



California Statewide Automated Welfare System

Design Document

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Transitional Nutrition Benefit (TNB) Program
Recertification

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1 OVERVIEW

This SCR describes the changes needed for Transitional Nutrition Benefit (TNB) Recertification and continues the implementation of the SSI/SSP Cash Out Reversal policy started with **SCR CA-203103/CIV-101471– CalFresh Ending SSI Cash-Out**.

A household's first TNB recertification period will be 12 months. Any subsequent TNB recertification periods will be 6 months if the household meets the qualifications for recertification.

The following references to TNB Notices of Action (NOAs) are made in this document:

- TNB 2 – Notice of Approval for TNB Program - NOA
- TNB 4 – Notice of Recertification for TNB Program
- TNB 5 – Recertification Reminder Notice for TNB Program
- TNB 6 – Notice of Discontinuance for TNB Program

TNB Program Continuing Eligibility

TNB-eligible households will maintain TNB Program eligibility as long as (1) the household includes at least one of the same SSI/SSP recipient(s) excluded from the household on the implementation date and added to the household on the household's effective date, (2) that same individual continues to receive SSI/SSP, and (3) the household is ineligible for CalFresh.

If the TNB Program household receives CalFresh benefits during the TNB certification period, the household will lose TNB Program eligibility.

Once a household loses TNB Program eligibility, TNB Program eligibility cannot be reestablished. The only exception to this rule is if a household loses TNB Program eligibility for failure to provide the documentation or information required to determine continuing TNB Program eligibility. In this case, TNB Program eligibility may be restored. More information about restorations is provided in this overview

TNB Program Household Reporting

After the initial 12-month certification, continuing TNB Program eligibility will be determined every six months at the household's TNB Program recertification. TNB-eligible households will not be required to report mid-period or complete a periodic report to maintain TNB Program eligibility.

The County Welfare Departments (CWDs) are not required to act on information received regarding the household's circumstances during the TNB Program certification period. This applies whether the information is received through an electronic data match or is otherwise reported to the CWD.

The only exception is if an ongoing TNB Program household is determined CalFresh eligible because the household applied for CalFresh separate and apart from the TNB Program. In this case, the household's TNB eligibility must be discontinued during the TNB Program certification period. At that time, the household must be informed of their TNB Program discontinuance. The CWD will send the household a Notice of Discontinuance for the Transitional Nutrition Benefit Program (TNB 6).

If a TNB Program household voluntarily reports a change of address and/or contact information during the TNB Program certification period, the CWD shall update the TNB Program household's case record accordingly to ensure that TNB Program notices are sent to the most up to date mailing address. Inter county transfers (ICT) for TNB Program benefits are addressed later in this letter.

TNB Program Recertification

TNB Program Recertification is the process by which the CWD determines continuing TNB Program eligibility prior to the end of a household's current certification period. TNB Program households may not continue to receive TNB Program benefits beyond their current certification period without completing all the TNB Program recertification requirements.

TNB-eligible households shall initially be certified for one 12-month period. Households that continue to be TNB-eligible may be recertified for additional six-month periods. To maintain eligibility after the initial 12-month certification period, TNB-eligible households must complete the TNB Program recertification process every six months.

The Notice of Recertification for the Transitional Nutrition Benefit Program (TNB 4) serves as both a notice of certification expiration and the TNB Program recertification form. The TNB 4 must be sent to the household at least 45 days in advance of the TNB Program certification expiration.

To be considered timely, the TNB 4 and, if applicable, a CalFresh application must be submitted to the county by the 15th day of the last month of the TNB Program Certification period.

To be considered complete, the TNB Program household must report on the TNB 4 any changes that may make the household ineligible for the TNB Program since the last certification period. These changes are captured via a series of four yes-no questions. If the TNB Program household reports a change by answering "yes" to any of the four questions, the TNB Program household is instructed to submit a CalFresh application in addition to the TNB 4 by the due date.

If the household reports a change, the recertification process is only considered complete if the household submits a complete TNB 4 and a CalFresh application by the due date. If the household does not report any changes, the recertification is considered complete if the household submits only the complete TNB 4 by the due date.

Timely Processing

A household that submits a complete TNB 4 and, if applicable, a CalFresh application, by the 15th day of the last month of the expiring certification period is considered timely. If such a household meets the recertification requirements before the end of the certification period and continues to be TNB-eligible, the CWD must provide the household with a notice of approval by the last day of the household's certification period.

Processing Delays

If the CWD is unable to complete the recertification process by the end of the current certification period, regardless of the cause of the delay, the CWD may allow for delayed processing of the TNB Program recertification. The delay may be for no more than the calendar month following the end of the certification period. The CWD must complete the TNB Program recertification as soon as possible. If the household continues to be eligible for the TNB Program, the CWD will issue benefits for the first full month of the new certification period. The household must be provided a notice of approval no later than the last day of the calendar month following the end of the household's certification period.

As a reminder, regardless of the cause of the delay, TNB Program benefits cannot be prorated. TNB Program benefits will be provided for the full month in which the delay occurred, and that month will be considered the first month in the TNB Program household's new six-month certification period.

California Residency

The TNB Program eligibility is based on at least one of the same individuals, excluded from the household on the implementation date and added to the household on the household's effective date, still residing in the household and continuing to receive SSI/SSP in California. Therefore, TNB-eligible households must reside in California to receive TNB Program Benefits. The instructions on the TNB 4 explain that households that do not reside in California are not eligible for the TNB Program and therefore do not need to complete the TNB Program recertification.

If the TNB 4 is submitted by a household and indicates a current address outside of California, the household will lose TNB program eligibility. At that time, the household must be informed of the TNB Program discontinuance. The CWD must send the household a TNB 6.

Complete TNB 4 Submitted with No Changes Reported

Upon receipt of a complete TNB 4 with no changes reported by the household, the CWD will determine continuing TNB Program eligibility. If found eligible, the CWD will issue TNB Program benefits according to the TNB Program benefit table applicable at the time. The household must be informed of the household's continuing TNB Program eligibility and the TNB Program benefit allotment. The CWD must send the household a Notice of Approval for the Transitional Nutrition Benefit Program (TNB 2).

Complete TNB 4 Submitted with No Changes Reported – With CalFresh (CF) Application

If a TNB Program household submits a complete TNB 4 with no changes reported and submits a CalFresh application, the CWD must process both the TNB 4 and the CalFresh application. Per ACL No. 18-92 page nine, "upon receipt of a complete TNB 4 with no changes reported by the household, the CWD will determine continuing TNB Program eligibility". That said, because a CalFresh application was received the CWD must also process the CalFresh application and determine CalFresh eligibility.

If the household is found CalFresh eligible within the last month of the TNB Program certification period, the CWD will certify CalFresh benefit eligibility and discontinue TNB Program benefits. If the household is found to remain ineligible for CalFresh within the last month of the TNB Program certification period, the CWD will determine whether the household continues to be eligible for the TNB Program and will issue TNB Program benefits for the first month of the new TNB Program certification period.

If the household reports no changes on the TNB 4 and the CWD is unable to process the CalFresh application and determine eligibility within the TNB Program certification period, the CWD will not delay issuance of the household's TNB Program benefits for the first month of the new TNB Program certification period. The CWD will issue TNB Program benefits for the first month of the new TNB Program certification period and will complete processing the CalFresh application and determine CalFresh eligibility as soon as possible. Depending on the outcome of the eligibility determination, the CWD will either continue TNB Program benefits or issue CalFresh benefits and discontinue TNB Program benefits.

Complete TNB 4 Submitted with Changes Reported

Upon receipt of a complete TNB 4 indicating a change that may make the household ineligible for the TNB Program, the CWD must confirm that a CalFresh application has also been submitted by the TNB Program household. The household may submit the CalFresh application **together with** the TNB 4 or may submit a CalFresh application separate from the TNB 4 (e.g., online, by mail, by phone, by fax, or at the CWD drop box), but before the due date.

The CWD will process the CalFresh application and determine whether the household is eligible for CalFresh before determining continuing TNB Program eligibility. As with any CalFresh application, the CWD must complete the CalFresh application process, including the interview and collection of necessary verifications if applicable, to determine CalFresh eligibility. (Completed TNB 4s that indicate a change, but that are missing a CalFresh application, are addressed later in this letter.)

Household Eligible for CalFresh

If the household is eligible for CalFresh, the CWD will certify CalFresh benefit eligibility and discontinue TNB Program benefits. At that time, the household must be informed that the household is no longer eligible for the TNB Program. The CWD must send the household a TNB 6.

Household Remains Ineligible for CalFresh

If the household remains ineligible for CalFresh, the CWD will then determine whether the household continues to be eligible for the TNB Program. As a reminder, the other TNB Program eligibility requirements that must be considered at recertification include (1) whether the TNB Program household continues to include at least one of the SSI/SSP recipient(s) excluded from the household on the implementation date and added to the household on the household's effective date and (2) whether the same individual(s) continues to receive SSI/SSP benefits.

- If the household does not meet both of these TNB Program eligibility requirements, the household will lose TNB Program eligibility, even if the household is not CalFresh eligible. At that time, the household must be informed of the TNB Program discontinuance. The CWD must send the household a TNB 6.
- If the household continues to meet both of these TNB Program eligibility requirements, the household will be recertified for the TNB Program. The household must be informed of the household's continuing eligibility and benefit allotment. The CWD will issue TNB Program benefits according to the TNB Program benefit table applicable at the time. The CWD must send the household a TNB 2.

If at recertification the CWD determines a change in the number of SSI/SSP recipients in the TNB Program household, but the household maintains continued eligibility for the TNB Program, the CWD should not adjust the TNB Program benefit allotment. The household's TNB Program benefit allotment is based only on (1) the CalFresh household size when the previously excluded SSI/SSP recipient(s) is added to the CalFresh household and (2) the number of previously excluded SSI/SSP recipient(s), both at the household's effective date and subject to appropriation. Therefore, changes in household composition are not considered when determining the continuing TNB Program benefit allotment but may impact eligibility.

Incomplete TNB 4 Submitted

A TNB 4 is considered incomplete if (1) the household does not indicate whether changes have occurred, (2) the household does not sign the TNB 4, or (3) the household indicates that a change has occurred, but the household does not complete a CalFresh application by the due date.

If the CWD receives an incomplete TNB 4, the CWD must send the household a Recertification Reminder Notice for the Transitional Nutrition Benefit Program (TNB 5) informing the household that their TNB Program recertification is incomplete. The TNB 5 informs the household of what is required to complete the recertification process and that the CWD cannot complete the recertification process until all required steps have been taken by the household.

If after sending the TNB 5, the CWD still does not receive a complete TNB 4 and, if applicable, a CalFresh application, the household will lose TNB Program eligibility. In this case, a TNB 6 is not required to be sent to the household, since the TNB 4 is both the TNB Program notice of expiring certification and the TNB Program recertification form.

If the CWD receives a complete TNB 4 and, if applicable, a **complete** CalFresh application before the end of the certification period, but the delay renders the CWD unable to complete the recertification timely, the recertification may be completed under TNB Program delayed processing rules. As a reminder, TNB Program delayed processing may be for no more than a calendar month after the end of the certification period and TNB Program benefits cannot be prorated.

No TNB 4 Submitted

If the CWD does not receive a TNB 4 by the due date, the CWD will send the household a TNB 5 informing the household that the TNB 4 was not submitted and the TNB Program recertification is incomplete.

As described above, if the CWD does not receive a complete TNB 4 by the end of the certification period, the household will lose TNB Program eligibility. Again, in this case a TNB 6 is not required to be sent to the household, since the TNB 4 is both the TNB Program notice of expiring certification and the TNB Program recertification form.

Note that the TNB Program recertification process itself does not require an interview. Only if the TNB Program household is required to submit a CalFresh application to determine CalFresh eligibility shall a full CalFresh eligibility determination, including interview, be required.

TNB Program Restorations

Once a household loses TNB Program eligibility, TNB Program eligibility cannot be restored. The only exception to this rule is if a household loses TNB Program eligibility for failure to provide the documentation or information required to determine continuing eligibility. In this case, TNB Program eligibility may be restored without proration back to the original date of discontinuance, if all documentation and information required to determine continuing eligibility is provided to the county within 30 days of the discontinuance from the TNB Program.

TNB Program and Other Assistance Program Reporting Requirements

Some TNB Program households may also receive other public assistance program benefits, such as CalWORKs. The eligibility requirements for the TNB Program and other public assistance programs are separate and apart from each other. Therefore, if a household receives both TNB Program benefits and other public assistance program benefits, the household must independently meet both sets of requirements to maintain eligibility for each program. For example, a household's required periodic report for CalWORKs cannot substitute for the required TNB Program recertification. The household must complete both the CalWORKs periodic report and the TNB Program recertification.

The above policy is based on the following ACLs.

- 18-90: CalFresh Reversing Cash-Out Policy: Eligibility For Recipients Of Supplemental Security Income And/Or California State Supplementary Payment (SSI/SSP) Benefits
- 18-92: Implementation Of The Transitional Nutrition Benefit Program
- 18-107: Implementation Of The Transitional Nutrition Benefit Program Notices
- 18-131: Quarterly Question and Answer (Q&A)

1.1 Current Design

Currently CalSAWS will only define a 12 month recertification period when TNB is initially approved. In addition, an ongoing TNB program can only be closed due to eligibility for CF within the same case. There is currently no capability to send out the TNB recertification packet or to discontinue TNB based on failing the TNB recertification process.

1.2 Requests

This SCR will implement the TNB Recertification logic required for the TNB program, which was introduced with SCR **CA-203103 CIV-101471 CalFresh Ending SSI Cash-Out**.

The TNB recertification process will closely follow the CF recertification process with some variations which will be noted. Some key elements of the CF recertification process are described below.

Example timeline of actions taken when the recertification due date is May 31, 2020. Benefits will potentially be issued for the June 2020 benefit month.

Date	CF	TNB
C-IV: Apr 15 CalSAWS: Apr 5	Send Recertification packet for CF which includes CF 37	Send TNB 4 –Recertification packet for TNB
CalSAWS: May 23 (8 calendar days prior to the RE due date)	Send CW CF Reminder if the CF 37 has not been received. Note: C-IV does not send a reminder currently.	Send TNB 5 if the TNB 4 has not been received. This will be sent on the 15 th for both C-IV and CalSAWS.
May 26: Main Payroll date varies by county but is usually the fifth business day before the end of the month.	Main Payroll – System attempts to issue CF benefits for June 2020 unless skip issuance reason is encountered. CF benefits issued for June 2020 if Customer Report is 'Completed'. See additional qualifications in Benefit Issuance section below.	Not applicable – TNB does not issue until end of the month.

Date	CF	TNB
May 26 – 30 (CalSAWS Only)	Future Month Supplemental (Informational Only) – If June 2020 benefits have not yet been issued, the system places benefits on list. If no other skip issuance reason is identified, benefit is skipped because it is not the last day of the month. June 2020 benefits will not be issued during this time period. This process is informational only (i.e., it provides the user with a skipped issuance reason.)	Not Applicable to TNB
May 30	Batch Discontinuance Job – Discontinue CF for June benefit month if the recertification due May 30 has not been completed.	Same Note: TNB 6 is not required for this discontinuance.
May 31	Future Month Supplemental – If June 2020 benefits have not yet been issued (by Main Payroll), system attempts to issue CF benefits for June 2020 unless skip issuance reason is encountered.	Same

Date	CF	TNB
June 1 – onward	<p>Daily Supplemental –</p> <p>If June 2020 benefits have not yet been issued, system attempts to issue CF benefits for June 2020 unless skip issuance reason is encountered.</p> <p>This would occur with late processing.</p> <p>Actual issuance by EBT vendor will be staggered over the first 10 business days.</p>	Same
June 1 – June 12	<p>Staggered Benefits Released – Issued benefits are released by EBT vendor over the first 10 business days of the month based on the last digit of the case number.</p>	TNB staggered over 10 business days

CF Benefit Issuance

Benefits are issued using three jobs which cover distinct scenarios.

1. Main Payroll
2. Future Month Supplemental
3. Daily Supplemental

Main Payroll and Future Month Supplemental are both used to issue benefits for the upcoming month. The Daily Supplemental is used to issue benefits for the current and past months.

Main Payroll

Main Payroll usually processes on the fifth business day before the end of the month and issues benefits for following month. For example, the March 25 Main Payroll will try to issue benefits for the April EDBC. The exact day can vary slightly by county and is controlled by a code table.

Future Month Supplemental

Future Month Supplemental processes on the last day of the month (C-IV Only) or every day after Main Payroll up to and including the last day of the month

(CalSAWS Only). For example, the May 31 Future Month Supplemental will try to issue benefits for the June EDBC if it has not already been issued. The Future Month Supplemental tries to issue benefits that would have been issued with Main Payroll but were skipped for some reason. Skipped issuances will be discussed in more detail below.

Daily Supplemental

Daily Supplemental processes every day. However, rather than being used to issue an upcoming benefit, the Daily Supplemental is used to issue benefits for the current and past months. This needs to occur in two scenarios:

1. A recalculated EDBC has resulted in a supplemental benefit. The Daily Supplemental will try to issue this new supplemental overnight.
2. An existing EDBC has not yet been issued because of the Skip Issuance logic, so the Daily Supplemental will again try to issue.

All three of the benefit issuance jobs/processes above will identify an EDBC that needs to be issued and place it on the ISSUANCE_TRANSACT table. Once listed on the table, the benefit will be issued unless the Skip Issuance logic identifies a problem which should prevent the benefit from being issued. If a problem is identified, the benefit is deleted from the ISSUANCE_TRANSACT table, which prevents the benefit from being issued, and a skipped issuance error message is written out with the reason the benefit was skipped.

After the skipped issuance logic has removed any benefits that cannot be issued, the remaining benefit issuances are sent to the EBT vendor to be released to the client. Benefits for the future month (i.e., those benefits identified by the Main Payroll and the Future Month Supplemental jobs) will be staggered by EBT vendor based on the last digit of the client case number.

- o CF benefits are staggered over the first 10 business days of the month.
- o SNB and TNB benefit are also staggered over the first 10 business days of the month.

Skip Issuance Logic

Following are the existing Skip Issuance reasons executed for the CalFresh program period processing. The SAR Period skip issuances will not apply to TNB but the RE Period skip issuance will be applicable to TNB recertification. This is not the list of all possible skip issuances, just period related. Please refer to **SCR CA-203103/CIV-101471– CalFresh Ending SSI Cash-Out** for the other non-period skip issuances that apply to TNB.

- a. SAR Period
 - a. Periodic Report Does Not Exist for the Reporting Period
 - b. Periodic Report Incomplete
 - c. Periodic Report Not Received for the Reporting Period
 - d. Periodic Report Received After 10 Day is Not Complete
- b. RE Period

- a. Redetermination/Recertification Does Not Exist for submit month
- b. Redetermination/Recertification not received for submit month
- c. Redetermination/Recertification received is not complete

1.3 Overview of Recommendations

Online

1. Update codes tables to display TNB Recertification (TNB 4) on Customer Reporting Detail Page. This requires no changes to the existing Customer Reporting pages.
 - a. Add TNB Recertification as a tracked Customer Report. (CT 329)
 - b. Define the statuses to be used for the TNB 4 Report Type (CT 258).
 - c. C-IV Only: Add Customer Reporting questions for completeness determination to be displayed with TNB 4. (CT 746)
2. Update codes table (CT 10398) to define which Customer Report Incomplete Reason Codes are valid for an incomplete TNB 4:
 - a. No signature
 - b. Missing Answers for Household Changes
 - c. Household Changes reported – No CF Application
 - d. Household Changes reported – Incomplete CF Application
3. Add new editable field on Customer Reporting Detail Page to track whether the TNB household had any changes. This will be a user updated field.
 - a. Household Changes – Yes/No
4. Update the Monthly Productivity List and Monthly Productivity List Detailed Result (CalSAWS Only) pages to search for TNB 4.
5. Add a new simplified recertification process to the Your Benefits Now (YBN) portal to allow the participant to upload a filled out TNB 4 form.
6. Add the TNB 4 Recertification Packet as a document type to the C4Yourself (C4Y) Upload Document page.
7. Add the TNB 4 Recertification Packet as a document type to the C4Y mobile application Upload Document page.
8. Update the Task Detail page to display the 'View Images' button when the TNB 4 generated task is viewed (CalSAWS Only).
9. Add the new document type for TNB 4 Recertification packet for the Kiosk and FACT.

Eligibility

10. Define a new Reporting Type, 'TNB Non Reporting' (CT542) to be used as the reporting type for any EDBC or Program Detail defined during a 6-month TNB period (i.e., any TNB period other than the initial 12-month period).
11. Define/Display the 'RE' EDBC Run Reason for TNB programs. This also applies to Manual EDBC.
 - a. **CalSAWS Only** –Automatically determine the 'RE' EDBC Run Reason. This will not display to the user.

- b. **C-IV Only** – Display the 'RE' Run Reason on the Run EDBC page.
- 12. **C-IV Only** – Display the 'SAR7' Run Reason on the Run EDBC page when processing any benefit month that falls within a six-month period (i.e., any period other than the initial period).
- 13. Update EDBC authorization logic to take appropriate actions (e.g., create/update redetermination records and set Customer Report to completed) during TNB recertification.
- 14. Update EDBC logic to set initial TNB recertification periods to 12 months and all subsequent TNB periods to 6 months.
- 15. Update TNB EDBC logic to discontinue based on the results of the TNB 4 and, if applicable, the presence and outcome of a CF application and the associated CF EDBC when processing a TNB recertification.
- 16. **CalSAWS Only** – Update TNB Status Reason (e.g., No SSI/SSP) logic to allow period required changes to be applied even after initial TNB recertification.
- 17. **CalSAWS Only** - Add validations to the system to prevent the user from running the incorrect benefit month EDBC after the current packet due date where status of the packet is 'Reviewed- Ready to Run EDBC'.

This change will align TNB with the other programs (CW, CF, GA, RCA, CAPI) which use these validations introduced with SCR **CA-52723 CIV-100710**

Customer Reporting Updates.

- 18. **C-IV Only:** Update the 'Program Code' code table (CT18). Specifically, set the 'Change Reason Program' column to 'Y'. This will define the NB program as a Change Reason program and bring C-IV in alignment with CalSAWS prior to migration. This does not mean that C-IV will begin using Change Reason logic prior to migration.

Batch

- 19. Add a new batch job to **discontinue** a TNB program at the end of its recertification period if the recertification has not been completed.
- 20. **CalSAWS Only:** Modify an existing batch jobs to create TNB 4 Recertification Packet link in YBN.
- 21. **CalSAWS Only:** Modify an existing web service to create task and mark the form as received when TNB 4 Recertification Packet is submitted through YBN or Kofax.
- 22. ICT Document transfer – Add Code Category for the batch job that transfer image as part of the ICT process.
- 23. **C-IV Only:** Add a new Batch job to update the customer report status and trigger an automate action task when TNB 4 Recertification Packet is uploaded through C4Yourself.
- 24. **C-IV Only:** Modify C4Y Document Transfer Task Creator job (PB00A230) to not generate the generic document received task for the TNB 4 Recertification Packet.

Fiscal

- 25. Update the issuance batch to enable the skipped issuance reasons for TNB.

Correspondence

26. C-IV Only: Create an automated task when the TNB 4 Recertification Packet is received.
27. Add/Update English and Spanish versions of CF 285 form in Template Repository.
28. Add a new TNB 4 Recertification packet in English and Spanish to the Template Repository to be used with TNB programs. This packet will include the following forms:
 - a. TNB 4 – Notice of Recertification for TNB
 - b. CF 285 – Application for CalFresh Benefits (not part of the CF Recertification Packet)
29. Prepopulate the TNB 4 form in TNB 4 Recertification Packet with header case information and the TNB recipients.
30. Create Customer Reporting Entry when a TNB 4 Rectification packet is generated from Online or Batch.
31. C-IV Only: Add eSign functionality to TNB 4 Recertification Packet.
32. Only post the TNB 4 Recertification Packet to the C4Y or YBN (the TNB 4 will not be posted).
33. Create a new batch job to send the TNB 4 Recertification packet to the customers when their RE is due.
34. Add logic to populate the barcode on the TNB 4 Recertification Packet when generated via Batch or Template Repository. Note the following:
 - a. C-IV: The barcode is on each page of the packet.
 - b. CalSAWS: The barcode is only on the first page of the packet, which is the TNB 4 Form.
35. Add batch job to send TNB 5 if TNB 4 is still in 'Sent' status by the 15th of the last month of the recertification period.
36. Add logic to trigger TNB 5 form from Customer Reporting Detail Page when the TNB 4 Recertification Packet is marked "Incomplete".
37. Prepopulate the TNB 5 form with header case data and incomplete reasons.
38. Create a Custom Journal Entry Record when either TNB 4 Recertification Packet or TNB 5 form are generated from Online or Batch.
39. Add functionality to generate an approval NOA (TNB 2) when the Recertification is approved.
40. Add TNB 2 – Notice of Approval for TNB to Template Repository in English and Spanish.

Reports

41. Update the following reports to include the new TNB 4 RE Packet.
 - Customer Reporting Progress Report
 - Customer Reporting Progress Detail Report
 - Monthly Productivity List Export Report

1.4 Assumptions

1. The user is responsible for ensuring a CF EDBC has been processed either prior to or at the same time as the TNB EDBC when a CF application is required for TNB recertification. This would be true when the client has responded on the TNB 4 that there are household changes. In this scenario, if the user runs the TNB recertification EDBC without processing a CF EDBC, the TNB program will be discontinued for failure to complete a CF determination. This would be the appropriate outcome for TNB if the client has not returned a CF application or is failing to complete the CF application within the appropriate time frames.
2. The TNB 4 Recertification Packet posted on the C4Yourself will contain the barcode regardless if it was generated through a batch job or through the template repository.
3. Worker is responsible to provide the incomplete or new version of CF 285 to the customer based on the TNB 4 Recertification incomplete reason. A new CF 285 if the customer did not submit a CF 285 or the incomplete CF 285 if the customer already submitted CF 285 but it was determined incomplete.
4. All required MEDS interfaces for TNB were included in **SCR CA-203103/CIV-101471– CalFresh Ending SSI Cash-Out**. No additional MEDS changes are needed for this SCR.

2 RECOMMENDATIONS

2.1 Customer Reporting List

2.1.1 Overview

The Customer Reporting List page will be updated to support the TNB 4 Recertification Packet. This will allow the user to access the Customer Reporting Detail page for the TNB 4.

2.1.2 Customer Reporting List Mockup

Customer Reporting List

[Images](#)

Search Results Summary Results 1 - 5 of 5

Display
From:

To:

[View](#)

Type	Submit Month	Program	Status	Status Date	
SAR 7	07/2017	CW/RCA	Not Applicable	08/01/2017	Edit
SAR 7	07/2017	CF	Complete- EDBC Accepted	07/22/2017	Edit
MAGI RE Packet	12/2017	MC	Complete- EDBC Accepted	02/16/2018	Edit
CF RE Packet	01/2018	CF	Incomplete	01/09/2018	Edit
MAGI RE Packet	12/2018	MC	Complete- EDBC Accepted	01/22/2019	Edit
SAR 7	05/2019	CW/RCA	Not Applicable	05/06/2019	Edit
SAR 7	05/2019	CF	Complete- EDBC Accepted	05/11/2019	Edit
TNB 4 RE Packet	05/2020	NB	Reviewed- Ready to Run EDBC	05/27/2020	Edit

[Images](#)

Figure 2.1.1 – Customer Reporting List (C-IV)

Customer Reporting List

Search Results Summary Results 1 - 6 of 6

Display
Type:

From:

To:

[View](#)

Type	Submit Month	Program	Status	Status Date	
MSP Packet	12/2012	MC	Sent	10/15/2012	Edit
SAR 7	04/2014	CW	Not Applicable	03/22/2014	Edit
SAR 7	04/2014	CF	Sent	03/22/2014	Edit
CW/CF RE Packet	10/2015	CW	Received	12/08/2015	Edit
		CF	Received	12/08/2015	Edit
SAR 7	04/2016	CW	Sent	05/27/2016	Edit
SAR 7	04/2016	CF	Sent	05/27/2016	Edit
SAR 7	05/2016	CW	Reviewed- Ready to Run EDBC	06/02/2016	Edit
SAR 7	05/2016	CF	Reviewed- Ready to Run EDBC	06/02/2016	Edit
TNB 4 RE Packet	05/2020	NB	Reviewed- Ready to Run EDBC	05/27/2020	Edit

Figure 2.1.2 – Customer Reporting List (CalSAWS)

2.1.3 Description of Changes

1. Update the Customer Reporting List to display the TNB 4 RE Packet record as shown in Figures 2.1.1 and 2.1.2 upon display of the page.
 - a. Update both the default search and the full search on this page. The default search runs when the user navigates to this page. The full search runs when the user clicks on the 'View' button on the page.
2. CalSAWS Only: Add the TNB 4 RE Packet value in the 'Display Type' dropdown.

2.1.4 Page Location

- **Global: Eligibility**
- **Local: Reporting**
- **Task: Customer Reporting**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

Security Group	Group Description	Group to Role Mapping

2.1.6 Page Mapping

No impacts to this section.

2.1.7 Page Usage/Data Volume Impacts

An estimated 1500 households have TNB in CalSAWS.

An estimated 3000 households have TNB in C-IV.

2.2 Customer Reporting Detail

2.2.1 Overview

The Customer Reporting Detail page will be updated to include the TNB 4 RE Packet report type.

2.2.2 Customer Reporting Detail Mockup

Customer Reporting Detail

- Indicates required fields

ImagesEditClose

Report Type:
TNB 4 RE Packet

Submit Month:
05/2020

Date Received:
05/27/2020

Household Changes:
No

TNB 4 RE Completeness Determination

1. Was the TNB 4 received?	Yes
2. Was the TNB 4 signed?	Yes
3. Were all questions in the 'Household Changes' section of the TNB 4 completed?	Yes
4. Was a CalFresh application received?	N/A
5. Was the CalFresh application completed?	N/A

Nutritional Benefit Status History

Status	Status Date	Action Date	Updated by
Reviewed- Ready to Run EDBC	05/27/2020	05/27/2020 02:50:05 PM	241027
Received	05/27/2020	05/27/2020 02:48:05 PM	254013
Sent	09/11/2019	09/11/2019 05:09:54 AM	186476
Generated	09/11/2019	09/11/2019 04:24:24 AM	217671

ImagesEditClose

Figure 2.2.1 – Customer Reporting Detail View Mode (C-IV)

Customer Reporting Detail

*- Indicates required fields

Edit

Close

Report Type:
TNB 4 RE Packet

Submit Month:
05/2020

Date Received:
05/27/2020

Personal Contact:
No

Household Changes:
Yes

Status			
Program	Status	Status Detail	Date
NB	Incomplete		05/27/2020
Incomplete Reasons			
TNB 4 was not received		✓ Household Changes reported - Incomplete CF Application	
No Signature		Household Changes reported - No CF Application	
Missing answers for Household Changes			

Nutritional Benefit Status History			
Status	Status Date	Action Date	Updated By
Incomplete	05/27/2020	05/27/2020 10:48:43 AM	839910
Received	05/27/2020	05/27/2020 10:08:16 AM	507937
Sent	09/11/2019	09/11/2019 00:00:00 AM	501222

Edit

Close

Figure 2.2.2 – Customer Reporting Detail View Mode (CalSAWS)

Customer Reporting Detail

*- Indicates required fields

Images

Save and Return

Cancel

Report Type:
TNB 4 RE Packet

Submit Month:
05/2020

Date Received:
05/27/2020

Household Changes: *

No ▾

TNB 4 Completeness Determination

- | | |
|---|-------|
| 1. Was the TNB 4 received? * | Yes ▾ |
| 2. Was the TNB 4 signed? * | Yes ▾ |
| 3. Were all questions in the 'Household Changes' section of the TNB 4 completed? * | Yes ▾ |
| 4. Was a CalFresh application received? * | N/A ▾ |
| 5. Was the CalFresh application completed? * | N/A ▾ |

Nutritional Benefit Status History

Status	Status Date	Action Date	Updated by
Reviewed- Ready to Run EDBC	05/27/2020	05/27/2020 02:50:05 PM	241027
Received	05/27/2020	05/27/2020 02:48:05 PM	254013
Sent	09/11/2019	09/11/2019 05:09:54 AM	186476
Generated	09/11/2019	09/11/2019 04:24:24 AM	217671

Images

Save and Return

Cancel

Figure 2.2.3 – Customer Reporting Detail Edit Mode (C-IV)

Customer Reporting Detail

* - Indicates required fields

Save and Return

Cancel

Report Type:

Submit Month:

Date Received:

TNB 4 RE Packet

05/2020

05/27/2020

Personal Contact:

Household Changes:

No

Status

Program	Status	Status Detail	Date
NB	Incomplete		

Incomplete Reasons

☒ TNB 4 was not received
 ☐ Household Changes reported - Incomplete CF Application

☐ No signature
 ☐ Household Changes reported - No CF Application

☐ Missing answers for Household Changes

Nutritional Benefit Status History

Status	Status Date	Action Date	Updated By
Incomplete	05/27/2020	05/27/2020 10:48:43 AM	839910
Received	05/27/2020	05/27/2020 10:08:16 AM	529166
Sent	09/11/2019	09/26/2019 00:00:00 AM	501222

Save and Return

Cancel

Figure 2.2.3 – Customer Reporting Detail Edit Mode (CalSAWS)

Customer Reporting Detail

*- Indicates required fields

Save and ReturnCancel

- Other Incomplete Reason(s) cannot be selected when the TNB 4 was not received.
- Household Changes - Unable to change the Household Changes to 'No' when the selected Incomplete Reason(s) indicates a household change.
- Status - Unable to change the Status. There is selected Incomplete Reason.

Report Type:TNB 4 RE Packet

Submit Month:05/2020

Date Received:05/27/2020

Personal Contact:

No

Household Changes: *

No

Status

Program	Status	Status Detail	Date
NB	<div>Reviewed- Ready to Run EDBC</div>		<div></div>

Incomplete Reasons

☒ TNB 4 was not received
 ☒ Household Changes reported - Incomplete CF Application

☒ No signature
 ☐ Household Changes reported - No CF Application

☐ Missing answers for Household Changes

Nutritional Benefit Status History

Status	Status Date	Action Date	Updated By
Incomplete	05/27/2020	05/27/2020 10:48:43 AM	839910
Received	05/27/2020	05/27/2020 10:08:16 AM	529166
Sent	09/11/2019	09/26/2019 00:00:00 AM	501222

Save and ReturnCancel

Figure 2.2.4 – Customer Reporting Detail Edit Mode with new validations for Reviewed- Ready to Run EDBC (CalSAWS)

2.2.3 Description of Changes

- Create a new Customer Reporting Detail page for the TNB 4 Recertification Packet as shown in Figures 2.2.1 to 2.2.4:
 - The Report Type will be 'TNB 4 RE Packet'.
 - The Submit Month will be the month when the TNB is due. It will be in the 'MM/YYYY' format.

- c. The Date Received field will be populated with the date of when the Customer Reporting Detail is marked as 'Received'.
- d. The Household Changes field will be defaulted to 'Blank'. The dropdown options for Edit Mode will be 'Yes' and 'No'. This field will capture if a CalFresh application is required to complete the recertification process.
- e. The Nutritional Benefit Status History section will track the history of the Customer Reporting record and displays the following information:
 - i. Status
 - ii. Status Date
 - iii. Action Date
 - iv. Updated by

f. C-IV Only Changes:

- i. Create the 'TNB 4 RE Completeness Determination' with the following required questions with the answers defaulted to '-Select-':
 - 1. Was the TNB 4 received?
 - a. The dropdown values will be 'Yes' or 'No' or 'N/A'.
 - 2. Was the TNB 4 signed?
 - a. The dropdown values will be 'Yes', 'No' or 'N/A'.
 - b. If the "Was the TNB 4 received?" field is populated with a 'No', the dropdown value will be 'N/A'.
 - 3. Were all questions in the 'Household Changes' section of the TNB 4 completed?
 - a. The dropdown values will be 'Yes', 'No', or 'N/A'.
 - b. If the "Was the TNB 4 received?" field is populated with a 'No', the dropdown value will be 'N/A'.
 - 4. Was a CalFresh application received?
 - a. The dropdown values will be 'Yes', 'No' or 'N/A'.
 - b. If the Household Changes field is populated with a 'No', the dropdown value will be 'N/A'.
 - c. If the "Was the TNB 4 received?" field is populated with a 'No', the dropdown value will be 'N/A'.
 - 5. Was the CalFresh application completed?
 - a. The dropdown values will be 'Yes', 'No' or 'N/A'.
 - b. If the Household Changes field is populated with a 'No', the dropdown value will be 'N/A'.

- c. If the Was the TNB 4 received? field is populated with a 'No', the dropdown value will be 'N/A'.
- ii. The Household Changes is mandatory for this page.
- iii. The Customer Reporting Detail status displayed on the Customer Reporting List page will be set to 'Reviewed-Ready to Run EDBC' for the following scenarios:
 - 1. When the Household Changes is set to 'Yes':
 - a. All the questions under the TNB 4 RE Completeness Determination are answered 'Yes'.
 - 2. When the Household Changes is set to 'No':
 - a. Questions 1, 2 and 3 of the TNB 4 RE Completeness are answered 'Yes'.
- iv. The Customer Reporting Detail status displayed on the Customer Reporting List page will be set to 'Incomplete' if the answers on the TNB 4 RE Completeness Determination do not meet the scenarios mentioned above.
- v. The Customer Reporting Detail status displayed on the Customer Reporting List page will be set to 'Complete-EDBC Accepted' when the worker runs the TNB 4 RE EDBC while the status is set to 'Reviewed- Ready to Run EDBC'.
- vi. The Customer Reporting Detail status displayed on the Customer Reporting List page will be set to 'Not Applicable' when either Question 1, Question 2, or Question 3 of the TNB 4 Completeness Determination are answered 'N/A'.

g. CalSAWS Only Changes:

- i. The 'Personal Contact' field on Edit mode will have dropdown values of 'Yes' and 'No'.
- ii. Create the 'Status' section which will display the following information:
 - 1. The 'Program' field is an uneditable field with the value 'NB'.
 - 2. The 'Status' field on Edit mode will have a dynamic dropdown in which the options depend on the previous Customer Reporting Detail status. The default value is blank. The following options will be available:
 - a. If the status is previously 'Sent' the following option will be available:
 - i. Not Applicable
 - ii. Received
 - b. If the status is previously 'Received' the following option will be available:
 - i. Incomplete

- ii. Not Applicable
 - iii. Reviewed- Ready to Run EDBC
 - c. If the status is previously 'Incomplete' the following option will be available:
 - i. Not Applicable
 - ii. Reviewed- Ready to Run EDBC
 - d. If the status is previously 'Reviewed- Ready to Run EDBC' the following option will be available:
 - i. Not Applicable
 - ii. Received
- 3. The 'Status Detail' field on Edit mode will dynamically display a dropdown when the Status field is set to 'Received'. The default value is blank and the only available dropdown option is 'Action Required'.
- 4. The 'Date' field on Edit mode is defaulted to blank. If the worker does not populate this field upon clicking the 'Save and Return' button, it will automatically populate to today's date.
- iii. Create the 'Incomplete Reasons' section which dynamically displays when the Customer Reporting Detail status is set to 'Incomplete'. The worker must choose an incomplete reason(s) from this section to save the status of the customer report as 'Incomplete'. The following incomplete reasons will be available as checkboxes in Edit mode:
 - 1. TNB 4 was not received
 - 2. No signature
 - 3. Missing answers for Household Changes
 - 4. Household Changes reported – No CF Application
 - 5. Household Changes reported – Incomplete CF Application
- iv. When the Status is set to "Reviewed-Ready to Run EDBC" and all incomplete reasons are unchecked, the "Incomplete Reasons" section will dynamically disappear.
- v. If the worker sets the Customer Reporting Detail status to 'Reviewed- Ready to Run EDBC', the 'Household Changes' field will be mandatory.
- vi. Create the following custom validations for the TNB 4 Customer Reporting Detail:
 - 1. Other Incomplete Reason(s) cannot be selected when the TNB4 was not received.
 - a. This validation message will be triggered when the worker attempts to save the page when the TNB 4 was not received incomplete reason is selected along with

one or more additional incomplete reason(s).

2. "Status – Unable to change the Status. There is selected Incomplete Reason."
 - a. This validation message will be triggered when the worker attempts to save the page with a status of 'Reviewed- Ready to Run EDBC' with a selected incomplete reason(s).
 - b. Clicking the Status hyperlink will take the cursor to the status dropdown on the page below.
3. "Status – Must select an incomplete reason when the status is incomplete."
 - a. This validation message will be triggered when the worker attempts to save the page with a status of 'Incomplete' without selecting an incomplete reason(s).
 - b. Clicking the Status hyperlink will take the cursor to the status dropdown on the page below.
4. "Household Changes – Unable to change the Household Changes to 'No' when the selected Incomplete Reason(s) indicates a household change."
 - a. This validation message will be triggered when the worker attempts to the save the page with the 'Household Changes' field is set to 'No' and one or both of the following incomplete reasons were selected:
 - i. Household Changes reported – No CF Application
 - ii. Household Changes reported – Incomplete CF Application
 - b. Clicking the Household Changes hyperlink will take the cursor to the household changes dropdown on the page below.
- h. When the Customer Reporting Detail is marked as incomplete, the TNB 5 will be triggered. A pop-up will be loaded and the 'Here is what we need' section is populated based on the incomplete reason. The following messages will be used for this section:
 - i. Signature on the Notice of Recertification for TNB Program (TNB 4)
 1. For C-IV, when the worker answers 'No' to the question 'Was the TNB 4 signed?', use this message.

2. For CalSAWS, when the worker checks the 'No signature' reason, use this message.
- ii. Completed answers for question 1 - 4 on the **Notice of Recertification for TNB Program (TNB 4)**
 1. For C-IV, when the worker answers 'No' to the question 'Were all questions in 'Section 1: Household Changes' of the TNB 4 completed?', use this message.
 2. For CalSAWS, when the worker checks the 'Missing answers for Household Changes' reason, use this message.
- iii. A completed **CalFresh** application
 1. For C-IV, when the worker answers 'No' to the question(s) 'Was a CalFresh application received?', and/or 'Was the CalFresh application completed?' use this message.
 2. For CalSAWS, when the worker checks the 'Household Changes reported – No CF Application' and/or 'Household Changes reported – Incomplete CF Application' reason(s), use this message.

2.2.4 Page Location

- **Global: Eligibility**
- **Local: Reporting**
- **Task: Customer Reporting**

2.2.5 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping

4. Security Groups

Security Group	Group Description	Group to Role Mapping

2.2.6 Page Mapping

Update the Page Mapping to include the Household Changes field.

2.2.7 Page Usage/Data Volume Impacts

An estimated 1500 households have TNB in CalSAWS.

An estimated 3000 households have TNB in C-IV.

2.3 Monthly Productivity List

2.3.1 Overview

The Monthly Productivity List page will be updated to support the TNB 4 Recertification Packet. This will allow the user to access the Customer Reporting Detail page for the TNB 4 RE Packet.

2.3.2 Monthly Productivity List Mockup

Monthly Productivity List

▼ Search

Worker ID: <input type="text"/> Select	Unit ID: XF 00 Select	Report Type: <input type="text"/>
Report Status: All ▼	From: * 05/01/2020	To: * 09/30/2020

Results per Page: 100 ▼ **Search**

Search Results Summary						Results 1 - 3 of 3
Case Name	Case Number	Type	Submit Month	Status	Status Date	Program
Case Name	2721331	TNB 4 RE Packet	05/01/2020	Complete- EDBC Accepted	05/24/2020	NB
Case Name	2822549	TNB 4 RE Packet	05/01/2020	Incomplete	06/05/2020	NB
Case Name	2118965	MAGI RE Packet	03/01/2020	Received	03/05/2019	MC

Figure 2.3.1 – Monthly Productivity List (C-IV)

Monthly Productivity List

▼ Search

Worker ID: <input type="text"/> Select	Unit ID: 1J 00 Select	Report Type: <input type="text"/>
Report Status: All ▼	From: * 05/01/2020	To: * 09/30/2020

Results per Page: 100 ▼ [Search](#)

Search Results Summary							Results 1 - 100 of 3446
							View Detailed Results
Case Name	Case Number	Type	Submit Month	Status	Status Date	Program	
John Doe	B100000	TNB 4 RE Packet	05/01/2020	Received	05/12/2020	NB	
James Clark	B0Z0000	TNB 4 RE Packet	09/01/2020	Incomplete	08/12/2020	NB	
Jane Case	B170000	MAGI MC Packet	09/01/2020	Sent	07/12/2020	MC	
							View Detailed Results

Figure 2.3.2 – Monthly Productivity List (CalSAWS)

Monthly Productivity List Detailed Results

Search Results Summary							Results 1 - 25 of 3446	
Case Name	Case Number	Type	Submit Month	Status	Status Date	Program	Appointment Type	Appointment Date
John Doe	B100000	TNB 4 RE Packet	05/01/2020	Received	05/12/2020	NB		
James Clark	B0Z0000	TNB 4 RE Packet	09/01/2020	Incomplete	08/12/2020	NB		
Jane Case	B170000	MAGI MC Packet	09/01/2020	Sent	07/12/2020	MC		

Figure 2.3.3 – Monthly Productivity List Detailed Results (CalSAWS)

2.3.3 Description of Changes

1. Update the Monthly Productivity List to display the TNB 4 RE Packet record as shown in Figures 2.1.1 and 2.1.2 upon display of the page.
 - a. Update both the default search and the full search on this page. The default search runs when the user navigates to this page. The full search runs when the user clicks on the 'View' button on the page.
2. Add the TNB 4 value in the 'Report Type' dropdown.
3. **CalSAWS Only:**
 - a. Update the search results when the user clicks on the 'View Detailed Results' to include the TNB 4 RE Packet records as shown in Figure 2.3.3.

2.3.4 Page Location

- **Global: Eligibility**
- **Local: Workload Inventory**
- **Task: Monthly Productivity**

2.3.5 Security Updates

5. Security Rights

Security Right	Right Description	Right to Group Mapping

6. Security Groups

Security Group	Group Description	Group to Role Mapping

2.3.6 Page Mapping

No impacts to this section.

2.3.7 Page Usage/Data Volume Impacts

An estimated 1500 households have TNB in CalSAWS.

An estimated 3000 households have TNB in C-IV.

2.4 CalSAWS Only: YBN Homepage

2.4.1 Overview

The YBN Homepage alerts the participant through a pop-up whenever there is a Redetermination/Recertification form that is available for them to fill out. This existing alert will be triggered when a TNB 4 Recertification Packet is available for the participant.

2.4.2 YBN Homepage Mockup

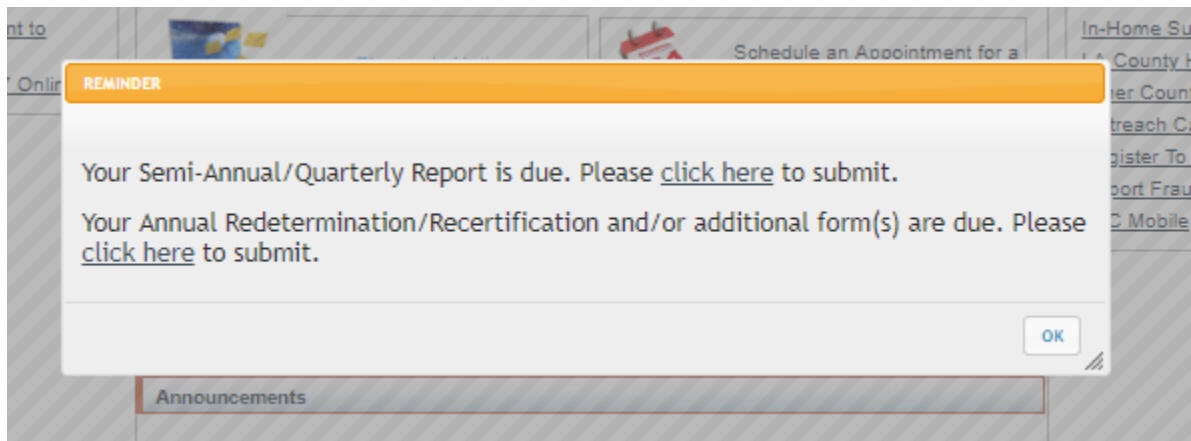


Figure 2.4.1 – YBN Homepage Alert

2.4.3 Description of Changes

1. Display the pop-up reminder with the message “Your Annual Redetermination/Recertification and/or additional form(s) are due. Please click here to submit.” for the participant whenever a TNB 4 Recertification Packet is available for them to submit.
 - a. Clicking the link will navigate them to the Annual Redetermination/Recertification page.
 - b. Note: The mockup shows a reminder when the user has a SAR 7/QR 7 and a TNB 4 available for submission.

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2.4.4 Page Location

- **Global:**
- **Local:**
- **Task:**

2.4.5 Security Updates

7. Security Rights

Security Right	Right Description	Right to Group Mapping

8. Security Groups

Security Group	Group Description	Group to Role Mapping

2.4.6 Page Mapping

No impacts to this section.

2.4.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.5 CalSAWS Only: YBN Annual Redetermination/Recertification

2.5.1 Overview

The Annual Redetermination/Recertification page will be updated to display a link that will navigate the participant to the TNB 4 Recertification Packet.

2.5.2 YBN Annual Redetermination/Recertification Mockup

Annual Redetermination/Recertification	
Below you will find certain electronically available forms for your case, along with records of some older forms tied to your case.	
L000000(1)	
Available Forms for Electronic Submission	
Form Name	Due Date
Notice of Recertification for Transitional Nutrition Benefit (TNB) Program (TNB 4)	06/01/2020

Figure 2.5.1 – YBN Annual Redetermination/Recertification

2.5.3 Description of Changes

1. Display the “Notice of Recertification for Transitional Nutrition Benefit (TNB) Program (TNB 4)” hyperlink when the TNB 4 Recertification Packet for the participant has been marked with a ‘Sent’ status on the Customer Reporting Detail page in the CalSAWS system (as shown on Figure 2.5.1).
 - a. Clicking on the hyperlink will navigate the participant to the TNB 4 form page.
 - b. The hyperlink will be available up to 30 calendar days after the submit month.
 - c. This update will be in all supported threshold languages.

2.5.4 Page Location

- **Global:**
- **Local:**
- **Task:**

2.5.5 Security Updates

9. Security Rights

Security Right	Right Description	Right to Group Mapping

10. Security Groups

Security Group	Group Description	Group to Role Mapping

2.5.6 Page Mapping

No impacts to this section.

2.5.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.6 CalSAWS Only: TNB 4 Form Upload Page

2.6.1 Overview

The TNB 4 Form Upload page is a new page which will allow the participant to view, print out, and submit their TNB 4 Recertification Packet to complete their TNB recertification.

2.6.2 YBN TNB 4 Form Upload Mockup

TNB 4

NOTICE OF RECERTIFICATION
FOR TRANSITIONAL NUTRITION
BENEFIT (TNB) PROGRAM

(ADDRESSEE)

State of California
Health and Human Services Agency
California Department of Social Services

COUNTY OF

Notice Date

Case Name

Case Number

Worker Name

Worker Number

Telephone Number

Address

Questions? Ask your worker.

Your form requires information for your TNB recertification. You will need to print, fill out, mail, fax, or drop off at your local office. You can also upload the document to your county office by clicking the "Upload Document" button.

If you answered 'YES' to any of the TNB recertification questions, you must also submit a CalFresh application with the TNB 4 form. If you have already submitted the CalFresh application, you are not required to submit a second time.

For each document/file you choose to upload. Please select a file, document type, and who this document is associated with. Individual files cannot exceed 8 megabytes in size and must be a .jpg, .png, .gif, .tif, or .pdf.

File	Document Type	Document Owner
<div>Upload Document</div>		

Back

Submit

Figure 2.6.1 – YBN TNB 4 Form Upload

Please select the document to upload(Must be a .jpg, .png, or .pdf)

Individual files cannot exceed 8 megabytes in size. If you have more than ten verification documents, please send any supplementary documents using the verification cover sheet.

Please select the document to upload(Must be a .jpg, .png, or .pdf)

Choose File No file chosen

Select Document Owner

Choose One

Select Document Type

Choose One

Cancel

Upload

Figure 2.6.2 – YBN Form Upload Pop-Up

2.6.3 Description of Changes

1. Create the TNB 4 Form Upload page with the following details (as shown on Figure 2.6.1):
 - a. The header will display "TNB 4".

- b. Create the section which will display the TNB 4 Packet that has been generated for the participant. This should be the same form available on the Electronic Notices page in YBN.
 - i. The participant will be able to download and print out this TNB 4 form.
- c. Add the following verbiage to instruct the participant how to complete their TNB recertification process:
 - i. Your form requires information for your TNB recertification. You will need to print, fill out, mail, fax, or drop off at your local office. You can also upload the document to your county office by clicking the "Upload Document" button.
 - ii. If you answered 'YES' to any of the TNB recertification questions, you must also submit a CalFresh application with the TNB 4 form. If you have already submitted the CalFresh application, you are not required to submit a second time.
 - iii. For each document/file you choose to upload. Please select a file, document type, and who this document is associated with. Individual files cannot exceed 8 megabytes in size and must be a .jpg, .png, .gif, .tif, or .pdf.
- d. Create the upload section of the page:
 - i. Add the following column names:
 - 1. File
 - a. Display the "Upload Document" button. Clicking on this button will display the existing Form Upload pop-up as shown in Figure 2.6.2.
 - b. The file name will be displayed under this column once the participant uploads a document through the Form Upload pop-up.
 - 2. Document Type
 - a. The document type selected by the participant will be displayed under this column. The participant will need to choose 'TNB 4 - Notice of Recertification for TNB Program' as the document type.
 - i. The 'Notice of Recertification for Transitional Nutrition Benefit (TNB) Program' document type will be the only option on the Select Document Type dropdown on the Form Upload Pop-Up (Figure 2.6.2).
 - 3. Document Owner

- a. The document owner selected by the participant will be displayed under this column.
- e. Back button
 - i. This will navigate the participant back to the Annual Redetermination/Recertification page.
- f. Submit
 - i. This will submit the document uploaded by the participant.
- g. The verbiage found on this page will be translated in all supported threshold languages. The TNB 4 Packet displayed will display in the language it was generated with.

2.6.4 Page Location

- **Global:**
- **Local:**
- **Task:**

2.6.5 Security Updates

11. Security Rights

Security Right	Right Description	Right to Group Mapping

12. Security Groups

Security Group	Group Description	Group to Role Mapping

2.6.6 Page Mapping

No impacts to this section.

2.6.7 Page Usage/Data Volume Impacts

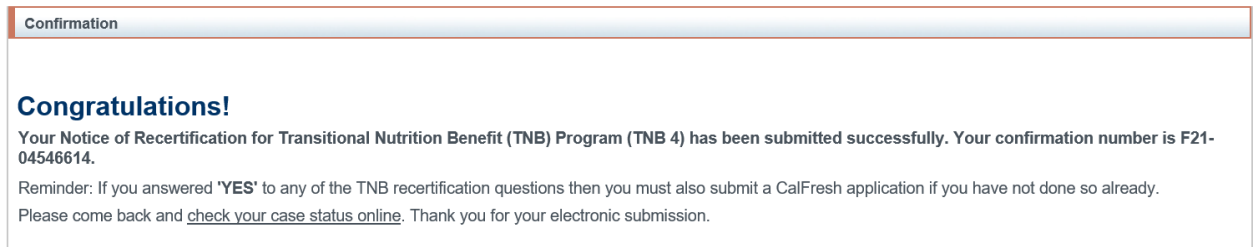
No impacts to this section.

2.7 CalSAWS Only: YBN Confirmation Page

2.7.1 Overview

The Confirmation page is displayed to inform the participant that their packet has been successfully submitted.

2.7.2 YBN Confirmation Mockup



Confirmation

Congratulations!

Your Notice of Recertification for Transitional Nutrition Benefit (TNB) Program (TNB 4) has been submitted successfully. Your confirmation number is F21-04546614.

Reminder: If you answered 'YES' to any of the TNB recertification questions then you must also submit a CalFresh application if you have not done so already. Please come back and [check your case status online](#). Thank you for your electronic submission.

Figure 2.7.1 – YBN Confirmation

2.7.3 Description of Changes

1. Create a new Confirmation page for the TNB 4 Packet. The participant will be navigated to this page when they have successfully uploaded their TNB 4 Recertification Packet upon clicking the 'Submit' button from the TNB 4 Form Upload page. The following verbiage will be displayed:
 - a. Header: Confirmation
 - b. Congratulations!
 - c. Your Notice of Recertification for Transitional Nutrition Benefit (TNB) Program (TNB 4) has been submitted successfully. Your confirmation number is {confirmation number}.
 - d. Reminder: If you answered 'YES' to any of the TNB recertification questions then you must also submit a CalFresh application if you have not done so already.
 - e. Please come back and check your case status online. Thank you for your electronic submission.
 - i. Clicking the 'check your status online' hyperlink will navigate the user to the Case Status page.
2. This update will be in all supported threshold languages.

2.7.4 Page Location

- **Global:**
- **Local:**
- **Task:**

2.7.5 Security Updates

13. Security Rights

Security Right	Right Description	Right to Group Mapping

14. Security Groups

Security Group	Group Description	Group to Role Mapping

2.7.6 Page Mapping

No impacts to this section.

2.7.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.8 CalSAWS Only: Task Detail Page

2.8.1 Overview

When a TNB 4 has been submitted through the YBN portal or has been scanned through KOFAX, a task gets generated to alert the worker. The

task detail page will be updated to display the 'View Images' button when the corresponding task gets generated.

2.8.2 Task Detail Mockup

Task Detail

*- Indicates required fields

Case Number: *0000000

View Images

Save and Return

Cancel

Type:

TNB4 Packet Received

Category:

Redetermination

Status:

Assigned

Created Date:

00/00/0000

Worker Assigned: *

0000000000

Assigned Date:

00/00/0000

Due Date: *

00/00/0000

Expiration Date:

00/00/0000

Long Description:

TNB4 Packet Received

Task History

View Images

Save and Return

Cancel

This Type 1 page took 0.12 seconds to load.

Figure 2.8.1 – Task Detail

2.8.3 Description of Changes

- Update the Task Detail page to display the 'View Images' button when a task of type 'TNB4 Packet Received' with category of 'Redetermination' is viewed by the worker.
 - Clicking the 'View Images' button will display the images associated to the task even images added even after the submit month.

2.8.4 Page Location

- Global: Case Info
- Local: Tasks
- Task: Worklist Summary/Worklist

2.8.5 Security Updates

15. Security Rights

Security Right	Right Description	Right to Group Mapping

Security Right	Right Description	Right to Group Mapping

16. Security Groups

Security Group	Group Description	Group to Role Mapping

2.8.6 Page Mapping

No impacts to this section.

2.8.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.9 C-IV Only: C4Y Upload Document Page

2.9.1 Overview

The Upload Document page is displayed when the participant clicks the 'Select Document' under the Upload My Documents section of the My Documents page. Currently, the participant is able to view and print the TNB 4 from the My Documents page but they are unable to upload this document. As part of this SCR, the participant will be able to upload a TNB 4 Recertification Packet through the C4Y portal.

2.9.2 C4Y Upload Document Page

Home My C4Yourself Help

C4Yourself®
Access to Benefits. Simplified.

Please provide information so that we can link your document to the appropriate case.

Notes: use of this site is limited solely to legitimate C4Yourself® purposes and any documents or files submitted electronically will become part of the user's case file. Submission of any inappropriate material is strictly prohibited. Inappropriate material includes, but is not limited to, the following: viruses or malicious code; content that is commercial, pornographic, contains nudity, threatening, violent, discriminatory or unlawful; copyrighted material used without permission of the owner; content or code which attempts to gather the personal information of other users ("phishing"). Submission of unlawful material will be referred to the appropriate authorities.

Document Information

Send Documents

*County: Select One

*Link Document To: Case

*Case Number: Select One

*Document Type: Non-Compliance Good Cause

First Name: School Attendance

Last Name: Self Employment Records

*Document: Shelter

Continue

Document Type dropdown list:

- Non-Compliance Good Cause
- School Attendance
- Self Employment Records
- Shelter
- Social Security Award Letter Benefits
- Social Security Card
- Statement of Facts SAWS 2
- Stocks and Bonds
- Sworn Statement
- Tax Return
- Time Limit Documents
- TNB 4 - Notice of Recertification for TNB Program**
- Travel Assist Claim
- Trust Funds
- Unemployment Benefits (UIB)
- Utility Expense
- Veteran Information
- Veterans Verif. and Referral
- WTW Plan Amendment
- WTW Questionnaire
- Workers Comp

Figure 2.9.1 – C4Y Upload Document

2.9.3 Description of Changes

1. Add the 'TNB 4 - Notice of Recertification for TNB Program' value to the Document Type dropdown to allow the participant to upload their TNB 4 Recertification Packet.
 - a. When the participant uploads a document of this type, the new batch job mentioned in Section 2.17 will mark the TNB 4 Customer Reporting Detail page as 'Received' and create the 'TNB 4 Recertification Packet Received' automated action.
 - b. This update will be for all supported threshold languages.

2.9.4 Page Location

- **Global:**
- **Local:**
- **Task:**

2.9.5 Security Updates

17. Security Rights

Security Right	Right Description	Right to Group Mapping

18. Security Groups

Security Group	Group Description	Group to Role Mapping

2.9.6 Page Mapping

No impacts to this section.

2.9.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.10 C-IV Only: C4Y Mobile Application My Documents

2.10.1 Overview

The My Documents screen of the C4Y mobile application allows the participant to view their forms and upload files. The TNB 4 Recertification Packet will be added as a document type when the participant chooses to upload a file.

2.10.2 Description of Changes

1. Add the 'TNB 4 - Notice of Recertification for TNB Program' value to the Document Type dropdown to allow the participant to upload their TNB 4 Recertification Packet through the mobile application. The MobileService web service will be updated to allow this new document type to be uploaded.
 - a. When the participant uploads a document of this type, the new batch job mentioned in Section 2.17 will mark the TNB 4 Customer Reporting Detail page as 'Received' and create the 'TNB 4 Recertification Packet Received' automated action.
 - b. The new document type will be translated for Spanish.

2.10.3 Page Location

- **Global:**
- **Local:**
- **Task:**

2.10.4 Security Updates

19. Security Rights

Security Right	Right Description	Right to Group Mapping

20. Security Groups

Security Group	Group Description	Group to Role Mapping

2.10.5 Page Mapping

No impacts to this section.

2.10.6 Page Usage/Data Volume Impacts

No impacts to this section.

2.11 C-IV Only: Kiosk Scan Documents

2.11.1 Overview

The Kiosk allows participants to scan their barcoded documents. The document upload functionality will be updated to allow the scanning of the TNB 4 packet and create the appropriate automated action.

2.11.2 Description of Changes

1. Update the document upload functionality to allow the scanning of the TNB 4 barcode. The TNB 4 will be marked as 'Received' and the 'TNB 4 Recertification Packet Received' automated action will be generated for the system case.
 - a. The document type will be TNB 4 RE Packet.

2.11.3 Page Location

- **Global:**
- **Local:**
- **Task:**

2.11.4 Security Updates

21. Security Rights

Security Right	Right Description	Right to Group Mapping

22. Security Groups

Security Group	Group Description	Group to Role Mapping

Security Group	Group Description	Group to Role Mapping

2.11.5 Page Mapping

No impacts to this section.

2.11.6 Page Usage/Data Volume Impacts

No impacts to this section.

2.12 C-IV Only: WBR Scanning Mode for FACT

2.12.1 Overview

The FACT application allow the workers to scan the participant's barcoded documents through the WBR Scanning Mode. This functionality will be updated to allow the scanning of the TNB 4 packet and create the appropriate automated action.

2.12.2 Description of Changes

1. Update the WBR Scanning Mode functionality to allow the scanning of the TNB 4 barcode. The TNB 4 will be marked as 'Received' and the 'TNB 4 Recertification Packet Received' automated action will be generated for the system case.
 - a. The document type will be TNB 4 RE Packet.

2.12.3 Page Location

- **Global:**
- **Local:**
- **Task:**

2.12.4 Security Updates

23. Security Rights

Security Right	Right Description	Right to Group Mapping

24. Security Groups

Security Group	Group Description	Group to Role Mapping

2.12.5 Page Mapping

No impacts to this section.

2.12.6 Page Usage/Data Volume Impacts

No impacts to this section.

2.13 Eligibility Rules Updates

2.13.1 Overview

1. Define a new Reporting Type, 'TNB Non Reporting' (CT542) to be used as the reporting type for any EDBC or Program Detail defined during a 6-month TNB period (i.e., any TNB period other than the initial 12-month period).
2. Define/Display the 'RE' EDBC Run Reason for TNB programs. This also applies to Manual EDBC.
 - a. **CalSAWS Only** – Internally/automatically determine the 'RE' EDBC Run Reason. This will not display to the user.
 - b. **C-IV Only** – Display the 'RE' Run Reason on the Run EDBC page.
3. **C-IV Only** – Display the 'SAR7' Run Reason on the Run EDBC page when processing any benefit month that falls within a six-month period (i.e., any period other than the initial period).
4. Update EDBC authorization logic to take appropriate actions (e.g., create/update redetermination records and set Customer Report to completed) during TNB recertification.
5. Update EDBC logic to set initial TNB recertification periods to 12 months and all subsequent TNB periods to 6 months.
6. Update TNB EDBC logic to discontinue based on the results of the TNB 4 and, if applicable, the presence and outcome of a CF application and the associated CF EDBC when processing a TNB recertification.
7. **CalSAWS Only** – Update TNB Status Reason (e.g., No SSI/SSP) logic to allow period required changes to be applied even after initial TNB recertification.
8. **CalSAWS Only** - Add validations to the system to prevent the user from running the incorrect benefit month EDBC after the current packet due date where status of the packet is 'Reviewed- Ready to Run EDBC'.

This change will align TNB with the other programs (CW, CF, GA, RCA, CAPI) which use these validations introduced with SCR **CA-52723 CIV-100710 Customer Reporting Updates**.
9. **C-IV Only:** Update the 'Program Code' code table (CT18). Specifically, set the 'Change Reason Program' column to 'Y'. This will define the NB program as a Change Reason program and bring C-IV in alignment with CalSAWS prior to migration. This does not mean that C-IV will begin using Change Reason logic prior to migration.

2.13.2 Description of Changes

1. Define a new Reporting Type, 'TNB Non Reporting' (CT542) to be used as the reporting type for any EDBC or Program Detail defined during a 6-month TNB period (i.e., any TNB period other than the initial 12-month

period). The initial 12-month TNB period will continue to use the 'Non Reporting' reporting type.

The new 'TNB Non Reporting' reporting type will allow fiscal logic to identify periods which require period related skip issuances.

The 'Periodic Report Frequency' column (column 10) will be set to 6.

The 'EICT' column (column 9) will be left blank because there is no reporting requirement for TNB. They are only required to complete the recertification.

2. **CalSAWS Only** – Automatically define the 'RE' EDBC Run Reason the first month of the new TNB period when the prior month has TNB 4 Customer Report that is in 'Reviewed – Ready to Run EDBC' (CT258_RR) status. This same functionality will be available for TNB programs processed through Manual EDBC.
3. **C-IV Only** – Update the Run EDBC page to display an 'RE' Run Reason for NB programs. The logic for determining when the 'RE' Run Reason will display will mimic the logic used for CF (i.e., when the redetermination has not yet been completed for the benefit month being processed). This same functionality will be available for TNB programs processed through Manual EDBC.
4. **C-IV Only** – Update the Run EDBC page to display the 'SAR7' Run Reason when processing any NB benefit month that falls within a six-month period (i.e., any period other than the initial period). The 'SAR7' EDBC Run Reason can be used to force negative actions/status reasons which normally cannot be applied mid-period (e.g., 'No SSI/SSP').
5. Update EDBC authorization logic to take the actions listed below when the user is authorizing an 'Active' TNB program for the first month of a new TNB recertification period with an 'RE' EDBC Run Reason (CT744_RE).
 - a. Update the TNB 4 Customer Report status to 'Completed – EDBC Accepted' (CT258_CE) when the latest Customer Report Status is 'Reviewed – Ready to Run EDBC' (CT258_RR) and the TNB program has an 'Active' status.
 - b. Define a new six-month recertification period.
 - c. If there is a prior period recertification that has no completion reason code, update the prior period recertification with a completion date and completion reason code of 'Processed' (CT1892_PR).
6. Update EDBC logic to only define a TNB program's initial recertification period (i.e., the recertification period that begins with the SSI/SSP Reversal Month) to 12 months. After the initial 12 month recertification period, update EDBC to create all subsequent periods with a duration of 6 months when processing the first month of a new TNB period with an 'RE' EDBC Run Reason. A new recertification will not be created if the program is not active.
 - a. Determine TNB period – Non ICT: Update the EDBC logic that determines the TNB period during EDBC processing. The TNB period is always based on the redetermination record length

- (i.e., there are no intervening reporting dates between recertification dates like Semi-Annual Reporting (SAR)).
- b. Determine TNB period – ICT: Update the EDBC logic which determines the Period Begin/End Date during EDBC processing if the following conditions are met:

- i. The program is TNB
- ii. The program application for the benefit month is an ICT and has not been approved
- iii. 'Prior County RE Due Month' on the program application is not prior to the BDA month

Skip the existing logic for determining Recertification Begin Date and Recertification End Date to be used in the calculation of EDBC period, begin/end dates. Use Recertification Begin Date and Recertification End Date as follows:

- a. Use month end date of 'Prior County RE Due Month' on the current ICT program application as the Recertification End Date for the calculation of EDBC period begin/end dates.
 - b. Treat Recertification Begin Date as null for the calculation of EDBC TNB period begin date, **allowing the begin date to be recalculated based on the ICT information.**
 - c. The length of the period (12-month vs 6 month) can be determined as follows. If the prior redetermination due date is more than 12 months greater than the 'SSI/SSP Reversal Month' the recertification length will be assumed to be 6-months. Otherwise, the length will be assumed to be 12-months.
7. Add two new Status Reasons listed in the table below. Existing NB Status Reason are also listed for context.

Status Reason	Code Num Identif	Type	NB Priority	NB Pgm Role	NB Close Pers	NB Close Pgm	NB Neg Action	Mid-period Mandatory
No Valid CF Determination	New	TNB				Y	Y	TNB = Y
TNB Recert Expired	New	TNB				Y	Y	TNB = Y
Out of the Home	19	TNB		UP				TNB = N
Calif. Residence	05	TNB				Y	Y	TNB = Y

Gets CF Inside HH	JG	TNB				Y		TNB = Y
Deceased	04	Both			Y			TNB = N SNB = Y
Inter-County Transfer	85	Both				Y	Y	TNB = Y SNB = Y
Requested Disc. - Verbal	06	Both				Y	Y	TNB = Y SNB = Y
Requested Disc. - Written	K4	Both				Y	Y	TNB = Y SNB = Y
No Eligible Mem	11	Both				Y		TNB = Y SNB = Y
No SSI/SSP	9A	Both		UP				TNB = N SNB = Y
Not Part of NB HH	9B	Both			Y			TNB = Y SNB = Y
No CF	9C	SNB		UP				SNB = Y
HH Not Receiving CF	9D	SNB				Y		SNB = Y
No NB Eligibility	9E	Both				Y		TNB = Y SNB = Y

8. The new Status Reasons will be used as follows:

a. No Valid CF Determination

- i. Program Type: TNB Only
- ii. Action: Close Program
- iii. Condition: This status reason will be set by EDBC when the following conditions are met:
 1. The benefit month is being processed for the TNB recertification. The system identifies this when the EDBC is being processed with an 'RE' Run Reason.
 2. The TNB 4 Customer Report indicates that a change has occurred to the TNB household which

requires a CF application (i.e., the Household Changes indicator is 'Yes'). The TNB 4 Customer Report will have a submit month that matches the recertification due month.

3. There is no CF application which meets the following criteria:
 - a. The CF application date falls on or between the following dates:
 - i. 45 days prior to the ongoing TNB period being processed
 - ii. The last day of the calendar month for the first month of the ongoing TNB period being processed
 - b. When processing EDBC, the CF program associated with the above CF application was denied or discontinued for one of the following status reasons. Note: These are the same reasons for which a discontinued CF program can be considered for initial TNB eligibility.

Code – CT73	Status Reason	Long Description
12	Over Resources	Exceeded Resource Limit
13	Real Property	Increased Real Property
14	Other Property	Increased Other Property (LR/PP/MV)
39	Over Income	Exceeded Gross Income Limits.
KU	Over 130% FPL	CF Over 130% Federal Poverty Level
71	\$0 Allotment (C-IV Only)	\$0 Allotment (C-IV Only)
	Over Income - \$0 Allotment (CalSAWS Only)	Over Income - \$0 Allotment (CalSAWS Only)

- c. If there are multiple CF applications in the time period defined in point a above, only one of the CF applications is required to pass the conditions in point b.
 - iv. Note: This Status Reason will only be evaluated when EDBC is processed to establish a new TNB period (i.e., during TNB Recertification). If this Status Reason is needed outside of this initial EDBC run for TNB recertification, the user will need to use the Negative Action page to discontinue the program.

b. TNB Recert Expired

- i. Program Type: TNB Only
- ii. Action: Close Program
- iii. Condition: This status reason will be initiated by a batch job. See the batch section below for additional details.

9. The following existing Status Reason will be updated.

a. Gets CF Inside HH

- i. Program Type: TNB Only
- ii. Action: Close Program
- iii. Update Existing Condition:
 - 1. Prior Condition: This status reason will be set for any benefit month for which there is an active CF program **in the case** with a benefit amount greater than \$0.

2. New Condition: This status reason will be set for any benefit month for which there is an active CF program.

Note: If the proration of a CF program in the initial month of benefit leads to a \$0 benefit amount. The CF program will remain active. An active CF program with a \$0 benefit amount will still lead to the loss of TNB assuming the condition iv below is met.

- iv. Additional Condition: This status reason will only be set for benefit month for which there is 10-day notice unless the benefit month is being processed with an 'RE' Run Reason, which signifies that the TNB recertification is being processed.

10. Add the NB Priorities for the SNB and TNB Status Reasons shown above. This will ensure that when there are multiple Status Reasons the system will consistently show the same Status Reason at the program and program person detail level. Status Reasons that act on the the program should be given higher priority over person level status reasons. Note that in CalSAWS (unlike C-IV) all Status Reasons can be viewed from the EDBC Detail page.

11. **CalSAWS Only:** Update EDBC Change Reason logic for Other Program Assistance (OPA) data changes for SSI/SSP, SSP Only (LRS Only), or SSI Only. This will impact how the 'No SSI/SSP' Status Reason gets determined.

- a. The following changes to OPA records will be considered negative changes:
 - i. The record becomes suspended.
 - ii. The record is end dated.
- b. The above negative changes will handled as Negative Type 1 changes (per the original Change Reason Use Case Modification document), which means mid-period changes cannot be applied until the next recertification. Period required changes (i.e., data changes that should have been reported

during the recertification process) will be applied even after the initial TNB recertification is complete.

12. **CalSAWS Only:** Update EDBC Change Reason logic for Household Status data changes. This will impact how the 'Out of the Home' Status Reason gets determined.
 - a. The following change to Household Status records will be considered a negative change:
 - i. The household record changes from being considered 'in the home' to be considered 'out of the home' per the current logic.
 - b. The above negative changes will be handled as Negative Type 1 changes (per the original Change Reason Use Case Modification document), which means mid-period changes cannot be applied until the next recertification. Period required changes (i.e., data changes that should have been reported during the recertification process) will be applied even after the initial TNB recertification is complete.
13. **CalSAWS Only:** Update the EDBC logic for the 'Deceased' Status Reason to act as follows.
 - a. If a deceased date is a mid-period change, the Status Reason cannot be set until the next recertification.
 - b. If a deceased date meets the definition of a period required change (i.e., the deceased date occurred prior to the TNB recertification period report month), the Status Reason will be set for the benefit month even if the deceased date is entered after the initial TNB recertification is complete.
14. **CalSAWS Only:** Add a new validation upon clicking 'Accept' button on the [Program] EDBC Summary and [Program] EDBC (Manual) page to be displayed when all of the following conditions are met:
 - a. The program is TNB
 - b. The EDBC is not closing the program or marking it as ineligible
 - c. The status of the current TNB 4 packet is 'Reviewed- Ready to Run EDBC' for the given program
 - d. The benefit processing range begin month (for multi-month EDBCs) or benefit month (for manual EDBC or Negative action) is after the month following the current TNB 4 due monthThe text will be in a red font and prevent EDBC from being accepted and will reference the 'Cancel' button on the page. The validation message text will be "[Packet Name] Ready to Run EDBC for [Month after Packet due month]."

This allows TNB to use the above validation which was introduced with SCR **CA-52723 CIV-100710 Customer Reporting Updates.**
15. **CalSAWS Only:** Add a new soft validation on Run EDBC, Create Manual EDBC and Negative Action Detail page to be displayed when the following conditions are met:
 - a. The program is TNB
 - b. The program status is pending, active or ineligible

- c. The status of the current TNB 4 packet is 'Reviewed- Ready to Run EDBC' for the given program
- d. The benefit processing range end month (for multi-month EDBCs) or benefit month (for manual EDBC or Negative action) is same or prior to the current TNB 4 due month
- e. The month following the current TNB 4 due month is available to run

The validation message text will be "[Program Name]: [Packet Name] Ready to Run EDBC for [Month after packet due month]."

The text will be in a red font and will not prevent EDBC from being run. This allows TNB to use the above validation which was introduced with SCR **CA-52723 CIV-100710 Customer Reporting Updates**.

16. **C-IV Only:** Update the 'Program Code' code table (CT18). Specifically, set the 'Change Reason Program' column to 'Y'. This will define the NB program as a Change Reason program and bring C-IV in alignment with CalSAWS prior to migration. This does not mean that C-IV will begin using Change Reason logic prior to migration.

2.13.3 Programs Impacted

Nutrition Benefit (NB)

2.13.4 Performance Impacts

No impact.

2.14 Eligibility – Program Configuration [Override] List

2.14.1 Overview

Update the Program Configuration Override List page for online EDBC or the program Configuration List page for manual EDBC to account for the new 'TNB Non Reporting' reporting type.

There are no changes to the existing page layout. Only new conditions on displayed values and validations will change.

2.14.2 Program Configuration Override List

User System Configuration

Aid Code: 09 - CalFresh
0H - Transitional Nutrition Benefit Clear

Program Type: * 09 - CalFresh
0H - Transitional Nutrition Benefit

Program Status: ▼

Program Status Reason: ▼

Reporting Type: ▼

Reporting Type Reason: ▼

Figure 2.1.1 – User System Configuration section of Program Configuration Override List

2.14.3 Description of Changes

1. Update the existing conditions that display the page validation "Aid Code, Program Type, and Reporting Type/Reason are required to align." For this validation the system is only comparing the 'Aid Code', 'Reporting Type', and 'Reporting Type Reason' to ensure they are logically consistent for an Nutrition Benefit (NB) program.
 - a. If the override (or manual EDBC) is for a benefit month Prior to 10/2021, the valid combinations of values are listed below. Currently, the system looks for combinations i (SNB) and ii (TNB with 12-month reporting). Combination iii (TNB with 6-month reporting) will be added.
 - i. Combination for SNB
 1. Aid Code: 09 – CalFresh
 2. Reporting Type: Non Reporting
 3. Reporting Type Reason: Supplemental Nutrition Benefit
 - ii. Combination for TNB (12-month) - This is the combination that would be selected by the user if they are overriding a TNB EDBC that falls within a 12-month recertification period.
 1. Aid Code: 0H – Transitional Nutrition Benefit

2. Reporting Type: Non Reporting
 3. Reporting Type Reason: Transitional Nutrition Benefit
- iii. Combination for TNB (6-month) - This is the combination that would be selected by the user if they are overriding a TNB EDBC that falls within a 6-month recertification period.
1. Aid Code: 0H – Transitional Nutrition Benefit
 2. Reporting Type: TNB Non Reporting
 3. Reporting Type Reason: Transitional Nutrition Benefit
- b. If the override (or manual EDBC) is for a benefit on or after 10/2021, the valid combinations become limited to point i (SNB) and iii (TNB with 6-month reporting). As of 10/2021, it is no longer possible to have a 12-month TNB program. The last possible SSI/SSP Reversal Month is 10/2020. Therefore, the last possible 12-month recertification period will have a due date of 09/2021.

2.14.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Run EDBC, Manual EDBC**

2.14.5 Security Updates

25. Security Rights

Security Right	Right Description	Right to Group Mapping

26. Security Groups

Security Group	Group Description	Group to Role Mapping

Security Group	Group Description	Group to Role Mapping

2.14.6 Page Mapping

No impacts to this section.

2.14.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.15 Fiscal - Issuance Batch

2.15.1 Overview

Issuance Batch is responsible for creating an Issuance record for each authorization that is subject to be paid on a Monthly/Nightly basis. The Issuance Batch also contains Skip Issuance Logic which validates the Authorization Record (EDBC, Payment Request, Refunds etc.) against specific validations such as Reporting verifications, Payee confirmation etc. and determines based on the result of verification if the benefit should be created or skipped. This update is to configure the Issuance Batch and skip issuance logic to enable the Redetermination skip issuance reasons for EDBC authorizations associated to 'Nutrition Benefit' program and 'Transitional Nutrition Benefit' program type.

2.15.2 Description of Change

1. Enable the following Skip Issuance Reasons for EDBC authorizations associated to 'Nutrition Benefit' program and 'Transitional Nutrition Benefit' program type:
 - a. Redetermination/Recertification Does Not Exist for submit month
 - b. Redetermination/Recertification not received for submit month
 - c. Redetermination/Recertification received is not complete
2. Update the Skip Issuance logic to account for the new 'TNB Non Reporting' reporting Type. The skip issuance logic would check for a completed TNB packet for the submit month for a 'TNB Non Reporting' reporting type. Benefit Months between the previous RE Due month and the next available RE Due Month will skip if the TNB packet is not marked as Completed when the report type is 'TNB Non Reporting'.

NOTE: TNB packet received before 10 day but not processed yet by the eligibility worker will not be skipped.

3. Apply Grace Period when the Reporting Period for TNB is 'Non Reporting'. This would ensure that TNB program is never validated for a RE packet for the first 12 months
4. Update the Grace Period logic for EDBC authorizations associated to 'Nutrition Benefit' program and 'Transitional Nutrition Benefit' program type to provide a grace period till the next Report Due month if the Begin Date of Aid (BDA) is after the previous Report due.

2.15.3 Execution Frequency

N/A.

2.15.4 Key Scheduling Dependencies

N/A.

2.15.5 Counties Impacted

All CalSAWS Counties.

2.15.6 Data Volume/Performance

N/A.

2.15.7 Failure Procedure/Operational Instructions

The Batch Operations Support Team will evaluate errors, diagnose the issue and work with the appropriate teams to resolve the failure

2.16 Batch - Add a new TNB Recertification Discontinuance Batch EDBC Sweep Job

2.16.1 Overview

Per ACL 18-92, TNB Households will be initially certified for one 12-month period and may then be recertified for additional six-month periods. To maintain eligibility after the initial 12-month certification period, TNB-eligible households must complete the TNB Program recertification process every six months.

TNB has no mid-period reporting requirements. Action cannot be taken to discontinue TNB except at recertification with two exceptions: The TNB household applies for and is found eligible for CalFresh, or there is a voluntarily request for discontinuance.

A new batch job will be necessary to automate running EDBC for scenarios at recertification in which the TNB program's recertification process is not complete by the recertification due date.

2.16.2 Description of Change

1. Add a code category (CTCR) 942 - Batch Eligibility Sweep Codes for the TNB Recertification Discontinuance Batch EDBC Sweep to use as the Journal Entry (CalSAWS only).

Journal Entry	Description
---------------	-------------

New/Update	New
Category Id	942
Short Description	TNB Recertification Discontinuance
Long Description	TNB Recertification Discontinuance
Trigger Condition	When TNB program's recertification process is not complete by the recertification due date.

2. Add a new TNB Recertification Discontinuance **Batch EDBC** Sweep Job. This new job will identify all TNB programs to be run via **Batch EDBC** when the following conditions are true:
 - a. The TNB program's recertification process is not complete by the recertification due date:
 - i. The TNB program is active effective for the month following the current Batch Date
 - ii. The latest non-completed recertification due date is the last day of the month of the current Batch Date
 - iii. Run **Batch EDBC** for the month following the month of the Batch Date
 - b. Trigger EDBC using Single program mode to run the TNB program.
 - c. Trigger EDBC with the new DISC_RSN_CODE of 'TNB Recert Expired'.

2.16.3 Execution Frequency

This will be a new Monthly job to run on the last Batch day of each month.

2.16.4 Key Scheduling Dependencies

This Job will run before the existing Batch EDBC process.

2.16.5 Counties Impacted

This job will run for all Counties.

2.16.6 Data Volume/Performance

N/A.

2.16.7 Failure Procedure/Operational Instructions

The Batch Operations Support Team will evaluate errors, diagnose the issue and work with the appropriate teams to the resolve the failure.

2.17 Batch - Update Form Sender Thread Writer job (PO19C491) to include TNB 4 Recertification Packet into the trigger condition (CalSAWS only).

2.17.1 Overview

The Form Sender Thread Writer job (PO19C491) inserts records into EAPP_SENT_DOC table when YBN Forms/Packets are generated in CalSAWS. The subsequent Form Sender Thread Processing jobs will read from the EAPP_SENT_DOC table and transmit the Form information to YBN. As part of this SCR, PO19C491 will be modified to include the TNB 4 Recertification Packet into the trigger conditions.

2.17.2 Description of Change

Modify PO19C491 Batch trigger conditions to include the TNB 4 Recertification Packet.

2.17.3 Execution Frequency

No Change.

2.17.4 Key Scheduling Dependencies

No Change.

2.17.5 Counties Impacted

Los Angeles County only.

2.17.6 Data Volume/Performance

N/A.

2.17.7 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...)

2.18 Batch - Update Form Sender Thread Processing Batch job (PO19C44X) to send the new Packets to YBN with the Form link available and drop off dates (CalSAWS only).

2.18.1 Overview

The Form Sender thread processing jobs (PO19C44X) sends form information including the Form type, link available date, drop off date, etc. when a form is generated in CalSAWS.

2.18.2 Description of Change

- Create a CTR to create a new form type (Code category 329 – 'Customer Reporting Type Code') for the TNB 4 Recertification Packet.
- Update the PO19C44X jobs to send the TNB 4 Recertification Packet with the Form link available and drop off dates as specified below.
 - The Form link will be available in YBN based on the print date or the day after.
 - The Form link will be available up to 30 calendar days after the last day of the form due month. If the 30th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day.

For example:

Form Type	Print Month	Due month	Link-Available	Link-Drop off
TNB 4 Recertification Packet	Jan	Mar	print date or the day after.	30th calendar day after last day of the due month. If the 30 th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day.

2.18.3 Execution Frequency

No Change.

2.18.4 Key Scheduling Dependencies

No Change.

2.18.5 Counties Impacted

Los Angeles County only.

2.18.6 Data Volume/Performance

N/A.

2.18.7 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...)

2.19 Batch – Add a new Batch job to update the customer report status and trigger an automate action task when TNB 4 Recertification Packet is submitted through C4Yourself (C-IV only).

2.19.1 Overview

When a document is upload in C4Yourself portal, there is a batch process that will create a generic task to the worker. Since the reviewing process of the TNB 4 Recertification Packet is a timely manner, as part of this SCR, a new batch job will be create to mark the packet as received and generate task when TNB4 is uploaded in C4Yourself.

2.19.2 Description of Change

- Create a new Batch job that will perform all the below when TNB 4 Recertification Packet is submitted through C4Yourself.
 - Update the Customer Report status to Received.
 - Create an automate action task. Please refer to section **2.24.2** for the task details.

2.19.3 Counties Impacted

C-IV Counties only.

2.20 Batch – Modify C4Y Document Transfer Task Creator job (PB00A230) to not generate the generic document received task for the TNB 4 Recertification Packet (C-IV only).

2.20.1 Overview

PB00A230 job create a generic task when Forms is submitted through C4Yourself. Since this SCR will create a new automate action task for TNB 4 Recertification Packet, this job will be modified to not create the generic task.

2.20.2 Description of Change

- Modify PB00A230 job to not create task when TNB 4 Recertification Packet is submitted from C4Yourself.

2.20.3 Counties Impacted

C-IV Counties only.

2.21 Interface - Modify uploadVerification web service to create task and mark the TNB 4 Recertification Packet as received.

2.21.1 Overview

When participant submits a verification document through YBN portal, YBN calls CalSAWS web service (uploadVerification) to send over the Form. Then CalSAWS forward the form to EDMS to store the file in the repository.

As part of this SCR, uploadVerification web service will be modified to create task and mark the form status as 'Received' when receiving TNB 4 Recertification Packet.

2.21.2 Description of Change

- Modify uploadVerification web services to create task and mark the form status as 'Received' when TNB4 Recertification Packet is received. Please refer to section 2.20.2 for the new TNB4 task details.

When there is no worker on the program, the web service will mark the TNB 4 Recertification Packet as Received without creating a task.

2.21.3 Execution Frequency

N/A.

2.21.4 Key Scheduling Dependencies

N/A.

2.21.5 Counties Impacted

Los Angeles County only.

2.21.6 Data Volume/Performance

N/A.

2.21.7 Interface Partner

YBN.

2.21.8 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...).

2.22 Interface – Add a new Task when TNB 4 Recertification Packet is received through Kofax or YBN

2.22.1 Overview

When a document is successfully stored in EDMS (through Kofax or YBN), CalSAWS receives a webservice call which marks the form status as received and/or creates task to the worker.

As part of this SCR, CTCRs will be created to add the new Form ID of PRTNB4 and the task details into CalSAWS system.

2.22.2 Description of Change

1. Create CTCRs for the following category IDs (452 - Image Document Type Code, 10027- EDMS Document, 329 - Customer Reporting Type Code) to add the new form ID and Task detail into the System.
 - a. The new Form ID for TNB4 will be 'PRTNB4' when CalSAWS sends the form to EDMS.
Note: Through Kofax scanning, TNB4 will be scanned through a SAR batch class with using **RD - Change** as the category.
 - b. The new task details will be as specified below. The task will be assigned to the TNB current program assigned worker.

Task details:

CalSAWS Task Details	
Trigger Condition	When TNB 4 Recertification Packet is submitted through Kofax or YBN.
Task Type	TNB4 Packet Received.
Task Category	Redetermination (CT-10350)
Task Priority	Medium
Task Due Date	5 Calendar Days
Task Expiration Date	60 Calendar Days
Task Long Description	TNB4 received.
Task Initial Assignment	Current TNB program assigned worker.
Task Navigation Template	Default – Case Summary page.

With the CTCR changes, the web service will update the packet status to 'Received' and create task to the TNB current program assigned worker when a TNB 4 Recertification Packet is submitted through Kofax (SARS batch class) or YBN.

Sample screenshot of the new task:

Task Detail

* - Indicates required fields

Case Number: *0000000

View Images

Save and Return

Cancel

Type:

TNB4 Packet Received

Category:

Redetermination

Status:

Assigned

Created Date:

00/00/0000

Worker Assigned: *

0000000000

Assigned Date:

00/00/0000

Due Date: *

00/00/0000

Expiration Date:

00/00/0000

Long Description:

TNB4 Packet Received

Task History

View Images

Save and Return

Cancel

This Type_1 page took 0.12 seconds to load.

In scanning the document through Kofax, if the worker uses a different batch class then the web service will perform as specified below.

- POSS/ePOSS or EDMS batch class – If CalSAWS received the image group as 'POSS' in the web service transaction then POSS task will be created. Otherwise there will be no task.

2.22.3 Execution Frequency

N/A.

2.22.4 Key Scheduling Dependencies

N/A.

2.22.5 Counties Impacted

Los Angeles County only.

2.22.6 Data Volume/Performance

N/A.

2.22.7 Interface Partner

ITD

2.22.8 Failure Procedure/Operational Instructions

N/A.

2.23 Interface – ICT Document Transfer

2.23.1 Overview

TNB 4 Recertification Packet will be added to the list of documents to be transferred as part of the daily ICT image file.

2.23.2 Description of Change

Add various of tables/Code Categories changes into CalSAWS and C-IV system so that the sending county will use the same document type that is used for the CF RE Packet when transferred TNB 4 Recertification Packet as part of the daily ICT image file.

Note: 'Application(s)/SAWS 1' is the ICT document type that CalSAWS uses when transferring the CF RE Packet.

2.23.3 Counties Impacted

This change affects all Counties.

2.24 C-IV Correspondence: Automated Task Creation

2.24.1 Overview

This effort is to create a new automated task to alert the Worker when the TNB 4 Recertification Packet is received.

Note: C-IV automated tasks can be turned off by county depending on the need.

2.24.2 TNB 4 Recertification Packet Received Automated Task

1. Create a new automated task with the following details when TNB 4 Recertification Packet is received.
2. Update the Customer Reporting Detail Page Status to "Received" when TNB Recert 4 Packet is scanned through ImageNow, Wireless Barcode Reader, FACT, C4Yourself or the Document Kiosk.
Note: Only one task will be generated per day for a case if the same barcode is scanned multiples times for the TNB 4 Recertification Packet.

TNB 4 Received Details - C-IV	
Trigger Condition	When TNB 4 Recertification Packet is received.
Automated Action Name	TNB 4 Recertification Packet Received
Automated Action Scenario	A customer status report has been received through ImageNow, Wireless Barcode Reader, FACT, C4Yourself or the Document Kiosk. Review the document for further action.
Automated Action Program	NB
Automated Action Source	Batch/ Online
Automated Action Run Date	Real Time
Task Initial Assignment	Current Program Worker
Task Due Date	3 calendar days

Task Long Description	{Scan Source}: {Form Number} was received from the customer. Review the {Source Type} provided for further action
Task Type	Images Awaiting Review
Task Sub-Type	TNB 4 Recertification Packet
Task Priority	High
Task Period	N/A
Expiration Type	After Task is Created
Available for Automation	Yes
Task Available Online	No
Task Newly Assigned Indicator	5 days

2.25 Correspondence: Add/Update CF 285 in Template Repository

2.25.1 Overview

This effort is to add CF 285 form to the Template Repository for **C-IV** and update the CF 285 form available in the CalSAWS system to the latest version.

State Form: CF 285 (6/19)

Program: CalFresh

Forms Category: Application

Languages: English and Spanish

Mock-ups: See Supporting Documents #3 and #4

2.25.2 Description of Change

1. **C-IV:** Add the PDF version of CF 285 form(6/19) in English and Spanish to Template Repository.

CalSAWS: Update the English and Spanish CF 285 form to the latest version(6/19) in the Template Repository.

- a. Form Number: CF 285
- b. Form Name: Application for CalFresh Benefits
- c. Category: Application

- d. Program: CalFresh
- 2. **CalSAWS:** CF 285 form will have a coversheet with the header information prepopulated.
Mock ups: See Supporting Documents #3 and #4
- 3. Include the following parameters for the CF 285 form in the Documents Parameters page
 - a. Case Number
 - b. Customer Name
 - c. Program
 - d. Language
- 4. **C-IV:** "Save and Print Locally" option will be available when the form is generated from Template Repository in the context of the case.
CalSAWS: "Print Locally" option will be available when the form is generated from Template Repository in the context of the case.
- 5. **CalSAWS:** "Print" option will be available when the Blank Template is generated from Template Repository.
Note C-IV: User has to use the Adobe Reader print option to print the form when generating a Blank Template.

2.25.3 C-IV only: eSign Functionality

Add eSign functionality to the CF 285 form.

2.26 Correspondence: TNB 4 Recertification Packet

2.26.1 Overview

The effort is to create a new TNB 4 Recertification Packet which should be sent to customers as part of the TNB Recertification process. TNB 4 Recertification packet consists of TNB 4 and CF 285 forms.

TNB 4 Recertification Packet: TNB 4 (8/18) and CF 285 (6/19)

Program: Nutritional Benefit

Sub Program: Transitional

Existing Languages: English, Spanish

Mock-ups: See Supporting Documents #5 and #6

2.26.2 Description of Changes

Create TNB 4 Recertification Packet with TNB 4 and CF 285 and add it to Template Repository. Prepopulate the TNB 4 form in TNB 4 Recertification Packet with header case information and the TNB recipients.

2.26.2.1 Add TNB 4 Recertification Packet to Template Repository

1. Create TNB 4 Recertification Packet(XDPs) with TNB 4 and CF 285 in English and Spanish.

Note CalSAWS: TNB 4 form in the TNB 4 Recertification Packet will have 'XXX' on top of the form and CF 285 will not have the Coversheet. See supporting Document #5 for the Mock up.

2. Add the TNB 4 Recertification Packet in English and Spanish to Template Repository.
 - a. Form Number: TNB 4 Recert Packet
 - b. Form Name: TNB 4 Recertification Packet
 - c. Include the following parameters for the TNB 4 Recertification Packet in the Document Parameters page:
 - i. Case Number
 - ii. Customer Name
 - iii. Program
 - iv. Language
 - v. RE Month
 - d. CalSAWS: The following Print Options will be available when the TNB 4 Recertification Packet is generated

Blank Template	Print Locally without Save	Print Locally and Save	Print Centrally and Save	Reprint Locally	Reprint Centrally
Y	Y	Y	Y	Y	Y

The PRINT LOCALLY WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

- e. C-IV: The following Print Options will be available when the TNB 4 Recertification Packet is generated in the context of the case.
 - i. Print
 - ii. Save and Print Locally
 - iii. Save and Print Centrally
 - f. C-IV: Print option will be available when the TNB 4 Recertification Packet generated as a Blank Template.
3. Add validation to prevent generation of TNB 4 Recertification Packet from the Template Repository if a TNB 4 Recertification Packet exists in any status with the same Submit Month/Effective Month.

2.26.2.2 Updates to TNB 4 form

1. Update the TNB 4 form with a dynamic section that will list the Active members in the Transitional NB program who does not have a deceased date. i.e. Persons with "MEM" role and who is not deceased.

Note: The image listed below (2.26.2.2.1) is for reference only. Names of all the active persons should be listed with 'YES' or "NO" check boxes beside each name.

Section	Generation Conditions
Section 1: Household Changes Questions 1 and 2	List the names of persons with MEM role on the NB program with the sub program type of Transitional who does not have a deceased date.

Section 1: Household Changes

Check "YES" or "NO" to report changes since your last TNB Program certification on <TNB Application Date>

1. Did any person listed below move out of your household?
(Tip: Do not count anyone who is only temporarily gone from the household and plans to return. Do include people who have passed away.)

<ACTIVE_PERSON1> ☐ YES ☐ NO

<ACTIVE_PERSON2> ☐ YES ☐ NO

TNB 4 (08/18) REQUIRED FORM - SUBSTITUTES PERMITTED

State of California – Health and Human Services Agency California Department of Social Services

2. Did any person listed below stop receiving Supplemental Security Income and/or California State Supplemental Payment (SSI/SSP) benefits?
(Tip: Answer "NO" if the person's SSI/SSP benefits have been suspended.)

<ACTIVE_PERSON1> ☐ YES ☐ NO

<ACTIVE_PERSON2> ☐ YES ☐ NO

Figure 2.26.2.2.1: Household Changes section in TNB 4 form

2.26.3 Variable Population

1. TNB 4 form will have the Standard Header.
Standard Header Example: See Supporting Documents #5, #6
2. Add the following variable population for the TNB 4 form.

Variable Name	Population	Formatting	Template Repository Population	Populates with Form Generation	Editable
<DUE_DATE>	Due date by which the verifications must be returned i.e. 30 days from the Packet generation date. If the 30 th day falls on a Sunday or on a County holiday, move the due date to the next business day.	Arial Font Size 10 bold	Y	Y	N
<CERTIFICATION_END_DATE>	RE due date	Arial Font Size 10	Y	Y	N
<TNB_BEGIN_DATE>	TNB Program Begin Date	Arial Font Size 10	Y	Y	N
<ACTIVE_PERSONS>	Name of the Persons with MEM role, without deceased date.	Arial Font Size 10	Y	Y	N
YES, NO Check boxes for questions 1, 2, 3, 4 in Section 1: Household Changes	N/A	N/A	N/A	N/A	Y

2.26.4 Mailing Options

Mail-To (Recipient): Nutrition Benefit Participant

Mailed From (Return): Nutrition Benefit Regional Office Name and Address/ Nutrition Benefit District Office Name and Address

Mail-back-to Address: **BRM Address**

Outgoing Envelope Type: Flat Mail

Return Envelope Type: BRM

2.26.5 Customer Reporting Entry for TNB 4 Recertification Packet

1. Create a Customer Reporting entry when the TNB 4 Recertification Packet is generated from online or batch.

Populate the Customer Reporting List Page as follows:

Fields to Populate	Population for TNB 4 Recertification Packet
Type	TNB 4 RE Packet
Submit Month - when generated from Online	Submit Month from Document Parameter Page
Submit Month - when generated through Batch	RE Due month
Program	NB
Status	Customer Reporting Tracking Status Example: "Sent" if the Packet is sent to the Customer through Batch. "Generated" or "Sent" depending on the existing C-IV and CalSAWS functionality when the Packet is generated from Template Repository. C-IV currently marks the packet as "Generated" if the packet is Printed Locally. CalSAWS currently marks the Packet as "Sent" if the Packet is generated from Template Repository and Printed Locally.
Status Date	Date when the latest status is updated

2.26.6 Journal Entry for TNB 4 Recertification Packet

1. Generate the TNB 4 Recertification Packet with a custom Journal Entry
 - Case ID: Case associated to TNB 4 Recertification Packet
 - Type: All
 - Short Description: TNB 4 Recertification Packet
 - Long Description: The following forms were included for the {redeterDate} RE: TNB 4, CF 285. These items are due by <Due Date(MM/DD/YYYY)>.

- Created By: This batch or user
- Updated By: This batch or user

2.26.7 C-IV only: C4Y

Add TNB 4 Recertification Packet to the list of forms that can be posted to C4Yourself and mailed to the Customer.

2.26.8 C-IV Only: Add eSign for TNB 4 Recertification Packet

Add eSign functionality to the TNB 4 Recertification Packet.

2.26.9 Update TNB 4 Form to not get posted to C4Y or YBN

Remove the TNB 4 **Form** from the list of form that could be posted to C4Y or YBN.

2.27 Correspondence: Batch Job for TNB 4 Recertification Packet

2.27.1 Overview

This effort is to create a monthly batch job which will send TNB 4 Recertification Packet to the Customers whose TNB Recertification is due the month following the batch run month.

2.27.2 Description of Change

1. Create a new batch job to send the TNB 4 Recertification Packet when the following conditions are true:
 - a. Program is NB and sub program type is Transitional.
 - b. TNB program's RE is due the month following the batch run month.
 - c. TNB 4 Recertification Packet does not exist for the same effective month.
2. For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a TNB 4 Recertification Packet during batch forms processing.

Transaction values:

- Case ID: Case associated to NB Program
- Program ID: Active NB program ID
- Person ID: Primary Applicant of Active NB program
- Type Code: FR
- Sub Type Code: TBD
- Eff Date: Begin Date of RE Due Month

- Created By: Batch
- Updated By: Batch

2.27.3 Execution Frequency

Monthly

2.27.4 Key Scheduling Dependencies

This job will run before forms balancers.

This batch job will run on 10th of every month, if the 10th is a Sunday or a holiday, batch job will run on the next business day.

2.27.5 Counties Impacted

This job will run for all counties

2.27.6 Data Volume/Performance

N/A

2.27.7 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.28 Correspondence: TNB 4 Recertification Packet – Barcode/Imaging Logic

2.28.1 CalSAWS: Barcode generation logic

1. Generate the regular barcode and QR Barcode on TNB 4 form (See Supporting Document #5) as described below when the TNB 4 Recertification Packet is generated through Batch or Online.
 - 1st 7 Digits will be the case number.
 - Next 2 digits will be 00
 - Next 2 digits are populated as the Form ID (Implementation TBD) from CT-329.
 - Next 2 digits are populated as month (MM) derived based on the Due date of TNB 4 Recertification Packet.
 - Next 4 digits are populated as year (YYYY) derived based on the Due date of TNB 4 Recertification Packet.
 - Next 10 digits are populated as the generate_doc_id from database.

2.28.2 C-IV Imaging Barcode

1. The TNB 4 Recertification Packet will have an Imaging Barcode.
2. Add TNB 4 Recertification Packet to Imaging Barcode CSV file in ImageNow, document type = "TNB 4 - Notice of Recertification for TNB Program".

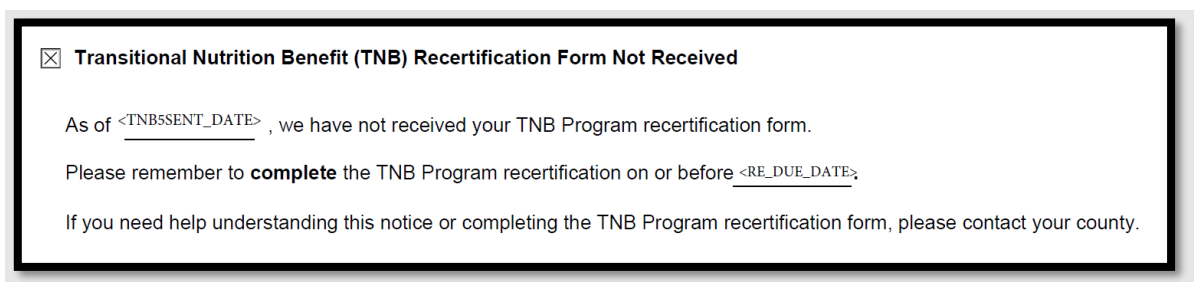
2.29 Correspondence: TNB 5 – Transitional Recertification Reminder Notice

2.29.1 Overview

This effort is to prepopulate the TNB 5 with fields like header case data and incomplete reasons. TNB 5 is sent to customers if the TNB 4 Recertification packet is not returned or marked incomplete.

2.29.2 Form generation and Variable Population

1. TNB 5 form will have the Standard Header.
Standard Header Example: See Supporting Documents #1, #2
2. C-IV Only: Update TNB 5 to not have the Imaging Barcode when generated as this form is not expected to be returned by the customer.
3. Check Box 1: Check the first check box (Figure 2.29.2.1) on the TNB 5 form if the TNB 4 Recertification Packet is in "Sent" Status as of the batch run date or if the TNB 4 Recertification Packet is marked "Incomplete" with the incomplete reason of TNB 4 not received. i.e if the Check Box 'TNB 4 was not received' is checked for CalSAWS or the question 'Was the TNB 4 received?' is answered 'No' for C-IV on the Customer Reporting Detail Page.
Note: Only populate the variables listed in the table below when the first check box is checked.



☒ **Transitional Nutrition Benefit (TNB) Recertification Form Not Received**

As of <TNB5SENT_DATE>, we have not received your TNB Program recertification form.

Please remember to **complete** the TNB Program recertification on or before <RE_DUE_DATE>.

If you need help understanding this notice or completing the TNB Program recertification form, please contact your county.

Figure 2.29.2.1: Check Box 1 on TNB 5 form

Below is the Variable population for the first Check Box:

Var #	Variable Name	Population	Formatting	Populates with Form Generation	Populates from Template Repository
1	<TNB5SENT_DATE>	Date when TNB 5 is being sent. i.e. Current Batch Date or the date when the TNB 4 Recertification Packet is marked incomplete with the incomplete reason of TNB 4 not received.	Arial Font Size 10	Y	Y
2	<RE_DUE_DATE>	Transitional NB RE due date	Arial Font Size 10	Y	Y

4. Check Box 2: Check the second check box (Figure 2.29.2.2) on the TNB 5 form if the TNB 4 Recertification Packet is in Incomplete Status because of any of the following incomplete reasons.

CIV incomplete Questions marked 'Yes'	CalSAWS Incomplete Reasons Checked
Was the TNB 4 signed?	No Signature
Were all questions in 'Section 1: Household changes' of the TNB 4 completed?	Missing answers for Household Changes
Was a CalFresh application received?	Household Changes Reported - No CF Application
Was the CalFresh application completed?	Household Changes reported - Incomplete CF Application

Note: Only populate the variables listed in the table below when the second check box is checked.

☒ **TNB Recertification Form Not Complete**

On <STATUS_DATE>, you turned in your TNB Program recertification form, but it was not complete.

Here is what we need:

<INCOMPLETE_REASON1>
 <INCOMPLETE_REASON2>
 <INCOMPLETE_REASON3>
 <INCOMPLETE_REASON4>

Please remember to **complete** the TNB Program recertification on or before <RE_DUE_DATE>.

Figure 2.29.2.2: Check Box 2 in TNB 5 form

Variable population for Check Box 2:

Var #	Variable Name	Population	Formatting	Populates from Customer Reporting Page
1	<STATUS_DATE>	Date when TNB 5 is marked incomplete.	Arial Font Size 10	Y
2	<INCOMPLETE_REASONn>	Table 2.31.2.1 lists the details of text that should be populated in the 'Here is what we need' section.	Arial Font Size 10	Y
3	<RE_DUE_DATE>	Transitional NB RE due date	Arial Font Size 10	Y

2.29.3 Correspondence: Journal Entry for TNB 5

- Generate the TNB 5 form with a custom Journal Entry
 - Case ID: Case associated to TNB 5 form
 - Type: All
 - Short Description: TNB 5
 - Long Description: TNB 5 sent. Verification due by <Due Date(MM/DD/YYYY)>.
 - Created By: This batch or user
 - Updated By: This batch or user

2.29.4 Mailing Options

Mail-To (Recipient): Nutrition Benefit Participant

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Mailed From (Return): Nutrition Benefit Regional Office Name and Address/ Nutrition Benefit District Office Name and Address
Mail-back-to Address: Nutrition Benefit Regional Office Name and Address/ Nutrition Benefit District Office Name and Address
Outgoing Envelope Type: Standard

2.30 Correspondence: Batch Job for TNB 5

2.30.1 Overview

A monthly batch will be created to check for cases which have the TNB Recertification due in batch run month and a TNB Recertification Packet is in "Sent" status and a TNB 5 was not already sent.

2.30.2 Description of Change

1. Create a batch job to send TNB 5 to the customers when the following conditions are true:
 - a. TNB 4 Recertification Packet is in "Sent" Status as of the batch date.
 - b. A TNB 5 form has not been sent already.
2. For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a TNB 5 during forms processing.

Transaction values:

- Case ID: Case associated to NB Program
- Program ID: Active NB program ID
- Person ID: Primary Applicant of Active NB program
- Type Code: FR
- Sub Type Code: TBD
- Eff Date: Current Batch Date
- Created By: Batch
- Updated By: Batch

2.30.3 Execution Frequency

Monthly

2.30.4 Key Scheduling Dependencies

This job will run before forms balancers.

This batch job will run on 15th of every month, if the 15th is a Sunday or a holiday, batch job will run on the next business day.

2.30.5 Counties Impacted

This job will run for all counties.

2.30.6 Data Volume/Performance

N/A

2.31 Correspondence: TNB 5 generation from the Customer Reporting Page

2.31.1 Overview

Generate the TNB 5 form for NB program in on-line mode when the TNB 4 Recertification Packet Received is marked as "Incomplete".

2.31.2 Description of Changes

1. Add functionality to generate TNB 5 form from the Customer Reporting Detail Page when the TNB 4 Recertification Packet is marked as "Incomplete".
2. Populate the fields in 1st check box of the TNB 5 form if the incomplete reason is TNB 4 not received. Refer to Image 2.29.2.1.
3. Populate the fields in 2nd check box of the TNB 5 form in the incomplete reasons are any of the following. Refer to Image 2.29.2.2.

CIV Question marked No	CalSAWS Checked box	Text to populate in the 'Here is what we need' section of the TNB 5 form
Was the TNB 4 signed?	No Signature	Signature on the Notice of Recertification for TNB Program (TNB 4)
Were all questions in 'Section 1: Household changes' of the TNB 4 completed?	Missing answers for Household Changes	Completed answers for question 1 – 4 on the Notice of Recertification for TNB Program (TNB 4)
Was a CalFresh application received?	Household Changes Reported - No CF Application	A completed CalFresh application
Was the CalFresh application completed?	Household Changes reported - Incomplete CF Application	A completed CalFresh application

Table 2.31.2.1: Text to populate on the TNB 5 Form

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3. In the case where Question 3 and 4 are answered “No” for C-IV or Check boxes 3 and 4 are checked for CalSAWS, populate the text “A completed CalFresh application” only once in the “Here is what we need” Section.

2.32 Correspondence: TNB Recertification Approval Notice – TNB 2

2.32.1 Overview

This effort is to send the TNB approval notice with the following action and message when the following conditions are true.

1. Program is Nutritional Benefit.
2. Sub program is of Transitional Nutritional Benefit.
3. Program Status is Active.
4. EDBC run reason is “RE”
5. Program is Recertified on the same day as the Redetermination completion date and Redetermination completion reason is “Processed”.

Note: TNB Recertification Approval NOA will include NA Back 9 (04/13).

2.32.2 TNB Recertification Approval Fragment

Action Fragment Name: CalSAWS – TNB_AP_ACTION1,
C-IV - ACTN_TNB2_APPROVAL

Fragment ID: CalSAWS: 4122, C-IV: 1343

State Form/NOA: TNB 2 (revision 8/18)

Current Program(s): NB (Transitional)

Current Action Type: Approval

Current Fragment Level: Program

Existing Languages: English and Spanish

Ordering on NOA: This will be the first fragment on the NOA.

2.32.2.1 Approval Action Verbiage

As of {BenefitMonthBeginDate}, your household will receive {BenefitAmount} in Transitional Nutrition Benefit (TNB) Program benefits each month through {RecertEndDate}.

2.32.2.2 Variable Population

VAR #	VARIABLE	DESCRIPTION
-------	----------	-------------

1	BenefitMonthBeginDate	Date as of which benefits begin {MM/DD/YYYY}
2	BenefitAmount	TNB Benefit Amount
3	RecertEndDate	End date of recertification period

2.32.3 TNB Recertification Approval Reason Fragment

Reason Fragment Name: CalSAWS – TNB_AP_APPROVAL_N101,
C-IV - RSN_TNB2

Fragment ID: CalSAWS:7551, C-IV: 1353

State Form/NOA: TNB 2 (revision 8/18)

Current Program(s): NB (Transitional)

Current Action Type: Approval

Current Fragment Level: Program

Existing Languages: English and Spanish

Ordering on NOA: This will be populated below the Approval Action fragment on the NOA.

2.32.3.1 Approval Reason Verbiage

Your household is receiving these benefits because:

- On June 1, 2019, your CalFresh household included at least one recipient of Supplemental Security Income and/or State Supplementary Payment (SSI/SSP) benefits;
- Your household became ineligible for CalFresh when the SSI/SSP recipient(s) was added to your household;
- Your household continues to include at least one of the same SSI/SSP recipient(s);
- The same individual continues to receive SSI/SSP benefits; and
- Your household is ineligible for CalFresh.

2.32.4 TNB Recertification Approval Message Fragment

Reason Fragment Name: CalSAWS – TNB_AP_CH_MESSAGE1,
C-IV - MSG_TNB23

Fragment ID: CalSAWS: 5101, C-IV: 1347

State Form/NOA: TNB 2 (revision 8/18)

Current Program(s): NB (Transitional)

Current Action Type: Approval

Current Fragment Level: Program

Existing Languages: English and Spanish

Ordering on NOA: This will be populated below the Approval Reason fragment on the NOA.

2.32.4.1

Approval Message Verbiage

TNB Program Recertification

You will get a notice when it is time to complete your TNB Program recertification. You must complete the required recertification documents and return them to the county on time. The county will determine if your household will continue to receive TNB Program benefits. If you do not complete the TNB recertification, your household will not continue to receive TNB Program benefits. You are not required to report any changes in household size, composition, or income until your TNB Program recertification.

2.33 Correspondence: Add TNB 2 to Template Repository

2.33.1 Overview

This effort is to add TNB 2 form to the Template Repository. TNB 2 form is the Notice of Approval for TNB Program.

State Form: TNB 2 (8/18) (Please refer to JIRA for the State Version of the form)

Programs: NB

Attached Forms: NA Back 9 (04/13)

Forms Category: NOA

Languages Available: English and Spanish

2.33.2 Description of Change

1. Add the TNB 2 form in English and Spanish to Template Repository.
 - a. Form Number: TNB 2
 - b. Form Name: NOTICE OF APPROVAL FOR TRANSITIONAL NUTRITION BENEFIT (TNB) PROGRAM
 - c. Category: NOA
 - d. Program: Nutritional Benefit
2. Include the following parameters for the TNB 2 form in the Document Parameters page:
 - a. Case Number
 - b. Customer Name
 - c. Program
 - d. Language
3. CalSAWS: The following Print Options will be available when the TNB 2 form is generated.

Blank Template	Print Locally without Save	Print Locally and Save	Print Centrally and Save	Reprint Locally	Reprint Centrally
Y	Y	Y	Y	Y	Y

The PRINT LOCALLY WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

4. C-IV: The following Print Options will be available when the TNB 2 form is generated in the context of the case.
 - a. Print

- b. Save and Print Locally
- c. Save and Print Centrally
- 5. C-IV: "Print" option will be available when the TNB 2 is generated as a Blank Template.
- 6. TNB 2 will have the standard header.
Standard Header Example: See Supporting Documents #1, #2

2.33.3 Posting TNB 2 to C4Y and YBN

- 1. C-IV: Add TNB 2 to the list of forms that can be posted to C4Yourself and mailed to the Customer.
- 2. CalSAWS: Add TNB 2 to the list of forms that can be posted to YBN.

2.34 Training: Forms Overview

- 1. C-IV: Update Forms Overview in Online help page with the following details.

Field Name	TNB 4 Recertification Packet	CF 285
Form Number	TNB 4 Recert Packet	CF 285
Form Name	TNB 4 Recertification Packet	Application for CalFresh Benefits
Form Description	The following forms are included in this Packet: TNB 4 and CF 285	This form is the Application for CalFresh Benefits.
Clock Icon	Y	N
Imaging Barcode	Y	N
Print Options	Save Save and Print Locally Save and Print Centrally	Save and Print Locally

- 2. C-IV: Update the "Imaging Barcode" field for TNB 2 and TNB 5 forms in Forms Overview to set the Imaging Barcode to 'N'.
- 3. CalSAWS: Update the Forms Overview in Online Help Page with the following details.

Field Name	TNB 4 Recertification Packet	TNB 5	TNB 2	CF 285
Form Number	TNB 4 Recert Packet	TNB 5	TNB 2	CF 285
Form Name	TNB 4 Recertification Packet	Recertification Reminder Notice for	Notice of Approval for Transitional	Application for CalFresh Benefits


		Transitional Nutrition Benefit (TNB) Program	Nutrition Benefit (TNB) Program	
Form Description	The following forms are included in this Packet: TNB 4 and CF 285	Notice to Customers that their Transitional Nutrition Benefit recertification was either not received or is incomplete.	Notice to Customers that their Transitional Nutritional Benefits have been approved.	This form is the Application for CalFresh Benefits.

2.35 Customer Reporting Progress Report

2.35.1 Overview

Update the Customer Reporting Progress report to include the 'TNB 4 RE Packet'.

2.35.2 Customer Reporting Progress Report Mockup

 Customer Reporting Progress Report								
Los Angeles								
Run Date: MAR-27-19 01:37 PM								
Organization: COUNTY Los Angeles								
Submit Month: 01/2018								
As of Date: 03/26/2019								
	Generated	Error	Sent	Received	Incomplete	Not Applicable	Reviewed-Ready To Run EDBC	Complete - EDBC Accepted
SAR 7 (CW)	4	0	3	1	0	0	1	0
SAR 7 (CF)	4	0	3	1	0	0	0	1
TMC 176 S	16	0	12	8	5	4	0	6
QR 7 (GA/GR)	5	0	3	3	0	3	0	2
CF RE Packet	1	0	1	1	0	0	1	0
CW/CF RE Packet	1	0	1	1	0	0	0	1
CW RE Packet	4	0	4	3	0	1	0	3
MC RE Packet	4	0	4	2	1	0	0	3
LTC MC RE Packet	5	0	4	2	1	0	0	3
ABD MC RE Packet	19	0	19	13	1	2	0	14
MC 604 IPS Packet	1	0	1	1	0	0	0	1
MAGI RE Packet	71	2	51	29	8	10	1	33
Non-MAGI Screening Packet	77	0	63	45	18	10	0	38
Mixed MC RE Packet	15	1	12	12	1	0	1	13
Non-MAGI Turning 65 Packet	2	0	1	1	0	0	0	2
TNB 4 RE Packet	1	0	0	0	0	0	0	0
Total	=SUM(C13:C25)	=SUM(D13:D25)	=SUM(E13:E25)	=SUM(F13:F25)	=SUM(G13:G25)	=SUM(H13:H25)	=SUM(I13:I25)	=SUM(J13:J25)
Overall % Completed	84							

Note this is the CalSAWS version of the report. Please refer to the attached mockups in the Supporting Documents section.

2.35.3 Description of Change

1. Update the Summary sheet (Sheet1) to include a new row titled 'TNB 4 RE Packet' that provides summary counts for Generated, Error, Sent, Received, Incomplete, Not Applicable, Reviewed- Ready to Run EDBC and Completed- EDBC Accepted packets. The packet type will be placed underneath 'Non-MAGI Turning 65 Packet'.
2. Update the static and dynamic totals in the Summary sheet to include the 'TNB 4 RE Packet' counts.
3. Create a new sheet titled 'Transitional Nutrition Benefit RE Packet. The sheet will have the following columns and header fields:

Header Name	Header Description
County Name	The county name for which the report was generated for (CT-15).
Run Date	The date the report was generated. The Run Date shall be in the following format: 'Run Date: Mon-dd-YY HH:MM AM/PM'
Organization	The organization level for which the report was generated for. The organization level will be in the Format: Organization: [Upper case organization level selected] [Organization Name]. For example: Organization: COUNTY Butte Organization: OFFICE Main Office
Submit Month	The submit month for which the report was generated for. Format: Submit Month: MM/YYYY
As of Date	The date the data was last refreshed by the batch job. Format: As of Date: MM/DD/YYYY

Field Name	Field Description
Type	The short decode value of the customer report type (CT-329). Note that there should only be one record per customer report type and worker id combination as each record pertains to the number of customer reports that are assigned to a worker of a particular type. Possible options for this sheet: <ul style="list-style-type: none"> • TNB 4 RE Packet
Worker Id	Displays the program assigned worker.

Generated	For a given effective month, customer report type, and worker id the column provides the number of generated customer reports assigned to the worker. If multiple Generated packet status exist for a single case it should only be counted once.
Error	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that resulted in an error status. If multiple Error packets status exist for a single case it should only be counted once.
Sent	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that were sent. If multiple Sent packets status exist for a single case it should only be counted once.
Received	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that were received. If multiple Received packets status exist for a single case it should only be counted once.
Incomplete	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that have the current status of 'Incomplete'. If multiple Incomplete packets status exist for a single case it should only be counted once.
Not Applicable	For a given effective month, customer report type, and worker id provides the number of customer reports assigned to the worker that have the current status of 'Not Applicable'. If multiple Not Applicable packets status exist for a single case it should only be counted once.
Reviewed – Ready to Run EDBC	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that have the current status of 'Reviewed – Ready to Run EDBC'. If multiple Reviewed – Ready to Run EDBC packets status exist for a single case it should only be counted once.
Complete – EDBC Accepted	For a given effective month, customer report type, and worker id the column provides the number of customer reports assigned to the worker that have the current status of 'Complete – EDBC Accepted'. If multiple Complete – EDBC Accepted packets status exist for a single case it should only be counted once.

<p>% of Reports Completed</p>	<p>For a given effective month, customer report type, and worker id the column provides the percent of disposed customer reports by the worker:</p> <p>Numerator: The number of distinct cases assigned to the worker in which the case meets any of the following criteria:</p> <ul style="list-style-type: none"> • Has at least one associated TNB 4 RE Packet with a current status of 'Not Applicable'. • Has at least one associated TNB 4 RE Packet with a current status of 'Complete – EDBC Accepted'. <p>Denominator: The number of distinct cases assigned to the worker in which the case meets any of the following criteria:</p> <ul style="list-style-type: none"> • Has at least one associated TNB 4 RE Packet with a current status of 'Not Applicable'. • Has at least one associated TNB 4 RE Packet with a current status of 'Complete – EDBC Accepted'. • Has at least one associated TNB 4 RE Packet with a received date. <p>Please see Appendix item #1 for example.</p>

2.35.4 Report Location

- **Global:** Reports
- **Local:** On Request
- **Task:** Administrative

2.35.5 Report Usage/ Performance


The Customer Reporting Progress Report's usage and performance shall not change significantly with this SCR.

2.36 Customer Reporting Progress Detail Report

2.36.1 Overview

Update the Customer Reporting Progress Detail report to include the 'TNB 4 RE Packet'.

2.36.2 Customer Reporting Progress Report Mockup

 Customer Reporting Progress Detail Report								
Los Angeles								
Run Date: JUN-30-19 05:53 PM								
Organization: COUNTY Los Angeles								
Submit Month: 01/2019								
As of Date: 01/21/2019								
	Distinct Generated	Distinct Error	Distinct Sent	Distinct Received	Distinct Incomplete	Distinct Not Applicable	Distinct Reviewed -- Ready to Run EDBC	Distinct Complete -- EDBC Accepted
SAR 7 (CW)	3	0	3	2	0	2	0	0
SAR 7 (CF)	3	0	3	2	0	0	0	2
TMC 176 S	0	0	0	0	0	0	0	0
QR 7 (GA/GR)	0	0	0	0	0	0	0	0
CF RE Packet	5	0	5	2	0	0	0	2
CW/CF RE Packet	0	0	0	0	0	0	0	0
CW RE Packet	0	0	0	0	0	0	0	0
MC RE Packet	0	0	0	0	0	0	0	0
LTC MC RE Packet	0	0	0	0	0	0	0	0
ABD MC RE Packet	1	0	1	0	0	0	0	0
MC 604 IPS Packet	0	0	0	0	0	0	0	0
MAGI RE Packet	0	0	0	0	0	0	0	0
Non-MAGI Screening Packet	0	0	0	0	0	0	0	0
Mixed MC RE Packet	0	0	0	0	0	0	0	0
Non-MAGI Turning 65 Packet	1	0	1	0	0	0	0	0
TNB 4 RE Packet	1	0	1	0	0	0	0	0
Total	=SUM(C16:C29):SUM(D16:D29)UM(E16:E29)IM(F16:F29)UM(G16:G29)=SUM(H16:H29)=SUM(I16:I29)=SUM(J16:J29)							
Overall % Completed	66.00							

Note this is the CalSAWS version of the report. Please refer to the attached mockups in the Supporting Documents section .

2.36.3 Description of Change

1. Update the Summary sheet (Sheet1) to include a new row titled 'TNB 4 RE Packet' that provides summary counts for Generated, Error, Sent, Received, Incomplete, Not Applicable, Reviewed- Ready to Run EDBC and Completed- EDBC Accepted packets. The packet type will be placed underneath 'Non-MAGI Turning 65 Packet'.
2. Update the static and dynamic totals in the Summary sheet to include the 'TNB 4 RE Packet'.
3. Update the Packets sheet (Sheet3) to include 'TNB 4 RE Packet' information. The dynamic and static totals should also be updated to include the new packet.

2.36.4 Report Location

- **Global:** Reports
- **Local:** On Request
- **Task:** Administrative

2.37 Monthly Productivity List Export Report

2.37.1 Overview

Update the Monthly Productivity List Export report to include the 'TNB 4 RE Packet'.

2.37.2 Monthly Productivity List Export Report Mockup

No updates will be made to the report template.










2.37.3 Description of Change

1. Update the Monthly Productivity List Export report to include the new 'TNB 4 RE Packet' type in the same manner as the Monthly Productivity List online page. This report is an export for the online page and the data must match.

2.37.4 Report Location

- **Global:** Eligibility
- **Local:** Workload Inventory
- **Task:** Monthly Productivity

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	Standard Header Mock-up for C-IV	 Header Mock Up for C-IV.pdf
2	Client Correspondence	Standard Header Mock-up for CalSAWS	 Header Mock Up for CalSAWS.pdf
3	Client Correspondence	CalSAWS CF 285 English C-IV Note: PDF version of CF 285 is attached to JIRA	 CalSAWS_CF_285_EN.pdf
4	Client Correspondence	CF 285 Spanish C-IV Note: PDF version of CF 285 is attached to JIRA	 CalSAWS_CF_285_SP.pdf
5	Client Correspondence	CalSAWS TNB 4 Recertification Packet	 CalSAWS_TNB4_RE Packet.pdf
6	Client Correspondence	C-IV TNB 4 Recertification Packet	 CIV_TNB4_RE Packet.pdf
7	Reports	Customer Reporting Progress Report Mockup (CalSAWS)	 Customer Reporting Progress
8	Reports	Customer Reporting Progress Detail Report Mockup (CalSAWS)	 Customer Reporting Progress
9	Reports	Customer Reporting Progress Report Mockup (CIV)	 Customer Reporting Progress

10	Reports	Customer Reporting Progress Detail Report Mockup (CIV)	 Customer Reporting Progress
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4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.21	The LRS shall automate eligibility determination and benefit calculation for certain individual and case changes.	New eligibility logic for TNB program.
2.18.3.7	The LRS shall identify case actions that require a notice, NOA, form, letter, stuffer, or flyer, and shall generate that appropriate notice, NOA, form, letter, stuffer, or flyer, using variable case-specific information.	Automation of new TNB forms and notices.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
	Task Management	The CalSAWS and C-IV systems tasks for generated when the TNB 4 Recertification packet has been submitted have different task type, short and long description. This is due to the differences in implementation for both systems during a form submission.	The TNB 4 RE task generated for CalSAWS and C-IV systems are different from each other.	Low	Yes

6 OUTREACH

6.1 Lists

None

7 APPENDIX

Example of % of Reports Completed Calculation

Worker 1 has the following TNB 4 RE Packet workload for submit month 11/2019

Case Num	Packet Num	Received Date	Incomplete	Not Applicable Date	Complete – EDBC Accepted Date	Current Status
1	1	11/13/19		11/14/19		Not Applicable
1	2	11/19/19		11/23/19	11/24/19	Complete – EDBC Accepted
2	3				11/20/19	Complete – EDBC Accepted
3	4	11/12/19		11/15/19		Not Applicable
4	5	11/02/19				Received

% of Reports Completed = $\frac{3}{4} = 75$

Numerator:

Case 1: Counted once due to having at least one packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 2: Counted once due to having at least one packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 3: Counted once due to having at least one packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 4: Not counted due to not having a single packet in a current status of either Complete – EDBC Accepted or Not Applicable

Denominator= 4

Case 1 : Counted once due to having at least one packet with a received date or at least one packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 2: Counted once due to having a packet with a received date and a packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 3: Counted once due to having a packet with a received date and a packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Case 4: Counted once due to having a packet with a received date and a packet with a current status of 'Not Applicable' or 'Complete – EDBC Accepted'.

Note: It is possible for a Customer Report to be 'Complete – EDBC Accepted' or 'Not Applicable' without having a received date.



California Statewide Automated Welfare System

Design Document

CA-208888 | CIV-104322

New data elements to be added to the eICT
Outbound file to indicate CalFresh SSI/SSP
Reversal.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Steve Hancock, Gillian Noelle Bendicio
	Reviewed By	Srividhya Sivakumar, Michael Wu, Matthew Lower, Aaron Fowler, Krishna Korivi, Long Nguyen, Chris Larson, Balakumar Murthy, Karthikeyan Krishnamoorthy, Akira Moriguchi, William Baretsky, Christine Altavilla, Himanshu Jain, Dana Petersen, Sowmya Coppisetty, Chitra Barsagade, Toshi Gupta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
8/23/2019	1.0	Document Ready for Submission	Steve Hancock
11/20/19	1.1	Added meaning for the acronyms: MEM, MMO, UP.	Steve Hancock

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1 OVERVIEW

The Electronic Inter County Transfer interface (E-ICT) allows county workers to electronically perform an Inter County Transfer (ICT) of a case and its clients from one county to another regardless of which consortium the participant resides.

The scope of this SCR is to modify the existing E-ICT Interface to include the information necessary for ongoing determination of programs.

EICT Forms were introduced with ACL 19-03.

1.1 Current Design

The E-ICT Interface sends and receives ICT data and image files via the daily batch process. Each batch process will have one ICT data file and multiple image files in zip format. The current design does not support the transfer or the retrieval of the following items:

- Indicator for if the CalFresh program has been reversed or not.
- Indicator for if the person was excluded prior to 6/1/19 or not.
- CalSAWS member role codes.
- Indicator SB 380 for CalWORKs person transactions

The E-ICT Interface currently supports the CertificateNumberType data element type as numeric with a minimum length of 7 numbers.

This data element type is used to output the NaturalizationCertificateNumber and CertificateofCitizenshipNumber data elements.

1.2 Requests

This SCR will implement the changes required to the E-ICT process to allow information necessary to:

- Indicate if the CalFresh program has been reversed or not.
- Indicate if the person was excluded prior to 6/1/19 or not.
- Indicate CalSAWS member role codes (CalSAWS Only).
- Indicate SB 380 for CalWORKs person transactions.
- Update the CertificateNumberType to alphanumeric, change the minimum length to 6 and set a maximum length of 12.

1.3 Overview of Recommendations

1. Update the EICT file to support the following new data elements in both the Outbound and Inbound file layouts:
 - a. Indicator for if the CalFresh program has been reversed or not.
 - b. Indicator for if the person was excluded prior to 6/1/19 or not.
 - c. CalSAWS member role code for CalFresh programs only. (CalSAWS Only)
 - d. SB 380 indicator value for CalWORKs person transactions

2. Update the ICT Detail page to display the following:
 - a. Indicator for if the CalFresh program has been reversed or not.
 - b. Indicator for if the person was excluded prior to 6/1/19 or not.
 - c. SB 380 indicator value for CalWORKs recipients who are excluded for receiving child support payments.
3. Update the CertificateNumberType in the XSD Interface Definitions with the following:
 - a. Change the 'minLength' from 7 to 6 characters.
 - b. Add a 'maxLength' of 12.
 - c. Change the pattern value to alphanumeric.

1.4 Assumptions

1. There will be no impact or changes required to the E-ICT image writer and reader.
2. Fields not mentioned to be modified within the description of changes will retain their current functionality.

2 RECOMMENDATIONS

2.1 ICT Detail

2.1.1 Overview

The CalFresh (CF) Program block will be updated to include an indicator if the SSI Cash Out Reversal has been applied and if the CF participants were previously excluded SSI/SSP recipient prior to 06/01/2019. The CalWORKs (CW) program block will be updated to include an indicator if the participant has been affected by the SB 380 in which they are excluded for receiving child support. If a transfer between two consortiums occurs, the information added to this page is converted from the system's data model to the ICT data structure. The information displayed on this page will be the latest.

2.1.2 ICT Detail Mockup

CalFresh			
Application Date: 07/21/2017	Program Status: Active	Last Month of Aid:	
Primary Applicant/Recipient: Jane Doe	Payee: Jane Doe	RE Date: 06/30/2020	
LIHEAP Issuance Date: 07/11/2019	SUAS RE Begin Date: 07/01/2019	WINS Issuance Date:	
Aid Code: 30 - CW-All Other Families (Fed)	Allotment Amount: \$230.00	SAR Cycle: January/July	
Utility Amount:	Utility Type:	Shelter Date:	
Budget Housing Amount:	SSI/SSP Reversal: Yes		

Name	Role	Status	SSI/SSP Excluded Prior to 06/01/2019
Jane Doe	MEM	Active	No
Gina Doe	MEM	Active	No
John Doe	MEM	Denied	Yes

Transitional CalFresh			
Number of Household members:	Dependent Care:	Child Support:	
Medical Deduction:	House Expenses:	Utility Expenses:	
Gross Income Total:	Household Gross Earned Income Total:	Household Unearned Income Total:	
Child Support Unearned Income Total:	Child Support Earned Income Total:	Household Deemed Income Total:	

► Worker Information

Figure 2.1.1 – CalFresh Block on the ICT Detail Page for CalSAWS

Figure 2.1.2 – CalFresh Block on the ICT Detail Page for C-IV

Figure 2.1.3 – CalWORKs Block on the ICT Detail Page for CalSAWS

Figure 2.1.4 – CalWORKs Block on the ICT Detail Page for C-IV

1. Add a new field under the CF program block with the title 'SSI/SSP Reversal' as shown in Figures 2.1.1 and 2.1.2. This field can have a value of 'Yes' or 'No'. The field will be populated as 'Yes' if an SSI/SSP Reversal has been applied. Otherwise, it is 'No'. For reference in sending an ICT, this field is populated if the CalFresh SSI/SSP Reversal Month is populated on the CalFresh Detail page.

2. Add a new column on the participants section of the CF program block with the title 'SSI/SSP Excluded Prior to 06/01/2019'. The participant will be marked as 'Yes' if they were a previously excluded SSI/SSP recipient prior to 06/01/2019. When sending an ICT, the participant will be marked 'Yes' for the following scenarios, otherwise they are marked 'No':
 - a. If their role is 'MEM' (Member) and their name is found under the section 'Previously Excluded SSI/SSP Recipient(s)' of the CalFresh SSI/SSP Reversal Detail page.
 - b. If their role is 'UP' (Unaided Person) with the role reason 'Gets SSI/SSP', their person application date should be prior to 06/01/2019.
3. Add a new column on the participants section of the CW program block with the title 'Optional Child' as shown on Figures 2.1.3 and 2.1.4. This column will be populated if there exists an excluded child due to receiving child support payments. The participant will be marked as 'Yes' if their current program person role is 'MMO' (Medi-Cal Member Only) with the role reason as 'Optional Child – Receives Child Support'. For reference in sending an ICT, this information is located on the CalWORKs block of the Case Summary page. Otherwise, they are marked 'No' under this column. If there are no participants with the role 'MMO' with the role reason 'Optional Child – Receives Child Support' for the CW program, the value will be blank for all participants.

2.1.4 Page Location

- **Global: Case Info**
- **Local: e-Tools**
- **Task: Incoming ICT/Outgoing ICT**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

Security Group	Group Description	Group to Role Mapping

2.1.6 Page Mapping

Update the page mapping to include the new fields added.

2.1.7 Page Usage/Data Volume Impacts

No impact to this section.

2.2 Add New Data Elements to the EICT File (Inbound and Outbound)

2.2.1 Overview

Update the EICT file to support the following new data elements:

- Indicator for if the CalFresh program has been reversed or not.
- Indicator for if the person was excluded prior to 6/1/19 or not.
- CalSAWS member role code.
- Indicator to determine if the program person is an Optional Child in CalWORKs program

2.2.2 Outbound - Description of Change

1. Add the following data element to the EICT file for indicating if the CalFresh program has been reversed or not:
 - a. Add data element to the 'Programs' Node
 - b. The value of the data element 'SSICFCashOutReversalInd' will be retrieved from the new field 'SSI/SSP reversal' in the CalFresh program block in the ICT Detail Page.

R	Data Item Name	Tag Name	Format	Length	Description
	CalFresh Reversed Indicator	SSICFCashOutReversalInd	String	1	Indicator to specify if CalFresh had been reversed (Y = Reversed; N = Not Reversed). This element will not be sent if no SSI/SSP recipient in the CF program.

2. Add the following data elements to the EICT file for indicating if the person was excluded prior to 6/1/19 or not and specifying the members role:
 - a. Add the following data elements to the 'Program Persons' Node.
 - b. The value for the data element 'SSICFExcludedInd' will be retrieved from the field 'Excluded prior to 6/1/19' in the CalFresh program block in the ICT Detail Page.
 - c. The value for the data element 'RoleCode' will be retrieved from the field 'Role' in the CalFresh program block in the ICT Detail Page.

R	Data Item Name	Tag Name	Format	Length	Description
	Prior to 6/1/19 Excluded Indicator	SSICFExcludedInd	String	1	Indicator to specify if Person was excluded from CalFresh prior to 6/1/19 (Y = Excluded; N = Not Excluded). This element will not be sent if no SSI/SSP recipient in the CF program.
	CalFresh Program Person Role Code	RoleCode	String	3	Specify the CF program person role code on a case.

3. Add the following data elements to the EICT file for indicating if the person falls under SB-380 Exemption or not:
 - d. Add the following data elements to the 'Program Persons' Node
 - e. The value for the data element 'CWChildSupportVoluntaryExclusionInd' will be retrieved from the new 'Optional Child' field in the CalWORKs program block in the ICT Detail page.

R	Data Item Name	Tag Name	Format	Length	Description
	CalWorks SB-380 Indicator	CWChildSupportVoluntaryExclusionInd	String	1	Indicator to specify if Person falls under SB-380 exemption (Y = Excluded; N = Not Excluded). This element will not be sent if no CW optional

					Child/Voluntary Excluded Program person in the CW program.
--	--	--	--	--	--

Note 1: All information pulled will be the latest active information for the TNB program.

Note 2: In the event where there are no SSI/SSP recipient(s) in the CalFresh program block and/or there is no Nutritional Benefit program block in the ICT Detail page the new data elements will not be sent in the EICT Outbound file.

2.2.3 Inbound - Description of Change

1. Update the EICT Inbound Reader to read the new elements outlined in the 'Outbound – Description of Change' section of this document to populate the ICT data tables with the new data elements.

2.2.4 Execution Frequency

No changes to the current frequency.

2.2.5 Key Scheduling Dependencies

No changes to the current dependencies.

2.2.6 Counties Impacted

All Counties.

2.2.7 Data Volume/Performance

No change in the data volume and performance.

2.2.8 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...)

2.3 Update Data Element in the Interface Definition XSD File

2.3.1 Overview

Update the data type 'CertificateNumberType' for the data elements "NaturalizationCertificateNumber & CertificateofCitizenshipNumber" to accept alphas numeric values and to update the minimum character length to 6 and maximum character length to 12 to be sent and received in the EICT Interface file.

2.3.2 Description of Change

Update the CertificateNumberType data element to accept alpha numeric values and to update the minimum character length to 6 and maximum character length to 12 to be sent and received in the EICT Interface file.

The data type 'CertificateNumberType' in the EICT Interface XSD file will be updated as below-

```
<simpleType name="CertificateNumberType">  
  <restriction base="string">  
    <minLength value="6"></minLength>  
    <maxLength value="12"></maxLength>  
    <pattern value="[0-9A-Za-z]*"></pattern>
```

2.4 Data Layout mock up for new data elements

2.4.1 New program level indicator

		Programs (Node)				<Programs>, </Programs>
		Program Occurs (Node)				<Program>, </Program>
234	M	The programs that the clients in the case are eligible for or requested on the latest dispositioned applications. (attribute)	pgmType	Str	2	Program, See PROGRAM table.
235		Periodic Reporting Indicator	PeriodicReportingCode	Str	1	Indicators of latest: <ul style="list-style-type: none"> • A for Annual • C for Change Reporting • Q for QR Quarterly Reporting. • S for "Semiannual
236		CalFresh cash out Reversal Indicator	SSICFCashOutReversalInd	Str	1	Indicator to specify if CalFresh had been reversed (Y = Reversed; N = Not Reversed). This element will not be sent if no SSI/SSP recipient in the CF program.
237		Semi Annual Reporting (SAR) Cycle Code	SARCycleCode	Str	1	SAR Cycle Code. Values 1 – 6.

2.4.2 To include the two new program person data elements.

		Program Persons (Node)	ProgramPersons			-< ProgramPersons>,</ ProgramPersons>
		Program Person Occurs (Node)	ProgramPerson			<ProgramPersons>, </ProgramPersons>
237	M	Specific Person in the transfer person Id (attribute)	personId	Str	2	The specific person for this program identified by the person Id for this case.
238		Primary Applicant Indicator (attribute)	primaryApplicantInd	Str	1	Y – Indicates this individual is the Primary Applicant.
238.1		Head of Household Indicator	HeadOfHouseholdInd	Str	1	Y – Indicates this individual is the Head of Household

		Program Persons (Node)	ProgramPersons			<- ProgramPersons>,</ ProgramPersons>
		Program Person Occurs (Node)	ProgramPerson			<ProgramPersons>,</ProgramPersons>
238.2		Nutrition Benefit Previously Excluded SSI Recipient Indicator	NutritionBenefitPrevExcludeInd	Str	1	Y – Indicates this individual is an SSI recipient previously excluded from CalFresh
238.3		Prior to 6/1/19 Excluded Indicator	SSICFExcludedInd	Str	1	Indicator to specify if SSI/SSP Person was excluded from CalFresh prior to 6/1/19 (Y = Excluded; N = Not Excluded). This element will not be sent if no SSI/SSP recipient in the CF program.
239		CalFresh Program Person Role Code	RoleCode	Str	3	Specify the CF program person role code on a case in CalSAWS and C-IV.
240		SB 380 Indicator	CWChildSupportVoluntaryExclusionInd	Str	1	Indicator to specify if the person is flagged SB 380. (Y = SB 380 Included; N = SB 380 Not Included). This element will not be sent if no CW optional Child/Voluntary Excluded Program person in the CW program.
241		Program Payee Indicator (attribute)	payeeInd	Str	1	Y – Indicates this individual is the Program Payee
242		Authorized Representative Indicator	AuthorizedReplInd	Str	1	Y – Indicates the individual is the Authorized Rep.
243		Client's Status for the program	Status	Str	1	Client's Status for the program. See PROGRAM/AID CODE STATUS table.
244		Income Reporting Threshold Amount	IRTAmt	Implied Decimal	10	Income Reporting Threshold Amount (8v2)
245		CFAP Indicator	CFAPInd	Str	1	CFAP Indicator Y/N

2.5 Add New Data Elements to the EICT File (Inbound and Outbound)

2.5.1 Overview

C-IV Only: Update the existing Nutrition Benefit ICT scripts to verify the new SSI/SSP data elements on the ICT Detail page. Create new CalWORKs ICT scripts which verify the new Optional Child data element on the ICT Detail page.

2.5.2 Description of Change

1. **C-IV only:** Update the CalFresh / Nutrition Benefit ICT scripts to verify the following data elements on the ICT Detail page from both the Sending and Requesting/Receiving counties, as applicable:
 - a. SSI/SSP Reversal
 - b. SSI/SSP Excluded Prior to 06/01/2019
2. **C-IV only:** Create new CalWORKs ICT scripts to verify the following data elements on the ICT Detail page from both the Sending and Requesting/Receiving counties as applicable:
 - a. Optional Child

Note: At least one script should verify each possible value ('Yes', 'No', blank).

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.18	The LRS shall include in the design methods where interfaces to the LRS are simple to make additions, deletions and modifications for the import and export of data.	Add the new fields to the ICT online pages and new elements to the EICT Interface file.



California Statewide Automated Welfare System

Design Document

CA-209006 | CIV-104373

Data Change: Update RE Due Date for SSI/SSP
Only Households

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mark Keehn
	Reviewed By	Jason Francis

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/1/2019	1	Initial draft	Mark Keehn

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1 OVERVIEW

This SCR describes data changes to update the Redetermination Due Date (defined on REDETER table) for SSI/SSP only CalFresh (CF) households.

For the purposes of this SCR 'SSI/SSP' will refer to anyone receiving SSI/SSP, SSI Only, or SSP Only (LRS Only).

Background

ACL 17-34 provided new policy for the implementation of California's Elderly Simplified Application Project (ESAP) for CalFresh (CF). The ESAP policy was to be applied to non-assistance CalFresh (NACF) cases wherein all household members were elderly and/or disabled (E/D) with no earned income. This policy took effect October 2017.

Subsequent policy changes with ACL 18-90 reversed the exclusion of 'SSI/SSP' and 'SSP Only' (available in LRS Only) persons in CF. This policy was implemented with **SCR CA-203103/CIV-101471 – CalFresh Ending SSI Cash-Out** in the 19.05 release. This SCR made it possible to have an SSI/SSP only CF households that would otherwise meet the definition of an ESAP household other than the fact that the CF program is public assistance CalFresh (PACF) because of the receipt of SSI/SSP, which is defined as public assistance.

On May 9, 2019, the State provided an additional clarification with ACL 19-44 detailing that **SSI/SSP only CF households** should be eligible for ESAP if they met all ESAP criteria other than being PACF. These households would then be eligible for 36-month recertification periods per ESAP policy (or less than 36 months when initially staggered). This guidance was not received in time to be included with SCR CA 203103/CIV 101471, therefore, this change was implemented with **SCR CA-207629 CIV-103739 – Allow ESAP for SSI/SSP Households**. This SCR took effect in the system on 7/22/2019 with the 19.07 release.

Given the above background, any SSI/SSP only CF household with no earned income that applies and is initially authorized prior to 7/22/2019 will **not** be determined ESAP, when, based on ACL 19-44, they should be considered ESAP. This will impact the redetermination period defined for the CF household. The following chart (defined in ACL 18-90) shows the difference in the redetermination period defined for an elderly/disabled household versus an ESAP household.

Newly Eligible SSI/SSP-only Households
Deemed Eligible June 1 – November 30, 2019

Last Digit of Case Number	Elderly/Disabled Household	ESAP Eligible Household
1, 2, A, or B	23 months	35 months
3, 4, or C	22 months	34 months
5, 6, or D	21 months	33 months
7, 8, or E	20 months	32 months
9, 0, or F	19 months	31 months

1.1 Current Design

Any new application for an SSI/SSP only CF household with no earned income initially authorized prior to 7/22/2019 was defined as a non-ESAP household. This means the system defined redetermination due date will be 12 months too short. The CF program would initially be defined with an ESAP indicator of 'No', however, any EDBC processed after 7/22/2019 would redefine the CF program as ESAP.

1.2 Requests

Perform a data change to extend the redetermination due date by twelve months for CF programs when the defined criteria are met.

1.3 Overview of Recommendations

1. Extend the redetermination due date by twelve months for CF programs meeting the defined criteria.
2. Provide a list to the counties of the cases for which the redetermination due date cannot be adjusted because of a potential user interaction.
3. Enter a journal record for cases with an updated redetermination due date.

1.4 Assumptions

1. Originally this SCR data change was going to include a data change for the ESAP indicator. However, **SCR CA-206229/CIV-103090** implemented the CF COLA which processed CF programs for the Oct. 2019 benefit month on 9/14/2019. By running EDBC after 7/22/2019, this COLA will have already corrected the ESAP indicator. This means that ongoing (i.e., high-dated) EDBC and program detail data will have the correct ESAP indicator. If the user looks

back at historical information (i.e., either program detail or past EDBC's), they could still see an incorrect ESAP indicator that was defined prior to 7/22/2019.

2 RECOMMENDATIONS

2.1 Data Changes

2.1.1 Overview

1. Extend the redetermination due date by twelve months for CF programs meeting the defined criteria.
2. Provide a list to the counties of the cases for which the redetermination due date cannot be adjusted because of a potential user interaction.
3. Enter a journal record for cases with an updated redetermination due date.

2.1.2 Description of Changes

1. Identify the CF redetermination records that were potentially defined with an incorrect due date based on the criteria below.
Note: Given system logic pre-19.07 release, an SSI/SSP only CF household with no earned income would be given a SARA reporting type with reporting type reason of 'Elderly/Disabled'. In addition, the redetermination due date would be staggered from a base 24 month redetermination period based on the case identifiers last digit. Only an SSI/SSP only CF household would receive a staggered redetermination due date.
 - a. The redetermination record belongs to a CF program and is the latest redetermination record for the CF program that has not been completed (i.e., the Completion Reason is not set).
 - b. The CF program meets the following criteria.
 - i. The CF program is still active (i.e., the high dated program detail record still has an 'Active' status).
 - ii. The CF program is not TCF during the primary applicant's Beginning Date of Aid (BDA) benefit month (defined below).
 - iii. The CF program is not currently TCF based on the high-dated program detail record.
 - c. The primary applicant for the CF program meets the following criteria.
 - i. The primary applicants 'Aid Begin Date' is on or after 6/1/2019
 - ii. The person application (PERS_APP) record used to determine the 'Aid Begin Date' is tied (via the PERS_APP_ID) to an 'Active'

- 'Member' program person detail record valid for the 'Aid Begin Date' benefit month.
- d. The earliest (by run date) 'Accepted-Saved', 'Regular' EDBC record that overlaps the month of the primary applicant's 'Aid Begin Date' meets the following criteria:
 - i. has a run date prior to 7/22/2019
 - ii. has an Active status
 - iii. has a Reporting Type of Semi-Annual Reporting Annually (SARA) with a Reporting Type Reason of 'Elderly/Disabled'
 - iv. has an ESAP indicator of 'No'
 - e. Based on the budget associated to the EDBC record identified above verify that the number of program person Members for the month of the primary applicant's 'Aid Begin Date' matches the Assistance Unit (AU) size on the budget. These Members (one or more) must also meet the following criteria:
 - i. The Members have an Other Program Assistance (OPA) record that meets the following criteria:
 1. The OPA record overlaps the month of the primary applicant's BDA.
 2. The OPA record program code is for SSI/SSP, SSI Only, or SSP Only (LRS Only).
 3. The OPA record is not suspended (i.e., the 'SSI/SSP Suspended/Interrupted State' is blank or 'No').
 - ii. If any of the Members are under the age of 18 as of the primary applicant's 'Aid Begin Date', the Member must have no earned income records that overlap the month of the primary applicant's BDA. The earned income designation is defined by code table 186 reference column 6.
 - iii. None of the active program persons associated with the budget are non-Members.
2. Take the appropriate action (as defined in the points below) for all of the CF redetermination records that meet the above criteria (point 1).
- Note: All of the CF program redetermination records that meet the above criteria would be expected to have a staggered redetermination due based on the last digit of the case number (see chart below).
- a. **Update the redetermination due date:** If the existing redetermination record matches the expected redetermination due date (per the Elderly/Disabled column of the State chart), the redetermination due date will be updated by adding 12 months to the existing redetermination due date. This will give the CF program the redetermination due date valid for an ESAP household.
 - b. If the existing redetermination record does not match the expected staggered redetermination due date (per the chart), this would indicate one of the following:
 - i. **No action:** If the redetermination length is exactly 12, 24, or 36 months this would indicate that the SSI/SSP was not present during the initial authorization and the system correctly did not

stagger the redetermination due date. No change will be made to these redetermination due dates.

- ii. **Define list:** If the redetermination due date does meet the above condition, the user has potentially updated/alterd the redetermination record. Because of this the redetermination due date will not be updated, instead a list will be created to be shared with the counties. These cases can then be reviewed to determine if any further manual action is needed for the redetermination due date. The fields to be included on the list are the following:

1. Standard List Columns to display on the listings:
 - a. Case Name
 - b. Case Number
 - c. County
 - d. Unit
 - e. Unit Name
 - f. Office Name
 - g. Worker ID
2. Actual Redetermination Begin Date
3. Actual Redetermination Due Date
4. Expected Redetermination Begin Date (Primary Applicant's BDA)
5. Actual Redetermination Due Date (calculated from chart based on last digit of Case identifier)

Newly Eligible SSI/SSP-only Households
Deemed Eligible June 1 – November 30, 2019

Last Digit of Case Number	Elderly/Disabled Household	ESAP Eligible Household
1, 2, A, or B	23 months	35 months
3, 4, or C	22 months	34 months
5, 6, or D	21 months	33 months
7, 8, or E	20 months	32 months
9, 0, or F	19 months	31 months

Commented [RW1]: This recommendation is for extending the RE period, this point now contradicts that and states that sometimes a list will be generated.
I would suggest this be fully split into 2 recommendations; One for what will be updated, and a second detailing the list in full.

Commented [MK2R1]: I agree with your point. I have reorganized as follows:
Point 1 – identify redetermination records
Point 2 – take appropriate action based on the scenario

3. Create a journal entry of type 'Conversion' with filter of 'Eligibility' for any case that has a redetermination due date altered based on the criteria in point 2a above.
 - a. Short Description: "CF redetermination due date was adjusted to <new redetermination due date>."

The redetermination due date format will be MM/YYYY (e.g., 03/2020).

- b. Long Description: Redetermination due date was extended by 12 months for the ESAP CF household. The new redetermination due date is <new redetermination due date>."

2.1.3 Estimated Number of Records Impacted/Performance

Approximately 140,000 Redetermination records will be updated.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.4.4	The LRS shall include the ability to process a mass update that involves the development of new policy in response to changes in federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures.	Data change to account for ACL 19-44 which allows SSI/SSP only CF household to be considered ESAP and receive a staggered RE Due Date based on 36 months rather than 24 months.

5 OUTREACH

Counties will be provided a list of cases with SSI/SSP Only CF programs with staggered redetermination due date that don't match the queries expectations. See section 2.1.2.1.f.ii.2 above.



California Statewide Automated Welfare System

Design Document

CA-210498 | CIV-105065

Prevent Future Application Date for Nutrition
Benefit Program

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mark Keehn
	Reviewed By	Jason Francis

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/24/2019	1	Initial write up.	Mark Keehn

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1 OVERVIEW

The Nutrition Benefit (NB) program was introduced with SCR **CA-203103 CIV-101471 CalFresh Ending SSI/SSP Cash Out**. When auto-creating an NB program, SCR CA-203103 CIV-101471 defined the following in section 2.26.2.9.b.iv

The NB program application date and the NB Beginning Date of Aid (BDA) will be the first day of the effective benefit month. This will apply at the program and program person level.

By defining the NB program application date and the BDA as the first day of the effective benefit month, both CalSAWS and C-IV made it possible in some scenarios for the NB application date to be a future date (i.e., an application date after the current system date). If the NB application date is a future date, MEDS will generate an alert, specifically, alert 1097 – “DATE FIELD CONTAINS AN UNREASONABLE DATE”.

1.1 Current Design

When auto-creating an NB program, it is possible for the system to define an NB application date that is a future date.

1.2 Requests

When auto-creating an NB program, prevent the NB application date from being a future date, thereby preventing the associated MEDS alert.

1.3 Overview of Recommendations

1. When auto-creating an NB program, prevent a future dated application date.

1.4 Assumptions

2 RECOMMENDATIONS

2.1 Eligibility Rules Updates

2.1.1 Overview

1. When auto-creating an NB program, prevent a future dated application date.

2.1.2 Description of Changes

1. Update the NB auto-creation logic to set the NB application date to the earlier of the following two dates:
 - i. the NB BDA
 - ii. the current system date

This will apply at the program and the program person level.

2.1.3 Programs Impacted

NB

2.1.4 Performance Impacts

None

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.21	The LRS shall automate eligibility determination and benefit calculation for certain individual and case changes.	New eligibility logic for TNB program.

4 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?



California Statewide Automated Welfare System

Design Document

CA-210813 | CIV-105185

Update CFWR

Work Registration Exempt Status Reason
Replace "Physically/Mentally Incapacitated"
with "Unfit For Employment-Medically Verified"

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Tom Lazio
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/08/2019	1.0	Initial Draft	T. Lazio
11/4/2019	1.1	Provided additional clarification to the design	T. Lazio
11/19/2019	2.0	Added revisions based on Committee feedback	T.Lazio

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1 OVERVIEW

The CalWORKs program provides (MPP Section 42-712.44) individuals who are disabled are exempt from Welfare-To-Work (WTW) or Refugee Employment Program (REP) participation. The CalFresh program provides (MPP Section 63-407.21(b)) persons physically or mentally unfit for employment are exempt from work registration requirements. Additionally, the CF program provides (ACL 19-93) individuals who are medically certified as physically or mentally unfit to work due to a verified disability are exempt from both work registration requirements and the ABAWD time limit.

For program specific disability exemptions, this SCR provides a CF selection Reason of "Unfit for Employment - Medically Verified" only when the selected Work Registration type is CalFresh Work Registration (CFWR) and the CF registration Status is Exempt. This SCR does not change the WTW or REP selection of "Physically/Mentally Incapacitated" when the selected Work Registration type is WTW or REP and the WTW or REP registration status is Exempt.

1.1 Current Design

SCR CA-57971 CIV-7215 - ABAWD (Able-Bodied Adults Without Dependents) Phase II Design renamed the disability exemption reason for both CW and CF programs from "Physically/Mentally Incapacitated" to "Unfit for Employment". SCR CA-210718/CIV-105157 renamed this exemption to "Physically/Mentally Incapacitated" for both CW and CF.

Currently, EDBC creates CFWR disability exemption reason "Physically/Mentally Incapacitated" when the participant meets following criteria:

Has any Active or Presumptive Medical Condition at any point in the benefit month being evaluated including the Unfit for Employment for CalFresh medical condition, but excluding "Obviously Unfit for Employment for CalFresh" medical condition.

OR

Is in receipt of any of the following Income / Other Program Assistance types at any point in the benefit month being evaluated:

- SSI Only
- SSP Only
- SSI/SSP
- Agent Orange
- Employee - Temporary
- Employee - Permanent
- Private - Temporary
- Private - Permanent
- SDI
- Radiation Exposure
- Voc Rehab - Training Allowance

- Railroad - Disability
- Ricky Ray Hemophilia
- Social Security Disability
- Disability – Partial
- Disabled Survivor Benefits
- Work Therapy
- Worker's Comp – Temporary
- Worker's Comp – Permanent
- Disability – Total

1.2 Requests

Provide distinct CW (WTW) and CF (CFWR) program disability exemption reasons with "Physically/Mentally Incapacitated" specific to WTW and REP program participation and "Unfit for Employment - Medically Verified" specific to CFWR work registration requirements. Specifically, provide a selection of "Unfit for Employment-Medically Verified" and restrict selection of "Physically/Mentally Incapacitated" when the Work Registration type is CFWR and the registration status is Exempt. "Physically/Mentally Incapacitated" should only be available when the Work Registration type is WTW or REP and the registration status is Exempt.

Update data in existing CFWR records with Exemption Status Reason of "Physically/Mentally Incapacitated" to the new Exemption Status Reason of "Unfit for Employment - Medically Verified". "Physically/Mentally Incapacitated" exempt status reason will remain unchanged for WTW and REP records.

1.3 Overview of Recommendations

1. Add a new Work Registration Exempt Status Reason of "Unfit for Employment - Medically Verified" for Work Registration type of 'CFWR' only.
2. Update ABAWD ruleset used by CF EDBC and Batch for determining ABAWD status for CF (CalFresh) program persons to use the new Exemption Status Reason of "Unfit for Employment - Medically Verified" instead of "Physically/Mentally Incapacitated" when autogenerating the work registration exemption record based on existing participant criteria.
3. Add data change to update existing CFWR Work Registration exempt records from status reason "Physically/Mentally Incapacitated" to "Unfit for Employment - Medically Verified".

1.4 Assumptions

1. CFWR exemption criteria has not changed.

2. This SCR does not change the entry of a Medical Condition of "Unfit for Employment for CalFresh" to exempt the individual from both CF work registration and ABAWD time limit or the entry of "Obviously Unfit for Employment for CalFresh" as a medical condition to only exempt the individual from the ABAWD work requirement and the ABAWD time limit.
3. The existing Disabled (EDBC determined) batch job for WTW and REP will remain unchanged.

2 RECOMMENDATIONS

2.1 Work Registration Detail

2.1.1 Overview

The Work Registration Detail page allows the User to add, edit, or view work registration information.

Update the Status Reason field to allow the selection of 'Unfit for Employment - Medically Verified' for Work Registration type of 'CFWR'.

2.1.2 Work Registration Detail Mockup

Work Registration Detail

* - Indicates required fields

Save and Add Another Save and Return Cancel

Name: * Sophie Truesword

Type: * CFWR

Status: * Exempt

Status Reason: *

- Select -
- 16/17 and School Requirements Met or Not Required
- 60 years of age or Older
- Applied for or Receiving Unemployment
- Cares for Dependent Child Under 6
- Cares for HH Member Mental/Physically Impaired
- Child under 16
- Drug/Alcohol program Participant
- Student Half Time or More
- Unfit For Employment-Medically Verified**
- Weekly Earnings = Fed Minimum Wage x 30hrs
- Welfare to Work Participant
- Working 30 hrs or more weekly

Volunteer: * No

Begin Date: *

Save and Return Cancel

Figure 2.1.1 – Work Registration Detail – C-IV

Work Registration Detail

*- Indicates required fields

Name: * Smith, John 39M

Type: * CFWR

Status: * Exempt

Volunteer: * No

Begin Date: *

Status Reason: *

- Select -
- 16/17 and School Requirements Met or Not Required
- 60 years of age or Older
- Applied for or Receiving Unemployment
- Cares for HH Member Mental/Physically Impaired
- Child under 16
- Cares for Dependent Child Under 6
- Drug/Alcohol Program Participant
- Student Half Time or More
- Unfit For Employment-Medically Verified**
- Welfare to Work Participant
- Weekly Earnings = Fed Minimum Wage x 30hrs
- Working 30 hrs or more weekly

Expected End Date:

Save and Add Another Save and Return Cancel

Save and Return Cancel

Figure 2.1.2 – Work Registration Detail – CalSAWS

2.1.3 Description of Changes

1. Add the following value to Work Registration Status Reason field (CT 249) for Work Registration type of 'CFWR':
 - a. Unfit for Employment - Medically Verified
2. Restrict the following Work Registration Status Reason option from displaying for Work Registration type of 'CFWR':
 - a. Physically/Mentally Incapacitated

2.1.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Work Regist.**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
N/A		

2. Security Groups

Security Group	Group Description	Group to Role Mapping
N/A		

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 EDBC Rules Update: Work Registration

2.2.1 Overview

Update ABAWD ruleset used by CF EDBC and Batch for determining ABAWD status for CF (CalFresh) program persons to use the new Exemption Status Reason of "Unfit for Employment - Medically Verified" instead of "Physically/Mentally Incapacitated" when autogenerating the work registration exemption for a verified disability or unfit for employment record based on existing participant criteria, as referenced in section 1.1.

2.2.2 Description of Changes

1. Update the ABAWD ruleset used by CF EDBC and Batch to trigger the creation of CFWR exemptions to instead use the new Exemption Status Reason of 'Unfit for Employment - Medically Verified' rather than "Physically/Mentally Incapacitated" when the participant meets the existing exemption criteria.

2.2.3 Programs Impacted

CF

2.2.4 Performance Impacts

N/A

2.3 Updating Existing CFWR Exempt Work Registration Records

2.3.1 Overview

SCR CA-210718/CIV-105157 updated the work registration exempt Status Reason from "Unfit for Employment" to "Physically/Mentally Incapacitated" on all exempt work registration records that matched the participant exemption criteria. Update the Work Registration exempt Status Reason from "Physically/Mentally Incapacitated" to "Unfit for Employment - Medically Verified" for CFWR records with an exempt status.

2.3.2 Description of Change


1. Identify existing CFWR exempt records with a Status Reason of "Physically/Mentally Incapacitated" . Update these records by changing the Status Reason to "Unfit for Employment - Medically Verified". All other fields will remain unchanged.
2. DCR needs to be scheduled to run after the 'Time Limit' super triggers have been completed but before the materialized views are refreshed.

2.3.3 Estimated Number of Records Impacted/Performance

C-IV record count: 670,938 records

CalSAWS record count: 406,557 records

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	ACL-18-08 - All County Letter which details exemption criteria for CalFresh work registration requirements.	 18-08.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.2.21	<p>The LRS shall determine all periods of ineligibility for the following situations:</p> <ul style="list-style-type: none">a. Intentional Program Violations;b. Sanctions;c. Penalties;d. Voluntary quit;e. Certain overpayments and/or overissuances;f. Transfer of property;g. Incarcerated minor (MC);h. SSN Disqualifiers 63-404.4;i. QC refusal to cooperate with State QC reviewer 63-505.13;j. Work Requirement disqualified 63-407;k. Work Registration/FSET/ABAWD disqualifications;l. Participants that are IPV are not entitled to CF or TCF;m. Unallowable withdrawal of a Restricted Account;n. Temporary & Permanent Homeless due to One in a Lifetime Rule; ando. Diversion count.	<p>Allows for work registration exemptions for CalFresh participants with the exempt status reason of 'Unfit for Employment - Medically Verified'.</p>



California Statewide Automated Welfare System

Design Document

CIV-104855

Add a GA Blank NOA to Template Repository

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jamie Ng
	Reviewed By	Tiffany Huckaby

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/22/2019	1.0	Original Draft	Jamie Ng

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1 OVERVIEW

This SCR is to add a GA Blank NOA to Template Repository.

1.1 Current Design

SCR CIV-4400 was created to add GA NOAs to C-IV.

Since CIV-4400 is a large effort that will not be implemented for several releases, the counties will need to manually create GA NOAs outside of the system.

1.2 Requests

Add a GA Blank NOA to Template Repository for the counties to use until CIV-4400 is implemented.

1.3 Overview of Recommendations

1. Add a blank GA NOA to Template Repository
 - a. First page is a blank NOA with the C-IV standard header and footer
 - b. On the back of the notice, include hearing rights and how to request a hearing for GA.

1.4 Assumptions

1. The GA NOA will use the C-IV Standard header and footer.
2. Only one blank NOA page and one GA NA back 9 page will be required for Template Repository.
3. No variables (aside from the standard header and footer information) will be populated as default on this form. Users can edit text in header and body fields manually.

2 RECOMMENDATIONS

2.1 Add a New Free Format General Assistance NOA Template

2.1.1 Overview

This effort is adding a new Template for General Assistance Free Format NOAs. This new Template will be used freely by General Assistance.

State Form/NOA: N/A, these are county specific NOAs

Program(s): General Assistance

Attached Forms: GA NA Back 9

Forms Category: NOA

Languages:

English

2.1.2 Create an New Free Format General Assistance Template XDP

Add a new Free Format General Assistance Template.

Form Header: Existing C-IV Standard Header

Form Title: Notice of Action

Form Number: GA FF NOA

Include NA Back 9: Yes, a GA version of the NA BACK 9

Form Mockups/Examples: See Supporting Documents #1 and #2

Template Layout:

2.1.2.1. Main Page (Page 1)

The first page of the NOA will contain a standard C-IV header and footer. The State Hearing information will be under the header. The C-IV header and Footer will use existing logic for population.



COUNTY OF _____

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

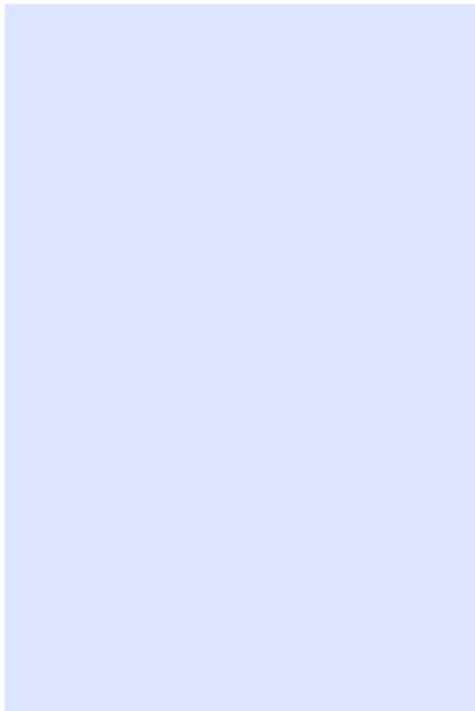
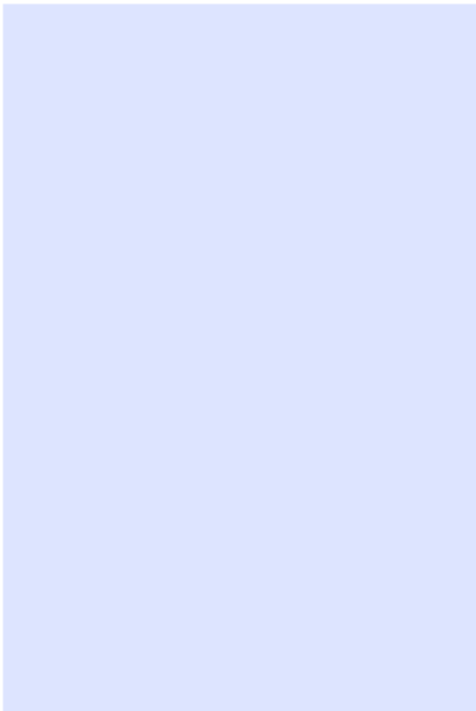
NOTICE OF ACTION



Notice Date: _____
Case Name: _____
Case Number: _____
TDD - For the Hearing Impaired: _____
Worker Name: _____
Worker Number : _____
Worker Telephone: _____
Office Hours: _____

Questions? Ask your worker.

State Hearing: If you think this action is wrong, you
can ask for a hearing. The back page tells you how.
Your benefits may not be changed if you ask for a
hearing before this action takes place.



2.1.2.2. GA NA Back 9 Page (Page 2)

The back of the first page, also known as the second page, the GA NA Back 9 will generate. This GA NA Back 9 was created using existing GA NOAs from samples provided by several C-IV counties. The page number and page total will generate at the bottom of the page.

The 90 days fields and toll free/TDD phone numbers will be editable text boxes.

YOUR HEARING RIGHTS

You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice. If you have good cause as to why you were not able to file for a hearing within the 90 days, you may still file for a hearing. If you provide good cause, a hearing may still be scheduled.

Aid Paid Pending:

If you want us to keep paying your General Assistance / General Relief benefits until the hearing, you must ask the County for Aid Paid Pending before the effective date of the action. To let us lower or stop your benefits before the hearing, check below:

- ☐ Yes, lower or stop my General Assistance/ General Relief benefits.

TO ASK FOR A HEARING:

- Fill out this page.
- Make a copy of the front and back of this page for your records. If you ask, your worker will get you a copy of this page.
- Send or take this page to:

OR

- Call toll free: 1-800-952-5253 or for hearing or speech impaired who use TDD, 1-800-952-8349

To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above. You may get free legal help at your local legal aid or welfare rights office.

If you do not want to go to the hearing alone, you can bring a friend or someone with you.

Rules: These rules apply. You may review them at your local welfare office:

HEARING REQUEST

I want a hearing due to an action by the Welfare Department of County about my General Assistance/General Relief.

Here's Why:

☐ If you need more space, check here and add a page.

☐ I need the county to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is:

NAME OF PERSON WHOSE BENEFITS WERE DENIED, CHANGED OR STOPPED

BIRTH DATE PHONE NUMBER

STREET ADDRESS

CITY STATE ZIP CODE

SIGNATURE DATE

NAME OF PERSON COMPLETING THIS FORM PHONE NUMBER

☐ I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)

NAME PHONE NUMBER

STREET ADDRESS

CITY STATE ZIP CODE

2.1.3 Add Form to Template Repository

This Template will be added to Template Repository in English only.

Required Document Parameters: Case Number, Customer Name, Language

2.1.4 Add Form Print Options and Mailing Requirements

The print options checked below will be available for this form.

PRINT BLANK TEMPLATE	PRINT LOCALLY WITHOUT SAVE	PRINT LOCALLY AND SAVE	PRINT CENTRALLY AND SAVE	REPRINT LOCALLY AND SAVE	REPRINT CENTRALLY AND SAVE
X		X	X		X

Note: The REPRINT LOCALLY AND SAVE option is only available in CalSAWS.

Mailing Requirements:

Mail-To (Recipient): Primary Applicant of the GA Program

Mailed From (Return): Standard Population (Office of the Worker Assigned to the Program, if one does not exist then the Office of the Worker that generated the Form)

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard

Return Envelope Type: None

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: No

Post to YBN/C4Y: Yes

2.1.5 Add Form Pre-population



The new Form has new 3 pre-populations that will be editable.

Pre-populated value	Description	Formatting	Template Repository Population	Populates with Form Generation
90	Number of days to ask for a hearing	Arial Font Size 10	Y	Y

1-800-952-5253	State Toll-free number	Arial Font Size 10 bold	Y	Y
1-800-952-8349	State TDD Number	Arial Font Size 10 bold	Y	Y

3 SUPPORTING DOCUMENTS

[This section should include any supporting documents for the design as imbedded documents. Some examples of supporting documents include the Security Matrix, Form Design Documents, NOA Design Documents, and ETL Source-to-Target Mappings.]

Number	Functional Area	Description	Attachment
1	Form	GA Free format NOA	 GAGR FF NOA 1113.pdf
2	Form	NA back 9 hearing rights	 GAGR NA Back 9 1114.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

[Document any migration impacts such as data model or potential business process changes]

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?