresh Water Pilot (09/2020) form to CalSAWS.

State Form: CF 304A

Programs: CalFresh

Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: All Counties

Languages: English and Spanish

2.7.2 Create Form XDP

1. Add CF 304A - Important Information About Your CalFresh Benefits - CalFresh Water Pilot (09/2020) form to CalSAWS System.

    Form Header: CalSAWS Standard Header (Supporting Document #4)

Form Title: Important Information About Your CalFresh Benefits - CalFresh Water Pilot

Form Template Description: This form will be used to inform the customers about the water pilot CalFresh benefits.

Form Number: CF 304A

Include NA Back 9: No

Imaging Form Name: Important Info - CF Water Pilot

Imaging Document Type: CalFresh (CF)

Form Mockup/Example: See Supporting Document #1

2. Add the new CF 304A to Template Repository. The following parameters will be required:

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

    Populate the following variables on the CF 304A form when generated from Template Repository or when the one-time mass mailer occurs through the SCR CA-227819.

Variable Name	Population	Formatting	Editable*	Template Repository/one-time mass mailer Population
<1>	Populate with Customer Physical Address Zip Code selected on the Documents Parameter page	99999	Y	Y
<2>	Populate with '03/2022'	MM/YYYY	Y	Y
<3>	Populate with '02/2023'	MM/YYYY	Y	Y
<4>	Populate the Worker phone number.	(999)999-9999	Y	Y

Note: Variables listed in the above table will only be editable when generated through Template Repository.

3. Add the following barcode options to the CF 304A form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

4. Add the following print options to the CF 304A Form:

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

Mailing Requirements:
Mail-To (Recipient):
      a. Primary Applicant on the CalFresh Program when generated though one-time mass mailer
      b. Participant selected on the Document Parameters page when generated from Template Repository
Mailed From (Return): Worker's 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 SSP (Self Service Portal): Yes

2.8 Add CF 304B - Notice of Approval for the CalFresh Water Pilot (09/2020)

2.8.1 Overview

This section will cover the updates needed to add CF 304B - Notice of Approval for the CalFresh Water Pilot (09/2020) form to CalSAWS.

State Form: CF 304B
Programs: CalFresh
Attached Forms: N/A
Forms Category: Forms
Template Repository Visibility: All Counties
Languages: English and Spanish

2.8.2 Create Form XDP

1. Add CF 304B - Notice of Approval for the CalFresh Water Pilot (09/2020) form to CalSAWS System.

    Form Header: CalSAWS Standard Header (Supporting Document #4)

    Form Title: Notice of Approval for the CalFresh Water Pilot

    Form Template Description: This form will be used to notify the customers about the Water Pilot CalFresh benefits approval.

    Form Number: CF 304B

    Include NA Back 9: Yes

    Imaging Form Name: Notice Of Approval CF Water Pilot

    Imaging Document Type: Notification/NOA

    Form Mockup/Example: See Supporting Document #2

2. Add the new CF 304B to Template Repository. The following parameters will be required:

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

    Populate the following variables on the CF 304B form when generated from Template Repository or when the one-time mass mailer occurs with the SCR CA-228715.

Variable Name	Population	Formatting	Editable*	Template Repository/one-time mass mailer Population
<1>	Populate with the Safe Water Pilot begin date (BEG_DATE from AUX_PMT table)	MM/DD/YYYY	Y	Y
<2>	Populate with the Safe Water Pilot end month and year (END_DATE from AUX_PMT table)	MM/YYYY	Y	Y

Note: Variables listed in the above table will only be editable when generated through Template Repository.

3. Add the following barcode options to the CF 304B form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

4. Add the following print options to the CF 304B Form:

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

Mailing Requirements:
Mail-To (Recipient):
     c. Primary Applicant on the CalFresh Program when generated though one-time mass mailer
     d. Participant selected on the Document Parameters page when generated from Template Repository
Mailed From (Return): Worker's 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 SSP (Self Service Portal): Yes

2.9 Add CF 304C - Notice of Discontinuance for the CalFresh Water Pilot (09/2020)

2.9.1 Overview

This section will cover the updates needed to add CF 304C - Notice of Discontinuance for the CalFresh Water Pilot (09/2020) form to CalSAWS.

State Form: CF 304C
Programs: CalFresh
Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: All Counties

Languages: English and Spanish

2.9.2 Create Form XDP

1. Add CF 304C - Notice of Discontinuance for the CalFresh Water Pilot (09/2020) form to CalSAWS System.

> **Form Header:** CalSAWS Standard Header (Supporting Document #4)
>
> **Form Title:** Notice of Discontinuance for the CalFresh Water Pilot
>
> **Form Template Description:** This form will be used to notify the customers about the Water Pilot CalFresh benefits discontinuance.
>
> **Form Number:** CF 304C
>
> **Include NA Back 9:** Yes
>
> **Imaging Form Name:** Notice Of Discontinuance CF Water Pilot
>
> **Imaging Document Type:** Notification/NOA
>
> **Form Mockup/Example:** See Supporting Document #3

2. Add the new CF 304C to Template Repository. The following parameters will be required:

> **Required Form Input:** Case Number, Customer Name, Program, and Language.
>
> Populate the following variables on the CF 304C form when generated from Template Repository or through Batch.

Variable Name	Population	Formatting	Editable*	Template Repository Population	Batch Population
<1>	Populate the Safe Water Pilot end date (END_DATE from AUX_PMT table)	MM/DD/YYYY	Y	Y	Y
Checkbox 1	Check the box if the discontinuance reason is 'Pilot – household no longer receiving	Check the box	Y	Y	Y

	CalFresh benefits'				
Checkbox 2	Check the box if the discontinuance reason is 'Pilot-household moved out of eligible ~~zip~~ZIP ~~c~~Code'	Check the box	Y	Y	Y
Checkbox 3	Check the box if the discontinuance reason is 'Pilot-household became eligible for Transitional CalFresh benefits'	Check the box	Y	Y	Y
Checkbox 4	Check the box if the discontinuance reason is 'Pilot-household became eligible for Transitional Nutrition benefits'	Check the box	Y	Y	Y
Checkbox 5	This box will not be checked when generated through Batch. Worker can check this box when the form is generated through Template Repository.	N/A	Y	N	N
Checkbox 6	Check the box if the discontinuance reason is 'Pilot – CalFresh Water Pilot program ~~is~~ ending'	Check the box	Y	Y	Y

Checkbox 7	Check the box if the discontinuance reason is ''	Check the box	Y	Y	Y

3. Add the following barcode options to the CF 304C form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

4. Add the following print options to the CF 304C Form:

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

Mailing Requirements:
Mail-To (Recipient): Primary Applicant on the Program
Mailed From (Return): Worker's 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 SSP (Self Service Portal): Yes

2.10 CF 304C Discontinuance Sweep Job

2.10.1 Overview

This new batch job will identify the participants that are discontinued from Safe Water Pilot benefits.

2.10.2 Description of change

1. Create a new batch sweep to identify the CalFresh Safe Water Pilot discontinued population when the following conditions are met:

a) A record in the auxiliary payment table has been updated with the Discontinuance Date as the current Batch date with the type 'CalFresh Water Pilot Benefits'.

2. For each record returned in the driving query, insert a record into the batch transaction table to generate a CF 304C form during batch forms processing.

Transaction values:

- Case ID: Discontinued Water Pilot Benefits Case (Case ID from AUX_PMT table)
- Program ID: CF program ID
- Person ID: Primary Applicant of CF program
- Type Code: FR
- Sub Type Code: TBD
- Eff Date: Batch Date
- Created By: Batch
- Updated By: Batch

2.10.3 Execution Frequency

This new batch sweep will run twice, once on 10-day NOA cut-off and then on the last business day of the month.

2.10.4 Key Scheduling Dependencies

This new sweep will be a successor to the following jobs:
- New Monthly Water Pilot Discontinuance Sweep

2.10.5 Counties Impacted

Kern County

2.10.6 Data Volume/Performance

N/A

2.10.7 Failure Procedure/Operational Instructions

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

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CF 304A Mockups	CF304A_EN.pdf CF304A _SP.pdf
2	Correspondence	CF 304B Mockups	CF304B_EN.pdf CF304B _SP.pdf
3	Correspondence	CF 304C Mockups	CF304C_EN.pdf CF304C _SP.pdf
4	Correspondence	CalSAWS Standard Header Mockup	Standard Header.pdf

4 REQUIREMENTS

[Document what requirements are being addressed with this design and how they are being met]

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met