

# CalSAWS

California Statewide Automated Welfare System

## Design Document

SCR CA-215670 DDID 2319 – FDS GA GR – Group  
1 Forms Design

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	Prepared By	Stephanie Hugo
	Reviewed By	

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# 1 OVERVIEW

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This SCR will implement the first group of Non-EDBC triggers for GA/GR Automated Correspondences.

## 1.1 Current Design

The GA/GR solution in the CalSAWS system is designed to automate the rules for the Los Angeles county's implementation as well as the automation and monitoring of their GROW program.

## 1.2 Requests

A new GA/GR Automated solution will be developed in CalSAWS to automate the rules and administer the program for the 18 CalWIN counties. This solution will provide the framework for the remaining 39 C-IV counties to opt into this solution in the future. This change request will add Non-EDBC correspondence triggers through either online or batch.

## 1.3 Overview of Recommendations

1. Online Non-EDBC Correspondence Generation
2. Add Online Form triggers for Denied/Applied SSI/SSP Status
3. Add Online Form Trigger for specific SSI/SSP Application Statuses
4. Add Online Form trigger for the Responsible Relative/Alien Sponsor Questionnaire
5. Batch Job for Responsible Relative/Alien Sponsor Questionnaire
6. Add Online Form trigger for the Responsible Relative Letter
7. Add Online form trigger when applicant signs and dates GA/GR application
8. Add Online trigger for GR Authorization to Release Medical Information Form
9. Add online trigger for Employment Verification When Job Ends form
10. Add online trigger for Employment Questionnaire form
11. Add online trigger for GA Cooperation Agreement for Unemployable Applicants and Recipients form
12. Add online trigger for Generic GA/GR Approval and Work Search Rules form
13. Add online trigger for GR CE Rights and Responsibilities form
14. Add online trigger for the Assignment of Interest Form
15. Add online trigger for the Licensed/Certified Program Verification Form
16. Add online trigger for the STEPP Referral form
17. Add online trigger for the Acceptance/Denial of the General Assistance Shelter form
18. Add online trigger for the Agreement to Pick Up Mail at County Office form
19. Add online trigger for the SSA Referral Notice Form
20. Add online trigger for the Address Change Form
21. Add online trigger for the GR Status Change NOA – Employable to Incap Form
22. Add online trigger for the Rescind - All Programs form
23. Add online trigger for the Withdrawal of Request for a County Hearing form

24. Add online trigger for the Scheduled Hearing form
25. Add online trigger for Withdrawal of Request for Hearing form

## 1.4 Assumptions

1. This SCR will only implement triggers based on the existing CalWIN GA/GR Correspondences. Verbiage and format will be covered in SCR CA-215920.
2. All triggers are based on current existing triggers in CalWIN.
3. The triggers will only be available to cases from counties that are mentioned in the recommendation's respective "Correspondence Information" section.
4. All the changes in this SCR will not affect the Los Angeles GA, GA (Managed) and GA (Non-Managed) programs.
5. The functionality of this SCR will be disabled until activated by the system property flag established in SCR CA-215669.
6. Miscellaneous Parameter implementation and functionality is covered in SCR CA-215920 covering the technical details of the GA/GR Correspondence Functionality on the CalSAWS side.

## 2 RECOMMENDATIONS

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### 2.1 Online Non-EDBC Correspondence Generation

#### 2.1.1 Overview

This section covers overall changes that will apply to all GA/GR Automated Online Non-EDBC Correspondences. Online-generated correspondences pertain to the correspondences triggered from various online pages across the system. These correspondences can be triggered upon saving a new data collection record or through clicking form-specific buttons. To follow a standard for all these correspondences, once a form/NOA is triggered from an online page, these records will be inserted in the back end. The worker will be able to see that a correspondence was triggered through navigating to the distributed documents page.

When the record is created in the distributed documents page, this indicates that a request has been sent to the Correspondence Web Service. Upon receiving this request, the service builds the document and determines if any mandatory variables are missing. While the service is processing the information and while the PDF has not been received, the document will appear as a record without a hyperlink on the Distributed Documents page and will have a status of "Incomplete".



**Distributed Documents Search**

\*- Indicates required fields Images

▸ Refine Your Search

**Search Results Summary** Results 1 - 2 of 2

Date	Document Name	Number	Program	Status	Viewed Via Self-Service Portal	Details
08/14/2020 9:41 AM	<a href="#">Overissuance Budget Worksheet (ENG)</a>	NA 1263	CalFresh	Printed Locally		<a href="#">Details</a>
08/13/2020 4:05 PM	GA Denial - Not a Legal Alien	119-4 (02/90)	General Assistance/General Relief	Incomplete		

When the service completes processing CalSAWS will receive either a missing mandatory variable indicator or the document PDF. Once the PDF is received from the service, the document will be saved to the CalSAWS system and the record in Distributed Documents will have a hyperlink to that document.

**Distributed Documents Search**

\*- Indicates required fields Images

▸ Refine Your Search

**Search Results Summary** Results 1 - 2 of 2

Date	Document Name	Number	Program	Status	Viewed Via Self-Service Portal	Details
08/14/2020 9:41 AM	<a href="#">Overissuance Budget Worksheet (ENG)</a>	NA 1263	CalFresh	Printed Locally		<a href="#">Details</a>
08/13/2020 4:05 PM	<a href="#">GA Denial - Not a Legal Alien</a>	119-4 (02/90)	General Assistance/General Relief	Pending Review		<a href="#">Details</a>

Upon clicking the hyperlink and viewing the PDF, the worker may select one of two print options, "Save and Print Centrally" or "Save and Print Locally". If the worker does not chose either option, the document will, by default, be sent through the Central Printing process that night.

## 2.1.2 Description of Changes

1. Upon triggering Online Non-EDBC correspondences (Forms/NOAs), add a back-end process to insert the record to the Distributed Documents page.
2. Before the PDF is received from the Correspondence Web Service, add logic to disable the hyperlink on the Distributed Document record and set the document status to "Incomplete".
3. Once the PDF is received from the Correspondence Web Service, update logic to enable the hyperlink on the Distributed Document record and update the status to "Pending Review", after which the worker will be able to review the document and either save and print it Locally/Centrally.
4. For reason codes that require miscellaneous parameters, these parameters will be derived by CalSAWS Correspondence and sent as part of the request to the GA/GR Correspondence Service.

## 2.2 Add Online Form triggers for Denied/Applied SSI/SSP Status

### 2.2.1 Overview

These forms are triggered online when the customer has applied for or is denied SSI.

### 2.2.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1B008A	Orange	Forms	N/A	SSI/SSP Appeal letter	F063-26-58 (R08/15)	610068
1B008C	Santa Cruz	Forms	N/A	Applicant's Authorization for Release of Information (SSI/SSP Claim)	ABCDM 228GA	609734

### 2.2.3 Description of Change

1. Upon creating/updating the SSIAP Detail record, trigger the correspondence tied to the reason code in the above table when the following conditions are met:
  - a. The SSIAP Client is a recipient on a GA/GR Automated EDBC/CC Counties program that is either "**Active**" or "**Pending**".
  - b. The fields in the below table have changed to the listed Value/s:

Reason Code	Field/s	Value/s
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<b>1B008A</b>	SSI Application Result	"Denied"
<b>1B008C</b>	Status/Decision	"Approved" or "Approved Other" or "Approved Self"
	SSI Level	"Application"

## 2.3 Add Online Form Trigger for specific SSI/SSP Application Statuses

### 2.3.1 Overview

The following forms will trigger depending on the status of the SSI/SSP Application and the verification is not received or questionable

### 2.3.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1B008K	All	Forms (OCC*)	N/A	GA/GR SSI/SSP Referral and Follow Up	CSC 29 (11/04)	607491
1B008L	All	Forms (OCC*)	N/A	GA/GR SSI/SSP Referral and Follow Up	CSC 29 (11/04)	607491
1B008M	All	Forms (OCC*)	N/A	GA/GR SSI/SSP Referral and Follow Up	CSC 29 (11/04)	607491
1B008N	All	Forms (OCC*)	N/A	GA/GR SSI/SSP Referral and Follow Up	CSC 29 (11/04)	607491
1B008P	All	Forms (OCC*)	N/A	GA/GR SSI/SSP Referral and Follow Up	CSC 29 (11/04)	607491
1B008Q	All	Forms (OCC*)	N/A	GA/GR SSI/SSP Referral and Follow Up	CSC 29 (11/04)	607491

*\* note: Other Client Correspondences (OCCs) will be considered under the "Forms" correspondence category in CalSAWS.*

### 2.3.3 Description of Change

1. Upon saving the SSIAP Detail record, trigger form and reason code in the above table if the SSIAP Client is a recipient on a GA/GR

Automated EDBC/CC Counties Program that is either “**Active**” or “**Pending**” and either of the following conditions are true:

- a. A new SSIAP Detail record is created or an existing record is updated and:
  - i. The “Application Signed Date” field is populated and the “Status/Decision” is either
    - 1. Approved
    - 2. Approved Other
    - 3. Approved Self
  - ii. If SSI Verified field is “**Pending**”
  - iii. The fields in the below table have or are changed to the listed Value/s below to trigger the specified reason code:

Reason Code	Field/s	Value/s
<b>1B008K</b>	Status/Decision	“Approved” or “Approved Other” or “Approved Self”
	SSI Level	“Application”
<b>1B008L</b>	Application Reapplied	“Yes”
<b>1B008M</b>	Refer to Hearing Contractor	“Yes”
	SSI Level	“Hearing”
<b>1B008N</b>	“Decision” under SSI State Hearing	“Approved” or “Approved Other” or “Approved Self”
	SSI Level	“Application”
<b>1B008P</b>	“Decision” under SSI Federal Court	“Approved” or “Approved Other” or “Approved Self”
	SSI Level	“Application”
<b>1B008Q</b>	“Decision” under SSI Appeals Council	“Approved” or “Approved Other” or “Approved Self”
	SSI Level	“Application”

**\*Note: For reason codes with multiple fields, both fields and values have to be populated with the indicated value.**

## 2.4 Add Online Form trigger for the Responsible Relative/Alien Sponsor Questionnaire

### 2.4.1 Overview

This form is generated online when a case member becomes a sponsor of a non-citizen GA/GR recipient.

### 2.4.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1B110C	Orange	Forms	N/A	Responsible Relative/Alien Sponsor Questionnaire	F063-26-47 (09/15)	610087

### 2.4.3 Description of Change

1. Upon saving the Sponsorship Detail record, trigger the form when the following conditions are met:
  - a. If there exists a GA/GR Automated EDBC/CC Counties Program that is either in "**Active**" or "**Pending**" status
  - b. The selected "**Sponsored Non-Citizen**" is a GA/GR recipient.

## 2.5 Batch Job for Responsible Relative/Alien Sponsor Questionnaire

### 2.5.1 Overview

This form will be generated through nightly batch when a case member becomes a responsible relative of a GA/GR applicant not in the home.

### 2.5.2 Description of Change

1. Create a new batch job to send the Responsible Relative/Alien Sponsor Questionnaire for Orange county when the following conditions are true:
  - a. There is a GA/GR Automated EDBC/CC Counties Program on the case that is either "**Active**" or "**Pending**".
  - b. A case person's relationship with the GA/GR recipient has changed to being a "**Responsible Relative**" (Responsible Relative = 'Y').
  - c. The GA/GR recipient's Living in the Home Status (Household Status Detail page) has changed to either:
    - i. Permanently Out of Home
    - ii. Temporarily Out of Home

2. For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a Responsible Relative/Alien Sponsor Questionnaire during batch forms processing.

Transaction values:

- a. Case ID: Case associated to GA/GR Automated EDBC/CC Counties Program
- b. Program ID: Program ID
- c. Person ID: Primary Applicant of Active GA/GR Automated EDBC/CC Counties Program
- d. Type Code: FR
- e. Sub Type Code: TBD by build
- f. Eff Date: Batch Date
- g. Created By: Batch
- h. Updated By: Batch

### **2.5.3 Execution Frequency**

Daily, CalSAWS business days

### **2.5.4 Key Scheduling Dependencies**

This job will run before forms balancers.

### **2.5.5 Counties Impacted**

This job will run for Orange county

### **2.5.6 Data Volume/Performance**

N/A

### **2.5.7 Failure Procedure/Operational Instructions**

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

## **2.6 Add Online Form trigger for the Responsible Relative Letter**

### **2.6.1 Overview**

This form is triggered when a case person is established as the responsible relative of a GA/GR recipient.

## 2.6.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1B110P	Orange	Forms	N/A	Responsible Relative Letter	F0912-26-48A (05/15)	609785

## 2.6.3 Description of Change

1. Upon updating the Relationship page, trigger the form when the following conditions are met:
  - a. There is a GA/GR Automated EDBC/CC Counties Program on the case that is either "Active" or "Pending".
  - b. A case person's relationship with the GA/GR recipient is now "**Responsible Relative**" (Responsible Relative = 'Y').

## 2.7 Add Online form trigger when applicant signs and dates GA/GR application

### 2.7.1 Overview

This form is triggered when a GA/GR applicant signs and dates their GA/GR application.

### 2.7.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1B501M	Sacramento	Forms	N/A	Fraud Profile	SC 1101 GA (10/95)	506376
1B501N	Alameda	Forms	N/A	Alameda County Lien	90-117	506646

### 2.7.3 Description of Change

Trigger the correspondence for the respective county upon updating the Application Registration record and the following conditions are met:

1. There is a GA/GR Automated EDBC/CC Counties Program with a status of "**Active**" or "**Pending**".
2. The "**Application Signed**" field was unchecked prior and is now checked.

## 2.8 Add Online trigger for GR Authorization to Release Medical Information Form

### 2.8.1 Overview

These forms trigger when a GA/GR recipient indicates they are incapacitated/disabled.

### 2.8.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C101F	Orange	Forms	N/A	GR Authorization to Release Medical Information	F063-26-112 (5/95)	502366
1C101G	Santa Cruz	Forms	N/A	Statement of Disability	WEL 1185 (07/03)	505847
1C101H	Alameda	<b>Forms (OCC*)</b>	N/A	Expiration of Medical Report/Verification	CSC 28 ALA (10/2019)	611225
1C101H	Orange	<b>Forms (OCC*)</b>	N/A	GR Expiration of Medical Report Cover Letter (08/12)	F063-26-36 (R06/15)	609342
1C101M	All	Forms	N/A	Medical Report Verification of Physical/Mental Incapacity	CSF 24	506516
1C101M	Orange	Forms	N/A	Request for Physician's Report of Examination (04/13)	F063-26-108	506699
1C101M	Orange	<b>Forms (OCC*)</b>	N/A	GR Expiration of Medical Report Cover Letter (08/12)	F063-26-36 (R06/15)	609342
1C101M	Santa Barbara	Forms	N/A	Medical Report of Disability Status	W-17 (Rev 1/98)	505780
1C101M	Yolo	Forms	N/A	Verification of Physical or Mental Incapacity	YC12.3	610061

### 2.8.3 Description of Change

Trigger the correspondence for the respective county upon saving a record on the GR Health Assessment page when the below conditions are met:



1. There is a GA/GR Automated EDBC/CC Counties Program in “**Active**” or “**Pending**” status.
2. The new record has a “**Medical**” Assessment Type and an Assessment Result of either “**Permanent Disability**” or “**Temporary Disability**”.

## 2.9 Add online trigger for Employment Verification When Job Ends form

### 2.9.1 Overview

This form triggers when the GA/GR recipient's employment ends and verification is pending.

### 2.9.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C103H	All	Forms	N/A	Employment Verification When Job Ends	CSC 31 (11/04)	607489

### 2.9.3 Description of Change

Trigger this form upon saving the Employment Detail page when the following conditions are met:

1. There is a GA/GR Automated EDBC/CC Counties Program on the case that is either “**Active**” or “**Pending**”.
2. The ‘Termination Date’ is now populated and there is an ‘Employment Termination Reason’.
3. The Employment Termination verification status has been updated and the value is “**Pending**”.

## 2.10 Add online trigger for Employment Questionnaire form

### 2.10.1 Overview

The form is triggered when the GA/GR recipient has begun employment or changed jobs, and the verification is pending.

### 2.10.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
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1C103Y	All	Forms	N/A	Employment Questionnaire	CSF 22	506482
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### 2.10.3 Description of Change

Trigger this form when the following conditions are met:

1. There is a GA/GR Automated EDBC/CC Counties Program on the case
2. A new Employment Detail record is created
3. The Verified status is "**Pending**".

## 2.11 Add online trigger for GA Cooperation Agreement for Unemployable Applicants and Recipients form

### 2.11.1 Overview

This form is triggered when the GA/GR recipient has changed their employment status.

### 2.11.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C105B	Santa Clara	Forms	N/A	GA Cooperation Agreement for Unemployable Applicants and Recipients	SC 523 - U (07/97)	610051

### 2.11.3 Description of Change

Trigger this form if the following conditions are met:

1. The program is GA
2. There is an existing Work Registration detail record for the GA/GR recipient.
3. A new current Work Registration detail record is created for the GA/GR recipient and the record is of Type "**GA/GR ES**" and has a different status from the previous record.

## 2.12 Add online trigger for Generic GA/GR Approval and Work Search Rules form

### 2.12.1 Overview

This form is triggered when the GA/GR recipient is determined to be employable.

### 2.12.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C105C	Santa Barbara	Forms (OCC*)	N/A	General Relief Work Search Rules	W-617 (10/01)	328319

### 2.12.3 Description of Change

Trigger this form if the following conditions are met:

1. There is a GA/GR Automated EDBC/CC Counties Program on the case that is either **“Active”** or **“Pending”**.
2. There is an existing Work Registration detail record for the GA/GR recipient and the type is **not “GA/GR ES”** and the status is **not “Employable”**.
3. A new current Work Registration detail record is created for the GA/GR recipient and the record is of Type **“GA/GR ES”** and the status is **“Employable”**.

## 2.13 Add online trigger for GR CE Rights and Responsibilities form

### 2.13.1 Overview

This form is triggered when the Employability status is verified as Conditionally Employable

### 2.13.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C105H	Orange	Forms	N/A	GR CE Rights and Responsibilities	F063-26-95	610005

### 2.13.3 Description of Change

Trigger this form upon saving the Work Registration Detail record when the following conditions are met:

1. There is a GA/GR Automated EDBC/CC Counties Program on the case that is either **“Active”** or **“Pending”**.
2. A new current Work Registration detail record is created for the GA/GR recipient and the record is of Type **“GA/GR ES”** and the status is **“Conditionally Employable”**
3. The verification status is **“Verified”**

## 2.14 Add online trigger for the Assignment of Interest Form

### 2.14.1 Overview

This form is triggered when the GA/GR recipient has a Pending Personal Claim status.

### 2.14.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C108C	Orange	Forms	N/A	Assignment of Interest	F063-26-911A (R08/15)	610046

### 2.14.3 Description of Change

Trigger this form upon saving the Third Party Liability Detail page if the following conditions are met:

1. If the program is GA/GR and is in **“Pending”** or **“Active”** status.
2. If the Claim status is **“Pending”**
3. One of the following is true:
  - a. Either a new Third Party Liability record is created
  - Or
  - b. An existing Third Party Liability record is updated and the prior claim status was **not “Pending”**

## 2.15 Add online trigger for the Licensed/Certified Program Verification Form

### 2.15.1 Overview

This form is triggered when the GA/GR recipient has a Living Arrangement record of type “Drug and Alcohol Rehabilitation Center”.

### 2.15.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1C124A	Sacramento	Forms	N/A	Licensed/ Certified Program Verification	SC 980 G	610023

### 2.15.3 Description of Change

Trigger this form upon saving the Living Arrangements Detail page if the following conditions are met:

1. If the program is GA/GR and is in **"Pending"** or **"Active"** status.
2. If the Living Arrangement Type is **"Drug and Alcohol Rehabilitation Center"**.
3. One of the following is true:
  - a. Either a new Living Arrangements Detail record is created  
Or
  - b. An existing Living Arrangements Detail record is updated and the prior Living Arrangement Type **was not "Drug and Alcohol Rehabilitation Center"**.

## 2.16 Add online trigger for the STEPP Referral form

### 2.16.1 Overview

This form is triggered for each individual over 18 years of age who is applying for GA/GR benefits.

### 2.16.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1D003C	Sacramento	Forms	N/A	STEPP Referral	SC 300G	500829

### 2.16.3 Description of Change

1. Trigger this form for either of the scenarios below and when there is a GA/GR applicant who is **18 years of age or older**:
  - a. Case creation flow – trigger this form upon clicking the **"Save and Continue"** button on the New Programs Detail page during

- case creation, and there is at least one person requesting for a GA/GR Automated EDBC/CC Counties Program.
- b. New Program flow – trigger this form on an existing case upon adding a new program and clicking the **“Save and Return”** button on the New / Reapplication Detail page and there is at least one person requesting for a GA/GR Automated EDBC/CC Counties Program.
  - c. Adding a Person to an existing GA/GR Automated EDBC/CC Counties Program – trigger this form upon clicking the **“Save and Return”** button on the **“General Assistance/General Relief Person Detail”** page when adding a person to the program.

## 2.17 Add online trigger for the Acceptance/Denial of the General Assistance Shelter form

### 2.17.1 Overview

This form is triggered when the GA/GR recipient becomes homeless.

### 2.17.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1D005A	Yolo	Forms	N/A	Acceptance/Denial of the General Assistance Shelter	YC277	505144

### 2.17.3 Description of Change

Trigger this form upon saving the Living Arrangements Detail page if the following conditions are met:

1. There is a GA/GR Automated EDBC/CC Counties Program.
2. The GA/GR recipient's Living Arrangement type has been changed to **“Homeless”**.

## 2.18 Add online trigger for the Agreement to Pick Up Mail at County Office form

### 2.18.1 Overview

This form is triggered when a GA/GR applicant has indicated for their correspondences to be sent to the county district office.

### 2.18.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1D005J	Santa Barbara	Forms	N/A	Agreement to Pick Up Mail at County Office	W 636	502268
1D005K	Santa Barbara	Forms	N/A	Agreement to Pick Up Mail at County Office	W 636	502268

### 2.18.3 Description of Change

Trigger this form upon saving the Living Arrangements Detail record if the following conditions are met:

1. There is an existing Living Arrangements detail record for the GA/GR recipient and the Living Arrangement is not "**Homeless**"
2. A new current Living Arrangements detail record is created for the GA/GR recipient and the Living Arrangement Type is "**Homeless**"
3. Depending on the GA/GR Automated EDBC/CC Counties Program's status execute the following:
  - a. If the GA/GR Automated EDBC/CC Counties Program is **Pending** (Intake), trigger the 1D005J reason code
  - b. If the GA/GR Automated EDBC/CC Counties Program is **Active** (Ongoing), trigger the 1D005K reason code

## 2.19 Add online trigger for the SSA Referral Notice Form

### 2.19.1 Overview

This form is triggered when a GA/GR recipient reports having an SSN but cannot produce a Social Security card

### 2.19.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1D005N	Orange	Forms	N/A	SSA Referral Notice	MC 194	607798

### 2.19.3 Description of Change

Trigger this form upon saving the Individual Demographic page if the following conditions are met:

1. The Individual Demographics record is for a recipient of a GA/GR Automated EDBC/CC Counties Program that is either in **“Active”** or **“Pending”** status.
2. If SSN is entered on the Individual Demographics page and:
  - a. SSN Verification Status on the SSN Detail page is **“Pending”**

## 2.20 Add online trigger for the Address Change Form

### 2.20.1 Overview

This form is triggered when a GA/GR recipient has an unverified change in address.

### 2.20.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1G005M	Placer	<b>Forms (OCC*)</b>	N/A	Address Change	751-0	303842

### 2.20.3 Description of Change

Trigger this form upon updating the Address Detail page and the following conditions are met:

1. The address applies to the recipient of a GA/GR Automated EDBC/CC Counties Program on the case that is either **“Active”** or **“Pending”**.
2. If the Begin Date is updated
3. The GA/GR recipient's address is updated
4. The Address Detail's Verification is **“Pending”**
5. Either of the following is true:
  - a. The address applies to a person who is the **“Primary Applicant”** or the **“Additional Correspondence Recipient”** for the GA/GR Automated EDBC/CC Counties Program.  
or
  - b. If the recipient is not the **“Primary Applicant”** or the **“Additional Correspondence Recipient”** and one of the following is true
    - i. The address type is Physical Address and this address is not the same as the Physical Address of the **“Primary Applicant”**  
or
    - ii. The address type is Mailing Address and this address is not the same as the Mailing Address of the **“Primary Applicant”**



## 2.21 Add online trigger for the GR Status Change NOA – Employable to Incap Form

### 2.21.1 Overview

This form is triggered whenever a GA/GR recipient reports that they cannot work due to mental/physical disability

### 2.21.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
1G101D	Orange	Notice Of Action	Change	GR Status Change NOA - Employable to Incap	260 C	609322
1G101F	Sacramento	Forms	N/A	Medical History	SC 318 G	609802

### 2.21.3 Description of Change

Trigger these correspondences upon saving the GR Health Assessment page and the following conditions are met:

1. The program is GA/GR and the status is **"Pending"** or **"Active"**
2. The GA/GR recipient's GR Health Assessment Type is either:
  - a. Medical
  - b. Mental Health

## 2.22 Add online trigger for the Rescind - All Programs form

### 2.22.1 Overview

This form is triggered when the GA/GR Automated EDBC/CC Counties Program is rescinded.

### 2.22.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
700023	All	<b>Forms (OCC*)</b>	N/A	Rescind - All Programs	CDS 525-CalWIN (04/03)	327682

### 2.22.3 Description of Change

When rescinding a Denied/Discontinued GA/GR Automated EDBC/CC Counties Program, trigger this form upon clicking "**Save and Return**" on the Rescind Detail page and the program has successfully been rescinded.

## 2.23 Add online trigger for the Withdrawal of Request for a County Hearing form

### 2.23.1 Overview

This form is triggered when a client conditionally withdraws from a hearing

### 2.23.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
GC0510	All	Forms	N/A	Withdrawal of Request for a County Hearing	CSF 44 (01/08)	506490

### 2.23.3 Description of Change

Trigger this correspondence upon **creating/updating** the Hearing Detail page and the following conditions are met:

1. The GA/GR Automated EDBC/CC Counties Program is selected in the Program Section
2. In the General Information section, the 'Status' is or has changed to "**Closed**"
3. And the 'Status Reason' is or has changed to one of the following:
  - a. Withdrawal Verbal Conditional
  - b. Withdrawal Written Conditional

### 2.23.4 Miscellaneous Parameters

The below Miscellaneous Parameter/s will be triggered.

Reason Code	Miscellaneous Parameter Code	Miscellaneous Parameter Description	Format/Example
GC0510	"HR"	The Hearing ID as displayed on the Hearing Detail Page	Ex. HR1234567

## 2.24 Add online trigger for the Scheduled Hearing form

### 2.24.1 Overview

This form is triggered when a hearing is scheduled for the GA/GR recipient.

### 2.24.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
GC0675	All	Forms	N/A	Scheduled Hearing	CSF 43	506489

### 2.24.3 Description of Change

Trigger this correspondence upon **creating/updating** the Hearing Detail page and the following conditions are met:

1. The GA/GR Automated EDBC/CC Counties Program is selected in the Program Section.
2. The 'Hearing Date' is now populated or updated.

### 2.24.4 Miscellaneous Parameters

The below Miscellaneous Parameter/s will be triggered.

Reason Code	Miscellaneous Parameter Code	Miscellaneous Parameter Description	Format/Example
GC0675	"HR"	The Hearing ID in the Hearing Detail Page	Ex. HR1234567
GC0675	"HI"	The Hearing Issue ID	Ex. HI9876543

## 2.25 Add online trigger for Withdrawal of Request for Hearing form

### 2.25.1 Overview

This form is triggered when the client requests withdrawal from a hearing.

### 2.25.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
GC0740	Alameda	Forms	N/A	Conditional Withdrawal of Request for General Assistance Hearing	50-151	607481
GC0740	All	Forms	N/A	Withdrawal of Request for a County Hearing	CSF 44 (01/08)	506490

### 2.25.3 Description of Change

Trigger this correspondence upon **creating/updating** the Hearing Detail page and the following conditions are met:

1. The GA/GR Automated EDBC/CC Counties Program is selected in the Program Section
2. In the General Information section, the 'Status' is or has changed to **"Closed"**
3. And the 'Status Reason' is or has changed to one of the following:
  - a. Withdrawal Verbal Conditional
  - b. Withdrawal Written Conditional
  - c. Withdrawal Verbal Unconditional
  - d. Withdrawal Written Unconditional

## 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Correspondence	Technical Flow Diagram for Non-EDBC Correspondences	Non-EDBC Correspondence Technical Flow.pptx

## 4 REQUIREMENTS

### 4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2319	The CalSAWS system will be updated to trigger specific Non-EDBC correspondences through either Online Pages or Batch processes.	<p>The CONTRACTOR shall update the CalSAWS Software with current available automated CalWIN county specific NOAs and Forms associated to their GA/GR Automated EDBC/CC Counties Program.</p> <p>The CONTRACTOR shall update the CalSAWS software to trigger and generate county specific NOAs and Forms based upon each counties eligibility rules.</p>	This requirement is met based on the "NOAs listed in Appendix A" supplemented by the functionality described in this design document.