# CalSAWS | Information Transmittal (CIT)    0085-20

☐ **CalSAWS DD&I**    ☒ **C-IV M&O**    ☐ **CalWIN M&O**    ☒ **LRS M&E**

| Distribution Date: | May 14, 2020 |
|---|---|
| To: | Committee.CalWORKs_CalFresh.All; Committee.MediCal_CMSP.All; Committee.FosterCare.All; Committee.GA.All; PPOC.40; Consortium.RegionalManagers.All; |
| CIT Name: | SCR CA-215310/CIV-106939 - Add Pandemic Unemployment Compensation (PUC) Income Type |
| From: | CalSAWS Project |

**PPOCs, please forward to the appropriate impacted staff in your county:**

☒ General
☒ Policy
   ☒ CW
   ☒ CF
   ☒ MC
   ☐ CMSP
   ☒ FC/KG/AAP
   ☐ Child Care
   ☐ WtW
   ☒ Other Program(s) <u>RCA / TCVAP</u>
   <u>CAPI / GR</u>
☐ C4Yourself   ☐ Your Benefits Now!
☐ Customer Correspondence
☐ Other_____

☐ Reports
   ☐ Fiscal
   ☐ Caseload Movement
   ☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☒ Training
☒ Help Desk

| Description: (Including any step-by-step instructions) | **Purpose (This CIT affects all LRS and C-IV counties).** The purpose of the CIT is to inform LRS and C-IV counties of the Unemployment Insurance Benefit (UIB) types and instructions for using the income for CalWORKs (CW), CalFresh (CF), Non-MAGI and MAGI Medi-Cal (MC), Foster Care (FC), Kin-Gap (KG), Adoption Assistance Program (AAP), General Relief (GR), Cash Assistance for Immigrants (CAPI), Refugee Cash Assistance (RCA), and Trafficking and Crime Victims Assistance Program (TCVAP). **Background** The Coronavirus Aid, Relief, and Economic Security (CARES) Act signed on March 27, 2020, added three additional state UIB benefit types.  Pandemic Unemployment Compensation (PUC), Pandemic Emergency Unemployment Compensation (PEUC), and Pandemic Unemployment Assistance (PUA) are administered, along with Traditional UIB, by the Employment Development |

Department (EDD) for the State of California. A description of the three new non-traditional types are:

- PUC – Is effective from the date the bill was signed on March 27, 2020 through July 31, 2020 and grants an additional $600 per week to eligible recipients.
- PEUC – Provides an additional 13 weeks of State UIB to recipients after their traditional state UIB benefits claim ends.
- PUA – Is granted to those workers that are not eligible to UIB or have exhausted their traditional state UIB benefits. This program expires December 31, 2020.

The state policy letters for each program are:
CalWORKs – ACWDL – County Letter (May 5, 2020)
CF – ACWDL- County Letter (April 21, 2020)
MC – ACWDL – 20-09
CAPI – ACL 20-46

**Additional Information**
*SCRs CA-215310/CIV-106939 Add Pandemic Unemployment Compensation Income Type*, was created to add the Pandemic Unemployment Compensation (PUC) income type to the Systems. The Systems will be programmed to apply the income as directed by state policy requirements per program with an **exception\***. **The SCRs are scheduled to be implemented with the 20.05 release available in production on Monday May 18, 2020.**

**Exception\***
Executive Order (EO) N-59-20 dated May 1, 2020 provides authority for the Department to **exempt** PUC payments from consideration as income in <u>determining</u> recipients' <u>continued</u> eligibility or grant amount for CalWORKs/RCA/ECA/TCVAP. **This treatment of PUC income will be programmed by SAWS Systems.**

EO N-59-20 **did not** exempt PUC payments from consideration as income in determining eligibility for CalWORKs/RCA/ECA/TCVAP applicants; therefore, PUC must be treated in the same manner as traditional state unemployment insurance benefits at application. **This treatment of PUC income for applicants will <u>not</u> be programmed in the SAWS Systems.**

Follow your county policy to complete an Applicant Test outside of the system to determine income eligibility when the applicant is receiving PUC. **Complete a Negative Action for CalWORKs EDBC to fail/deny the application for those applicants that do not pass the Applicant Test.**

For CalWORKs/RCA/ECA/TCVAP applicants and continuing recipients, PUC UIB is considered unearned income for months prior to effective date of EO N-59-20 on May 1, 2020.

**County Action**

1. Review the types of UIB benefits reported to determine the Unemployment Income type to use on the data collection pages.

2. Access the Income List page, select Unemployment from the **Income Category** drop-down box.
3. On the Income Detail page, select the applicable UIB type from the **Type** drop-down box:
   - Traditional state UIB – Select **UIB**
   - Pandemic Unemployment Compensation – Select **PUC**
   - Pandemic Emergency Unemployment Compensation - Select **UIB**
   - Pandemic Unemployment Assistance – Select **UIB**
4. Enter the income amount in the **Income Amounts** section.
5. **Save and Add Another** or **Save and Return**.
6. Create a Journal entry per your County's business process.

**CW/RCA/ECA/TCVAP Applicants** - when **PUC** UIB is received by the customer.
7. Complete a manual <u>CW 29 Applicant Test</u> outside the system to determine income eligibility.
   ➢ If the Applicant Test **fails**,
      a. Complete a negative action for **Transferred Income** on the Negative Action Detail page.
      b. Save and Accept the EDBC.
      c. Manually generate a denial Notice of Action for Financial Eligibility (<u>NA 213</u>) and send to the customer.
      d. Create a Journal entry per your County's business process.
   ➢ If the Applicant Test **passes**,
      a. Proceed to next steps.
8. Complete remaining case actions according to your county policy.
9. Create a Journal entry per your County's business process.

**CAPI – EDBC Payment Override process to exempt UIB types PEUC and PUA.**
10. Complete steps 1 – 5 above.
11. Run EDBC.
12. On the EDBC Summary Detail page, click the Override Payment button to access the Override Payment Detail page. Refer to EDBC Payment Override Detail job aid for further clarification.
13. Complete the Override Payment Detail page using the Override Reason 'New Policy'.
14. Complete a manual budget exempting the UIB type **PEUC/PUA** amount and insert the correct benefit amount.
15. Save and Return.
16. Accept new benefit amount.
17. Generate and send Notice of Action.
18. Journal all actions per your County's business process.

For any questions related to this CIT, please reach out to the Primary Project Contacts listed below per your program.

| Primary Project Contact: (Name, phone number, email address) | Frederick Gains – CW (916) 282-3783 GainsF@CalSAWS.org  Tyler Vaisau – CF (916) 800-7847 |
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|  | VaisauT@CalSAWS.org<br><br>Nina Butler - MC<br>(562) 651-2747<br>ButlerN@CalSAWS.org<br><br>Maureen Votta – CH<br>(916) 851-3258<br>VottaM@CalSAWS.org<br><br>Ignacio Lazaro – FC/KG/AAP<br>(916) 603-1402<br>LazaroI@CalSAWS.org<br><br>Adelaide Mendoza - RCA/TCVAP/GR/CAPI<br>(562) 484-7948<br>MenodozaAD@CalSAWS.org |
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| Backup Project Contact:<br>(Name, phone number, email address) | Binh Tran - CW<br>(562) 484-7955<br>TranB@CalSAWS.org<br><br>Caroline Bui - CF<br>(916) 282-3668<br>BuiC@CalSAWS.org<br><br>Elisa Miller - MC/CH<br>(562) 651-2796<br>MillerE@CalSAWS.org |
| Attachments: | None |
| Web Portal Link: | ███████<br><br>OR<br><br>You may also retrieve the CIT document and attachments by following these steps:<br>1. Click on the CRFIs & CITs link at the top of the page.<br>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.<br>3. Click on the "2020" folder.<br>4. Click on the appropriate CIT # folder. |