

 [CA-202307] Updates to the GEN 1365 Form and Form Generation

Team Responsible:	<b>Client Correspondence</b>	Assignee:	<b>Unassigned</b>	SPG Status:	<b>Approved</b>
Fix Version/s:	<b>[20.01]</b>	Designer Contact:	<b>Nithya Chereddy</b>	Change Type (SCR):	<b>Policy Re-Design</b>
Minor Version:		Expedite Changes:	<b>No</b>	Estimate:	<b>300</b>
Reporter:	<b>Lucio Castillo</b>	Regulation Reference:	<b>ACWDL 17-23 and ACWDL 08-32</b>	Created:	<b>04/24/2018 04:22 PM</b>
Status:	<b>Design in Progress</b>	Impact Analysis:	<b>[Business Process]</b>	Outreach Required:	
Consortium Contact:	<b>Cristina Contreras</b>	Training Impacted:		Funding Source:	<b>LRS M&amp;E</b>
Project Phase (SCR):	<b>Production</b>	Migration Impact:		Funding Source ID:	
Committee:		Approved by Committee:		Other Agency Cross Reference:	<b>CIV-100774</b>

**Non-Committee**

**Review:**

**Expedite Approval:**

**Current Design:**

MMS ships GEN 1365 forms to Central Print which then are stuffed into every envelope generated through LRS.

**Request:**

Change the current process were the shipped (MMS) GEN 1365's are eliminated and the system will now generate the GEN 1365 through LRS into every envelope processed through Central Print and/or BDI.

**Recommendation:**

Change the current process of MMS providing the GEN 1365 and then having them stuffed into envelopes using a Central Print/BDI sorter to an LRS generated GEN 1365 that is included in every envelope. A GEN 1365 is to be included with every piece of Correspondence being mailed out (one in every envelope or flat mail piece).

- The most current version of the GEN 1365 is to be used.
- The GEN 1365 will be formatted to two pages in order to save on printing costs.
- Update the Template Repository version of the GEN 1365 to the new current version.
- All programs will have the new GEN 1365 included.
- Display the revised GEN 1365 in the Document List Page when generated.
- All LRS Free Format manual NOAs will include the new revised GEN 1365.

**Outreach**

**Description:**

**Migration Impact**

**Description:**

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**Analysis:**

**Alternative**

**Procedure**

**Description:**

**Operational Impact:**

**Estimate: 300**

Automated Test :	0	Batch/Interfaces :	0	CalHEERS :	0
CalHEERS Test :	0	Client Correspondence :	250	DBA :	0
Design :	0	Eligibility :	0	Fiscal :	0
Imaging :	0	IVR/CC :	0	Online :	0
Performance :	0	Reports :	0	Security :	0
System Test Support :	50	Tech Arch :	0	Tech Ops :	0
Training :	0				