

CalSAWS | Notes from Correspondence Committee

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| Date: August 29, 2019 | Location: North: CR Yosemite South: CR-332A Center |
| Time: 9:00 am – 12:00 pm | Meeting Materials: Web Portal |
| Meeting Called by: Virginia Bernal | |
| Attendees: Region 1: Curt Dodson (Contra Costa), Stuart Smith (Marin), Tonya Pham for Brent Wong (Santa Clara), Region 2: Daniel Cerna (Sacramento), Lucy Her (Yuba) Region 3: Bobbi Wibbenhorst (Humboldt), Sandee Van Ausdall (Shasta) Region 4: Adam Bacon (Fresno), Doris Sons (Kern) Anna Rubalcava (Merced), Alicia Kelley (San Joaquin), Teresa Magana-Griffins (Stanislaus) Region 5: Yvette Handford (Orange), Robin Zeno-Jackson (Riverside), Bernardo Carrillo (San Bernardino), Ana Chavez (San Diego), Gloria Herrera (Santa Barbara) Region 6: April Goode, Itza Girgis, Lucio Castillo, Luis Ontiveros, Pauline Ogata, (Los Angeles) | |
| North: Virginia Bernal, Stephanie Hugo, Ritu Chinya, Kelly Town South: Maria Arceo, Gaston Herrera Design: Tiffany Huckaby, Brian Furlong, Nithya Chereddy RMs: Matthew vanderEyck, Region 4 Angelo Salazar, Region 6 Ayana Alvarez, Region 6 | |

| Topic | Important Points |
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| CalSAWS Committee Structure <ul style="list-style-type: none"> PowerPoint Review | <ul style="list-style-type: none"> The proposal to have regions present (in person or by phone) to vote was discussed. |
| CA-203981/CIV-102151 Add/Update Non-MAGI Screening Packets <ul style="list-style-type: none"> Add non-MAGI screening packet to CalSAWS C-IV update forms in packet | <ul style="list-style-type: none"> Still gathering responses to questions from Region 6. Virginia will send out the information via email and request vote-by-email at that time. No vote today. |
| CA-209232/CIV-104457 Add Full/Restricted Scope verbiage for Young Adult expansion Non-MAGI NOAs <ul style="list-style-type: none"> Add state-provided verbiage to NOAs | <ul style="list-style-type: none"> A vote for SCR approval was requested: Region 1 – Approve; Region 2 – Approve; Region 3 – Approve; Region 4 – Approve; Region 5 – Approve; Region 6 – Approve |
| CA-201312 DDCR 3010 Update CalWORKs/CalFresh mandatory inclusion logic <ul style="list-style-type: none"> Mandatory/Optional rules for CalWORKs and CalFresh On Aid on Another Case | <ul style="list-style-type: none"> Target date of implementation: 20.03 Beginning discussion for suggested potential verbiage. Regions to recommend, change, add to the C-IV fragments, or create new fragments for the NOAs altogether, send any suggestions via email. Any draft verbiage provided by the Correspondence Committee will then be presented to the CW/CF Committee for their recommendations, changes, etc. |

Topic

Important Points

CA-204496 SB 1341 All County Solution Phase 2 – Updates to the flow of mixed Non-MAGI/MAGI NOAs

- Committee agreed to a separate meeting for review of this SCR on September 19 from 1:00 pm -4:30 pm as it is a large SCR that will impact most MC NOAs and forms.
- This meeting will also include a Non-Technical Overview of Correspondence NOAs and Forms.
- This meeting is in addition to the regular scheduled September meeting.

CA-202307/CIV-100774 Updates to the GEN 1365 Form and Form Generation

- C-IV includes GEN 1365 automatically
- LRS GEN 1365 is manually stuffed into envelopes at Central Print facilities

- C-IV: If primary language is other than English, correspondence in English, GEN 1365 will be sent.
- LRS: stuffed into every envelope
- Committee agrees that this should go out with every program, in both local and central print.

Items Prioritized by Counties

- Standing item on agenda

- Region 6 doesn't agree with the prioritization list.
- SCR CA-57452 from the Correspondence Top 10 list is currently in Design and tentatively scheduled for 20.03.
- Some scorecards were incorrect or missing. Virginia updated and added missing ones. The Top 10 SCRs and attachments will be posted in the 09/26/19 meeting folder on the WebPortal.
- Top 5 GR SCRs are LRS only – currently large committees include an additional top 5 LRS GR SCRs in addition to the Top 10.

CER Review – CA-209520 NOAs denial reason location

- C-IV NOAs will sometimes have the denial reasons on the 2nd page.

- Need verification from South Build staff that LRS already has denial reasons on the 1st page.
- Will be emailed to committee or discussed at next monthly meeting for consideration for an SCR.

(Optional Items)

| # | Action Item | Assigned To | Assigned Date | Due Date | Status |
|---|--|-------------|---------------|----------|--------|
| 1 | Remove CER CA-209515 as it is in SCR CA-209918. | Virginia | 8/29/29 | 9/26/19 | |
| 2 | Send response for questions submitted by Region 6 for CA-203981/CIV-102151 Add/Update Non-MAGI Screening Packets, and vote. | Virginia | 8/29/19 | | |
| 3 | Review verbiage on CA-201312 DDCR 3010 Update CalWORKs/CalFresh mandatory inclusion logic. Submit updates to C-IV language or new verbiage for NOAs. | RCMs | 8/29/19 | | |

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| 4 | Send out invites for additional meeting on 9/19 1-4:30 pm regarding CA-204496 SB 1341 All County Solution Phase 2 – Updates to the flow of mixed Non-MAGI/MAGI NOAs | Virginia | 8/29/19 | ASAP |
| 5 | Prepare Correspondence Overview of NOAs and Forms for 09/19 meeting | Tiffany | 08/29/19 | |
| 6. | Forward CA-202307/CIV-100774 Updates to the GEN 1365 Form and Form Generation to other appropriate committees with Correspondence suggestions. | Nithya | 8/29/19 | |
| 7 | Upload Top Ten SCRs and Scorecards to the Correspondence Committee folder on CalSAWS WebPortal | Virginia | 8/29/19 | ASAP |
| 8 | Send additional information regarding CER Review – CA-209520 NOAs denial reason location to committee for consideration at 9/26/19 meeting. | Virginia | 8/29/19 | ASAP |

| # | Decision Made | Who Made the Decision | Date |
|---|---|------------------------------|----------------|
| 1 | Approval: CA-209232/CIV-104457 Add Full/Restricted Scope verbiage for Young Adult expansion Non-MAGI NOAs | All Regions – Approve | 8/29/19 |
| 2 | CA-202307/CIV-100774 Updates to the GEN 1365 Form and Form Generation – applies to all programs, or local and central print. | All Regions | 8/29/19 |

