

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-220106

Add Business Reply Mail to CW 2200

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Nithya Chereddy
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
21/12/2020	1.0	Initial Draft	Nithya Chereddy
01/08/2021	1.1	Updated based on reviews from BAs and Build	Nithya Chereddy

Table of Contents

1	Overview	4
	1.1 Current Design.....	4
	1.2 Requests.....	4
	1.3 Overview of Recommendations.....	4
	1.4 Assumptions	4
2	Recommendations.....	5
	2.1 Add BRM to the CW 2200	5
	2.1.1 Overview	5
	2.1.2 Description of Change.....	5
	2.2 Route the CW 2200 to Centralized Location for Los Angeles County	6
	2.2.1 Overview	6
	2.2.2 Description of change	6
	2.3 Route CW 2200 to Centralized/District office addresses for C-IV Migration Counties	Error! Bookmark not defined.
	2.3.1 Overview	Error! Bookmark not defined.
	2.3.2 Description of change	Error! Bookmark not defined.
3	Supporting Documents	9
4	Requirements.....	10
	4.1 Project Requirements.....	10

1 OVERVIEW

The CW 2200 is a 'Request for Verification' form. This form does not currently include a return envelope or Business Reply Mail (BRM).

1.1 Current Design

With SCR CA-207451, CalSAWS implemented the updated CW 2200 form in English and the below listed threshold languages without a BRM:

Spanish, Armenian, Arabic, Chinese, Farsi, Tagalog, Hmong, Korean, Russian, Vietnamese.

1.2 Requests

1. Add the CW 2200 form in Cambodian and Lao with the BRM header.
2. Add BRM to the existing English and threshold language CW 2200 form.
3. Route the CW 2200 back to the respective Centralized or District offices.

1.3 Overview of Recommendations

1. Add the CW 2200 form in Cambodian and Lao with the BRM header.
2. Add BRM to the existing English and threshold language CW 2200 form.
3. Route the CW 2200 back to the respective Centralized or District offices.

1.4 Assumptions

1. The version of the CW 2200 is not being updated.
2. BRM addresses for C-IV Migration counties were added to CalSAWS with CA-201214. SCR CA-217127 will migrate BRM addresses for CalWIN Migration counties.

2 RECOMMENDATIONS

2.1 Add BRM to the CW 2200 and the missing threshold languages

2.1.1 Overview

The CW 2200 is the 'Request for Verifications' form. It does not include a BRM envelope currently.

State Form: CW 2200 (06/19)

Current Programs: General Assistance/General Relief, CalWORKs, CAPI, CalFresh, Medi-Cal, RCA, Cal-Learn, GROW

Current Attached Form(s): N/A

Current Forms Category: Forms

Include NA Back 9: No

Existing Languages:

English, Spanish, Armenian, Arabic, Chinese, Farsi, Tagalog, Hmong, Korean, Russian, Vietnamese

2.1.2 Description of Change

Update the existing CW 2200 form to add BRM coversheet and add the CW 2200 form in Cambodian and Lao threshold languages.

1. Add the language '**On the back of this sheet is the address for returning your form.**' on the first page of the coversheet. This sentence will be populated in threshold languages for the respective threshold language form.
2. Add the BRM header on the 2nd page of the coversheet (also be referred as back of the coversheet).
3. Add the language '**Please fold and ensure the County address information displays in the envelope window**' on the 2nd page of the coversheet following the BRM header. This sentence will be populated in threshold languages for the respective threshold language form.

See Supporting Document #4 for the translations of the 2 sentences mentioned above.

Updated Languages:

English, Spanish, Armenian, Arabic, Chinese, Farsi, Tagalog, Hmong, Korean, Russian, Vietnamese

Added Languages:

Cambodian, Lao

Form Mockups/Examples: See Supporting Document #1

2.2 Route the CW 2200 form to Centralized Location/District Office Address

2.2.1 Overview

Currently the CW 2200 form does not include BRM. A BRM is being added to the CW 2200 form with this effort.

2.2.2 Description of change

1. Add the Expo Park Centralized location information to the CalSAWS system (CT 1622) and route the CW 2200 form to the Expo Park location for the below listed District offices for Los Angeles County.

Centralized office address for Expo Park:

DPSS – CSU EXPO PARK
3833 S VERMONT AVE
LOS ANGELES CA 90037-9920

Number	District Office Name	OFFICE_NUM_IDENTIF (From Office table)
1.	Belvedere	05
2.	Southwest Special	08
3.	West Valley	82
4.	East Valley	11
5.	Metro Special Office	70
6.	San Fernando Branch	32
7.	Metro Family	13
8.	Pasadena	03
9.	Wilshire Special Office	10
10.	Glendale	02
11.	Santa Clarita Branch	51

Technical Details:

Permit Number (CT 1622 REFER_TABLE_1_DESCR): 50762 LOS ANGELES CA

- Permit Number Format
 - If permit number (refer_table_1_descr from CT 1622) is 50762 LOS ANGELES CA, the permit number format will be 50762(3 Spaces)LOS ANGELES CA
- Format: 50762 LOS ANGELES CA

Following are the details used to encode the BRM Barcode for Expo Park centralized location.

Barcode ID: 00

Special Services: 708

Mailer ID: 901104952

Serial Number: 000000

Delivery Point ZIP Code: 900379920

Following is the Encoded Barcode value for Expo Park Centralized BRM address (CT 1622 REFER_TABLE_11_DESCR)

TAFTADFFAATFAATDFDFTA AFTDFATDFFTFADDATATAFATTAFTD TTADATDA
AATTATT

2. Add the San Gabriel/El Monte Centralized location information to the CalSAWS system (CT 1622) and route the CW 2200 form to the San Gabriel/El Monte Centralized location for the below listed District offices for Los Angeles County.

Centralized office address for San Gabriel/El Monte:

DPSS – CSU EL MONTE/SAN GABRIEL
3400 AERO JET AVE
EL MONTE CA 91731-9935

Number	District Office Name	OFFICE_NUM_IDENTIF (From Office table)
1.	Pomona	36
2.	Metro East	15
3.	Cudahy	06
4.	Compton	26
5.	Norwalk	40
6.	Southwest Family	83
7.	El Monte (San Gab. V. Serv. Center)	04
8.	San Gabriel Valley	20
9.	Lincoln Heights	66

Technical Details:

Permit Number (CT 1622 REFER_TABLE_1_DESCR): 50762 LOS ANGELES CA

- Permit Number Format
 - If permit number (refer_table_1_descr from CT 1622) is 50762 LOS ANGELES CA, the permit number format will be 50762(3 Spaces)LOS ANGELES CA
- Format: 50762 LOS ANGELES CA

Following are the details used to encode the BRM Barcode for San Gabriel/El Monte centralized location.

Barcode ID: 00

Special Services: 708

Mailer ID: 901104952

Serial Number: 000000

Delivery Point ZIP Code: 917319935

Following is the Encoded Barcode value for San Gabriel/El Monte Centralized BRM address (CT 1622 REFER_TABLE_11_DESCR)

TDAADADDADADATADATDFTTAAFFFDADDAAATTADTTFFTFDFDFATDFFAAFAF
DFAATFAAF

3. Add the La Cienega Centralized location information to the CalSAWS system (CT 1622) and route the CW 2200 form to the La Cienega Centralized location for the below listed District offices for Los Angeles County.

Centralized office address for La Cienega:

DPSS – CSU LA CIENEGA
9800 S LA CIENEGA BLVD FL 11
INGLEWOOD CA 90301-9958

Number	District Office Name	OFFICE_NUM_IDENTIF (From Office table)
1.	Exposition Park Family Service Center	12
2.	Florence	17
3.	South Central	27
4.	South Special	07
5.	South Family	31
6.	Metro North Office	38
7.	Rancho Park	60
8.	Paramount Office	62
9.	Civic Center	14

Note: 'MOD', 'MC LRS', 'Hawthorne' or 'MC Mail In' are not District offices currently. As per existing functionality if any correspondence is generated from the offices MOD, MC LRS, Hawthorne or MC Mail In, the correspondence will exception out during the nightly batch process and it will be listed in the exception report.

Technical Details:

Permit Number (CT 1622 REFER_TABLE_1_DESCR): 50762 LOS ANGELES CA

- Permit Number Format
 - If permit number (refer_table_1_descr from CT 1622) is 50762 LOS ANGELES CA, the permit number format will be 50762(3 Spaces)LOS ANGELES CA
- Format: 50762 LOS ANGELES CA

Following are the details used to encode the BRM Barcode for La Cienega centralized location.

Barcode ID: 00

Special Services: 708

Mailer ID: 901104952

Serial Number: 000000

Delivery Point ZIP Code: 903019958

Following is the Encoded Barcode value for La Cienega Centralized BRM address (CT 1622 REFER_TABLE_11_DESCR)

DDAFATAFDTFADTATFFTADDAFAAFTDDFTDTAADDDDTDFDFATTFATFAFTAA
AFTATDFFAD

4. For the C-IV Migration counties, populate the centralized office information on the BRM header if the county has a centralized location and populate the district office information on the BRM header if the county does not have a centralized location.
 Technical Note: CT15 REFER_TABLE_19_DESCR has the information of whether a County has a Centralized or Non-Centralized office.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	Updated mockup of form CW 2200 - English	CW2200_EN.PDF
2	Client Correspondence	Updated mockup of form CW 2200 - Cambodian	CW2200_CA.PDF
3	Client Correspondence	Updated mockup of form CW 2200 - Lao	CW2200_LA.PDF
4	Client Correspondence	Translation of the 2 new sentences	Translations.PDF

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
CAR-1206 2.18.1.2	The LRS shall generate written material, including notices, NOAs, forms, flyers, letters, and stuffers, to applicants, participants, caregivers, sponsors, authorized representatives, and/or any other entities, in English, all threshold languages, and any other language for which the State has provided a translation.	This SCR involves the update and generation of a form in English as well as each system's respective threshold languages.