

- CalSAWS DD&I
 C-IV M&O
 CalWIN M&O
 LRS M&E

Distribution Date:	September 29, 2021
To:	PPOC.40 Consortium.RegionalManagers.All Committee.CAPI.RegionalManagers.Sponsor;
CIT Name:	Separate Case & Issuance for CAPI Couple Case – C-IV Counties Only
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|---|---|
| <input type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
| <input type="checkbox"/> MC | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Security |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> WtW | <input type="checkbox"/> Migration |
| <input checked="" type="checkbox"/> Other Program(s) CAPI _____ | <input type="checkbox"/> Conversion |
| <input type="checkbox"/> BenefitsCal | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Your Benefits Now! | <input checked="" type="checkbox"/> Training |
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| <input type="checkbox"/> Other _____ | |

Description: (Including any step-by-step instructions)	<p>Purpose The purpose of this CIT is to provide instructions to the C-IV County users on how to process new Cash Assistance Program for Immigrants (CAPI) couple cases and how to separate existing CAPI Couple cases in CalSAWS after C-IV Migration.</p> <p>Background Currently C-IV CAPI couple cases are included on the same case number with two open CAPI program blocks. The CalSAWS system does not support this logic and each CAPI member must have their own case number. Therefore, C-IV CAPI counties must take the below action to separate the current active CAPI couple cases and open two separate cases on new ongoing applications.</p> <p>Per, MPP 49-055.3 each member of an eligible couple should receive one-half of the couples benefit amount when each member is eligible for CAPI. Each eligible participant must be evaluated in a separate case and/or program and paid separately on their own account.</p> <p>County Action</p>
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For new CAPI couple applications received:

A separate case must be opened for each CAPI couple member.

Existing Pending Cases:

1. If there is an existing case on file and Spouse 1 was the applicant/payee, the user is to assign the case to Spouse 1 and create a new case number for Spouse 2 using the same application date. Set cases as companion cases per your county business process.
2. Add Spouse 2 to Spouse 1's case as a non-payee member and add Spouse 1 to Spouse 2's case as a non-payee member.
3. Complete the Relationship Detail page linking the spouses, and all appropriate Data Collection pages. Ensure all required verification is received for both cases.
4. Once all appropriate information is received, run EDBC for each Spouse's case, the other Spouse will fail for FRE. EDBC results will issue half the benefit amount for the CAPI standards for couples.
5. Review and Accept EDBC – Review Preview NOA, click 'Save and Return'.
6. Create a Journal entry per your county business process.

New Applications:

1. If there is no existing case on file, the user is to create a new case number to Spouse 1 and another case number to Spouse 2 using the same application date. Set cases as companion cases per your county business process.
2. Add Spouse 2 to Spouse 1's case as a non-payee member and add Spouse 1 to Spouse 2's case as a non-payee member.
3. Complete the Relationship Detail page linking the spouses, and all appropriate Data Collection pages. Ensure all required verification is received for both cases. Once all appropriate information is received run EDBC for each Spouse 's case, the other Spouse will fail for FRE. EDBC results will issue half the benefit amount for the CAPI standards for couples.
4. Review and Accept EDBC – Review Preview NOA, click 'Save and Return'.
5. Create a Journal entry per your county business process.

Note: Per CDSS CRPC # 2133 Dated 11/30/18: User is not to process and authorize only one case. Both cases must be processed on the same day one after another. If you have not received verification for both members DO NOT PROCESS either case.

There is no change to the CalFresh program. The county is to continue their current case assignment business process.

Existing CAPI Couple cases – Separating existing couple cases

The county is to take the following steps to separate each spouse to their own case. The process outlined below is to be taken after C-IV's CalSAWS migration and completed by November 17,2021.

1. Sample existing case BXXXXX2 has two CAPI Program blocks. Spouse 1 has an application date of 12/1/2017
 - a. Add Spouse 2 as a non-payee to Spouse 1's CAPI program block.
 - b. Case Member list page – click 'Add Person"
 - c. Complete the Relationship Detail page linking the spouses.

- d. Select Run EDBC for 11/2021 or month after your county's migration into CalSAWS.
 - e. Spouse 2 non-payee will fail for FRE, EDBC results will issue half the benefit amount for the CAPI standards for couples
 - f. Review and Accept EDBC – Review Preview NOA – click 'Save and Return'
 - g. Run EDBC on Spouse 2's CAPI Program block for 11/2021
 - h. Spouse 2's will fail and the CAPI Program block will fail for "Gets Duplicate Aid"
 - i. Review and Accept EDBC – Review Preview NOA – click 'Save and Return'
 - j. Create a Journal entry per your county business process.
2. Create a new case/number for Spouse 2 (the non-payee of case BXXXXXX2)
 - a. Set cases as companion cases per your county business process.
 - b. Add spouse 1 to Spouse 2's case as a non-payee.
 - c. Date of application is 12/1/2020 (If the application date is no more than one year from current year use existing case application month, date, and the prior year. Example Application date is 1/20/16 current year is 2021 the application date for Spouse 2 would be 1/20/20).
 3. Eligibility Global navigation – Case Summary
 - a. Select Detail button from the CAPI program block
 - b. Select Edit button – Select Application Date Edit button
 - c. Select New Policy – Change Reason drop down
 - d. Update the beginning date of aid to 11/01/2021 for both Spouse 2 and Spouse 1 - Save and Return
 4. Complete the Relationship Detail page linking the Spouses, and all appropriate Data Collection pages
 5. Run EDBC for 11/2021
 6. Spouse 1 will fail for FRE, EDBC Results will issue half the benefit amounts for the CAPI standards for couples.
 7. Review and Accept EDBC – Review Preview NOA – click 'Save and Return'
 8. Create a Journal entry per your county business process.

Note: The above actions must be taken on both cases on the same day one after another. There is no change to the CalFresh program.

The following county listings have been posted to the CalSAWS Web portal. The listing is available at the following location:

Kern



Riverside



	<p>[REDACTED]</p> <p>Please contact the Primary Project Contact listed below for any questions about this CIT.</p>
<p>Primary Project Contact: (Name, phone number, email address)</p>	<p>Adelaide Mendoza (562) 484-7948 MendozaAD@CalSAWS.org</p>
<p>Backup Project Contact: (Name, phone number, email address)</p>	<p>Dennis Kong (916)851-3144 KongD@CalSAWS.org</p>
<p>Attachments:</p>	<p>None</p>
<p>Web Portal Link:</p>	<p>[REDACTED] OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.

