

CalSAWS | Notes from Client Correspondence Meeting

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| Date: January 28, 2021 | Notes Location: Microsoft Teams Meeting |
| Time: 9:00 am – 12:00 pm | Meeting Materials: Review Agenda for SCRs |
| Meeting Called by: Virginia Bernal | |

Attendees:

- Region 1:** Abel Kolodziejski (Alameda), Hamida Rawls (Marin), Jerry Kulper (Monterey), Shanna Gardner (Napa)
- Region 2:** Shauna Armbright (Tuolumne)
- Region 3:** Janna Rickette (Shasta), Jennifer Marks (Humboldt), Maria Reyes (Butte)
- Region 4:** Adam Bacon (Fresno), Angela Garcia (Kern), Teresa Magana-Griffiths (Stanislaus)
- Region 5:** Elizabeth Castellon (Riverside)
- Region 6:** Ana Adame, April Goode, Armando Gonzalez, Itza Girgis, Pauline Ogata - (LA)

BAs: Maria Arceo (CW/RCA), Caroline Bui (CF), Virginia Bernal (MC/CMSP), Michele Ramos (FC/AAP), Ginkgo Luna (Child Care/WTW), Adelaide Mendoza (GA/GR, CAPI)

North: Kelly Town

South: Janet Mitri

Design: Lawrence Samy, Tiffany Huckaby, Rainier Dela Cruz, Gerald Limbrick, Connor Gorry, James Tran, Nithya Chereddy, Phong Xiong

State: DHCS: None

DSS: Shawn Dorris, Michelle Cotsirilos, Cindy Duong

OSI: None

Topic

Important Points

Opening Items

- January Notes: Region 4
- Roll Call

- Lead- Virginia Bernal

CA-218455 (ACL 20-87) Revised TNB 4

- James Tran- Designer

- Update verbiage in Question #4 on form TNB 4 and TNB Recertification to include \$50 threshold amount
- Updated threshold languages to include Hmong and Lao
- Create new Header for XDP counties migrating
- E-signature option to the TNB 4 with CA-200332
- BRM address will be added with CA-201214
- Region 1, 2, 3, 4, 5, 6 - approves

CA-217713 Update NVRA VPF Threshold Languages with State Translations

- Connor Gorry- Designer

- Remove PA 106
- Updating languages to Cambodian, Chinese, Korean, Tagalog, and Vietnamese
- Turning off Arabic, Armenian, Farsi, Hmong, Lao, and Russian to mirror state translations
- Another SCR will be added later for the targeted languages that were temporarily removed ** (no target for when it will be updated)
- Region 1, 2, 3, 4, 5, 6 - approves

Topic

Important Points

CA-214161 Phase 2 (ACL 11-80) CW New & Revised Overpayment NOA Messages

- Phong Xiong- Designer

- Create/add: the following NOAs in English, Spanish, Chinese, Russian, Vietnamese, and Cambodian:
 - M44-352C-Overpayment Recovery
 - M44-352D-Overpayment Recovery
 - M44-352G- Demand Overpayment
- M44-350A fragments will be updated in a future SCR to match the state version
- Every NOA will contain a barcode due to new imaging system
- SCR CA-222902 has been created to automate these forms
- Region 1, 2, 3, 4, 5, 6 - approves

CA-220106 Add Business Reply Mail (BRM) to CW 2200 (LA County)

- Nithya Chereddy-Designer

- Add CW 2200 in Cambodian and Lao with BRM header
- Add BRM to the existing English and threshold language
- Route CW2200 back to Centralized location/District office address
- Region 1, 2, 3, 4, 5, 6 - approves

CA-200332 Capture Electronic Signatures in CalSAWS

- Rainier Dela Cruz-Designer
- Gerald Limbrick-Designer

- Remove Electronic Signature List Page and PIN
- Replace with C-IV 'Check to Sign' functionality
- Email E-signatures will be implemented with SCR CA-223502
- E-Signature IVR system will be available in English and Spanish
- Add assumption that form would be updated per CDSS policy (*need approval for state to allow other forms for E-signature)
- SCR to be implemented with 21.05 Release , however counties requested an extension
- Region 1, 2, 3, 4, 5, 6 – requested an extension to review and votes due by 2/4/21
- A list of forms will be sent out to the counties via spreadsheet listed in the CRPC for review and comment

CER/ CA -222288 Update the non-state form PA 1918/CSF-142 Verification of Benefits to include CAPI Program –(LA County)

- PA 1918 is LA County only form
- Request to upload PA 1918 to LRS YBN (non-state county form)
- Add CAPI program to PA 1918
- County discussion on whether the CF 142 form is sufficient as will capture the CAPI program for all 58 counties
- Currently in CIV, it is the Gen 2000 and posts to C4yourself
- Agreed to turn off the PA 1918 and utilize the CF 142 for all counties

(Optional Items)

| # | Action Item | Assigned To | Assigned Date | Due Date | Status |
|---|--|-------------|---------------|----------|---------|
| 1 | <ul style="list-style-type: none">A updated list will be sent out to counties for review via spreadsheet on electronic forms and provide responses | Counties | 1/28/21 | 2/12/21 | Pending |
| 2 | <ul style="list-style-type: none">Extension provided to vote on CA- 200332 | Counties | 1/28/21 | 2/3/21 | Pending |

| # | Decision Made | Who Made the Decision | Date |
|---|--|-----------------------|---------|
| 1 | Update Design for CA-200332 | Committee | 1/28/21 |
| 2 | Add 2 SCRs to include/address: <ul style="list-style-type: none">Non-state formsEnable more functionality to existing forms | Committee | 1/28/21 |
| 3 | Ensure CSF 142 is mapped to YBN <ul style="list-style-type: none">Meeting adjournedNext meeting is scheduled for 2/25/21 | Committee | |

