CalSAWS

California Statewide Automated Welfare System

DRAFT

Design Document

SCR CA-51457/CIV-8054 – ACL17-05 CalFresh Student Eligibility

2/5/2019

CalSAWS California Statewide Automated Welfare System	DOCUMENT APPROVAL HISTORY	
	Prepared By	Anand Dattatri Kulkarni, Lawrence Garber, Michael Barillas, Sridhar Mullapudi
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/25/2019	.01	Initial Version	Sridhar Mullapudi
02/05/2019	.02	Updated Form FDDS in Supporting Documents	Anand Kulkarni
05/08/2019	.03	Added task creation B&I requirement, Employment Exemption update, Verification on the School Attendance Detail page	Michael Barillas, Lawrence Garber, Sridhar Mullapudi
6/25/2018	.04	Turned off CalFresh Denial/Disc NOAs in threshold languages	Anand Kulkarni
09/09/2019	.05	Added clarification to appearance and functionality of fields on School Attendance Detail page; Updated verification type name throughout; Added recommendation for soft validation for new verification. Updated the Employment and Training Exemption check logic.	Lawrence Garber, Sridhar Mullapudi

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1 OVERVIEW

To be eligible to participate in CalFresh, a student may need to satisfy one of the exemption criteria. Per ACL 17-05, a student is eligible for an exemption from the CalFresh (CF) student eligibility rule when the student is receiving Temporary Assistance for Needy Families (TANF) funded Cal Grant. ACL 17-05 also expanded the list of programs that qualify a student for an exemption from the CF student eligibility rule.

This SCR will update the system to comply with requirements outlined in ACL 17-05 and further enhance the functionality to correctly determine student exemptions when required.

1.1 Current Design

The system will aid a CalFresh (CF) student who is currently a 'Member' with age between 18 and 49, attending school full time or half time in College/Higher Education or Vocational-Classroom Only and meets one of the following:

1. Is an 'Active' 'Member' in a CalWORKs program case and currently eligible to CW in the budget month.
2. Is 'Incapacitated' or is 'Disabled'
3. Exerts parental control over a household member under the age of 6
4. Has Income with type code of 'JTPA/WIA Earned' or 'College Work Study'
5. Is self-employed at least 20 hours per week and receives gross weekly earnings at least equal to the 'Federal Minimum Wage' multiplied by 20 hours OR Is employed at least 20 hours per week and be paid for such employment
6. 'Employment & Training Program Participation' is Yes with WIOA, EOPS or Title IV Jobs program
7. Person is in 'Vocational-Classroom Only', and 'Employment & Training Program Participation' is 'No - High School Diploma or Equivalent Not Required'.

In the C-IV system, there are two additional checks:

8. 'Adequate Child Care Available' is No OR
9. Is a single parent or NPCR (Non-Parental Caretaker Relative) that exerts parental control over a household member that has reached age 6 but is under age 12 and the student has an attendance status of 'Attending-Full Time' in a college or higher education.

In the LRS system, there is one combined additional check:

10. Is a single parent or NPCR that exerts parental control over a household member that has reached age 6 but is under age 12 and the student has an attendance status of 'Attending-Full Time' in a college or higher education AND 'Adequate Child Care Available' is No

The system does not track Cal Grants received by students who meet TANF eligibility requirements and has no ability to provide a student eligibility exemption based on the receipt of Cal Grant (TANF funded) if required.

LRS only - PA 136 form which is used to help determine a participant's student eligibility for CalFresh has version 11/2012 in the Template Repository.

1.2 Requests

Per ACL 17-05, a student is eligible for an exemption from the CalFresh student eligibility rule when the student is receiving TANF funded Cal Grant. There are additional programs that qualify a student for an exemption from the CF student eligibility rule.

The existing exemption criteria for CF student based on the 'Adequate Child Care Available' for CF student eligibility rule needs to be modified to account for situations like single parent vs two-parent household, half-time vs full time school attendance.

The existing hours requirement for 'Employment' based CF student exemption needs to be modified to check for 80 hours a month

The existing Employment and Training criteria should be verified, or the verification shall not exist for the exemption to apply for student eligibility.

Soft validation should be provided for the new Employment and Training validation when 'pending' or 'Refused'

PA 136 form version needs to be updated to version 06/2018 and a new form 'CF Student Exempt Checklist' need to be added to the system.

New batch task should be created to identify 50 year old unaided active CalFresh students

1.3 Overview of Recommendations

1. Add new verification field for Employment and Training section on the School Attendance Detail page
2. Update the Employment & Training Program field to contain new program types on School Attendance Detail page.
3. Update the Type field of the Educational, Student income category on Income Detail page to allow the entry of Cal Grants.
4. Make updates to the system for the treatment of new income types across different programs.
5. Update the EDBC rule that determines whether a student is ineligible to CalFresh to account for the new Cal Grant income types.
6. Update the existing exemption criteria for CF student based on the 'Adequate Child Care Available' for CF student eligibility rule.
7. Update the existing 20 hours per week hours requirement for employment exemption to 80 hours per month.
8. Updated the student eligibility Employment and Training exemption to provide student exemption if the Employment and training verification is 'verified' or does not exist.

9. <mark>Add soft validation for 'Pending' and 'Refused' Employment and Training verification</mark>
10. Update existing Form PA 136 in Template repository (LRS Only).
11. Add a new Form CalSAWS CF 6177 'Student Exemption Checklist' to the template repository.
12. <mark>In LRS:</mark> Add Spanish translation for the new verification type '<mark>School Attendance</mark> Employment and Training'.
13. Turn off CalFresh income verification threshold NOAs.
14. Create a batch to create a task for the worker to stop student exemption.

1.4 Assumptions

1. Case worker is responsible to verify the below mentioned TANF eligibility requirements for receiving Cal Grant and correctly add Cal Grant A, Cal Grant A - TANF, Cal Grant B, Cal Grant B - TANF, Cal Grant B Access or Cal Grant C to the system:
   a. Currently unmarried; and
   b. 25 years of age or younger; and
   c. Has parental and/or student income of $50,000 a year or less.
   Note: Existing system functionality of requesting verifications using CW 2200 form remains unchanged with this SCR.
2. ~~Existing soft validation for pending and refused verifications apply to the new verifications added for employment and training field on the school attendance detail page.~~
3. Existing pending verification logic for income shall apply to the new added incomes in LRS
4. This new logic will be applied to ongoing EDBCs only. There will be no retro batch processing to determine student eligibility.
5. Fields not mentioned to be modified within the description of changes will retain their current functionality.
6. PA 136 – Student Eligibility/Ineligibility for CalFresh Worksheet, is an existing Form in LRS to determine if the CalFresh participant is a student and whether his/her income can be counted/exempted for the CalFresh household income. This form will not be added to C-IV system with this effort.
7. Requests for verifications will be sent to the customer in accordance to the county business process concerning verifications.

2 RECOMMENDATIONS

2.1 School Attendance Detail

2.1.1 Overview

The School Attendance Detail page captures and displays information describing a case member's school attendance. Among the information captured on the page is type of school the case member is attending. If the school the case member is attending is of the type College/Higher Education or Vocational, the page captures whether they attend an employment and training program, and, if so, the page captures the type of that program.

Reorder the values of the School Attendance Type field and update the Employment & Training Program field to contain new program types.

2.1.2 School Attendance Detail Mockup

School Attendance Detail

✱- Indicates required fields   [Save and Add Another] [Save and Return] [Cancel]

Name: ✱
[Halliwell, Piper 46F ▼]

School Name: ✱
[Select]

Address:

School Attendance Type: ✱
[College/Higher Education ▼]

Employment & Training Program Participation: ✱
[Yes ▼]

Employment & Training Program: ✱
| - Select - |
| AB 12/AB 212 |
| CAFYES |
| CARE |
| CF E&T Program |
| Chafee ETV |
| EOP |
| EOPS |
| FYSI |

Verified: ✱
[Pending ▼] [View]
- Not Applicable
- Pending
- Refused
- Verified

Hours/Week: ✱
[0]

Adequate Child Care Available: ✱
[- Select - ▼]

Enrollment Date: ✱
[05/31/2019] 🗓

Expected Completion Date:
[06/30/2019] 🗓

Verified: ✱
[Pending ▼] [View]

End Date:
[07/31/2019] 🗓

Verified: ✱
[Pending ▼] [View]

2.1.3 Description of Changes

1. Reorder the values of the School Attendance Type field so they appear in the chronological order, as follows:
   a. Pre-School
   b. Elementary School
   c. Middle School / Junior High
   d. High School
   e. GED Preparatory
   f. College/Higher Education
   g. Vocational-Classroom Only
   h. Vocational-Classroom/Training
   i. Vocational-Training Only
2. Add the following values to the Employment & Training Program (CT 496) field:
   a. AB 12/AB 212
   b. CAFYES
   c. CARE
   d. CF E&T Program
   e. Chafee ETV
   f. EOP
   g. FYSI
   h. Guardian Scholars Program
   i. McNair Scholars Program
   j. MESA
   k. Puente Project
   l. State or Local Gov TP
   m. Student Academic Services
   n. Unaccompanied Refugee Minors
   o. Other
3. In Edit and Create mode, the Employment & Training Program dropdown field will be sorted alphabetically, in ascending order, with the option of 'Other' at the end.
4. Increase the size attribute of the Employment & Training Program multi-select field to 9.
5. Add a field Called 'Verified' to the right of the Employment & Training Program field. This field will only display when the Employment & Training Program Participation field has a value of 'Yes'. When the School Attendance record is initially saved (or when the prior value of the Employment & Training Program Participation field is anything other than 'Yes') with this field displaying, a verification record will be created in the system with a Type of 'School Attendance Employment and Training'. If the value in the Verified field is changed, the verification record will be updated when the record is saved. If the verification record does not already exist, it will be inserted, upon save. If the School Attendance

record is edited and the Employment & Training Program Participation is switched from 'Yes' to another option, then the verification record will be deleted. <mark>When displayed, the new verification will be a required field, and it will default to the value of "Pending".</mark> This field will be a drop down that will contain the following values:

 a. Not Applicable
 b. Pending
 c. Refused
 d. Verified

The verification details for this new verification type will default to the following:

> Requested Date: current date when the school attendance record is created with the new verification type

> Due Date: 10 days after the requested date

> Date Received: date when the verification value is set to "Verified". For all other verification values this date will be null.

NOTE – For newly created verifications in C-IV, the due date will only default to 10 days after the current date when the value in the verification field is "Not Applicable", "Pending", or "Refused." In LRS, the verification due date will default to 10 days after the current date for all available verification statuses. In both LRS and C-IV, the verification due date will be set to 10 days after the initial creation of the verification record, and will remain the same date regardless of any updates to the verification status.

6. A View button will be added to the right of the Verified field and will navigate the worker to the Verification Detail page for the School Attendance Employment and Training verification record that is tied to the Verified field. This button will only be available in the LRS system.

7. The "Employment & Training Program Participation" dropdown field, the "Employment & Training Program" dropdown field, and the corresponding Verification field will be displayed below the "School Attendance Type" dropdown.

2.1.4 Page Location

 Global: Eligibility

 Local: Customer Information

 Task: School Attend.

2.1.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
n/a		

Security Groups

Security Group	Group Description	Group to Role Mapping
n/a		

2.2 Eligibility- Income Detail

2.2.1 Overview

Update the Type field of the Educational, Student income category to allow the entry of Cal Grants.

Update the system for the treatment of Cal Grant income types across different programs.

2.2.2 Income Detail Mockup

Income Detail

* - Indicates required fields

Save and Add Another   Save and Return   Cancel

Establish Change Reason

Change Reason: *
- Select -

Reported Date: *

Name: *
- Select -

Retrieve Information

Category:
Educational, Student

Type: *
Cal Grant A

Source:

Frequency: *
- Select -

Description:

Figure 2.1.1 – Income Detail (LRS)

Income Detail

✱- Indicates required fields   [Save and Add Another]   [Save and Return]   [Cancel]

Name: ✱
[- Select - ▾] [Retrieve Information]

Category:
Educational, Student

Type: ✱
[Cal Grant A ▾]

Source:
[   ]

Frequency: ✱
[- Select - ▾]

Description:
[   ]

Figure 2.1.2 – Income Detail (C-IV)

2.2.3 Description of Changes

1. Add the following Income Types (CT 186) to the Educational, Student income category:
   a. Cal Grant A
   b. Cal Grant A – TANF
   c. Cal Grant B
   d. Cal Grant B - TANF
   e. Cal Grant B Access
   f. Cal Grant C
2. For the new income types added, please see below for the treatment of income across the different programs in the System:

Income Type	CW	CF	MC	FC	CAPI (LRS Only)	GA (LRS Only)
Cal Grant A	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
Cal Grant A - TANF	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
Cal Grant B	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
Cal Grant B - TANF	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
Cal Grant B Access	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
Cal Grant C	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt

See table below for the new income table reference values

Function	Value
AdjustableIncome:1:S	N

CWDisabilityDisregard:2:S	N
CWClassification:3:S	Exempt
MCDisabilityDisregard:4:S	N
MCClassification:5:S	Exempt
FSClassification:6:S	Exempt
FSConsideredPermanentDisabilityBased:7:S	N
IncomeCategory:8:S	06
Adjustable:9:B	N
FCClassification:10:S	Exempt
CmipsIncomeInKindTypes:11:S	Null
EICT Inbound:12:S	Null
EICT Outbound:13:S	41E
CalHEERS Outbound:14:S	Null
CalHEERS Inbound:15:S	Null

CIV Only:

WINS Proxy:16:B	N

LRS Only:

GAClassification:16:S	Exempt
YBN_Inbound:17:S	Null
CPClassification:18:S	Exempt

NOTE: LRS Only: Existing income verifications logic shall apply for these new incomes.

2.2.4 Programs Impacted

CF, CW, MC, CAPI, FC, GA

2.2.5 Performance Impacts

No impact

2.3   EDBC Rule Update

2.3.1   Overview

Update the CF student eligibility rule to exempt receipt of a Cal Grant income.

Update the existing exemption criteria for CF student based on the 'Adequate Child Care Available' for CF student eligibility rule.

Update the existing 20 hours per week check for employment exemption to check for 80 hours per month.

Update the existing Employment and Training exemption to be verified.

2.3.2   Description of Changes

1. Update the existing CF EDBC student eligibility rule to add a new student exemption in addition to the existing CF student exemptions. The student will be considered as exempt from CalFresh student eligibility determination if any of the following is true:
   a) The student has an income type of 'Cal Grant A - TANF' and this income verification is in 'Verified' or 'Not Applicable' status.
   b) The student has an income type of 'Cal Grant B - TANF' and this income verification is in 'Verified' or 'Not Applicable' status.

2. Update the existing CF EDBC student eligibility rule that applies a student exemption based on the 'Adequate Child Care Available' (mentioned in section 1.1.8, 1.1.9, 1.1.10). This exemption will now apply to a student that exerts parental control over a household member who has reached age 6 but is under age 12 and meets one of the following conditions:
   a. Has an attendance status of 'Attending-Half Time' AND 'Adequate Child Care Available' is No
   b. Has an attendance status of 'Attending-Full Time' AND meets one of the following criteria
      i. Is a two-parent household and 'Adequate Child Care Available' is No
      ii. Is a single parent or NPCR regardless of the value of 'Adequate Child Care Available'

Household Composition / School Attendance Status	Single Parent/NPCR	Two-Parent
Attending-Half Time	If Adequate Child Care Available = 'No' then Exempt	If Adequate Child Care Available = 'No' then Exempt

Attending-Full Time	Exempt	If Adequate Child Care Available = 'No' then Exempt

3. Update the CF student eligibility exemption rule for a student who is employed and working a minimum of 20 hours a week (mentioned in section 1.1.5) to be using 80-hour monthly total. The Hours/Week value entered in the Employment detail page shall be used to calculate the monthly hours used in determining the employment exemption for student eligibility determination.

Example1: Employment dates: 7/1/2019 – 7/31/2019
Hours/Week: 20
Calculation: Week1- 7/1/2019- 7/7/2019- 20 Hours
                    Week2- 7/8/2019- 7/14/2019- 20 Hours
                    Week3- 7/15/2019- 7/21/2019- 20 Hours
                    Week4- 7/22/2019- 7/28/2019- 20 Hours
                    Week5- 7/29/2019- 7/31/2019- 20 Hours
Monthly hours: 20 + 20 + 20 + 20 + 20 =100 Hours

Example2: Employment dates: 5/1/2019 – 5/16/2019
Hours/Week: 25
Calculation: Week1- 5/1/2019- 5/7/2019- 25 hours
                    Week2- 5/8/2019- 5/14/2019- 25 hours
                    Week3- 5/15/2019- 5/21/2019- 25 hours
Monthly hours: 25 + 25 + 25 =75 Hours

Example3: Employment dates: 4/15/2019 – 5/17/2019
Hours/Week: 32
Calculation:
        April: Week1- 4/15/2019- 4/21/2019- 32hours
                Week2- 4/22/2019- 4/28/2019- 32hours
                Week3- 4/29/2019- 4/30/2019- 32 hours
Monthly hours: 32 + 32 + 32 =96 Hours
        May: Week1- 5/01/2019- 5/07/2019- 32 hours
                Week2- 5/08/2019- 5/14/2019- 32 hours
                Week3- 5/15/2019- 5/21/2019- 32 hours
Monthly hours: 32 + 32 + 32 =96 Hours

Note: This calculation is similar to the weekly income calculation for budgeting during EDBC run.

4. Update the CF student eligibility exemption rule for Employment and Training program (mentioned in section 1.1.6) to provide Employment and Training exemption when all the following conditions are met:

15

NOTE: In LRS, this verification shall not be a mandatory verification for any program. Failure to provide this verification shall only result in this exemption not being applied to the CalFresh student.

2.3.3 Programs Impacted

CF

2.3.4 Performance Impacts

No impact

2.4   Eligibility – Run EDBC Page Validation

2.4.1   Overview

The new verification for Employment and Training will be added to the existing soft validation for 'Pending' and 'Refused' validations to help the user remember to update this verification when applicable.

2.4.2   Run EDBC Soft Validation Mockup

Run EDBC

| | | Change Reason | Run EDBC w/o Verifications | Cancel |

✱- Indicates required fields

Benefit Processing Range:

Begin Month: ✱   **End Month: ✱**
01/2019 ▽   06/2019 ▽

■	Program	Status	Timely Notice Exception	Reason	Run Reason
☑	CalFresh	Pending			
☐	CalWORKs	Pending			

Selected End Month is not in the Come-Up(Future) Month.

The following verification(s) have not been received:

- **Student CalFresh**
  - **School Attendance Employment and Training**

To run EDBC without these verifications, click on the "Run EDBC w/o Verifications" button.

| | Change Reason | Run EDBC w/o Verifications | Cancel |

Figure 2.4.1 – Pending Verification

Run EDBC

✱ - Indicates required fields   [Change Reason] [Run EDBC w/o Verifications] [Cancel]

Benefit Processing Range:
Begin Month: ✱   **End Month:** ✱
[01/2019 ▼]   [06/2019 ▼]

☐	Program	Status	Timely Notice Exception	Reason	Run Reason
☑	CalFresh	Pending			
☐	CalWORKs	Pending			

Selected End Month is not in the Come-Up(Future) Month.

The following verification(s) have been refused.

- **Student CalFresh**
  - **School Attendance Employment and Training**

To run EDBC without these verifications, click on the "Run EDBC w/o Verifications" button.

[Change Reason] [Run EDBC w/o Verifications] [Cancel]

Figure 2.4.2 – LRS: Refused Verification

Run EDBC

✱ - Indicates required fields   [Run EDBC w/o Verifications] [Cancel]

Benefit Month: ✱
[01/2019 ▼]

☐	Program	Status	Timely Notice Exception	Reason	Run Reason
☐	CalWORKs	Pending			[▼]
☑	CalFresh	Pending			[▼]

The following verification(s) have been refused. Please make sure a non-compliance record has been created, if applicable.
- **Student CalFresh**
  - **School Attendance Employment and Training**

To run EDBC without these verifications, click on the "Run EDBC w/o Verifications" button.

[Run EDBC w/o Verifications] [Cancel]

Figure 2.4.3 – CIV: Refused Verification

2.4.3 Description of Changes

1. The following **soft** validation messages will be displayed to the user on the Run EDBC page after selecting the 'Run EDBC' button. These validations will not prevent the user from processing EDBC, if the user chooses to select the 'Run EDBC w/o Verifications' button.
   a. In both systems:
      Message:
      The following verification(s) have not been received:
      - {Person Name}
        - School Attendance Employment and Training

2.4.4 Programs Impacted

CF

2.4.5 Performance Impacts

No impact

2.5 PA 136 Form (LRS only)

2.5.1 Overview

PA 136 form is used to help determine a participant's student eligibility for CalFresh. This Form will be replaced with a new version (06/2018) in the Template Repository.

See Supporting Documents #2 for FDD for PA 136 updates.

Note: This is an existing LA county specific form. This will not be added to the C-IV system.

2.5.2 Update PA 136

Update PA 136 Form version to 06/2018 in English language.

2.6   CalSAWS CF 6177 - Student Exemption Checklist (New Form)

2.6.1 Overview

CalFresh Student Exemption Checklist form – CalSAWS CF 6177 will be used to help determine if a student is exempt from the CalFresh student eligibility rule. Currently, this Form does not exist in the LRS or C-IV systems. This new Form will be added to the Template Repository and will only be generated and printed locally.

Note: this Form was previously known as PA 6177. Since PA Forms are Los Angeles county specific forms and this Form is proposed to be used by all counties, CalSAWS CF 6177 is the new proposed Form number and is specific to CalFresh program.

New Form Number CalSAWS CF 6177 has been finalized upon Correspondence committee meeting.

See Supporting Documents #3 and #4 for FDD and Template.

2.6.2 Add CalSAWS CF 6177 Form to the Template Repository

Add CalSAWS CF 6177 'CalFresh Student Exemption Checklist' Form version 3/2018 to the Template Repository in English and threshold languages mentioned below

LRS: Spanish, Korean, Armenian, Cambodian, Chinese, Russian, Tagalog, Vietnamese, Arabic, Farsi.

CIV: Spanish, Korean, Armenian, Cambodian, Chinese, Russian, Tagalog, Vietnamese, Arabic, Farsi, Hmong, Lao.

   c) Form Data population:
       i. Student Name – Blank and editable text field, when generated through template repository as a blank template or in the context of a case.

> ii. School name – Blank and editable text field, when generated through template repository as a blank template or in the context of a case.
>
> d) Header Elements:
>   i. There will not be any header for this Form.
> e) Print Options:
>   i. Print
>   ii. Save and Print Locally
> f) C-IV only: Add 'CalSAWS CF 6177' Form to the list of Forms that can be posted to C4Yourself.

2.7 Spanish Translation for New verification type (LRS only)

New verification type added as part of this SCR will have the Spanish translations added to the system.

Update Category 170 to store the Spanish translations for the new verification type 'School Attendance Employment and Training'.

Spanish translated verification type will be shown on CW2200 and CF32 Forms when generated in Spanish language.

Spanish verbiage for 'School Attendance Employment and Training' will be provided after the correspondence committee approval.

2.8 Batch to create Task to Stop Student Exemption

2.8.1 Overview

The system will create a task for the worker to review CalFresh eligibility when the student turns age 50.

2.8.2 Description of Change

Create a new batch job to create a task for the worker to review CalFresh eligibility for all active CalFresh cases with an active participant with a role of 'Unaided Person (UP)', role reason 'Ineligible CF Student' and whose Age turned 50 in the month prior to batch run date excluding transitional CalFresh Cases.

Example: If batch runs May.1, all students that are Age 50 with a birthdate in the month of April and are not in transitional CalFresh Cases, create task to reassess CalFresh eligibility for the student.

LRS Task Details	
Trigger Condition	Active CalFresh Case with a role of 'Unaided Person (UP)', role reason 'Ineligible CF Student' and turned Age 50

Task Type	*NEW 'Stop Student Exemption'*
Task Category	Case Update
Task Priority	Medium
Task Due Date	30 Calendar Days
Task Expiration Date	90 Calendar Days
Task Long Description	(Non-exempted Student Name) is turning age 50 and now meets the 50+ age eligibility exemption. Review CalFresh eligibility.
Task Initial Assignment	Case Carrying Worker
Task Navigation Template	Case Summary

C-IV Task Details	
Trigger Condition	Active CalFresh Case with a role of 'Unaided Person (UP)', role reason 'Ineligible CF Student' and turned Age 50
Automated Action Name	Student Age 50 Stop Student Exemption
Automated Action Scenario	Active CalFresh Student turned Age 50
Automated Action Program	CalFresh
Automated Action Source	Batch
Automated Action Run Date	Monthly – First Business Day
Task Initial Assignment	Case Carrying Worker
Task Due Date	30 Calendar Days
Task Long Description	(Non-exempted Student Name) is turning age 50 and now meets the 50+ age eligibility exemption. Review CalFresh eligibility.
Task Type	Stop Student Exemption – Person turned Age 50
Task Sub-Type	N/A
Task Priority	Medium
Task Expiration	90 Calendar Days
Task Available Online	Task Unavailable Online
Task Newly Assigned Indicator	3 Days

2.8.3 Execution Frequency

Monthly – First Business Day

2.8.4 Key Scheduling Dependencies

N/A

2.8.5 Counties Impacted

All Counties

2.8.6 Data Volume/Performance

N/A

2.8.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc…)

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Online, Eligibility	CF Student Eligibility	17-05.pdf
2	Client Correspondence	FDD for PA 136	FD_FRM_PA 136.docx
3	Client Correspondence	FDD for CalSAWS CF 6177 - Student Exemption Checklist Form	FD_FRM_CalSAWS CF 6177.docx

4	Client Correspondence	CalSAWS CF 6177 - Student Exempt Checklist Template - English	CalSAWS CF 6177 - Student Exempt Che

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.5	The LRS shall automatically evaluate/process ED/BC accounting for the impact of change(s) on all assistance units on a case, on an individual, and on any or all companion cases that could potentially be affected by the change(s).	This SCR updates LRS automated EDBC to comply with requirements outlined in ACL 17-05.
2.18.3.11	The LRS shall generate notices and NOAs in accordance with COUNTY-specified case and individual trigger conditions.	New Form 'CF Student Exempt Checklist' will be added to the system.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-201575 | CIV-101430

CF-FTP INS Document, Income of FRE Should Be Prorated

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Tom Lazio
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
07/22/2019	1.0	Initial Draft	T. Lazio

09/12/2019	2.0	Updates (highlighted) made to the following sections based on Committee feedback:
		Section 1.1
		   - Added clarification earned and unearned income from the Income Detail page and SSI Only, SSP Only (CalSAWS Only) and SSI/SSP unearned incomes from the OPA Detail page page
		Section 1.2
		   - Added clarification of SSI Only, SSP Only (CalSAWS Only) and SSI/SSP unearned incomes from OPA
		Section 1.4
		   - Updated first assumption adding SCR change will apply to retro EDBCs
		Section 2.1.2.1
		   - Clarified earned and unearned income entered on Income detail page.
		Section 2.1.2.2
		   - Clarified unearned income entered on OPA detail page for SSI, SSP and SSI/SSP.
		Section 2.2
		   - Added case list with FREs with role reason of 'FTP-INS Document
			T. Lazio

09/16/2019	3.0	Section 2.2 -Added the update to list FREs that had income within the	T.Lazio

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
		last 12 months.	
10/22/2019	4.0	Section 1.3 Added Update 'EDBC Person Line Item Detail – Unearned Income' page to display SSI Only, SSP Only (CalSAWS Only) and SSI/SSP proration calculation in the description Section 2.1.1 Added Update 'EDBC Person Line Item Detail – Unearned Income' page to display SSI Only, SSP Only (CalSAWS Only) and SSI/SSP proration calculation in the description. Section 2.1.2.3 Added for update to 'EDBC Person Line Item Detail – Unearned Income' page to display proration for SSI Only, SSP Only (CalSAWS Only) and SSI/SSP description	

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1 OVERVIEW

Per CalFresh (CF) Eligibility Determination Regulation 63-503.442, household members excluded for ineligible noncitizen status should have a prorated share of their income counted towards CalFresh benefits for the entire eligible household. This SCR will accommodate the need to prorate the FRE (Financially Responsible-Excluded) non-citizen's portion of the income counted for the entire eligible household in the CalFresh EDBC.

1.1 Current Design

Currently for FRE non-citizens with role reason of 'FTP - INS Document' all of their income is counted against the eligible household in the CF EDBC. Also, the entire SSI Only, SSP Only (CalSAWS Only) and SSI/SSP unearned income amounts received from Other Program Assistance (OPA) by a FRE non-citizen with a role reason eligible for income proration are counted against the eligible household members.

The below table shows how earned and unearned income from the Income Detail page and SSI Only, SSP Only (CalSAWS Only) and SSI/SSP unearned incomes from the OPA Detail page page are currently treated for FRE non-citizens in a household of eligible and non-eligible citizens:

Role Reasons that are eligible for income proration	Unearned and Earned Income from the Income Detail Page Treatment in CF EDBC	SSI Only, SSP Only (CalSAWS Only) and SSI/SSP Unearned Income from OPA Detail Page Treatment in CF EDBC
FTP INS Document	Entire Income Included	Entire OPA Amount Included
FTP Sponsor Dependents	Entire Income prorated by dividing count of Active Members in the CF Program by count of all Active Members and FRE's	
FTP Sponsor SOF		
FTP Sponsor Income		
FTP Sponsor Property		
Ineligible Non Citizen		
Did Not Meet ABAWD Rules after Regaining Elig		

Role Reasons that are eligible for income proration	Unearned and Earned Income from the Income Detail Page Treatment in CF EDBC	SSI Only, SSP Only (CalSAWS Only) and SSI/SSP Unearned Income from OPA Detail Page Treatment in CF EDBC
3 Countable ABAWD Months Used		
End of 3 Consecutive ABAWD Months		
SSN Enumeration		
FTP ABAWD Work #1		
FTP ABAWD Work #2		
Opt Out (CalSAWS Only)		

1.2   Requests

In a CalFresh household of eligible citizens and FRE non-citizen with role reason of 'FTP-INS Document', income of the excluded non-citizen should be prorated. Also, SSI Only, SSP Only (CalSAWS Only) and SSI/SSP unearned incomes from OPA need to be prorated in the same way it does for income for a FRE non-citizen with a role reason eligible for income proration.

1.3   Overview of Recommendations

Update CF EDBC logic to prorate income of non-citizen in household with role FRE and role reason FTP - INS Document.

Update CF EDBC logic to prorate SSI Only, SSP Only (CalSAWS Only) and SSI/SSP unearned incomes received from OPA by a non-citizen in household with a role of FRE and a role reason eligible for income proration.

Update 'EDBC Person Line Item Detail – Unearned Income' page to display SSI Only, SSP Only (CalSAWS Only) and SSI/SSP proration calculation in the description

Generate list of CF cases with an active program person with role of FRE and role reason of 'FTP-INS Document' that had an active CF program and income for the FRE within the last 12 months.

1.4 Assumptions

- This SCR change will only apply to new CF EDBCs and will not apply to previously saved EDBCs. Running a retro month will apply the logic from this SCR.

- The earned income deduction shall apply to the prorated income earned by such excluded members which is attributed to the household.

2   RECOMMENDATIONS

2.1   CF EDBC Updates

2.1.1   Overview

Update CF EDBC logic to prorate income of non-citizen in household with role FRE and role reason FTP - INS Document.

Update CF EDBC logic to prorate SSI Only, SSP Only (CalSAWS Only) and SSI/SSP unearned incomes received from OPA by a non-citizen in household with a role of FRE and a role reason eligible for income proration.

Update 'EDBC Person Line Item Detail – Unearned Income' page to display SSI Only, SSP Only (CalSAWS Only) and SSI/SSP proration calculation in the description.

2.1.2   Description of Changes

2.1.2.1 Income Treatment

For earned and unearned income entered on the Income Detail Page for a non-citizen in household with role FRE, please see table below for the CF EDBC treatment of income based on role reason:

Role Reasons that are eligible for income proration	Unearned and Earned Income from the Income Detail Page Treatment in CF EDBC
FTP INS Document	Entire Income prorated by dividing count of Active Members in the CF Program by count of all Active Members and FRE's

2.1.2.2 Unearned Income From OPA Treatment

OPA unearned income entered on the OPA Detail page for a non-citizen in household with role of FRE would be pro-rated for the following 'Types of Assistance':

CalSAWS:

- SSI Only
- SSP Only
- SSI/SSP

C-IV:

- SSI Only
- SSI/SSP

Please see table below for the CF EDBC treatment of OPA SSI Only, SSP Only (CalSAWS Only) and SSI/SSP unearned incomes   based on eligible role reason:

Role Reasons that are elibile for income proration	SSI Only, SSP Only (CalSAWS Only) and SSI/SSP Unearned Incomes from OPA Detail Page Treatment in CF EDBC
FTP INS Document	Entire OPA Amount prorated by dividing count of Active Members in the CF Program by count of all Active Members and FRE's
FTP Sponsor Dependents	
FTP Sponsor SOF	
FTP Sponsor Income	
FTP Sponsor Property	
Ineligible Non Citizen	
Did Not Meet ABAWD Rules after Regaining Elig	
3 Countable ABAWD Months Used	
End of 3 Consecutive ABAWD Months	
SSN Enumeration	
FTP ABAWD Work #1	
FTP ABAWD Work #2	
Opt Out (CalSAWS Only)	

Display proration calculation for SSI Only, SSP Only (CalSAWS Only) and SSI/SSP OPA unearned income in the description field on the 'EDBC Person Line Item Detail – Unearned Income' page.

Message Center (3)

EDBC Person Line Item Detail - Unearned Income

Close

Name	Type	Description		Amount
Sanchez, Juan	SSI/SSP	Other Program Assistance	$	300.00
			Total $	**300.00**

Close

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Figure 2.1.2.3.1 – Before SCR Is Implemented: Description shows 'Other Program Assistance' for SSI Only, SSP Only (CalSAWS) and SSI/SSP

Message Center (3)

EDBC Person Line Item Detail - Unearned Income

Close

Name	Type	Description		Amount
Sanchez, Juan	SSI/SSP	$1,000.00 * (2 Members/3 Members and FREs)	$	666.67
			Total $	**666.67**

Close

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Figure 2.1.2.3.2 –After SCR Is Implemented: Description shows proration calculation for SSI Only, SSP Only (CalSAWS Only) and SSI/SSP

2.1.3 Programs Impacted

CF (including TCF)

2.2 List of CalFresh Cases With Program Person with Role of FRE With Role Reason of 'FTP - INS Document'

2.2.1 Overview

Generate list of CF cases with an active program person with role of FRE and role reason of 'FTP-INS Document' that had an active CF program and income for the FRE within the last 12 months.

2.2.2 Description of Change

Generate list of CF cases based on the following criteria:

- Case has 'Active' program person with role of FRE and role reason of 'FTP-INS Document'.
- Case had an active income record for the program person with role of FRE and role reason of 'FTP-INS Document' any time since January 2019.
- Case had a CF program with a status of 'Active' any time since January 2019.

The lists will include the following list columns:

Case Name
Case Number
County
Unit
Unit Name
Office Name
Worker ID

Current CF Program Status

These lists will be posted at:

CalSAWS: CalSAWS System Web Portal > System Changes > SCR and SIR Lists > 2020 > SCR CA-201575

C-IV: CalSAWS System Web Portal > System Changes > SCR and SIR Lists > 2020 > SCR CIV- 101430

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	Food Stamp Regulations For Eligibility Determination which lists Regulation 63-503.442.	PDF CF Regulations with Reg 63-503.442

4   REQUIREMENTS

4.1   Project Requirements

REQ #	Requirement Text	How Requirement Met
2.8.2.11	The LRS shall treat income and resources based on program-specific rules.	This SCR will accommodate the need to prorate a non-citizen's portion of the income counted for the entire eligible CF household.