

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-208191

Changes to the Designation and Responsibilities
of the Medi-Cal Authorized Representative

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
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1 OVERVIEW

1.1 Current Design

The Authorized Representative Detail page captures information regarding the assigned Authorized Representative and/or Additional Correspondent.

1.2 Requests

Applicants and beneficiaries for insurance affordability programs have increased options for choosing roles and responsibilities of the individual or organization they designate as their authorized representative. Counties must accept and use the information completed by the applicant or beneficiary to designate an authorized representative listed on the existing paper Single Streamlined Application (SSApp), on-line SSApp, Statewide Automated Welfare System (SAWS) 2 Plus, MC 306 form, or another form or written designation.

1.3 Overview of Recommendations

1. Add a tooltip to the Program Column of the Authorized Representative List page when the value is 'Medi-Cal'.
2. Add an 'Additional Contact' table to the Authorized Representative Detail page.
3. Add an 'Authority' field to the Authorized Representative Program Detail page.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Authorized Representative List

2.1.1 Overview

The Authorized Representative List page provides links to the Authorized Representative Detail page for all Authorized Representatives associated to a given case. In order to make Authority information more readily available when the Program is 'Medi-Cal', a hover tooltip will be added to provide the Authority details.

2.1.2 Authorized Representative List Mockup

Authorized Representative List

* - Indicates required fields

Program: Display From: To: [View](#)

Search Results Summary Results 1 - 2 of 2

<input type="checkbox"/>	Name	Type	Program	Begin Date	End Date	
<input type="checkbox"/>	BOWNE, JUNIE 26M	Case Person	CalFresh	04/13/2021		Edit
<input type="checkbox"/>	CHARLIE IN	Resource	Medi-Cal	04/13/2021		Edit

[Remove](#) **Authority** **Type:** * [Add](#)

Figure 2.1.1 – Authorized Representative List Mockup

2.1.3 Description of Changes

1. Add a tooltip to the result in the Program column when the result is 'Medi-Cal'.
 - a. The tooltip will display the value of the 'Authority' field from the Authorized Representative Program Detail page.

2.1.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: Authorized Representative**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

Update page mapping with the new field.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Authorized Representative Detail

2.2.1 Overview

The Authorized Representative Detail page provides a variety of information on a given Authorized Representative attached to a case. In order to be able to store multiple contacts when in the context of a Resource, a table containing the contact's name, phone number, phone type, and email address will be added to replace the 'Contact Name' field.

2.2.2 Authorized Representative Detail Mockup

Resource: CHARLIE IN	Resource ID: 901472081
--	----------------------------------

Use Resource Address:

Address Information ✨

Type	Address	Begin Date	End Date
Mailing	740 TUBMAN RD SANTA ANA, CA 92705-3818		
Physical	15 TALL PINE ROAD BELLFLOWER, CA 90706-7050		

Contact Information

Resource Contact Information

E-mail Address:

Phone Number	Phone Type
(914)854-8555 ext.	Main

Additional Contact Name	Phone Number	Phone Type	Email Address
<input type="checkbox"/> John Smith	(123)456-7890 ext.	Main	john.smith@gmail.com
<input type="checkbox"/> Jane Smith	(111)222-3333 ext.	Main	jane.smith@gmail.com
<input type="text"/>	<input type="text"/> ext. <input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 2.1.1 – Authorized Representative Detail Mockup

2.2.3 Description of Changes

1. Remove the 'Contact Name' field.
2. Change the header of the 'Contact Information' table to 'Resource Contact Information' when in the context of a Resource.
3. Add a new table with the header 'Contact Information' when in the context of a Resource
4. Move the 'Resource Contact Information' table inside the 'Contact Information' table when in the context of a Resource
5. Add a new sub-table to the 'Contact Information' table below the 'Resource Contact Information' table when in the context of a Resource. This table will be able to contain multiple contacts, with the ability to add new ones via a button and ability to remove old ones via a combination of checkboxes and a remove button. The table will contain the following column headers.
 - a. Additional Contact Name – This field will store the name of the contact. This field will have a max length of 60 characters.
 - b. Phone Number – This field will store the phone number of the additional contact.
 - c. Ext. – This field will hold the extension of the phone number.
 - d. Phone Type - This field will hold the phone type of the additional contact. The following options will be available:
 - i. Cell
 - ii. Fax
 - iii. Home
 - iv. Message
 - v. Main
 - vi. TDD
 - vii. Toll Free
 - viii. Work
 - e. Email Address – This field will hold the email address of the additional contact. This field will have a max length of 50 characters

2.2.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: Authorized Representative**

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

Update page mapping with new and updated fields.

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Authorized Representative Program Detail

2.3.1 Overview

Update the Authorized Representative Program Detail page to include an indicator showing whether the Medi-Cal Authority is 'Full' or 'Limited'.

2.3.2 Authorized Representative Program Detail Mockup

Authorized Representative Program Detail

*- Indicates required fields

Name: CHARLIE IN	Program: Medi-Cal
Additional Correspondence Recipient: * Yes	LTC MC RE Packet Recipient: * Yes
Authority: * Full	
Begin Date: * 04/13/2021	End Date:
Additional Information:	

Last Updated On 04/13/2021 2:14:52 PM By: [1002585](#)

Figure 2.1.1 – Authorized Representative Program Detail Mockup – View Mode

Authorized Representative Program Detail

*- Indicates required fields

Save and Return

Cancel

Name: CHARLIE IN	Program: Medi-Cal
Additional Correspondence Recipient: * Yes ▾	LTC MC RE Packet Recipient: * Yes ▾
Authority: * Full ▾	
Begin Date: * 04/13/2021	End Date: <input type="text"/>
Additional Information: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	

Save and Return

Cancel

Figure 2.1.2 – Authorized Representative Program Detail Mockup – Edit Mode

2.3.3 Description of Changes

1. Add an 'Authority' field located below the 'Additional Correspondence Recipient' field and above the 'Begin Date' field. This field will have the value of 'Full' when the Authority is 'Full' and 'Limited' when the 'Authority is 'Limited'. This field will only be editable in Create mode and Edit mode.

2.3.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: Authorized Representative**

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

Update page mapping with the new field.

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Contact Name Data Change

2.4.1 Overview

The Contact Name field currently only holds a single value, the name itself. With the changes in section 2.2 this name field will be replaced with a table holding a name, phone number, phone number extension, and email address. In order to align existing values with this new table current 'Contact Name' values will be remapped to the 'Additional Contact Name' field in the new child table.

2.4.2 Description of Change

1. Update the Authorized Representative Data Model to support multiple contacts for a resource. Update the existing contacts information to respect the updated data model.

2.4.3 Estimated Number of Records Impacted

10000

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

4 OUTREACH

4.1 Lists

Generate a list of all cases that have a "Contact Name" a field that appears on the Authorized Representative Detail page when in the context of a Resource.

List Name: CA-208191 List of Cases where the Contact Name field from the Authorized Representative Detail page is populated.

List Criteria: Cases that have the Contact Name field populated on the Authorized Representative Detail page where the Authorized Representative type is 'Resource'.

Standard Columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker

Additional Column(s): Resource, Contact Name

Frequency: One-time

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2021>CA-208191

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-214165

Phase 3 ACL 11-80 - CalWORKs New & Revised
Overpayment Notice of Action Messages

CalSAWS	DOCUMENT APPROVAL HISTORY	
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	Reviewed By	Rainier De La Cruz

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01/06/2021	1.0	Original Draft	Phong Xiong
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1 OVERVIEW

This SCR is to add to CalSAWS the following overpayment notices: M44-350A, M44-350E, M44-350F, M44-350G, and M44-350H from the latest state version and ACL 11-80.

1.1 Current Design

ACL 11-80 created and revised state overpayment and adjustment notices for CalWORKs. This effort was split into 3 phases:

- Phase 1 – CA-50293
 - M44-350I
 - M44-352H
 - M44-352A
- Phase 2 – CA-214161
 - M44-352C
 - M44-352D
 - M44-352G
- Phase 3 – CA-214165
 - M44-350A
 - M44-350E
 - M44-350F
 - M44-350G
 - M44-350H

Currently, the Phase 1 & Phase 2 NOAs exist in CalSAWS. In addition, several Overpayment and adjustment NOAs contain information that is unclear and incorrect.

The NOAs addressed in this Phase 3 SCR were revised with the release of ACL 11-80 and are not yet available in CalSAWS. The prior versions (01/98) of these Phase 3 NOAs also does not exist in CalSAWS.

1.2 Requests

1. Create the following Excess Property OP NOAs in the Template Repository:
 - a. M44-350F – Excess Property OP without Good Faith
 - b. M44-350H – Excess Property OP with Good Faith
2. Create the following Excess Property OP NOAs only as dynamically generated NOA fragments:
 - a. M44-350E – Excess Property OP and Adjustment w/o Good Faith
 - b. M44-350G – Excess Property OP and Adjustment with Good Faith
3. Implement the M44-350A – Overpayment Adjustment NOA that was moved out of Phase 2.

1.3 Overview of Recommendations

1. Implement the following forms into the Template Repository:
 - a. M44-350F – Excess Property OP without Good Faith

- b. M44-350H – Excess Property OP with Good Faith
- 2. Implement the following forms only as NOA fragments to be dynamically generated via EDBC:
 - a. M44-350E – Excess Property OP and Adjustment w/o Good Faith
 - b. M44-350G – Excess Property OP and Adjustment with Good Faith
- 3. Add the continuation pages (NA 279, NA 280, and NA 274I) for the NOAs in this phase as budget fragments and stand-alone forms in the Template Repository.
- 4. Suppress the existing CalWORKs overpayment NOA for reasons of excess property.
- 5. Implement the M44-350A – Overpayment Adjustment NOA only as fragments.

1.4 Assumptions

1. Only M44-350F and M44-350H are added to the template repository with this effort; the future SCR CA-222902 has been created to automate these forms and add M44-350E, M44-350G, and M44-350A into the Template Repository.
2. Only the English version of the Excess Property NOAs will be implemented since their attached computation pages (NA 279 and NA 280) are only available in English as provided by the State. For all non-English speaking customers, they will receive an English NOA with an attached GEN 1365.
3. The NA 274I is only implemented in English and Spanish as a fragment. The stand-alone form is implemented in all threshold languages into the Template Repository.
4. The M44-350A will be implemented in only English, Spanish, Chinese, Russian, & Vietnamese since they are only available in those languages as provided by the State.
5. SCR CA-227612 has been created to implement the other threshold languages for all of these NOAs and continuation pages.
6. The new Excess Property reason fragments will generate separate NOAs, one for “Good Faith” (M44-350G) and one for “Without Good Faith” (M44-350E).
7. The existing CalWORKs Change NOA budget should not generate for the new NOAs implemented in this SCR (M44-350A, M44-350E/F/G/H).
8. The NA 274I variable names and population logic follows the existing NA 274H variable names and population logic.
9. The M44-350A action fragment variable population logic follows CIV functionality for the M44-350A NOA.

2 RECOMMENDATIONS

2.1 Creating New Form M44-350F – Excess Property OP without Good Faith

2.1.1 Overview

M44-350F (11/11) - Excess Property OP without Good Faith is used to demand repayment from a discontinued CalWORKs customer and inform them that payment is now due when an overpayment was discovered for excess property without good faith that the property was below the limit as determined by the county.

State Form/NOA: M44-350F (11/11)

Programs: CalWORKs

Attached Forms: NA 280 (See section 2.10)

Forms Category: NOA

Template Repository Visibility: All counties

Languages:

English

2.1.2 Create M44-350F – Excess Property OP without Good Faith XDP

A new XDP will be created for the M44-350F – Excess Property OP without Good Faith form.

Form Header: CalSAWS Standard Header (Header_1_EN)

Form Title: Excess Property OP without Good Faith

Form Number: M44-350F

Include NA Back 9: Yes

Imaging Form Name: Excess Property OP without Good Faith

Imaging Document Type: Notification/NOA

Form Mockups/Examples: See Supporting Documents #1

2.1.3 Add Form Control for the M44-350F Form

Add an Imaging Barcode for the M44-350F form.

Tracking Barcode	BRM Barcode	Imaging Barcode
------------------	-------------	-----------------

No	No	Yes
----	----	-----

2.1.4 Add the M44-350F Form to the Template Repository

Add the M44-350F – Excess Property OP without Good Faith NOA to the template repository.

Required Document Parameters: Case Number, Customer Name, Program, Language

2.1.5 Add M44-350F Form Print Options and Mailing Requirements

The print options checked below will be available for this form.

BLANK TEMPLATE	PRINT LOCAL WITHOUT SAVE	PRINT LOCAL AND SAVE	PRINT CENTRAL AND SAVE	REPRINT LOCAL	REPRINT CENTRAL
Y	Y	Y	Y	Y	Y

The PRINT LOCAL WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

Mailing Requirements:

Mail-To (Recipient): Applicant
 Mailed From (Return): Sending Office
 Mail-back-to Address: N/A
 Outgoing Envelop Type: Standard
 Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A
 Enclosures: None
 Electronic Signature: No
 Post to SSP: Yes

2.2 Creating New Form M44-350H – Excess Property OP with Good Faith

2.2.1 Overview

M44-350H (11/11) – Excess Property OP with Good Faith is used to demand repayment from discontinued CalWORKs participants and notify them that payment is now due when the overpayment was discovered for excess property with good faith that the property was below the limit as determined by the county.

State Form/NOA: M44-350H (11/11)

Programs: CalWORKs

Attached Forms: NA 279 (See section 2.8)

Forms Category: NOA

Template Repository Visibility: All counties

Languages:

English

2.2.2 Create M44-350H – Excess Property OP with Good Faith XDP

A new XDP will be created for the M44-350H – Excess Property OP with Good Faith form.

Form Header: CalSAWS Standard Header (Header_1_EN)

Form Title: Excess Property OP with Good Faith

Form Number: M44-350H

Include NA Back 9: Yes

Imaging Form Name: M44-350H Excess Property OP Good Faith

Imaging Document Type: Notification/NOA

Form Mockups/Examples: See Supporting Documents #2

2.2.3 Add Form Control for the M44-350H Form

Add an Imaging Barcode for the M44-350H form.

Tracking Barcode	BRM Barcode	Imaging Barcode
No	No	Yes

2.2.4 Add the M44-350H Form to the Template Repository

Add the M44-350H – Excess Property OP with Good Faith NOA to the template repository.

Required Document Parameters: Case Number, Customer Name, Program, Language

2.2.5 Add M44-350H Form Print Options and Mailing Requirements

The print options checked below will be available for this form.

BLANK TEMPLATE	PRINT LOCAL WITHOUT SAVE	PRINT LOCAL AND SAVE	PRINT CENTRAL AND SAVE	REPRINT LOCAL	REPRINT CENTRAL
Y	Y	Y	Y	Y	Y

The PRINT LOCAL WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

Mailing Requirements:

Mail-To (Recipient): Applicant
Mailed From (Return): Sending Office
Mail-back-to Address: N/A
Outgoing Envelop Type: Standard
Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A
Enclosures: None
Electronic Signature: No
Post to SSP: Yes

2.3 Updating CalWORKs Benefit Change Overpayment Action Fragment Recommendation

2.3.1 Overview

This effort is updating the CalWORKs Benefit Change action fragment. Currently this fragment is only used for the CalWORKs recoupment begin NOA.

Action Fragment Name and ID: CW_CH_ACTION7 and 4073

State Form/NOA: CalWORKs Benefit Change NOA

Current Program(s): CalWORKs

Current Action Type: Benefit Change

Current Fragment Level: Program

Currently Repeatable: No

Existing Languages:

English, Spanish

2.3.2 Update Action Fragment XDP

The CalWORKs benefit change action fragment will have a minor verbiage update and translations. A dynamic section will also be added to the fragment.

NOA Mockups/Examples: See supporting document #3

Description	Existing Text	Updated Text	Formatting*
Static	As of <DATE>, the County is changing your monthly cash aid benefits from \$<INITIAL_AMT> to \$<NEW_AMT>. You were overpaid \$<OVRPMT_AMT>. Here's why:	As of <DATE>, the County is changing your cash aid from \$<INITIAL_AMT> to \$<NEW_AMT>. You were overpaid \$<OVRPMT_AMT>. Here's why:	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.3.3 Update Action Fragment Generation

This action fragment is updated to also generate along with either of the new reason fragments in sections 2.4 and 2.5.

Ordering on NOA: This will continue to be the first fragment generated on the NOA.

2.4 Adding New M44-350G NOA Reason Fragment for Excess Property with Good Faith Recommendation

2.4.1 Overview

Create new reason fragment for an active CalWORKs case. The new reason fragment is for an overpayment reason for Excess Property with Good Faith.

State Form/NOA: M44-350G (11/11)

NOA Template: CW_NOA_TEMPLATE_EN (Fragment ID: 3026)

Programs: CalWORKs

Action Type: Benefit Change

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: NA 279 (Section 2.7), NA 275 (A or B)*

Languages:

English

***Note:** NA 275A is attached when error is caused by county. NA 275B is attached when the error is not caused by county.

2.4.2 Create Reason Fragment XDP

The new Excess Property with Good Faith reason fragment XDP will be created.

NOA Mockups/Examples: See supporting document #3

Reason fragment: Excess Property (Good Faith)

Description	Text	Formatting*
Dynamic	You owned property worth more than the \$<PROP_LIMIT> property limit from <INITIAL_DATE> to <END_DATE>.	Arial Font Size 10

	<p>We found that you believed in “good faith” that you were not over the property limit. When you believe in “good faith” that your property was below the limit, we limit the amount of the overpayment as follows: we look at the total amount of aid paid while you were over the limit and we look at how much your property was over the limit in the one month your property had the highest value. Your overpayment is the smaller of the above two amounts.</p> <p>The month of your highest property was <MONTH>. In that month, you were \$<OVR_LIMIT_AMT> over the limit. The total amount of aid you got while you were over the limit was \$<TOTAL_AID>. Your total overpayment is \$<OVRPMT_AMT>, the smaller of the above two amounts.</p>	
--	---	--

*English only, Spanish and threshold will generate based on project standards for that language.

2.4.3 Add Reason Fragment Generation

Generate the new Excess Property reason fragment when a CalWORKs Overpayment recoupment has been initiated via a newly run EDBC with the following conditions:

- The overpayment reason from the Recovery Account Detail Page is the following:
 - Excess Personal Property (Good Faith), or
 - Excess Real Property (Good Faith)
- The CalWORKs case is active.
- The Recovery Account is active.
- There is a grant adjustment for the CalWORKs EDBC.
- There is no grant adjustment on the CalWORKs EDBC for the previous month.

Reason Fragment	Action Fragment	Message Fragment
Excess Property with Good Faith	CW_CH_ACTION7 (Fragment ID: 4073)	Excess Property Overpayment Message (See section 2.6)

Ordering on NOA: The reason fragment will generate immediately following the action fragment.

2.4.4 Add Reason Fragment Variable Population

The new CalWORKs Excess Property Overpayment reason fragment will have the variables described below:

Excess Property (Good Faith)

Variable Name	Population	Formatting*
1. PROP_LIMIT	Property limit amount <i>PROP_LIMIT_AMT</i> from <i>BUDGET</i> table. Ex: "\$1000.00"	Arial Font Size 10
2. INITIAL_DATE	Begin Date of EDBC run of overpayment. <i>BEG_DATE</i> from <i>EDBC</i> table. Ex: "01/01/2021" or "MM/DD/YYYY"	Arial Font Size 10
3. END_DATE	End Date of EDBC run of overpayment. <i>END_DATE</i> from <i>EDBC</i> table. Ex: "01/01/2021" or "MM/DD/YYYY"	Arial Font Size 10
4. MONTH	The month of which the customer's reported property had the highest value. <i>Calculated value from INITIAL_DATE to END_DATE. If more than one month have the same highest value, then use the first month available.</i> Ex: "January"	Arial Font Size 10
5. OVR_LIMIT_A MT	The difference between the highest value of the property and the property limit.	Arial Font Size 10

Variable Name	Population	Formatting*
	<i>Calculated value – Difference between PROP_VAL_AMT from PRSN_PROP_HIST table and PROP_LIMIT_AMT from BUDGET table.</i> Ex: "\$100.00"	
6. TOTAL_AID	The customer's total aid received during the period the customer's reported property was over the property limit. <i>Sum of PMT_AMT from ISSUANCE table for the customer during the period the reported property was over the limit.</i> Ex: "\$100.00"	Arial Font Size 10
7. OVRPMT_AMT	The lowest value between OVR_LIMIT and TOTAL_AID variables. Ex: "\$100.00"	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language

2.4.5 Add Regulations for the new Excess Property with Good Faith Reason

The new Excess Property Overpayment reason (Good Faith) has the following regulations associated and is generated on the NOA:

New Regulations: MPP 44-350.1, 44-352.4, 44-352.11, & 42-207.1

2.4.6 Add NOA Title and Footer Reference for new Excess Property with Good Faith Reason

The following are the references that will be included for the new Excess Property with Good Faith reason fragment:

NOA Reference on Document List Page: CW Excess Property with Good Faith Overpayment

NOA Title: Notice of Action, CalWORKs Change *(Existing Title)*

NOA Footer: M44-350G (11/11)

NOA Footer Requires Translations: No

2.5 Adding New M44-350E NOA Reason Fragment For Excess Property without Good Faith Recommendation

2.5.1 Overview

Create two new reason fragments for an active CalWORKs case. Each of the new reason fragment is for each respective overpayment reason for excess property.

State Form/NOA: M44-350E (11/11)

NOA Template: CW_NOA_TEMPLATE_EN (Fragment ID: 3026)

Programs: CalWORKs

Action Type: Benefit Change

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: NA 280 (Section 2.8), NA 275 (A or B)*

Languages:

English

***Note:** NA 275A is attached when error is caused by county. NA 275B is attached when the error is not caused by county.

2.5.2 Create Reason Fragment XDP

The new Excess Property without Good Faith reason fragment XDP will be created.

NOA Mockups/Examples: See supporting document #4

Reason fragment: Excess Property (Not Good Faith)

Description	Text	Formatting*
Dynamic	<p>You owned property worth more than the \$<PROP_LIMIT> property limit from <INITIAL_DATE> to <END_DATE>.</p> <p>This overpayment is your fault. You did not report that you had property worth more than the limit. We found that you did not go over the limit for a "good faith" reason. All the cash you got while you were over the property limit is an overpayment because you knew you could not get cash aid while you owned it.</p>	<p>Arial Font Size 10</p>

*English only, Spanish and threshold will generate based on project standards for that language.

2.5.3 Add Reason Fragment Generation

Generate the new Excess Property reason fragment when a CalWORKs Overpayment recoupment has been initiated via a newly run EDBC with the following conditions:

- The overpayment reason from the Recovery Account Detail Page is the following:
 - Excess Real Property (Not Good Faith), or
 - Excess Personal Property (Not Good Faith)
- The CalWORKs case is active.
- The Recovery Account is active.
- There is a grant adjustment for CalWORKs EDBC for the current benefit month.
- There is no grant adjustment on the CalWORKs EDBC for the previous month.

Reason Fragment	Action Fragment	Message Fragment
Excess Property without Good Faith	CW_CH_ACTION7 (Fragment ID: 4073)	Excess Property Overpayment Message (See section 2.6)

Ordering on NOA: The reason fragment will generate immediately following the action fragment.

2.5.4 Add Reason Fragments Variable Population

The new CalWORKs Excess Property Overpayment reason fragment will have the variables described below:

Excess Property (Not Good Faith)

Variable Name	Population	Formatting*
1. PROP_LIMIT	Property limit amount <i>PROP_LIMIT_AMT</i> from <i>BUDGET</i> table. Ex: "\$1000.00"	Arial Font Size 10
2. INITIAL_DATE	Begin Date of EDBC. <i>BEG_DATE</i> from <i>EDBC</i> table. Ex: "01/01/2021" or "MM/DD/YYYY"	Arial Font Size 10
3. END_DATE	End Date of EDBC. <i>END_DATE</i> from <i>EDBC</i> table. Ex: "01/01/2021" or "MM/DD/YYYY"	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language

2.5.5 Add Regulations for the new Excess Property without Good Faith Reason

The new Excess Property Overpayment reason (Not Good Faith) has the following regulations associated and is generated on the NOA:

New Regulations: MPP 44-350.1, 44-352.4, 44-352.11, & 42-207.1

2.5.6 Add NOA Title and Footer Reference for new Excess Property without Good Faith Reason

The following are the references that will be included for the new Excess Property reason fragment:

NOA Reference on Document List Page: CW Excess Property without Good Faith Overpayment

NOA Title: Notice of Action, CalWORKs Change (*Existing Title*)

2.6 Adding a New CalWORKs Overpayment Excess Property Message Fragment Recommendation

2.6.1 Overview

This effort is adding a new message fragment for a benefit change and overpayment recoupment in an active CalWORKs case when the reason for the overpayment is one of the following reasons:

- Excess Personal Property (Good Faith)
- Excess Real Property (Good Faith)
- Excess Real Property (Not Good Faith)
- Excess Personal Property (Not Good Faith)

Programs: CalWORKs

Action Type: Benefit Change

Fragment Level: Program

Repeatable: No

Languages:

English

2.6.2 Create Message Fragment XDP

A new XDP will be created for CalWORKs Excess Property Overpayment message fragment.

NOA Mockups/Examples: See supporting document #3

Description	Text	Formatting*
Static	We will collect from your monthly cash aid until the overpayment is paid back. The next page(s) show the month(s) you owned too much property, the total amount you owe, and how much will be taken out of	Arial Font Size 10

Description	Text	Formatting*
	<p>each month's cash aid amount.</p> <p>Your new cash aid amount is figured on this page.</p> <p>You do not have to use any Social Security or SSI benefits you get to repay this overpayment.</p> <p>WARNING: If you did not own the property during the time listed above, or the property was not available to you, or you think the property is worth less, and you think this overpayment is wrong, this is your last chance to ask for a hearing. The back of this page tells how. If you stay on aid, the County can collect an overpayment by lowering your monthly grant. If you go off aid before the overpayment is paid back, the County may take what you owe out of your state income tax refund or take other legal action to collect.</p>	

*English only, Spanish and threshold will generate based on project standards for that language.

2.6.3 Add Message Fragment Generation

This message fragment is updated to also generate along with either of the new reason fragments in sections 2.4 and 2.5.

Ordering on NOA: This will be the last fragment generated on the NOA.

2.7 Adding a New NA 279 CalWORKs Excess Property with Good Faith Budget Fragment Recommendation

2.7.1 Overview

The NA 279 is a continuation page for the excess property reason fragment in section 2.4. It is a detailed breakdown of the customer's cash aid paid and their property value over the property limit.

State Form/NOA: NA 279 (Revision 11/11)

NOA Template ID(s): CW_NOA_TEMPLATE_EN (Fragment ID: 3026)

Budget Name: NA 279 Excess Property with Good Faith Budget

Program(s): CalWORKs

Action Type: Benefit Change

Fragment Level: Program

Repeatable: No

Languages:

English

2.7.2 Create Budget Fragment XDP

Create a new XDP for the NA 279 Excess Property with Good Faith Budget to be generated with the M44-350G – Excess Property with Good Faith reason fragment in section 2.4.

NOA Mockups/Examples: See supporting document #3

2.7.3 Add Budget Fragment Generation

This new budget will only generate with the new Excess Property with Good Faith reason fragment from section 2.4.

Ordering on NOA: This budget will generate on a separate page, directly following the dynamically generated NOA with the reason fragment from section 2.4.

2.7.4 Add Budget Fragment Variable Population

The variable population logic for the NA 279 budget is as shown in the table below:

NA 279 Excess Property with Good Faith Budget

Variable Name	Population	Formatting*
1. **PMT_MONTH	Month of eligibility. <i>From EDBC table.</i> Ex: "MM/DD/YYYY"	Arial Font Size 10
2. **CASH_AID_PAID	Cash paid to customer for associated PMT_MONTH. <i>FINAL_BEN_AMT from EDBC table.</i> Ex: "\$500.00"	Arial Font Size 10
3. **SUPPORT_COLLECT_BY_COUNTY	Transaction amount from the Transaction Detail page for the same PMT_MONTH. <i>DOLLAR_AMT from RECOV_ACCT_TRANSACTION_DETAIL table.</i> Ex: "\$500.00"	Arial Font Size 10
4. **NET_CASH_AID	Difference between CASH_AID_PAID and SUPPORT_COLLECT_BY_COUNTY Ex: "\$500.00"	Arial Font Size 10
5. **VAL_PROP_OVR	Property value <i>PROP_VAL_AMT from PRSN_PROP_HIST table.</i> Ex: "\$500.00"	Arial Font Size 10
6. TOT_NET_CASH_PAID	Sum of NET_CASH_AID	Arial Font Size 10
7. HIGHEST_VAL	Highest value of VALUE_PROP_OVR	Arial Font Size 10

Variable Name	Population	Formatting*
8. SMALLER_VAL	Smallest value between TOT_NET_CASH_PAID and HIGHEST_VALUE	Ariel Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

**These variables are incremental values up to 23 different values. Please see supporting document #3.

2.8 Add a New NA 279 Excess Property with Good Faith Form Recommendation

2.8.1 Overview

The NA 279 is implemented as both a fragment (section 2.7) and as a stand-alone form.

State Form/NOA: NA 279 (Revision 01/00)

Programs: CalWORKs

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: All Counties

Languages: English

2.8.2 Create NA 279 Form XDP

Create the form XDP for the NA 279 Excess Property with Good Faith budget form.

Form Header: None

Form Title (Document List Page Displayed Name): Excess Property with Good Faith Budget

Form Number: NA 279

Include NA Back 9: No

Imaging Form Name: Excess Property with Good Faith Budget

Imaging Document Type: Notification/NOA

Form Mockups/Examples: See supporting document #3

2.8.3 Add Form Control for the NA 279 Form

Add an Imaging Barcode for the NA 279 form.

Tracking Barcode	BRM Barcode	Imaging Barcode
No	No	Yes

2.8.4 Add the NA 279 Form to the Template Repository

Add the NA 279 – Excess Property with Good Faith Budget to the template repository.

Required Document Parameters: Case Number, Customer Name, Program, Language

2.8.5 Add NA 279 Form Print Options and Mailing Requirements

The print options checked below will be available for this form.

BLANK TEMPLATE	PRINT LOCAL WITHOUT SAVE	PRINT LOCAL AND SAVE	PRINT CENTRAL AND SAVE	REPRINT LOCAL	REPRINT CENTRAL
Y	Y	Y	N	Y	N

The PRINT LOCAL WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

Mailing Requirements:

Mail-To (Recipient): N/A

Mailed From (Return): N/A

Mail-back-to Address: N/A

Outgoing Envelop Type: N/A

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: None

Electronic Signature: No

Post to SSP: Yes

2.9 Adding a New NA 280 CalWORKs Excess Property without Good Faith Budget Fragment Recommendation

2.9.1 Overview

The NA 280 is a continuation page for the excess property reason fragment in section 2.5. It is a detailed breakdown of the customer's cash aid paid and their property value over the property limit.

State Form/NOA: NA 280 (Revision 11/11)

NOA Template ID(s): CW_NOA_TEMPLATE_EN (Fragment ID: 3026)

Budget Name: NA 280 Excess Property without Good Faith Budget

Program(s): CalWORKs

Action Type: Benefit Change

Fragment Level: Program

Repeatable: No

Languages:

English

2.9.2 Create Budget Fragment XDP

Create a new XDP for the NA 280 Excess Property without Good Faith Budget to be generated with the Excess Property without Good Faith reason fragment in section 2.5.

NOA Mockups/Examples: See supporting document #4

2.9.3 Add Budget Fragment Generation

This new budget will only generate with the new M40-350E – Excess Property without Good Faith reason fragment from section 2.5.

Ordering on NOA: This budget will generate on a separate page, directly following the dynamically generated NOA with the reason fragment from section 2.5.

2.9.4 Add Budget Fragment Variable Population

The variable population logic for the NA 279 budget is as shown in the table below:

NA 280 Excess Property without Good Faith Budget

Variable Name	Population	Formatting*
1. **PMT_MONTH	Month of eligibility. <i>From EDBC table.</i> Ex: "MM/DD/YYYY"	Arial Font Size 10
2. **CASH_AID_PAID	Cash paid to customer for associated PMT_MONTH. <i>FINAL_BEN_AMT from EDBC table.</i> Ex: "\$500.00"	Arial Font Size 10
3. **SUPPORT_COLLE CT_BY_COUNTY	Transaction amount from the Transaction Detail page for the same PMT_MONTH. <i>DOLLAR_AMT from RECOV_ACCT_TRANSACT_D ETL table.</i> Ex: "\$500.00"	Arial Font Size 10
4. **NET_CASH_AID	Difference between CASH_AID_PAID and SUPPORT_COLLECT_BY_COUNTY Ex: "\$500.00"	Arial Font Size 10
5. **VAL_PROP_OVR	Property value <i>PROP_VAL_AMT from PRSN_PROP_HIST table.</i> Ex: "\$500.00"	Arial Font Size 10
6. TOT_NET_CASH_AID	Sum of NET_CASH_AID	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

**These variables are incremental values up to 23 different values. Please see supporting document #4.

2.10 Add a New NA 280 – Excess Property without Good Faith Form Recommendation

2.10.1 Overview

The NA 280 is implemented as both a fragment (section 2.9) and as a stand-alone form.

State Form/NOA: NA 280 (Revision 01/00)

Programs: CalWORKs

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: All Counties

Languages: English

2.10.2 Create NA 280 Form XDP

Create the form XDP for the NA 280 – Excess Property without Good Faith budget form.

Form Header: None

Form Title (Document List Page Displayed Name): Excess Property without Good Faith Budget

Form Number: NA 280

Include NA Back 9: No

Imaging Form Name: Excess Property without Good Faith Budg

Imaging Document Type: Notification/NOAs

Form Mockups/Examples: See supporting document #4

2.10.3 Add Form Control for the NA 280 Form

Add an Imaging Barcode for the NA 280 form.

Tracking Barcode	BRM Barcode	Imaging Barcode
No	No	Yes

2.10.4 Add the NA 280 Form to the Template Repository

Add the NA 280 – Excess Property without Good Faith Budget to the template repository.

Required Document Parameters: Case Number, Customer Name, Program, Language

2.10.5 Add NA 280 Form Print Options and Mailing Requirements

The print options checked below will be available for this form.

BLANK TEMPLATE	PRINT LOCAL WITHOUT SAVE	PRINT LOCAL AND SAVE	PRINT CENTRAL AND SAVE	REPRINT LOCAL	REPRINT CENTRAL
Y	Y	Y	N	Y	N

The PRINT LOCAL WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

Mailing Requirements:

Mail-To (Recipient): N/A

Mailed From (Return): N/A

Mail-back-to Address: N/A

Outgoing Envelop Type: N/A

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: None

Electronic Signature: No

Post to SSP: Yes

2.11 Adding a New M44-350A Action Fragment Recommendation

2.11.1 Overview

The M44-350A is used to notify a customer of the first overpayment and subsequent grant adjustment. The user establishes an overpayment and at the same time does a grant adjustment to collect the overpayment in an active CalWORKs case.

State Form/NOA: M44-350A (Revision 11/11)

Program(s): CalWORKs

Action Type: Benefit Change

Fragment Level: Program

Repeatable: No

Languages:

English, Spanish

2.11.2 Create Action Fragment XDP

Create a new action fragment for the M44-350A state form.

NOA Mockups/Examples: See supporting document #5

Description	Text	Formatting*
Static	As of <DATE>, the County is changing your cash aid from \$<OLD_PMT> to \$<NEW_PMT>. You got too much cash aid. You were overpaid \$<OVRPMT_AMT> from <BEG_DATE> to <END_DATE>. The over payment was	Arial Font Size 10
Dynamic – County Caused	the county's fault	Arial Font Size 10 Checkbox
Dynamic – Customer Caused	your mistake	Arial Font Size 10 Checkbox
Dynamic – Intentional Caused	you intentionally caused the overpayment. We may charge you with a crime or bar you from aid for an intentional violation.	Arial Font Size 10 Checkbox
Static	Here's why;	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.11.3 Add Action Fragment Generation

This action fragment will generate with only the new reason fragment from section 2.12.

Ordering on NOA: This will be the first fragment generated on the NOA.

2.11.4 Add Action Fragment Section Generation

This action fragment checkboxes will populate as follows:

Section	Generation Conditions
County Caused	Checked when "Cash – Admin Caused" is selected from "Cause" dropdown menu on Recovery Account Detail page.
Customer Caused	Checked when "Cash – Customer Caused" or "Cash – Late SAR7" is selected from "Cause" dropdown menu on Recovery Account Detail page.
Intentional Caused	Checked when "Cash – Late QR7" or "Cash – Potential IPV" is selected from "Cause" dropdown menu on Recovery Account Detail page.

2.11.5 Add Action Fragment Variable Population

The variable population logic for this action fragment will be as follows:

M44-350A Action Fragment Variable Population

Variable Name	Population	Formatting*
1. DATE	Populate with the benefit effective change date. Ex: "01/01/2021" or "MM/DD/YYYY"	Arial Font Size 10
2. OLD_PMT	Populate with the previous cash aid amount.	Arial Font Size 10

	<p><i>PREV_MO_AMT</i> from EDBC table.</p> <p>Ex: "\$300.00"</p>	
3. NEW_PMT	<p>Populate with the new cash aid amount.</p> <p><i>FINAL_BEN_AMT</i> from EDBC table.</p> <p>Ex: "\$300.00"</p>	Arial Font Size 10
4. OVRPMT_AMT	<p>Populate the overpayment amount.</p> <p><i>OVRPMT_AMT</i> from EDBC table.</p> <p>Ex: "\$200.00"</p>	Arial Font Size 10
5. BEG_DATE	<p>Begin Date of EDBC run of overpayment.</p> <p><i>BEG_DATE</i> from EDBC table.</p> <p>Ex: "01/01/2021" or "MM/DD/YYYY"</p>	Arial Font Size 10
6. END_DATE	<p>End Date of EDBC run of overpayment.</p> <p><i>END_DATE</i> from EDBC table.</p> <p>Ex: "01/01/2021" or "MM/DD/YYYY"</p>	Arial Font Size 10

2.12 Adding New NOA Reason Fragment For M44-350A – Overpayment Adjustment Recommendation

2.12.1 Overview

The M44-350A is used to notify a customer of the first overpayment and subsequent grant adjustment. This reason fragment contains the overpayment reason and cause type. The user establishes an overpayment and at the same time does a grant adjustment to collect the overpayment in an active CalWORKs case.

State Form/NOA: M44-350A (11/11)

NOA Template: CW_NOA_TEMPLATE_EN (Fragment ID: 3026)

Programs: CalWORKs

Action Type: Benefit Change

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: NA 274I, NA 275 (A or B)*

Languages:

English, Spanish

***Note:** NA 275A is attached when error is caused by county. NA 275B is attached when the error is not caused by county.

2.12.2 Create Reason Fragment XDP

The new M44-350A – Overpayment Adjustment reason fragment XDP will be created.

NOA Mockups/Examples: See supporting document #5

Reason fragment: M44-350A Overpayment Adjustment

Description	Text	Formatting*
Dynamic	<OVRPMT_RSN> The next page(s) show how much cash aid you should have had for each month you were overpaid, the total amount you owe,	Arial Font Size 10

	<p>and how much will be taken out of each month's cash aid amount.</p> <p>Your new cash aid amount is figured on this page.</p> <p>You do not have to use any Social Security or SSI benefits you get to repay this overpayment.</p>	
--	--	--

*English only, Spanish and threshold will generate based on project standards for that language.

2.12.3 Add Reason Fragment Generation

Generate the new M44-350A – Overpayment Adjustment reason fragment for all of the following conditions:

- The case is CalWORKs,
- There is a benefit change action,
- The current run is a new EDBC,
- There is an active Recovery Account in the case,
- This is the first CalWORKs grant adjustment in the case,
- This is the first CalWORKs overpayment in the case, and
- The overpayment is tied to the same Recovery Account.

Reason Fragment	Action Fragment	Message Fragment
M44-350A – Overpayment Adjustment Reason	M44-350A Action Fragment (See section 2.11)	M44-350A Message Fragment (See section 2.13)

Ordering on NOA: The reason fragment will generate immediately following the action fragment.

2.12.4 Add Reason Fragments Variable Population

The new CalWORKs M44-350A – Overpayment Adjustment reason fragment will have the variables described below:

M44-350A – Overpayment Adjustment Reason

Variable Name	Population	Formatting*
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7. OVRPMT_RSN	Populate with the selected reason from the Recovery Account Detail Page. <i>RSN_CODE from RECOV_ACCT_DETL table.</i> Ex: "Cash – Admin Caused"	Arial Font Size 10
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*English only, Spanish and threshold will generate based on project standards for that language

Variables Requiring Translations: OVRPMT_RSN

2.12.5 Add Regulations for the new M44-350A – Overpayment Adjustment Reason

The new M44-350A – Overpayment Adjustment reason has the following regulations associated and is generated on the NOA:

New Regulations: MPP 44-350.1 & 44-352.4

2.12.6 Add NOA Title and Footer Reference for new M44-350A – Overpayment Adjustment Reason

The following are the references that will be included for the new M44-350A – Overpayment Adjustment reason fragment:

NOA Reference on Document List Page: M44-350A – Overpayment Adjustment

NOA Title: Notice of Action, CalWORKs Change (*Existing Title*)

NOA Footer: M44-350A (11/11)

2.13 Adding a New M44-350A Message Fragment Recommendation

2.13.1 Overview

This effort is adding a new message fragment as the user establishes an overpayment and at the same time does a grant adjustment to collect

the overpayment in an active CalWORKs case when the reason for the overpayment is the following:

- M44-350A – Overpayment Adjustment reason

Programs: CalWORKs
Action Type: Benefit Change
Fragment Level: Program
Repeatable: No

Languages:
 English, Spanish

2.13.2 Create Message Fragment XDP

A new XDP will be created for CalWORKs Excess Property Overpayment message fragment.

NOA Mockups/Examples: See supporting document #5

Description	Text	Formatting*
Static	WARNING: If you think this overpayment is wrong, this is your last chance to ask for a hearing. The back of this page tells how. If you stay on aid, the County can collect an overpayment by lowering your monthly grant. If you go off aid before the overpayment is paid back, the County may take what you owe out of your state income tax refund or take other legal action to collect.	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.13.3 Add Message Fragment Generation

Generate the new M44-350A – Overpayment Adjustment Message fragment with the reason fragment in section 2.12.

Ordering on NOA: This will be the last fragment generated on the NOA.

2.14 Adding a New NA 274I Continuation Page – Overpayment Computations Fragment Recommendation

2.14.1 Overview

The NA 274I is a continuation page for the overpayment computations in cases of an overpayment and grant adjustment occurring on or after 6/1/2021.

State Form/NOA: NA 274I (Revision 12/20)

NOA Template ID(s): CW_NOA_TEMPLATE_EN (Fragment ID: 3026)

Budget Name: NA 274I Continuation Page – Overpayment Computations

Program(s): CalWORKs

Action Type: Benefit Change

Fragment Level: Program

Repeatable: No

Languages:

English, Spanish

2.14.2 Create Budget Fragment XDP

Create a new XDP for the NA 274I Continuation Page – Overpayment Computations to be generated with the M44-350A – Overpayment Adjustment reason fragment in section 2.12.

NOA Mockups/Examples: See supporting document #8

2.14.3 Add Budget Fragment Generation

This budget fragment will only generate with the reason fragment from section 2.12.

Ordering on NOA: This budget will generate on a separate page, directly following the dynamically generated NOA with the reason fragment from section 2.12.

2.14.4 Add Budget Fragment Variable Population

The variable population logic for the NA 274I budget is as shown in the table below:

NA 274I Continuation Page – Overpayment Computations

Variable Name	Population	Formatting*
1. BEG_DATE	Month of overpayment. <i>BEG_DATE</i> from <i>EDBC</i> table. Ex: "January"	Arial Font Size 10
2. TOT_BUSINESS_IN C**	Total Self-Employment income. <i>TOT_BUSINESS_INC</i> from <i>CW_BUDGET</i> table. Ex: "\$100.00"	Arial Font Size 10
3. STD_BUSINESS_DE D**	40% Standard Self-Employment expenses. <i>STD_BUSINESS_DED</i> from <i>CW_BUDGET</i> table. Ex: "\$100.00"	Arial Font Size 10
4. ACTUAL_BUSINES S_DED**	Actual Self-Employment expenses. <i>ACTUAL_BUSINESS_DED</i> from <i>CW_BUDGET</i> table. Ex: "\$100.00"	Arial Font Size 10
5. SELF_EMPLOYME NT**	<i>Difference of variables 2-4.</i> Ex: "\$100.00"	Arial Font Size 10
6. TOTAL_DISABILITY _INC**	Total Disability-Based Unearned Income (DBI) (AU and Non-AU members)	Arial Font Size 10

Variable Name	Population	Formatting*
	DISAB_INC_AMT from CW_BUDGET table. Ex: "\$100.00"	
7. DISREGARD_550* *	DBI Disregard amount. \$550 if variable 4 >= \$550, If variable 4 < \$550, use variable 4.	Arial Font Size 10
8. NON_EXEMPT_DI S_INC**	Nonexempt DBI income. Difference of Variable 6 and Variable 7.	Arial Font Size 10
9. UNUSED_AMT_55 0_DISREGARD**	Unused DBI Disregard Calculated value – the first condition to be met: <ul style="list-style-type: none"> a. If variable 6 > 0 and <= Existing String, then (Existing String – Variable 6) b. If variable 6 > Existing String, then \$0. c. If variable 6 = \$0, then use Existing String. 	Arial Font Size 10
10. SELF_EMPLOYME NT_2**	Same as variable 5.	Arial Font Size 10
11. TEST_EARN_INC_ AMT**	Total other earned income. TEST_EARN_INC_AMT from CW_BUDGET table.	Arial Font Size 10

Variable Name	Population	Formatting*
	Ex: "\$100.00"	
12. UNUSED_AMT_550_DISREGARD_2*	Same as variable 9.	Arial Font Size 10
13. SUBTOTAL1**	(Variable 8 or 9) + Variable 10 + Variable 11 – Variable 12	Arial Font Size 10
14. EARNED_INC_DIS_50_PERCENT_2**	Earned income disregard 50%. Variable 5 multiplied by 50%. Ex: "\$100.00"	Arial Font Size 10
15. EARNED_INC_DIS_50_PERCENT_1**	Difference of variable 13 and 14.	Arial Font Size 10
16. NON_EXEMPT_DIS_INC_2**	Same as variable 8.	Arial Font Size 10
17. SUBTOTAL2**	Sum of variables 15-16.	Arial Font Size 10
18. UIB**	Other nonexempt income (AU and Non-AU members) MAX of (NET_UNEARN_INC_AMT from CW_BUDGET – Variable 6) and \$0. Ex: "\$100.00"	Arial Font Size 10
19. NET_COUNTABLE_INC **	Sum of variables 17 and 18.	Arial Font Size 10
20. BEG_DATE	Same as variable 1.	Arial Font Size 10
21. TEST_FAMILY_UNIT_SIZE_QTY_1	AU and Non-AU members. MAP_UNIT_SIZE_QTY from CW_BUDGET table. Ex: "3"	Arial Font Size 10
22. FAM_MAP_AMT**	Max aid for family.	Arial Font Size 10

Variable Name	Population	Formatting*
	FAM_MAP_AMT from CW_BUDGET table. Ex: "\$100.00"	
23. FAM_SPEC_NEED_AMT**	Special needs amount for family. FAM_SPEC_NEED_AMT from CW_BUDGET table. Ex: "\$100.00"	Arial Font Size 10
24. NET_COUNTABLE_INC_2**	Same as variable 19.	Arial Font Size 10
25. SUBTOTAL3**	Variable 22 + Variable 23 – Variable 24 \$0 if negative.	Arial Font Size 10
26. ASSIST_UNIT_SIZE_QTY	AU persons only (penalized persons). ASSIST_UNIT_SIZE_QTY from CW_BUDGET table. Ex: "2"	Arial Font Size 10
27. ASSIST_UNIT_MAP_AMT**	Max aid for AU members. ASSIST_UNIT_MAP_AMT from CW_BUDGET table. Ex: "\$100.00"	Arial Font Size 10
28. ASSIST_UNIT_SPEC_NEED_AMT**	Special needs amount for AU members only. ASSIST_UNIT_SPEC_NEED_AMT from CW_BUDGET table. Ex: "\$100.00"	Arial Font Size 10
29. MAXIMUM_AID_SUB**	Max aid subtotal. AID_PMT_AMT from CW_BUDGET table. Ex: "\$100.00"	Arial Font Size 10

Variable Name	Population	Formatting*
30. FULL_MONTH_AID _SUB**	MIN of variables 25 and 29.	Arial Font Size 10
31. LINE_8_PRORATE D**	Prorated amount of Full Month Aid Subtotal. <i>PRORATE_BEN_AMT</i> from <i>BUDGET</i> table. Ex: "\$100.00"	Arial Font Size 10
32. CHILD_SUPPORT_ SANCTION**	Child support 25% penalty adjustment. <i>Calculated value – SUM of COUNTBL_VAL_AMT from EDBC_PERS_MSIC table for adjustments and Non-Cooperation Penalty type code.</i> Ex: "\$100.00"	Arial Font Size 10
33. OTHER_SANCTIO NS**	Other penalty adjustments. <i>OTHER_ADJUST_AMT</i> from <i>EDBC</i> table. Ex: "\$100.00"	Arial Font Size 10
34. OVERPAYMENT**	Overpayment adjustments. <i>RECOUP_OFFSET_AMT</i> from <i>EDBC</i> table. Ex: "\$100.00"	Arial Font Size 10
35. CL_SANCTION**	Cal-Learn penalty adjustments. <i>Calculated value – SUM of COUNTBL_VAL_AMT from EDBC_PERS_MSIC table for adjustments and Cal-Learn type codes.</i> Ex: "\$100.00"	Arial Font Size 10
36. BONUS**	School bonus adjustments.	Arial Font Size 10

Variable Name	Population	Formatting*
	<i>PAY_CODE</i> from <i>EDBC</i> table. Ex: "\$100.00"	
37. NEW_MONTHLY_CASH_AID_AMO UNT**	Monthly cash aid amount. <i>OVRPMT_AMT</i> from <i>OVRPMT</i> table. Ex: "\$100.00"	Arial Font Size 10
38. MONTHLY_CASH_AID_AMOUNT**	Cash aid paid to person. <i>PREV_AMT</i> from <i>OVRPMT</i> table. Ex: "\$100.00"	Arial Font Size 10
39. NEW_MONTHLY_CASH_AID_AMO UNT_2**	Correct cash aid amount with adjustments. <i>CORRECT_AMT</i> from <i>OVRPMT</i> table. Ex: "\$100.00"	Arial Font Size 10
40. SUBTOTAL4**	<i>Difference of variables 38 and 39.</i>	Arial Font Size 10
41. MONTHLY_CASH_AID_AMOUNT_2* *	<i>Same as variable 38.</i>	Arial Font Size 10
42. CS_DOLLAR_AMT**	Support payments collected for person. <i>DOLLAR_AMT</i> from <i>CS_COLLECT</i> table. Ex: "\$100.00"	Arial Font Size 10
43. SUBTOTAL5**	<i>Difference of variables 41 and 42.</i>	Arial Font Size 10
44. MONTHLY_OVERPAYMENT**	<i>MIN of variables 40 and 43.</i>	Arial Font Size 10
45. TOT_OVERPAYMENT	<i>Same as variable 44.</i>	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

**There are 4 possible entries for these variables. Please see supporting document #8.

2.15 Add a New NA 274I Continuation Page – Overpayment Computations Recommendation

2.15.1 Overview

The NA 274I is implemented as both a fragment (section 2.14) and as a stand-alone form.

State Form/NOA: NA 274I (Revision 12/20)

Programs: CalWORKs

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: All Counties

Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, & Vietnamese

2.15.2 Create NA 274I Form XDP

Create the form XDP for the NA 274I Continuation Page – Overpayment Computations form.

Form Header: None

Form Title (Document List Page Displayed Name): Continuation Page – Overpayment Computations

Form Number: NA 274I

Include NA Back 9: No

Imaging Form Name: Continuation Page – Overpayment Computations

Imaging Document Type: Notification/NOAs

Form Mockups/Examples: See supporting document #8

2.15.3 Add Form Control for the NA 274I Form

Add an Imaging Barcode for the NA 274I form.

Tracking Barcode	BRM Barcode	Imaging Barcode
No	No	Yes

2.15.4 Add the NA 274I Form to the Template Repository

Add the NA 274I Continuation Page – Overpayment Computations to the template repository.

Required Document Parameters: Case Number, Customer Name, Program, Language

2.15.5 Add NA 274I Form Print Options and Mailing Requirements

The print options checked below will be available for this form.

BLANK TEMPLATE	PRINT LOCAL WITHOUT SAVE	PRINT LOCAL AND SAVE	PRINT CENTRAL AND SAVE	REPRINT LOCAL	REPRINT CENTRAL
Y	Y	Y	N	Y	N

The PRINT LOCAL WITHOUT SAVE option is only available when printing a blank template.

The PRINT AND SAVE options are only available when printing a document containing case or resource information.

Mailing Requirements:

Mail-To (Recipient): N/A

Mailed From (Return): N/A

Mail-back-to Address: N/A

Outgoing Envelop Type: N/A

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: None

Electronic Signature: No

Post to SSP: Yes

2.16 Updating the CalWORKs Recoupment NOA Budget Fragment Recommendation

2.16.1 Overview

This effort is to update the existing CalWORKs Recoupment budget fragment for a benefit change and overpayment recoupment in an active CalWORKs case when the reason for the overpayment is excess property. It currently only generates for Recoupment Begin NOAs.

Current NOA Template ID(s): CW_NOA_TEMPLATE_EN (Fragment ID: 3026)

Budget Name: CalWORKs Benefit Change Recoupment Budget (BUDGT_CW_RECOUPMENT_NA275_EN, Fragment ID: 910)

Current Program(s): CalWORKs

Current Action Type: Benefit Change

Current Fragment Level: Program

Currently Repeatable: No

Languages:

English and Spanish

2.16.2 Updates to Fragment Generation

The budget will also generate alongside the new action, reason, and message fragments:

1. Either of Reason Fragments from sections 2.4 and 2.5

2.17 Updating the CalWORKs Change Overpayment Reason Fragment

2.17.1 Overview

Updating the CalWORKs Change Overpayment Reason fragment to be suppressed when either of the two new reason fragments from sections 2.4 and 2.5 are generated.

Reason Fragment Name and ID: CW_CH_RECOUPMENT_BEGIN_A629

Current NOA Template: CW_NOA_TEMPLATE_EN (Fragment ID: 3026)

Current Program(s): CalWORKs

Currently Action Type: Benefit Change

Current Fragment Level: Program

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: CalWORKs Overpayment
Recoupment NOA

Languages:

English and Spanish

2.17.2 Updates to Fragment Generation

Suppress this reason fragment when either of the two new reason fragments in sections 2.4 and 2.5 are generated.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	M44-350E Mockup	M44-350E_EN.pdf
2	Form	M44-350F Mockup	M44-350F_EN.pdf
3	Form	M44-350G Mockup	M44-350G_EN.pdf
4	Form	M44-350H Mockup	M44-350H_EN.pdf
5	Form	M44-350A Mockup	M44-350A_EN.pdf M44-350A_SP.pdf
6	Form	NA 279 Mockup	NA_279_EN.pdf
7	Form	NA 280 Mockup	NA_280_EN.pdf
8	Form	NA 274I Mockup	NA_274I_EN.pdf NA_274I_SP.pdf NA_274I_AR.pdf NA_274I_AE.pdf NA_274I_CA.pdf NA_274I_CH.pdf NA_274I_FA.pdf NA_274I_HM.pdf NA_274I_KO.pdf NA_274I_LA.pdf NA_274I_RU.pdf NA_274I_TG.pdf NA_274I_VI.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.6 CAR- 1242	The LRS shall produce notices, NOAs, forms, letters, stuffers, and flyers, either generated by the LRS or initiated by COUNTY-specified Users, that may be sent to an applicant, participant, caregiver, sponsor, authorized representative, Vendor, landlord, and/or any other public or private individual or agency.	Created overpayment forms

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-227961

Update TNB 4 Threshold Language forms to
latest State version

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	James Tran
	Reviewed By	Priya Sridharan, Himanshu Jain, Shilpa Suddavanda, William Baretsky

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/17/2021	1.0	Initial Draft	James Tran

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1 OVERVIEW

The threshold versions of the TNB 4 form were added to CalSAWS with SCR CA-208261. Currently, the TNB 4 in nine threshold languages in the system do not match the State version. This effort intends to update the threshold versions of the TNB 4 in CalSAWS to match the State version.

Additionally, the BenefitsCal website URL address will need to be updated.

1.1 Current Design

TNB 4 form threshold languages were added with CA-208261 and a minor revision was made with CA-218455. The current CalSAWS system has the TNB 4 form in English and all standard threshold languages. It also contains the TNB 4 Recertification Packet for LA and the 57 migrating counties, in both English and Spanish. In nine of the TNB 4 threshold languages, there are minor verbiage discrepancies between the CalSAWS version and the State version: Spanish, Arabic, Armenian, Farsi, Hmong, Korean, Russian, Tagalog and Vietnamese. There are minor verbiage discrepancies in the TNB 4 block within the Spanish TNB 4 Recertification Packet. On all forms, two of the three URLs are presented as www.benefitscal.com, and one of the three URLs are presented as www.benefitscal.org.

1.2 Requests

Update the CalSAWS TNB 4 threshold forms that have discrepancies from the State version so that the two versions are identical. Update the BenefitsCal website address on all TNB 4 forms in all languages.

1.3 Overview of Recommendations

1. Update all TNB 4 form including their threshold languages to match the State version.
2. Update all versions of TNB 4 and TNB 4 Recertification Packet to show the correct URL. All URLs should present as www.benefitscal.org.

1.4 Assumptions

1. Only the XDP will be updated. No variable or generation conditions will be updated.
2. The attached form CF 285 will be updated with SCR CA-225996.

2 RECOMMENDATIONS

2.1 Update the TNB 4 and TNB 4 RE Forms and their threshold languages

2.1.1 Overview

Several the TNB 4 and TNB 4 RE Forms and their threshold languages require an update to eliminate any discrepancies in verbiage between the CalSAWS version and the State version. Additionally, the BenefitsCal website URL will need to be updated from www.benefitscal.com to www.benefitscal.org for all versions of TNB 4 and TNB 4 RE.

State Form: TNB 4 (8/20)

Current Programs: Nutrition Benefit

Current Attached Form(s): None (TNB 4 only),
CF 285 (TNB 4 Recertification Packet only)

Current Forms Category: Forms (TNB 4 only),
Application (TNB 4 Recertification Packet only)

Existing Languages:

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

2.1.2 Description of Change

1. Updates to the TNB 4 and TNB 4 RE Forms XDP

Update the TNB 4 and TNB 4 RE Forms and their threshold languages specified below to match identically to the State version provided by the state. The TNB 4 Recertification Packets will also require an update.

- a. The following threshold languages will require a complete XDP update and the entire form will need to be replaced with the new version: Spanish, Arabic, Armenian, Farsi, Hmong, Korean, Russian, Tagalog and Vietnamese.
- b. All threshold languages will require an update to the BenefitsCal website's URL to all be presented as **www.benefitscal.org**.

Updated Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese

Form Mockups/Examples: See Supporting Documents #1 through 17

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	Form TNB 4 (Arabic)	See "TNB4_AR.pdf" attached to the SCR.
2	Form	Form TNB 4 (Armenian)	See "TNB4_AE.pdf" attached to the SCR.
3	Form	Form TNB 4 (Cambodian)	See "TNB4_CA.pdf" attached to the SCR.
4	Form	Form TNB 4 (Chinese)	See "TNB4_CH.pdf" attached to the SCR.
5	Form	Form TNB 4 (English)	See "TNB4_EN.pdf" attached to the SCR.
6	Form	Form TNB 4 (Farsi)	See "TNB4_FA.pdf" attached to the SCR.
7	Form	Form TNB 4 (Hmong)	See "TNB4_HM.pdf" attached to the SCR.
8	Form	Form TNB 4 (Korean)	See "TNB4_KO.pdf" attached to the SCR.
9	Form	Form TNB 4 (Lao)	See "TNB4_LA.pdf" attached to the SCR.
10	Form	Form TNB 4 (Russian)	See "TNB4_RU.pdf" attached to the SCR.
11	Form	Form TNB 4 (Spanish)	See "TNB4_SP.pdf" attached to the SCR.
12	Form	Form TNB 4 (Tagalog)	See "TNB4_TG.pdf" attached to the SCR.
13	Form	Form TNB 4 (Vietnamese)	See "TNB4_VI.pdf" attached to the SCR.
14	Form	Form TNB 4 Recertification Packet (English)	See "TNB4_RECERT_PACKET_EN.pdf" attached to the SCR. Note: For Section 1, Question 1 and 2, the Underline, Variable Population and Yes/No Checkboxes are generated dynamically, once for each active recipient.

15	Form	Form TNB 4 Recertification Packet (Spanish)	See "TNB4_RECERT_PACKET_SP.pdf" attached to the SCR. Note: For Section 1, Question 1 and 2, the Underline, Variable Population and Yes/No Checkboxes are generated dynamically, once for each active recipient.
16	Form	Form TNB 4 Recertification Packet for 57 counties (English)	See "TNB4_RECERT_PACKET_EN_57_counties.pdf" attached to the SCR. Note: For Section 1, Question 1 and 2, the Underline, Variable Population and Yes/No Checkboxes are generated dynamically, once for each active recipient.
17	Form	Form TNB 4 Recertification Packet for 57 counties (Spanish)	See "TNB4_RECERT_PACKET_SP_57_counties.pdf" attached to the SCR. Note: For Section 1, Question 1 and 2, the Underline, Variable Population and Yes/No Checkboxes are generated dynamically, once for each active recipient.

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.1.2 CAR-1206	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 generation of a form in English as well as each system's respective threshold languages.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-227990

Migrate CSF 180 form and add IVR functionality

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Nithya Chereddy
	Reviewed By	Priya Sridharan, Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
4/28/2021	1.0	Initial document	Nithya Chereddy

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1 OVERVIEW

CSF 180 (EBT 6 in C-IV) is the EBT Card Issuance form. This form was requested by San Bernardino County to be added to C-IV system. This form can be requested by customers through Interactive Voice Response (IVR) for San Bernardino County.

1.1 Current Design

CSF 180 form is not available in CalSAWS.

1.2 Requests

Add the CSF 180 - EBT Card Issuance form to CalSAWS and add the functionality to generate the CSF 180 form through IVR for San Bernardino County.

1.3 Overview of Recommendations

1. Add CSF 180 form in English and Spanish to CalSAWS and make it visible for **Migration Counties** through the Template Repository.
2. Add the functionality for the CSF 180 form to be requested by customers through IVR for San Bernardino County.

1.4 Assumptions

1. CSF 180 can be generated through IVR only for San Bernardino County.
2. CSF 180 form will not be posted to the Self-Service Portal with this SCR.

2 RECOMMENDATIONS

2.1 Add CSF 180 – EBT Card Issuance (10/2015)

2.1.1 Overview

This section will cover the updates needed to add CSF 180 – EBT Card Issuance (06/2021) form to CalSAWS.

Non-State Form: CSF 180

Programs: All Programs

Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: Migration Counties

Languages: English and Spanish

2.1.2 Create Form XDP

1. Add CSF 180 – EBT Card Issuance (06/2021) form to CalSAWS.

Form Header: N/A

Form Title: EBT Card Issuance

Form Template Description: This form will be used by the Customers when there is a change to the EBT card. The User can select Case, Person, Program, and Language to prepopulate the form. This form can be printed locally. This form has an imaging barcode.

Form Number: CSF 180

Include NA Back 9: No

Imaging Form Name: EBT Card Issuance

Imaging Document Type: Electronic Benefit Transfer (EBT)

Form Mockup/Example: See Supporting Document #1 and #2

2. Add the new CSF 180 form to Template Repository. The following parameters will be required:

Required Form Inputs: Case Number, Customer Name, Program, and Language.

Populate the following variables on the CSF 180 form when generated from Template Repository or through IVR.

Variable Name	Population	Formatting	Editable*	Populate through Template Repository	Populate through IVR
Section 1. Name	Populate the customer's name for whom the form is being generated for	First Name followed by Middle Name followed by Last Name. Example: FirstName MiddleName LastName	Y	Y	Y
Section 1. Date of Birth	Populate the customer's DOB for whom the form is being generated for	MM/DD/YYYY	Y	Y	Y
Section 1. Phone Number	Populate the customer's Home phone number for whom the form is being generated for	(999) 999-9999	Y	Y	Y
Section 1. Case Number	Populate the case number for which the form is being generated for	9999999	Y	Y	Y
Section 1. Date	Populate current date the form is being generated	MM/DD/YYYY	Y	Y	Y
Section 4. Over-the-Counter (OTC) EBT card (Checkbox)	Check when generated through IVR		Y	N	Y

Variable Name	Population	Formatting	Editable*	Populate through Template Repository	Populate through IVR
Section 4. Issue HH/AU EBT card from	Populate County Name	Example: San Bernardino	Y	Y	Y
Section 4. EW Signature	Populate with 'C+county code+IVR WORKER' when generated through IVR	Example: C36 IVR WORKER	Y	N	Y
Section 4. Date	Populate current date the form is being generated	MM/DD/YYYY	Y	Y	Y

3. Add the following barcode options to the CSF 180 form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

4. Add the following print options to the CSF 180 Form:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
Y	Y	Y	N	Y	N

Mailing Requirements:

Mail-To (Recipient): N/A
 Mailed From (Return): N/A
 Mail-back-to Address: N/A
 Outgoing Envelope Type: N/A
 Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: N/A

Clock Indicator: N/A

Post to SSP (Self Service Portal): N/A

2.2 Generate CSF 180 form when requested through IVR

2.2.1 Overview

The functionality of generating the CSF 180 form through IVR for San Bernardino County does not exist in CalSAWS.

2.2.2 Description of Change

1. Add business logic to generate the CSF 180 form when requested through IVR. Business logic will perform the following actions if the person requesting the form has a valid Mailing Address.
 - a. Generate the form in the person's written language. CSF 180 form will generate in English if the CSF 180 form is not available in the person's written language.
 - b. If the form is being generated in any threshold language, the form should also be generated in English to be posted to Distributed Documents.
Note: In the scenario mentioned above, the English form will be visible in 'Distributed Documents' but will not be mailed to the Customer.
 - c. Generate the CSF 180 form with Printed Locally option.
2. Create the 'Generated Document Failed: Review' task for the worker if the CSF 180 form could not be generated through IVR.
Note: The task will be created to the worker based on the below mentioned program hierarchy. A task will be created for the CW program worker if there is a CW program on the case; if the CW program does not exist, the logic will look for the MC program to find the worker associated to the MC program, and so on. Program hierarchy is listed below.
 - a. CalWORKs
 - b. Medi-Cal
 - c. CalFresh
 - d. Welfare-to-Work
 - e. Other programs

3. Request Parameters:

CalSAWS Field Name	Type	Comments	Required
personId	Long	Person's unique ID	Y
caseId	Long	Case unique ID	Y
formType	String	EBT	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	CSF 180 - English	CSF 180 EN.pdf
2	Client Correspondence	CSF 180 - Spanish	CSF 180 SP.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.1.16	The LRS shall include standard electronic templates for all notices, NOAs, forms, letters, stuffers, and flyers that can be easily maintained by non-technical COUNTY-specified Users.	EBT Card Issuance for is being added to CalSAWS as part of this SCR.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-229447

Generate the SAR 72 and SAR 73 when the SAR 7 generates for the Migration Counties

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Phong Xiong
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/03/2021	1.0	Initial Design Document	Phong Xiong
06/28/2021	1.1	Design Update post BA Review Sections: 1.1, 1.2, 1.3, 2, 2.2.1	Phong Xiong

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1 OVERVIEW

This SCR is to generate the SAR 72 and SAR 73 along with the SAR 7 Addendum/SAR 2/SAR 7 that was migrated from the 57 counties in SCR CA-207452 through batch.

1.1 Current Design

Currently, the SAR 72 will generate with the Los Angeles County SAR 7 when there is a sponsor for a CalWORKs or CalFresh case and the SAR 73 if there is a minor parent, through batch. The SAR 72 and SAR 73 does not currently generate for the SAR 7 Addendum/SAR 2/SAR 7 that was migrated with SCR CA-207452 for the Migration counties.

1.2 Requests

The SAR 72 for CalWORKs or CalFresh cases with a sponsor and SAR 73 for CalWORKs cases with a minor parent will generate along with the SAR 7 Addendum/SAR 2/SAR 7 for all Migration counties.

1.3 Overview of Recommendations

1. Generate the SAR 72 for CW or CF cases with a sponsor and SAR 73 for CW cases with a minor parent will generate along with the SAR 7 Addendum/SAR 2/SAR 7 for the migration counties through batch.

1.4 Assumptions

1. There are no changes to the existing Los Angeles County SAR 7.

2 RECOMMENDATIONS

The SAR 72 for CW or CF cases with a sponsor and the SAR 73 for CW cases with a minor parent will generate the SAR 7 Addendum/SAR 2/SAR 7 for the 57 Migration counties through batch.

2.1 Updates to the SAR 72 Form

2.1.1 Overview

The SAR 72 is used for a semi-annual reporting to collect information about a non-citizen's sponsor.

Programs: CalFresh & CalWORKs

Attached Forms: None

Forms Category: Forms

Languages: English, Spanish, Korean, Cambodian, Armenian, Cantonese (Chinese), Mandarin (Chinese), Other Chinese, Russian, Tagalog, Vietnamese

Template Repository Visibility: All Counties

2.1.2 Description of Changes

1. Update the SAR 72 generation batch logic (PB00R201 – PB00R320) to generate with the SAR 7 Addendum/SAR 2/SAR 7 when there is a sponsor.

2.2 Updates to the SAR 73 Form

2.2.1 Overview

The SAR 73 is used for a semi-annual reporting to inform the minor parent that they have to report the income of the senior parents living in the same home.

Programs: CalWORKs

Attached Forms: None

Forms Category: Forms

Languages: English, Spanish, Korean, Cambodian, Armenian, Cantonese (Chinese), Mandarin (Chinese), Other Chinese, Russian, Tagalog, Vietnamese

Template Repository Visibility: All Counties

2.2.2 Description of Changes

1. Update the SAR 73 batch generation logic (PB00R201 – PB00R320) to generate with the SAR 7 Addendum/SAR 2/SAR 7 when there is a CalWORKs minor parent.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none"> a. Appointment notices; b. Redetermination, Recertification, and/or Annual Agreement notices and forms; c. Other scheduling notices (e.g., quality control, GR hearings, and appeals); d. Periodic reporting notices; e. Contact letters; f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site; g. Information notices and stuffers; h. Case-specific verification/referral forms; i. GR Vendor notices; k. Court-mandated notices, including Balderas notices; l. SSIAP appointment notices; m. Withdrawal forms; n. COLA notices; o. Time limit notices; p. Transitioning of aid notices; q. Interface triggered forms and notices (e.g., IFDS, IEVS); r. Non-compliance and sanction notices; s. Benefit issuance and benefit recovery forms and notices, including reminder notices; t. Corrective NOAs on State Fair Hearing decisions; u. CSC paper ID cards with LRS-generated access information; and v. CSC PIN notices. 	Generating the SAR 72 and SAR 73 with the SAR 7 Addendum/SAR 2/SAR 7

CalSAWS

California Statewide Automated Welfare System

Design Document

SCR CA-227012 - Migrate Lobby Services from
Apigee to AWS API Gateway

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Adnan Bukhari
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/20/2021	1.0	Initial version	Adnan B.

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1 OVERVIEW

The purpose of this document is to summarize the changes required to move Lobby RESTful and SOAP APIs to AWS API Gateway. This change will also include the additional authorization using OAUTH Scopes.

1.1 Current Design

Currently the Lobby Services APIs are implemented using APIGEE. Both RESTful and SOAP APIs are consumed by multiple consumers. The appendix A identify current client list affected by this change.

1.2 Requests

The request for this change is to use AWS API Gateway. AWS API Gateway is selected as the enterprise solution for all the APIs for various reasons. All the new APIs are implemented and secured using AWS API Gateway. This effort is part of the consolidation of all APIs on AWS API Gateway.

1.3 Overview of Recommendations

The recommendations are as follows –

1. Create Lobby SOAP and RESTful APIs on used AWS HTTP API Gateway
2. Use ForgeRock Authorizer with Sopes to secure the APIs.
3. Get Additional scope configured in ForgeRock for each client ID
4. Update the Client't to request the ForgeRock Token with additional scopes

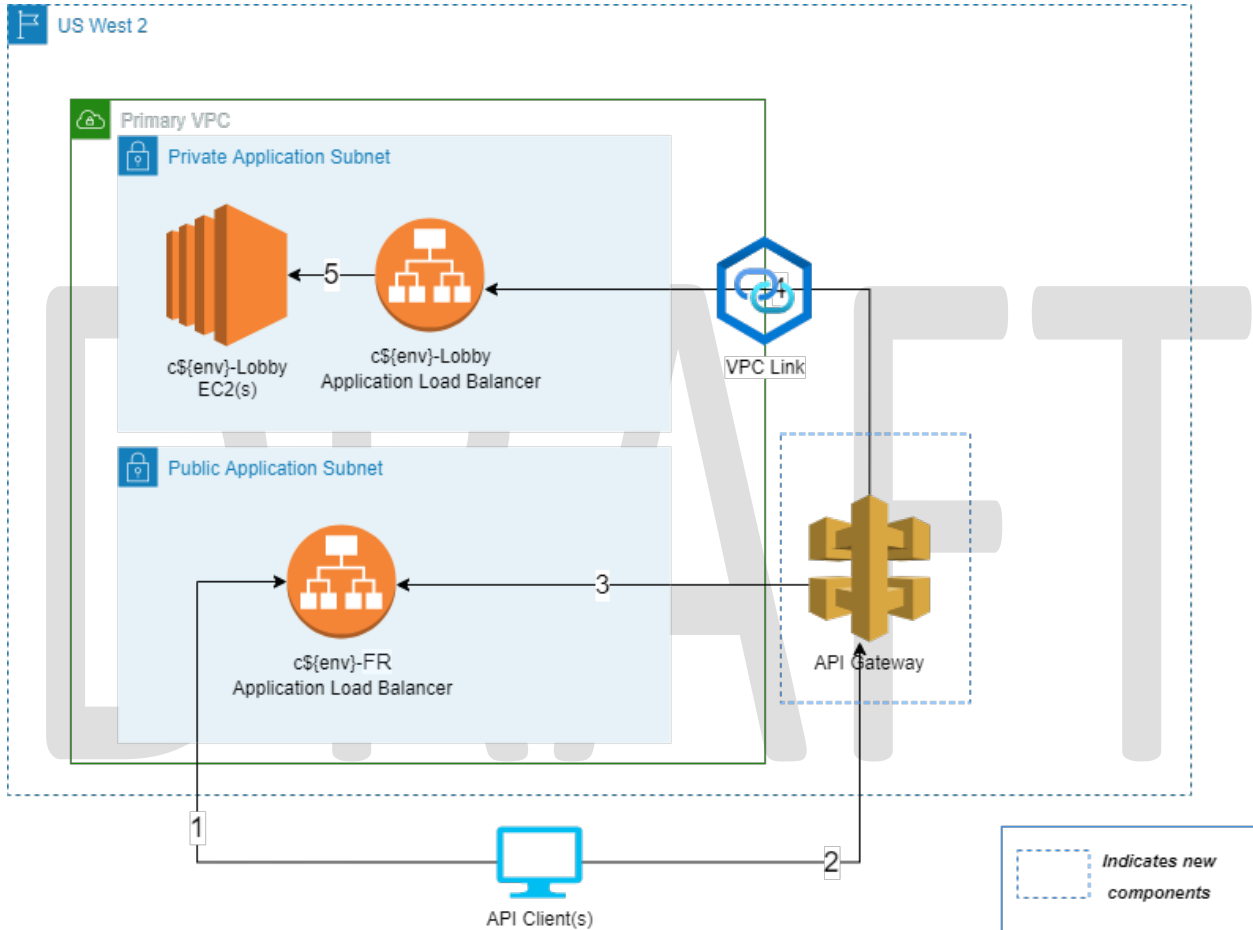
1.4 Assumptions

1. There are no changes on the APIs on SpringBoot side

2 RECOMMENDATIONS

2.1 Architecture

The following architecture diagram provides the high level components view of the Lobby APIs and highlight the new components.



2.2 API Client

The API clients would need to request additional scopes while getting the token from Forge Rock. Following table summarized the additional required scopes:

County Code	The specific county code where the client Application is invoking the API. For the county independent applications a generic county code "00" should be requested.
Application ID	This is the unique Application ID assigned by the Forge Rock. The client requesting the scope can provide the application name as recommendation.

2.3 API Gateway

The cloud formation script can be used to create the HTTP API Gateway. The following table summarize the list of parameters needed to run the script.

Parameter Name	Value
ApiGatewayName	LobbyRESTAPIv1 and LobbySOAPAPIv1
ApiGatewayAuthorizerUri	The ARN of the Api Gateway with Scopes Authorizer
TlsConfigServerName	*.appsbx.aws.calsaws.net
StageName	\$env
CustomDomainName	c\$env.api-test.calsaws.net

2.4 Security Group Changes

The security groups applied on ALB fronting the Lobby Spring Boot Services needs to be updated to allow the traffic from API Gateway.

3 APPENDIX

Following is the list of lobby API clients identified for this change.

- Kiosk/FACT - JAVA
- Kiosk/FACT - Android
- CalSAWS Lobby Check-In app
- CalSAWS Self Service Kiosk
- SFV Lobby App
- Lobby Monitor

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CalSAWS

California Statewide Automated Welfare System

Design Document

SCR CA-229283 – Child Care Portal: Update
Report Lambda to leverage C-IV Flag

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Pallavi Singh
	Reviewed By	Sumeet Patil

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/24/2021	1.0	Initial version	Pallavi Singh
6/26/2021	1.1	Updated design and recommendations	Sumeet Patil

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1. OVERVIEW

The purpose of this document is to summarize the changes required to remove dependencies of Child Care Portal application on C-IV system,

1.1. Current Design

Child Care Portal currently supports both LRS and C-IV counties. For any requests tied to C-IV counties the application pulls data from C-IV System.

1.2. Requests

With migration of C-IV counties, the Child Care Portal should no longer pull data from C-IV system. The data for C-IV counties should get populated from CalSAWS system.

Update Report Lambda that reads information from sweep job tables to check the C-IV flag to determine if it should query C-IV.

1.3. Overview of Recommendations

The recommendations are as follows –

1. Update serverless lambda functions in Child Care Portal application to leverage C-IV flag.
2. Based on the flag setting the lambda should pull data from C-IV system or CalSAWS system.

1.4. Assumptions

All data required for C-IV counties will be available in CalSAWS system after migration.

2. RECOMMENDATIONS

2.1. Child Care updates

1. Update serverless lambda functions in Child Care Portal application to leverage C-IV flag. This flag should determine if the required data for C-IV counties will be queried from C-IV database or CalSAWS database.
2. The monthly report generation logic should be updated to leverage this flag. IF the flag is enabled, the data should be pulled from C-IV database. If the flag is disabled, the data should be pulled from CalSAWS database.
3. Remove any references to C-IV system from Child Care Portal application.

3. APPENDIX

Note: Turn off the flag with backend code and redeploy the Jenkins.

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