

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-54527

Modify the TTC Interface File

CalSAWS	DOCUMENT APPROVAL HISTORY	
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# 1 OVERVIEW

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The Los Angeles County Treasurer and Tax Collector (TTC) oversee various collection activities on delinquent accounts for Los Angeles County. Outstanding overpayment and over-issuance Recovery Accounts are sent to TTC for collections. TTC migrated their collections system from Collections and Accounts Receivable System (CARS) to a new software (RevQ) in 2018 and this document describes the changes needed to align CalSAWS, RevQ and the Accounts Receivable System (ARS).

## 1.1 Current Design

The CalSAWS system will generate a monthly Referral file that includes outstanding overpayment and over-issuance Recovery Account on closed/terminated cases and send them to Internal Services Department (ISD). ISD will send this information to the Los Angeles County Treasurer and Tax Collector (TTC) for collections processing.

TTC then sends an inventory file of all collection accounts back to CalSAWS on a monthly basis. This file contains the TTC Account Number for each account that was referred to TTC.

Finally, TTC sends a Collection file to include collection details for the CalSAWS system to record each transaction and apply the collection amounts against any outstanding recovery account on a weekly basis.

## 1.2 Requests

1. Update TTC Referral File to:
  - Change the Name field to First Name, Middle Name, and Last Name.
  - Add Maiden Name, Name Suffix, Previous Last Name, Previous First Name, Previous Middle Name, Previous Name Suffix.
  - Add Mailing Address, Email, and Phone Numbers.
  - Add Address Line 2 to all addresses.
2. Update TTC Inventory File to:
  - Change the Name field to First Name, Middle Name, and Last Name.
  - Add Primary Address info.
  - Add RevQ Debtor Number.
3. Update TTC Collection File to:
  - Change the Name field to First Name, Middle Name, and Last Name.
  - Add RevQ Debtor Number.
4. Send a copy of the TTC Referral File to ARS monthly.
5. Re-map 'Cash' payment type to 'Other Agency Collection – TTC' with 84.35% collection rate. Re-map 'AP-USCB' payment type to 'Collection Fee – TTC' with 15.65% commission fee rate.
6. Set Effective Month to be the month of Posted Date for the transactions during the TTC Weekly Mass Upload.
7. Create Tax Intercept Reversal transactions during the TTC Weekly Mass Upload.
8. Fix the leading zero issue when updating TTC Account number for Recovery Account that are referred to TTC.

9. Update ARS Program Status File to include Responsible Party's SSN
10. Update ARS Claims File to add the following:
  - Recovery Account Number.
  - Recovery Account Status Code.
  - Recovery Account Cause Description.
11. Update ARS Receipts File:
  - Add Responsible Party Type.
  - Add Source Document Number.
  - Add GL Document ID.
  - Add GL Document Date.
  - Add Manual Receipt Number.
  - Use the creation date of a receipt for the Recording Date field.
12. Update ARS Transaction File to add the following:
  - Transaction Number
  - Related Transaction Number.
  - Related Transaction Type Code.
  - TOP Cycle Number.
  - ECAPS Document ID.
  - ECAPS Warrant Number.
  - ECAPS Warrant Paid Indicator.
13. Add validation on the Transaction Detail page to prevent users from entering a future month for Effective Month.
14. Provide a report for TTC Referral Account status.
15. Add Payment Type Description and Recovery Account on TTC Mass Upload Collections Weekly Report and TTC Mass Upload Collections Monthly Report
16. Ensure all batch jobs are complete before sending ARS Claims File.
17. Update Treasurer and Tax Collector Account Detail page to right align dollar amount of the History section.
18. Encrypt TTC Inventory and TTC Collection files for ARS.
19. Encrypt TTC Inventory file for TTC.

### 1.3 Overview of Recommendations

1. Update TTC Referral Writer to do the following:
  - Change the Name field to First Name, Middle Name, and Last Name.
  - Add Maiden Name, Name Suffix, Previous Last Name, Previous First Name, Previous Middle Name, Previous Name Suffix.
  - Add Addresses, Email, and Phone Numbers.
  - Add Address Line 2 to all addresses.
2. Update TTC Referral Writer's dependency to refer Recovery Accounts with latest balances to TTC.
3. Update the TTC Inventory file definition to:
  - Change the Name field to First Name, Middle Name, and Last Name.
  - Add RevQ Debtor Identifier.
  - Add Primary address info.
4. Update TTC Inventory reader to record RevQ Debtor Identifier that will be displayed on the Monthly TTC Account Referral Status Report.



5. Update TTC Inventory Reader to match Claim Numbers returned by TTC with Recovery Account Numbers in CalSAWS without leading 0.
6. Update the TTC Collection file definition to:
  - Change the Name field to First Name, Middle Name, and Last Name.
  - Add RevQ Debtor Number.
7. Update TTC Collection Reader to re-map 'Cash' payment type to 'Other Agency Collection – TTC' with 84.35% collection rate. Update 'AP-USCB' payment type to 'Collection Fee – TTC' with 15.65% commission fee rate.
8. Update TTC Collection Reader to use the month of the batch run date as the Effective Month for the recovery account transactions.
9. Update TTC Collection Reader to create Tax Intercept Reversals transactions for inbound TOP and FTB transactions with negative amounts.
10. Create a new batch job to send a copy of the TTC Referral File to ARS monthly.
11. Update ARS Program Status Writer to add Responsible Party's SSN.
12. Update ARS Claims Writer to add Recovery Account Number, Recovery Account Status Code, Recovery Account Cause Description.
13. Update ARS Claims Writer to execute last and send latest Recovery Account info to ARS.
14. Update ARS Receipts Writer to add the following fields:
  - Responsible Party Type.
  - Source Document Number.
  - GL Document ID.
  - GL Document Date.
  - Manual Receipt Number.
15. Update ARS Receipts Writer to increase the character length of Payment Type to 3 characters and left-justified.
16. Update ARS Receipts Writer to Use the creation date of a receipt for the Recording Date field.
17. Update ARS Transactions Writer to add the following fields:
  - Transaction Number
  - Related Transaction Number.
  - Related Transaction Type Code.
  - TOP Cycle Number.
  - ECAPS Document ID.
  - ECAPS Warrant Number.
  - ECAPS Warrant Paid Indicator.
18. Update ARS Transaction Writer to increase the character length of Transaction Type to 3 characters and left-justified.
19. Generate one-time ARS Receipt file and an ARS Transaction file to include all Top 545 and 547 transactions that have not been sent to ARS.
20. Create a new scheduled Monthly TTC Account Referral Status Report that will provide details on the monthly Recovery Account referrals to TTC.
21. Make the following updates to the TTC Mass Upload Collections Monthly Report and the TTC Mass Upload Collections Weekly Report:
  - Add a column for Recovery Account number to the Details and Exceptions sheets
  - Add a column for Payment Type Description on all three sheets
  - Update the report logo

- Update the heading of the Exceptions sheet to correct a typo
22. Update Treasurer and Tax Collector Account Detail page to right align dollar amount of the History section.

## 1.4 Assumptions

1. TTC Inventory files are currently forwarded to ARS daily.
2. Request to add a validation that prevents users from entering a future month for Effective Month field will be implemented with SCR CA-219596.
3. Currently only CalFresh and CalWORK Recovery Accounts are referred to TTC for collections.
4. TTC will only reverse a payment that has already been collected. The system will not post a Tax Intercept Reversal transaction from TTC that has no matching payment record.
5. Request 19 will be implemented with separate SCR CA-230606 Add Encryption to the TTC Referral File.

## 2 RECOMMENDATIONS

### 2.1 Treasurer and Tax Collector Account Detail

#### 2.1.1 Overview

Treasurer and Tax Collector Account Detail page allows the user to view the information of respective Recovery Account Details and how much amount the TTC has collected.

This SCR is to update the Amount column of the History section to be right aligned.

#### 2.1.2 Treasurer and Tax Collector Account Detail Mockup

History:			
Record Type	Sent to TTC?	Amount	Posted Date
Decrease		179.02	05/10/2019
Decrease		843.98	05/10/2019
Decrease		179.02	04/26/2019
Decrease		843.98	04/26/2019
Establish	Yes	1,023.00	03/01/2016

[Close](#)

Figure 2.1.1 – History section of Treasurer and Tax Collector Account Detail

### 2.1.3 Description of Changes

Update the Amount column to display right-aligned dollar amounts. (Please see Figure 2.1.1)

### 2.1.4 Page Location

- **Global: Fiscal**
- **Local: Collections**
- **Task: Treasurer and Tax Collector Account Search**

### 2.1.5 Security Updates

No changes

### 2.1.6 Page Mapping

No changes

## 2.2 TTC Referral Interface (PO19F425)

### 2.2.1 Overview

The TTC Referral Writer retrieves outstanding overpayment and over-issuance Recovery Accounts for closed/terminated cases in the LRS and send them to the Los Angeles County Treasurer and Tax Collector (TTC) for collections processing. The batch is scheduled to execute on the 6<sup>th</sup> business day every month. Below describe required changes.

### 2.2.2 Description of Changes

- 1) Update the TTC Referral writer logic to make following changes in TTC Referral files:
  - a. Change the Name field to first Name, Middle Name, and Last Name.
  - b. Add Maiden Name, Name Suffix, Previous First Name, Previous Middle Name, Previous Last Name, Previous Name Suffix.
  - c. Add the Email and latest home and cell phone numbers.
  - d. Include both the Physical Address and the Mailing Address. The Physical Address will be the primary. Add Address Line 2 for all addresses.

Please refer to 'TTC Referral Definition.xlsx' for detailed file layout.

**NOTE:** TTC partner will make updates to process additional fields in the same release of this SCR.

### 2.2.3 Execution Frequency

No Change.

### **2.2.4 Key Scheduling Dependencies**

Create a dependency for this batch to execute after the following batches are complete:

- Receipt Mass Upload Batch (PB19F114)
- Grant Expungement Reader (PI19F401)
- Issuance Batch (PB00F4XX)
- TTC Collections Reader (PI19F421)

### **2.2.5 Counties Impacted**

Los Angeles County.

### **2.2.6 Data Volume/Performance**

No Change.

### **2.2.7 Interface Partner**

Los Angeles County Treasurer and Tax Collector (TTC).

### **2.2.8 Failure Procedure/Operational Instructions**

No Change.

## **2.3 TTC Inventory Interface (PI19F427)**

### **2.3.1 Overview**

The Treasurer and Tax Inventory Reader reads the TTC Collections file, which contains various TTC Account Number for each Recovery Account, referred to by TTC. Below describe required changes to update Recovery Account's TTC account number.

### **2.3.2 Description of Changes**

- 1) Update the TTC Inventory reader logic to match the TTC Account Number based on the Claim Numbers without leading 0 and the number will be left-justified.
- 2) Update the TTC Inventory file definition for the following updates:
  - Update Name field to be First Name, Middle Name, Last Name, and Name Suffix of the person.
  - Add RevQ Debtor Identifier.
  - Add Primary address info.

Name and Address fields will not be processed by the CalSAWS system and will be for ARS only. Please refer to 'TTC Inventory Definition.xlsx' for detailed file layout.

- 3) Record the RevQ Debtor Identifier for each TTC Account. The field will be displayed on Monthly TTC Account Referral Status Report (section 2.10).

**Note:** TTC will make the following system updates on their end in the same release of this SCR:

- Generate left-justified recovery account numbers without any padding 0.
- Add new fields requested by ARS in the Inventory files.
- The Inventory files will only include new or updated records instead of all TTC Accounts. Below are triggers to include TTC Account in the inventory file:
  1. Newly established TTC account with TTC Account Number and RevQ Debtor Identifier.
  2. Changes in the TTC account status, balance, or Debtor's primary address info.

### **2.3.3 Execution Frequency**

No Change.

### **2.3.4 Key Scheduling Dependencies**

No Change.

### **2.3.5 Counties Impacted**

Los Angeles County.

### **2.3.6 Data Volume/Performance**

No Change.

### **2.3.7 Interface Partner**

Los Angeles County Treasurer and Tax Collector (TTC).

### **2.3.8 Failure Procedure/Operational Instructions**

No Change.

## 2.4 TTC Collection Reader (PI19F421)

### 2.4.1 Overview

TTC Collections reader is to post the transactions received from TTC into the system which helps to recover the money from recovery account's responsible party and lowering the account balance. Below describe required changes.

### 2.4.2 Description of Changes

- 1) Update the TTC Collection file definition for the following updates:
  - Add RevQ Debtor Identifier
  - Update the Name field to be First Name, Middle Name, and Last Name.

Name and RevQ Debtor Identifier fields will not be processed by the CalSAWS system and will be for ARS only. Please refer to 'TTC Collection Definition.xlsx' for detailed file layout.

- 2) Use the batch run month as the Effective Month of the Recovery Account Transaction instead of the posting date received from the TTC.
- 3) Update the Payment/Transaction Types and the commission rates of the Receipts/Recovery Account Transactions for USCB payments as below:

Payment/Transaction Type (current)	Split Rate (current)	Payment/Transaction Type (new)	Split Rate (new)
Cash	86%	Other Agency Collection - TTC	84.35%
AP-USCB	14%	Collection Fee - TTC	15.65%

Note: This update will be for the ongoing records only, and there will be no DCR to update existing Transactions to re-map the transaction type.

- 4) Process Tax Intercept Reversal transactions for TOP and FTB transactions with the negative amount by doing the following:
  - a. Create TTC Account Transactions with 'Increase' Type Code and the positive transaction amount.
  - b. Create Receipt with 'Tax Intercept Reversal' Payment Type and the negative transaction amount.
  - c. Post RA Transactions with 'Tax Intercept Reversal' Type Code and negative transaction amount to the 'Active' or 'Suspended' Recovery Account that is originally referred to TTC. For 'Closed' and 'Terminated' status, reactivate the Recovery Account with 'Active' as Status Reason before posting a Tax Intercept Reversal transaction to the RA.

**Note:** Current logic to set Posted Date and State Cycle Number will remain unchanged and will be applied to Tax Intercept Reversal transactions.

Process Tax Intercept Reversal for inbound TOP Transactions when the following conditions are met:

- a. The department is 14061, 14062, 14084, or 14088.
- b. The amount is negative.
- c. A 545 Transaction must have a matching 547 transaction within a TTC collection file, and vice versa.

A 545 transaction without the pairing 547 transaction will have the error message '**NO 547 FOR 545.**' on the TTC Mass Upload Collections Reports.

A 547 transaction without the pairing 545 transaction will have the error message '**NO 545 FOR 547.**' on the TTC Mass Upload Collections Reports.

- d. The amount of the 545 Transaction should be 17.5% of the sum of the 545 and 547 transactions.

If the amount of the 545 transaction do not match the percentage, both 545 and 547 transactions will have the error message '**Amounts does not match for 545 and 547.**' on the TTC Mass Upload Collections Reports.

- e. The amount of the 547 Transaction should be 82.5% of the sum of the 545 and 547 transactions.

If the amount of the 547 transaction does not match the percentage, both 545 and 547 transactions will have the error message '**Amounts does not match for 545 and 547.**' on the TTC Mass Upload Collections Reports.

- f. The RA referred to TTC is 'Active', 'Suspended', 'Closed' or 'Terminated'. For other status, the transaction will have the error message '**TI Reversal Unable to Apply.**' on the TTC Mass Upload Collections Reports.

For example, within a TTC collection file contain 545 and 547 transactions below, then both records will be insert as Tax Intercept Reversal.

TTC Trans Code	CalSAWS Trans Type	Amount	Percentage
545	Tax Intercept Reversal	(10.14)	17.5%
547	Tax Intercept Reversal	(47.86)	82.5%

Create Tax Intercept Reversal Transactions for the inbound FTB transactions with negative amount:

- a. 538 Transactions for all departments.
- b. 535 and 545 Transaction with the department that is other than 14061, 14062, 14084, and 14088.
- c. The RA referred to TTC is 'Active', 'Suspended', 'Closed' or 'Terminated'. For other status, the transaction will have the error message '**TI Reversal Unable to Apply.**' on the TTC Mass Upload Collections Reports.

Example below:

TTC Trans Code	CalSAWS Trans Type	Amount
538	Tax Intercept Reversal	(50.00)

### 2.4.3 Execution Frequency

No Change.

### 2.4.4 Key Scheduling Dependencies

No Change.

### 2.4.5 Counties Impacted

Los Angeles County.

### 2.4.6 Data Volume/Performance

No Change.

### 2.4.7 Interface Partner

Los Angeles County Treasurer and Tax Collector (TTC).

### 2.4.8 Failure Procedure/Operational Instructions

No Change.

## 2.5 ARS Program Status Writer (PO19F431)

### 2.5.1 Overview

This ARS Program Status Writer retrieves all program status changes (active, terminated, etc.) within the previous week and send them to ARS. ARS uses this data to identify which accounts need to be recalled from TTC. Below describe required changes.

### 2.5.2 Description of Changes

Update the ARS Program Status Writer to include Responsible Party's SSN. Please refer to DPSS\_PGM\_STATUS section of 'ARSFileDefinition.docx' for detailed file layout.

**Note:** Because of sensitive personal info, the file will be encrypted with the encryption key from ARS.



### **2.5.3 Execution Frequency**

No Change.

### **2.5.4 Key Scheduling Dependencies**

No Change.

### **2.5.5 Counties Impacted**

Los Angeles County.

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

No Change.

### **2.5.7 Interface Partner**

Though the interface file will be processed by Accounts Receivable System, it will be sent to a DPSS MFT server. The DPSS server will transfer the file to ARS.

### **2.5.8 Failure Procedure/Operational Instructions**

No Change.

## **2.6 ARS Claims Writer (PO19F432)**

### **2.6.1 Overview**

This ARS Recovery Claims Writer will retrieve new recovery accounts within the previous week and send them to ARS for processing. Furthermore, this job also tracks any Cause Code or Status Code changes to the recovery account. ARS uses this data to sync their system with the CalSAWS. Below describe required changes.

### **2.6.2 Description of Changes**

Update the ARS Claim Writer to include the following fields:

- Recovery Account Number.
- Recovery Account Status Code.
- Recovery Account Cause Description.

Please refer to DPSS\_CLAIM\_DATA section of 'ARSFileDefinition.docx' for detailed file layout.

### 2.6.3 Execution Frequency

No Change.

### 2.6.4 Key Scheduling Dependencies

Set up dependencies for this batch to execute after Fiscal Claiming batches are complete. This is to ensure the ARS Claim file will contain latest Recovery Account info.

### 2.6.5 Counties Impacted

Los Angeles County.

### 2.6.6 Data Volume/Performance

No Change.

### 2.6.7 Interface Partner

Though the interface file will be processed by Accounts Receivable System, it will be sent to a DPSS MFT server. The DPSS server will transfer the file to ARS.

### 2.6.8 Failure Procedure/Operational Instructions

No Change.

## 2.7 ARS Receipts Writer (PO19F430)

### 2.7.1 Overview

This ARS Recovery Receipts Writer will retrieve new receipts created within the previous week and send them to ARS for processing. ARS uses this data to sync their system with the CalSAWS. Below describe required changes.

### 2.7.2 Description of Changes

- 1) Update the length of the Payment Type Code from 2 characters to 3 characters and left-justified.
- 2) Update the ARS Receipts Writer to include the following fields:
  - Responsible Party Type. Possible values are PE (Person), RE (Resource), and OT (Other).
  - Source Document Number.
  - GL Document ID.
  - GL Document Date.
  - Manual Receipt Number.

Please refer to DPSS\_CLAIM\_PAYMENT\_RECEIPT section of 'ARSFileDefinition.docx' for detailed file layout.

- 3) Use the creation date of a receipt for the Recording Date field.

### **2.7.3 Execution Frequency**

No Change.

### **2.7.4 Key Scheduling Dependencies**

No Change.

### **2.7.5 Counties Impacted**

Los Angeles County.

### **2.7.6 Data Volume/Performance**

No Change.

### **2.7.7 Interface Partner**

Though the interface file will be processed by Accounts Receivable System, it will be sent to a DPSS MFT server. The DPSS server will transfer the file to ARS.

### **2.7.8 Failure Procedure/Operational Instructions**

No Change.

## **2.8 ARS Transactions Writer (PO19F433)**

### **2.8.1 Overview**

This ARS Recovery Transactions Writer will retrieve new recovery account transactions created within the previous week and send them to ARS for processing. ARS uses this data to sync their system with the CalSAWS. Below describe required changes.

### **2.8.2 Description of Changes**

- 1) Update the length of the Transaction Type Code and Reversal Transaction Type Code from 2 characters to 3 characters and left-justified.
- 2) Update the ARS Transactions Writer to include the following fields:
  - Transaction Number
  - Related Transaction Number.
  - Related Transaction Type Code.

- TOP Cycle Number.
- ECAPS Document ID – Only has a value when Transaction Type is Refund.
- ECAPS Warrant Number - Only has a value when Transaction Type is Refund.
- ECAPS Warrant Paid Indicator - Only has a value when Transaction Type is Refund. 'Y' indicates the issuance status is Paid, and 'N' for other statuses.

Please refer to DPSS\_CLAIM\_RECOVERY\_DETAILS section of 'ARSFileDefinition.docx' for detailed file layout.

### **2.8.3 Execution Frequency**

No Change.

### **2.8.4 Key Scheduling Dependencies**

No Change.

### **2.8.5 Counties Impacted**

Los Angeles County.

### **2.8.6 Data Volume/Performance**

No Change.

### **2.8.7 Interface Partner**

Though the interface file will be processed by Accounts Receivable System, it will be sent to a DPSS MFT server. The DPSS server will transfer the file to ARS.

### **2.8.8 Failure Procedure/Operational Instructions**

No Change.

## **2.9 TTC Referral File to ARS**

### **2.9.1 Overview**

Below describe required changes to forward a copy of TTC Referral File to ARS monthly.

### 2.9.2 Description of Changes

Create a new interface process to forward a copy of TTC Referral File to ARS monthly.

**Note:** Because of sensitive personal info, the file will be encrypted with the encryption key from ARS.

### 2.9.3 Execution Frequency

Monthly.

### 2.9.4 Key Scheduling Dependencies

TTC Referral Writer (PO19F425).

### 2.9.5 Counties Impacted

Los Angeles County.

### 2.9.6 Data Volume/Performance

Approximately 50,000 per year.

### 2.9.7 Interface Partner

Though the interface file will be processed by Accounts Receivable System, it will be sent to a DPSS MFT server. The DPSS server will transfer the file to ARS.

### 2.9.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate the nature of the failure and determine the appropriate action. This Batch job will not utilize restartability. The entire file will be written at the end of processing, or the file will not be created all. This approach will allow this job to be re-run without the possibility of creating a partial file and having to combine multiple partial files.

## 2.10 TTC Inventory File to ARS

### 2.10.1 Overview

Below describe required changes to the batch that transfer a copy of TTC Inventory File to ARS.

### **2.10.2 Description of Changes**

Update the interface to encrypt a copy of TTC Inventory File before sending it to ARS.

### **2.10.3 Execution Frequency**

No Changes.

### **2.10.4 Key Scheduling Dependencies**

No Changes.

### **2.10.5 Counties Impacted**

Los Angeles County.

### **2.10.6 Data Volume/Performance**

No Changes.

### **2.10.7 Interface Partner**

Accounts Receivable System.

### **2.10.8 Failure Procedure/Operational Instructions**

No Changes.

## **2.11 TTC Collection File to ARS**

### **2.11.1 Overview**

Below describe required changes to the batch that transfer a copy of TTC Collection File to ARS.

### **2.11.2 Description of Changes**

Update the interface to encrypt a copy of TTC Collection File before sending it to ARS.

### **2.11.3 Execution Frequency**

No Changes.

#### **2.11.4 Key Scheduling Dependencies**

No Changes.

#### **2.11.5 Counties Impacted**

Los Angeles County.

#### **2.11.6 Data Volume/Performance**

No Changes.

#### **2.11.7 Interface Partner**

Accounts Receivable System.

#### **2.11.8 Failure Procedure/Operational Instructions**

No Changes.

### **2.12 Generate an ARS Receipt file and an ARS Transaction file with TOP 545 and 547 transactions**

#### **2.12.1 Overview**

Currently CalSAWS system has 2 characters length-limit for Payment Type/Transaction Type when creating ARS Receipts and ARS Transactions File. This has caused the system not able to send any TTC 545 and TTC 547 transactions to ARS since these transaction types has length of 3 characters. Below describe changes to generate a one-time Receipt and Transaction files to include the missing transactions for ARS.

#### **2.12.2 Description of Change**

Create an ARS Receipt File and an ARS Transaction File to include all TTC 545 and 547 transactions that were processed by TTC Weekly Mass Upload. The file will be fixed length text format and will be delivered to current ARS receiving file locations. These files will also be in old format – without additional fields requested in this SCR.

#### **2.12.3 Estimated Number of Records Impacted/Performance**

Approximately 120,000 for each file.

## 2.13 Reports – Monthly TTC Account Referral Status Report

### 2.13.1 Overview

Implement a new scheduled Monthly TTC Account Referral Status Report that will provide details on the monthly Recovery Account referrals to TTC.

### 2.13.2 Monthly TTC Account Referral Status Report Mockup

CalSAWS Monthly TTC Referral Account Status Report								
Los Angeles								
Run Date: OCT-01-20 08:15 PM								
Report Month: 09/2020								
Summary								
				Total Claims	Total Recovery Accounts	Total Cases	Total Referral Amount	Total Unique Referral Amount
<b>Grand Total</b>				<b>2,624</b>	<b>2,529</b>	<b>1,961</b>	<b>\$2,171,876.34</b>	<b>\$1,085,938.17</b>
Program	Cause	Department Code	Total Claims	Total Recovery Accounts	Total Cases	Total Referral Amount	Total Unique Referral Amount	
CalWorks	CalWorks Admin Error	14051	210	199	147	\$167,385.00	\$83,692.50	
CalWorks	CalWorks Household Error	14052	305	287	235	\$488,729.35	\$244,364.68	
CalFresh	CalFresh Admin Error	14061	1,055	1,001	753	\$476,376.68	\$238,188.34	
CalFresh	CalFresh Household Error	14062	1,041	1,030	817	\$1,022,808.06	\$511,404.03	
CalWorks	CalWorks Civil Judgment	14087	0	0	0	\$0.00	\$0.00	
CalFresh	CalFresh Civil Judgment	14088	13	12	9	\$16,577.25	\$8,288.63	

Figure 2.11.1 – Monthly TTC Account Referral Status Report - Summary Sheet Mockup

CalSAWS Monthly TTC Referral Account Status Report												
Los Angeles												
Run Date: OCT-10-20 08:15 PM												
Report Month: 09/2020												
TTC Referral Details												
										Record Count	Original Balance	Referral Amount
<b>Total</b>										<b>5</b>	<b>\$1,919.00</b>	<b>\$1,275.32</b>
Claim #	TTC Account #	Debtor #	Responsible Party	Recovery Account	Recovery Account Creation Date	Cause	Case Number	Case Name	Program	Original Balance	Referral Amount	Discontinue Date
016429253	30845514	45125689	John Doe	26109041	10/15/2020	Cash - Admin C	B22X686	John Doe	AAP	\$219.00	\$219.00	9/9/1999
22541258	30850042	89546578	Bartholomew Bart	22541258	03/01/2020	Cash - Custom	L993419	Bartholomew B	CalWorks	\$569.00	\$44.55	9/9/1999
21102031	13205803	63872955	Joy Feliz	21102031	11/30/2020	CalFresh - Pot	B0R7P36	Joy Feliz	CalFresh	\$478.00	\$478.00	9/9/1999
21102031	30842917	31687255	Happy Feliz	21102031	11/30/2020	CalFresh - Pot	B0R7P36	Joy Feliz	CalFresh	\$478.00	\$478.00	9/9/1999
017429233	30826486	38472892	Jessica Rabbit	26546546	08/24/2019	CalFresh - IHE	B12V563	Jessica Rabbit	CalFresh	\$175.00	\$55.77	9/9/1999

Figure 2.11.2 – Monthly TTC Account Referral Status Report - Details Sheet Mockup





successfully updated with a TTC account number in CalSAWS (TTC\_ACCT.TTC\_ACCT\_NUM\_IDENTF) due to an error.

4. The report will have the following columns defined in the tables below:

**Summary Sheet Column Definitions**

Column Name	Column Description
Program	The program associated with a Recovery Account.
Cause	The current cause type of a Recovery Account.
Department Code	The TTC department code associated with a Recovery Account.
Total Claims	Total number of claim records referred to TTC for the report month grouped by program, cause, and department code. Note: There is a claim record for each Responsible Party associated with a Recovery Account. For example, if a Recovery Account with three responsible parties is referred to TTC, there would be three claim records reflected in this report for that Recovery Account.
Total Recovery Accounts	Total number of unique Recovery Accounts referred to TTC for the report month grouped by program, cause, and department code.
Total Cases	Total number of unique cases referred to TTC for the report month grouped by program, cause and department code.
Total Referral Amount	The sum of the referral amount for all Responsible Parties referred to TTC for collection for the report month grouped by program, cause and department code. Format: \$XX.XX
Total Unique Referral Amount	The sum of the referral amount for all unique Recovery Accounts referred to TTC for collection for the report month grouped by program, cause and department code. Format: \$XX.XX
Grand Total – Total Claims	Total number of Responsible Parties referred to TTC for the report month. Note: This is a dynamic total and will change based on the filters selected on this sheet.
Grand Total – Total Recovery Accounts	Total number of unique Recovery Accounts referred to TTC for the report month. Note: This is a dynamic total and will change based on the filters selected on this sheet.
Grand Total – Total Cases	Total number of unique cases referred to TTC for the report month.

	Note: This is a dynamic total and will change based on the filters selected on this sheet.
Grand Total – Total Referral Amount	The sum of the referral amount for all Responsible Parties referred to TTC for collection Note: This is a dynamic total and will change based on the filters selected on this sheet.
Grand Total – Total Unique Referral Amount	The sum of the referral amount for all unique Recovery Accounts referred to TTC for collection Note: This is a dynamic total and will change based on the filters selected on this sheet.

### Details Sheet Column Definitions

Column Name	Column Description
Total – Record Count	Total number of Responsible Parties that were successfully updated in CalSAWS with their respective TTC account number in the report month. Note: This is a dynamic total and will change based on the filters selected on this sheet.
Total – Original Balance	Sum of the original balance for all Responsible Parties that were successfully updated in CalSAWS with their respective TTC account number in the report month. Note: This is a dynamic total and will change based on the filters selected on this sheet.
Total – Referral Amount	Sum of the referral amount for all Responsible Parties that were successfully updated in CalSAWS with their respective TTC account number in the report month. Note: This is a dynamic total and will change based on the filters selected on this sheet.
Claim #	The claim number associated with the Recovery Account. If the Recovery Account has a LEADER Claim Number, that is the Claim #. Otherwise, it is the Recovery Account #.
TTC Account Number	The TTC Account number assigned to the Responsible Party.
Debtor #	The unique RevQ Debtor Identifier associated with the Responsible Party. Note: This is new information being added to the TTC Collections File per the requests outlined in Section 2.3 and will be stored in the TTC_ACCT table.
Responsible Party	The responsible party associated with the Recovery Account.

	Note: There may be multiple Responsible Parties for a Recovery Account. If this is the case, each Responsible Party will have their own claim record and TTC account number.
Recovery Account #	The unique ID number of the Recovery Account.
Recovery Account Creation Date	The date the Recovery Account was created in the CalSAWS system. Format: MM/DD/YYYY
Cause	The current cause type associated with the Recovery Account.
Case Number	The case number associated with the Recovery Account.
Case Name	The case name associated with the Recovery Account.
Program	The program associated with the Recovery Account.
Original Balance	The original balance of the Recovery Account. Format: \$X.XX
Referral Amount	The amount being referred to TTC in the month of the report. Format: \$X.XX
Discontinue Date	The date aid was terminated for the program associated with the Recovery Account. Format: MM/DD/YYYY

### Exception Sheet Column Definitions

Column Name	Column Description
Total – Record Count	Total number of Responsible Parties that were unsuccessfully updated in CalSAWS with their respective TTC account number in the report month. Note: This is a dynamic total and will change based on the filters selected on this sheet.
Total – Original Balance	Sum of the original balance for all Responsible Parties that were unsuccessfully updated in CalSAWS with their respective TTC account number in the report month. Note: This is a dynamic total and will change based on the filters selected on this sheet.
Total – Referral Amount	Sum of the referral amount for all Responsible Parties that were unsuccessfully updated in CalSAWS with their respective TTC account number in the report month. Note: This is a dynamic total and will change based on the filters selected on this sheet.

Claim #	The claim number associated with the Recovery Account. If the Recovery Account has a LEADER Claim Number, that is the Claim #. Otherwise, it is the Recovery Account #.
Responsible Party	The responsible party associated with the Recovery Account. Note: There may be multiple Responsible Parties for a Recovery Account. If this is the case, each Responsible Party will have their own claim record and TTC account number.
Recovery Account #	The unique ID number of the Recovery Account.
Recovery Account Creation Date	The date the Recovery Account was created in the CalSAWS system. Format: MM/DD/YYYY
Cause	The current cause type associated with the Recovery Account.
Case Number	The case number associated with the Recovery Account.
Case Name	The case name associated with the Recovery Account.
Program	The program associated with the Recovery Account.
Original Balance	The original balance of the Recovery Account. Format: \$X.XX
Referral Amount	The amount being referred to TTC in the month of the report. Format: \$X.XX
Discontinue Date	The date aid was terminated for the program associated with the Recovery Account. Format: MM/DD/YYYY

Please see Supporting Documents for the report template mockup.

**2.13.4 Report Location**

- **Global:** Reports
- **Local:** Scheduled
- **Task:** Fiscal

**2.13.5 Counties Impacted**

Only LA county will be impacted by the changes outlined in this section.

### 2.13.6 Security Updates

#### 1. Security Rights

Security Right	Right Description	Right to Group Mapping
MonthlyTTCAccountReferralStatusReport	This right gives access to view the Monthly TTC Account Referral Status Report	Monthly TTC Account Referral Status Report

#### 2. Security Groups

Security Group	Group Description	Group to Role Mapping
Monthly TTC Account Referral Status Report	This group gives access to view the Monthly TTC Account Referral Status Report	System Administrator, Fiscal Staff, Fiscal Supervisor, Fiscal Supervisor – LAC, Master Report Listing

### 2.13.7 Report Usage/Performance

This report is expected to be viewed as much as the TTC Mass Upload Monthly Report which is viewed 3-4 times per month.

## 2.14 Reports – TTC Mass Upload Collections Monthly Report

### 2.14.1 Overview

The TTC Mass Upload Collections Monthly Report is a scheduled report that displays a monthly summary of collections successfully or unsuccessfully uploaded to CalSAWS in the Mass Upload process. Update the report to include a column for 'Recovery Account Number' on the Details and Exceptions sheets and a column for 'Payment Type Description' on all three sheets of the report. Also update the report logo and the heading of the Exceptions sheet to correct the spelling error in "Exceptions".

## 2.14.2 TTC Mass Upload Collections Monthly Report Mockup

CalSAWS TTC Mass Upload Collections Monthly Report							
Los Angeles							
Run Date: OCT-01-20 08:15 PM							
Report Month: 09/2020							
Dept ID	Transaction Code	Payment Type Description	Number of Records	Amount	Number of Exception Records	Exception Amount	
14051	035	Mail-In Pymt	1	\$0.75			
14051	059				1		(\$479.00)
14051	365	Card Pymt	2	\$529.00			
14051	408	OCA Pymt-USCB	1	\$14.00	1		(\$77.00)
14051	465	eCheck Pymt	1	\$275.00			
14061	035	eCheck Pymt			1		(\$2.50)
14061	365	Card Pymt	1	\$100.00			

**Figure 2.12.1 – Mass Upload Collections Monthly Report – Summary Sheet Mockup**

CalSAWS TTC Mass Upload Collections Monthly Report														
Los Angeles														
Run Date: OCT-01-20 08:15 PM														
Report Month: 09/2020														
Receipt Number	Manual Receipt Number	StateCycle Number	GL Doc Date	GLDoc ID	Program	TTC Account #	Recovery Account #	Case Name	Case Number	Transaction Code	Payment Amount	Dept ID	Batch Number	Received Date
14092101					CalWORKS	30842725	12326113	Sam Smith	B1YLJ74	408	\$14.00	14051		8/18/2020
14092105					CalFresh	30852965	12326114	Pam Smith	B0K2800	365	\$100.00	14061		8/26/2020
14092106					CalFresh	30840471	12326115	Lam Smith	B1T8575	035	\$0.75	14051		8/26/2020
14092107					CalWORKS	13212507	12326116	Bam Smith	B0M7W63	365	\$479.00	14051		8/26/2020
14092108					CalWORKS	30852288	12326117	Bran Smith	L993419	365	\$50.00	14051		8/26/2020
14092123					CalFresh	30844134	12326118	Jan Smith	B100983	465	\$275.00	14051		8/26/2020

**Figure 2.12.2 – Mass Upload Collections Monthly Report – Details Sheet Mockup**

CalSAWS TTC Mass Upload Collections Monthly Report										
Los Angeles										
Run Date: OCT-01-20 08:15 PM										
Report Month: 09/2020										
Exception Detail										
Dept ID	TTC Account #	Recovery Account #	Case Number	Claim No	Transaction Code	Payment Type Description	Collection Amount	Date Posted	Responsible Party	Exception Reason
14051	25564123	25564123	TAD7E4A	25564123	059		(\$479.00)	9/11/2020	Tam Smith	NEGATIVE AMOUNT RECEIVED.
14051	29123218	29123218	LB70325	29123218	408	OCA Pymt-USCB	(\$77.00)	9/18/2020	Ang Smith	NEGATIVE AMOUNT RECEIVED.
14061	26291262	26291262	B0MPW05	26291262	035	Mail-In Pymt	(\$2.50)	9/4/2020	Fan Smith	NEGATIVE AMOUNT RECEIVED.

**Figure 2.12.3 – Mass Upload Collections Monthly Report – Exceptions Sheet Mockup**

### 2.14.3 Description of Change

1. Add a column for 'Recovery Account #' to the Details and Exceptions sheets. Insert the column directly after the 'TTC Account #' column on both sheets.

Column Name	Column Description
Recovery Account #	The unique identifier of the Recovery Account associated with the collection record.

2. Add a column for 'Payment Type Description' to the Summary, Details and Exceptions sheets. On the Summary and Exceptions sheets, Insert the column directly after the 'Transaction Code' columns. On the Details sheet, insert the column directly after the 'Payment Type' column.

Column Name	Column Description
Payment Type Description	<p>The description of the payment type for the collection record. The possible values for this field can be found in the Payment Type Description Mapping Table in the Appendix.</p> <p><b>Technical Note:</b> This value is mapped from the TTC Transaction Code (TTC_ACCT_TRANSACT. FILE_TRANSACT_TYPE_IDENTIF) associated with the record per the mapping rules in the Appendix.</p>

3. Update the logo to the new CalSAWS logo and the heading of the Exceptions sheet to correct the spelling error in "Exceptions" which is currently spelled "Excepitons".

Please see Supporting Documents for the report template mockup.

### 2.14.4 Report Location

- **Global:** Reports
- **Local:** Scheduled
- **Task:** Fiscal

### 2.14.5 Counties Impacted

Only LA county will be impacted by the changes outlined in this section.



### 2.14.6 Security Updates

There are no updates to security for this report.

### 2.14.7 Report Usage/Performance

There are no updates to report usage/performance.

## 2.15 Reports – TTC Mass Upload Collections Weekly Report

### 2.15.1 Overview

The TTC Mass Upload Collections Weekly Report is a scheduled report that displays a weekly summary of collections successfully or unsuccessfully uploaded to CalSAWS in the Mass Upload process. Update the report to include a column for 'Recovery Account Number' on the Details and Exceptions sheets and a column for 'Payment Type Description' on all three sheets of the report. Also update the report logo and the heading of the Exceptions sheet to correct the spelling error in "Exceptions".

### 2.15.2 TTC Mass Upload Collections Weekly Report Mockup

CalSAWS		TTC Mass Upload Collections Weekly Report					
Los Angeles							
Run Date: OCT-01-20 08:15 PM							
Report Month: 09/2020							
Dept ID	Transaction Code	Payment Type Description	Number of Records	Amount	Number of Exception Records	Exception Amount	
14051	035	Mail-In Pymt	1	\$0.75			
14051	059				1	(\$479.00)	
14051	365	Card Pymt	2	\$529.00			
14051	408	OCA Pymt-USCB	1	\$14.00	1	(\$77.00)	
14051	465	eCheck Pymt	1	\$275.00			
14061	035	eCheck Pymt			1	(\$2.50)	
14061	365	Card Pymt	1	\$100.00			

Figure 2.13.1 – Mass Upload Collections Weekly Report – Summary Sheet Mockup

CalSAWS TTC Mass Upload Collections Weekly Report														
Los Angeles														
Run Date: OCT-01-20 08:15 PM														
Report Month: 09/2020														
Count: 9										Total Amount: \$918.75				
Receipt Number	Manual Receipt Number	State/Cycle Number	GL Doc Date	GLDoc ID	Program	TTC Account #	Recovery Account #	Case Name	Case Number	Transaction Code	Payment Amount	Dept ID	Batch Number	Received Date
14092101					CalWORKS	30842725	12326113	Sam Smith	B1YL74	408	\$14.00	14051		8/18/2020
14092105					CalFresh	30852965	12326114	Pam Smith	B0K2800	365	\$100.00	14061		8/26/2020
14092106					CalFresh	30840471	12326115	Lam Smith	B1TB575	035	\$0.75	14051		8/26/2020
14092107					CalWORKS	13212507	12326116	Bam Smith	B0M7W63	365	\$479.00	14051		8/26/2020
14092108					CalWORKS	30852288	12326117	Brian Smith	L99419	365	\$50.00	14051		8/26/2020
14092123					CalFresh	30844134	12326118	Jan Smith	B100983	465	\$275.00	14051		8/26/2020

Figure 2.13.2 – Mass Upload Collections Weekly Report – Details Sheet Mockup

CalSAWS TTC Mass Upload Collections Weekly Report										
Los Angeles										
Run Date: OCT-01-20 08:15 PM										
Report Month: 09/2020										
Exception Detail										
Count: 3							Total Amount: (\$558.50)			
Dept ID	TTC Account #	Recovery Account #	Case Number	Claim No	Transaction Code	Payment Type Description	Collection Amount	Date Posted	Responsible Party	Exception Reason
14051	25564123	25564123	TAD7E4A	25564123	059		(\$479.00)	9/11/2020	Tam Smith	NEGATIVE AMOUNT RECEIVED.
14051	29123218	29123218	LB70325	29123218	408	OCA Pymt-USCB	(\$77.00)	9/18/2020	Ang Smith	NEGATIVE AMOUNT RECEIVED.
14061	26291262	26291262	B0MPW05	26291262	035	Mail-In Pymt	(\$2.50)	9/4/2020	Fan Smith	NEGATIVE AMOUNT RECEIVED.

Figure 2.13.3 – Mass Upload Collections Weekly Report – Exceptions Sheet Mockup

### 2.15.3 Description of Change

1. Add a column for 'Recovery Account #' to the Details and Exceptions sheets. Insert the column directly after the 'TTC Account #' column on both sheets.

Column Name	Column Description
Recovery Account #	The unique identifier of the Recovery Account associated with the collection record.

2. Add a column for 'Payment Type Description' to the Summary, Details and Exceptions sheets. On the Summary and Exceptions sheets, Insert the column directly after the 'Transaction Code' columns. On the Details sheet, insert the column directly after the 'Payment Type' column.

Column Name	Column Description
Payment Type Description	<p>The description of the payment type for the collection record. The possible values for this field can be found in the Payment Type Description Mapping Table in the Appendix.</p> <p><b>Technical Note:</b> This value is mapped from the TTC Transaction Code (TTC_ACCT_TRANSACTION.FILE_TRANSACTION_TYPE_IDENTIF) associated with the record per the mapping rules in the Appendix.</p>

- Update the logo to the new CalSAWS logo and the heading of the Exceptions sheet to correct the spelling error in "Exceptions" which is currently spelled "Excepitons".

Please see Supporting Documents for the report template mockup

#### 2.15.4 Report Location

- **Global:** Reports
- **Local:** Scheduled
- **Task:** Fiscal

#### 2.15.5 Counties Impacted

Only LA county will be impacted by the changes outlined in this section.

#### 2.15.6 Security Updates

There are no updates to security for this report.

#### 2.15.7 Report Usage/Performance

There are no updates to report usage/performance.

### 2.16 Database Change





Add a new column on the TTC\_ACCT table:

- RevQ Debtor Identifier – This column is to store the Identifier for a responsible party in the RevQ system.

## 2.17 CTCRs

Create new category in CODE\_DETL based on the 'Payment Type Description Mapping.xlsx'. This mapping will be used to display 'Payment Type Description' on the TTC Mass Upload Reports (Weekly and Monthly).

## 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Fiscal	Field definitions for outbound TTC Referral.	TTC Referral Definition.xlsx
2	Fiscal	Field definitions for inbound TTC Inventory	TTC Inventory Definition.xlsx
3	Fiscal	Field definitions for inbound TTC Collection	TTC Collection Definition.xlsx
4	Fiscal	Field definitions for outbound ARS files	ARS File Definition.docx
5	Reports	Monthly TTC Account Referral Status Report Mockup	 Monthly TTC Account Referral Status Report
6	Reports	Security Matrix for Monthly TTC Account Referral Status Report	 Security Matrix
7	Reports	Mass Upload Collections Monthly Report Mockup	 TTC Mass Upload Collections Monthly R
8	Reports	Mass Upload Collections Weekly Report Mockup	 TTC Mass Upload Collections Weekly Re
9	Fiscal	CTCRs	Payment Type Description Mapping.xlsx

## 4 REQUIREMENTS

### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.11.3.2	The LRS shall identify and track the following recording and posting details: a. Posting date; b. Accrual month; c. Receipt number; d. TTC account number; e. <del>Journal voucher number;</del> f. Recording and posting locations; g. Invoice number; and h. Vendor ID.	Due to the TTC's collection system change from CARS to RevQ, CalSAWS system will be updated to align with TTC and ARS.

## 5 APPENDIX

The following table details the possible values for the new Payment Type Description column being added to the TTC Mass Upload Monthly and Weekly Reports. These values are mapped from TTC Transaction Code – e.g., a collection record with a Transaction Code of '386' will display 'Card Adj' for Payment Type Description.

**Note:** For any records with transaction codes that are not in this table, Payment Type Description will be blank.

### Payment Type Description Mapping Table

TTC Transaction Code	Payment Type Description
386	Card Adj
376	Card Chargeback
365	Card Pymt
355	Card Pymt (IVR)
396	Card Refund
635	Cash Adj
459	Direct Pymt
465	eCheck Pymt
486	eCheck Pymt Adj
496	eCheck Refund
536	eCheck Return
538	FTB
559	Library Mtls Return

035	Mail-In Pymt
634	Non-Cash Adj
436	NSF Pymt
409	OCA Pymt-LB
007	OCA Pymt-LB 123111
408	OCA Pymt-USCB
836	OCA Rev-PB Juv Reimb
835	OCA-PB Juv Reimb
735	Susp Pymt
545	TOP TI (17.5%)
535	TOP TI (35%)
537	TOP TI (65%)
547	TOP TI (82.5%)
435	Walk-In Pymt

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-212833

Remove Selected Non-State LRS Forms from the  
system





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# 1 OVERVIEW

---

Region 6 has identified a list of 23 non-state Forms that have not been printed in the last year. These Forms are considered obsolete and can be removed from the LRS/CalSAWS system. This change will remove these Forms from the Template Repository and remove any Form Generation Triggers associated with each. This will be an LRS-only change.

## 1.1 Current Design

23 Non-State Forms currently in the LRS Template Repository have not been generated within the past year.

## 1.2 Requests

Remove selected non-state Forms from the LRS Template Repository.

## 1.3 Recommendations

1. Remove selected Forms from the LRS Template Repository
2. ~~Remove Trigger Conditions for GN 6055~~

## 2 RECOMMENDATIONS

---

### 2.1 Remove selected Forms from the LRS Template Repository

Remove the following Forms from the LRS Template Repository:

Form Number	Form Name	Language(s)
GN 6055*	GAIN/GROW Vocational Assessment Invoice	EN
GN 6120	Confidentiality Agreement	EN
GN 6141	Los Angeles County's List of Self-Initiated Programs	EN
GN 6142	Welfare-to-Work Grant Program Certification Form (3/10)	EN
GN 6204	Cal-Learn Checklist	EN
GN 6339	Request for CalWORKs Documents needed for Child Care due to New Child	EN, SP, Threshold
MC-1 Fraud	MEDI-CAL EARLY FRAUD DETECTION PREVENTION REFERRAL	EN
NOA 992	Notice of Action Vehicle Diagnosis & Repair Program	EN, SP, Threshold
PA 1164	NOTICE OF POTENTIAL ELIGIBILITY REQUEST FOR VERIFICATION 60 - DAY POSTPARTUM PROGRAM	EN
PA 1866	Food Stamps Shared Housing/Utility Costs Supplemental Questionnaire	EN
PA 334	Record of Investigative Activity	EN
PA 4035	Direct Rent Appointment Notice	EN
PA 4045	ATTENTION U.S. CITIZENS	EN, SP
PA 6034	Share-of-Cost Flyer	EN, SP, Threshold
PA 6075	Redetermination Informational Material	EN
PA 6076	Do You Receive Medi-Cal and IHSS?	EN, SP
WFP&I 1239	Overpayment Calculation Form	EN
WFP&I 1263	CalFresh Overissuance Calculation	EN

WFP&I 23	Fraud Investigation Interim Report	EN
WFP&I CALC 1	CALCULATION	EN
WFP&I CC-A-IV-502	Positive Fraud -Overpayment Amount	EN
WFP&I EDMS	WFP&I EDMS Cover Letter	EN
WFP&I FIS	Fingerprint Identification Services	EN

\*Form has Trigger Conditions which must also be removed.

Forms must be removed in all languages. Forms must be end-dated with the date of this SCR's release.

## 2.2 Remove Trigger Conditions for GN 6055

GN 6055 is currently triggered via batch. The following conditions remaining in the system must also be removed as a part of this change:

Form Number	Trigger Condition(s)
<a href="#">GN 6055</a> Batch Job: PB19F210	<del>Auto-trigger this form via batch when vocational and learning disability assessments have been completed.</del>  <del>Control for 10 business days and require a return envelope.</del>

### 3 REQUIREMENTS

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#### Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
CAR-1208	The [CalSAWS] shall accommodate and generate State-mandated forms, notices, and NOAs that cannot be changed.	Removes NOAs that are not state-mandated and have not been utilized in the past year.

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-215171

DDID 2670: Add GEN 202 - Verification of  
Employment/Earnings (08/20) in threshold  
languages

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Maria Jensen
	Reviewed By	Pramukh Karla

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/23/2021	0.1	Initial Draft	Maria Jensen
04/21/2021	0.2	QA Comments fixes: Added Requirements section Fixed CalSAWS reference Added Header specification Added Barcode mention	Maria Jensen
07/14/2021	0.3	Content Revision 1: Added BRM for all langs Changed Mail Priority	Maria Jensen

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## 1 OVERVIEW

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SCR CA-215170 added the GEN 202 – Verification of Employment/Earnings (08/20) State form to the CalSAWS system in English and Spanish only.

This SCR will add the GEN 202 – Verification of Employment/Earnings (08/20) form to CalSAWS in the remaining supported threshold languages.

### 1.1 Current Design

Currently the GEN 202 State form is implemented in the CalSAWS system in English and Spanish with the version date of 08/20.

### 1.2 Requests

1. Implement State Form GEN 202 - Verifications of Employment/Earnings (08/20) in the CalSAWS system for all 58 counties in the remaining system supported threshold languages which include Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, and Vietnamese.
2. Add BRM header and envelope to the form in all languages. Update the mailing priority of the form to Priority 1.

### 1.3 Overview of Recommendations

1. Add State Form GEN 202 - Verifications of Employment/Earnings (08/20) in the 11 supported threshold languages.
2. Add BRM header and envelope to the form in all languages. Update the mailing priority of the form to Priority 1.

### 1.4 Assumptions

1. The GEN 202 form will have as header the CalSAWS standard header on page 1 and BRM header on page 2.

## 2 RECOMMENDATIONS

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### 2.1 Add Form GEN 202 - Verifications of Employment/Earnings in threshold languages

#### 2.1.1 Overview

This SCR will add the State form GEN 202 – Verification of Employment/Earnings (revision 08/20) to the CalSAWS system in the remaining threshold languages.

**State Form:** GEN 202 (08/20)

**Programs:** All

**Attached Forms:** None

**Forms Category:** Forms

**Template Repository Visibility:** All Counties

**Languages:**

Arabic, Armenian, Cambodian, Chinese\*, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

*\*One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese and Mandarin.*

#### 2.1.2 Create Form GEN 202 XDPs in threshold languages

1. The newly added threshold languages will be made available in the Template Repository. Please see the Supporting Documents #1 for details.

**Form Header:** CalSAWS Standard Header in Threshold Language on page 1, BRM Header in Threshold Language on page 2

**Form Title (Document List Page Displayed Name):** Verification of Employment/Earnings

**Template Description:** This form is used by counties to gather employment information when a new job is reported.

**Form Number:** GEN 202

**Include NA Back 9:** No

**Imaging Form Name:** Verif of Employment/Earning

**Imaging Document Type:** Income

**Form Mockups/Examples:** See Supporting Document #1 for PDF Mockups

2. Add Form GEN 202 to the Template Repository in the rest of the threshold languages for all 58 counties.

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

3. Add the following barcode options to the GEN 202 form for all languages:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	Y	Y

4. The Print Options and Mailing Requirements for Form GEN 202 will carry over to the rest of the threshold languages, with the following changes for all languages:  
 Return Envelope Type: Returned Pre-Paid Envelope(BRM)  
 Mailing Priority: 01

**Commented [MA1]:** on #4- don't understand why it has Pre-paid envelope- is it supposed to be BRM envelope?

5. The Variable Population for Form GEN 202 will carry over to the rest of the threshold languages.

**Commented [RD2R1]:** I have included BRM, we use pre-paid (PP) in backend tables.

## 2.2 Populate Centralized BRM Address on Form GEN 202 for all languages

### 2.2.1 Overview

This SCR will add BRM info to form GEN 202 for all languages.

### 2.2.2 Description of change

Populate Centralized BRM Address on GEN 202 Form for all languages with the following:

1. Route the forms (listed in section 2.1.2) to the Expo Park location for the below listed District Offices for Los Angeles County.

**Centralized office address for Expo Park:**

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

Number	District Office Name	OFFICE_NUM_IDENTIF (From Office table)
1.	Belvedere	05

2.	Southwest Special	08
3.	West Valley	82
4.	East Valley	11
5.	Metro Special Office	70
6.	San Fernando Branch	32
7.	Metro Family	13
8.	Pasadena	03
9.	Wilshire Special Office	10
10.	Glendale	02
11.	Santa Clarita Branch	51
12.	Lancaster	34
13.	Lancaster General Relief Office	67

2. Route the forms (listed in section 2.1.2) to the San Gabriel/El Monte Centralized location for the below listed District Offices for Los Angeles County.

**Centralized office address for San Gabriel/El Monte:**

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

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

10.	Child Medi-Cal Enroll. Project	16
11.	Management Information Evaluation	L6

3. Route the forms (listed in section 2.1.2) to the La Cienega Centralized location for the below listed District Offices for Los Angeles County.

**Centralized office address for La Cienega:**

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

Number	District Office Name	OFFICE_NUM_IDENTIF (From Office table)
1.	Exposition Park Family Service Center	12
2.	Florence	17
3.	South Central	27
4.	South Special	07
5.	South Family	31
6.	Metro North Office	38
7.	Rancho Park	60
8.	Paramount Office	62
9.	Civic Center	14
10.	Long Term Care	80
11.	Medi-Cal Mail-In Branch	89

4. For the C-IV Migration counties, populate the centralized office information on the BRM header if the county has a centralized location and populate the district office information on the BRM header if the county does not have a centralized location.

**Technical Note:** CT15 REFER\_TABLE\_19\_DESCR has the information of whether a County has a Centralized or Non-Centralized office.

### 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	GEN 202 Threshold Languages	GEN_202_Arabic.pdf GEN_202_Armenian.pdf GEN_202_Cambodian.pdf GEN_202_Chinese.pdf GEN_202_Farsi.pdf GEN_202_Hmong.pdf GEN_202_Korean.pdf GEN_202_Lao.pdf GEN_202_Russian.pdf GEN_202_Tagalog.pdf GEN_202_Vietnamese.pdf

## 4 REQUIREMENTS

### 4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2670	<p>The CONTRACTOR shall add State Form GEN 202 - Verification of Employment/Earning to the CalSAWS Software.</p> <p>The CONTRACTOR shall relabel the button and update the trigger on the IEVS pages to generate the GEN 202 instead of the PA 2419, and hide the PA 2419 in the Template Repository for all counties.</p>	<p>1. Estimate is for adding the State Form in the threshold languages.</p> <p>2. See DDID 2664 assumption for listing of the threshold languages included in the estimate.</p> <p>3. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/create d. Consortium staff will be modifying or creating FDDs.</p>	<p>With SCR CA-215171, form GEN 202 - Verification of Employment/Earnings will be added to the CalSAWS system in the 11 supported threshold languages.</p>