

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-235436 DDID 2319 FDS: GA/GR – Group 5  
Forms Design

CalSAWS	<b>DOCUMENT APPROVAL HISTORY</b>	
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# 1 OVERVIEW

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This SCR will implement the fifth group of Non-EDBC triggers and Manual-Only correspondences for the GA/GR Automated EDBC/CC Program.

## 1.1 Current Design

The GA/GR solution in the CalSAWS system is designed to automate the rules for the Los Angeles county's implementation as well as the automation and monitoring of their GROW program.

## 1.2 Requests

A new GA/GR Automated solution will be developed in CalSAWS to automate the rules and administer the program for the 18 CalWIN counties. This solution will provide the framework for the remaining 39 C-IV counties to opt into this solution in the future. This change request will add additional Non-EDBC and Manual correspondence triggers through either online or batch.

## 1.3 Overview of Recommendations

1. Add Online Forms Triggers for the start of Vendor Payments
2. Add Online Form trigger for GA Disc Letter to Vendor
3. Add Online Form Trigger for the Housing Assistance Voucher
4. Add Online Form Triggers for the Recovery Account Activation Reasons
5. Add New Recovery Account Reasons for GA/GR
6. Additional Correspondences Triggered for Recovery Account Reasons

## 1.4 Assumptions

1. All the changes in this SCR will not affect the Los Angeles GA, GA (Managed) and GA (Non-Managed) programs.
2. This SCR will only implement triggers based on the existing CalWIN GA/GR Correspondences. Verbiage and format was covered in SCR CA-215920.
3. All triggers are based on current existing triggers in CalWIN.
4. The triggers will only be available to cases from counties that are mentioned in the recommendation's respective "Correspondence Information" section.
5. The functionality of this SCR will be disabled until activated by the system date enabling the GA/GR Automated EDBC/CC Solution implemented in CA-215687.
6. Miscellaneous Parameter implementation and functionality was implemented in SCR CA-215920 covering the technical details of the GA/GR Correspondence Functionality on the CalSAWS side.
7. This SCR follows the general Online Non-EDBC Correspondence Generation recommendation (rec. 2.1) from CA-215670.

## 2 RECOMMENDATIONS

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### 2.1 Add Online Forms Triggers for the start of Vendor Payments

#### 2.1.1 Overview

These forms are triggered when a vendor payment for housing/utilities is starting on the GA/GR Automated EDBC/CC Program.

#### 2.1.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
700033	Alameda	Forms	N/A	GA Notice to Recipient - Begin Vendor Pay Rent	737 0 (10-14)	314250
700036	Sonoma	Forms	N/A	GA Information Letter to Vendor - Payments Start	761-1 (01/00)	506980
700046	Alameda	Forms	N/A	GA Notice to Landlord - Begin Vendor Pay Rent	902-1 (03-03)	506983
700046	Sacramento	Forms	N/A	Approve GA Vendor Payment	GA 2000_34F	607420

#### 2.1.3 Description of Change

Trigger the correspondence for the respective counties upon "Save and Continue" of an EDBC and the following conditions are met:

1. There is an EDBC for a GA/GR Automated EDBC/CC Program that is "**Active**".
2. There is a Money Management section on the current GA/GR EDBC.
3. If there is a previous EDBC, check if there is no money management section on that previous EDBC.
4. The money management vendor type is either:
  - a. Direct Rent
  - b. Utilities
  - c. Board and Care
  - d. Drug and Alcohol

### 2.2 Add Online Form trigger for GA Disc Letter to Vendor

#### 2.2.1 Overview

This form is triggered when a vendor payment for housing/utilities has stopped on the GA/GR program.

## 2.2.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
700037	Sonoma	Forms	N/A	GA Disc Letter to Vendor	762-2 (09/99)	506981

## 2.2.3 Description of Change

Trigger the correspondence for the respective counties upon "Save and Continue" of an EDBC and the following conditions are met:

1. There is an EDBC for a GA/GR Automated EDBC/CC Program that is "**Active**" or "**Discontinued**".
2. There is no Money Management section on the current GA/GR EDBC.
3. There is a Money Management section on the previous EDBC.
4. The money management vendor type is either:
  - a. Direct Rent
  - b. Utilities
  - c. Board and Care
  - d. Drug and Alcohol

## 2.3 Add Online Form Trigger for the Housing Assistance Voucher

### 2.3.1 Overview

This form is triggered when a GA/GR program is approved for the first time and has a Vendor Payment.

### 2.3.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
700009	Santa Clara	Forms	N/A	Housing Assistance Voucher	GA 39 (09/92)	502963
700010	Alameda	Forms	N/A	Request for Vendor Payment of Rent	30-47	500143

### 2.3.3 Description of Change

Trigger the correspondence for the respective counties upon "Save and Continue" of an EDBC and the following conditions are met:

1. There is an EDBC for a GA/GR Automated EDBC/CC Program that is "**Active**".
2. The program was "**Pending**" prior to the current EDBC.

3. There is a Money Management section on the current GA/GR EDBC.
4. The money management vendor type is either:
  - a. Direct Rent
  - b. Utilities
  - c. Board and Care
  - d. Drug and Alcohol

## 2.4 Add Online Form Triggers for the Recovery Account Activation Reasons

### 2.4.1 Overview

The following forms are triggered upon activation of a recovery account, depending on the Recovery Account Cause Code and Reason.

### 2.4.2 Correspondence Information

See supporting document "CA-235436 - Correspondence Mapping to Recovery Account Reasons.xlsx"

### 2.4.3 Description of Change

Trigger the corresponding reason code for the corresponding county (in Supporting Document 1) upon saving the "Recovery Account Detail" page when the following conditions are met:

- a. The recovery account is for a GA/GR Automated EDBC/CC Program.
- b. If the Program Status column in the supporting document is "**Open**" the correspondence will only trigger for programs that are "**Pending**" or "**Active**". If the column is "**Closed**" it will only trigger for programs that are "**Denied**" or "**Discontinued**".
- c. The Recovery Account Status is "**Active**".
- d. The Cause Code is set to the corresponding Cause Code in Supporting Document 1.
- e. The Reason is set to the corresponding Reason in the supporting document.
- f. Either of the following is true:
  - a. A Recovery Account becomes "**Active**" for the first time and meets all of the above conditions.
  - or
  - b. An existing "**Active**" Recovery Account is updated and the **Cause Code/Reason** were updated in a way that triggers a new or different reason code from Supporting Document 1.

## 2.5 Add New Recovery Account Reasons for GA/GR

### 2.5.1 Overview

As part of recommendation 2.4 new recovery account reasons need to be added to accommodate specific correspondences that need to trigger for sponsor-related scenarios.

### 2.5.2 Description of Change

Add the following Recovery Account reasons to the "Reason" dropdown on the Recovery Account Detail page:

- Sponsored Non-Citizen – Earned Income
- Sponsored Non-Citizen – Unearned Income
- Sponsored Non-Citizen – Household Change
- Sponsored Non-Citizen – Fleeing Felon
- Sponsored Non-Citizen – Other Eligibility Factors
- Sponsored Non-Citizen - Housing Expenses

Activation of a recovery account with any of these as the Reason selected will trigger the corresponding notice based on recommendation 2.4.

## 2.6 Additional Correspondences Triggered for Recovery Account Reasons

### 2.6.1 Overview

When specific reason codes are triggered from the Recovery Account activation scenario (Recommendation 2.4) there are accompanying reason codes that will need to trigger at the same time. These reason codes are listed below.

### 2.6.2 Correspondence Information

Reason Code (A)	County	Category	NOA Action	Document Name	Number	Template	Prerequisite Reason Code (B)
X30022	Placer	Notice of Action	Over Payment	GR Overpayment Demand Notice	909-0	608591	X3C023 X3C024 X3C026 X3C027
X30024	Placer	Notice of Action	Over Payment	GR Overpayment Demand Notice	909-0	608591	X3C042 X3C050
X30025	Placer	Notice of Action	Over Payment	GR Overpayment Demand Notice	909-0	608591	X3C043 X3C051



X30026	Placer	Notice of Action	Over Payment	GR Overpayment Demand Notice	909-0	608591	X3C044 X3C051
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### 2.6.3 Description of Change

Trigger the corresponding reason code **(A)** for Placer county when any of the Prerequisite Reason Codes in **(B)** have been triggered through the Recovery Account Activation Reasons (Recommendation 2.4).

All reason codes in **(B)** trigger the below document information:

County	Category	NOA Action	Document Name	Number	Template
Placer	Notice Of Action	Change	Overpayment Adjustment General Relief	774-1	608592

## 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	This file maps the Recovery Account Cause Codes and Reasons to the Appropriate Reason Codes that will trigger a Notice.	CA-235436 - Correspondence Mapping to Recovery Account Reasons.xlsx

## 4 REQUIREMENTS

### 4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2319	<p>The CONTRACTOR shall update the CalSAWS Software with current available automated CalWIN county specific NOA's and Forms associated to their GA/GR program.</p> <p>The CONTRACTOR shall update the CalSAWS software to trigger an interface to a "Correspondence Service" to generate the automated CalWIN County specific Forms/NOAs generate county specific NOAs and Forms based upon each county's eligibility rules.</p>	<p>Correspondence:</p> <p>1. There are a total of 180 non EDBC triggered forms of which</p> <ul style="list-style-type: none"> <li>• 53 forms will be manually generated from template repository.</li> <li>• 93 forms will be triggered from CalSAWS and generated through DXC service.</li> <li>• 34 forms will use current CalSAWS triggers and the corresponding version available.</li> </ul> <p>2. All GA/GR specific and combo program State forms will be triggered/generated through CalSAWS except if any form is customized by county already in CalWIN. In that case, DXC service will be called just for that county alone to generate the form PDF.</p> <p>3. All GA/GR specific and combo program Non-State forms will be generated through DXC service. Whenever required CalSAWS will call the GA/GR Correspondence service</p>	<p>This requirement is met based on the "NOAs listed in Appendix A" supplemented by the functionality described in this design document.</p>

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
		<p>with all the data related to the case.</p> <p>4. New functionality will be added to CalSAWS to determine form generation based on county.</p> <p>5. All CalSAWS generated state forms will not have capability to add/modify data elements by user. The existing CalSAWS capability to append text to the NOA pdf will be available to the user.</p> <p>6.If any manual variables are needed, print queue will be accessed through iFrame by calling DXC service where user will be able to add manual variables.</p> <p>Entire case data including office related information will be sent to DXC service for each form/NOA trigger.</p>	

\*Note: DXC is now referred to as Gainwell