Region #: 6	County: Los Ang	County: Los Angeles		Date Submitted: 08/28/2019	
Submitter's Name: ChristyLee Phone: Cardinez (562) 651-27		Email: ccardine:		z@auditor.lacounty.gov	
Title: Bypass Claiming batch	to create JVW Files				
Program(s) Impacted:					
Adoptive Services	ARC	CalFresh		Cal-Learn	
CalWORKS / RCA	CAPI	Child Care		☐ CMSP	
Foster Care	GA/GR	☐ GAIN/REP/WT	TW	GROW	
Kin-GAP	Medi-Cal / RMA				
Other – specify					
Area(s) Impacted:	Area(s) Impacted:				
Call Center	Case Assignment	Client Corresp	ondence	Eligibility	
Fiscal / Collections	Hearings	Imaging		Lobby Management	
Reports	Resource Data Bank	Schedule App	t	Security	
Self Service Portal	Special Investigation	Task Mgmt		Time Limits	
Training					
☐ Interface(s) - specify					
eCAPS Journal Voucher Warrant (JVW) file					
Other – specify					

Justification / Request Summary:	
Issue: Currently, due to claiming issues, there are some EBT system) via the JVW file. Examples of EBT issuances re 1. Reactivated expungements where the EDBC was no 2. Homeless Assistance issued thru payment request, 3. Reactivated expungement for CAPI issuances where	ot converted from LEADER. where the program block has not been approved.
fund code determination batch and bypass claiming b	daily, monthly and month-end) to generate the JVW file after the atch process to send EBT and warrant expenditures to eCAPS. This tions with an average total of \$10,000 from not being accounted for
CalSAWS Response:	
CER Tracking #: (automatically generate by JIRA) 205210	SCR#

Rejected By:	Date:	
Rejection Reason(s) or other Comments:		

Region #: 1	County: Napa	Date Submitted: 08/02/19
Submitter's Name: Elizabeth Ayala	Phone: 707-253-6023	Email: Elizabeth.Ayala@countyofnapa.or g



Program(s) Impacted:			
Adoptive Services	ARC	CalFresh	Cal-Learn
CalWORKS / RCA	⊠ CAPI	Child Care	CMSP
Foster Care	GA/GR	GAIN/REP/WTW	GROW
Kin-GAP	Medi-Cal / RMA		
Other – specify			
Area(s) Impacted:			
Call Center	Case Assignment	Client Correspondence	Eligibility
Fiscal / Collections	Hearings	Imaging	Lobby Management
Reports	Resource Data Bank	Schedule Appt	Security
Self Service Portal	Special Investigation	☐ Task Mgmt	Time Limits
Training			
☐ Interface(s) — speci	Fy		
Other – Issuance M	ethod for CAPI Payments to	recipients	

Issue:	
Currently we are issuing CAPI payment through C-IV us would like to offer the option of EBT Cards for those re	sing the two options available – Warrants and Direct Deposit. We cipients who do not have a checking account.
Proposed Recommendation:	
Update the Issuance Method for CAPI payment to inclu	ude the EBT Card.
Prinirity/Implementation Consideration(s):	
Prioirity/Implementation Consideration(s):	
As some recipients do not have bank accounts, it can be medium to high priority for the benefit of the clients.	e difficult to cash their CAPI checks. We would like this to be of
CalACES Response:	
CER Tracking #: (automatically generate by JIRA) CA-209868	SCR #
	1
Rejected By:	Date:
Dejection Descented or other Comments	
Rejection Reason(s) or other Comments:	

Region #: 8 County: Los Angeles		Date Submitted: 08/07/2019			
Submitter's Name: Cynthia Evans	<b>Phone</b> : 562-908-6040		Email: CynthiaEvans@dpss.lacounty.gov		
T'al		. f CRUICCAR A		0100 l t-t	
Title: Homeless Initiative B1 1	iew payment type	e for GRH3CMP M	love-in for A	BIUY SUDSICIES	
Program(s) Impacted:					
Adoptive Services AF	С	CalFresh		Cal-Learn	
CalWORKS / RCA CA	PI	Child Care		CMSP	
Foster Care	/GR	GAIN/REP/W	/TW	GROW	
☐ Kin-GAP ☐ M	edi-Cal / RMA				
Other – specify					
Area(s) Impacted:	Area(s) Impacted:				
Call Center Ca	se Assignment	Client Corres	spondence	Eligibility	
Fiscal / Collections He	arings	Imaging		Lobby Management	
Reports Re	source Data Bank	Schedule Ap	pt	Security	
Self Service Portal Sp	ecial Investigation	Task Mgmt		Time Limits	
Training					
Interface(s) - specify			ı		
Other – specify					
Justification / Request Summa	ry:				

To add an additional payment code of "AB109-GRSecurityDep" to identify the Move-in Assistance payments associated with an AB 109 subsidy issuance. The new payment type code

is requested for fiscal purposes to identify the correct funding for the move-in assistance payment.

### Issue:

Currently, on the LRS Service Arrangement Page; Payment Request Detail page, there are pay codes of GRSecurityDep and HPIGRSecurityDep that are selected when issuing move-in assistance payments for the Base funded subsidies and HPI/Measure H funded subsidies.

### **Proposed Recommendation:**

We are requesting an additional pay code of "AB109-GRSecurityDep" for move-in assistance payments for the AB109 funded subsidies.

This change is needed to immediately identify payments that are attributed to a AB109 subsidy payment.

FMD provided the following funding code information for the new payment code.

Unit: 26461
Object: 5521
Dept Object: E545
Sub-Account: 5521.45

Description: AB109 Move-In Cost

### **Prioirity/Implementation Consideration(s):**

### \*\*Urgent\*\*

This change is to identify the Move-in Assistance payments issued to AB109 funded housing subsidies to ensure the money is re-invested to the appropriate funded account.

CalACES Response:	
CER Tracking #: (automatically generate by JIRA) CA-209886	SCR #

Rejected By:	Date:
Rejection Reason(s) or other Comments:	
rejection reason(s) of other comments.	

Region #: 6 County: Los Angeles		Date Submitted: 08/28/2019	
Submitter's Name: ChristyLee	Phone:	Email:	
Cardinez	(562) 651-2793	ccardinez@auditor.lacounty.gov	

Program(s) Impacted:			
Adoptive Services	ARC	CalFresh	Cal-Learn
CalWORKS / RCA	⊠ CAPI	Child Care	CMSP
Foster Care	⊠ GA/GR	☐ GAIN/REP/WTW	⊠ GROW
Kin-GAP	Medi-Cal / RMA		
Other – specify			
Area(s) Impacted:			
Call Center	Case Assignment	Client Correspondence	Eligibility
Fiscal / Collections	Hearings	Imaging	Lobby Management
Reports	Resource Data Bank	Schedule Appt	Security
Self Service Portal	Special Investigation	Task Mgmt	Time Limits
Training			
Interface(s) - specif	У		
eCAPS EVOC/EVSVS file			
Other – specify			

wintdow. If the funding information changes (cash be sent on the daily eCAPS EVOC/EVSVS file. All funding regardless of the issue date being in a prior fiscal year	n case information/aid code changes with an 18-month claiming enefits issued within the effective change date), the adjustments are adjustments are being posted against the current fiscal year budget,  Adjustments for prior fiscal years should not be posted against the /05/2019 was adjusted yesterday (08/27/2019), would be included
Proposed Recommendation:	
	tk the issue date of daily cash adjustment issuance records and
adjustment would not be included on an EVOC file/re	cal year (July 1 <sup>st</sup> to June 31 <sup>st</sup> ). As in the example above, the
adjustificiti would not be included on all Evoe incyte	port since it is for the prior fiscal year.
Prioirity/Implementation Consideration(s):	
Cals AVVS Posponso:	
CalSAWS Response:	
CER Tracking #: (automatically generate by JIRA)	SCR#
<b>210278</b>	
Rejected By:	Date:
Rejection Reason(s) or other Comments:	

Region #: 6		County: Los Angeles		Date Submitted: 08/29/2019	
Submitter's Name: Ana Moreno		<b>Phone</b> : 562-651-2791		Email: morenoaj@calsaws.org	
<b>Title:</b> Modify the Daily F	Payroll Ce	rtification Report			
	ayron ce	Tillication Report			
Program(s) Impacted:					
Adoptive Services	⊠ ARC	,	CalFresh		Cal-Learn
☐ CalWORKS / RCA	⊠ САР	1	Child Care		☐ CMSP
∑ Foster Care	⊠ GA/	GR	☐ GAIN/REP/WTW		⊠ GROW
Kin-GAP	☐ Med	di-Cal / RMA			
Other – specify					
Area(s) Impacted:					
Call Center	Case	e Assignment	Client Corresp	ondence	Eligibility
Fiscal / Collections	☐ Hea	rings	Imaging		Lobby Management
Reports	Reso	ource Data Bank	Schedule App	t	Security
Self Service Portal	Spe	cial Investigation	Task Mgmt		Time Limits
Training					
	/				
Daily and monthly/auto SWR files for both departments DCFS and DPSS. TWR files for both DCFS and DPSS. The information that needs to be included in the report is currently extracted from the trailer record on these files.					
Other – specify					

### **Justification / Request Summary:**

#### Issue:

Currently, a daily report for each department is manually created and provided to the Auditor-Controller Disbursement Division. Each report lists the SWR or TWR file name, total record count and total dolar amount, which are listed on the trailer record on the files. The report also lists the department contact name and contact information as well as the submission date, which is the date the file is submitted on eCAPS. The purpose of this report is for the department (DPSS or DCFS) to certify that a payment file has been submitted to eCAPS and to confirm the total payment records and dollar amount sent on the file. The files are currently accessed through WCC, the application where all interface files are stored.

Currently, there is a similar report in LRS, which in LEADER, the legacy system, used to serve a similar purpose. The report, however, is not formatted according to the Auditor-Controller current requirements.

See attached sample DPSS report, which is manually created:

		e-CAPS Departmental Interface Pay	yment Request Co	ontrol Report	
То:		Auditor-Controller Disbursements Division		Fax: Phone:(213) 893-0771	(213) 947-4580
From:		Laura Chavez			
Dept Contact Name: Cont	act Phone:(62)48/78/2	Laura Chavez			
Today's Date:		August 29, 2019			
Doc Code	Dept Code	File Name	File Submission Date	Total Number of Documents (payment requests) per File	Total Dollar Amount of Documents (payment requests per File
SWR	SS	ECAPS_SS_SWR_LRSDEPD_20190828	08/29/19	28	\$8,990.05

### **Proposed Recommendation:**

We are requesting that the existing LRS report (Daily Payroll Certification Report) be modified to accommodate the current manual process. The Daily Payroll Certification Report was the legacy system report-LEADER and was then implemented with LRS. The report, however, is not in the format the Auditor-Controller has requested.

The report name as well as contact name and phone number need to be changed in the report. The contact name and number should be determined during design.

The report should accomodate both departments, DCFS and DPSS

Sample of existing LRS report below, which should be modified to match the format of the manual report (listed under the "Issue" section above):

#### **Daily Payroll Certification Report** Los Angeles County Run Date: AUG-28-2019 09:46 PM Date: 08/28/2019 **EBT** 2,835 Total: Transaction Count: \$417,057.74 Object Code eCAPS Description **Fund Number Availability Date** 8/28/2019 \$10,789.98 GAIN Transportation-State 8/29/2019 1 GAINTransportation-Federal 25901 5524 8/28/2019 \$4,471.73 GAINTransportation-Federal 25901 5524 8/29/2019 \$36,009.54 GAIN Ancillary-Federal 25901 5525 8/28/2019 \$19,648.53 4 GAIN Ancillary-Federal 25901 5525 8/29/2019 \$29,250.34 5 GAIN Ancillary-State 25901 5525 8/28/2019 \$1,943.15 6 GAIN Ancillary-State 25901 5525 8/29/2019 \$4,753.28 CalWORKs Transitional Services 25901 5527 8/28/2019 8 Employment Services Employed Non-MOE 25901 5527 8/29/2019 25901 5527 8/29/2019 \$210.00 Employment Services Unemployed Non-MOE Non-Federal WTW 8/29/2019 25901 5527 3 I HEREBY CERTIFY THAT THE PERSONS NAMED ON THIS LIST OF CLAIMS ARE ELIGIBLE TO RECEIVE AID UNDER THE LAWS OF THE STATE OF CALIFORNIA AND/OR THE ORDINANCES OF THE COUNTY OF LOS ANGELES. AND THAT SUCH AID IS AUTHORIZED BY PROPERLY EXECUTED AND APPROVED REQUISITIONS FOR AID ON FILE IN THE DEPARTMENT OF PUBLIC SOCIAL SERVICES. I FURTHER CERTIFY THAT THE FACTS STATED ON THE DOCUMENT HEREIN HAVE BEEN VERIFIED BY INVESTIGATION, THAT SUPPORTING EVIDENCE IS ON FILE IN THE COUNTY OFFICE, IS OPEN TO INSPECTION BY DULY AUTHORIZED STATE AND FEDERAL REPRESENTATIVES.

\$60.00

\$30.00

\$30.00

### Priority/Implementation Consideration(s):

With the shifting of fiscal/ESD staff to other assignments, there is a need to automate the manual process as it will assist the new responsible unit in submitting this report. In addition, the location of the SWR and TWR files, which is currently in WCC, might change and thus making the process of putting the manual report together more complicated.

SHERYL L. SPILLER, DIRECTOR DEPARTMENT OF PUBLIC SOCIAL SERVICES

I HEREBY CERTIFY THAT THE ATTACHED PAYROLL DOCUMENTS ARE ACCURATE. INTERNAL SERVICES DEPARTMENT BY . . I HEREBY CERTIFY THAT THE PRECEDING IS A PROPER AND ACCURATE DISBURSEMENT OF PUBLIC ASSISTANCE FUNDS. JOHN NAIMO, COUNTY AUDITOR-CONTROLLER, . . . . . , DEPUTY

CalSAWS Response:	
CER Tracking #: (automatically generate by JIRA) SCR	# CA-210433

Rejected By:	Date:
Rejection Reason(s) or other Comments:	

Region #: 6	County: Los Angeles	Date Submitted: 09/20/2019
Submitter's Name:	Phone: 562-651-2793	Email: cardinezc@calsaws.org
ChristyLee Cardinez		



Program(s) Impacted:			
Adoptive Services	ARC	□ CalFresh	Cal-Learn
CalWORKS / RCA	⊠ CAPI	Child Care	CMSP
Foster Care	⊠ GA/GR	☐ GAIN/REP/WTW	GROW
Kin-GAP	Medi-Cal / RMA		
Other – specify			
Area(s) Impacted:			
Call Center	Case Assignment	Client Correspondence	Eligibility
∑ Fiscal / Collections	Hearings	☐ Imaging	Lobby Management
Reports	Resource Data Bank	Schedule Appt	Security
Self Service Portal	Special Investigation	☐ Task Mgmt	Time Limits
Training			
	benefits, the host-to-host t	ransaction to FIS, times out an	
Other – specify			

Issue:
Currently, when an EBT issuance is in Submission error with Duplicate benefit reason, DPSS requests a DCR to update the records to Issued since they were issued as Rush but due to a time out issue, LRS doesn't receive the message that the benefit was deposited into the account.
Proposed Recommendation:  LRS should automatically update EBT records in Submission error (Duplicate benefit reason) to Issued (with Issuance Method of "Rush") to avoid weekly DCR requests. The benefit was issued and needs to be accounted for on eCAPs on the
daily Journal Voucher Warrant (JVW) file.
Prioirity/Implementation Consideration(s): Automating the process will aid in balancing the EBT external issuances with LRS, and the County's account system (eCAPS). Having all expenditures on eCAPS, will help the county budget appropriately for the future fiscal year.
CalSAWS Response:
CER Tracking #: (automatically generate by JIRA) CA- SCR # 210735
Rejected By: Date:
Rejection Reason(s) or other Comments:

Region #: 6		County: Los Angeles		Date Submitted: 09/20/2019	
Submitter's Name: ChristyLee Cardinez		Phone: 562-651-2793		Email: cardinezc@calsaws.org	
<b>Title:</b> Automate the Rec	ording of	f WebAdmin Issua	nces		
Program(s) Impacted:					
Adoptive Services	ARC	;			Cal-Learn
CalWORKS / RCA	⊠ САР	'I	Child Care		CMSP
Foster Care	⊠ GA/	GR	☐ GAIN/REP/WTW		⊠ GROW
Kin-GAP	Medi-Cal / RMA				
Other – specify					
Area(s) Impacted:					
Call Center	Case Assignment		Client Correspondence		Eligibility
Fiscal / Collections	Hea	rings	Imaging		Lobby Management
Reports	Resource Data Bank		Schedule Appt		Security
Self Service Portal	Special Investigation		Task Mgmt		☐ Time Limits
Training					
Benefits are being added directly to the EBT WebAdmin site but not being recorded on LRS and therefore not being accounted for on Los Angeles County's accounting system (eCAPS). All Cash benefits issued by the County should be accounted for on the daily Journal Voucher Warrant (JVW) file to eCAPS. Not accounting for these external transactions affects the departments yearly budget appropriation.					

Justification / Request Summary:				
Issue:				
Currently, the district offices issue benefits thru WebAdmin, bypassing LRS and not recording these transactions. If the transactions are not on LRS, they are being sent with to the County's accounting system (eCAPS) on the Journal Voucher Warrant file.				
These missing transactions affects the DPSS yearly bud	get.			
Proposed Recommendation:				
•	, use the Benefit Add (101) transactions to record the issuance eCAPS			
Prioirity/Implementation Consideration(s): Automating the process will aid in balancing the EBT external issuances with LRS, and the County's account system (eCAPS). Having all expenditures on eCAPS, will help the county budget appropriately for the future fiscal year.				
CalSAWS Response:				
CER Tracking #: (automatically generate by JIRA) CA-210736	SCR #			
Rejected By:	Date:			
Rejection Reason(s) or other Comments:				