CalSAWS

California Statewide Automated Welfare System

Design Document

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

2/5/2019

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/25/2019	.01	Initial Version	Sridhar Mullapudi
02/05/2019	.02	Updated Form FDDS in Supporting Documents	Anand Kulkarni
05/08/2019	.03	Added task creation B&I requirement, Employment Exemption update, Verification on the School Attendance Detail page	Michael Barillas, Lawrence Garber, Sridhar Mullapudi
6/25/2018	.04	Turned off CalFresh Denial/Disc NOAs in threshold languages	Anand Kulkarni
09/09/2019	.05	Added clarification to appearance and functionality of fields on School Attendance Detail page; Updated verification type name throughout; Added recommendation for soft validation for new verification. Updated the Employment and Training Exemption verification logic.	Lawrence Garber, Sridhar Mullapudi
10/24/2019	.06	Added clarification to verification functionality.	Lawrence Garber

Table of Contents

1 OVERVIEW

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

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

1.1 Current Design

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

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

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

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

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

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

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

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

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

1.2 Requests

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

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

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

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

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

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

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

1.3 Overview of Recommendations

1. Add new verification field for Employment and Training section on the School Attendance Detail page
2. Update the Employment & Training Program field to contain new program types on School Attendance Detail page.
3. Update the Type field of the Educational, Student income category on Income Detail page to allow the entry of Cal Grants.
4. Make updates to the system for the treatment of new income types across different programs.

5. Update the EDBC rule that determines whether a student is ineligible to CalFresh to account for the new Cal Grant income types.
6. Update the existing exemption criteria for CF student based on the 'Adequate Child Care Available' for CF student eligibility rule.
7. Update the existing 20 hours per week hours requirement for employment exemption to 80 hours per month.
8. Updated the student eligibility Employment and Training exemption to provide student exemption if the Employment and training verification is 'verified' or does not exist.
9. Add soft validation for 'Pending' and 'Refused' Employment and Training verification
10. Update existing Form PA 136 in Template repository (LRS Only).
11. Add a new Form CalSAWS CF 6177 'Student Exemption Checklist' to the template repository.
12. In LRS: Add Spanish translation for the new verification type 'School Attendance Employment and Training'.
13. Turn off CalFresh income verification threshold NOAs.
14. Create a batch to create a task for the worker to stop student exemption.

1.4 Assumptions

1. Case worker is responsible to verify the below mentioned TANF eligibility requirements for receiving Cal Grant and correctly add Cal Grant A, Cal Grant A - TANF, Cal Grant B, Cal Grant B - TANF, Cal Grant B Access or Cal Grant C to the system:
    a. Currently unmarried; and
    b. 25 years of age or younger; and
    c. Has parental and/or student income of $50,000 a year or less.

    Note: Existing system functionality of requesting verifications using CW 2200 form remains unchanged with this SCR.
2. ~~Existing soft validation for pending and refused verifications apply to the new verifications added for employment and training field on the school attendance detail page.~~
3. Existing pending verification logic for income shall apply to the new added incomes in LRS
4. This new logic will be applied to ongoing EDBCs only. There will be no retro batch processing to determine student eligibility.
5. Fields not mentioned to be modified within the description of changes will retain their current functionality.
6. PA 136 – Student Eligibility/Ineligibility for CalFresh Worksheet, is an existing Form in LRS to determine if the CalFresh participant is a student and whether his/her income can be counted/exempted for the CalFresh household income. This form will not be added to C-IV system with this effort.
7. Requests for verifications will be sent to the customer in accordance to the county business process concerning verifications.

2 RECOMMENDATIONS

2.1 School Attendance Detail

2.1.1 Overview

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

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

2.1.2 School Attendance Detail Mockup

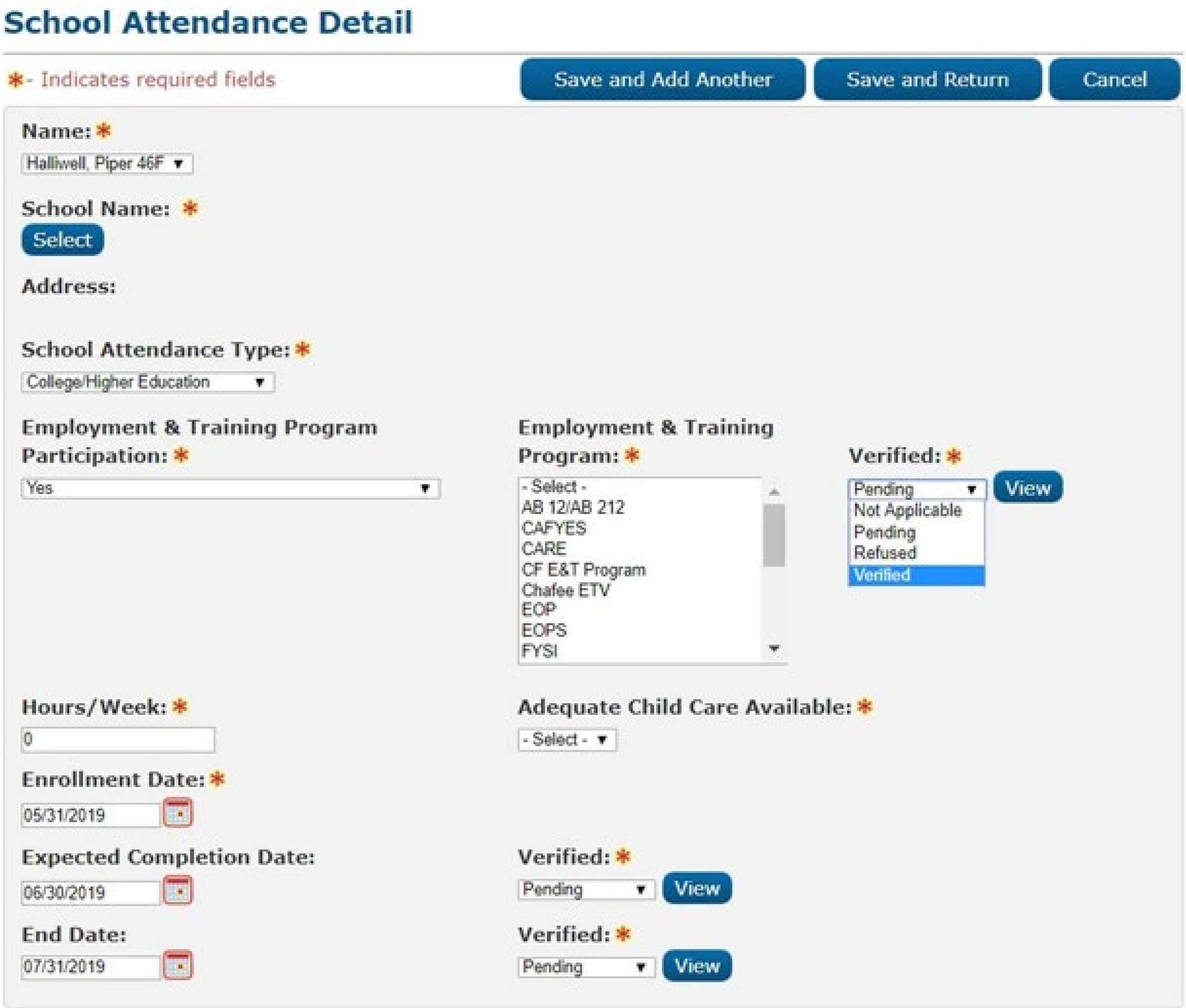


Figure 2.2.1 – School Attendance Detail Mockup

2.1.3 Description of Changes

1. Reorder the values of the School Attendance Type field so they appear in the chronological order, as follows:
    a. Pre-School
    b. Elementary School
    c. Middle School / Junior High
    d. High School
    e. GED Preparatory
    f. College/Higher Education
    g. Vocational-Classroom Only
    h. Vocational-Classroom/Training
    i. Vocational-Training Only

2. Add the following values to the Employment & Training Program (CT 496) field:
    a. AB 12/AB 212
    b. CAFYES
    c. CARE
    d. CF E&T Program
    e. Chafee ETV
    f. EOP
    g. FYSI
    h. Guardian Scholars Program
    i. McNair Scholars Program
    j. MESA
    k. Puente Project
    l. State or Local Gov TP
    m. Student Academic Services
    n. Unaccompanied Refugee Minors
    o. Other
3. In Edit and Create mode, the Employment & Training Program dropdown field will be sorted alphabetically, in ascending order, with the option of 'Other' at the end.
4. Increase the size attribute of the Employment & Training Program multi-select field to 9.
5. Add a field Called 'Verified' to the right of the Employment & Training Program field. This field will only display when the Employment & Training Program Participation field has a value of 'Yes'. When the School Attendance record is initially saved (or when the prior value of the Employment & Training Program Participation field is anything other than 'Yes') with this field displaying, a verification record will be created in the system with a Type of 'School Attendance Employment and Training'. ~~If the value in the Verified field is changed, the verification record will be updated when the record is saved.~~ If the verification record does not already exist (for School Attendance Records created prior to the implementation of this SCR), it will be inserted, upon save, when the existing school attendance record is initially accessed after the implementation of this SCR. If the School Attendance record is edited and the Employment & Training Program Participation is switched from 'Yes' to another option, then the verification record will be deleted. When displayed, the new verification will be a required field, and it will default to the value of "Pending". This field will be a drop down that will contain the following values:
    a. Not Applicable
    b. Pending
    c. Refused
    d. Verified

    The verification details for this new verification type, "School Attendance Employment and Training" will default to the following:

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

Due Date: 10 days after the requested date

Date Received: In C-IV, this will display the current date only ~~when~~ if the verification value is set to “Verified” upon creation or insertion of the verification record. In LRS, this will display the current date if the verification value is updated to “Verified” from another value. For all other verification values this date will be null.

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

6. A View button will be added to the right of the Verified field and will navigate the worker to the Verification Detail page for the School Attendance Employment and Training verification record that is tied to the Verified field. This button will only be available in the LRS system.
7. The “Employment & Training Program Participation” dropdown field, the “Employment & Training Program” dropdown field, and the corresponding “Verification” field will be displayed below the “School Attendance Type" dropdown.

2.1.4 Page Location

Global: Eligibility

Local: Customer Information

Task: School Attend.

2.1.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
n/a		

Security Groups

Security Group	Group Description	Group to Role Mapping
n/a		

2.2 Eligibility- Income Detail

2.2.1 Overview

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

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

2.2.2 Income Detail Mockup

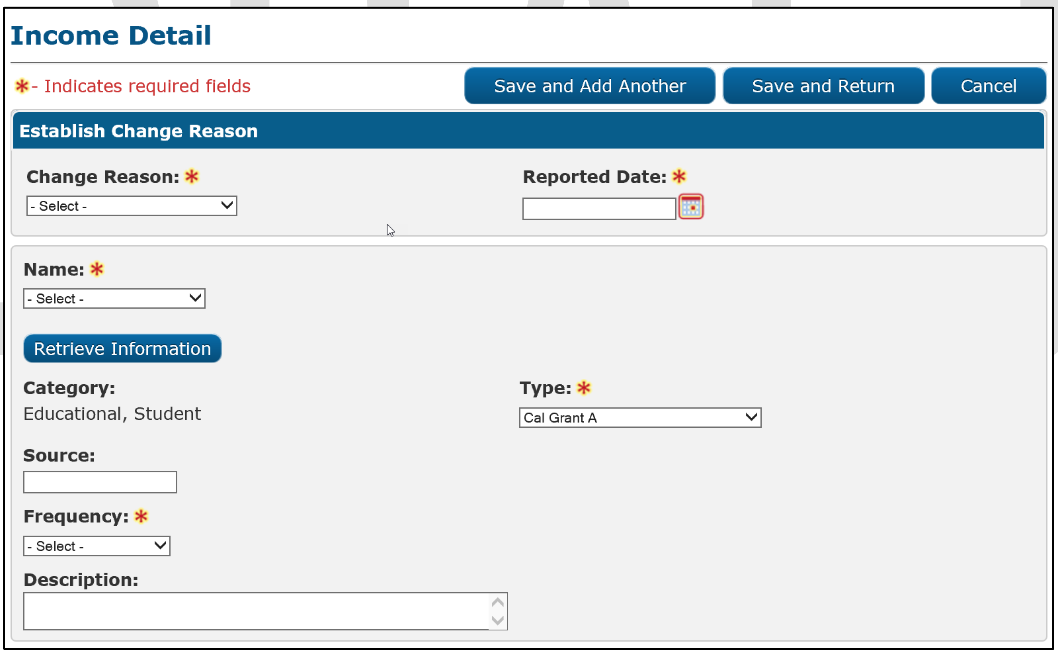


Figure 2.1.1 – Income Detail (LRS)

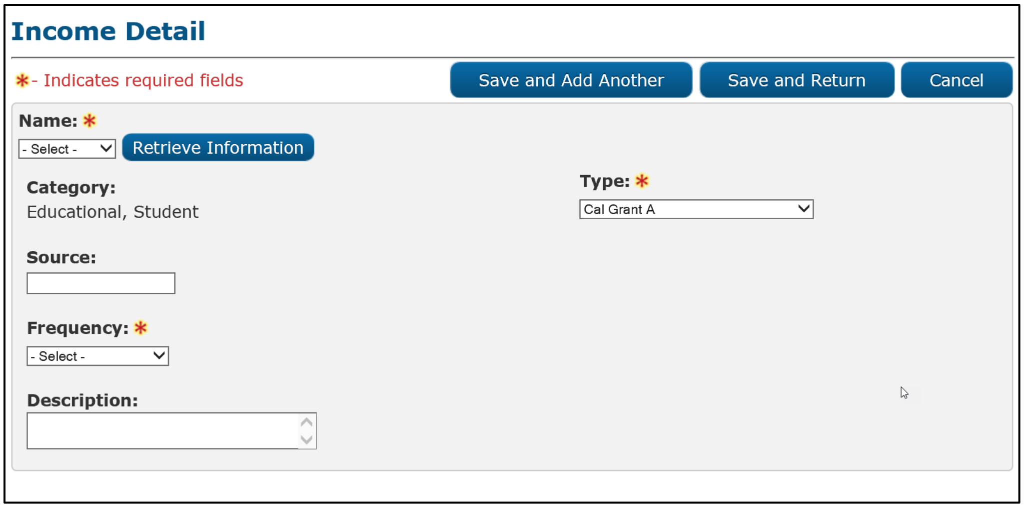


Figure 2.1.2 – Income Detail (C-IV)

2.2.3 Description of Changes

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

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

See table below for the new income table reference values

Function	Value
AdjustableIncome:1:S	N

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

CIV Only:

WINS Proxy:16:B	N

LRS Only:

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

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

2.2.4 Programs Impacted

CF, CW, MC, CAPI, FC, GA

2.2.5 Performance Impacts

No impact

2.3 EDBC Rule Update

2.3.1 Overview

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

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

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

Update the existing Employment and Training exemption to be verified.

2.3.2 Description of Changes

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

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

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

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

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

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

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

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

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

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

a) When 'Employment & Training Program Participation' is Yes
b) Verifications for Employment and Training program is 'Verified' or does not exist

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

2.3.3 Programs Impacted

CF

2.3.4 Performance Impacts

No impact

2.4 Eligibility – Run EDBC Page Validation

2.4.1 Overview

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

2.4.2 Run EDBC Soft Validation Mockup

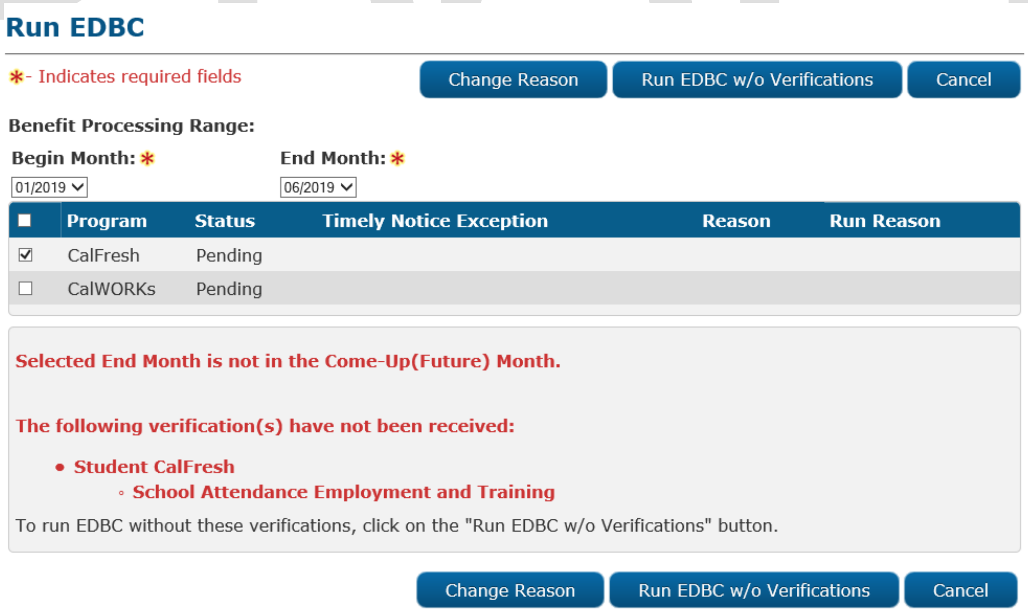


Figure 2.4.1 – Pending Verification

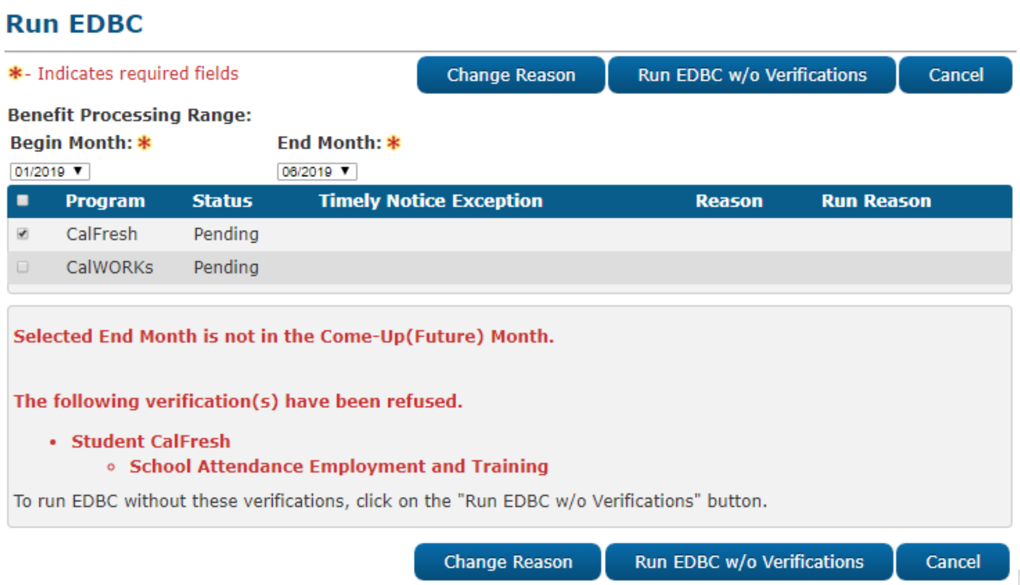


Figure 2.4.2 – LRS: Refused Verification

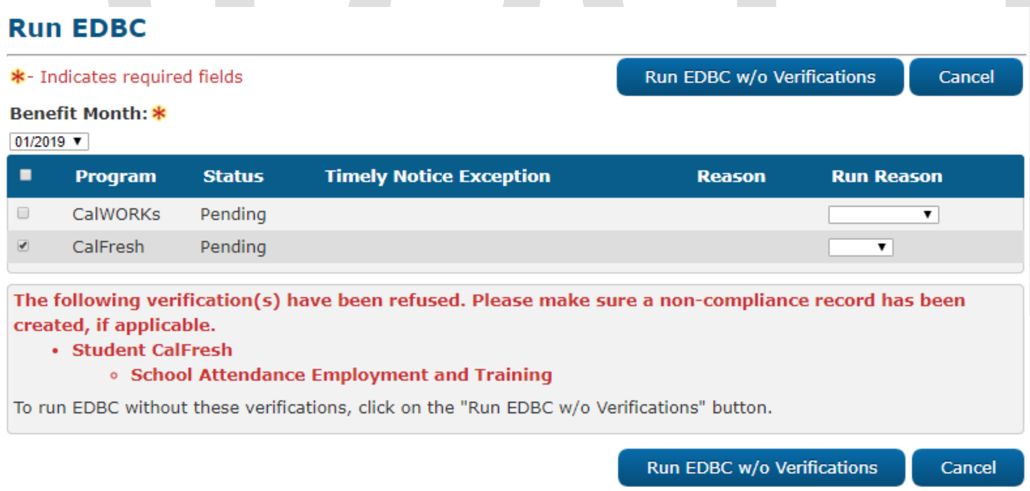


Figure 2.4.3 – CIV: Refused Verification

2.4.3 Description of Changes

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

Condition:
When all the following conditions are met:
i. CalFresh program EDBC is being run
ii. ‘School Attendance Employment and Training’ verification is ‘Pending’

b. In LRS:
Message:
The following verification(s) have been refused.
- {Person Name}
  - School Attendance Employment and Training

Condition:
When all the following conditions are met:
i. CalFresh program EDBC is being run
ii. ‘School Attendance Employment and Training’ verification is ‘Refused’

c. In CIV:
Message:
The following verification(s) have been refused. Please make sure a non-compliance record has been created, if applicable.
- {Person Name}
  - School Attendance Employment and Training

Condition:
When all the following conditions are met:
i. CalFresh program EDBC is being run
ii. ‘School Attendance Employment and Training’ verification is ‘Refused’

2.4.4 Programs Impacted

CF

2.4.5 Performance Impacts

No impact

2.5 PA 136 Form (LRS only)

2.5.1 Overview

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

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

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

2.5.2 Update PA 136

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

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

2.6.1 Overview

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

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

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

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

2.6.2 Add CalSAWS CF 6177 Form to the Template Repository

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

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

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

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

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

2.7 Spanish Translation for New verification type (LRS only)

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

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

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

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

2.8 Batch to create Task to Stop Student Exemption

2.8.1 Overview

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

2.8.2 Description of Change

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

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

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

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

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

2.8.3 Execution Frequency

Monthly – First Business Day

2.8.4 Key Scheduling Dependencies

N/A

2.8.5 Counties Impacted

All Counties

2.8.6 Data Volume/Performance

N/A

2.8.7 Failure Procedure/Operational Instructions

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

3 SUPPORTING DOCUMENTS

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

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

4 REQUIREMENTS

4.1 Project Requirements

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

CALIFORNIA AUTOMATED CONSORTIUM ELIGIBILITY SYSTEM

DRAFT

Design Document

SCR 200547 – Your Benefits Now Online Medi-Cal Renewal Process form MC604 IPS (Mixed HH) in all Threshold Language Phase IV

	DOCUMENT APPROVAL HISTORY	
CalACES	Prepared By	Gillian Noelle Bendicio. Howard Suksanti, Nithya Chereddy
	Reviewed By	Chao Guan, Krishna Korivi, Balakumar Murthy, Priya Sridharan, Loc Nguyen, Himanshu Jain

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/19/2019	.1	Initial Revision	Gillian Noelle Bendicio
5/13/2019	.2	Add Batch recommendation sections.	Howard Suksanti
7/31/2019	.3	Updated with review comments and revised the Verification Upload page	Howard Suksanti and Gillian Noelle Bendicio
08/09/2019	.4	Update on 2.1 as per Committee recommendation	Gillian Noelle Bendicio
09/16/2019	1.1	Content Revision	Gillian Noelle Bendicio

Table of Contents

1 OVERVIEW

This System Change Request (SCR) will document the addition of the MC 604 IPS form which is part of the Medi-Cal (MC) Re-evaluation (RE) packet to the Your Benefits Now (YBN) portal.

1.1 Current Design

Currently, the YBN portal allows the users to fill out and submit their MC 210 RV and MC 216 forms. These forms were implemented to be available in all YBN-supported threshold languages. When the MC RE packet has been generated and sent for the participant, these forms will be available in the YBN portal. The user can also upload verification documents for these forms. Once submitted through YBN, the RE packet is marked as received in the CalACES system and will be available for the worker to review through EDMS.

1.2 Requests

- The MC RE packet contains additional forms for the participant. This SCR shall add the MC 604 IPS form into the YBN portal.
- Update Form Sender Thread Writer job (PO19C491) to include MC 604 IPS packet, MC RE Mixed Household packet, Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet into the trigger condition.
- Modify Form Sender Thread Processing (PO19C44X) batch job to send packet information to YBN when MC 604 IPS packet/ MC RE Mixed Household packet/ Non-MAGI Screening Packet/ Non-MAGI Turning 65 Packet is generated for a participant (LRS only).
- Modify the existing YBN web services to be able to generate and receive MC 604 IPS packet, Mixed MC packet, Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet (LRS only).
- Modify the existing YBN submitForm web service to create journal entry (LRS only).

1.3 Overview of Recommendations

The following recommendations to implement the MC 604 IPS will be as follows:

1. Create the pages to allow the participant to fill out and submit their MC 604 IPS form and other packets that include this form on the YBN portal.
2. Translate the MC 604 IPS form and other packets that include this form in all YBN-supported threshold languages.
3. Notify the participant on the homepage when the MC 604 IPS form and other packets that include this form is available for submission.
4. Create a link to allow the participant to access the MC 604 IPS form and other packets that include this form.
5. Allow the participant to upload their verification documents for the MC 604 IPS form and other packets that include this form.

6. Modify Form Sender Thread Writer job (PO19C491) to include MC 604 IPS packet, Mixed MC packet, Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet.
7. Modify Form Sender Thread Processing job (PO19C44X) to send packet link information to YBN when MC 604 IPS packet/ Mixed MC Packet/ Non-MAGI Screening Packet/ Non-MAGI Turning 65 Packet is generated for a participant in LRS.
8. Modify the existing YBN (generateForm, submitForm) web services to be able to generate and receive MC 604 IPS packet, Mixed MC packet, Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet.
9. Modify the existing YBN-submitForm web service to create a journal entry.

1.4 Assumptions

1. The existing validations and buttons available to the MC 210 RV and MC 216 forms will be extended to the MC 604 IPS form. The current behavior of these validations and buttons regarding saving, interaction with other existing page components, etc., will not be modified in this SCR.
2. The existing logic for the Verification Upload process for the SAR 7 and QR 7 forms will remain unless it is noted in this SCR.
3. The Form mockups only show for MC 604 IPS for simplicity's sake. The same pages are also accessible through the following form links: MC Renewal Mixed, Non-MAGI Screening Packet, and Non-MAGI Turning 65 Packet.
4. The participant's answers for all questions including the non-mandatory questions will be mapped to the MC 604 IPS, MC Renewal Mixed, Non-MAGI Screening Packet, and Non-MAGI Turning 65 Packet.

2 RECOMMENDATIONS

2.1 YBN Homepage

2.1.1 Overview

The user will be notified when the MC 604 IPS form and other packets that include this form is available for submission when they log-in to the YBN portal. The alert is only available on the YBN portal homepage when the user logs in.

2.1.2 YBN Homepage Mockup

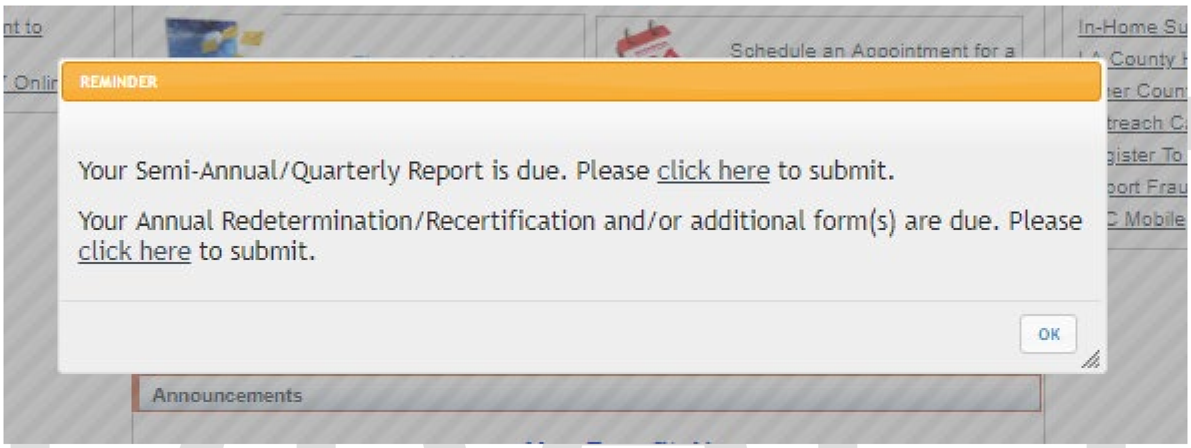


Figure 2.1.1 – Homepage Reminder Pop-up

2.1.3 Description of Changes

1. Update the existing alert (as seen in Figure 2.1.1) for annual redetermination/recertification forms with the following message: ‘Your Annual Redetermination/Recertification and/or additional form(s) are due. Please click here to submit.’ when the MC 604 IPS form has been generated and is available for submission in the YBN portal for the user.
    a. The ‘click here’ link will redirect the participant to the Annual Redetermination/Recertification page where they can access the MC 604 IPS form.
    b. This change also applies to the Mixed MC RE packet, Non-MAGI Screening packet and/or the Non-MAGI Turning 65 packet.
    c. This change is applied to all threshold languages.
2. Add an additional space after each alert message when the user has multiple forms available for submission (as seen in Figure 2.1).

Note: The messages displayed on the alert are dependent on the type of forms available for submission. In the Figure 2.1 example, the two alert messages are displayed to remind the participant that they need to submit a SAR 7 and a Non-MAGI

Screening Packet. As per existing functionality, once the user submitted a form, the corresponding message will not display when they log back in to the YBN portal.

2.1.4 Page Location

Global:

Local:

Task:

2.1.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.1.6 Page Mapping

No impact to this section.

2.1.7 Page Usage/Data Volume Impacts

No impact to this section.

2.2 YBN Annual Redetermination/Recertification

2.2.1 Overview

The user will be able to access the MC 604 IPS form and other packets that include this form through a hyperlink on the Annual Redetermination/Recertification page.

2.2.2 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.

▾ **B000000(1)**

Available Forms for Electronic Submission

Form Name	Due Date
MC Renewal (MC 604 IPS)	06/10/2019

Previously Submitted Forms

Form Name	Date
MC Renewal (MC 604 IPS)	06/07/2018

Figure 2.2.1 – Annual Redetermination/Recertification for MC 604 IPS

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.

▾ **B000000(1)**

Available Forms for Electronic Submission

Form Name	Due Date
MC Renewal Mixed (MC 216 and MC 604 IPS)	06/10/2019

Previously Submitted Forms

Form Name	Date
MC Renewal Mixed (MC 216 and MC 604 IPS)	06/07/2018

Figure 2.2.2 – Annual Redetermination/Recertification for Mixed MC RE Packet

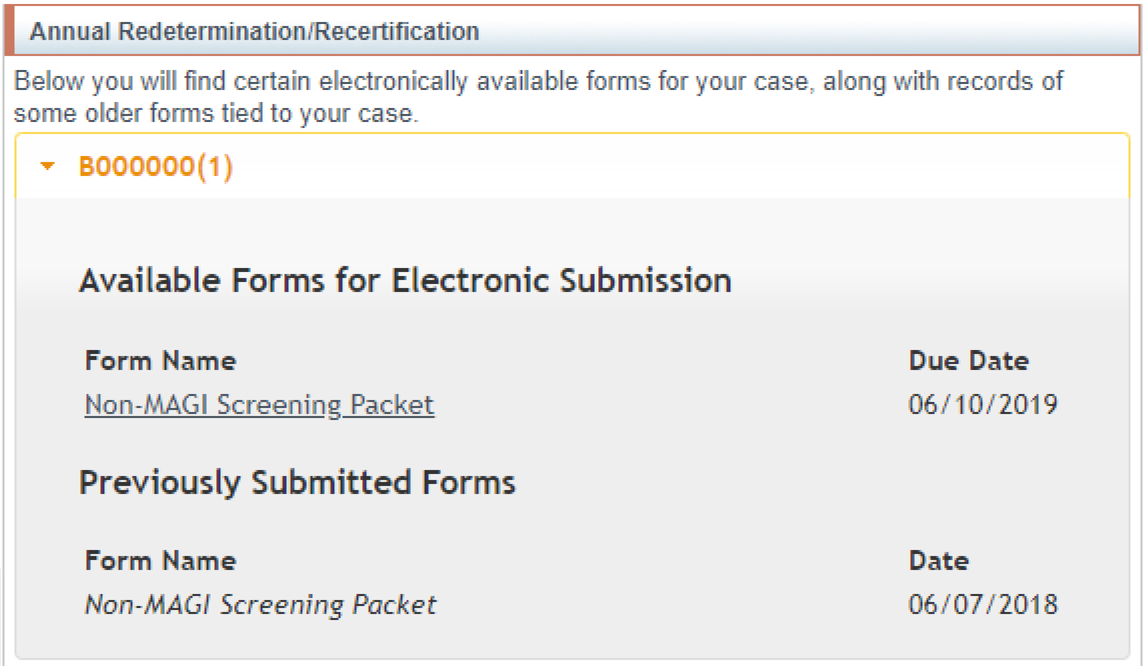


Figure 2.2.3 – Annual Redetermination/Recertification for Non-MAGI Screening Packet

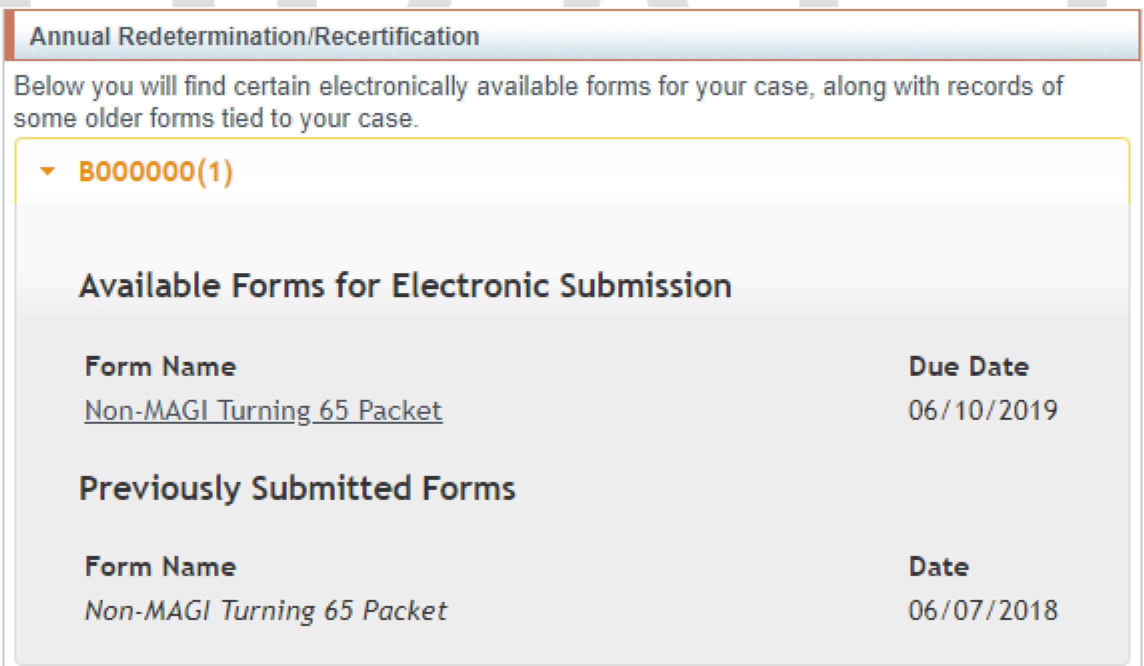


Figure 2.2.4 – Annual Redetermination/Recertification for Non-MAGI Turning 65 Packet

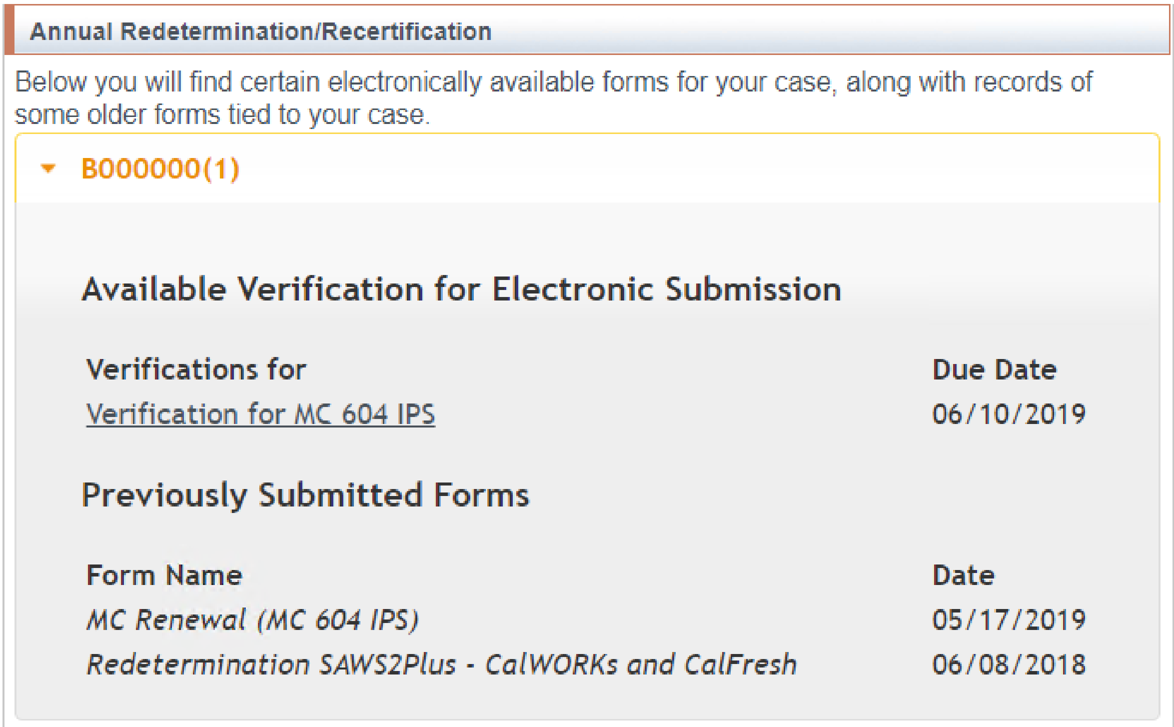


Figure 2.2.5 – Annual Redetermination/Recertification Verification for MC 604 IPS

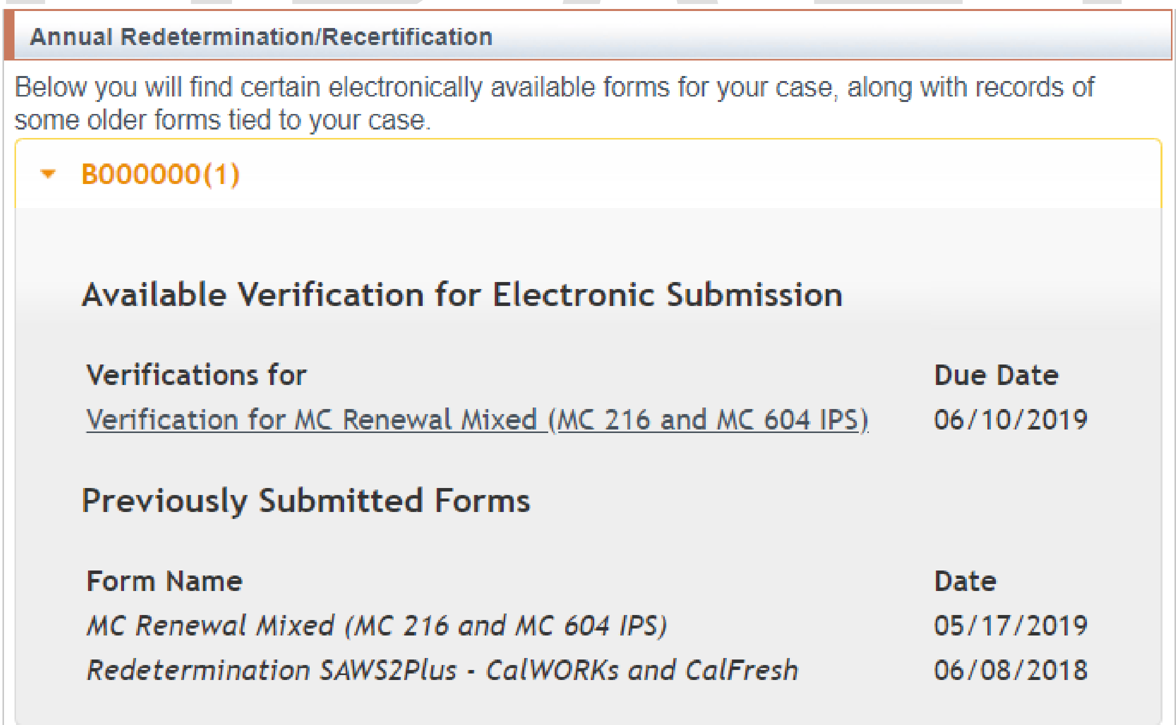


Figure 2.2.6 – Annual Redetermination/Recertification Verification for Mixed MC RE Packet

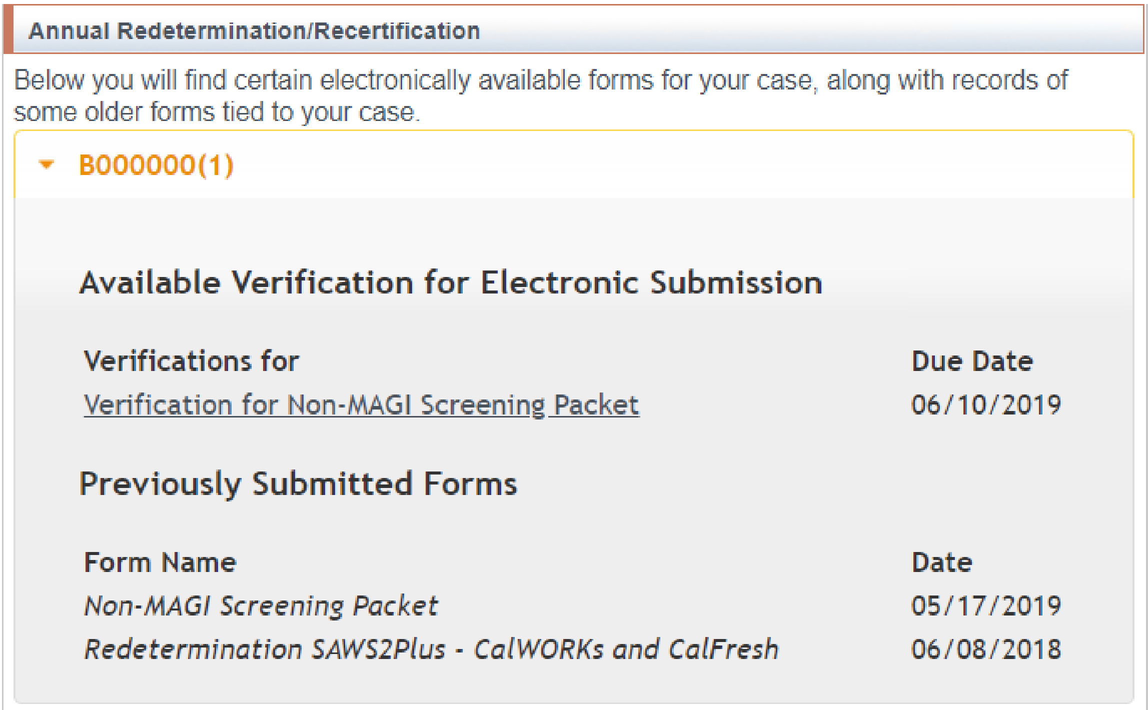


Figure 2.2.7 – Annual Redetermination/Recertification Verification for Non-MAGI Screening Packet

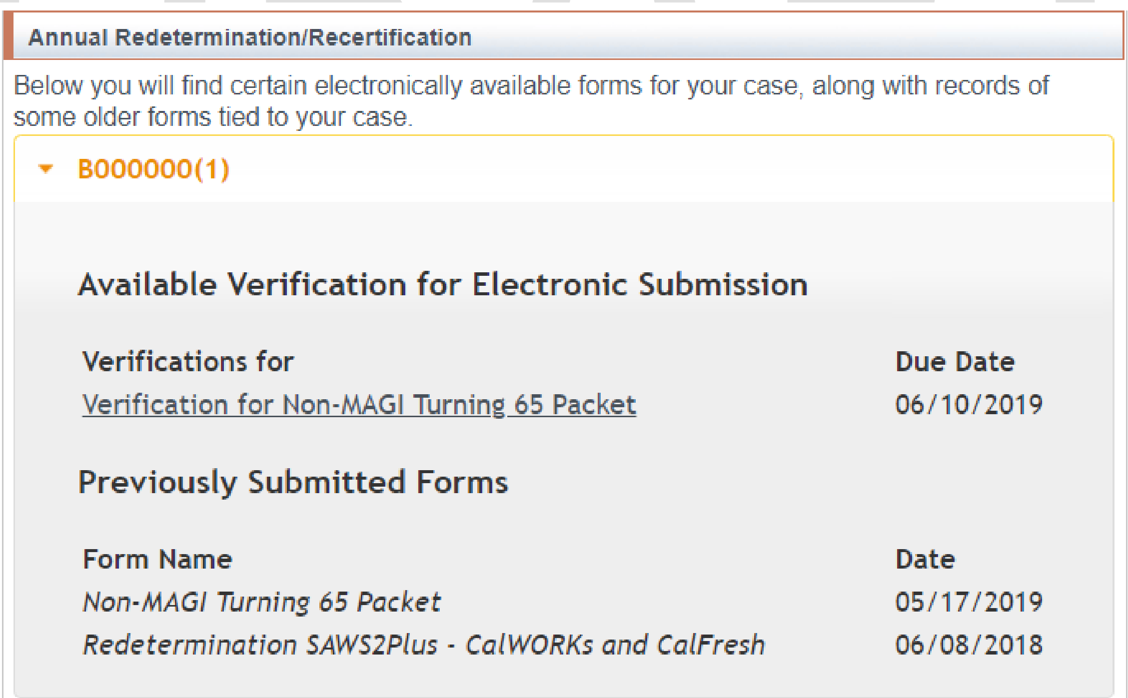


Figure 2.2.8 – Annual Redetermination/Recertification Verification for Non-MAGI Turning 65 Packet

2.2.3 Description of Changes

1. Display ‘MC Renewal (MC 604 IPS)’ hyperlink when the MC 604 IPS Packet for the participant has been marked with a ‘Sent’ status in the CalACES system (as seen in Figure 2.2.1).
    a. Clicking on the hyperlink will navigate the user to the MC 604 IPS page.
    b. The hyperlink will be available up to 90 calendar days after the submit month. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day after the 90th calendar day.
    c. When the participant has submitted the MC 604 IPS Packet, the verification link will be available as shown in Figure 2.2.5. This verification link will be available up to 90 calendar days after the submit month of the MC 604 IPS. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day after the 90th calendar day. Clicking this link will navigate the user to the Verification Upload page mentioned in Section 2.10.
2. Display ‘MC Renewal Mixed (MC 216 and MC 604 IPS)’ hyperlink when the Mixed MC RE Packet for the participant has been marked with a ‘Sent’ status in the CalACES system (as seen in Figure 2.2.2).
    a. Clicking on the hyperlink will navigate the user to the MC 216 form and MC 604 IPS form pages. The sequence of these pages will be as follows:
        i. MC 216 Sections 1-7
        ii. MC 604 IPS Sections 1-3
        iii. MC 216 Section 8 and MC 604 IPS Signature page
    b. The hyperlink will be available up to 90 calendar days after the submit month. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day after the 90th calendar day.
    c. When the participant has submitted the Mixed MC RE Packet, the verification link will be available as shown in Figure 2.2.7. This verification link will be available up to 90 calendar days after the submit month of the Mixed MC RE Packet. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day after the 90th calendar day. Clicking this link will navigate the user to the Verification Upload page mentioned in Section 2.10.
3. Display ‘Non-MAGI Screening Packet’ hyperlink when the Non-MAGI Screening Packet for the participant has been marked with a ‘Sent’ status in the CalACES system (as seen in Figure 2.2.3).
    a. Clicking on the hyperlink will navigate the user to the MC 604 IPS page.
    b. The hyperlink will be available up to 90 calendar days after the submit month. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day after the 90th calendar day.
    c. When the participant has submitted the Non-MAGI Screening Packet, the verification link will be available as shown in Figure 2.2.7. This verification link will be available up to 90 calendar days after the submit month of the Non-MAGI Screening Packet. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day after the

90th calendar day. Clicking this link will navigate the user to the Verification Upload page mentioned in Section 2.10.

4. Display 'Non-MAGI Turning 65 Packet' hyperlink when the Non-MAGI Turning 65 Packet for the participant has been marked with a 'Sent' status in the CalACES system (as seen in Figure 2.2.4).
   a. Clicking on the hyperlink will navigate the user to the MC 604 IPS page.
   b. The hyperlink will be available up to 90 calendar days after the submit month. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day after the 90th calendar day.
   c. When the participant has submitted the Non-MAGI Turning 65 Packet, the verification link will be available as shown in Figure 2.2.8. This verification link will be available up to 90 calendar days after the submit month of the Non-MAGI Turning 65 Packet. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day after the 90th calendar day. Clicking this link will navigate the user to the Verification Upload page mentioned in Section 2.10.
5. The updates on this page will be translated for all threshold languages.

Note: When the customer reporting record in LRS pertaining to one of the forms mentioned in this SCR is marked as 'Not Applicable', the PO19C435 batch job will drop the hyperlink in the YBN portal.

2.2.4 Page Location

Global:

Local:

Task:

2.2.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.2.6 Page Mapping

No impact to this section.

2.2.7 Page Usage/Data Volume Impacts

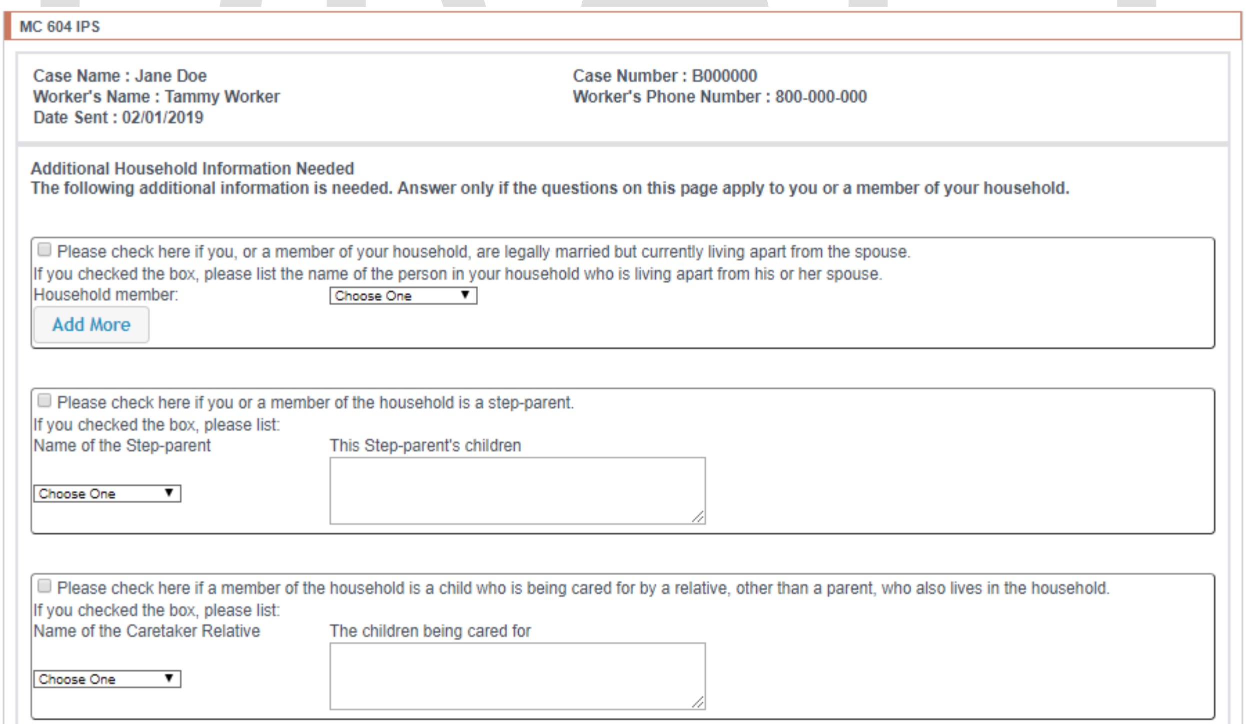
No impact to this section.

2.3 YBN MC 604 IPS Additional Household Information

2.3.1 Overview

The user will be able to access the MC 604 IPS pages once they clicked on any of the added hyperlinks mentioned in Section 2.2 found on the Annual Redetermination/Recertification page. Depending on the hyperlink that the user has clicked, the form page header will reflect the corresponding packet or form name.

2.3.2 YBN MC 604 IPS Additional Household Information Mockup



MC 604 IPS

Case Name : Jane Doe
Worker's Name : Tammy Worker
Date Sent : 02/01/2019

Case Number : B000000
Worker's Phone Number : 800-000-000

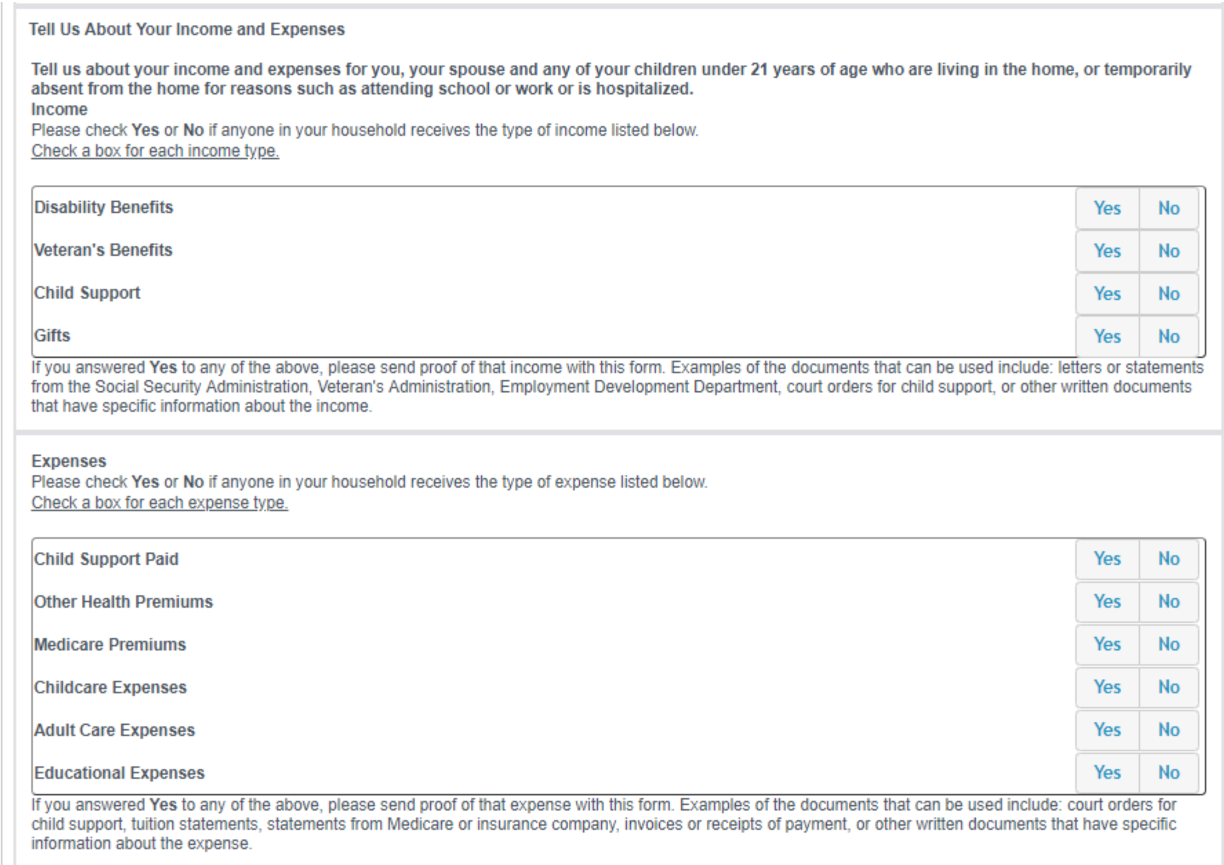
Additional Household Information Needed
The following additional information is needed. Answer only if the questions on this page apply to you or a member of your household.

Please check here if you, or a member of your household, are legally married but currently living apart from the spouse.
If you checked the box, please list the name of the person in your household who is living apart from his or her spouse.
Household member: Choose One
Add More

Please check here if you or a member of the household is a step-parent.
If you checked the box, please list:
Name of the Step-parent | This Step-parent's children
Choose One

Please check here if a member of the household is a child who is being cared for by a relative, other than a parent, who also lives in the household.
If you checked the box, please list:
Name of the Caretaker Relative | The children being cared for
Choose One

Figure 2.3.1 – MC 604 IPS Additional Household Information



Tell Us About Your Income and Expenses

Tell us about your income and expenses for you, your spouse and any of your children under 21 years of age who are living in the home, or temporarily absent from the home for reasons such as attending school or work or is hospitalized.

Income

Please check **Yes** or **No** if anyone in your household receives the type of income listed below.

Check a box for each income type.

Disability Benefits	Yes	No
Veteran's Benefits	Yes	No
Child Support	Yes	No
Gifts	Yes	No

If you answered **Yes** to any of the above, please send proof of that income with this form. Examples of the documents that can be used include: letters or statements from the Social Security Administration, Veteran's Administration, Employment Development Department, court orders for child support, or other written documents that have specific information about the income.

Expenses

Please check **Yes** or **No** if anyone in your household receives the type of expense listed below.

Check a box for each expense type.

Child Support Paid	Yes	No
Other Health Premiums	Yes	No
Medicare Premiums	Yes	No
Childcare Expenses	Yes	No
Adult Care Expenses	Yes	No
Educational Expenses	Yes	No

If you answered **Yes** to any of the above, please send proof of that expense with this form. Examples of the documents that can be used include: court orders for child support, tuition statements, statements from Medicare or insurance company, invoices or receipts of payment, or other written documents that have specific information about the expense.

Figure 2.3.2 – MC 604 IPS Additional Household Information (continued)

2.3.3 Description of Changes

1. Create a new page to capture the following sections of on the page (as seen on Figures 2.3.1 and 2.3.2):
   a. Case Name
      i. This is a pre-populated and un-editable field containing the Case Name of the case in which the form is generated for.
   b. Case Number
      i. This is a pre-populated and un-editable field containing the Case Number of the case in which the form is generated for.
   c. Worker's Name
      i. This is a pre-populated and un-editable field containing the name of the worker who is assigned to the Medi-Cal program of the case.
   d. Worker's Phone Number
      i. This is a pre-populated and un-editable field containing the phone number of the worker.
   e. Date Sent
      i. This is a pre-populated and un-editable field containing the date when the MC 604 IPS form was sent.
   f. Additional Household Information Needed Section

i. Please check here if you, or a member of your household, are legally married but currently living apart from the spouse.
    1. When the user checks this box, display the following:
        a. If you checked the box, please list the name of the person in your household who is living apart from his or her spouse.
        b. Household member
            i. The dropdown will contain the names of the case members.
                1. The names only contain the first and last names of the household member.
            ii. The 'Add Individual' option allows the user to enter the name of an additional member of the household.
        c. Add More
            i. This button will allow the user to add more household members from the dropdown in response to the question. The user can only add up to 3 household members for this question.

ii. Please check here if you or a member of the household is a step-parent.
    1. When the user checks this box, display the following:
        a. If you checked the box, please list:
        b. Name of the Step-parent
            i. The dropdown will contain the names of the case members.
            ii. The 'Add Individual' option allows the user to enter the name of an additional member of the household.
        c. This Step-parent's children
            i. A free-text box will be available to allow the user to type all the children's names.
            ii. The maximum number of characters is 130.

iii. Please check here if a member of the household is a child who is being cared for by a relative, other than a parent, who also lives in the household.
    1. When the user checks this box, display the following:
        a. If you checked the box, please list:
        b. Name of the Caretaker Relative
            i. The dropdown will contain the names of the case members.
            ii. The 'Add Individual' option allows the user to enter the name of an additional member of the household.
        c. The children being cared for
            i. A free-text box will be available to allow the user to type all the children's names.

ii. The maximum number of characters is 130.

g. Tell Us About Your Income and Expenses

i. Disability Benefits
1. Yes/No button
2. This question is mandatory.

ii. Veteran's Benefits
1. Yes/No button
2. This question is mandatory.

iii. Child Support
1. Yes/No button
2. This question is mandatory.

iv. Gifts
1. Yes/No button
2. This question is mandatory.

v. Child Support Paid
1. Yes/No button
2. This question is mandatory.

vi. Other Health Premiums
1. Yes/No button
2. This question is mandatory.

vii. Medicare Premiums
1. Yes/No button
2. This question is mandatory.

viii. Childcare Expenses
1. Yes/No button
2. This question is mandatory.

ix. Adult Care Expenses
1. Yes/No button
2. This question is mandatory.

x. Educational Expenses
1. Yes/No button
2. This question is mandatory.

h. Back button

i. This button will navigate the user back to the Annual Redetermination/Recertification page. This does not save the user's answers.

i. Save Progress button

i. This button will save the information that the user has inputted and the page they are currently at. The information saved will be available when the user goes back to finish the MC 604 IPS form.

j. Next button

i. This button will navigate the user to the second page of the MC 604 IPS. This button saves the user's answers and will trigger the page validations such as the mandatory questions and character limitations.

k. This page will be translated in all threshold languages.

Note: The page will utilize the existing field validation messages and the 'Add Individual' functionality found on other forms available for submission on the YBN portal.

2.3.4 Page Location

Global:

Local:

Task:

2.3.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.3.6 Page Mapping

No impact to this section.

2.3.7 Page Usage/Data Volume Impacts

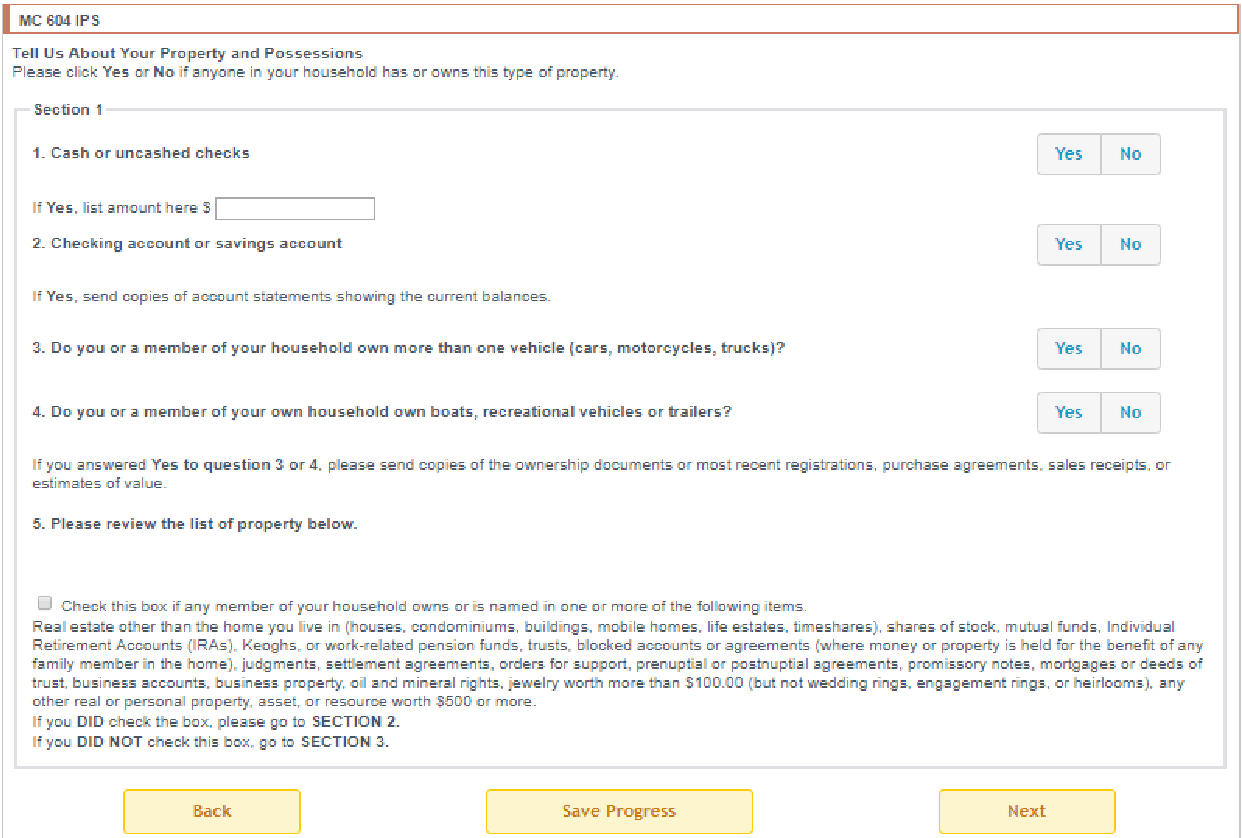
No impact to this section.

2.4 YBN MC 604 IPS Section 1

2.4.1 Overview

The user will be able to access the MC 604 IPS pages once they clicked on any of the added hyperlinks mentioned in Section 2.2 found on the Annual Redetermination/Recertification page. Depending on the hyperlink that the user has clicked, the form page header will reflect the corresponding packet or form name.

2.4.2 YBN MC 604 IPS Section 1 Mockup


MC 604 IPS

Tell Us About Your Property and Possessions
Please click **Yes** or **No** if anyone in your household has or owns this type of property.

Section 1

1. Cash or uncashed checks — Yes No

If **Yes**, list amount here $

2. Checking account or savings account — Yes No

If **Yes**, send copies of account statements showing the current balances.

3. Do you or a member of your household own more than one vehicle (cars, motorcycles, trucks)? — Yes No

4. Do you or a member of your own household own boats, recreational vehicles or trailers? — Yes No

If you answered **Yes to question 3 or 4**, please send copies of the ownership documents or most recent registrations, purchase agreements, sales receipts, or estimates of value.

5. Please review the list of property below.

Check this box if any member of your household owns or is named in one or more of the following items.
Real estate other than the home you live in (houses, condominiums, buildings, mobile homes, life estates, timeshares), shares of stock, mutual funds, Individual Retirement Accounts (IRAs), Keoghs, or work-related pension funds, trusts, blocked accounts or agreements (where money or property is held for the benefit of any family member in the home), judgments, settlement agreements, orders for support, prenuptial or postnuptial agreements, promissory notes, mortgages or deeds of trust, business accounts, business property, oil and mineral rights, jewelry worth more than $100.00 (but not wedding rings, engagement rings, or heirlooms), any other real or personal property, asset, or resource worth $500 or more.
If you **DID** check the box, please go to **SECTION 2**.
If you **DID NOT** check this box, go to **SECTION 3**.

Back | Save Progress | Next

Figure 2.4.1 – MC 604 IPS Section 1

2.4.3 Description of Changes

1. Create a new page to capture the following section on the page (as seen on Figure 2.4.1):
   - **a. Tell Us About Your Property and Possessions**
     - i. 1. Cash or uncashed checks
       1. Yes/No button
       2. This question is mandatory.
       3. If the user clicked ‘Yes’, display the following:
          - a. If Yes, list amount here $
          - b. Amount field will only allow decimal numbers.
          - c. Amount field is mandatory when displayed.
          - d. The maximum number of characters is 10.
     - ii. 2. Checking account or savings account
       1. Yes/No button
       2. This question is mandatory.
       3. If the user clicked ‘Yes’, display the following:
          - a. If Yes, send copies of account statements showing the current balances.

iii. 3. Do you or a member of your household own more than one vehicle (cars, motorcycles, trucks)?

1. Yes/No button
2. This question is mandatory.

iv. 4. Do you or a member of your own household own boats, recreational vehicles or trailers?

1. Yes/No button
2. This question is mandatory.
3. If the user clicked 'Yes' to questions 3 and/or 4, display the following:
    a. If you answered Yes to question 3 or 4, please send copies of the ownership documents or most recent registrations, purchase agreements, sales receipts, or estimates of value.

v. 5. Please review the list of property below.

1. Checkbox
2. If checkbox is checked, questions in Section 2 will be mandatory.
3. If checkbox is not checked, questions in Section 3 will be mandatory.

b. Back button

i. This button will navigate the user to the previous page. This does not save the user's answers.

c. Save Progress button

i. This button will save the information that the user has inputted and the page they are currently at. The information saved will be available when the user goes back to finish the MC 604 IPS form.

d. Next button

i. This button will navigate the user to the third page of the MC 604 IPS. This button saves the user's answers and will trigger the page validations such as the mandatory questions and character limitations.

e. This page will be translated in all threshold languages.

Note: The page will utilize the existing field validation messages found on other forms available for submission on the YBN portal.

2.4.4 Page Location

Global:

Local:

Task:

2.4.5 Security Updates

<u>Security Rights</u>

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.4.6 Page Mapping

No impact to this section.

2.4.7 Page Usage/Data Volume Impacts

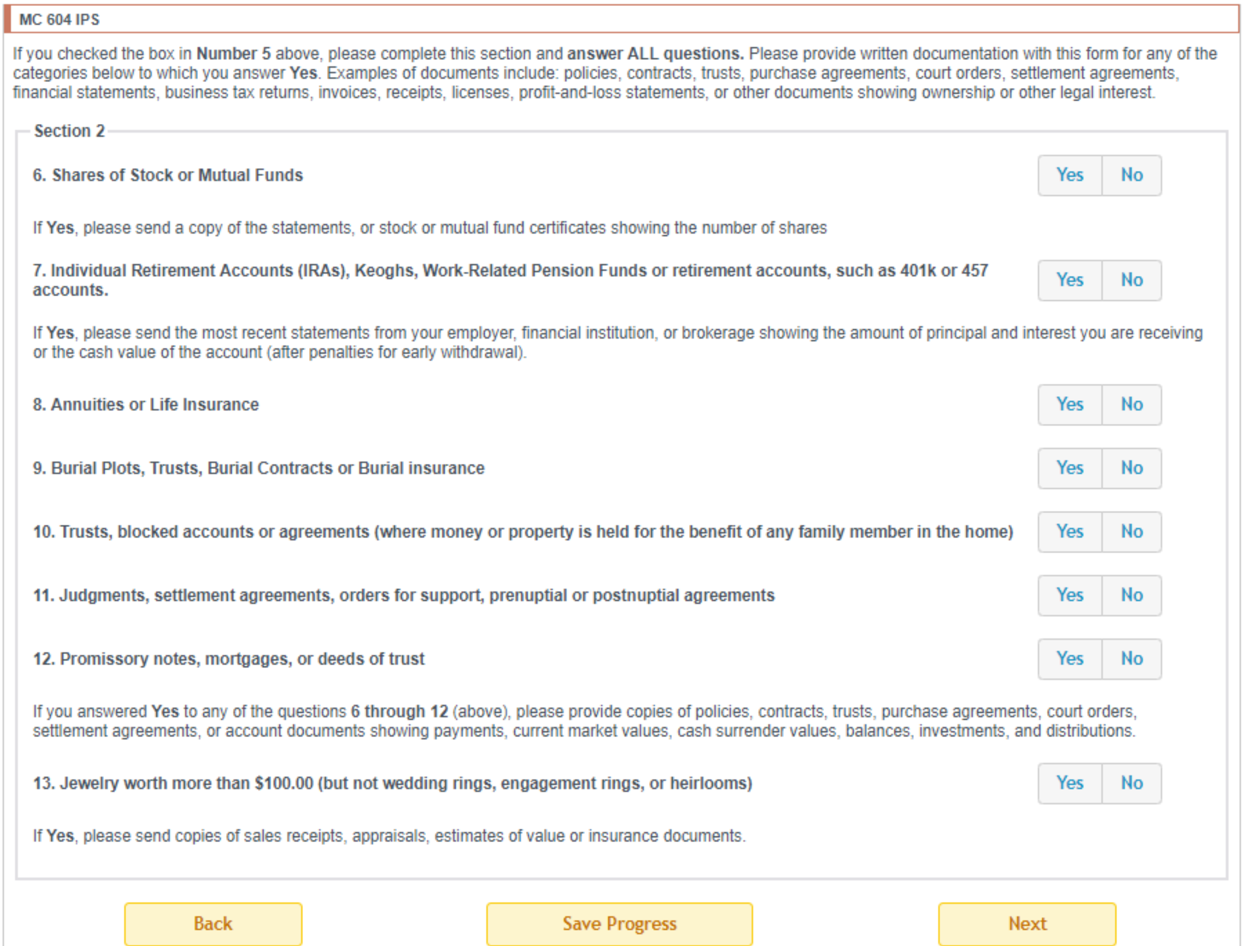
No impact to this section.

2.5 YBN MC 604 IPS Section 2

2.5.1 Overview

The user will be able to access the MC 604 IPS pages once they clicked on any of the added hyperlinks mentioned in Section 2.2 found on the Annual Redetermination/Recertification page. Depending on the hyperlink that the user has clicked, the form page header will reflect the corresponding packet or form name.

2.5.2 YBN MC 604 IPS Section 2 Mockup



MC 604 IPS

If you checked the box in **Number 5** above, please complete this section and **answer ALL questions.** Please provide written documentation with this form for any of the categories below to which you answer **Yes**. Examples of documents include: policies, contracts, trusts, purchase agreements, court orders, settlement agreements, financial statements, business tax returns, invoices, receipts, licenses, profit-and-loss statements, or other documents showing ownership or other legal interest.

Section 2

6. Shares of Stock or Mutual Funds — Yes | No

If **Yes**, please send a copy of the statements, or stock or mutual fund certificates showing the number of shares

7. Individual Retirement Accounts (IRAs), Keoghs, Work-Related Pension Funds or retirement accounts, such as 401k or 457 accounts. — Yes | No

If **Yes**, please send the most recent statements from your employer, financial institution, or brokerage showing the amount of principal and interest you are receiving or the cash value of the account (after penalties for early withdrawal).

8. Annuities or Life Insurance — Yes | No

9. Burial Plots, Trusts, Burial Contracts or Burial insurance — Yes | No

10. Trusts, blocked accounts or agreements (where money or property is held for the benefit of any family member in the home) — Yes | No

11. Judgments, settlement agreements, orders for support, prenuptial or postnuptial agreements — Yes | No

12. Promissory notes, mortgages, or deeds of trust — Yes | No

If you answered **Yes** to any of the questions **6 through 12** (above), please provide copies of policies, contracts, trusts, purchase agreements, court orders, settlement agreements, or account documents showing payments, current market values, cash surrender values, balances, investments, and distributions.

13. Jewelry worth more than $100.00 (but not wedding rings, engagement rings, or heirlooms) — Yes | No

If **Yes**, please send copies of sales receipts, appraisals, estimates of value or insurance documents.

Back | Save Progress | Next

Figure 2.5.1 – MC 604 IPS Section 2

2.5.3 Description of Changes

1. Create a new page to capture the following section on the page (as seen on Figure 2.5.1):
   a. **Section 2**
      i. 6. Shares of Stock or Mutual Funds
         1. Yes/No button
         2. This question is mandatory if Question 5 is checked.
         3. If the user clicked ‘Yes’, display the following:
            a. If Yes, please send a copy of the statements, or stock or mutual fund certificates showing the number of shares
      ii. 7. Individual Retirement Accounts (IRAs), Keoghs, Work-Related Pension Funds or retirement accounts, such as 401k or 457 accounts.
         1. Yes/No button
         2. This question is mandatory if Question 5 is checked.

3. If the user clicked ‘Yes’, display the following:
    a. If Yes, please send the most recent statements from your employer, financial institution, or brokerage showing the amount of principal and interest you are receiving or the cash value of the account (after penalties for early withdrawal).

iii. 8. Annuities or Life Insurance
1. Yes/No button
2. This question is mandatory if Question 5 is checked.

iv. 9. Burial Plots, Trusts, Burial Contracts or Burial insurance
1. Yes/No button
2. This question is mandatory if Question 5 is checked.

v. 10. Trusts, blocked accounts or agreements (where money or property is held for the benefit of any family member in the home)
1. Yes/No button
2. This question is mandatory if Question 5 is checked.

vi. 11. Judgments, settlement agreements, orders for support, prenuptial or postnuptial agreements
1. Yes/No button
2. This question is mandatory if Question 5 is checked.

vii. 12. Promissory notes, mortgages, or deeds of trust
1. Yes/No button
2. This question is mandatory if Question 5 is checked.
3. If the user clicked ‘Yes’ to any of the questions from 6 through 12, display the following:
    a. If you answered Yes to any of the questions 6 through 12 (above), please provide copies of policies, contracts, trusts, purchase agreements, court orders, settlement agreements, or account documents showing payments, current market values, cash surrender values, balances, investments, and distributions.

viii. 13. Jewelry worth more than $100.00 (but not wedding rings, engagement rings, or heirlooms)
1. Yes/No button
2. This question is mandatory if Question 5 is checked.
3. If the user clicked ‘Yes’, display the following:
    a. If Yes, please send copies of sales receipts, appraisals, estimates of value or insurance documents.

ix. Back Button
1. This button will navigate the user back to the previous page. This does not save the user’s answers.

x. Save Progress button
1. This button will save the information that the user has inputted and the page they are currently at. The information saved will be available when the user goes back to finish the MC 604 IPS form.

xi. Next button

    1. This button will navigate the user to the fourth page of the MC 604 IPS. This button saves the user's answers and will trigger the page validations such as the mandatory questions and character limitations.

b. This page will be translated in all threshold languages.

Note: The page will utilize the existing field validation messages found on other forms available for submission on the YBN portal.

2.5.4 Page Location

Global:

Local:

Task:

2.5.5 Security Updates

<u>**Security Rights**</u>

Security Right	Right Description	Right to Group Mapping

<u>**Security Groups**</u>

Security Group	Group Description	Group to Role Mapping

2.5.6 Page Mapping

No impact to this section.

2.5.7 Page Usage/Data Volume Impacts

No impact to this section.

2.6 YBN MC 604 IPS Section 2 Continued

2.6.1 Overview

The user will be able to access the MC 604 IPS pages once they clicked on any of the added hyperlinks mentioned in Section 2.2 found on the Annual Redetermination/Recertification page. Depending on the hyperlink that the user has clicked, the form page header will reflect the corresponding packet or form name.

2.6.2 YBN MC 604 IPS Section 2 Continued Mockup

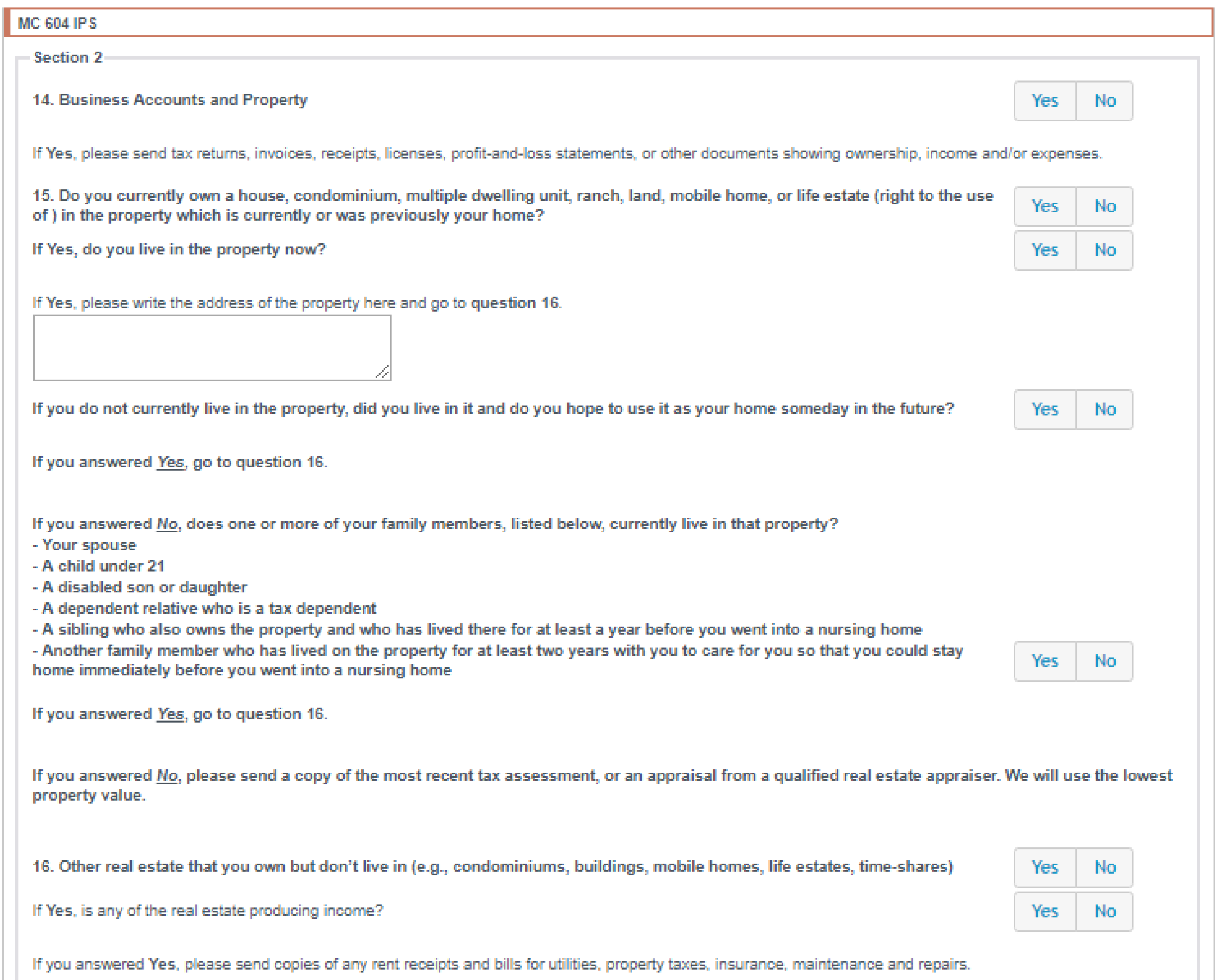
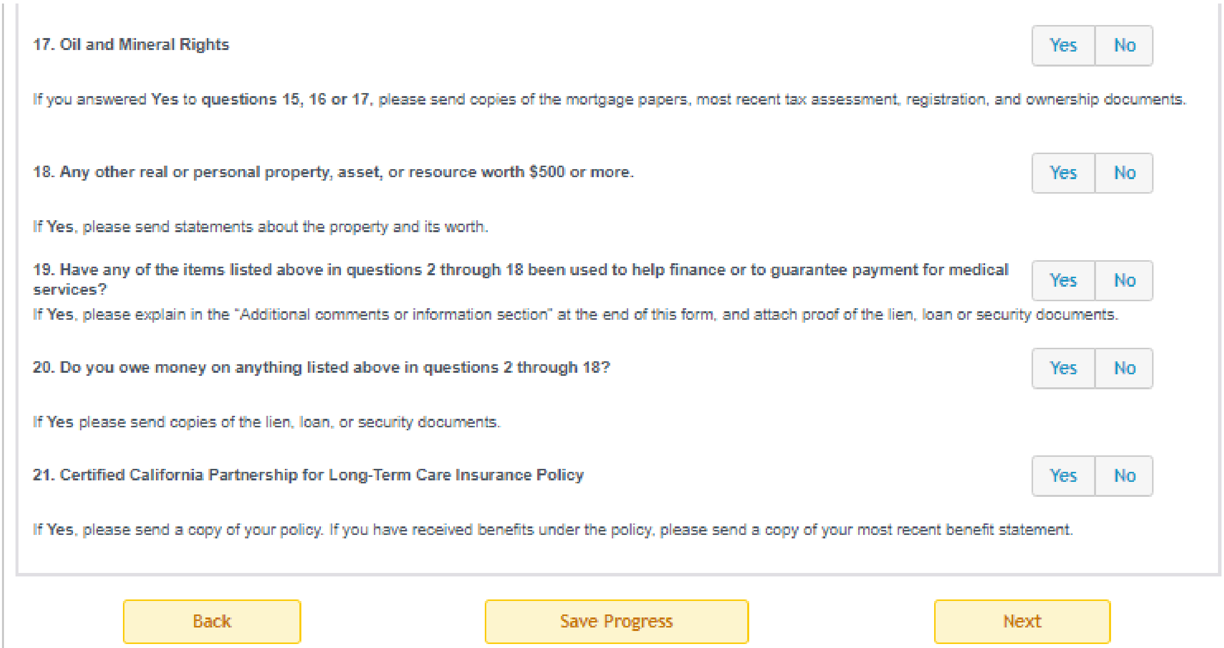


Figure 2.6.1 – MC 604 IPS Section 2 Continued


17. Oil and Mineral Rights | Yes | No

If you answered **Yes** to **questions 15, 16 or 17**, please send copies of the mortgage papers, most recent tax assessment, registration, and ownership documents.

18. Any other real or personal property, asset, or resource worth $500 or more. | Yes | No

If **Yes**, please send statements about the property and its worth.

19. Have any of the items listed above in questions 2 through 18 been used to help finance or to guarantee payment for medical services? | Yes | No

If **Yes**, please explain in the "Additional comments or information section" at the end of this form, and attach proof of the lien, loan or security documents.

20. Do you owe money on anything listed above in questions 2 through 18? | Yes | No

If **Yes** please send copies of the lien, loan, or security documents.

21. Certified California Partnership for Long-Term Care Insurance Policy | Yes | No

If **Yes**, please send a copy of your policy. If you have received benefits under the policy, please send a copy of your most recent benefit statement.

Back | Save Progress | Next

Figure 2.6.2 – MC 604 IPS Section 2 Continued (continued)

2.6.3 Description of Changes

1. Create a new page to capture the following section on the page (as seen on Figures 2.6.1 and 2.6.2):
   a. **Section 2**
      i. 14. Business Accounts and Property
         1. Yes/No button
         2. This question is mandatory if Question 5 is checked.
         3. If the user clicked 'Yes', display the following:
            a. If Yes, please send tax returns, invoices, receipts, licenses, profit-and-loss statements, or other documents showing ownership, income and/or expenses.
      ii. 15. Do you currently own a house, condominium, multiple dwelling unit, ranch, land, mobile home, or life estate (right to the use of) in the property which is currently or was previously your home?
         1. Yes/No button
         2. This question is mandatory if Question 5 is checked.
         3. If the user clicked 'Yes', display the following:
            a. If Yes, do you live in the property now?
            b. Yes/No button
            c. If the user clicked 'Yes', display the following:
               i. If Yes, please write the address of the property here and go to question 16
                  1. Field will allow alphanumeric characters.

2. Field will be mandatory when the question 'If Yes, do you live in the property now?' is answered 'Yes'.
3. The maximum number of characters is 80.

d. If the user clicked 'No', display the following:
   i. If you do not currently live in the property, did you live in it and do you hope to use it as your home someday in the future?
      1. Yes/No button
      2. This question will be mandatory when the question 'If Yes, do you live in the property now?' is answered 'No'.
      3. If the user clicked 'Yes', display the following:
         a. If you answered Yes, go to question 16.
      4. If the user clicked 'No', display the following question:
         a. If you answered No, does one or more of your family members, listed below, currently live in that property? (with list of examples)
            i. Yes/No button
            ii. This question will be mandatory when the question 'If you do not currently live in the property, did you live in it and do you hope to use it as your home someday in the future?' is answered 'No'.
               1. Display the following text regardless of the user's answer:
                  a. If you answered Yes, go to question 16.
                  b. If you answered No, please send a copy of the most recent tax assessment,

DRAFT

or an appraisal from a qualified real estate appraiser. We will use the lowest property value.

iii. 16. Other real estate that you own but don't live in (e.g., condominiums, buildings, mobile homes, life estates, time-shares)

1. Yes/No button
2. This question is mandatory if any of the questions on Question 15 is answered 'Yes'.
3. If the user clicked 'Yes', display the following:
   a. If Yes, is any of the real estate producing income?
      i. Yes/No button
      ii. This question is mandatory when the question 'Other real estate that you own but don't live in (e.g., condominiums, buildings, mobile homes, life estates, time-shares)' is answered 'Yes'.
      iii. If the user clicked 'Yes', display the following:
         1. If you answered Yes, please send copies of any rent receipts and bills for utilities, property taxes, insurance, maintenance and repairs.

iv. 17. Oil and Mineral Rights

1. Yes/No button
2. This question is mandatory if Question 5 is checked.
3. The following verbiage is displayed under this question:
   a. If you answered Yes to questions 15, 16 or 17, please send copies of the mortgage papers, most recent tax assessment, registration, and ownership documents.

v. 18. Any other real or personal property, asset, or resource worth $500 or more.

1. Yes/No button
2. This question is mandatory if Question 5 is checked.
3. If the user clicked 'Yes', display the following:
   a. If Yes, please send statements about the property and its worth.

vi. 19. Have any of the items listed above in questions 2 through 18 been used to help finance or to guarantee payment for medical services?

1. Yes/No button
2. This question is mandatory if Question 5 is checked.
3. If the user clicked 'Yes', display the following:

a. If Yes, please explain in the "Additional comments or information section" at the end of this form, and attach proof of the lien, loan or security documents.
b. Yes/No button
c. The button is mandatory when the user clicked 'Yes' to question 19.
d. If the user clicked 'Yes', the Additional Comments or Information field will be mandatory.

vii. 20. Do you owe money on anything listed above in questions 2 through 18?

1. Yes/No button
2. This question is mandatory if Question 5 is checked.
3. If the user clicked 'Yes', display the following:
   a. If Yes, please send copies of the lien, loan, or security documents.

viii. 21. Certified California Partnership for Long-Term Care Insurance Policy

1. Yes/No button
2. This question is mandatory if Question 5 is checked.
3. If the user clicked 'Yes', display the following:
   a. If Yes, please send a copy of your policy. If you have received benefits under the policy, please send a copy of your most recent benefit statement.

i. Back Button
1. This button will navigate the user back to the previous page. This does not save the user's answers.

ii. Save Progress button
1. This button will save the information that the user has inputted and the page they are currently at. The information saved will be available when the user goes back to finish the MC 604 IPS form.

iii. Next button
1. This button will navigate the user to the fifth page of the MC 604 IPS. This button saves the user's answers and will trigger the page validations such as the mandatory questions and character limitations.

c. This page will be translated in all threshold languages.

Note: The page will utilize the existing field validation messages found on other forms available for submission on the YBN portal.

2.6.4 Page Location

Global:

Local:

Task:

2.6.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.6.6 Page Mapping

No impact to this section.

2.6.7 Page Usage/Data Volume Impacts

No impact to this section.

2.7 YBN MC 604 IPS Section 3

2.7.1 Overview

The user will be able to access the MC 604 IPS pages once they clicked on any of the added hyperlinks mentioned in Section 2.2 found on the Annual Redetermination/Recertification page. Depending on the hyperlink that the user has clicked, the form page header will reflect the corresponding packet or form name.

2.7.2 YBN MC 604 IPS Section 3 Mockup

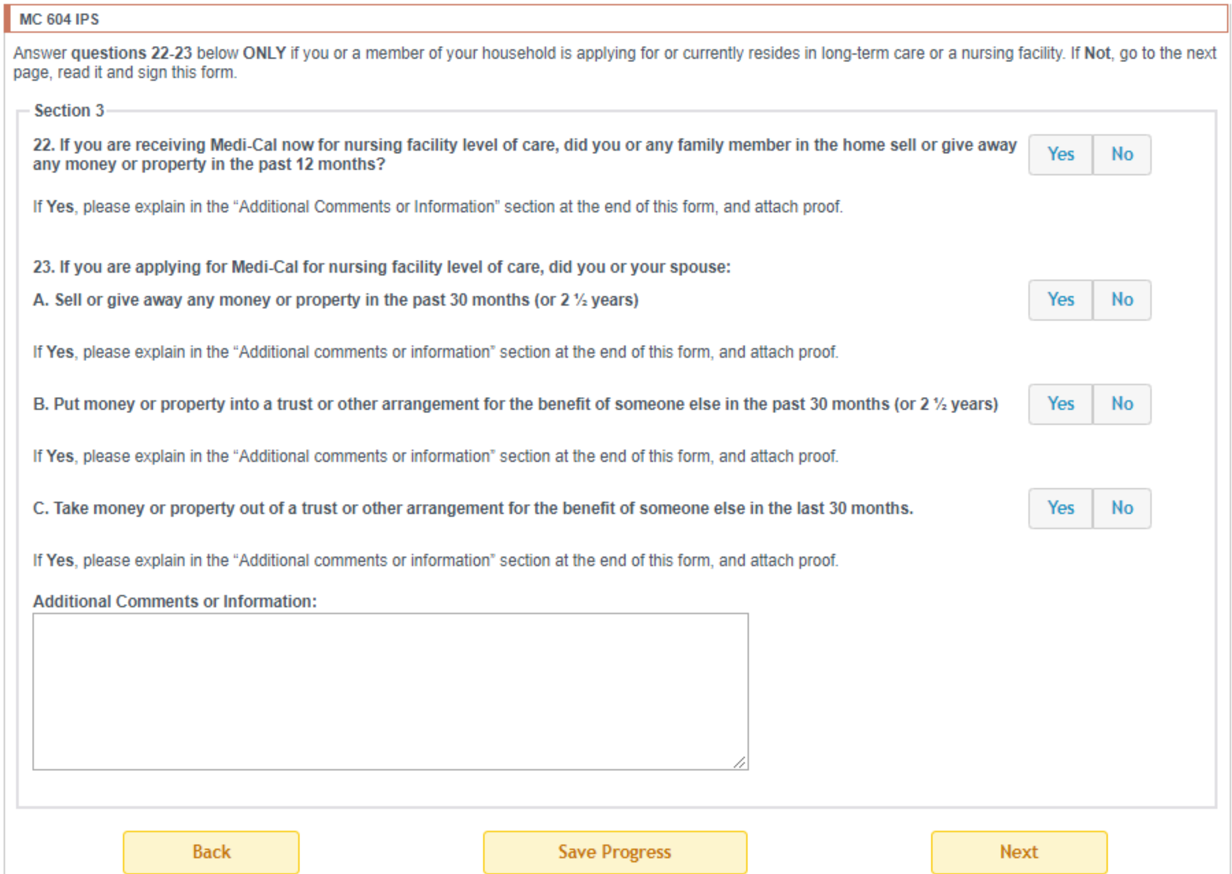


Figure 2.7.1 – MC 604 IPS Section 3

2.7.3 Description of Changes

1. Create a new page to capture the following section on the page (as seen on Figure 2.7.1):
   a. **Section 3**
      i. 22. If you are receiving Medi-Cal now for nursing facility level of care, did you or any family member in the home sell or give away any money or property in the past 12 months?
         1. Yes/No button
         2. If the user clicked 'Yes', display the following:
            a. If Yes, please explain in the "Additional Comments or Information" section at the end of this form, and attach proof.
      ii. 23. If you are applying for Medi-Cal for nursing facility level of care, did you or your spouse:
         1. A. Sell or give away any money or property in the past 30 months (or 2 ½ years)
            a. Yes/No button
            b. If the user clicked 'Yes', display the following:

i. If Yes, please explain in the "Additional comments or information" section at the end of this form, and attach proof.
ii. The Additional Comments or Information field will be mandatory.

2. B. Put money or property into a trust or other arrangement for the benefit of someone else in the past 30 months (or 2 ½ years)
   a. Yes/No button
   b. If the user clicked 'Yes', display the following:
      i. If Yes, please explain in the "Additional comments or information" section at the end of this form, and attach proof.
      ii. The Additional Comments or Information field will be mandatory.
3. C. Take money or property out of a trust or other arrangement for the benefit of someone else in the last 30 months.
   a. Yes/No button
   b. If the user clicked 'Yes', display the following:
      i. If Yes, please explain in the "Additional comments or information" section at the end of this form, and attach proof.
      ii. The Additional Comments or Information field will be mandatory.

iii. Additional Comments or Information
   1. Free-format text box with a 1000-character limit

iv. Back Button
   1. This button will navigate the user back to the previous page. This does not save the user's answers.

v. Save Progress button
   1. This button will save the information that the user has inputted and the page they are currently at. The information saved will be available when the user goes back to finish the MC 604 IPS form.

vi. Next button
   1. This button will navigate the user to the fifth page of the MC 604 IPS. This button saves the user's answers and will trigger the page validations such as the mandatory questions and character limitations.

b. This page will be translated in all threshold languages.

Note: The page will utilize the existing field validation messages found on other forms available for submission on the YBN portal.

2.7.4 Page Location

Global:

Local:

Task:

2.7.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.7.6 Page Mapping

No impact to this section.

2.7.7 Page Usage/Data Volume Impacts

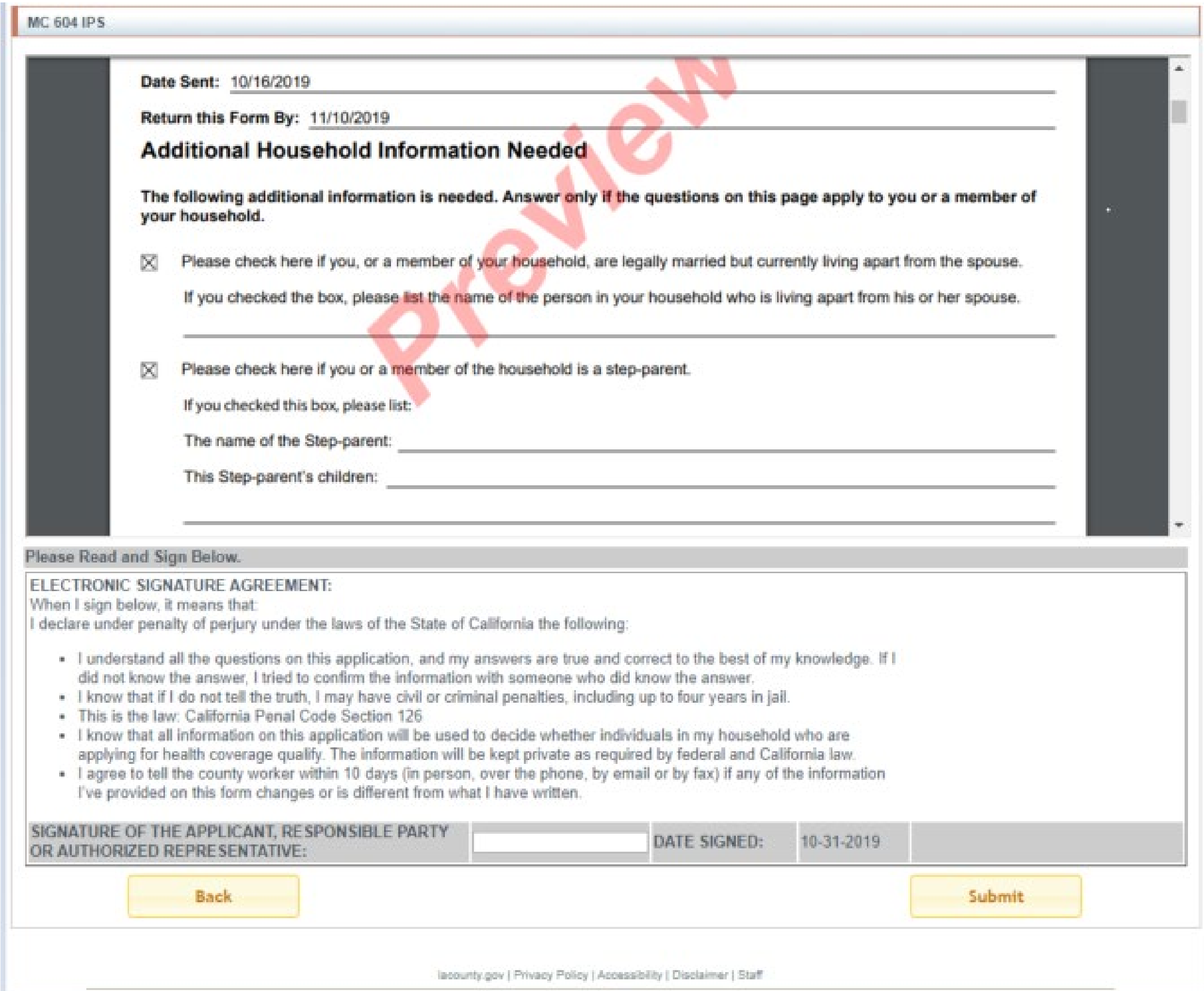
No impact to this section.

2.8 YBN MC 604 IPS Signature Page

2.8.1 Overview

The user will be able to access the MC 604 IPS signature page once they have completed the previous pages of the MC 604 IPS. Depending on the hyperlink that the user has clicked, the form page header will reflect the corresponding packet or form name. The signature page will have a preview of the MC 604 IPS form with the user's answers mapped to the question. The packet or form will be submitted upon completion.

2.8.2 YBN MC 604 IPS Signature Page Mockup



MC 604 IPS

Date Sent: 10/16/2019

Return this Form By: 11/10/2019

Additional Household Information Needed

The following additional information is needed. Answer only if the questions on this page apply to you or a member of your household.

☒ Please check here if you, or a member of your household, are legally married but currently living apart from the spouse.

If you checked the box, please list the name of the person in your household who is living apart from his or her spouse.

☒ Please check here if you or a member of the household is a step-parent.

If you checked this box, please list:

The name of the Step-parent:

This Step-parent's children:

Preview

Please Read and Sign Below.

ELECTRONIC SIGNATURE AGREEMENT:
When I sign below, it means that:
I declare under penalty of perjury under the laws of the State of California the following:

- I understand all the questions on this application, and my answers are true and correct to the best of my knowledge. If I did not know the answer, I tried to confirm the information with someone who did know the answer.
- I know that if I do not tell the truth, I may have civil or criminal penalties, including up to four years in jail.
- This is the law: California Penal Code Section 126
- I know that all information on this application will be used to decide whether individuals in my household who are applying for health coverage qualify. The information will be kept private as required by federal and California law.
- I agree to tell the county worker within 10 days (in person, over the phone, by email or by fax) if any of the information I've provided on this form changes or is different from what I have written.

SIGNATURE OF THE APPLICANT, RESPONSIBLE PARTY OR AUTHORIZED REPRESENTATIVE:		DATE SIGNED:	10-31-2019	

Back Submit

lacounty.gov | Privacy Policy | Accessibility | Disclaimer | Staff

Figure 2.8.1 – MC 604 IPS Signature Page

MC Renewal Mixed (MC 216 and MC 604 IPS)

You can renew your Medi-Cal in any one of these ways:	• By mail: Complete this form and mail it to: DPSS - CSU III - NORTHRIDGE 9451 CORBIN AVE STE 200 NORTHRIDGE, CA 91324-9935 • In person: Visit our office at DPSS - CSU III - NORTHRIDGE 9451 CORBIN AVE STE 200 NORTHRIDGE, CA 91324-9935 Office hours are 8:00 AM to 5:00 PM Monday to Friday.
How to complete this form:	To make sure you or your family continue to have Medi-Cal coverage, you must let us know if there are any changes or not to the information on this form. 1. Please review the information about you and members of your household and let us know about any changes. 2. Send us copies of documents that show your most current information for information even if your information has not changed. 3. Return this form by 06/10/2019 4. If you return this form by mail, please make sure to sign the form on the last page.
Whose information we need:	We need the most current information about every member of your household who is living with you or is listed on your tax return, if you file taxes. We need information from: • People in your household who currently have Medi-Cal, • People in your household who would like to apply.

Person completing this form must read and sign below.

PRIVACY STATEMENT

This renewal form is for renewing benefits through the Department of Health Care Services (DHCS) and determining eligibility for health insurance through Covered California. The personal and medical information you provide on it is private and confidential. Covered California or DHCS needs it to identify you and the other people on this renewal form and to administer our programs. We will share your information with other state, federal, and local agencies, contractors, health plans, and programs only to enroll you in a plan or program or to administer programs, and with other state and federal agencies as required by law.

You must answer all of the questions on this renewal form unless they are marked "optional." If your renewal form is missing anything that we require, we will contact you to get it. If you do not provide it, we will not be able to make a decision on your renewal. You may have to submit a new application, or you may not be able to get health insurance through Covered California, or your application for benefits renewal may be denied.

In most cases, you have the right to see personal information about you that is in federal and state records. You can see it in an alternative format (such as large print) if you need that. For more information or to see Covered California records, contact the Privacy Officer at:

Covered California Attn:Privacy Office P.O.Box 989725 West Sacramento, CA 95798-9725 Phone: 1-800-300-1506 TTY: 1-888-889-4500

For the Department of Health Care Services, contact the Information Protection Unit at: P.O. Box 997413, MS 4721 Sacramento, CA 95899-7413 Phone: 1-866-866-0602 TTY: 1-877-735-2929

These state and federal laws give us the right to collect and keep the information on the renewal form: Covered CA: 42 U.S.C. § 18031; CA Government Code §§ 100502(k) and 100503(a) DHCS: CA Welfare and Institutions Code § 14011 and Article 3, Chapters 5 and 7, Parts 2 and 3, Division 9. We must give you this Privacy Statement under CA Civil Code § 1798.17.

You can find the Notices of Privacy Practices for the Medi-Cal program at www.dhcs.ca.gov and for Covered California at www.CoveredCA.com.

RIGHT AND RESPONSIBILITIES:

The information I gave on this renewal form is true as far as I know. I know that I may be subject to a penalty if I do not tell the truth.

I understand that the information I give will be used only to see if those in my family who are applying to renew health insurance will qualify.

I understand that Covered California and the Medi-Cal program will keep my information private, as the law requires. For more information, or access to personal information in records maintained by the Medi-Cal program and Covered California, I can contact my county social services office or I can contact the Covered California Privacy Officer at 1-800-300-1506 (TTY: 1-888-889-4500).

I understand that to be eligible for Medi-Cal, I am required to apply for other income or benefits to which I or any member of my household is entitled, unless he or she has good cause for not doing so. Examples of such income or benefits are pensions, government benefits, retirement income, veteran's benefits, annuities, disability benefits, Social Security benefits (also called OASDI or Old Age, Survivors, and Disability Insurance), and unemployment benefits. But such income or benefits do not include public assistance benefits, such as CalWORKs or CalFresh. If I have a question about a possible source of income, I can call my county social services office or Covered California at 1-800-300-1506 (TTY: 1-888-889-4500) for help.
I know that I must tell Covered California or my Medi-Cal county social services office about changes to anything I stated in this renewal form. To report changes, I can call my county social services office. Or I can call Covered California at 1-800-300-1506 (TTY: 1-888-889-4500) or visit CoveredCA.com.

Figure 2.8.2 – MC Renewal Mixed (MC 216 and MC 604 IPS) Signature Page

I know that Covered California or the Medi-Cal program must not discriminate against me or anyone on this renewal form because of race, color, national origin, religion, age, sex, sexual orientation, marital status, veteran's status, or disability. If I think Covered California or the Medi-Cal program has discriminated against me, including the failure to provide reasonable accommodations as required under state and federal law, I can make a complaint by contacting the U.S. Department of Health & Human Services at www.hhs.gov/ocr/office/file or the California Office of the Attorney General at http://oag.ca.gov/contact/general-comment-question-or-complaint-form.

If I believe that Covered California or the Medi-Cal program has discriminated against me or anyone else on this renewal form in connection with a Medi-Cal eligibility determination, I can also file a complaint with the Department of Health Care Services, Office of Civil Rights by calling 1-916-440-7370 (TTY: 1-916-440-7399).

I understand that any changes in my information or information of any member(s) in the applicant's household may affect the eligibility of other members of the household.

By applying for Medi-Cal, I confirm that no one applying for health insurance on this renewal form is confined, after the disposition of charges (judgment), in a jail, prison, or similar penal institution or correctional facility.

I understand that I must report income changes to my Medi-Cal county social services office or Covered California because it may affect the eligibility for Medi-Cal benefits or the amount of premium assistance (or tax credits) that I may be eligible to receive. I also understand if I receive too much premium assistance (or tax credits) during the benefit year, I will have to repay the extra premium assistance back to the IRS when I file my federal income taxes for the benefit year.

I give my permission to the Medi-Cal program or Covered California to check other agencies' computer records to verify citizenship, satisfactory immigration status, tax information, and other information related only to eligibility to see if I and other people on this renewal form qualify for health insurance. If someone on the renewal form qualifies for Medi-Cal:

I know that if Medi-Cal pays for a medical expense, any money I or anyone on this renewal form get from other health insurance or legal settlements related to that expense will go to Medi-Cal as payment for the expense until the expense is paid in full. For parents whose child or children qualify for Medi-Cal:

I know I will be asked to help the agency that collects medical support from any parent on this renewal form who does not live with the child and does not send support for the child. If I think that helping will harm me or my children, I can tell the Medi-Cal program and I will not have to help.

Your right to appeal:

If I think Covered California or the Medi-Cal program has made a mistake, I can appeal its decision. To appeal means to tell someone at Covered California or the Medi-Cal program that I think its decision is wrong and ask for a fair review of the action.

I know that I can find out how to appeal by calling 1-855-795-0634 (TTY: 1-800-952-8349) for the Medi-Cal program or calling1-800-300-1506 (TTY: 1-888-889-4500) for Covered California enrollees. I know that I must file an appeal within 90 days of the decision. I know that I can represent myself or have someone else represent me in my appeal, such as an authorized representative, a friend, a relative, or a lawyer.

I know that if I need help, someone at Covered California, the Medi-Cal program, or the county social services office can explain my case to me.

DECLARATION:

I declare under penalty of perjury under the laws of the State of California that what I say below is true and correct.

I understood all questions on this renewal form and gave true and correct answers as far as I know. Where I did not know the answer myself, I made every reasonable attempt to confirm the answer with someone who did know.

I know that if I do not tell the truth on this renewal form, there may be a civil or criminal penalty for perjury that may include up to four years in jail. (See California Penal Code Section 126.)

I know that the information in this renewal form will be used to decide if the people who are applying qualify for health insurance. The Medi-Cal program and Covered California will keep the information private, as required by federal and California law.

I agree to notify the Medi-Cal program or my Medi-Cal county social services offices or Covered California by calling 1-800-300-1506 (TTY: 1-888-889-4500) or visiting CoveredCA.com if anything changes on this renewal form for any person applying for health insurance.

SIGNATURE OF APPLICANT OR AUTHORIZED REPRESENTATIVE

PLACE:				
SIGNATURE:		**DATE SIGNED:**	06-15-2019	

Figure 2.8.2 – MC Renewal Mixed (MC 216 and MC 604 IPS) Signature Page (continued)

ELECTRONIC SIGNATURE AGREEMENT:
When I sign below, it means that:
I declare under penalty of perjury under the laws of the State of California the following:

- I understand all the questions on this application, and my answers are true and correct to the best of my knowledge. If I did not know the answer, I tried to confirm the information with someone who did know the answer.
- I know that if I do not tell the truth, I may have civil or criminal penalties, including up to four years in jail.
- This is the law: California Penal Code Section 126
- I know that all information on this application will be used to decide whether individuals in my household who are applying for health coverage qualify. The information will be kept private as required by federal and California law.
- I agree to tell the county worker within 10 days (in person, over the phone, by email or by fax) if any of the information I've provided on this form changes or is different from what I have written.

SIGNATURE OF THE APPLICANT, RESPONSIBLE PARTY OR AUTHORIZED REPRESENTATIVE		**DATE SIGNED:**	06-15-2019	

Back | Submit

Figure 2.8.3 – MC Renewal Mixed (MC 216 and MC 604 IPS) Signature Page (continued)

2.8.3 Description of Changes

1. Create a new page to capture the signature of the participant and provide a preview of their form (as seen on Figure 2.8.1):
    a. Form Preview
        i. This section will display a preview of the MC 604 IPS, Non-MAGI Screening Packet, or Non-MAGI Turning 65 Packet with the user's answers mapped to the questions.
        ii. The form will have the 'Preview' watermark.
        iii. The form displayed will be in the threshold language in which the page is rendered for the MC 604 IPS form.
        iv. The form displayed will be in English or Spanish in which the page is rendered for Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet. If the user renders the page in any other language other than English and Spanish, the form will be defaulted to the English version.
    b. Signature of the Applicant, Responsible Party or Authorized Representative
        i. This field will capture the signature of the user.
        ii. This field will only allow alphabetic characters with maximum of 20 characters.
        iii. This field will be mandatory.
    c. Date Signed
        i. This field will be uneditable and contain the date in which this page is accessed.
    d. Back Button
        i. This button will navigate the user back to the previous page. This does not save the user's answers.
    e. Submit button
        i. This button will navigate the user to the congratulations page for the MC 604 IPS. It will submit the form to the CalACES system.
    f. This page will be translated in all threshold languages.
2. Create a new page to capture the signature of the participant and provide a preview of their form for the MC Renewal Mixed packet (as seen on Figures 2.8.2 and 2.83):
    a. Form Preview
        i. This section will display a preview of the MC 216 and MC 604 IPS forms with the user's answers mapped to the questions.
        ii. The form will have the 'Preview' watermark.
        iii. The form displayed will be in the threshold language in which the page is rendered for the MC Renewal Mixed packet.
    b. Place
        i. This field will capture the place where the signature takes place.
        ii. This field will only allow alphabetic characters with maximum of 20 characters.
        iii. This field will be mandatory.
    c. Signature

i. This field will capture the signature of the user for the MC 216 form.
ii. This field will only allow alphabetic characters with maximum of 20 characters.
iii. This field will be mandatory.

d. Date Signed
i. This field will be uneditable and contain the date in which this page is accessed.

e. Signature of the Applicant, Responsible Party or Authorized Representative
i. This field will capture the signature of the user for the MC 604 IPS form.
ii. This field will only allow alphabetic characters with maximum of 20 characters.
iii. This field will be mandatory.

f. Date Signed
i. This field will be uneditable and contain the date in which this page is accessed.

g. Back Button
i. This button will navigate the user back to the previous page. This does not save the user's answers.

h. Submit button
i. This button will navigate the user to the congratulations page for the MC 604 IPS. It will trigger the validations for the page and submit the form to the LRS system.

Note: The page will utilize the existing field validation messages found on other forms available for submission on the YBN portal.

2.8.4 Page Location

Global:

Local:

Task:

2.8.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.8.6 Page Mapping

No impact to this section.

2.8.7 Page Usage/Data Volume Impacts

No impact to this section.

2.9 YBN MC 604 IPS Confirmation Page

2.9.1 Overview

The user will be able to access the confirmation page once the form or packet has been successfully submitted.

2.9.2 YBN MC 604 IPS Confirmation Page Mockup

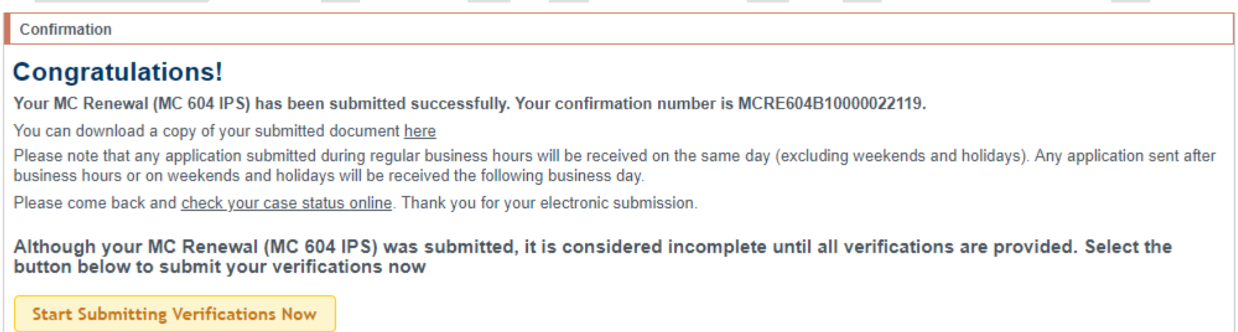


Figure 2.9.1 – MC 604 IPS Confirmation Page

2.9.3 Description of Changes

1. Create a new page to confirm that the MC 604 IPS, MC Renewal Mixed, Non-MAGI Screening Packet, or Non-MAGI Turning 65 Packet has been successfully submitted to the CalACES system (as seen on Figure 2.9.1):
    a. Confirmation Number
        i. This is a system-generated number with the following format:

1. MCRE + Form Type/Number + 7 Digit Case Number + 6 Digit Date of Submission (For example, MCRE604B10000022119)
    a. The form type/Number will be the following:
        i. MC 210 RV – 210
        ii. MC 216 – 216
        iii. MC 604 IPS – 604
        iv. MC Renewal Mixed – Mixed
        v. Non-MAGI Screening Packet – PRSCNPKT
        vi. Non-MAGI Turning 65 Packet - PR-AGE65
2. The confirmation page of the MC 210 RV and MC 216 forms will follow this new confirmation number format.

b. Preview Link

i. The 'here' will contain a hyperlink and will navigate the user to a preview of the MC 604 IPS, MC Renewal Mixed, Non-MAGI Screening Packet, or Non-MAGI Turning 65 Packet with the user's answers mapped to the questions. The PDF document loaded will have a 'Submitted' watermark.

ii. The form displayed will be in the threshold language in which the form was submitted in. For the Non-MAGI Screening Packet and the Non-MAGI Turning 65 Packet, they will only be available in English or Spanish language.

c. Check Your Case Status Online link

i. This link will navigate the user to the Case Status Information page.

d. Start Submitting Verifications Now button

i. This button will navigate the user to the reporting version of the verification upload page.

e. This page will be translated in all threshold languages.

2.9.4 Page Location

Global:

Local:

Task:

2.9.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.9.6 Page Mapping

No impact to this section.

2.9.7 Page Usage/Data Volume Impacts

No impact to this section.

2.10 YBN Verification Upload Page

2.10.1 Overview

The verification upload page used for the MC 210 RV and MC 216 forms will be updated to support the submission of verification documents for the MC 604 IPS form, MC Renewal Mixed, Non-MAGI Screening Packet, and Non-MAGI Turning 65 Packet.

2.10.2 YBN Verification Upload Page Mockup

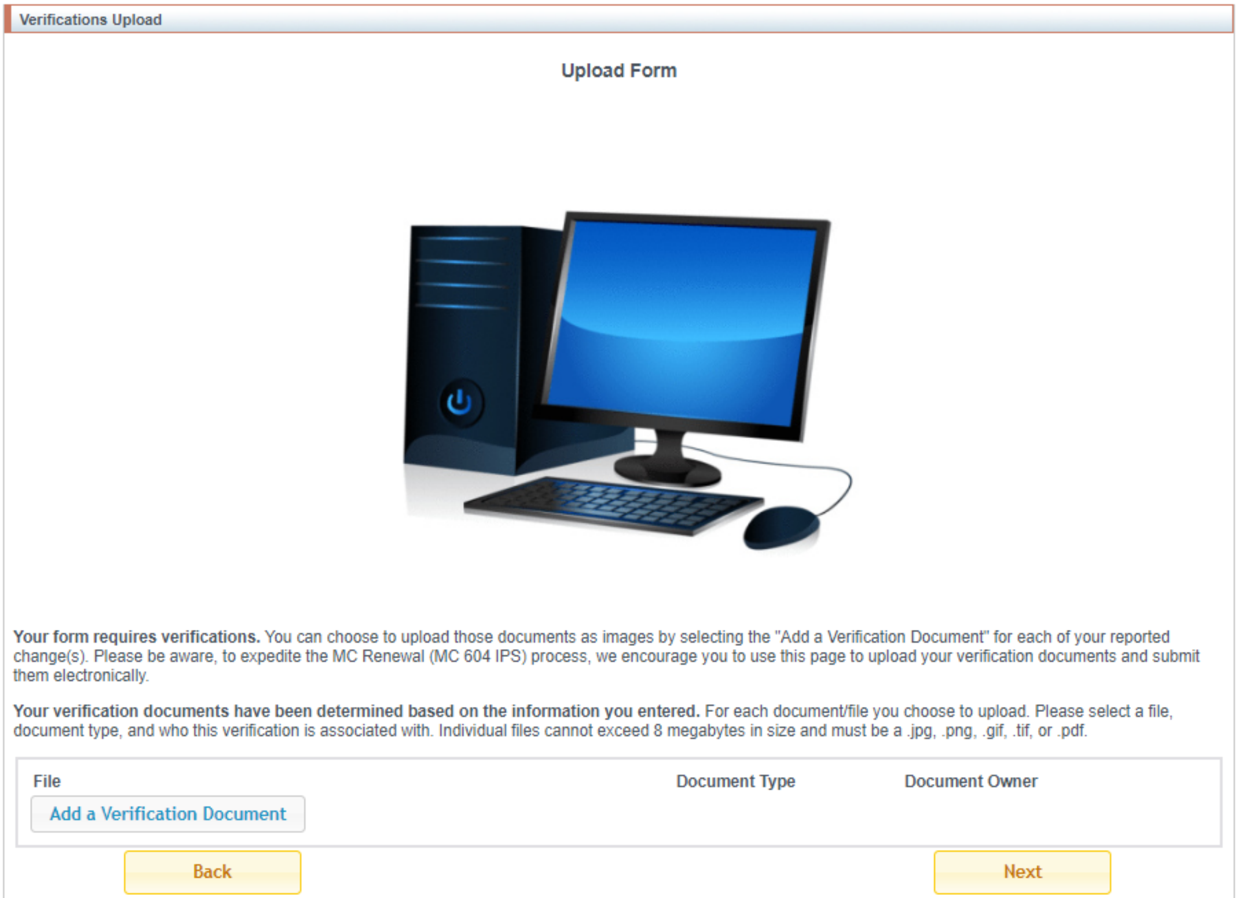


Figure 2.10.1 – Verification Upload Page

2.10.3 Description of Changes

1. Create the Verification Upload page for the MC 604 IPS, MC Renewal Mixed, Non-MAGI Screening Packet, or Non-MAGI Turning 65 Packet forms to allow for the upload of verification documents. This Verification Upload page will follow the Verification Upload page for the MC 210 RV and MC 216 forms.
    a. The verbiage and formatting will follow Figure 2.10.1. The verbiage change will also be applied to the MC 210 RV and MC 216 Verification Upload pages.
        i. This will be translated in all threshold languages.
        ii. The form name in the first paragraph will depend on the form or packet that has been submitted by the participant.
    b. The 'Document Owner' dropdown that displays when the user clicks on the 'Add Verification Document' button will contain the names of the household members.
    c. The 'Document Type' dropdown that displays when the user clicks on the 'Add Verification Document' button will contain the following values:
        i. Birth Certificate

ii. Child Support Expense
iii. Disability Documents
iv. Identification
v. Income Verification
vi. Mortgage & Rent Verification
vii. Pregnancy Verification
viii. Property Asset
ix. Residency
x. Social Security Card
xi. Utility Verification

2.10.4 Page Location

Global:

Local:

Task:

2.10.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping

Security Groups

Security Group	Group Description	Group to Role Mapping

2.10.6 Page Mapping

No impact to this section.

2.10.7 Page Usage/Data Volume Impacts

No impact to this section.

2.11 Update Form Sender Thread Writer job (PO19C491) to include the new Packets into the trigger condition.

2.11.1 Overview

Form Sender Thread Writer job (PO19C491) insert records into Eapp_Sent_Doc table when a YBN Form/Packet is generated in LRS. As part of this SCR, PO19C491 will be modified to include the new packets into the trigger condition.

2.11.2 Description of Change

Update PO19C491 Batch trigger conditions to include the following packet types.

1. Mixed MC RE Packet.
2. MC 604 IPS Packet.
3. Non-MAGI Screening Packet.
4. Non-MAGI Turning 65 Packet.

2.11.3 Execution Frequency

No Change.

2.11.4 Key Scheduling Dependencies

No Change.

2.11.5 Counties Impacted

Los Angeles County only.

2.11.6 Data Volume/Performance

N/A.

2.11.7 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…)

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

2.12.1 Overview

Form Sender thread processing job (PO19C44X) send form information including the YBN link available or drop off dates when a form is generated and sent out to participants.

2.12.2 Description of Change

- Create a CTCR to update the Barcode Form Type Code value in code category 329 – 'Customer Reporting Type Code' for the following packets. These codes are used to identify the form type while sending the form information to YBN.
    - MC 604 IPS Packet.
    - Mixed MC RE Packet.

- Update the PO19C44X to send the 4 new Packets (Mixed MC RE Packet, MC 604 IPS Packet, Non-MAGI Screening Packet, Non-MAGI Turning 65 Packet) with the Form link available and drop off dates as specify 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 90 calendar days after the last day of the form submit month. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day.

<u>For example</u>:

Form ID	Print Month	submit month	Link-Available	Link-Drop off
Mc 604 IPS Packet	Jan	Mar	print date or the day after.	90th calendar day after last day of the submit month. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day.
Mixed MC RE Packet	Jan	Mar	print date or the day after.	90th calendar day after last day of the submit month. If the

				90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day.
Non-MAGI Screening Packet	Jan	Mar	print date or the day after.	90th calendar day after last day of the submit month. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day.
Non-MAGI Turning 65 Packet	Jan	Mar	print date or the day after.	90th calendar day after last day of the submit month. If the 90th calendar day is on a Sunday or a Holiday, the link drop date will be the next business day.

2.12.3 Execution Frequency

No Change.

2.12.4 Key Scheduling Dependencies

No Change.

2.12.5 Counties Impacted

Los Angeles County only.

2.12.6 Data Volume/Performance

N/A.

2.12.7 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…)

2.13 Modify generateForm and submitForm web services to be able to generate the new Packets.

2.13.1 Overview

YBN system calls LRS generateForm and submitForm web services to generate or submit a Form or Packet to LRS. The scenarios including when YBN generates the preview version of the form or when YBN submits the form with the signature and sign date to LRS.

2.13.2 Description of Change

- Modify generateForm and submitForm web services to be able to generate Mixed MC RE Packet, MC 604 IPS packet in all below threshold languages.
    1. English
    2. Spanish
    3. Cambodian
    4. Chinese
    5. Armenian
    6. Tagalog
    7. Korean
    8. Russian
    9. Vietnamese

    Note:
    - When Chinese language is selected on YBN portal, the web service will generate the form in the Traditional Chinese language.
    - The Interface only pass the fields mapping values to the Form generation logic to create the PDF.

- Modify generateForm and submitForm web services to be able to generate Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet in all below threshold languages. When the Interface receives the language code parameter other than English or Spanish, the Interface will default the threshold language to English for these 2 packets.
    1. English
    2. Spanish

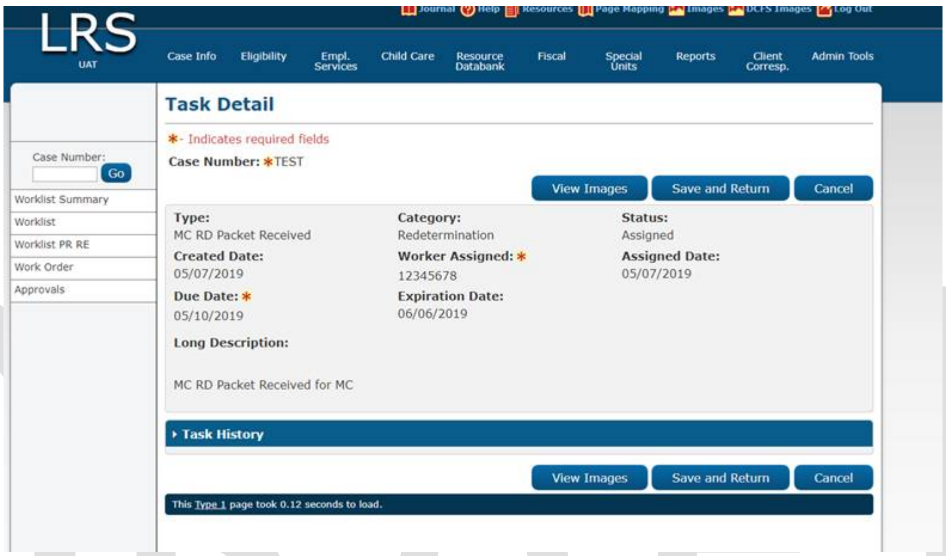
    Note: The information that user filled in the form will not be changed.

- Task – the web service will create task when the new packets are submitted through YBN. There is no code change on this Task section. This section is added into the document for testing purpose.
    - For MC 604 IPS Packet and Mixed MC RE Packet, the web service will create task 'MC RD Packet Received' when MC 604 IPS Packet or Mixed MC RE Packet is submitted through YBN. The code detail change is already in the system.

- For the Non-MAGI Screening Packet and Non-MAGI Turning 65, the task details are specified in CA-203981.

When worker click on the ‘View Images’ button on the Task Detail page, the EDMS page will pop up showing the images that are associated to this task.

Example of the ‘MC RD Packet Received’:



2.13.3 Execution Frequency

N/A.

2.13.4 Key Scheduling Dependencies

N/A.

2.13.5 Counties Impacted

Los Angeles County only.

2.13.6 Data Volume/Performance

N/A.

2.13.7 Interface Partner

YBN.

2.13.8 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…).

2.14 Modify submitForm web service to create journal entry.

2.14.1 Overview

When participant submits a form in YBN portal. LRS receives the form through a web service call (submitForm) which marks the form or packet status as received in the system.

LRS does not create a journal entry with a confirmation number when a packet is received from YBN.

2.14.2 Description of Change

- Add new web service element 'Confirmation Number' into the submitForm web service. 'Confirmation Number' will be displayed in the journal entry.
- Modify submitForm web services to be able to create journal entry when the following Forms or Packets is received through YBN portal.
    1. MC 210 RV.
    2. MC 216.
    3. MC 604 IPS Packet.
    4. Mixed MC RE Packet.
    5. Non-MAGI Screening Packet
    6. Non-MAGI Turning 65 Packet

Journal Entry Details:

Journal Entry	Description
Category	*All*
New/Update	*New*
Type	*Narrative*
Short Description	*<Form/Packet name> is received.*

Long Description	*<Form/Packet name> is received. <CASE #>, <Confirmation #>, < Time# and Date>.*
Trigger Condition	*When MC 210 RV, MC 216, MC 604 IPS packet, Mixed MC RE packet, Non-MAGI Screening packet, Non-MAGI Turning 65 packet is received through the web service from YBN.*

2.14.3 Execution Frequency

N/A.

2.14.4 Key Scheduling Dependencies

N/A.

2.14.5 Counties Impacted

Los Angeles County only.

2.14.6 Data Volume/Performance

N/A.

2.14.7 Interface Partner

YBN.

2.14.8 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…).

2.15 Add a CTCR for the new Form IDs.

2.15.1 Overview

When LRS receives an image from YBN, LRS forward the image to EDMS through a batch process. As part of this SCR, the 4 new form IDs will be added into the

System to create the new Form IDs. The Batch will use the new Form ID when sending the image to EDMS.

2.15.2 Description of Change

Create CTCR for the following category ID to add the new Form ID the 4 packets that will be added to YBN (MC 604 IPS packet, Mixed MC RE packet, Non-MAGI Screening packet, Non-MAGI Turning 65 packet).

- Category 452 - Image Document Type Code
- Category 10027- EDMS Document

Form ID	Form Name
PRMC604	MC 604 IPS Packet
PRMCMix	Mixed MC Packet
PRSCNPKT	Non-MAGI Screening Packet
PR-AGE65	Non-MAGI Turning 65 Packet

Note: When worker clicked on the 'View Image' button on the Task Detail page, the Form ID and Form name will be shown on the popup screen.

Example:

Form ID	Form Name
PRSAR7	Semi Annual Report 7

2.15.3 Execution Frequency

N/A.

2.15.4 Key Scheduling Dependencies

N/A.

2.15.5 Counties Impacted

Los Angeles County only.

2.15.6 Data Volume/Performance

N/A.

2.15.7 Interface Partner

ITD.

2.16 MC 604 IPS Data Mapping

2.16.1 Overview

MC 604 IPS packet, Non-MAGI Screening Packet and Non-MAGI Turning 65 packet contains MC 604 IPS forms.

MC RE Mixed Household packet contains MC 216(which is already available in YBN) and MC 604 IPS form (which is added through this SCR).

To accommodate the data population for the Generate Form webservice updates will need to be made on all MC 604 IPS English/threshold forms and Mixed MC RE packet to allow the mapping of variables/data elements.

2.16.2 Description of Change

1. Update the following form xdp files to allow data mapping on the English, Spanish, Armenian, Cambodian, Chinese, Korean, Russian, Tagalog, and Vietnamese versions for MC 604 IPS packet.
2. Update the following form xdp files to allow data mapping on the English and Spanish versions for the following.
    a. Non-MAGI Screening Packet
    b. Non-MAGI Turning 65 Packet
3. Update the following form xdp files to allow data mapping on the English, Spanish, Armenian, Cambodian, Chinese, Korean, Russian, Tagalog, and Vietnamese versions for MC 604 IPS packet, Non-MAGI Screening Packet and Non-MAGI Turning 65 packet:
    a. Mixed MC RE packet
4. Remove the Yes, No checkboxes from the MC 604 IPS form as it is not associated to any question. The checkboxes to be removed are highlighted in the image below.

If **Yes**, please send copies of any rent receipts and bills for utilities, property taxes, insurance, maintenance and repairs.

17. Oil and Mineral Rights ☐ Yes ☐ No

If you answered **Yes** to **questions 15, 16 or 17**, please send copies of the mortgage papers, most recent tax assessment, registration, and ownership documents.

18. Any other real or personal property, asset, or resource worth $500 or more. ☐ Yes ☐ No
If **Yes**, please send statements about the property and its worth.

19. Have any of the items listed above in questions 2 through 18 been used to help finance or to guarantee payment for medical services? ☐ Yes ☐ No
If **Yes**, please explain in the "Additional comments or information section" at the end of this form, and attach proof of the lien, loan or security documents. ☐ Yes ☐ No

20. Do you owe money on anything listed above in **questions 2 through 18**? ☐ Yes ☐ No
If **Yes,** please send copies of the lien, loan, or security documents.

21. Certified California Partnership for Long-Term Care Insurance Policy ☐ Yes ☐ No
If **Yes**, please send a copy of your policy. If you have received benefits under the policy, please send a copy of your most recent benefit statement.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.27.1.23	The LRS shall expose an interface to allow the Los Angeles Self Service Portal generation and submission of complete yearly Redetermination, Recertification, and Annual Agreement forms.	This SCR is adding the electronic submission of the MC 604 IPS which is a Renewal form.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	How Requirement Met

5 MIGRATION IMPACTS

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

6 APPENDIX

CALIFORNIA AUTOMATED CONSORTIUM ELIGIBILITY SYSTEM

Design Document

CA-206994/CIV-103599 – Add Spousal Support Agreement/Modification Date (CH-138728)

	DOCUMENT APPROVAL HISTORY	
CalACES	Prepared By	Tisha Mutreja
	Reviewed By	Renee Gustafson, Matt Lower, Derek Goering, Prashant Goel, Priya Subramaniam, Carl Moore, Vallari Bathala, Michael Wu, Sarbjeet Chana, Maksim Wolf

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/09/2019	1.0	Design Draft	Tisha Mutreja
04/12/2019	1.0	Online Changes	Gillian Noelle Bendicio
05/07/2019	1.0	Committee Approved Draft	
10/31/2019	1.1	Content Revision 1: Removed 2.1.3.3 because Income Types cannot be updated once Income record is saved. Updated 2.2.3.4 to clarify end date. Updated 2.4.3 to specify where to place the new column. Updated 2.5.2.1.b.iv and 2.6.2 to state "on or before" instead of "prior." Added important scheduling reminder to Outreach section. Updated 2.3.2.2.d formatting for Journal Long description.	Tisha Mutreja
11/8/2019	1.1	Content Revision 1: Updated Recommendation 2.2.3.3 to update Change Reason and reported Date on Expense Detail Page along with Spousal Support Date	Tisha Mutreja

Table of Contents

1 OVERVIEW

The purpose of this document is to satisfy functional specification in support of changes with CalHEERS CR-138728 (Implementation of changes to income and deductions as a result of the Tax Cuts and Jobs Act 2017).

The Tax Cuts and Jobs Act 2017 states that Spousal Support shall be considered as income, or a deduction, in all MAGI eligibility determinations if the date of the court order, or date of the execution of the separation/divorce agreement is on or before December 31, 2018. Spousal Support shall not be considered as income, or a deduction, in all MAGI eligibility determinations if the date of the court order, or date of the execution of the separation/divorce agreement is on or after January 1, 2019. This includes all separation/divorce agreement modifications, made or modified on or after January 1, 2019.

Currently, CalHEERS does not have a date of the court order, or date of the execution of the separation/divorce agreement ('Spousal Support Agreement/Modification Date') field and the Spousal Support paid or received is used as an income or expense, regardless of the date.

CalHEERS will now record the 'Spousal Support Agreement/Modification Date' for a household that involves Spousal Support received as an income, or Spousal Support paid as an expense. **The System** will record and communicate the 'Spousal Support Agreement/Modification Date' to CalHEERS through the eHIT interface. If the date is on or before December 31, 2018, the income or expense is an allowable deduction or income, affecting the countable income calculation. If the date is on or after January 01, 2019, the deduction or income does not impact the countable income calculation.

1.1 Current Design

The System does not collect nor communicate the 'Spousal Support Agreement/Modification Date' in eHIT as the field is not available in The System or in eHIT today.

Spousal Support income or expense is only sent to CalHEERS when the begin date of the detail record is on or before 12/31/2018 per DHCS direction with CA-206157/CIV-103003 as an interim procedure until CalHEERS updated eHIT to capture and use 'Spousal Support Agreement/Modification Date'. When the Spousal Support income or expense is sent to CalHEERS in eHIT, CalHEERS will count as an income or deduction in MAGI Medi-Cal regardless of the date of the Spousal Support Agreement due to divorce or separation.

LRS only: The 'Alimony' Expense Type is available for Expense Category 'MAGI Expense'. However, this Expense Type is not used by EDBC nor was it ever sent to CalHEERS in eHIT. The Expense Type 'Spousal Support – Court Ordered' is also available and is the appropriate Expense Type to use as it is communicated to CalHEERS in eHIT.

1.2 Requests

The System must add a new field 'Spousal Support Agreement/Modification Date' to Income Amount Detail page and Expense Amount Detail page that will be communicated to CalHEERS via eHIT.

Undo the changes implemented to The System with CA-206157/CIV-103003 as the interim procedure since the 'Spousal Support Agreement/Modification Date' will now be communicated to CalHEERS.

LRS Only: Remove the unused 'Alimony' Expense Type from the Expense Category 'MAGI Expense'.

1.3 Overview of Recommendations

1. Update eHIT to send or receive 'Spousal Support Agreement/Modification Date' as element "DateofSeparation" in the Income and Deduction nodes.
2. Add a new field 'Spousal Support Agreement/Modification Date' to Income Amount Detail and Expense Amount Detail pages for Spousal Support Income or Expense Types.
3. Add a validation on MAGI Determination List page while requesting MAGI to require the newly added 'Spousal Support Agreement/Modification Date' if sending Spousal Support income or expense.

1.4 Assumptions

1. The System will not make any updates to Batch MAGI to skip cases with a missing 'Spousal Support Agreement/Modification Date' with Spousal Support income or expense because CalHEERS will interpret missing date as 12/31/2018 when the EDR is sent via Batch.
2. The System will not make any updates to existing records without the 'Spousal Support Agreement/Modification Date' as the workers will be asked to add the date while requesting MAGI or when editing the existing income or expense record for Spousal Support.
3. Changes implemented as part of the SCR will have no impacts to eICT. No updates will be made in the eICT functionality.
4. Fields not mentioned to be modified within the description of changes will retain their current functionality in the respective LRS and C-IV system.

2 RECOMMENDATIONS

2.1 Income Amount Detail Page

2.1.1 Overview

A new date field named 'Spousal Support Agreement/Modification Date' will be added to capture the date of the Spousal Support agreement due to a divorce or separation. This information will be communicated to CalHEERS via eHIT.

2.1.2 Income Amount Detail Mockup

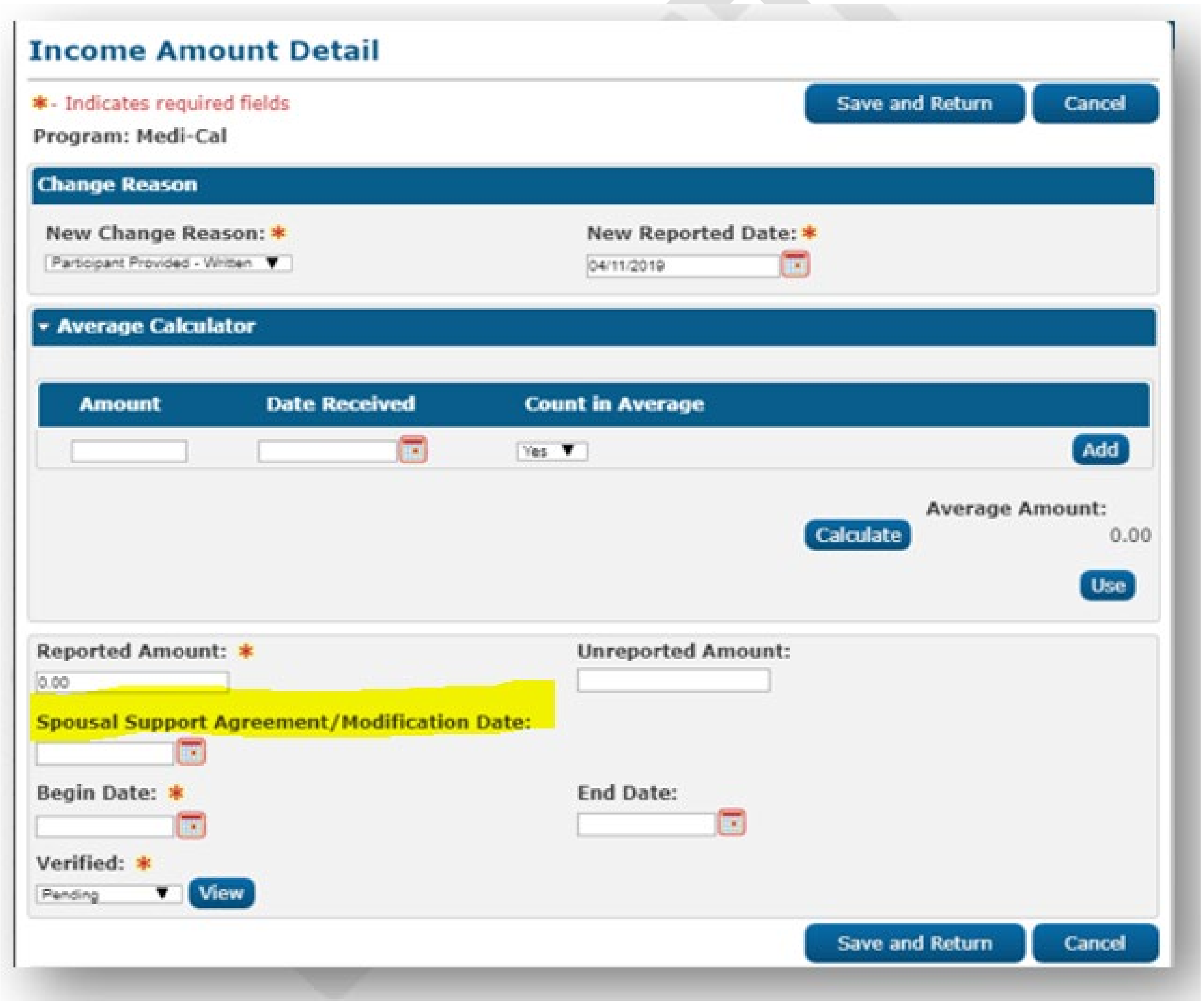


Figure 2.1.1 – Income Amount Detail

2.1.3 Description of Changes

1. Add a non-required date field named 'Spousal Support Agreement/Modification Date' as shown on Figure 2.1.1. This new field will display on the Income Amount Detail page under the following conditions:
   i. The Income Category is 'Child/Spousal Support'.
   ii. The Income Type is one of the following:
      - Spousal Support – Direct
      - Spousal Support – Disregard
      - Spousal Support – Through LCSA
2. **LRS only:** The 'Spousal Support Agreement/Modification Date' field will display on the Transaction History Detail page. This page is accessible by clicking the 'View History' button tied to an income record on the Income List page.

2.1.4 Page Location

Global: Eligibility

Local: Customer Information

Task: Financial > Income

2.1.5 Page Mapping

Add page mapping for the added field.

2.1.6 Page Usage/Data Volume Impacts

No impact to this section.

2.2 Expense Amount Detail Page

2.2.1 Overview

A new date field named 'Spousal Support Agreement/Modification Date' will be added to capture the date of the Spousal Support agreement due to a divorce or separation. This information will be communicated to CalHEERS via eHIT.

LRS only: The 'Alimony' Expense Type is available under the Expense Type dropdown for Expense Category 'MAGI Expense'. However, this Expense Type is not used by EDBC nor was it ever sent to CalHEERS in eHIT. The appropriate Expense Type to use is 'Spousal Support – Court Ordered'.

2.2.2 Expense Amount Detail Mockup

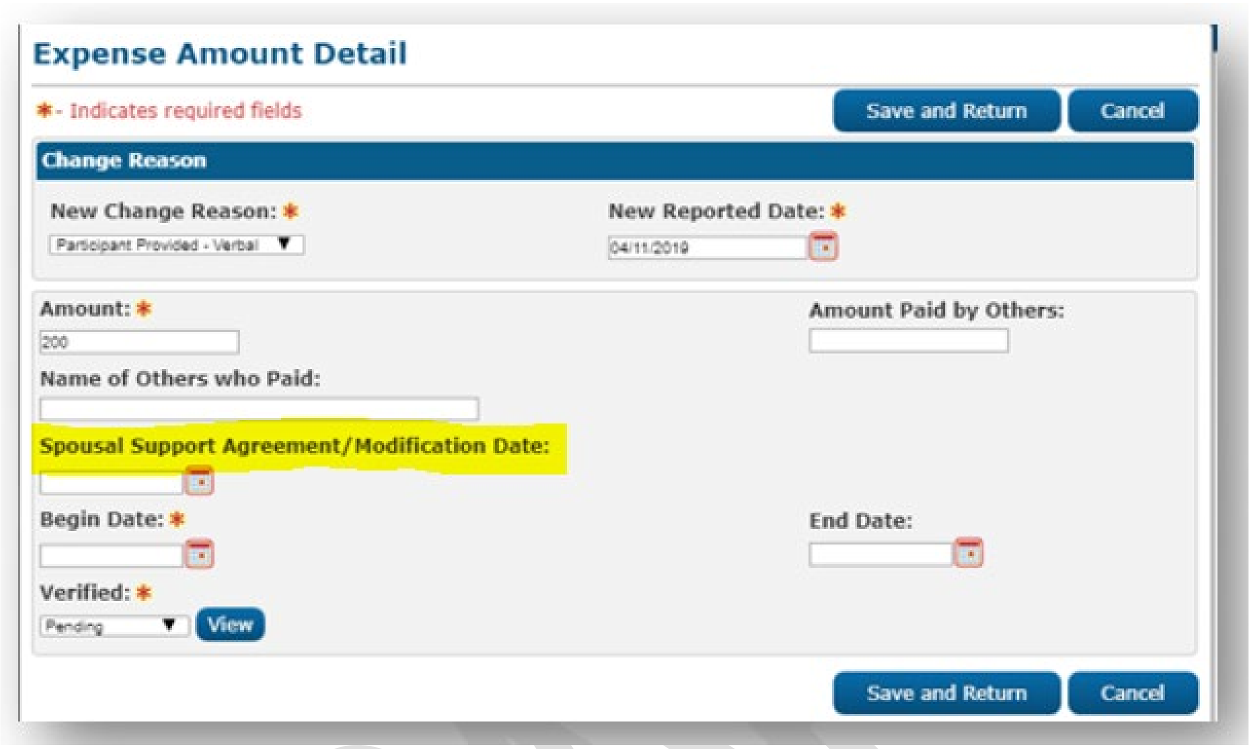


Figure 2.2.1 – Expense Amount Detail

2.2.3 Description of Changes

1. Add a non-required date field named 'Spousal Support Agreement/Modification Date' as shown on Figure 2.2.1. This new field will display on the Expense Amount Detail page under the following conditions:
   i. The Expense Category is 'Child/Spousal Support – Court Ordered' or 'MAGI Expense'.
   ii. The Expense Type is 'Spousal Support – Court Ordered'.
2. **LRS only:** The 'Spousal Support Agreement/Modification Date' field will display on the Transaction History Detail page. This page is accessible by clicking the 'View History' button tied to an expense record on the Expense List page.
3. If the Expense Type is updated from the type above to another type that does not track the 'Spousal Support Agreement/Modification Date' field, set the following fields on Expense Amount Detail Page as-
   i. **Spousal Support Agreement/Modification Date**: Blank
   ii. **New Change Reason**: Participant Provided – Verbal
   iii. **New Reported Date**: System Date (Date when Expense Type was updated)

5. **LRS only:** End-date the 'Alimony' Expense type (CT198_77) with the implementation of this SCR. This value will not display when the user clicks the Expense Type dropdown on the Expense Detail Page.

2.2.4 Page Location

Global: Eligibility

Local: Customer Information

Task: Financial > Expense

2.2.5 Page Mapping

Add page mapping for the added field.

2.2.6 Page Usage/Data Volume Impacts

No impact to this section.

2.3 LRS Only: Alimony Expense Type Data Cleanup

2.3.1 Overview

The 'Alimony' Expense Type is currently available for selection on the Expense Detail Page for Expense Category 'MAGI Expense' which allowed users to create expense records of this Expense Type. However, this Expense Type is not used by EDBC nor was it ever sent to CalHEERS in eHIT. The appropriate Expense Type to use is 'Spousal Support – Court Ordered'.

2.3.2 Description of Change

1. Update the Expense Type for all expense records with type 'Alimony' to type 'Spousal Support – Court Ordered'.
2. Create a Journal Entry in The System for each updated record. The journal entry will be displayed on the Journal Detail page as follows:
    a. Journal Category: All
    b. Journal Type: Change Reported
    c. Short Description: Updated Person's Expense Type
    d. Long Description: Expense Type data was updated for <Customer's first name and last name>. Old Type: Alimony; New Type: Spousal Support – Court Ordered

2.3.3 Estimated Number of Records Impacted/Performance

An estimated 50 records will be updated with this data change.

2.4 MAGI Person Detail Page

2.4.1 Overview

Display the field named 'SS Agreement Date' on MAGI Person Detail page when sent in an EDR or received on a DER via eHIT.

2.4.2 MAGI Person Detail Mockup

Figure 2.3.1 – MAGI Person Detail – Income

Deductions

Type	Amount	Frequency	Begin Date - End Date	SS Agreement Date	RDP Shared
Spousal Support - Court Ordered	$330.00	Monthly	01/01/2018-02/01/2019	01/01/2019	

Figure 2.3.2 – MAGI Person Detail – Deductions

2.4.3 Description of Changes

1. Add a new column named "SS Agreement Date" after column 'Begin Date – End Date' as shown on Figure 2.3.1 under Income section on the page. This new field will only display on the page under the following conditions:
   i. The Income Category is 'Child/Spousal Support'.
   ii. The Income Type is one of the following:
      - Spousal Support – Direct
      - Spousal Support – Disregard
      - Spousal Support – Through LCSA
2. Add a new column named "SS Agreement Date" after column 'Begin Date – End Date' as shown on Figure 2.3.2 under Deductions section on the page. This new field will only display on the page under the following conditions:
   i. The Expense Type is 'Spousal Support – Court Ordered'.
3. **LRS Only**: Rename column 'Business' to 'Employer' and remove column 'Rate' from the Income section on the page.
4. **LRS Only**: Remove column 'Rate' from the Expense section on the page.

2.4.4 Page Location

Global: Eligibility

Local: Customer Information

Task: MAGI Eligibility

2.4.5 Page Mapping

C-IV only: Add page mapping for the added field.

2.4.6 Page Usage/Data Volume Impacts

No impact to this section.

2.5 MAGI Determination List Page

2.5.1 Overview

Add page validations to MAGI Determination List page when the 'Spousal Support Agreement/Modification Date' is missing from the Income Amount Detail Page or Expense Amount Detail Page for 'Spousal Support' Income and Expense Types respectively.

2.5.2 Description of Changes

1. Add the following page validations to MAGI Determination List page:
   a. **Validation Message**: A MAGI Determination Request cannot be sent. The following minimum requirement(s) are not met in this month range:
      - "Spousal Support Agreement/Modification Date" is missing for the selected Income Type for the following person(s):
        - Person Name

      Validation Trigger: "Request MAGI" button is clicked
      Validation Condition: When all the following are true:
      i. At least one individual to be sent to CalHEERS has the Income Category 'Child/Spousal Support' with the following Income Type:
         - Spousal Support – Direct
         - Spousal Support – Disregard
         - Spousal Support – Through LCSA

      ii. The 'Spousal Support Agreement/Modification Date' is missing for the Spousal Support income.
      iii. Income Amount Detail End Date is on or after 01/01/2014.

   b. **Validation Message**: A MAGI Determination Request cannot be sent. The following minimum requirement(s) are not met in this month range:
      - "Spousal Support Agreement/Modification Date" is missing for the selected Expense Type for the following person(s):
        - Person Name

      Validation Trigger: "Request MAGI" button is clicked.
      Validation Condition: When all the following are true:
      i. At least one individual to be sent to CalHEERS has Expense Type 'Spousal Support – Court Ordered'
      ii. The 'Spousal Support Agreement/Modification Date' is missing for the Spousal Support expense record.
      iii. Expense Amount Detail and Contributor End Date is on or after 01/01/2014.
      iv. Expense Amount Detail and Contributor records begin on or before the last day of the EDR benefit month.

2.6 eHIT

2.6.1 Overview

Update The System to send and receive "DateofSeparation" added to Income Amount Detail and Expense Amount Detail Page in eHIT since CalHEERS needs to know when a divorce or separation occurred or was modified for a household that involves Spousal Support received as an income, or Spousal Support paid as a deduction.

2.6.2 Description of Changes

1. Update eHIT logic to send the Deduction in an EDR when the following criteria is met:

   A. If the EDR benefit month is 01/2019 or later:

   - Expense Amount Detail and Contributor records End Date is on or after 01/01/2014
   - Expense Amount Detail and Contributor records begin on or before the last day of the EDR benefit month
   - The Expense Type is mapped to a CalHEERS Deduction Type
   - The Expense Type is none of the following:
     - Tuition and fees paid by individual (not paid by financial aid)'
     - Domestic production activities

   B. If the EDR benefit month is 12/2018 or prior:

   - Expense Amount Detail and Contributor records begin on or before the last day of the EDR benefit month
   - Expense Amount Detail and Contributor records End Date is on or after 01/01/2014
   - The Expense Type is mapped to a CalHEERS Deduction Type

   ***Note**: eICT shares the CalHEERS deduction code to determine what to send in eICT transactions. This means that any changes to the CalHEERS deduction code will be reflected in the deductions sent for any future eICT transaction.*

2. Update eHIT logic to send the Income in an EDR when the following criteria is met:

   - Income Amount Detail End Date is on or after 01/01/2014
   - Income Type is mapped to a CalHEERS Income type

3. Update eHIT logic to send the 'Spousal Support Agreement/Modification Date' as "DateofSeparation" element in the Income node when the Income Type is:
    - Spousal Support – Direct
    - Spousal Support – Disregard
    - Spousal Support – Through LCSA

4. Update eHIT logic to send the 'Spousal Support Agreement/Modification Date' as "DateofSeparation" element in the Deduction node when the Expense Type is 'Spousal Support – Court Ordered'.

5. Update eHIT to receive "DateofSeparation" element in the Income or Deduction node of a DER.

    Technical Note: *eHIT schema updates will be covered with CIV-105016/CA-210381 CalHEERS eHIT: Update Interface Schema to version 14*

2.7 Automated Regression Test

2.7.1 Overview

Create new automated regression test scripts to cover the addition of the new fields on the Income Amount Detail, Expense Amount Detail, and MAGI Person Detail pages, and the new validation messages on the MAGI Determination List page.

2.7.2 Description of Changes

Create new automated regression test scripts to cover the following scenarios:

1. Adding 'Child/Spousal Support' Income records of applicable and non-applicable types. For applicable types:
    i. Add records both with and without 'Spousal Support Agreement/Modification Date' values
    ii. For at least one record with the 'Spousal Support Agreement/Modification Date' populated, update the record to a non-applicable type and confirm that the date value is removed
2. Adding 'Child/Spousal Support – Court Ordered' and 'MAGI Expense' Expense records of 'Spousal Support – Court Ordered' and other types. For the 'Spousal Support – Court Ordered' type:
    i. Add records both with and without 'Spousal Support Agreement/Modification Date' values

ii. For at least one record with the 'Spousal Support Agreement/Modification Date' populated, update the record to a non-applicable type and confirm that the date value is removed

Each of the above records should be added to a new case with a pending Medi-Cal application. A MAGI Determination Request should then be sent, and the immediate result verified:

1. The appropriate validation message being displayed
   OR
2. The MAGI request being processed, and the appropriate SS Agreement Date being populated on the MAGI Person Detail pages for both the Request and the Response.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.5.2.4	The LRS shall allow COUNTY-specified Users to collect all income information, including earned, unearned, and in-kind income, at the individual level.	Adding new income amount date field to be communicated to CalHEERS.
2.5.2.5	The LRS shall allow COUNTY-specified Users to collect income deduction information at the individual level.	Adding new expense amount date field to be communicated to CalHEERS.

4 OUTREACH: LRS ONLY

1. Generate a list of active cases where Expense Type for all records with type 'Alimony' was updated to type 'Spousal Support – Court Ordered'.

   Important! Generate this list before the data change is applied for recommendation 2.3.2.1.

   List Name: Updated Expense Type to 'Spousal Support – Court Ordered'
   The listing will consist of below columns -
   - Case Name
   - Case Number
   - County
   - Unit
   - Unit Name
   - Office Name
   - Worker ID

- Worker Name

Add below text on the posted list **'County Action'** tab:
Counties should review the cases to reevaluate the new expense type and evaluate if the Spousal Support Agreement/Modification Date needs to be added.

Lists will be posted at following location:
CalACES Web Portal>System Changes>SCR and SIR Lists>2019>CA-206994

5 APPENDIX

5.1 'The System' Definition

The System refers to both LRS and C-IV systems.

For instance, if the document mentions the below:

- The System must add a new field "Spousal Support Agreement/Modification Date" to Income Amount Detail page and Expense Amount Detail page

That implies:

- Both LRS and C-IV must add a new field "Spousal Support Agreement/Modification Date" to Income Amount Detail page and Expense Amount Detail page

5.2 Reference Screenshots

5.2.1 LRS Transaction History Detail Page

This is an existing page in LRS, used to capture updates to data collection fields.

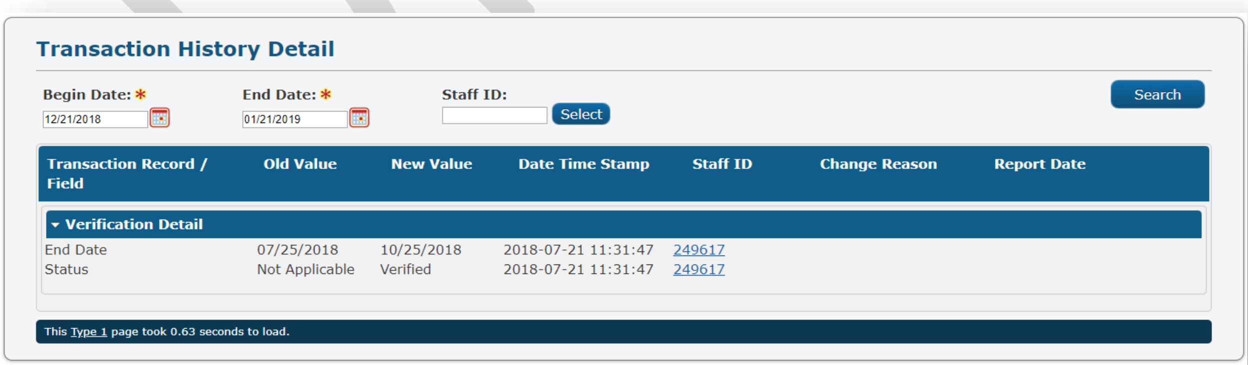


Figure 5.2.1 - Transaction History Detail Screenshot

Design Document

CA-207950 | CIV-103874 – CalHEERS eHIT: Young Adult Expansion – Age Reevaluation Updates

	DOCUMENT APPROVAL HISTORY	
CalACES	Prepared By	Steve Hancock, Renee Gustafson
	Reviewed By	Ravneet Bhatia, Priya Subramaniam, Howard Suksanti, Dana Peterson, Derek Goering, Naveen Bhumandla, Karthikeyan Krishnamoorthy, Balakumar Murthy

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/30/19	1.0	Design Document Finalized for Review	Steve Hancock
7/31/19	1.0	Added a section to change the Age 19 Batch EDR Run Reason code description	Steve Hancock
8/6/2019	1.0	Updated formatting	Renee Gustafson
11/12/2019	1.1	Content Revision: Section 2.4.2 Clarified C-IV Age 19 batch job number. Section 2.2.2.1 Updated Code Num to TBD for new code.	Renee Gustafson

Table of Contents

1 OVERVIEW

This SCR will automate an age change batch for age 26 based on the policy changes. Per the Governor's May Revise for the Fiscal Year (FY) 2019-20, young adults who are 19 to 25 years of age, inclusive, are eligible to full scope Medi-Cal regardless of their citizenship or immigration status if they meet all other eligibility criteria. This is referred to as "Young Adult Expansion." The new age change batch for turning age 26 will reevaluate adults for the correct scope of Medi-Cal after aging out of the Young Adult Expansion population.

There will also be modifications to close gaps between LRS and C-IV with Medi-Cal age reevaluation batch jobs; these changes add support for the Age 21 batch while making updates to the Age 19 batch logic.

1.1 Current Design

The System runs Batch MAGI for MAGI Medi-Cal recipients turning ages 1, 6, and 19. LRS runs Batch MAGI for MAGI Medi-Cal recipients turning age 65. There is no automated Medi-Cal reevaluation process for individuals turning age 26.

In C-IV, Batch EDR Run Reason Codes are used to track the reason C-IV initiated an Eligibility Determination Request (EDR) and several C-IV reports reference the Batch EDR Run Reason Code; LRS does not use Batch EDR Run Reason Codes. In LRS, the reason the system initiated an EDR is identified by the batch job number that created the EDR. This is currently a gap between LRS and C-IV.

The following Age batches are impacted by this SCR:

Age 19:

- Both LRS and C-IV determine the individuals to evaluate for MAGI Medi-Cal by the following criteria:
    - Currently a Medi-Cal Recipient
    - Active on a Medi-Cal Program
    - Turns 19-years old any day from the 2nd day of the current month through the first day of the next month.
    - Active on a MAGI Medi-Cal aid code:
        - LRS evaluates all individuals active on any MAGI Medi-Cal aid code
        - C-IV evaluates the specific MAGI Medi-Cal aid codes as per the original SB75 Aid Code Crosswalk
- Once the target population is identified, the following takes place:
    - The System processes Batch MAGI and sends an EDR for the selected programs to CalHEERS.
    - CalHEERS processes the EDRs and then returns to The System a Determination of Eligibility Response (DER) with the individual eligible to the new age-appropriate aid code.

- The System then processes the DER in Batch EDBC to move the individual to the new age-appropriate aid code.

Age 21:

- LRS processes a subset of Non-MAGI Medi-Cal aid codes for Non-MAGI Medi-Cal recipients turning age 21any day from the 2nd day of the current month through the first day of the next month through Batch EDBC.
- C-IV has the same batch as LRS, but the batch was removed from the C-IV batch schedule with the release of the Affordable Care Act (ACA) and was never added back to the C-IV batch schedule to run.

Age 26:

- There are no existing batches to process individuals turning age 26.

1.2 Requests

1. Due to Young Adult Expansion, add a new age change batch for turning age 26 to reevaluate adults for the correct scope of Medi-Cal after aging out of the Young Adult Expansion population.
2. Update the Age 21 batch to run for all Non-MAGI Medi-Cal aid codes.
   a. For C-IV only, add the Age 21 batch EDBC sweep back to the batch schedule
3. Update the Age 19 batch to run for a specific set of MAGI Medi-Cal aid codes.
4. Add the Batch EDR Run Reason Code functionality to LRS.
5. Update LRS reports to utilize the Batch EDR Run Reason Codes as a Reporting Indicator attribute.

1.3 Overview of Recommendations

1. **LRS only:** Add Batch EDR Run Reason Functionality
   a. Create the Batch EDR Run Reasons Category in LRS. This includes populating this category with the same Batch EDR Run Reasons that currently reside in C-IV.
   b. Create the Batch EDR Run Reason Code columns in the CH_TRANSACT and CH_TRANSACT_INFO tables to store the Batch EDR Run Reason Codes as the batches are processed.
   c. Update the existing data in the CH_TRANSACT_INFO and CH_TRANSACT tables with the Batch EDR Run Reason Code with what the code would have been at the time of the original running of the batch.
   d. Modify Batch MAGI jobs to populate the Batch EDR Run Reason Code in the CH_TRANSACT and CH_TRANSACT_INFO tables.
2. **C-IV only:** Remove the reference to 'SB75' in the Age 19/SB75 Re-evaluation Batch EDR Run Reason description.
3. Add a new Age 26 batch to process individuals turning age 26 in all MAGI and Non-MAGI Medi-Cal aid codes. This change will update all other batches that are required for Age 26 to be implemented fully.
4. Update the existing Age 21 batch process to include all Non-MAGI Medi-Cal aid codes. Activate the C-IV Age 21 batch to start running with the new changes.

5. Update the existing Age 19 batch MAGI sweep job to reevaluate individuals active in specific MAGI Medi-Cal aid codes.
6. **LRS only:** Update reports to use the Batch EDR Run Reason Code along with the Reporting Indicator attribute.

1.4 Assumptions

1. The System Age batches only process through Batch MAGI individuals who are active on a MAGI Medi-Cal aid code. The System Age batches do not process through Batch MAGI individuals who are active on Non-MAGI Medi-Cal and instead these individuals are processed directly through Batch EDBC. This same functionality will continue.

2 RECOMMENDATIONS

2.1 Batch EDR Run Reason Functionality

2.1.1 Overview

LRS will be updated to utilize Batch EDR Run Reason functionality. This allows Batch EDBC Sweeps and Reports to reference the Batch EDR Run Reason code for categorizing and processing. C-IV will update the name of the Age 19/SB75 reevaluation Batch EDR Run Reason code to remove reference to SB75.

2.1.2 Description of Change

LRS Only

1. Create a Code Category (CT_2813) named, "Batch EDR Run Reasons"
2. Populate the Code table with the following Batch EDR Run Reasons (include all attributes from C-IV CT_2813):

Code	Short Description	Long Description	Reporting Indicator	Comments
01	Batch MAGI Redetermination EDR	Batch MAGI Redetermination EDR	Y	
02	Age 19 re-evaluation EDR	Age 19 re-evaluation Eligibility Determination Request	Y	
03	Auto-Rescission	Auto-Rescission	Y	
04	Age 1 re-evaluation EDR	Age 1 re-evaluation Eligibility Determination Request	Y	
05	Age 6 re-evaluation EDR	Age 6 re-evaluation Eligibility Determination Request	Y	

Code	Short Description	Long Description	Reporting Indicator	Comments
TBD	MC RE Discontinuance	Medi-Cal Re-Evaluation Discontinuance	Y	Implemented with CIV-11086 in Release 19.09
TBD	Age 65 re-evaluation EDR	Age 65 re-evaluation Eligibility Determination Request	Y	For existing Age 65 Batch MAGI Sweep (In LRS only)

3. Create a column in the CH_TRANSACT and CH_TRANSACT_INFO tables to track the Batch EDR Run Reason (BATCH_RSN_CODE) with matching column attributes as C-IV.
    - Not Required
    - VARCHAR2 (3 Byte)
4. Update the Batch EDR Run Reason for existing records in CH_TRANSACT and CH_TRANSACT_INFO tables based on the batch job which created the records.

Created By	Batch Description	BATCH_RSN_CODE
PB00CH203	MAGI Redetermination Sweep	01
PB00CH206	MAGI Age 19 Sweep	02
PB00E155	Auto-Rescind Medi-Cal Sweep	03
PB00CH208	MAGI Age 1 Sweep	04
PB00CH209	MAGI Age 6 Sweep	05
PB00CH204	MC-RE Discontinuance	{TBD from section 2.1.2.2}
PB00CH211	MAGI Age 65 Sweep	{TBD from section 2.1.2.2}

5. Update the following Batch MAGI Sweep jobs to insert a Batch EDR Run Reason Code into the CH_TRANSACT table when processing new records.

Batch Job	Batch Description	BATCH_RSN_CODE
PB00CH203	MAGI Redetermination Sweep	01
PB00CH206	MAGI Age 19 Sweep	02
PB00E155	Auto-Rescind Medi-Cal Sweep	03
PB00CH208	MAGI Age 1 Sweep	04
PB00CH209	MAGI Age 6 Sweep	05
PB00CH204	MC-RE Discontinuance	{TBD from section 2.1.2.2}
PB00CH211	MAGI Age 65 Sweep	{TBD from section 2.1.2.2}

6. Update the Batch MAGI thread jobs (PB00CH501-600) to copy the Batch EDR Run Reason Code from CH_TRANSACT table to the CH_TRANSACT_INFO table for EDR processing.

<u>C-IV only</u>

7. Remove the reference to 'SB75' in the Age 19/SB75 Re-evaluation Batch EDR Run Reason description.

Code	Short Description	Long Description
02	Age 19 re-evaluation EDR	Age 19 re-evaluation Eligibility Determination Request

2.2 Age 26 Batch

2.2.1 Overview

Add an Age 26 batch to process individuals turning age 26 in all MAGI and Non-MAGI Medi-Cal aid codes. This section includes all changes to various batch jobs to support implementing Age 26 batch processing.

2.2.2 Description of Change

1. Add a Batch EDR Run Reason Code for Age 26 Batch EDR Sweep (CT_2813)

Code	Short Description	Long Description	Reporting Indicator
~~01~~ TBD	Age 26 re-evaluation EDR	Age 26 re-evaluation Eligibility Determination Request	Y

2. **LRS only:** Add a Batch Eligibility Sweep code for Age 26 (CT_942)

Short Decode Name	Long Decode Name
Adult in Medi-Cal turns 26	Adult in Medi-Cal turns 26

3. Add a new MAGI Age 26 Sweep to process MAGI Medi-Cal individuals turning Age 26.
    a. Current logic from the existing age batches will be utilized to create the age 26 batch along with the following additional logic:
        - Individual is turning age 26 any day from the 2nd day of the current month through the first day of the next month.
        - Active on a Medi-Cal Program (CT_184 REFER_TABLE_5_DESCR = 'MC')
        - Active on a MAGI Medi-Cal aid code (CT_184 REFER_TABLE_20_DESCR = 'Y')
4. Update LRS (PB00E123) and C-IV (PB00E120) batch jobs to process the Age 26 DERs received in Batch EDBC. This update will add the programs where a DER was received from MAGI Age 26 Sweep into the SYS_TRANSACT table for Batch EDBC processing.
    a. Update C-IV batch PB00E120 and LRS batch PB00E123 to create a SYS_TRANSACT record for DERs received from the MAGI Age 26 Sweep batch.
5. Create a Batch EDBC sweep to process Non-MAGI Medi-Cal individuals turning age 26 using the following logic:

- Individual is turning age 26 any day from the 2nd day of the current month through the first day of the next month.
- Active on a Medi-Cal Program (CT_184 REFER_TABLE_20_DESCR = ‘MC’
- Active on a Non-MAGI Medi-Cal aid code excluding aid code ‘4M’ (CT_184 REFER_TABLE_20_DESCR is not ‘Y’)

2.2.3 Execution Frequency

Monthly on the 10th business day of the month.

***Note: This will be in line with the other age batches currently scheduled.

2.2.4 Key Scheduling Dependencies

Run the MAGI Age 26 Sweep before Batch MAGI.

Run the Non-MAGI Age 26 Sweep before Batch EDBC.

2.2.5 Counties Impacted

All 40 counties

2.2.6 Data Volume/Performance

No measurable amount of data volume or performance change.

2.2.7 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…)

2.3 Age 21 Batch

2.3.1 Overview

The existing Age 21 EDBC batch sweep (PB00E135) will be updated to process all individuals active on Non-MAGI Medi-Cal turning age 21.

2.3.2 Description of Change

1. Update the Age 21 batch EDBC sweep (PB00E135) as follows:
    - Active on a Medi-Cal Program (CT_184 REFER_TABLE_5_DESCR = 'MC')
    - Active on a Non-MAGI Medi-Cal aid code excluding aid code '4M' (CT_184 REFER_TABLE_20_DESCR is not 'Y')
2. **C-IV only:** Activate the Age 21 Batch EDBC sweep (PB00E135).

2.3.3 Execution Frequency

Monthly on the 10th business day of the month.

***Note: This will be in line with the other age batches currently scheduled.

2.3.4 Key Scheduling Dependencies

Run before Batch EDBC

2.3.5 Counties Impacted

All 40 counties

2.3.6 Data Volume/Performance

No measurable amount of data volume or performance change.

2.3.7 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…)

2.4 Age 19 Batch

2.4.1 Overview

Update the Age 19 batch to process individuals active in specific MAGI Medi-Cal aid codes as specified below.

2.4.2 Description of Change

1. Update the MAGI Age 19 Sweep job (CalSAWS: PB00CH206 | C-IV: PB00CH120) to process only individuals in specific MAGI Medi-Cal aid codes:
    a. Remove the current MAGI Medi-Cal aid code selection logic.
    b. Evaluate against the following MAGI Medi-Cal aid codes.
        - M5
        - M6
        - P5
        - P6
        - T1
        - T2
        - T6
        - T7

2.4.3 Execution Frequency

The current schedule of the batch job will not change.

2.4.4 Key Scheduling Dependencies

The current scheduling dependencies will not change.

2.4.5 Counties Impacted

All 40 counties

2.4.6 Data Volume/Performance

No measurable amount of data volume or performance change.

2.4.7 Failure Procedure/Operational Instructions

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

3 REPORTS UPDATE (LRS ONLY)

3.1 Overview

The LRS contains the following three E-HIT Exception reports that decode and display a "Processing Reason" based on a combination of the run reason value and the name of the batch job that created the transaction:

- E-HIT Exception Report – Error Message Received from CalHEERS
- E-HIT Exception Report – MAGI Ineligibles from CalHEERS – Need Case Authorization
- E-HIT Exception Report – No Response from CalHEERS

Section 2.1 introduces a new category with specific Batch EDR Run Reason Codes that will map directly to the existing logic of the reports that decode processing reasons based on the run reason and the batch job that created the transaction. The logic of the above reports can be modified to restrict, and display information on the reports based on reportable Batch EDR Run Reason values.

3.2 Description of Change

Modify the logic of the following three reports to be based on reportable Batch EDR Run Reason Codes. This modification will result in the reports being flexible enough to handle future Batch EDR Run Reason Codes without report modifications:

- E-HIT Exception Report – Error Message Received from CalHEERS
- E-HIT Exception Report – MAGI Ineligibles from CalHEERS – Need Case Authorization
- E-HIT Exception Report – No Response from CalHEERS

1. Modify the core logic of each report to restrict the population of the report to be based on Batch EDR Run Reason values with a Reporting Indicator of Yes. The current report logic restricts based on processing reasons of 'RE'-Renewal – batch administrative renewal, 'CO'- Continuing, 'NA'-Negative Action and 'RC'- Rescind.
   Note: Section 2.1.2.4 will create a one-time update of the Batch EDR Run Reason Codes for existing transaction records to facilitate reporting during this logic transition.

2. Modify the logic of each report that determines the processing reason to be displayed in the "Processing Reason" column to no longer compare the processing reasons along with the batch job name that created the transaction. The processing reason to be displayed will be the decoded value of the reportable Batch EDR Run Reason associated to the transaction. The new decoded value will differ slightly from the existing values that are displayed on the reports as follows:

Previous Value	New Value
Renewal	Batch MAGI Redetermination EDR
Child Turning 19	Age 19 re-evaluation EDR
End of 60-Day Post-Partum Period	N/A – The batch process to create this reason no longer runs
Child Turning 1	Age 1 re-evaluation EDR
Child Turning 6	Age 6 re-evaluation EDR
Person Turning 65	Age 65 re-evaluation
Failure to Complete Redetermination	MC RE Discontinuance
Rescission	Auto-Rescission

Note: The above table only describes changes to the display of existing Processing Reasons on the 3 reports. Additional batch run reasons that are introduced with this SCR or future SCRs will display the decoded Batch EDR Run Reason value accordingly.

3.2.1 Report Location

All three E-HIT Exception reports are located at:

Global: Reports

Local: Scheduled

Task: Case Activity

3.2.2 Counties Impacted

Los Angeles county only

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.1.1.11	The LRS shall automatically trigger batch processing and/or authorize the action when individual or case information is entered through online, interface, or batch processes.	Age 26 redetermination will be done through a batch process automatically triggered in LRS.

Design Document

CA-208241 | CIV-104022

CalHEERS eHIT: One-Time Batches to Transition Young Adults from Restricted Scope to Full Scope Medi-Cal

Version 1.3

	DOCUMENT APPROVAL HISTORY	
	Prepared By	Rajan Vadapalli, Renee Gustafson
	Reviewed By	Max Volf, Chris Larson, William Baretsky, Raju Indala, Prashant Goel, Derek Goering, Ronak Bhatt, Priya Subramaniam, Abraham Ponce

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/29/2019	1.0	Initial version	Rajan V
06/04/2019	1.0	Version reviewed at MC Committee Meeting for feedback	Rajan V
06/24/2019	1.0	Updated SCR Name, clarified journal and lists. Updated references to 'reevaluation' to 'transition. Updated document based on DHCS clarification for MAGI MC limited scope aid codes. Updated scheduling dependencies. Added assumption to not process inmate cases. Added criteria to not process overridden, read-only or manual EDBC cases.	Renee
6/26/2019	1.0	Updated journal current functionality and recommendations for LRS. Added CTCR requirement for LRS Batch EDBC Sub-Type Code. Restricted processing from under 26 to only 19-25 (not to process any SB75 stragglers).	Renee
07/01/2019	1.0	Version submitted to MC Committee for Approval	Renee
7/17/2019	1.0	Added columns to lists per MC Committee request	Renee
11/7/2019	1.2	Content Revision 2: Removed 'Benefit Month' from Standard Columns on lists	Renee
11/13/2019	1.2	Content Revision 2: Date to run one-time transition batches to send EDRs to CalHEERS changed from 11/22/2019 to 11/27/2019 & EDBC batch from 11/23/2019 to 11/30/2019	Rajan

Table of Contents

1 OVERVIEW

This SCR will automate the transition of young adults 19-25 years of age, inclusive, currently in restricted scope Medi-Cal to full scope Medi-Cal with a one-time batch process.

1.1 Current Design

In Release 19.09, CalHEERS and The System were updated to grant full scope Medi-Cal for young adults who are 19 to 25 years of age, inclusive, regardless of satisfactory citizenship or immigration status if they meet all other eligibility criteria effective January 2020 benefit month starting 11/20/2019 with SCRs CA-206941, CIV-103874 and CalHEERS Change Request CH-139211. This population is referred to as “Young Adult Expansion.”

The System has individuals age 19-25, inclusive, still receiving restricted scope Medi-Cal who should be transitioned to full scope Medi-Cal.

C-IV Batch EDBC process skips cases if the Determination of Eligibility Response (DER) to be used in Medi-Cal EDBC has an individual in Soft Pause; LRS does not have this functionality.

LRS Batch EDBC functionality allows Batch EDBC to automatically add a standard Journal entry to cases processed by Batch EDBC with:

Journal Category: Eligibility
Journal Type: Batch EDBC

Short Description: Batch EDBC ran for [MONTH/YEAR].

Long Description: Batch EDBC ran for [MONTH/YEAR]. Batch EDBC processed for the Medi-Cal program for the following reasons: <Batch EDBC Sub-Type Code Short Description>

There is no Batch EDBC Sub-Type Code for Young Adult Expansion one-time transition batch processing, so LRS will automatically create the journal entry with a missing reason in the Long Description. C-IV does not have the functionality to automatically add a standard Journal Entry.

1.2 Requests

Automate the transition of young adults age 19- 25, inclusive, currently receiving restricted scope Medi-Cal to full scope Medi-Cal based on the Transition Aid Code Crosswalk provided by DHCS.

For LRS only: Add a Batch EDBC Sub-Type Code so the auto-journal Long Description will display the reason: “Young Adult Expansion one-time transition batch”.

For C-IV only: Create a Journal entry for the cases processed successfully through Batch EDBC.

Provide one-time County lists for County Eligibility Workers to follow-up on any individuals who remain in restricted scope Medi-Cal or who are Discontinued from Medi-Cal after the one-time transition batch processing is complete.

1.3 Overview of Recommendations

Initiate a one-time process to send Eligibility Determination Requests (EDRs) to CalHEERS and run Batch EDBC for identified individuals 19 to 25 years of age, inclusive, who are receiving restricted scope Medi-Cal to transition to full scope Medi-Cal and provide lists to the County for follow-up of the rest.

For LRS only: Add a Batch EDBC Sub-Type Code to display the Journal Long Description reason: "Young Adult Expansion one-time transition batch".

For C-IV only: Create a Journal entry for the cases processed successfully in the one-time process.

1.4 Assumptions

1. This one-time batch process may include Medi-Cal programs with an overdue RE or an in-process RE.

   LRS current functionality automatically sets EDBC Run Reason to 'RE' when all the following are true:

   a. The EDBC benefit month is equal to next RE period begin date and there is a valid open RE record for the Medi-Cal program
   –or –
   The EDBC benefit month is equal to the come-up month.
   b. The appropriate RE packet was generated for the RE Due Month for the program.
   c. The latest RE packet status is 'Reviewed-Ready to Run EDBC'

   For LRS only, this means if a Medi-Cal program is processed in the one-time batch process and meets the LRS current criteria for automatically setting the EDBC Run Reason to 'RE', the Medi-Cal program will process as a Renewal.

   C-IV does not have this functionality so the C-IV EDBC will be processed as a 'Regular' EDBC.

2. While the description of Young Adult Expansion mentions to move individuals aged 19-25, inclusive, from restricted scope to full scope, per the "Transition Aid Code Crosswalk" provided by DHCS, limited scope MAGI Medi-Cal aid codes are also included in the transition population. Limited scope MAGI Medi-Cal aid code M8 shows that the individual should be transitioned to full scope MAGI Medi-Cal aid code M7. Similarly, limited scope MAGI Medi-Cal aid code M0 shows that the individual should be transitioned to limited scope MAGI Medi-Cal aid code M9.

   DHCS confirmed limited scope MAGI Medi-Cal is included in the Young Adult Expansion to full scope and that limited scope MAGI Medi-Cal aid code M9 is the expected final result after transitioning the Young Adult Expansion population who were previously eligible to limited scope MAGI Medi-Cal aid code M0. See "Clarification from DHCS for limited scope MAGI Medi-Cal transition" in Supporting Documents.

   This one-time batch will include transitioning the young adult expansion population currently in restricted scope Medi-Cal and limited scope MAGI Medi-Cal aid codes M8, M0.

3. This one-time batch will not transition individuals in an inmate Medi-Cal aid code, but they will be included in List 3 "Individual age19-25 on Restricted Scope Medi-Cal" for county worker follow-up.

4. **LRS only**: Child Welfare Medi-Cal programs will be identified through the worker associated to the program. The workers for Child Welfare Programs are associated to positions that have unit department type of "DCFS". These workers can be identified by the prefix of "19**DC**" in their worker ID numbers.

2 RECOMMENDATIONS

2.1 One-time Batch

2.1.1 Overview

Initiate a one-time process to send EDRs to CalHEERS and run Batch EDBC for identified individuals 19 to 25 years of age, inclusive, who are receiving restricted scope Medi-Cal to be transitioned to full scope Medi-Cal. Create a Journal entry for the cases processed successfully in the one-time process.

2.1.2 Description of Changes

1. Batch MAGI
   I. Identify Medi-Cal programs that meet all the following conditions for one-time Batch MAGI processing:
      a. The Medi-Cal program contains an individual that meets all of the following conditions:
         i. The individual's 19th birthday is on or before 01/01/2020.
         ii. The individual's 26th birthday is on or after 01/02/2020.
         iii. The individual is currently receiving any of the following aid codes during the January 2020 benefit month:
            - a restricted scope Medi-Cal aid code
            - limited scope MAGI Medi-Cal Aid Code M8
            - limited scope MAGI Medi-Cal Aid Code M0
      b. The program contains at least one MAGI Medi-Cal eligible individual.
      c. The CEW has not already processed MAGI and a corresponding Medi-Cal EDBC for January 2020 benefit month since the start date of the Young Adult Expansion rules update in SCR CA-206941/CIV-103662. (The start date is currently 11/20/2019 – subject to change by DHCS.)
      d. The Medi-Cal EDBC effective January 2020 is not an overridden, read-only or manual EDBC.
      e. **LRS only:** The program is not assigned to a Child Welfare Program Worker.
   II. Send the EDR with "Continuing" (CO) EDR Run Reason code for benefit month January 2020.

2. Batch EDBC

A. MAGI Medi-Cal and mixed MAGI/Non-MAGI

I. Identify MAGI Medi-Cal and mixed MAGI/Non-MAGI Medi-Cal programs that meet all the following conditions for one-time Batch EDBC processing:
   a. The DER is received from Recommendation 1 and all the following conditions are true:
      i. There are no 'Pending Eligible' MAGI Medi-Cal individuals on the DER.
      ii. No individual became eligible for MAGI Medi-Cal who was previously not in receipt of MAGI Medi-Cal.
      iii. No individual became discontinued or ineligible for MAGI Medi-Cal who was previously a recipient of MAGI Medi-Cal.
      iv. There are no individuals on Soft Pause on the DER.
   b. Medi-Cal EDBC has not been processed against the DER from Recommendation 1 or any subsequent DER for the January 2020 benefit month.
   c. The Medi-Cal EDBC effective January 2020 is not an overridden, read-only or manual EDBC.
   d. **LRS only:** The program is not assigned to a Child Welfare Program Worker.

II. Run Batch EDBC for January 2020 benefit month for the Medi-Cal program in Targeted Program mode with Type Code "Batch Eligibility" (BE).
   a. **LRS Only:** Include the new Batch EDBC Sub-Type Code added in Recommendation 2.1.2.3. I.

B. Non-MAGI Medi-Cal

I. Identify Non-MAGI Medi-Cal programs that meet all the following conditions for one-time Batch EDBC processing:
   a. The program does not contain a MAGI Medi-Cal eligible individual.
   b. The program contains an individual where all of the following are true:
      i. The individual's 19th birthday is on or before 01/01/2020.
      ii. The individual's 26th birthday is on or after 01/02/2020.
      iii. The individual is currently receiving a restricted scope Non-MAGI Medi-Cal aid code other than CMSP and Minor Consent Medi-Cal aid codes during the January 2020 benefit month.
   c. Medi-Cal EDBC has not been processed for January 2020 benefit month since the start date of the Young Adult Expansion rules update in SCR CA-206941/CIV-103662. (The start date is currently 11/20/2019 – subject to change by DHCS.)
   d. The Medi-Cal EDBC effective January 2020 is not an overridden, read-only or Manual EDBC.
   e. **LRS only:** The program is not assigned to a Child Welfare Program Worker.

II. Run Batch EDBC for January 2020 benefit month only for the Medi-Cal program in Targeted Program mode with Type Code 'BE' (Batch Eligibility).
   a. **LRS Only:** Include the new Batch EDBC Sub-Type Code added in Recommendation 2.1.2.3. I.

3. Journal Entry
    I. **LRS only:** Add Batch EDBC Sub-Type Code (CT_942) for "Young Adult Expansion one-time transition batch" to the code table.

Code Table	Description
New/Update	New
Category Id	942
Short Description	Young Adult Expansion one-time transition batch
Long Description	Young Adult Expansion one-time transition batch

This will allow LRS to generate an auto-journal with the following information for each case processed successfully through Batch EDBC from Recommendation 2.

Journal Category: Eligibility
Journal Type: Batch EDBC
Short Description: Batch EDBC ran for 01/2020.
Long Description: Batch EDBC ran for 01/2020. Batch EDBC processed for the Medi-Cal program for the following reason: Young Adult Expansion one-time transition batch.

    II. **C-IV only:** Insert a Journal entry for each case processed successfully through Batch EDBC from Recommendation 2 with the following information:

Journal Category: Eligibility
Journal Type: Batch EDBC
Short Description: Batch EDBC ran for 01/2020.
Long Description: Batch EDBC ran for 01/2020. Batch EDBC processed for the Medi-Cal program for the following reason: Young Adult Expansion one-time transition batch.

2.1.3 Execution Frequency

This is a one-time change.

2.1.4 Key Scheduling Dependencies

- Wednesday 11/27/2019
  Batch operations team will run the Data Change Request (DCR) for Recommendation 1 before regularly scheduled batch processing on Wednesday, 11/27/2019. Then Wednesday's regularly scheduled batch will send the EDRs during Batch MAGI.

- Saturday 11/30/2019
  Batch operations will run the DCR for Recommendation 2 before regularly scheduled batch processing on Saturday, 11/30/2019. Then Saturday's regularly scheduled batch will process the cases through Batch EDBC.

- The C-IV journal entry DCR will run after Batch EDBC completes and before the C-IV application is up on Monday, 12/02/2019.

2.1.5 Counties Impacted

All 40 counties.

2.1.6 Data Volume/Performance

Batch MAGI will run approximately below mentioned Medi-Cal programs for the month of January 2020.

BENEFIT MONTH	C-IV	LRS
January 2020	13,721	23,230

Batch EDBC will run approximately below mentioned Medi-Cal EDBCs for the month of January 2020. At least one Notice of Action is expected for each of the cases processed in Batch EDBC.

BENEFIT MONTH	C-IV	LRS
January 2020	14,365	23,845

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Eligibility	Transition Aid Code Crosswalk	Transition Crosswalk Final Vers
2	Eligibility	Manual Clean up Aid Code Crosswalk	Manual Clean up Crosswalks Final Ve
3	Eligibility	Clarification from DHCS for limited scope MAGI Medi-Cal transition	**RE Young Adult Expansion Aid code**

4 OUTREACH

Generate one-time County lists to aid the counties to complete the transition of young adults to full scope Medi-Cal after Batch EDBC completes.

The lists will display the standard columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker

Lists will be posted at following locations:

System	Path
LRS	CalACES Web Portal>System Changes>SCR and SIR Lists>2019>CA-208241
C-IV	CalACES Web Portal>System Changes>SCR and SIR Lists>2019>CIV-104022

1. **List Name:** Medi-Cal Program Discontinued
   Generate a list of cases where the Medi-Cal program was discontinued due to the one-time Batch EDBC processing for Young Adult Expansion transition to full scope.

   Additional Column: None

   County Action: These are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate.

2. **List Name:** Medi-Cal Individual Discontinued
   Generate a list of cases where an individual was discontinued from the Medi-Cal program due to the one-time Batch EDBC processing for Young Adult Expansion transition to full scope.

   Additional Columns:

   - CIN
   - Prior Aid Code – Display the aid code the individual was on prior to the discontinuance
   - DOB

   County Action: These are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close individuals, review these cases to verify the closure was accurate.

3. **List Name:** Individual age 19-25 on Restricted Scope Medi-Cal

   Generate a list of cases that meets the following criteria:

   - At least one individual whose 19^{th} birthday is on or before 01/01/2020 and 26^{th} birthday is on or after 01/02/2020 is still in restricted scope Medi-Cal or in limited scope aid codes M8, M0 or N7 (limited scope inmate aid code) other than CMSP and Minor Consent Medi-Cal aid codes effective January 2020 benefit month.

   Include a column to indicate the reason(s) the Young Adult Expansion transition one-time batch processing did not move the individual to full scope.

   Known reasons:

   - **Became MAGI Elig on DER:** As a result of Batch MAGI, an individual became eligible for MAGI Medi-Cal who was previously not in receipt of MAGI Medi-Cal.
   - **MAGI Disc or Inelig on DER:** As a result of Batch MAGI, an individual became discontinued or ineligible for MAGI Medi-Cal who was previously a recipient of MAGI Medi-Cal.
   - **MAGI Pending on DER:** EDBC did not process because an individual is Pending Eligible on MAGI Determination.
   - **Soft Pause:** EDBC did not process because there is an individual on the DER in Soft Pause.
   - **Read-Only EDBC:** EDBC processed, but it was Read-Only.
   - **In Process DER for Jan 2020:** Batch MAGI or Batch EDBC did not process because there is an 'In Process' Determination Change for January 2020.
   - **Overridden, Read-only or Manual EDBC:** The Medi-Cal program was not processed by Batch MAGI nor Batch EDBC because the EDBC effective for January 2020 is an overridden, read-only or manual EDBC.
   - **DER returned after Batch EDBC:** EDBC did not process because the DER from Batch MAGI did not return prior to running Batch EDBC; however, the DER did return prior to generating this list.

- **Child Welfare Program Worker:** The Medi-Cal Program is assigned to a Child Welfare Program Worker (LRS only).

Additional Columns:

- CIN
- Reason – Display all of the 'known reasons' that apply to the individual, leave blank if none apply.
- Aid Code – Display the individual's primary aid code effective 01/01/2020
- DOB

County Action: For cases where EDBC did not process as a result of being excluded from Batch EDBC, review the list and the Known Reason(s) to determine why the case did not process. Not all reasons will display so the worker will have to review the case for any other action necessary.

For cases that did process, review the case for the individual age 19-25, coming back on the DER as Soft Paused to keep them on the Restricted or Limited aid code. Follow process to remove the Soft Pause and re-run case to determine correct benefits. For cases that were returned a Read-Only EDBC, review the EDBC to determine the reason and take action to have a Regular EDBC returned to determine correct benefits for the customer.

Note: Some cases may have a blank reason column if an individual age 19-25, remains on restricted scope for any reason other than what is listed above. Some cases may have multiple reasons in the column.

5 REQUIREMENTS

5.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.4.3.2	The LRS shall determine an applicant s/participant s eligibility for a program or programs.	The System will update Medi-Cal EDBC rules to grant full scope Non-MAGI Medi-Cal for all eligible young adults who are 19 to 25 years of age, inclusive, regardless of their citizenship or immigration status if they met all other eligible criteria.

6 APPENDIX

6.1 'The System' Definition

'The System' refers to both LRS and C-IV systems.

For instance, if the document mentions the below:

- Update The System to...

That implies:

- Both LRS and C-IV Systems will be updated with the same changes.

CALIFORNIA AUTOMATED CONSORTIUM ELIGIBILITY SYSTEM

Design Document

CA SCR 208685 CIV SCR 104217 – Increase Threshold for CalFresh Overissuances

CalACES	DOCUMENT APPROVAL HISTORY	
	Prepared By	Eric Wu, Esequiel Herrera-Ortiz
	Reviewed By	Sidhant Garg, Justin Dobbs, Jyothirmayi Chavata, Kapil Santosh

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
07/29/2019	1.0	Initial Revision	Eric Wu
11/03/2019	1.1	Add Recovery Account Detail mock up pages for LRS and C-IV. Add recommendations suggested by Build team Made the Outstanding Collections Balance Report a C-IV change only. Updated description of change for the FNS 209 report.	Eric Wu / Esequiel Herrera-Ortiz

APPROVAL DATE	APPROVED VERSION	APPROVER

Table of Contents

1 OVERVIEW

This SCR describes the policy changes in the ACL 19-50 regarding the implementation of SB 278. Effective June 1st, 2019, the CalFresh claims establishment threshold is increased to $400 for closed CalFresh cases with Overissuances caused by Administrative Error (AE) or Inadvertent Household Error (IHE).

Prior to SB 278, ACIN I-33-14 and ACL 13-79E instructed CWDs to not establish an AE Overissuance when the amount was $35 or less for active and non-active CalFresh cases and to not establish an AE Overissuance when the amount was $125 or less for non-participating CalFresh households. Additionally, MPP Section 63-801.411 requires CWDs to initiate collection on all AE and IHE claims unless the total of the claim is less than $35 and the claim cannot be recouped by allotment reduction.

The federally approved $400 claim establishment threshold (per ACIN I-33-14 and 7CFR 273.18(e)(2) is a pre-establishment cost effective evaluation applied at the date of discovery (when the Overissuance is calculated) based on the CDSS option in the CalFresh Claims Management Plan to not establish any claim.

The new threshold **does not apply** to Overissuances arising from IPV or from QC findings.

1.1 Current Design

For Admin Error CalFresh Recovery Accounts $35 or less, whether the Responsible Party is currently receiving CalFresh aid or not, the system establishes a claim but does not demand collection by updating recovery accounts status to 'Terminated' and status reason to 'CF - $35 or Less - AE'.

For Admin Error CalFresh Recovery Accounts over $35 but $125 or less, if the Responsible Party is no longer receiving CalFresh aid, the system establishes a claim but does not demand collection by updating recovery accounts status to 'Terminated' and status reason to 'CF - $125 or Less – AE'.

The FNS 209 report only excludes Recovery Accounts with a pending status and no posted transaction for the quarter and Recovery Accounts created and made void in the same quarter with a zero balance.

The Outstanding Collection Balance Report Provides a listing of all recovery accounts with outstanding balances and the account status of not closed, void, terminated, and transferred out.

1.2 Request

Introduce a new recovery account status 'Discharged' and update the system to find CalFresh Recovery Accounts with a discovered date on or after June 1, 2019 with Original Balance $400 or less caused by Admin Error (AE) or Inadvertent Household Error (IHE), not a result of IPV or QC findings, and there is no active CalFresh program under the same case for the month of discovery of the Recovery Account, update the Status of the Recovery Account to 'Discharged' and Status Reason to 'Policy Threshold Limit'.

Update the FNS 209 to exclude Recovery Accounts that have a status of 'Discharged'.

Update the Outstanding Collection Balance Report to exclude Recovery Accounts in 'Discharged' status.

Update the system to not establish a claim, by setting the recovery account status to pending while over issued months are calculated then update the pending status to 'discharged', and not generate OI Notices of Action (LRS only) when at discovery on or after June 1, 2019 the total amount of CalFresh benefits over issued to the closed CF case is $400 or less due to an AE or IHE error (and is not a result of IPV or was not found in a QC review).

As a claim was not established for the over issued amount, as indicated by the account status of discharged, update the system to not allow transactions to be posted to a discharged account and take no collection actions for repayment.

1.3 Overview of Recommendations

This system change request will:

1) Introduce a new drop-down field 'QC Findings' on the Recovery Account Detail page to track a CalFresh recovery account is established by QC findings. When over issued benefits and the associated recovery account are the result of QC findings, set this field to 'Yes'.
2) Introduce a new recovery account status 'Discharged' on Recovery Account Detail Page. The 'Discharged' status is available for CalFresh program only.
3) Add validation on Recovery Account Detail page to prevent a CalFresh recovery account from becoming active if the account is under the policy threshold and meets the criteria for a discharge.
4) Add validation on Recovery Account Detail page to prevent a CalFresh recovery account from becoming discharged when it is the result of QC findings and IPVs.
5) Disable activation function on Recovery Account Detail page when account status is 'Discharged'.
6) Display 'Edit' button on Recovery Account Search page for RA with 'Discharged' status.
7) Update the Uncollectable Recovery Account Batch to update the CalFresh Recovery Accounts based on the conditions below:
    a. When original balance is $35 or less and the cause code is 'CalFresh - Admin Caused (prior to 3/2000)' or 'CalFresh - Admin Caused (after 3/2000)', regardless the case status, update status to 'Discharged' and status reason to 'CF - $35 or Less - AE'.
    b. When Discovery Date is before June 1st, 2019, original balance is over $35 and $125 or less, cause code is 'CalFresh - Admin Caused (prior to 3/2000)' or 'CalFresh - Admin Caused (after 3/2000)', and there is no active CalFresh program on the Discovery Date **under the same case** of the Recovery

Account, update status to 'Discharged' and status reason to 'CF - $125 or Less – AE'.

   c. When Discovery Date is on or after June 1st, 2019, original balance is $400 or less, cause code is 'CalFresh - Admin Caused (prior to 3/2000)', 'CalFresh - Admin Caused (after 3/2000)' or 'CalFresh - IHE (Customer Caused)', and the account is not a result of QC findings & IPV, and there is no active CalFresh program on the Discovery Date under the same case of the recovery account, update status to 'Discharged' and status reason to 'Policy Threshold Limit'.

8) LRS only, update Recovery Account Activation Batch to suppress the generation of OverIssuance NOAs and **not** update account status from 'Pending' to 'Pending Agreement' for following criteria:
   a. When original balance is $35 or less and the cause code is 'CalFresh - Admin Caused (prior to 3/2000)' or 'CalFresh - Admin Caused (after 3/2000)', regardless the case status.
   b. When Discovery Date is before June 1st, 2019, original balance is over $35 and $125 or less, cause code is 'CalFresh - Admin Caused (prior to 3/2000)' or 'CalFresh - Admin Caused (after 3/2000)', and there is no active CalFresh program on the Discovery Date under the same case of the Recovery Account.
   c. When Discovery Date is on or after June 1st, 2019, original balance is $400 or less, cause code is 'CalFresh - Admin Caused (prior to 3/2000)', 'CalFresh - Admin Caused (after 3/2000)' or 'CalFresh - IHE (Customer Caused)', and the account is not a result of QC findings & IPV, and there is no active CalFresh program on the Discovery Date under the same case of the recovery account.
9) Update Overpayment Adjustment Logic to exclude recovery accounts with status 'Discharged' when suggesting a benefit reduction.
10) Update Grant Expungement Reader to not apply any expungements to the discharged recovery accounts.
11) Provide a list to the Counties of CalFresh recovery accounts (Admin Error or IHE) discovered on or after 6/1/2019 with an original over issued amount of $400 or less and the account status is not currently voided, and the CF program is not 'Active' for the month of discovery of the Recovery Account. This list may be reviewed to determine which accounts should be made void as the account meets the criteria for discharge (not established) or if the account should be established as the Overissuance is from a QC review or referral for IPV.
12) Update the FNS 209 report logic to not report any Recovery Accounts with a status of 'Discharged'.
13) Update the Outstanding Collection Balance Report to exclude Recovery Accounts with a status of 'Discharged'.

1.4 Assumptions

1) The CalFresh Recovery Accounts established on or after June 1st, 2019 with an original over issued amount of $400 or less will not be referred to Treasury Tax Collector as the accounts will be marked as 'Discharged'.
2) The threshold for active recovery accounts will remain unchanged when referring to Treasury Tax Collector.

2 RECOMMENDATIONS

2.1 Recovery Account Detail

2.1.1 Overview

1) Add a new drop-down field 'QC Findings' for users to track whether a Recovery Account is associated to an over issuance found in QC findings.
2) Add a new status 'Discharged' which will be used to discharge CalFresh recovery accounts under the threshold limit.
3) Add a validation in edit mode to prevent a dischargeable account from becoming active.
4) Add a validation to prevent discharging a recovery account when it is the result of QC findings & IPVs.
5) Hide [Activate] button when status is 'Discharged'.

2.1.2 Recovery Account Detail Page Mockup

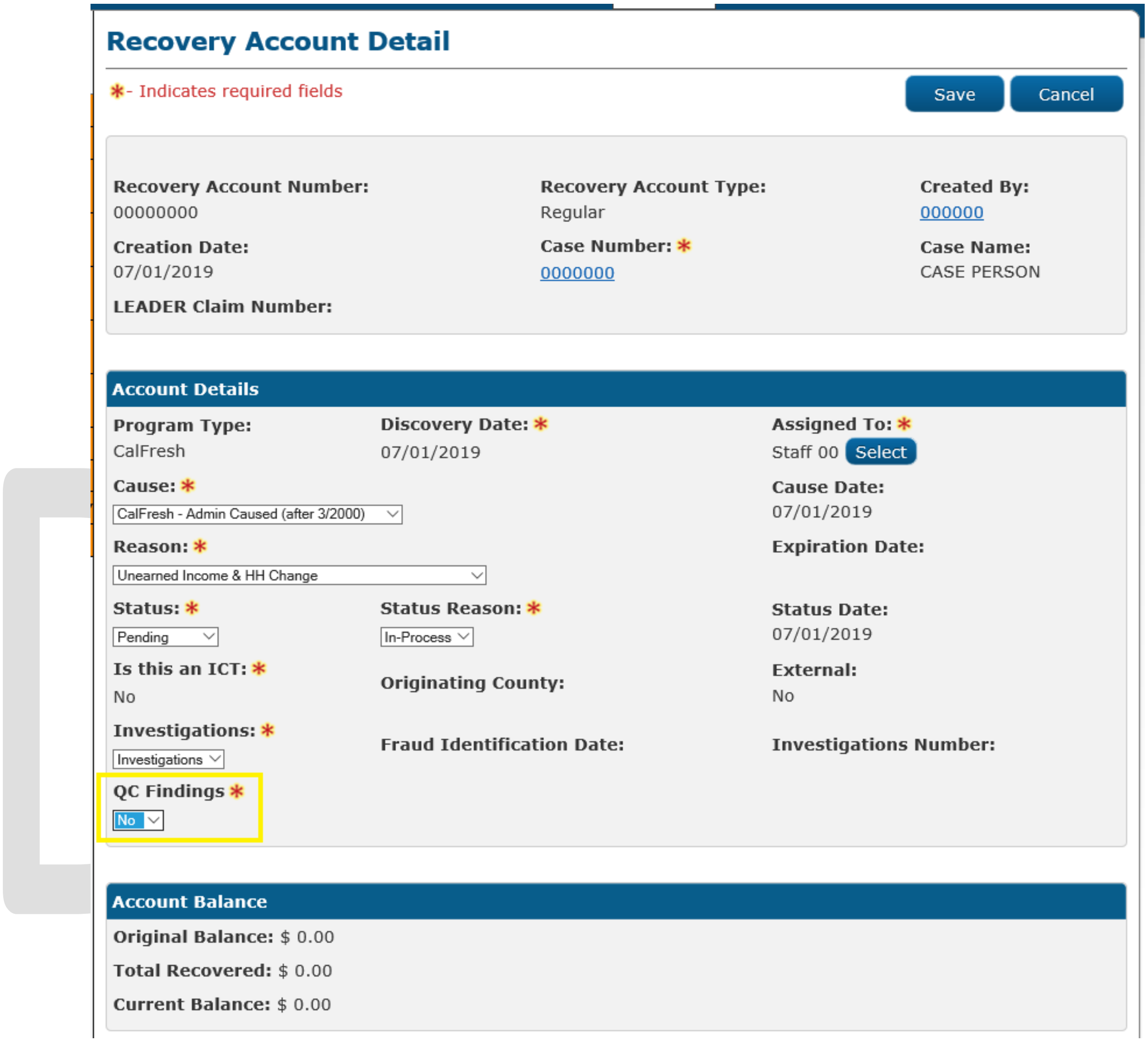


Figure 2.1.1 – Recovery Account Detail Page Edit Mode (CalACES)

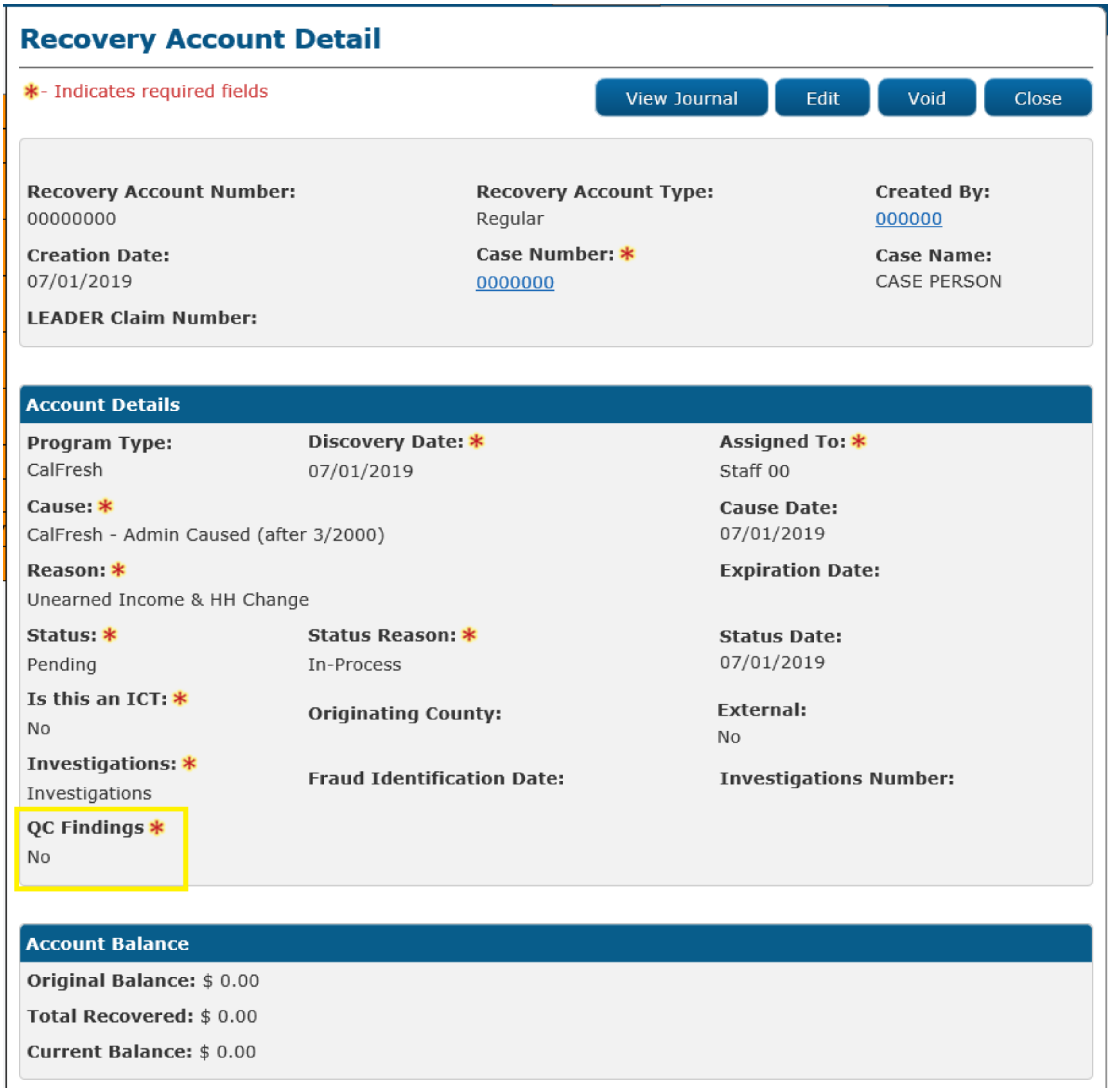
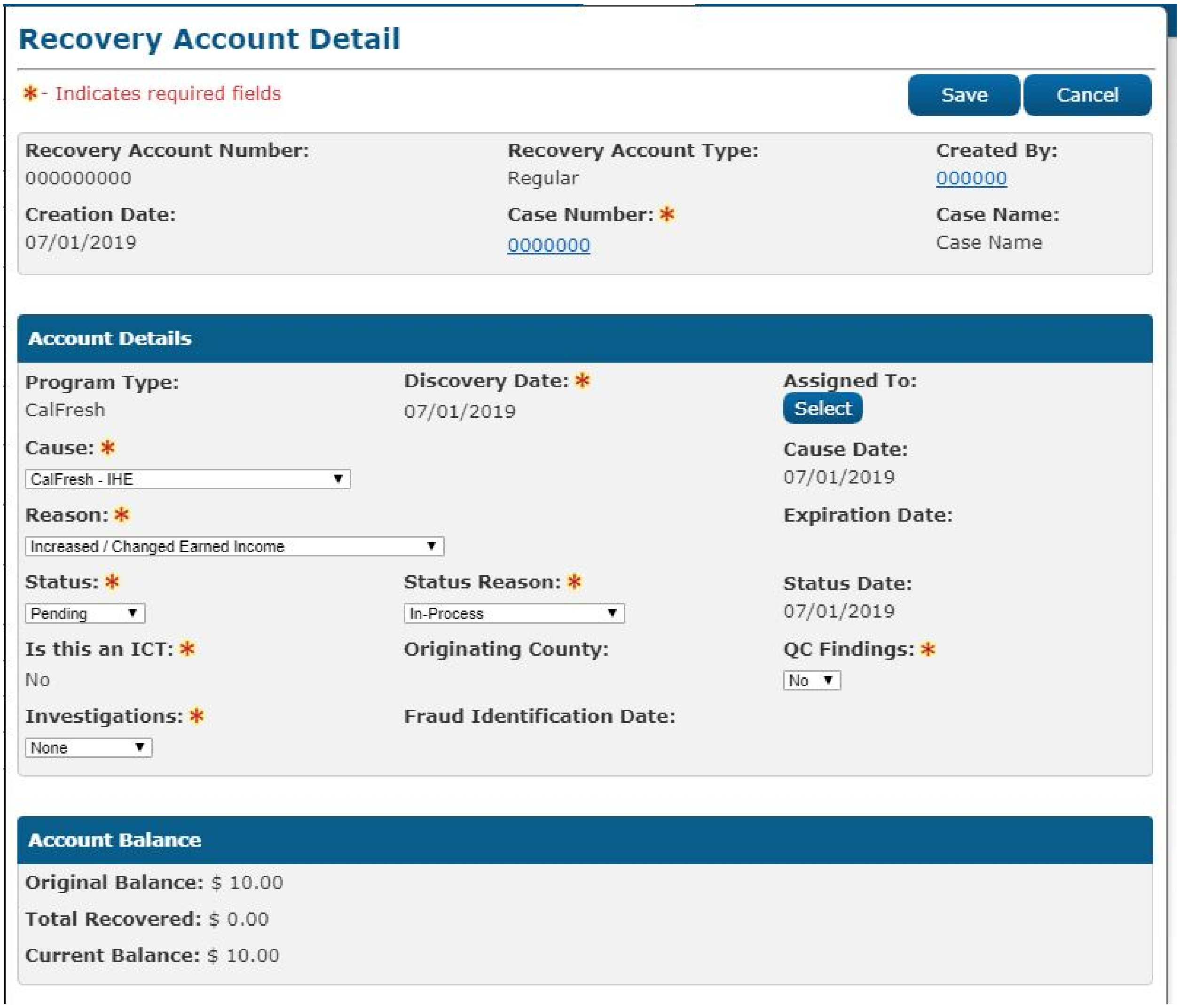


Figure 2.1.2 – Recovery Account Detail Page View Mode (CalACES)



Recovery Account Detail

*- Indicates required fields

Save | Cancel

Recovery Account Number: 000000000

Recovery Account Type: Regular

Created By: 000000

Creation Date: 07/01/2019

Case Number: * 0000000

Case Name: Case Name

Account Details

Program Type: CalFresh

Discovery Date: * 07/01/2019

Assigned To: Select

Cause: * CalFresh - IHE

Cause Date: 07/01/2019

Reason: * Increased / Changed Earned Income

Expiration Date:

Status: * Pending

Status Reason: * In-Process

Status Date: 07/01/2019

Is this an ICT: * No

Originating County:

QC Findings: * No

Investigations: * None

Fraud Identification Date:

Account Balance

Original Balance: $ 10.00

Total Recovered: $ 0.00

Current Balance: $ 10.00

Figure 2.1.3 – Recovery Account Detail Page Edit Mode (C-IV)

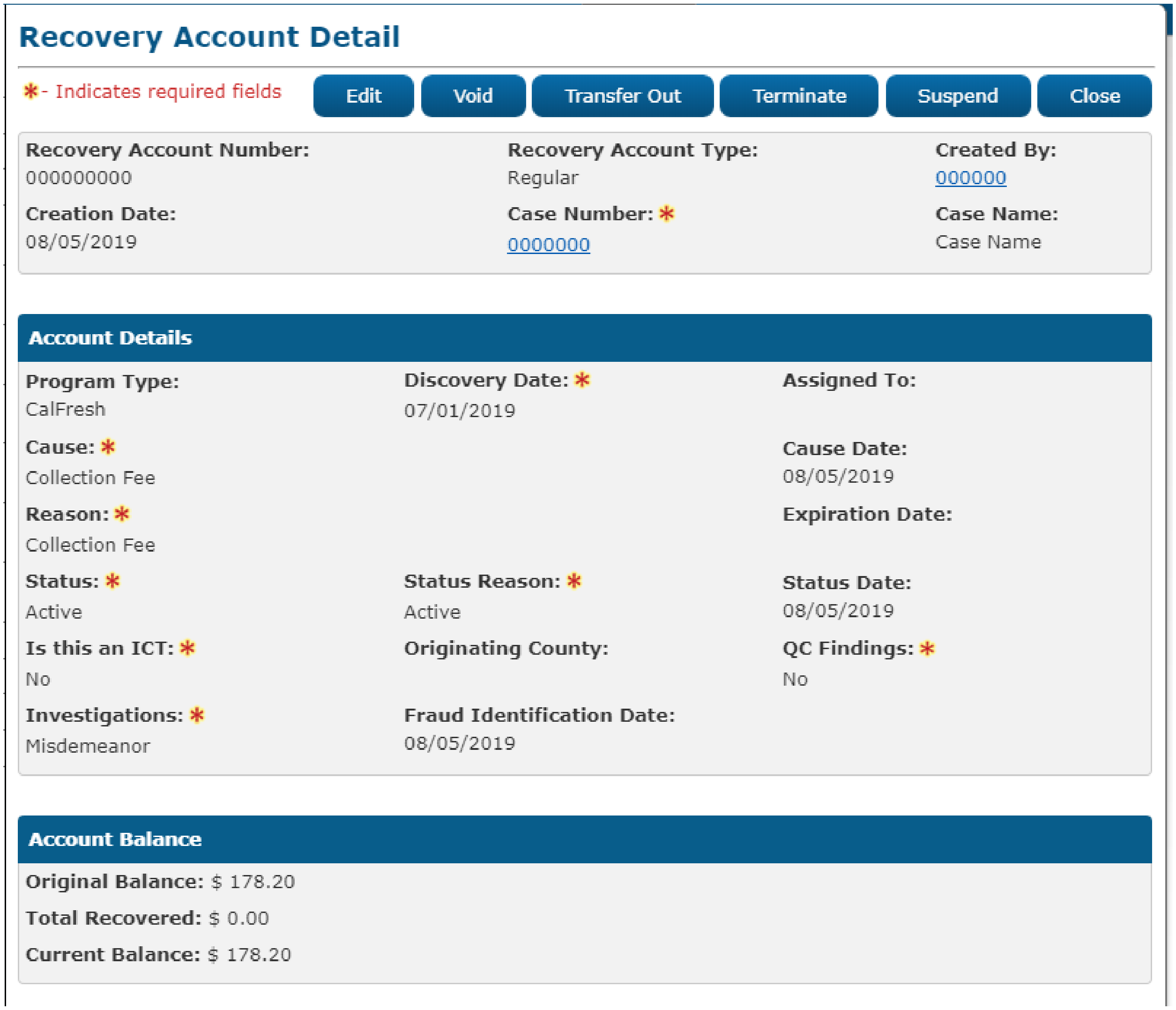


Figure 2.1.4 – Recovery Account Detail Page View Mode (C-IV)

2.1.3 Description of Changes

1) Add a new drop-down field 'QC Findings':
   a. the field will have following options:
      - Blank (default value)
      - Yes
      - No
   b. This field is only available When Program Type is CalFresh.
   c. Add validation to make this field required for CalFresh.
   d. Default value is blank when creating a new CalFresh Recovery Account

e. Display validation message '<u>QC Findings</u> - Field is required. Please select a value.' when users submit this field as blank when the program is CalFresh.
f. This field is only editable When a CalFresh recovery account is in following status:
  - Pending
  - Pending Approval (CalACES Only)

2) Add a new option 'Discharged' for the drop-down 'Status' field on Recovery Account Detail Page:
   a. The new status is only available for CalFresh program.
   b. 'Discharged' is only available for selections after [edit] is clicked on Recovery Account Detail Page (edit mode).
   c. Update the Code Hierarchy between 'Discharged' status and the following:
      - CF - $35 or Less – AE
      - CF - $125 or Less – AE
      - Policy Threshold Limit

   Note: When a CalFresh Overissuance claim is established (recovery account status other than pending, discharged or void) and it is subsequently determined that a claim should not be established as the OI is below the Claim Establishment Threshold and meets the criteria for a discharge status, the status may be updated to void, if at all required.

3) Add a validation message that says - "The Account cannot be Activated as the original balance is under the threshold" when all of Criteria I or all of Criteria II is met:

   Criteria I

   - The Cause Code is neither 'CalFresh - Admin Caused (prior to 3/2000)', 'CalFresh - Admin Caused (after 3/2000)', nor 'CalFresh - IHE (Customer Caused)'.
   - The QC Finding Value is 'No'.
   - The 'Investigations' is 'None' or 'No Fraud'.
   - There is no active CalFresh program on the Discovery Date under the same case.
   - The Original Balance is $400 or less and the date of discovery is on or after 6/1/2019.

   Criteria II

   - The Cause Code is 'CalFresh - Admin Caused (prior to 3/2000)' or 'CalFresh - Admin Caused (after 3/2000)'
   - There is no active CalFresh Program on the Discovery Date under the same case.
   - The Original Balance is $125 or less and the date of discovery is before 6/1/2019.

4) Add a validation message that says – 'Status – Cannot change the account status back to active.' if the Recovery Account had 'Discharged' status at any point in time.

5) Add a validation message that says - "The Account cannot be Discharged as the criteria for 'Discharge' is not met" when any of the following criteria is met:
   a. The Cause Code is neither 'CalFresh - Admin Caused (prior to 3/2000)' nor 'CalFresh - Admin Caused (after 3/2000)' nor 'CalFresh - IHE (Customer Caused)'.
   b. The QC Finding Value is 'Yes'.
   c. The Original Balance is greater than $400.
   d. The 'Investigations' is other than 'None' or 'No Fraud'.
   e. The Current Status of recovery account is other than 'Pending'.
   f. There are posted transactions on the recovery account.
6) For LRS only, add a validation message that says – "The Account cannot be Discharged because EDBC(s) of the Overissuances are not authorized yet." when any EDBC of the Overissuances is in pending authorization status – 'Pending Authorization', 'Pending Verification', and 'Pending Authorization Random Sampling'.
7) Hide the following buttons when the current status of Recovery Account is 'Discharged':
   a. Activate
   b. Terminate
   c. Suspend
   d. Transfer Out

   Show the following buttons when the current status of Recovery Account is 'Discharged':
   a. View Journal (LRS only)
   b. Void
   c. Edit
   d. Close

2.1.4 Page Location

No Change.

2.1.5 Counties Impacted

All CalACES Counties.

2.1.6 Security Updates

No Change.

2.1.7 Page Mapping

'QC Findings' is mapped to 'QLTY_CTRL_FIND_IND' of Recov_Acct_Detl table. Please add the statement below the column's comment:

’This column indicates if a CalFresh recovery account is established to collect an over issuance found during QC findings - Y/N’.

2.2 Recovery Account Search

2.2.1 Recovery Account Search Page Mockup

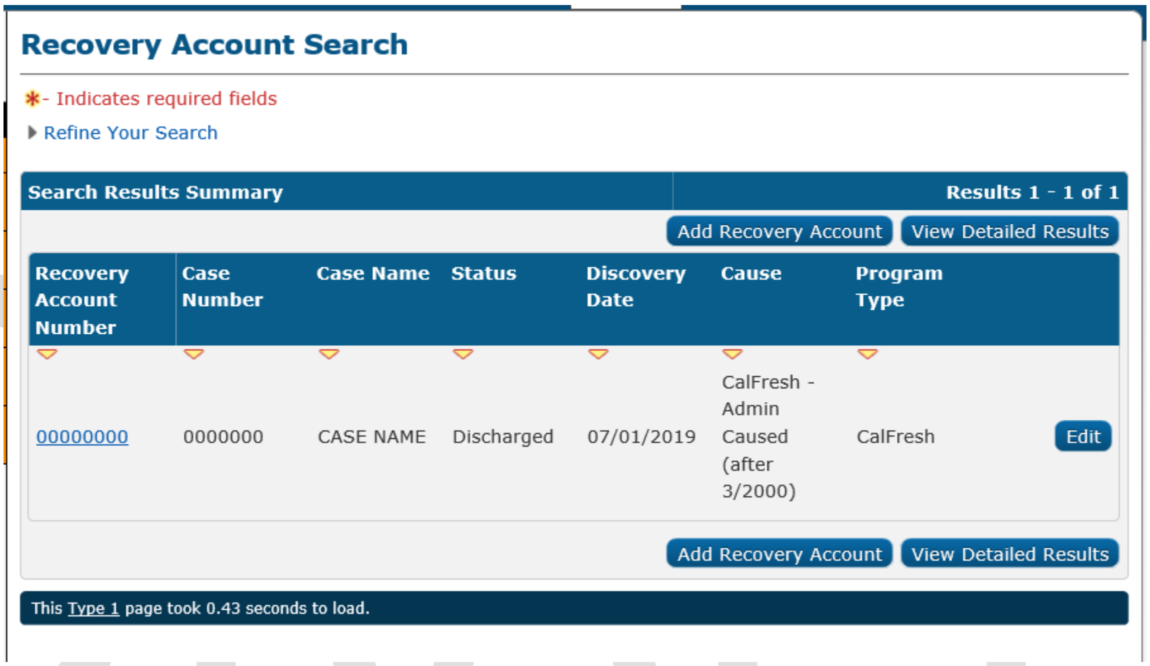


Figure 2.2.1 – Recovery Account Search

2.2.2 Description of Changes

Display ‘Edit’ button on Recovery Account Search page for RA with ‘Discharged’ status.

2.2.3 Page Location

No Change.

2.2.4 Counties Impacted

All CalACES Counties.

2.2.5 Security Updates

No Change.

2.2.6 Page Mapping

No Change.

2.3 Uncollectible Recovery Account Batch

2.3.1 Overview

This enhancement is to update the Uncollectible Recovery Account Batch to update CalFresh Recovery Accounts status to 'Discharged' and status reason to 'Policy Threshold Limit' when Recovery Accounts are established on or after June 1st, 2019 with an original balance of $400 or less, cause code of Admin Error or IHE, not a result QC findings and IPV, and there is no active CalFresh program on the Discovery Date under the same case of the recovery account. Any CalFresh account established before June 1st, 2019 will **not be affected** by the new $400 threshold policy.

2.3.2 Description of Changes

1) Update the batch to track CalFresh Recovery Accounts with one of the following cause codes when sweeping across the system:
    a. CalFresh - Admin Caused (prior to 3/2000)
    b. CalFresh - Admin Caused (after 3/2000)
    c. CalFresh - IHE (Customer Caused)
2) **For LRS only**, update the batch not pick CalFresh Recovery Accounts with any EDBC of Overissuances in following status:
    - Pending Authorization
    - Pending Verification
    - Pending Authorization Random Sampling
3) Update Batch to update Recovery Accounts Status to 'Discharged' and Status Reason to 'CF - $35 or Less – AE' when meeting all criteria below:
    a. Original Balance is over $0 and $35 or less.
    b. Cause Code is one of the following:
        - CalFresh - Admin Caused (prior to 3/2000)
        - CalFresh - Admin Caused (after 3/2000)
    c. Status is Pending, and no Overissuances added to the account for more than 7 calendar days.
4) Update batch to discharge Recovery Accounts with Discovery Date before June 1st, 2019. Update Recovery Accounts Status to 'Discharged' and Status Reason to 'CF - $125 or Less – AE' when meeting all criteria below:

a. Discovery Date is **before June 1st, 2019**.
b. Original Balance is over $35 and $125 or less. ($35 or less will be discharged with status 'CF - $35 or Less – AE' as mentioned in **2)** of this section.)
c. Cause Code is one of the following:
    - CalFresh - Admin Caused (prior to 3/2000)
    - CalFresh - Admin Caused (after 3/2000)
d. Status is Pending, and no Overissuances added to the account for more than 7 calendar days.
e. There is no active CalFresh program on the Discovery Date **under the same case** of the Recovery Account.

5) Update batch to update CalFresh Recovery Accounts Status to 'Discharged' and Status Reason to 'Policy Threshold Limit' when meeting all criteria below:
    a. Discovery Date is **on or after June 1st, 2019**.
    b. Cause Code is one of the following:
        - CalFresh - Admin Caused (prior to 3/2000)
        - CalFresh - Admin Caused (after 3/2000)
        - CalFresh - IHE (Customer Caused)
    c. QC Findings is 'No'.
    d. The 'Investigations' is 'None' or 'No Fraud'.
    e. Status is Pending, and no Overissuances added to the account for more than 7 calendar days.
    f. There is no active CalFresh program on the Discovery Date **under the same case** of the Recovery Account.
    g. The Original Balance is over $35 and $400 or less.
    NOTE: If the Original balance is over $0 and $35 or less, the Cause Code is **CalFresh - IHE (Customer Caused)** and there is no active CalFresh program on the Discovery Date **under the same case** of the Recovery Account, then the batch will discharge the account as it is under new threshold policy and dischargeable.

NOTE: Examples.xlsx in 'Supporting Documents' section contains more comprehensive examples of how the batch discharges recovery accounts.

6) Update the Uncollectible Recovery Account Batch to create a Journal Entry whenever a Recovery Account's Status is updated to Discharged.
For LRS, set the values as follow:
Category – Fiscal
Type – Recovery Account
Message - The Recovery Account XXXXXXX is Discharged by the System since the Original Balance is less than the threshold defined for the program.
For C-IV, set the values as follow:
Category – Fiscal
Type – Fiscal

Message - The Recovery Account XXXXXXX is Discharged by the System since the Original Balance is less than the threshold defined for the program.

2.3.3 Execution Frequency

No Change.

2.3.4 Key Scheduling Dependencies

No Change.

2.3.5 Counties Impacted

All CalACES Counties.

2.3.6 Data Volume/Performance

No Change.

2.3.7 Failure Procedure/Operational Instructions

No Change.

2.3.8 Programs Impacted

CalFresh.

2.4 Database Change Request

1) Add a new non-nullable column 'QLTY_CTRL_FIND_IND' with data type VARCHAR2(1 byte) on 'Recov_Acct_Detl' table. The default value for this field is 'N'. This field is to identify if a CalFresh Recovery Account is the result of QC findings. The possible values are null, 'Y', or 'N'.
   'Y' indicates a Recovery Account is established because of over issuances found in QC findings.
   'N' indicates a Recovery Account is **not** established because of QC findings.
   Note: By setting non-nullable column 'QLTY_CTRL_FIND_IND' defaulted to 'N'. existing Recovery Accounts with this field null or empty will have value 'N'.
2) New field 'QLTY_CTRL_FIND_IND' will maintain its value as a Recovery Account Detail is updated by users and the system. The following batches, interfaces and modules should preserve 'QLTY_CTRL_FIND_IND' value when update a Recovery Account Detail.
   Close Recovery Account Batch

Terminate Recovery Account Batch
Issuance Batch
Recovery Account Workload Transfer Batch (LRS only)
TTC Collections Reader Interface (LRS only)
Recovery Account Activation Batch (LRS only)
Recovery Account Overpayment Notification Module (LRS only)
DCFS Workload Assignment Batch (LRS only)
Recovery Account Activation Module (LRS only)
Workload Assignment Batch (C-IV only)
TITOP Intercept Transaction Batch (C-IV only)
RevQ Reader Interface (C-IV only)

2.5 Overpayment Adjustment Logic

2.5.1 Overview

The overpayment adjustment is a process where if an individual is overpaid and is eligible for benefits, then the system suggests an adjustment. This adjustment is a percentage-based calculation per the cause code of the recovery account. This automation implements collect methods as required by state and federal regulations to recoup outstanding claims by allotment reduction and offset of payable lost benefits from households actively participating in the CalFresh program. The transaction is posted as a Benefit Reduction.

This enhancement is to update the system to not suggest any Benefit Reduction or Offset for a discharged recovery account.

2.5.2 Description of Changes

1) Update the overpayment Adjustment Logic to not suggest any Benefit Reduction or Offset for recovery accounts with status 'Discharged'.

2.5.3 Programs Impacted

All EDBC eligible cash program. However, only CalFresh recovery accounts will have Discharged status.

2.6 Grant Expungement Reader

2.6.1 Overview

This enhancement is to update the Grant Expungement Reader to not apply any expungements to the discharged recovery accounts.

2.6.2 Description of Changes

1) Update the Grant Expungement Reader Interface job to not apply any expungements to the recovery accounts with status 'Discharged'.

2.6.3 Execution Frequency

No Change.

2.6.4 Key Scheduling Dependencies

No change.

2.6.5 Counties Impacted

All 40 CalACES Counties

2.6.6 Data Volume/Performance

No Change.

2.6.7 Interface Partner

EBT Vendor - FIS

2.6.8 Failure Procedure/Operational Instructions

No Change.

2.7 Recovery Account Activation Batch

2.7.1 Overview

For LRS only, the Recovery Account Activation Batch sends Overissuance NOAs for Pending Recovery accounts and then the status for the recovery account is updated from 'Pending' to 'Pending Agreement'. Furthermore, the batch also activates the recovery accounts which are in 'Pending Agreement' status. This enhancement is to update batch to suppress the generation of Overpayment NOAs and not update status to 'Pending Agreement' for dischargeable Recovery Accounts.

2.7.2 Description of Changes

1) Update the batch to suppress the generation of Overissuance NOAs and not update status to 'Pending Agreement' for Recovery Accounts in following criteria:

Criteria i

a. Original Balance is $35 or less.
b. Cause Code is one of the following:
    - CalFresh - Admin Caused (prior to 3/2000)
    - CalFresh - Admin Caused (after 3/2000)

Criteria ii

a. Discovery Date is **before June 1st, 2019**.
b. Original Balance is over $35 and $125 or less.
c. Cause Code is one of the following:
    - CalFresh - Admin Caused (prior to 3/2000)
    - CalFresh - Admin Caused (after 3/2000)
d. There is no active CalFresh program on the Discovery Date **under the same case** of the Recovery Account.

Criteria iii

a. Discovery Date is **on or after June 1st, 2019**.
b. The Original Balance is over $35 and $400.
c. Cause Code is one of the following:
    - CalFresh - Admin Caused (prior to 3/2000)
    - CalFresh - Admin Caused (after 3/2000)
    - CalFresh - IHE (Customer Caused)
d. QC Findings is 'No'.
e. The 'Investigations' is 'None' or 'No Fraud'.
f. There is no active CalFresh program on the Discovery Date **under the same case** of the Recovery Account.

Note: NOTE: If the Original balance is over $0 and $35 or less, the Cause Code is **CalFresh - IHE (Customer Caused)** and there is no active CalFresh program on the Discovery Date **under the same case** of the Recovery Account, then the batch will suppress the generation of Overpayment NOAs and not update status to 'Pending Agreement' as it is under new threshold policy and dischargeable.

The dischargeable recovery accounts status will stay at 'Pending', then the Uncollectible Recovery Account Batch could process recovery accounts and mark them as 'Discharged'.

2.7.3 Execution Frequency

No Change.

2.7.4 Key Scheduling Dependencies

No Change.

2.7.5 Counties Impacted

Los Angeles County.

2.7.6 Data Volume/Performance

No Change.

2.7.7 Failure Procedure/Operational Instructions

No Change.

2.7.8 Programs Impacted

CalFresh.

2.8 Data Change Request

For L.A county only, update recovery accounts status to 'Terminated' and status reason to 'Policy Threshold Limit' when meeting all criteria below:

a. Discovery Date is **on or after June 1st, 2019**.
b. Cause Code is one of the following:
    - CalFresh - Admin Caused (prior to 3/2000)
    - CalFresh - Admin Caused (after 3/2000)
    - CalFresh - IHE (Customer Caused)
c. Status is one of following:
    - Pending Agreement (CalACES only)
    - Active
    - Suspended
d. There is no active CalFresh program on the Discovery Date **under the same case** of the Recovery Account.
e. The Original Balance is $400 or less.
f. No transactions posted.

A list of terminated recovery accounts in this DCR will be provided to L.A. county.

2.9 Update the FNS 209 Report

2.9.1 Overview

ACL 19-50 provides that an under-threshold limit Recovery Accounts shall not be established therefore should not be reported on the FNS 209. A Recovery

Account that meets the conditions outlined in section 2.3.2.5 will be updated to have a newly created Status of 'Discharged'. The online page will also be updated to prevent a worker from posting transactions to these accounts.

On the FNS 209, a Recovery Account is identified as newly established if ether condition is met:

- The Recovery Account's status is 'Pending', 'Pending Agreement' or 'Pending Approval' and
    1. A transaction is posted to the recovery account during the reporting quarter that was effective before the reporting quarter.
    2. A transaction was posted to the recovery account before the reporting quarter but is effective during the reporting quarter.
- The Recovery Account goes from having a 'Pending', 'Pending Agreement' or 'Pending Approval' status during the reporting quarter to having a status other than 'Pending', 'Pending Agreement', 'Pending Approval' or 'Void'.

If the FNS 209 is not updated, any Recovery Account that moves from a pending status to 'Discharged' will be incorrectly reported as an established Recovery Account, as the report logic will evaluate the account as not pending or void with a balance not equal to zero.

2.9.2 Description of Changes

Update the following sections on the FNS 209 to not include Recovery Accounts in 'Discharged' status:

- Summary Sheet (Sheet1)
    - Line 4 Number and Amount Totals for SAE and IHE
    - Line 7 Number and Amount Totals for SAE and IHE
    - Line 13 Number and Amount Totals for SAE and IHE
- Line 4 Backup Detail Sheet (Sheet2)
- Line 13 Backup Detail Sheet (Sheet15)

2.10 Update the Outstanding Collections Balance Report (C-IV Only)

2.10.1 Overview

The Outstanding Collection Balance Report provides a listing of all regular recovery accounts with an outstanding balance, excluding recovery accounts with a status of Closed, Void, Terminated, and Transferred out. The Recovery Accounts in 'Discharged' status will have an outstanding balance but will not be established therefore cannot be collected.

2.10.2 Description of Changes

Update the Outstanding Balance Report to exclude Recovery Accounts with a status of 'Discharged'.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Fiscal	ACL 19-50	19-50.pdf
2	Fiscal	CIT 0045-19	CIT 0045-19 CA-208685_CIV-1042
3	Fiscal	Examples of recovery accounts processed by the Uncollectable Batch	Examples.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.11.2.12	The LRS shall discontinue collection of overpayments/Overissuances once all outstanding overpayments/Overissuances have been collected, there is an overpayment/Overissuance claim status change to terminated, voided, or uncollectable, or the collection of the overpayment/Overissuance has been deemed satisfied.	This Requirement is met by enhancing the Uncollectible Recovery Account Batch to update the CalFresh Admin Error or IHE recovery accounts which are established on or after June 1st, 2019 with closed cases and an original balance under $400 as 'Discharged' with the status reason of 'Policy Threshold Limit'.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	How Requirement Met
N/A		

5 MIGRATION IMPACTS

Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
N/A					

6 OUTREACH

Provide a list to the Counties of CalFresh recovery accounts (Admin Error or IHE) discovered on or after 6/1/2019 with an original over issued amount of $400 or less and the account status is not currently voided, and the CF program is not 'Active' for the date of discovery of the Recovery Account. This list may be reviewed to determine which accounts should be made void as the account meets the criteria for discharge (not established) or if the account should be established as the Overissuance is from a QC review or referral for IPV.

7 APPENDIX

None.

CALIFORNIA AUTOMATED CONSORTIUM ELIGIBILITY SYSTEM

Design Document

SCR CA-59263/CIV-100074 – Update the Treatment of Veterans Income

	DOCUMENT APPROVAL HISTORY	
	Prepared By	Gurpreet Aulakh
	Reviewed By	Richard Weeks, Carl Moore, Himanshu Jain, Akira Moriguchi, William Baretsky, Eugenio Garcia, Ananda Meka

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/26/2018	1.0	Initial Revision	Gurpreet Aulakh
07/31/2018	1.1	Updated the document for GA program income changes and added journal entry for data change	Gurpreet Aulakh
03/19/2019	1.2	Updated the document for FC program income changes based on CRPC 2138	Jason Francis
05/14/2019	1.3	Added translations for new income types	Jason Francis
6/20/2019	1.4	Updated references from Earned Income Disregard to $225 Disability-Based Unearned Income (DBI) Disregard	Jason Francis
7/17/2019	1.5	Added reference and updated language based on ACL 17-125E Removed 'Over Income' requirement from affected case lists.	Jason Francis
9/3/2019	2.0	Added Spanish translation of new income types	Jason Francis
11/13/2019	3.0	Updated Correspondence for clarification	Tiffany Huckaby

Table of Contents

1 OVERVIEW

LRS Only: Per ACL 14-08, the definition of Disability-Based Unearned Income (DBI) has been expanded to include Veterans Disability Compensation (VDC) benefits. Earned Income Disregard (EID) is applied to DBI. This SCR will update Veteran income types of Disabled Survivor and Partial Disability to be counted in the CalWORKs (CW) Disability Disregard effective 01/01/2014.

Per CalFresh Manual of Policies and Procedures (MPP) 63-502.142, Veterans income should be considered unearned, with the exception of VEAP. Per CF 24 dated 06/16/2016 & MPP 63-502.142, Vets-Aid and Attendance income should be considered as unearned for CalFresh (CF).

This SCR will update certain Veterans income types to be considered as unearned.

LRS and C-IV: Per ACL 17-125, ACL 17-125E, and SB 570, effective 01/01/2018, exempt benefits and related allowances received from Veterans Affairs (VA) under the Galvanized Iron (GI) Bill like education, training, vocation or rehabilitation from consideration as income when determining CalWORKs eligibility and grant amount calculation. For CF, VA benefits and other related allowances must be included as unearned income. Per CRPC 2108, Student Services Program income type for Veterans income category is considered as exempt for CW. Work Therapy income type for Veterans income category is considered as exempt for CW. Treatment of Student Services Program, Work Therapy and Aid and Attendance income type for Veterans income category for General Assistance/General Relief (GA/GR) program (LRS only) should be aligned with CW. This SCR will update the treatment of certain Veterans income types to comply with the regulations.

C-IV Only: Per CRPC 2108, Student Services Program income type for Veterans income category should be considered as earned for CF. This SCR will update the treatment of certain Veterans income types to comply with the regulations.

1.1 Current Design

LRS: System identifies Veterans Disability Compensation (VDC) as income category of Veterans and income types of Disabled Survivor, Partial Disability, and Disability Total. For CalWORKs (CW) and related programs, Disabled Survivor and Partial Disability are not entitled to $225 Disability-Based Unearned Income (DBI) Disregard and Disability Total does.

The treatment of GI Bill/VEAP, Aid and Attendance, Student Services Program, Work Therapy, Aid and Attendance income types for 'Veterans' income category for various programs is as follows:

Income Type	CalFresh	CalWORKs	Medi-Cal	Foster Care	CAPI	GA/GR
GI Bill/VEAP	Unearned	Unearned	Unearned	Earned	Unearned	Unearned
Aid and Attendance	Exempt	Exempt	Unearned*	Exempt	Exempt	Earned
Student Services Program	Earned	Earned	Earned	Earned	Earned	Earned
Work Therapy	Earned	Earned	Earned	Earned	Earned	Earned

* Exempt if there is spouse or minor child in the home and is not institutionalized or its CMSP budget

C-IV: The treatment of GI Bill - Educational, GI Bill – Non-Educational, Student Services Program, Work Therapy income types for 'Veterans' income category for various programs is as follows:

Income Type	CalFresh	CalWORKs	Medi-Cal	Foster Care
GI Bill - Educational	Exempt	Exempt	Unearned	Exempt
GI Bill – Non-Educational	Unearned	Unearned	Unearned	Earned
Student Services Program	Unearned	Earned	Earned	Earned
Work Therapy	Unearned	Earned	Earned	Earned

Note: Refer to appendix 6.1 & 6.2 for detailed current treatment of all Veterans income types.

1.2 Requests

LRS Only: Per ACL 14-08, Disabled Survivor and Partial Disability income types are entitled to the DBI Disregard for CalWORKs and related programs effective 01/01/2014.

Per regulation 63-502.142, Veterans income should be considered unearned, with the exception of VEAP.

Per CRPC 2108, Work Therapy income type for Veterans income category should be considered as unearned for CF.

Per CF 24 dated 06/16/2016 & Regulation 63-502.142, Vets-Aid and Attendance income should be considered as unearned for CF.

Student Services Program, Work Therapy and Aid and Attendance income types for Veterans income category need to be aligned with CW and considered as exempt for GA/GR

LRS & C-IV: Per ACL 17-125, ACL 17-125E, and SB 570, effective 01/01/2018, benefits and related allowances received from Veterans Affairs (VA) under the Galvanized Iron (GI) Bill like education, training, vocation or rehabilitation are exempt from consideration as income when determining CalWORKs eligibility and grant amount calculation. For CF, VA benefits and other related allowances must be included as unearned income.

Per CRPC 2108, Student Services Program income type for Veterans income category is considered as exempt for CW. Work Therapy income type for Veterans income category is considered as exempt for CW.

Per CRPC 2138, income received as a veteran's benefit should be treated as unearned income for Foster Care, per MPP 44-101.532. In addition, MPP 44-111.435 specifies Loans and Grants made under Title IV of the Higher Education Act (GI Bill) are considered exempt.

C-IV Only: Per CRPC 2108, Student Services Program income type for Veterans income category should be considered as earned for CF.

1.3 Overview of Recommendations

LRS Only: Update the Disabled Survivor and Partial Disability income types to be allowed in the DBI Disregard, effective 1/1/2014.

Split existing income type of 'GI Bill/VEAP' into different types and update their treatment based on the program type.

Update Work Therapy income type for Veterans income category to be considered as unearned for CF.

Update Aid and Attendance income type for Veterans income category to be considered as unearned for CF.

Update the Student Services Program, Work Therapy and Aid and Attendance income types for Veterans income category to be aligned with CW and considered as exempt for GA/GR

Convert existing income records with type 'GI Bill/VEAP' to 'GI Bill - Non-Educational'.

C-IV Only: Update GI Bill - Non-Educational income type for Veterans income category to be considered as exempt for CalWORKs effective 01/01/2018.

Update Student Services Program income type for Veterans income category to be considered as earned for CF.

LRS & C-IV: Update Student Services Program income type for Veterans income category to be considered as exempt for CW.

Update Work Therapy income type for Veterans income category to be considered as exempt for CW.

1.4 Assumptions

1. Veterans income is not included as part of the CalHEERS eHIT interface.

2 RECOMMENDATIONS

2.1 Income Detail Page

2.1.1 Overview

LRS Only: This page allows the User to add, edit, or view the details of a Customer's income record. As treatment of GI Bill and VEAP income type is different, split income type of 'GI Bill/VEAP' into three different types.

2.1.2 Income Detail Mockup

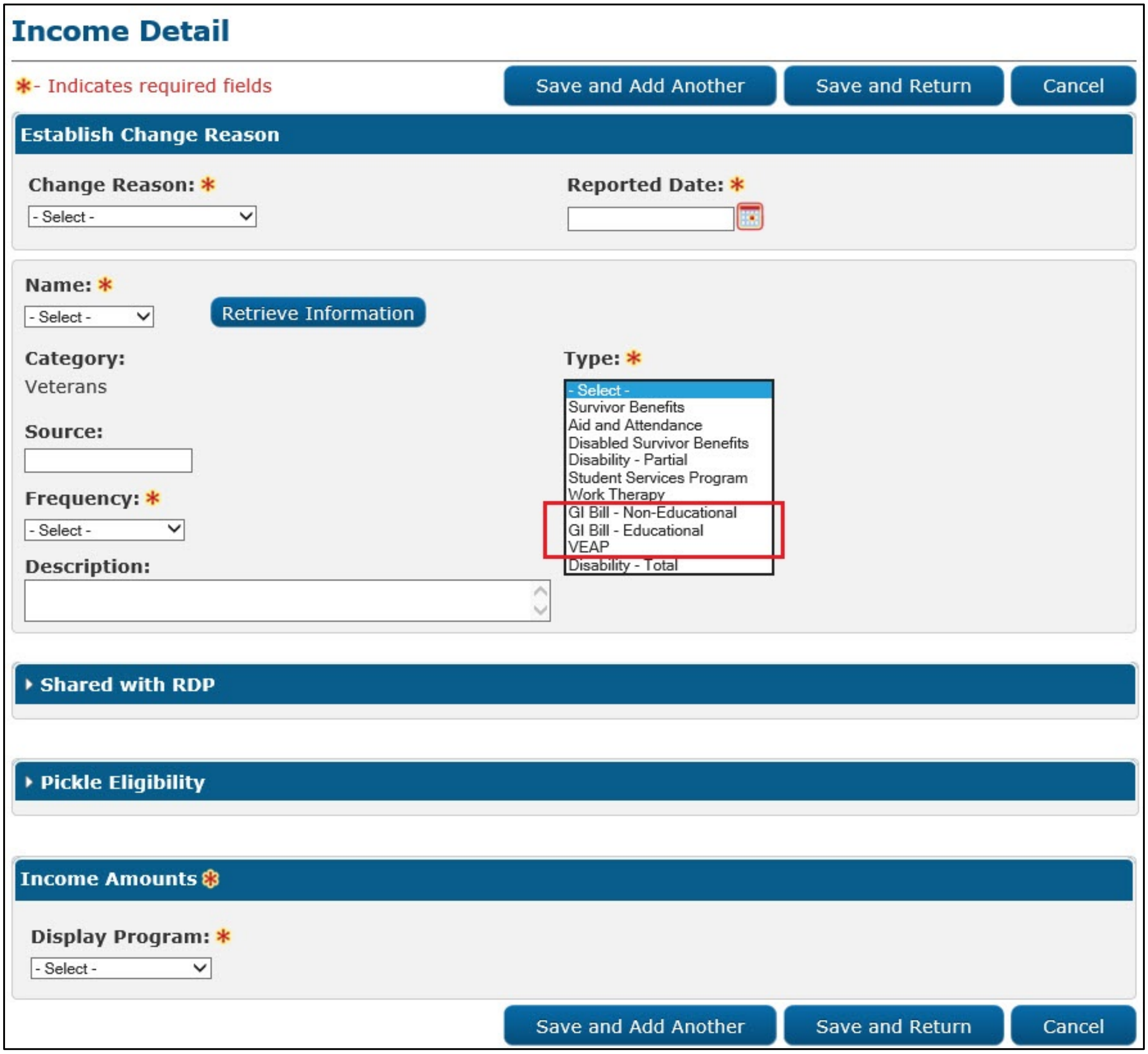


Figure 2.1.1 – Income Detail

2.1.3 Description of Changes

LRS Only: On the Income Detail Page, split 'GI Bill/VEAP' type into 3 different types as follows:

a. GI Bill - Non-Educational
b. GI Bill - Educational
c. VEAP

2.1.4 Page Location

Global: Eligibility

Local: Customer Information

Task: Income (Under Financial section). Click the **Edit** button, the **Name** hyperlink, or select an income category and click the **Add** button to access the **Income Detail** page.

2.2 EDBC Changes

2.2.1 Overview

LRS Only: Update the Disabled Survivor and Partial Disability income types to be allowed in the DBI Disregard, effective 1/1/2014. Update the treatment of new Veterans income types.

Update Vets-Aid and Attendance income to be considered as unearned for CF.

Update Work Therapy income type for Veterans income category to be considered as unearned for CF

Update the Student Services Program, Work Therapy and Aid and Attendance income types for Veterans income category to be considered as exempt for GA/GR

C-IV Only: Update Vets - GI Bill - Non-Educational income type to be considered as exempt for CalWORKs effective 01/01/2018.

Update Vets – Student Services Program income type to be considered as earned for CF.

LRS & C-IV: Update Student Services Program income type for Veterans income category to be considered as exempt for CW.

Update Work Therapy income type for Veterans income category to be considered as exempt for CW.

Update Vets - Aid and Attendance, Vets - Partial Disability, Vets - Total Disability, and Vets - GI Bill - Non-Educational income types to be considered as Unearned for FC

Update Vets - Student Services Program and Vets - Work Therapy income types to be considered as Exempt for FC

2.2.2 Description of Changes

1. **LRS Only:** Update the following income types to be considered as Disability Based-Unearned Income and allowed in the DBI Disregard, effective 1/1/2014:
   a) Veterans - Disabled Survivor (CT 186 - 82)
   b) Veterans - Partial Disability (CT 186 - 83)

Note: This disregard applies to the CW, DV, IN, KG and RCA programs.

2. **LRS Only:** The new income types (added in section 2.1.3) under Veterans Category will be treated across the different programs in the LRS System based on the following:

Income Type	CalFresh	CalWORKs	Medi-Cal	Foster Care	CAPI	GA/GR
Vets - GI Bill - Non-Educational	Unearned	Unearned; Exempt starting 01/01/2018	Unearned	Unearned	Unearned	Unearned; Exempt starting 01/01/2018
Vets - GI Bill - Educational	Exempt	Exempt	Unearned	Exempt	Exempt	Exempt
Vets - VEAP	Exempt	Exempt	Unearned	Exempt	Exempt	Exempt

These income types will have an eICT Outbound code of 'LMI'.

3. **LRS Only:** Update Work Therapy income type for Veterans income category to be considered as unearned for CF

4. **LRS Only:** Update Aid and Attendance income type for Veterans income category to be considered as unearned for CF

5. **LRS Only:** Update the following income types for Veterans income category to be considered as exempt for GA/GR:
   - Student Services Program
   - Work Therapy
   - Aid and Attendance

6. **C-IV Only:** Update GI Bill - Non-Educational income type for Veterans income category to be considered as exempt for CalWORKs effective 01/01/2018

7. **C-IV Only:** Update Student Services Program income type for Veterans income category to be considered as earned for CF

8. **LRS & C-IV:** Update Student Services Program income type for Veterans income category to be considered as exempt for CW.

   Update Work Therapy income type for Veterans income category to be considered as exempt for CW.

   Update Vets - Aid and Attendance, Vets - Partial Disability, Vets - Total Disability, and Vets - GI Bill - Non-Educational income types to be considered as Unearned for FC.

Update Vets - Student Services Program and Vets - Work Therapy income types to be considered as Exempt for FC.

Note: Refer to appendix 6.1 & 6.2 for detailed current Veterans Income treatment and proposed changes with this SCR.

2.2.3 Programs Impacted

CW, DV, IN, KG, RCA, CF, MC, CAPI, FC, GA/GR

2.2.4 Performance Impacts

No impact

2.3 Threshold Language Translations

2.3.1 Overview

LRS Only: New income types added to the system must include threshold language translations for accurate text if used for variable population in NOAs/Forms.

2.3.2 Description of Change

LRS Only: Add threshold language translations for the three added income types:

a. GI Bill - Non-Educational

b. GI Bill - Educational

c. VEAP

These translations are found in the Supporting Documents section below.

2.4 Data Change

2.4.1 Overview

LRS Only: Data Change is required to convert existing income records with type 'GI Bill/VEAP'

2.4.2 Description of Change

LRS Only: Convert existing income records with type 'GI Bill/VEAP' to 'GI Bill - Non-Educational'. Existing values such as Source, Frequency, Description, and Income Amounts will remain unchanged. This data change will be performed as part of the release of this SCR. A list of these affected cases is detailed in the Outreach section.

A journal entry will be created when the data change converts existing income records with type 'GI Bill/VEAP' to 'GI Bill - Non-Educational'.

Journal entry as follows:

Journal Category: All

Journal Type: Narrative

Short Description: Converted Income record

Long Description: 'GI Bill/VEAP' income type record was converted to a new income type 'GI Bill - Non-Educational' for <customer's firstname and lastname>

Category: Veterans

Begin Date: <Begin Date of the income record updated>

End Date: <End Date of the income record updated>

2.4.3 Estimated Number of Records Impacted/Performance

LRS Only: Approx. 511

2.5 Automated Regression Test

2.5.1 Overview

Create new automated tests to verify that each Veteran income type is treated appropriately for each applicable program.

2.5.2 Description of Change

1. **LRS & C-IV:** Create tests that submit a new application for each of the following programs: CalWORKs, CalFresh, Medi-Cal, Foster Care. Add income of each type in the Veterans category for the primary applicant. Run EDBC for the applied month and verify that each income amount is treated as Earned, Unearned, or Exempt as outlined in appendix 6.

2. **LRS Only:** Create tests that submit a new application for each of the following programs: CAPI, GA/GR. Add income of each type in the Veterans category for the primary applicant. Run EDBC for the applied month and verify that each income amount is treated as Earned, Unearned, or Exempt as outlined in appendix 6.1.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Online, Eligibility	Update treatment of veterans income	CPRC 2108 Treatment VA incom ACL 17-125.pdf CPRC 2101 ACL 17-125 Treatment of CF 24 Aid and Attendace (002).pdf DDCR 4047 CIV SCR 1385.docx CPRC 2138 Veterans Income - 2-11-19.do
2	Eligibility	EID for CalWORKs	DDCR 3037 C-IV SCR 50413 (2).docx
3	Correspondence	Translation for new income types	SCR CA-59263 - Income Translations

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.1	The LRS shall fully automate and perform all aspects of the eligibility determination process and benefit level calculations for all categories of public assistance in a single pass without manual intervention.	This SCR updates LRS automated EDBC to comply with requirements promulgated under ACL 17-125, ACL 17-125, and ACL 14-08.

5 OUTREACH

1. **LRS Only:** Generate a list of cases where a CW or related program person with an income type of either ‘Veterans - Disabled Survivor’ or ‘Veterans - Partial Disability’ was active at any time since 01/01/2014.

2. **LRS Only:** Generate a list of all programs which contain a person who is Open (Pending, Active, or Ineligible) on or after 01/01/2018 and has 'GI Bill - Non-Educational' income type for Veterans income category.

3. **LRS Only:** Generate a list of all programs which contain a person that had 'GI Bill - Non-Educational' income type for Veterans income category on or after 01/01/2018.

4. **LRS Only:** Generate a list of all GA/GR programs which contain a person that had ‘Student Services Program’ or ‘Work Therapy’ or ‘Aid and Attendance’ income type for Veterans income category on or after 01/01/2018.

5. **C-IV Only:** Generate a list of all CW or related programs which contain a person that had 'GI Bill - Non-Educational' income type for Veterans income category on or after 01/01/2018.

6. **LRS & C-IV:** Generate a list of all CW or related programs which contain a person that had ‘Student Services Program’ or ‘Work Therapy’ income type for Veterans income category on or after 01/01/2018.

7. **LRS & C-IV:** Generate a list of all FC programs which contain a person that had ‘Vets - Student Services Program’ or ‘Vets - Work Therapy’ income type for Veterans income category on or after 01/01/2018.

6 APPENDIX

6.1 LRS: Current Veterans Income Treatment and Proposed Changes

Income Category	Income Type	LRS CalWORKs	LRS CalWORKs (Proposed)	LRS CalFresh	LRS CalFresh (Proposed)	LRS Medi-Cal	LRS Medi-Cal (Proposed)	LRS Foster Care	LRS Foster Care (Proposed)	LRS GA/GR	LRS GA/GR (Proposed)	LRS CAPI	LRS CAPI (Proposed)
Veterans	Vets - Aid and Attendance	Exempt	Exempt	Exempt	Unearned	Unearned*	Unearned*	Exempt	Unearned	Earned	Exempt	Exempt	Exempt
Veterans	Vets - Disabled Survivor	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned
Veterans	Vets - GI Bill/VEAP	Unearned	Split into 3 new income types	Unearned	Split into 3 new income types	Unearned	Split into 3 new income types	Earned	Split into 3 new income types	Unearned	Split into 3 new income types	Unearned	Split into 3 new income types
Veterans	Vets - Partial Disability	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Earned	Unearned	Unearned	Unearned	Unearned	Unearned
Veterans	Vets - Student Services Program	Earned	Exempt	Earned	Earned	Earned	Earned	Earned	Exempt	Earned	Exempt	Earned	Earned
Veterans	Vets - Survivor	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned
Veterans	Vets - Total Disability	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Earned	Unearned	Unearned	Unearned	Unearned	Unearned
Veterans	Vets - Work Therapy	Earned	Exempt	Earned	Unearned	Earned	Earned	Earned	Exempt	Earned	Exempt	Earned	Earned

Income Category	Income Type	LRS CalWORKs	LRS CalWORKs (Proposed)	LRS CalFresh	LRS CalFresh (Proposed)	LRS Medi-Cal	LRS Medi-Cal (Proposed)	LRS Foster Care	LRS Foster Care (Proposed)	LRS GA/GR	LRS GA/GR (Proposed)	LRS CAPI	LRS CAPI (Proposed)
Veterans	Vets - GI Bill - Educational		Exempt		Exempt		Unearned		Exempt		Exempt		Exempt
Veterans	Vets - GI Bill - Non-Educational		Unearned; Exempt as of 1/1/2018		Unearned		Unearned		Unearned		Unearned; Exempt as of 1/1/2018		Unearned
Veterans	Vets - VEAP		Exempt		Exempt		Unearned		Exempt		Exempt		Exempt

* Exempt if there is spouse or minor child in the home and is not institutionalized or its CMSP budget

6.2 C-IV: Current Veterans Income Treatment and Proposed Changes

Income Category	Income Type	C-IV CalWORKs	C-IV CalWORKs (Proposed)	C-IV CalFresh	C-IV CalFresh (Proposed)	C-IV Medi-Cal*	C-IV Foster Care	C-IV Foster Care (Proposed)
Veterans	Vets - Aid and Attendance	Exempt	Exempt	Unearned	Unearned	Unearned**	Exempt	Unearned
Veterans	Vets - Disabled Survivor	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned
Veterans	Vets - Partial Disability	Unearned	Unearned	Unearned	Unearned	Unearned	Earned	Unearned
Veterans	Vets - Student Services Program	Earned	Exempt	Unearned	Earned	Earned	Earned	Exempt
Veterans	Vets - Survivor	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned	Unearned
Veterans	Vets - Total Disability	Unearned	Unearned	Unearned	Unearned	Unearned	Earned	Unearned
Veterans	Vets - Work Therapy	Earned	Exempt	Unearned	Unearned	Earned	Earned	Exempt
Veterans	Vets - GI Bill - Educational	Exempt	Exempt	Exempt	Exempt	Unearned	Exempt	Exempt

Income Category	Income Type	C-IV CalWORKs	C-IV CalWORKs (Proposed)	C-IV CalFresh	C-IV CalFresh (Proposed)	C-IV Medi-Cal*	C-IV Foster Care	C-IV Foster Care (Proposed)
Veterans	**Vets - GI Bill - Non-Educational**	Unearned	Unearned; Exempt starting 1/1/2018	Unearned	Unearned	Unearned	Earned	Unearned
Veterans	**Vets - VEAP**	Exempt	Exempt	Exempt	Exempt	Unearned	Exempt	Exempt

* No proposed change for C-IV Medi-Cal

**Exempt if there is spouse or minor child in the home and is not institutionalized or its CMSP budget