

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-219921

Update SAR 2 to Generate using EDBC Logic

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1 OVERVIEW

1.1 Current Design

CalSAWS currently utilizes the 3/15 version of the SAR 2 in English and Spanish, and generates the form via batch for CalFresh, CalWORKs, and RCA programs. However, current batch logic has necessitated the use of additional manual DCR's when the SAR 2 is generated for COLA runs.

This change will update the SAR 2 to the latest state-published version (6/19) in English, Spanish, and all Threshold Languages. Per CRPC 2241, this update will also add verbiage and population for 'Effective Month' to better inform SAR 2 recipients of when changes take effect.

This change will also transition the SAR 2 from its current Batch logic to EDBC logic, allowing it to generate for COLA runs and when multiple changes occur across a multi-month window.

1.2 Requests

Update the SAR 2 to the latest state version and transition the SAR 2's generation to trigger via NOA EDBC.

1.3 Overview of Recommendations

1. Update SAR 2 to the 6/19 version in the Template Repository, Add and Automate the SAR 2 to generate via Run EDBC
2. Update the SAR 2 in the SAR 7/SAR 7 Addendum/SAR 2 Template to the 6/19 version

1.4 Assumptions

1. In CalSAWS, the CW and CF IRT Amount(s) is/are also included on the SAR 7 Form.
2. The SAR 7 Addendum/SAR 2/SAR 7 bundle will maintain its current logic to generate via Batch for Migration counties. The SAR 2 within this bundle will maintain its current variable population logic.
3. Mentions of 'CalWORKs' throughout this document also apply to Refugee Cash Assistance (RCA) Program.
4. RCA does not have a Redetermination process; a SAR 2 will not be sent for Redetermination for RCA program only (but can be sent if the case also has CalFresh).
5. A SAR 2 triggered for one program will also display the information for the other program if the case has Active status. For example, if the SAR 2 is triggered for a CalFresh Redetermination, an Active RCA case will also populate income, AU size, and IRT amount in the CalWORKs column.
6. This change only effects the SAR 2's generation, variable population, and Form version; No Eligibility/EDBC changes will be made with this SCR.

7. Variables for Income, IRT Limit Amount, and Household/AU size for all programs will be dependent upon the Effective Date when the SAR 2 is generated via Run EDBC; i.e., a SAR 2 with an Effective Date of 10/2021 will populate with the IRT Limit Amount for 10/2021, Household Size as of 10/2021, and household income as of 10/2021.
8. Like other forms generated by EDBC, the SAR 2 will include the enhanced functionality to only generate when fully authorized (functionality added with CA-223587), can be previewed, appear in the EDBC's NOA list page, and appear in Distributed Documents after it has been generated.
9. SCR CA-220040 will update the SAR 2 Batch Job to generate on the 12th and 24th month of the CF Recertification period for ESAP households only (SARN Reporting Type).
10. A SAR 2 will only be generated once per EDBC run in a single-month EDBC scenario. If multiple SAR 2 triggers are met (for example, a new RE period begins and the CW IRT changes for the September 2021 Effective Month) only one SAR 2 will generate from EDBC.
11. Multi-month EDBC scenarios outlined in the [Appendix](#) will apply after the implementation of CA-224153, which will update NOA Suppression logic for Multi-Month EDBC runs.

2 RECOMMENDATIONS

2.1 Update SAR 2 to the 6/19 version, Update Trigger Conditions to generate via Run EDBC

2.1.1 Overview

Update the SAR 2 in the Template Repository to the latest 6/19 version. Per CRPC 2144, the updated SAR 2 will also contain a new variable for "Effective Month", which will populate upon form generation from the Template Repository.

State Form: SAR 2

Current Programs: CF, CW, RCA

Current Attached Form(s): N/A

Current Forms Category: Forms

Existing Languages: English, Spanish

Template Repository Visibility: All Counties

2.1.2 Updates to SAR 2 XDP

The SAR 2 will be updated to the two-impression 6/19 version in English, Spanish, and all threshold languages.

Updated Languages:

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

Form Title: Reporting Changes for Cash Aid and CalFresh

Form Number: SAR 2

Forms Category: Forms

Include NA Back 9: N

Form Mockups/Examples: See Supporting Documents #1

COUNTY OF

**REPORTING CHANGES FOR
CASH AID AND CALFRESH**

Date: _____
 Case Name: _____
 Case Number: _____
 Worker Name: _____
 Worker ID: _____
 Worker Phone Number: _____
 Customer ID: _____

Because you get ☐ Cash Aid ☐ CalFresh, you must report within 10 days when your **TOTAL** income reaches a certain level. You must report anytime your household's total monthly income is more than your current Income Reporting Threshold (IRT).

Effective Month: _____

Benefit Type	CalWORKs	CalFresh
Family Size		
Your Current Income		
Your IRT is		

Note: If your IRT for CalFresh is listed as "N/A", you are not required to report income changes for CalFresh until your next SAR 7 or recertification, whichever comes first. However, if you have an IRT amount listed for CalWORKs, you must report when your gross income goes over that amount.

How to report?

If your total income is over the IRT amount listed above, you must report this to the County **within 10 days**. You can report this information to the County by calling the county or reporting it in writing.

By "total monthly income" we mean:

- ⇒ Any money you get (both earned and unearned).
- ⇒ The amount *before* any deductions are taken out. (Examples of deductions are: taxes, Social Security or other retirement contributions, garnishments, etc.)

What will happen?

- ⇒ Your benefits may be lowered or stopped based on income over your IRT.
- ⇒ Your IRT may change when your income changes or when someone moves in or out of your home.
- ⇒ The County will let you know in writing each time your IRT changes.
- ⇒ You also need to report on your SAR 7 all income you get during the Report Month, even if you already reported that money.

come is more than your household's IRT limit you might get more just repay any extra benefits you get. If you do not report on this, this is fraud, and you may be charged with a crime and/or may no of time or life.

ALSO report the things below **within 10 days** of when they

is in your household, who has been found by a court of law to be in probation or parole.

is in your household, who is running from the law (has a warrant

ress change.

ST ALSO report the following:

Adult Without Dependents (ABAWD), you must report anytime your p to less than 20 hours a week or 80 hours a month.

ation

changes to the County anytime. *Reporting some changes may get*

s down.

ves out of your home.

moves into your home.

comes pregnant.

a special need, such as: a pregnancy, a special diet prescribed by a doctor, household emergency, etc.

- The birth of a child.
- For CalFresh, if someone disabled or age 60 or older has new or higher out of pocket medical costs.

Note: Some changes you report voluntarily may result in a decrease in your CalFresh benefits.

For this form in large print or another format, please call your county.

2.1.3 Update SAR 2 Variable Population

Create and populate a new variable for Effective Month that will populate with the EDBC month for which other variables will apply.

When generated from the Template Repository, this will be the month selected from the 'Effective Month' calendar menu (currently 'SAR Due Month', will be updated with Recommendation 2.1.5). When the SAR 2 is generated via Run EDBC, the Effective Month will be the

Variable Name	Population	Formatting	Editable*	Template Repository Population	Populates with Form Generation
Effective Month	Populate with the Effective Month selected from the SAR Document Parameters Page (when generated from the Template Repository) OR Populate with the EDBC begin date (when generated via Run EDBC) Example: 09/2021	Arial, Size 10 mm/yyyy	Y	Y	Y
Cash Aid Checkbox	Checked if Case has Active CalWORKs or RCA program(s) for the Effective Month	Standard Checkbox	Y	Y	Y
CalFresh Checkbox	Checked if case has Active CalFresh program for the Effective Month	Standard Checkbox	Y	Y	Y
CW AU Size	CW AU Size for the Effective Month	Arial, Size 10	Y	Y	Y

	Example: 4				
CW Income	Monthly income from the CalWORKs program budget for the Effective Month. Example: \$2500.00	Arial, size 10 \$x,xxx.xx	Y	Y	Y
IRT_CW	The CalWORKs IRT Limit Amount for the Effective Month. (CW_Budget.NEW_IRT_Limit_AMT) OR Blank, if the case does not have CalWORKs or RCA	Unchanged from existing formatting.	Y	Y	Y
CF HH Size	Populate with the CalFresh Household Size for the Effective Month. Example: 4	Arial, Size 10	Y	Y	Y
CF Income	Monthly income from the CalFresh program budget for the Effective Month. Example: \$2,500.00	Arial, Size 10 \$x,xxx.xx	Y	Y	Y
IRT_CF	The CalFresh IRT Limit dollar value for the Effective Month. (FS_Budget.New_IRT_Limit_AMT) OR	Unchanged from existing formatting.	Y	Y	Y

	'N/A' if the CalFresh household does not have an IRT Limit Amount for the Effective Month. (IRT_IND is 'N') OR Blank, if the case does not have CalFresh				
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* Note: The Editable column of the table above refers to if the variable will be editable when populated. When generating a Blank Form from Template Repository the field will be editable unless otherwise indicated.

Variables Requiring Translations: N/A

2.1.4 Add SAR 2 Generation Conditions to Trigger via Run EDBC

Generate the SAR 2 via Run EDBC when the following conditions apply:

- Case is Active CalFresh, CalWORKs, **and/or** RCA, with a Semi-Annual Reporting Type (SAR) or a Semi-Annual Reporting Annually (SARA) Reporting Type
 - A SAR 2 can be generated if a case is CalFresh only, CalWORKs only, or has both CalFresh and CalWORKs (or RCA)

AND

- At Intake EDBC where the program(s) has been Approved.
- A successful Redetermination EDBC for the program(s) is being authorized.
- The CalFresh IRT Limit Amount* has changed from the previous successful EDBC **OR** the CalWORKs IRT Limit Amount has changed from the previous successful EDBC

*Note: Current Batch processes generate the SAR 2 when the CalFresh IRT Indicator changes. New NOA logic will update the SAR 2 to trigger for CalFresh whenever the IRT Limit amount changes, aligning SAR 2 generation for CF with that of CalWORKs, and with policy.

Contingent on SCR CA-224153: For multi-month EDBC runs, the SAR 2 can generate multiple times if there is/are more than one change in the IRT value(s), or if a new RE window begins and then there is a change in an IRT limit amount. These and other SAR 2 generation scenarios can be found in the [Appendix](#).

Like other NOA Forms generated via EDBC, the SAR 2 will only generate via EDBC when fully authorized; It can be Previewed, appear in the EDBC's list of notices, and be saved to Distributed Documents (see CA-223587).

2.1.5 Update the Document Parameters Page for the SAR 2

Update the Document Parameters Page to read "Effective Month" over the Date Selection calendar field when the SAR 2 is generated from the Template Repository (currently this field is labeled 'SAR Due Month').

Note: This change will only affect the Document Parameters when a SAR 2 is generated. Other Forms utilizing SARReporting.jsp will still show 'SAR Due Month' when generated from the Template Repository.

2.2 Update SAR 7 Addendum/SAR 2/SAR 7 bundle to include the revised SAR 2

2.2.1 Overview

Update the SAR 7 Addendum/SAR 2/SAR 7 bundle used by the Migration Counties to utilize the updated SAR 2 (6/19).

State Form: SAR 7 Addendum/SAR 2/SAR 7

Current Programs: CF, CW, RCA

Current Attached Form(s): N/A

Current Forms Category: Forms

Existing Languages: English, Spanish

Template Repository Visibility: Migration Counties

2.2.2 Updates to SAR 7 Addendum/SAR 2/SAR 7 XDP

The SAR 7 Addendum/SAR 2/SAR 7 will be updated to include the SAR 2 (6/19) in English and Spanish.

Updated Languages:

English, Spanish

Form Title: Reporting Changes for Cash Aid and CalFresh/Semi-Annual Eligibility Status Report

Form Number: SAR 7 Addendum/SAR 2/SAR 7

Forms Category: Forms

Include NA Back 9: N

Form Mockups/Examples: See Supporting Documents #2

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	SAR 2 (6/19) Mockups	SharePoint
2	Client Correspondence	SAR 7 Addendum/SAR 2/SAR 7 with SAR 2 (6/19) Mockups	SharePoint

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
CAR-1208	The LRS shall accommodate and generate State-mandated forms, notices, and NOAs that cannot be changed.	Updates the SAR 2 to the latest state version.
CAR-1247	The LRS shall generate notices and NOAs in accordance with COUNTY-specified case and individual trigger conditions.	Updates SAR 2 Trigger Conditions to generate via NOA EDBC.

5 APPENDIX

5.1 Multi-Month SAR 2 EDBC Generation Scenarios

The following scenarios outline potential SAR 2 generation instances when the EDBC is run across a multi-month window. **Multi-month scenarios are contingent upon CA-224153**, which updates the multi-month EDBC runs to amend existing suppression logic.

5.1.1 CalFresh IRT Limit Amount Changes, then CW IRT Limit Amount Changes

In the below scenario, the SAR 2 will be generated twice in a multi-month window, where the IRT Values:

- For CalFresh change from March to April (from \$500 to \$600), causing the SAR 2 to generate for the **April** Effective Month
- For CalWORKs/RCA change from May to June (from \$550 to \$650), causing the SAR 2 to generate for the **June** Effective Month

Effective Month	CF IRT Amount	CW IRT Amount
February	\$500	\$550
March	\$500	\$550
April	\$600	\$550
May	\$600	\$550
June	\$600	\$650
July	\$600	\$650

5.1.2 CalFresh or CalWORKs IRT Limit Amount Changes, then changes again

In the below scenario, the SAR 2 will be generated twice in a multi-month window, where the IRT Values:

- For CalFresh change from March to April (from \$500 to \$600), causing the SAR 2 to generate for the **April** Effective Month
- For CalFresh change again from June to July (from \$600 to \$700), causing the SAR 2 to generate for the **July** Effective Month

Effective Month	CF IRT Amount	CW IRT Amount
February	\$500	\$550
March	\$500	\$550

April	\$600	\$550
May	\$600	\$550
June	\$600	\$550
July	\$700	\$550

The same logic will be applied if the CW IRT Amount were to change twice in a multi-month window. In this example, the SAR 2 will be generated for **April** and **July**.

5.1.3 IRT Values do not change, but there is a new RE Period

In the below scenario, the SAR 2 will be generated once in the multi-month window, where the IRT Values have not changed, but a new RE Period has begun in the **May** Effective Month.

Effective Month	CF IRT Amount	CW IRT Amount
February	\$500	\$550
March	\$500	\$550
April	\$500	\$550
May	\$500	\$550
June	\$500	\$550
July	\$500	\$550

5.1.4 New RE Period Begins, then IRT Changes

In the below scenario, the SAR 2 will be generated twice in the multi-month window, where:

- A new RE Period begins for the **April** Effective Month
- The CalWORKs IRT Amount changes from May to June, causing the SAR 2 to generate for the **June** Effective Month

Effective Month	CF IRT Amount	CW IRT Amount
February	\$500	\$550
March	\$500	\$550
April	\$500	\$550

May	\$500	\$550
June	\$500	\$650
July	\$500	\$650

5.1.5 New RE Period Begins, CalFresh IRT Amount changes to N/A

In the below scenario, the SAR 2 will be generated twice in the multi-month window, where:

- A new RE Period begins for the **March** Effective Month
- The CalFresh IRT Amount changes to N/A from April to May, causing the SAR 2 to generate for the **May** Effective Month

Effective Month	CF IRT Amount	CW IRT Amount
February	\$500	
March	\$500	
April	\$500	
May	N/A	
June	N/A	
July	N/A	

In this example, the CalFresh IRT amount changes to 'N/A' between the April and May EDBC's, due to the case's income exceeding 130% FPL. This case does not have CalWORKs or RCA program.

5.1.6 Case has CF IRT and amount changes; Later Approved for CalWORKs with an IRT

In the below scenario, the SAR 2 will be generated three times in the multi-month window, where:

- A new RE Period began in March, generating the SAR 2 for the **March** Effective Month
- Case has CalFresh, and the IRT Limit amount changes from March to April, generating the SAR 2 for the **April** Effective Month
- Case is Approved for CalWORKs with an IRT Limit for June, generating the SAR 2 for the **June** Effective Month

Effective Month	CF IRT Amount	CW IRT Amount
February	\$500	
March	\$500	
April	\$600	
May	\$600	
June	\$600	\$550
July	\$600	\$550

In this example, the case does not have CalWORKs or RCA program with an IRT Limit until the June Effective Month.

Here, a SAR 2 will be generated for the **March**, **April**, and **June** effective months.