

California Statewide Automated Welfare System

Design Document

CA-205414 | CIV-102600

ACL 14-20 - CF 29A (2/14) CalFresh Initial Appointment Letter

	DOCUMENT APPROVAL HISTORY		
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Caisavis	Reviewed By	[individual(s) from build and test teams that reviewed document]	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/6/19	1.0	Initial Creation	Connor Gorry

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2 OVERVIEW

This SCR is to add the form CF 29A to the Template Repository.

CF 29A's purpose is to notify the household in writing of their scheduled initial intake appointment for CalFresh.

2.1 Current Design

CalSAWS currently uses the FS 29A, a similar cover sheet that is generated for the CF Recertification Packet, which notifies clients of the date and time of their upcoming recertification interview.

2.2 Requests

Implement the CF 29A (2/14) Cal Fresh Initial Appointment Letter in the Template Repository. The purpose of this appointment letter is to notify the household in writing of their scheduled initial intake appointment for Cal Fresh.

2.3 Overview of Recommendations

2.3.1 Add CF 29A to the Template Repository

Implement the CF 29A (2/14) CalFresh Appointment Letter in the Template Repository in English and Spanish.

2.4 Assumptions

- 1. CF 29A will be added in English and Spanish. Threshold Languages will be added with SCR CA-205448.
- 2. No form generation will be added with this effort. Generation to the CF 29A will be added with SCR CA-205448.

3 RECOMMENDATIONS

3.1 Overview

This effort adds form CF 29A (2/14) Cal Fresh Initial Appointment Letter to the Template Repository

State Form: CF 29A (2/14) Cal Fresh Initial Appointment Letter

Programs: CF

Attached Forms: None **Forms Category:** Form

Languages:

English and Spanish

3.2 Description of Change

This change adds the CalFresh Initial Appointment Letter CF 29A (2/14) to the Template Repository.

3.2.1 Create CF 29A Form XDP

The CF29A is a one page Form.

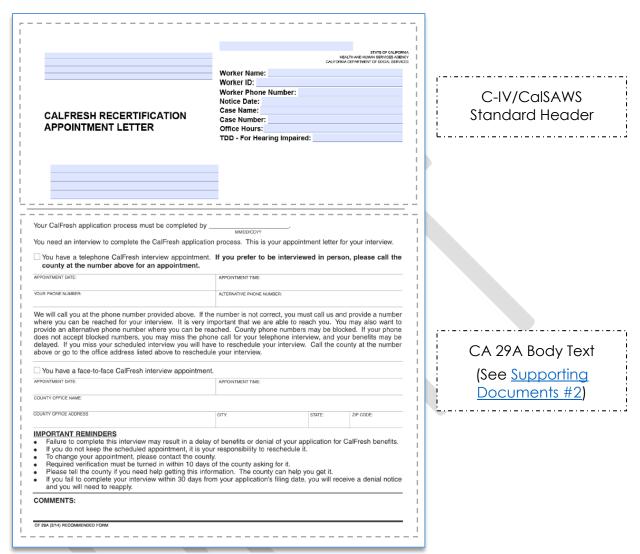
Form Header: Existing Standard C-IV/ Standard CalSAWS Header

Form Title: CalFresh Initial Appointment Letter

Form Number: CF 29A (2/14)

Include NA Back 9: No

Form Mockup:



CF 29A w/ CalSAWS Standard Header (Mockup)

3.2.2 Add Form Variable Population

The CF 29A Form will populate only the existing standard Form header in C-IV and CalSAWS.

Form Header Variables: Existing standard C-IV or CalSAWS header variable population.

Variables Requiring Translations: None

3.2.3 Add CF 29A (2/14) to Template Repository

The CF 29A (2/14) Form will be added to Template Repository. The form will not have any pre-population aside from the Header. CF29A will be added in English and Spanish.

Required Document Parameters: Case Number, Customer Name, Language

3.2.4 Add CF 29A Form Print Options and Mailing Requirements

The following Print Options will be included for the CF 29A:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
Χ	X	X	X	X	Х

Mailing Requirements:

Mail-To (Recipient): Primary Applicant for the CalFresh Program

Mailed From (Return): District Office Address

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: No Post to YBN/C4Y: Yes

4 SUPPORTING DOCUMENTS

Re #	f Document	Functional Area	Description	Attachment
1	CF 29A (2/14) MOCKUP	CF	Mockup of CF 29A (2/14)	CF 29A MOCKUP
2	CF 29A (2/14) PDF	CF	PDF of CF 29A (2/14) as currently accessible through CA.gov	CF 29A - CA.gov

5 REQUIREMENTS

5.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met	
CAR-1208	The [CalSAWS] shall accommodate and generate State-mandated forms, notices, and NOAs that cannot be changed.	CalSAWS and C-IV will add state form CF 29A (2/14) in fulfillment of policy ACL 14-20.	
CAR-1239	The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: a. Appointment notices b (cont.)	CF 29A (2/14) Initial Appointment Letter is an appointment notice, and shall be produced by CalSAWS.	

6 MIGRATION IMPACTS

N/A

7 OUTREACH

N/A

