

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-213675 | DDID 347

Migrate Rush Warrant Functionality and Warrant
Print Stocks to CalSAWS - Phase 2

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Rainier Dela Cruz
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/25/2021	1.0	Initial Revision	Rainier Dela Cruz
06/17/2021	1.1	Updates per QA comments.	Rainier Dela Cruz
09/09/2021	2.1	<p>Content Revision 1</p> <p>Added Assumption 4, stating that 'Payment Amount' variable(s) must appear on warrant <i>without</i> a '\$' beforehand. This affects the following counties' Rush Warrants:</p> <ul style="list-style-type: none"> • Contra Costa • Orange • Placer • Sacramento • San Francisco • Santa Clara <p>Updated Mockup for Alameda County to include '\$' where it was missing.</p> <p>Updated XDP for Sacramento County Warrant to include missing field for Organization Name.</p>	Connor Gorry
10/19/21	3.1	<p>Content Revision 2</p> <p>Updated Warrant Variation Spreadsheet (attached) to split Foster Care logic from default logic for Sacramento and Fresno counties, matching logic used by other counties.</p>	Connor Gorry
11/10/21	4.1	<p>Content Revision 3</p> <p>Updates to Warrant Variation Spreadsheet for programs for Ventura County.</p>	Connor Gorry

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1 OVERVIEW

As part of SCR CA-207467, the Rush Warrant templates for the 39 C-IV Counties were migrated to CalSAWS and the Rush Warrant functionality was enabled to generate the Rush Warrant templates from the Issuance Detail page.

1.1 Current Design

The Rush Warrant templates for the CalWIN Migration Counties do not exist in CalSAWS.

1.2 Requests

Add the Rush Warrant templates for the CalWIN Migration Counties.

1.3 Overview of Recommendations

1. Create the Rush Warrant templates for the 10 CalWIN Migration Counties.
2. Add population logic for the Rush Warrant templates.

1.4 Assumptions

1. Currently, San Mateo County does not issue out rush (same-day) warrants.
2. The rush warrant templates for the following CalWIN counties will be implemented with SCR **CA-229976**: San Diego, San Luis Obispo, Santa Cruz, Solano, Sonoma, Tulare, and Yolo.
3. The rush warrant alignment testing with the CalWIN counties will be conducted with SCR **CA-212167**.
4. References to 'Payment Amount' variable will populate the amount without a '\$' beforehand (For example: 1234.56). This will account for county check stocks that already have a '\$' pre-printed. References to 'Payment Amount Formatted' will populate the Payment Amount with a '\$' (For example: \$1234.56).

2 RECOMMENDATIONS

2.1 Alameda County Rush Warrant Template

2.1.1 Overview

The rush warrant template for Alameda County does not exist in CalSAWS. Create the rush warrant template for Alameda County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.1.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: AD Rush Warrant

Form Number: AD Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #1

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Payment Amount	The amount of the payment.
Field 2	Issuance Date	The date of the issuance.
Field 3	Case Number	The case number.
Field 4	Aid Code	The aid code.

Field	Field Value	Population
Field 5	Worker Number	The worker number.
Field 6	Payee Name	The payee name.
Field 7	Payment Amount Written	The payment amount written out.
Field 8	Case Name	The case name.
Field 9	Payee Address	The address of the payee.
Field 10	Category	The issuance category.
Field 11	Benefit Month	The benefit month of the payment.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A
Enclosures	No
CW/CF e-sign	No
Check to Sign	No
Post to Self Service Portal	No

2.2 Contra Costa County Rush Warrant Template

2.2.1 Overview

The rush warrant template for Contra Costa County does not exist in CalSAWS. Create the rush warrant template for Contra Costa County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.2.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: CC Rush Warrant

Form Number: CC Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #2

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Payment Amount	The payment amount.
Field 2	Issuance Date	The issuance date.
Field 3	Benefit Month	The benefit month of the payment
Field 4	Payee Name	The name of the payee.
Field 5	Payment Amount Written	The payment amount written out.
Field 6	Program Type	The name of the program.
Field 7	Payment Amount Formatted	The formatted payment amount.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A
Enclosures	No
CW/CF e-sign	No
Check to Sign	No
Post to Self Service Portal	No

2.3 Fresno County Rush Warrant Template

2.3.1 Overview

The rush warrant template for Fresno County does not exist in CalSAWS. Create the rush warrant template for Fresno County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.3.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: FR Rush Warrant

Form Number: FR Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #3

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Payment Amount	The amount of the payment.
Field 2	Issuance Date	The date of the issuance.
Field 3	Benefit Month	The benefit month of the payment.
Field 4	Payment Amount Written	The payment amount written out.
Field 5	Payee Name	The payee's name.
Field 6	Case Name	The case name.
Field 7	Payee Address	The payee's address.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A
Enclosures	No
CW/CF e-sign	No
Check to Sign	No
Post to Self Service Portal	No

2.4 Orange County Rush Warrant Template

2.4.1 Overview

The rush warrant template for Orange County does not exist in CalSAWS. Create the rush warrant template for Orange County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.4.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: OR Rush Warrant

Form Number: OR Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #4

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Issuance Date	The date of the issuance.
Field 2	Payment Amount	The amount of the payment.
Field 3	Payee Name	The name of the payee.
Field 4	Case Name	The case name.
Field 5	Payment Amount Written	The payment amount written out.
Field 6	Aid Code	The aid code.
Field 7	Case Number	The case number.
Field 8	Worker Number	The worker number.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A
Enclosures	No
CW/CF e-sign	No
Check to Sign	No
Post to Self Service Portal	No

2.5 Placer County Rush Warrant Template

2.5.1 Overview

The rush warrant template for Placer County does not exist in CalSAWS. Create the rush warrant template for Placer County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.5.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: PA Rush Warrant

Form Number: PA Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #5

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Issuance Date	The date of the issuance.
Field 2	Payment Amount	The amount of the payment.
Field 3	Payee Name	The name of the payee.
Field 4	Payment Amount Written	The payment amount written out.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A
Enclosures	No
CW/CF e-sign	No

Additional Options	Option for Template
Check to Sign	No
Post to Self Service Portal	No

2.6 Sacramento County Rush Warrant Template

2.6.1 Overview

The rush warrant template for Sacramento County does not exist in CalSAWS. Create the rush warrant template for Sacramento County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.6.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: SA Rush Warrant

Form Number: SA Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #6

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Issuance Date	The date of the issuance.
Field 2	Payee Name	The name of the payee.

Field	Field Value	Population
Field 3	Payment Amount Formatted	The formatted payment amount.
Field 4	Payment Amount Written	The payment amount written out.
Field 5	Case Name	The case name.
Field 6	Payment Amount	The payment amount.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A
Enclosures	No

Additional Options	Option for Template
CW/CF e-sign	No
Check to Sign	No
Post to Self Service Portal	No

2.7 San Francisco County Rush Warrant Template

2.7.1 Overview

The rush warrant template for San Francisco County does not exist in CalSAWS. Create the rush warrant template for San Francisco County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.7.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: SF Rush Warrant

Form Number: SF Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #7

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Payment Amount	The payment amount.
Field 2	Issuance Date	The issuance date.

Field	Field Value	Population
Field 3	Benefit Month	The benefit month of the payment.
Field 4	Payment Amount Written	The payment amount written out.
Field 5	Payee Name	The name of the payee.
Field 6	Aid Code	The aid code.
Field 7	Issuance Category	The issuance category.
Field 8	Case Name	The case name.
Field 9	Case Number	The case number.
Field 10	Payment Amount Formatted	The formatted payment amount.
Field 11	Control Number	The control number.
Field 12	Worker Number	The worker number.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A
Enclosures	No
CW/CF e-sign	No
Check to Sign	No
Post to Self Service Portal	No

2.8 Santa Barbara County Rush Warrant Template

2.8.1 Overview

The rush warrant template for San Barbara County does not exist in CalSAWS. Create the rush warrant template for San Barbara County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.8.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: SR Rush Warrant

Form Number: SR Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #8

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Payment Amount	The payment amount.
Field 2	Issuance Date	The issuance date.
Field 3	Benefit Month	The benefit month of the payment.
Field 4	Payment Amount Written	The payment amount written out.
Field 5	Payee Name	The name of the payee.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A
Enclosures	No
CW/CF e-sign	No
Check to Sign	No
Post to Self Service Portal	No

2.9 Santa Clara County Rush Warrant Template

2.9.1 Overview

The rush warrant template for Santa Clara County does not exist in CalSAWS. Create the rush warrant template for Santa Clara County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.9.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: SC Rush Warrant

Form Number: SC Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #9

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Payment Amount	The payment amount.
Field 2	Issuance Date	The issuance date.
Field 3	Payee Name	The name of the payee.
Field 4	Payment Amount Written	The payment amount written out.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A
Enclosures	No

Additional Options	Option for Template
CW/CF e-sign	No
Check to Sign	No
Post to Self Service Portal	No

2.10 Ventura County Rush Warrant Template

2.10.1 Overview

The rush warrant template for Ventura County does not exist in CalSAWS. Create the rush warrant template for Ventura County.

State Form: N/A

Programs: N/A

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: N/A

2.10.2 Description of Change

1. Create the XDP source file for the rush warrant template.

Form Header: N/A

Form Title: VE Rush Warrant

Form Number: VE Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #10

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Payment Amount	The payment amount.
Field 2	Issuance Date	The issuance date.

Field	Field Value	Population
Field 3	Benefit Month	The benefit month of the payment.
Field 4	Payee Name	The name of the payee.
Field 5	Payment Amount Written	The payment amount written out.
Field 6	Issuance Category	The issuance category.

Please refer to Supporting Document #11 for more details.

3. The rush warrant template has the following print options:

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

4. The rush warrant template has the following mailing options:

Mailing Options	Option for Template
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Mailing Priority	N/A Technical Note: Currently, the column in the Document Template table is not nullable. Set this value to '01'.
Return Envelope Type	N/A

5. The rush warrant template has the following barcodes:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

6. The rush warrant template has the following additional options:

Additional Options	Option for Template
Special Paper Stock	N/A

Additional Options	Option for Template
Enclosures	No
CW/CF e-sign	No
Check to Sign	No
Post to Self Service Portal	No

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	Alameda County Rush Warrant Template Mockups	Alameda County Rush Warrant Mockup.pdf Alameda County Rush Warrant - Default Person.pdf Alameda County Rush Warrant - Default Vendor.pdf Alameda County Rush Warrant - FC, HT, HP.pdf
2	Client Correspondence	Contra Costa County Rush Warrant Template Mockups	Contra Costa County Rush Warrant Mockup.pdf Contra Costa County Rush Warrant - Default Person.pdf Contra Costa County Rush Warrant - GAGR.pdf Contra Costa County Rush Warrant - HP.pdf Contra Costa County Rush Warrant - HT.pdf Contra Costa County Rush Warrant - IN.pdf
3	Client Correspondence	Fresno County Rush Warrant Template Mockups	Fresno County Rush Warrant Mockup.pdf Fresno County Rush Warrant - Default Person.pdf Fresno County Rush Warrant - Default Vendor.pdf Fresno County Rush Warrant - HP, HT.pdf
4	Client Correspondence	Orange County Rush Warrant Template Mockups	Orange County Rush Warrant Mockup.pdf Orange County Rush Warrant - Default Person.pdf

Number	Functional Area	Description	Attachment
			Orange County Rush Warrant - Default Vendor.pdf Orange County Rush Warrant - CW, WTW, FC, KG, AAP.pdf
5	Client Correspondence	Placer County Rush Warrant Template Mockups	Placer County Rush Warrant Mockup.pdf Placer County Rush Warrant - Default Person.pdf Placer County Rush Warrant - CW, HT, HP.pdf
6	Client Correspondence	Sacramento County Rush Warrant Template Mockups	Sacramento County Rush Warrant Mockup.pdf Sacramento County Rush Warrant - Default Person.pdf Sacramento County Rush Warrant - Default Vendor.pdf Sacramento County Rush Warrant - HT, HP.pdf
7	Client Correspondence	San Francisco County Rush Warrant Template Mockups	San Francisco County Rush Warrant Mockup.pdf San Francisco County Rush Warrant - Default Person.pdf San Francisco County Rush Warrant - CW, HT, HP.pdf San Francisco County Rush Warrant - GA GR.pdf
8	Client Correspondence	Santa Barbara County Rush Warrant Template Mockups	Santa Barbara County Rush Warrant Mockup.pdf Santa Barbara County Rush Warrant - Default Person.pdf

Number	Functional Area	Description	Attachment
9	Client Correspondence	Santa Clara County Rush Warrant Template Mockups	Santa Clara County Rush Warrant Mockup.pdf Santa Clara County Rush Warrant - Default Peson.pdf Santa Clara County Rush Warrant - CW, HT, HP, GAGR, IN.pdf
10	Client Correspondence	Venture County Rush Warrant Template Mockups	Venture County Rush Warrant Mockup.pdf Ventura County Rush Warrant - Default Person.pdf Ventura County Rush Warrant - IHSS.pdf
11	Client Correspondence	Warrant Template Variation	CalWIN Warrant Variations - Content Revision 3.xlsx

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
347	"The CONTRACTOR shall migrate the following for the 57 Counties: 1) Rush Warrant functionality 2) County Warrant Print Stock Templates for C-IV counties 3) The 18 County Warrant Print Stock Template Files from CalWIN"	<ul style="list-style-type: none">- The County Warrant Print Stock Templates that exist in C-IV and CalWIN at the time the existing Rush Warrant functionality is migrated will also be ported into CalSAWS.- The Rush Warrant functionality will only be applicable to the C-IV and CalWIN counties.- Existing Rush Warrant functionality will remain unchanged.	Added the rush warrant templates for the CalWIN counties.

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-220040

ACL 20-145, 20-126 Eliminate ESAP SAR 7
Requirement, Update ESAP NOAs

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Paul Galloway, Rainier Dela Cruz, Philip McGinty, Vallari Bathala, Avinda Bandaranayake, Sidhant Garg, Phong Xiong, Tiffany Huckaby, Connor Gorry
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2021-03-01	.01	Initial Draft	Paul Galloway
2021-07-26	.02	Fiscal updates for Overpayment Adjustment and Skip Issuance logic	Sidhant Garg
2021-08-03	.03	Updated assumptions in response to CW/CF Committee comments	Paul Galloway
2021-08-10	.04	Updated from Region 6 comments	Tiffany Huckaby/ Connor Gorry/ Paul Galloway
2021-09-04	1.01	Content Revision 1 Additional hours for Form Translations	Phong Xiong
2021-10-14	1.02	Content Revision 2 Updates to ESAP Packet Recommendations to clarify mailing priority, add packet names; Additional scenarios for SAR 2 generation for ESAP cases.	Connor Gorry
2021-10-18	1.03	Design clarification for Section 2.9.2 Description of change. Remove reference to program specific cases.	Vallari Bathala
2021-11-08	1.04	Design Clarification for Section 2.11 to add 'Korean' to list of languages for the CF 34 Form; Updates to Supporting Documents section.	Connor Gorry
2021-11-11	1.05	Content Revision 3 Updates to create a new Batch for the SAR 2 for ESAP cases, rather than updating the existing Batch. Clarification on Batch Scheduling and Generation Conditions for CF 377.2D. Removed Farsi from list of languages for the new ESAP RE Packet as translations do not exist for all forms (Section 2.14)	Connor Gorry

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1 OVERVIEW

California's Elderly Simplified Application Project (ESAP) Demonstration Project was implemented in 2017 through All County Letter (ACL) 17-34, 17-53, and 17-53E to improve CalFresh (CF) access among the State's population of older adults and people with disabilities with low-income. It waived the recertification interview requirement, reduced client-provided verifications, and extended the certification period to 36 months. It did not eliminate the periodic reporting requirement for ESAP households.

ESAP policies have been updated by ACL 20-145 and clarified by Consortium Request for Policy Clarification (CRPC) #2107 and #2242.

ACL 20-145 states that requiring ESAP households to complete a SAR 7 report is an unnecessary burden on them and the CWD. Starting March 1, 2022, ESAP households will no longer have to complete a SAR 7 at the 12th and 24th month of their 36-month certification period. They will still be required to report gross monthly income over the Income Reporting Threshold (IRT), so they will receive a SAR 2 at the 12th and 24th month to remind them of this requirement. While they are ESAP, they are not required to complete a recertification interview.

ACL 20-145 removes the requirement that only Non-Assistance CalFresh (NACF) households are eligible to ESAP. Public Assistance CalFresh (PACF) households can now convert to ESAP if all household members are elderly and/or disabled (E/D) with no earned income. CDSS confirmed in CRPC 2242:

"FNS did not impose any requirements that the HH be classified as NACF, nor did it prohibit participation in the ESAP for households that participate in other public assistance programs."

An updated response to CRPC 2107 on 9/8/2020 clarified that all members of the household (eligible and ineligible) must meet ESAP requirements for the household to be ESAP eligible. It states:

"ESAP eligibility is strictly for households that contain only elderly and/or disabled members with no earned income.... the household may only be eligible for ESAP if the household that contains an ineligible household member such as a non-citizen can declare that the entire household are elderly and/or disabled with no earned income."

1.1 Current Design

An ESAP household in CalSAWS is a NACF household where all members aided in the CF program are elderly and/or disabled with no earned Income. Currently CF ESAP households:

- have a 36-month certification period,
- have a reporting type of Semi-Annual Reporting Annually (SARA),
- submit SAR 7's in the 12th and 24th months of the recertification period.
- have a recertification appointment scheduled for them at the time the RE packet is generated:
 - Los Angeles County automatically schedules an appointment via batch job when the RE packet is generated.

- C-IV Counties schedule appointments manually when the packet is generated.

1.2 Requests

- Remove the SAR 7 reporting requirement from CalSAWS for ESAP households effective March 1, 2022.
- Inform all ESAP households they will no longer be required to submit SAR7 reports by sending them a one-time notification form - CF 34 CalFresh Notice of Change: Semi-Annual Reporting Eliminated.
- Update the existing ESAP forms CF 377.2B and CF 377.2C to the latest versions.
- Send the SAR2 form to ESAP households at the 12th and 24th month of their recertification period to remind them of the requirement to report mid-period income changes that exceed the IRT.
- Stop auto-scheduling RE interviews and sending appointment letters for ESAP households (LA County only).
- Include the CF 377.2B in the RE Packet for ESAP households.
- Update the definition of an ESAP household to include PACF households, and to require all household members (including ineligible ones) to be E/D with no earned income.

1.3 Overview of Recommendations

1. Add a new reporting type "Semi-Annual Reporting – No Report" (SARN) to CalSAWS for CF ESAP households.
2. Update EDBC to set the reporting type to SARN when the benefit month is March 2022 or later, the Meets ESAP Criteria is 'Yes', and the Recertification Period is greater than 24 months long. (See Assumption #1)
3. Add new Batch Run Reasons for running Batch EDBC to set CF ESAP households to the new reporting type.
4. Update EDBC logic for setting the Meets ESAP Criteria indicator to:
 - a. Require all persons in the household, even if they are ineligible, to be E/D with no earned income.
 - b. Remove the requirement that the household be NACF.
5. Hide the SAR Due Month field on the Case Summary CF program block and CF Detail page when the reporting type is SARN.
6. Add new "CalFresh Notice of Change: Semi-Annual Reporting Eliminated" CF 34 (12/20) to CalSAWS.
7. Update "CalFresh Notice of Expiration of Certification for Households with Only Elderly and/or Disabled Members" CF 377.2B (12/20) per ACL 20-126.
8. Update "CalFresh Notice of Expiration of Certification for Households with Only Elderly and/or Disabled Members" CF 377.2C (12/20) per ACL 20-145.
9. Update CalSAWS to not auto-schedule an RE interview and not send an RE appointment letter for ESAP households (LA County only).
10. Create two new ESAP CF RE Packets (one for Los Angeles County, one for the Migration Counties) that do not include the CF 29 and do include CF 377.2B.

11. Update the SAR 2 batch job to send it to ESAP households at the 12th and 24th months of their recertification period in addition to the current batch job functionality.
12. Create the ESAP CF RE Packet batch job for Los Angeles County and Migration Counties. This job will generate the same journal entry for packet generation as the existing jobs.
13. Update the CF 377.2 batch job to not send the form to ESAP households.
14. Update the CF 377.2B batch job to send the form when a case has a CW and CF program with the same redetermination/recertification due month and the CF program is ESAP.
15. Update the CF 377.2C batch job to send the form if the previous reporting type was SARN and the current reporting type is not SARN.
16. Update the Overpayment Adjustment and Skip Issuance logic to consider the new SARN reporting type.

1.4 Assumptions

1. The ESAP indicator is set on CF households with each EDBC run (since CA-54952/CIV-12413 in 2018). It indicates if the household is ESAP-eligible for the benefit month. Per CRPC 2242, full ESAP status is only conferred on a household at application or recertification. The new SARN reporting type will only be granted to ESAP households at application/recertification, or in the middle of a recert period if the household has already had ESAP status conferred on it which EDBC determines by the length of the recert period.
2. Once ESAP households are set to the new reporting type, no other change is needed to stop generating SAR 7's for them since that logic is driven by the reporting type and this new type will not generate a SAR 7.
3. No change is needed to the SAR 7 discontinuance job because it looks for past due SAR 7 packets in Issued/Sent status and no new packets will be generated to ESAP households.
4. This change will not affect the generation of the SAR 7 for any other program on the case besides the CF ESAP Household.
5. This change will not affect the scheduling of RE appointments for other programs on the same case as the ESAP HH.
6. SCR CA-230192 will run batch EDBC for all CF ESAP households to set the new reporting type for the benefit month of 3/2022. Batch EDBC skips cases where the most recent EDBC is Manual or overridden. Workers will need to work the Batch Skip report to set the new reporting type on these cases or they will continue to receive SAR 7 packets in the future and could be discontinued for failure to complete it.
7. SCR CA-221837 will generate and send the new "CalFresh Notice of Change: Semi-Annual Reporting Eliminated (CF 34)" to all ESAP households.
8. Fields not mentioned to be modified within the description of changes will retain their current functionality and logic.
9. Only Los Angeles County has automatic scheduling of RE interview appointments, so the batch update to turn off appointment scheduling for ESAP RE interviews does not affect former C-IV counties.

10. SCR CA-216551 (*DDID 2150 – Migrate CalWIN County Batch Jobs: Batch RE Appointment Scheduling for CW/CF*) is also targeted for Release 22.01. It will exclude ESAP households from auto-scheduling of RE Appointments, but it will schedule RE appointments for the CW program on a CW/CF combo case when the RE for both CW and the ESAP CF programs are due in the same month.
11. SCR CA-224050 (*Update the RE Date Report to Include Additional Information*) in release 21.07 added an ESAP indicator to the CW and CF Details sheet of the RE Date Report to remind workers to schedule an appointment if needed since ACL 20-145 says an appointment should be scheduled if the person will be denied.
12. The existing SAR 2 functionality will not be changed by this SCR. The SAR 2 will be updated to the latest state version and to generate using EDBC logic with CA-219921. The ESAP SAR 2 Batch Job created with this SCR will only involve sending the Form for ESAP Households on the 12th and 24th months.
13. SAR 2 and other Forms generated via Run EDBC will be updated with the 'Print Preview' functionality with CA-223587.
14. This SCR is not making changes to the CalWORKs (CW) program.
15. This SCR is not changing the existing functionality when an ESAP HH no longer meets ESAP requirements and becomes a SAR reporting HH.

2 RECOMMENDATIONS

2.1 Eligibility: Add New Reporting Type for ESAP

2.1.1 Overview

Add a new reporting type "Semi-Annual Reporting - No Report" (SARN) for CF ESAP programs. This type will indicate that the households are still categorized as semi-annual reporting (SAR) households, but they are not required to complete a SAR 7.

2.1.2 Description of Changes

1. Add a new Reporting Type Code to Code Table 542, as follows:

Field	Value
CATGRY_ID	542
SHORT_DECODE_NAME	Semi-Annual Reporting - No Report
LONG_DECODE_NAME	Semi-Annual Reporting - No Report
CODE_DESCR	SN
ORDER_BY_NUM	0
BEG_DATE*	01/01/2022
END_DATE	12/31/9999
CW	N
DV	N
FC	N
FS	Y
IN	N
KG	N
MC	N
RC	N
EICT	
Periodic Report Frequency	
NB	

Field	Value
DC	N

**Note: EDBC will not set this reporting type on any households prior to the benefit month 3/2022.*

2.1.3 Programs Impacted

CF

2.2 Eligibility: Set ESAP reporting type to “No Report”

2.2.1 Overview

Update CF EDBC logic to set the reporting type to SARN on all CF ESAP households starting with the 3/2022 benefit month. CF households with this reporting type will not receive SAR 7 reports. This will not change existing Recertification dates for these households.

2.2.2 Description of Changes

1. Set the reporting type to SARN when the following are all true:
 - a. The program is CalFresh.
 - b. The 'Meets ESAP Criteria' indicator is Yes.
 - c. The Redetermination period is greater than 24 months, or it is the start of a new Application/Recertification period.
 - d. The benefit month is March 2022 or later.

2.2.3 Programs Impacted

CF

2.2.4 Performance Impacts

No EDBC performance impacts anticipated.

2.3 Eligibility: ESAP Changes for PACF and Ineligible Persons

2.3.1 Overview

EDBC identifies ESAP-eligible households during each CF EDBC run. Currently in CalSAWS, the “Meets ESAP Criteria” indicator is only set to Yes when both the following are true:

- the household is on Non-Assistance CalFresh (NACF) and is not aided on any other Public Assistance program; and,
- all the aided members of the CF household meet the ESAP requirement of being elderly and/or disabled (E/D) with no earned income.

This SCR is removing the requirement that a household must be NACF and is adding a new requirement that all members of the household must be ESAP eligible for the household to meet ESAP criteria.

Example 1: Under current logic, a household with only elderly and/or disabled members who have no earned income and are receiving CW and CF would have Meets ESAP Criteria set to No. With this change, household can meet ESAP criteria even while they are receiving CW.

Example 2: Under current logic, a CF household with 1 eligible member who is 65 years old and has no income and 1 ineligible non-citizen who has opted out and has no income but is not E/D can have Meets ESAP Criteria set to Yes because we only consider the eligible member. With this change, the household would no longer meet ESAP criteria because now all the members of the household must be E/D with no earned income.

2.3.2 Description of Changes

1. Remove the requirement that a CF household must be NACF when EDBC determines if the household Meets ESAP Criteria.
2. Update the logic that currently requires only Active or Pending Members in the CF household to be E/D with no earned income to now require all Active or Pending persons *regardless of their role* to be E/D with no earned income in order to meet ESAP criteria.

2.3.3 Programs Impacted

CF

2.3.4 Performance Impacts

No EDBC performance impacts anticipated.

2.4 Eligibility: CTCR's for Batch EDBC processing

2.4.1 Overview

Insert new Batch Run Reasons to be used in the Batch EDBC run.

2.4.2 Description of Change

1. Insert a new entry in CT744 (EDBC Run Reason Code):

Field	Value
CATGRY_ID	744
CODE_NUM_IDENTIF	E7
SHORT_DECODE_NAME	End SAR 7 reporting on ESAP
LONG_DECODE_NAME	End SAR 7 reporting on ESAP
CODE_DESCR	
ORDER_BY_NUM	0
BEG_DATE*	1/1/1900
END_DATE	12/31/9999
REFER_TABLE_1_DESCR – REFER_TABLE_17_DESCR	N

2. Insert a new entry in CT942 (Batch Eligibility Sweep Codes):

Field	Value
CATGRY_ID	942
CODE_NUM_IDENTIF	E7
SHORT_DECODE_NAME	End SAR 7 reporting on ESAP
LONG_DECODE_NAME	End SAR 7 reporting on ESAP
CODE_DESCR	
ORDER_BY_NUM	0
BEG_DATE*	1/1/1900
END_DATE	12/31/9999

2.5 Online: Case Summary

2.5.1 Overview

When the 'Reporting Type' is SARN, the CalFresh section within the Case Summary page will not display the 'SAR Due Month' field.

2.5.2 Case Summary Mockup

▼ CalFresh			
Worker:	Vicky Blair	Primary Applicant/Recipient:	ASHBY, DONALD 50F
Worker ID:	19DP34602M	Language:	English
Program Status:	Active	Phone Number:	(909)426-5351
RE Due Month:	02/2022 Re-Evaluate	Email:	johndoe@calsaws.org
Reporting Type:	Semi-Annual Reporting - No Report	Payee:	ASHBY, DONALD 50F
Reporting Type Reason:	Elderly/Disabled	Application Date:	05/20/2019
Aid Code:	09 - CalFresh		
Meets ESAP Criteria:	Yes		

Figure 2.1.1 – Case Summary Mockup

2.5.3 Description of Changes

1. Do not display the 'SAR Due Month' field in the CalFresh section on the Case Summary page when the 'Reporting Type' is the new SARN type (CT542 Code SN).

2.5.4 Page Location

- **Global:** Case Info, Eligibility, Empl. Services, Child Care
- **Local:** Case Summary
- **Task:** Case Summary

2.5.5 Security Updates

No security updates.

2.5.6 Page Mapping

N/A

2.5.7 Page Usage/Data Volume Impacts

No performance impacts.

2.6 Online: CalFresh Detail

2.6.1 Overview

When the 'Reporting Type' is SARN, the CalFresh Detail page will not display the 'SAR Due Month' field.

2.6.2 CalFresh Detail Mockup

CalFresh Detail

*- Indicates required fields

[View History](#) [Issuance Method](#) [Edit](#) [Close](#)

Date: *
05/01/2021

Program Information		
Status: * Active	Status Reason:	Source: * CMIPS II
Application Date: * 05/20/2019	RE Begin Month: 06/2019	RE Due Month: * 02/2022
SSI/SSP Reversal Month:		
Reporting Type: Semi-Annual Reporting - No Report	Reporting Type Reason: Elderly/Disabled	
Public Assistance Indicator: Y		
Automatically Reassign When Activated: No		

Figure 2.1.1 – CalFresh Detail Mockup

2.6.3 Description of Changes

1. Do not display the 'SAR Due Month' field on the CalFresh Detail page when the 'Reporting Type' is the new SARN type (CT542 Code SN).

- **Global:** Case Info, Eligibility, Empl. Services, Child Care
- **Local:** Case Summary
- **Task:** Case Summary

2.6.4 Security Updates

No security updates.

2.6.5 Page Mapping

N/A

2.6.6 Page Usage/Data Volume Impacts

No performance impacts.

2.7 Fiscal: Overpayment Adjustment Logic

2.7.1 Overview

Overpayment Adjustment logic is used to calculate the Benefit Reduction amount which is then displayed on the EDBC Summary page for a benefit month. This enhancement is to update the Overpayment Adjustment logic to consider the new SARN reporting type.

2.7.2 Description of Change

1. Update the Benefit Reduction logic to treat programs with the new SARN reporting type the same as SAR/SARA reporting types.
2. Update the Benefit Reduction logic for determining the Overpayment Adjustment Amount of a future Benefit Month as follows:
 - a. If there is a change in Reporting Type in the Reporting Period and the EDBC Benefit Month is not the first month of the Reporting Period, the Overpayment Adjustment Amount will be set to the Benefit Reduction Amount from the latest Accepted and Saved EDBC from the prior Reporting Period.
 - b. If there is a change in Reporting Type in the Reporting Period and the EDBC Benefit Month is the first month of the Reporting Period, the Overpayment Adjustment Amount will be set based on the Cause Code Percentage for the associated Recovery Account.
 - c. If there is no change in Reporting Type in the Reporting Period, the Overpayment Adjustment Amount will be set based on the Cause Code Percentage of the associated Recovery Account for which the Recoupment occurred from the latest Accepted and Saved EDBC from the period begin month if one exists.

2.7.3 Security Updates

No security updates.

2.7.4 Page Mapping

N/A

2.7.5 Page Usage/Data Volume Impacts

No performance impacts.

2.8 Fiscal: Issuance Batch

2.8.1 Overview

Issuance Batch is responsible for creating an Issuance record for each authorization that is subject to be paid on a Monthly/Nightly basis. This enhancement is to update the skip issuance logic to consider the new SARN reporting Type.

2.8.2 Description of Change

1. Update the skip issuance logic to account for the new SARN reporting type. The skip issuance logic will check for a completed RE at every 36th for the Recertification (RE) Due Month of a SARN reporting type program.
2. Update the Skip issuance Grace Period logic to check for Reporting Type changes from SARN to SAR 7. The Skip Issuance Grace Period will be from the month the change occurred through the next SAR Due Month or RE Due Month, whichever is first.
3. Update the Skip Issuance Grace Period logic to give grace period for SARN reporting type until the RE due date which will be once every 36 months for the SARN reporting type.

NOTE: This is to ensure no benefits are skipped due to periodic reporting skip reasons.

2.8.3 Execution Frequency

No Change.

2.8.4 Key Scheduling Dependencies

No Change.

2.8.5 Counties Impacted

All CalSAWS Counties

2.8.6 Data Volume/Performance

No Change.

2.8.7 Failure Procedure/Operational Instructions

No Change.

2.9 Batch: Recertification Appointments Batch jobs PB19C902 and PB19C909

2.9.1 Overview

Batch job PB19C902 attempts to schedule an appointment. If successful, the job will also send the RE packet and create a journal for the case.

If PB19C902 is not successful, batch job PB19C909 picks up the cases the next day and creates appointments. For successfully created appointments, an RE packet is generated, and a journal is logged. For unsuccessful appointments, a task is generated for workers to manually create the appointment and send the RE packet.

Update the Recertification Appointments Batch jobs to exclude CF ESAP Households.

2.9.2 Description of Change

Update the Recertification Appointments Batch jobs when processing upcoming recertifications so that this job will no longer schedule appointments or send out RE packets when all the following are true:

- a. The Program is CalFresh and there is not a CW program with an RE due in the same month on the same case.
- b. The Program is Active.
- c. Meets ESAP Criteria is 'Yes'.
- d. The current reporting type is SARN (CT 542 Code SN).

(Note: For ESAP households getting skipped due to this change, the RE Packet without an appointment will still be sent out. See below:

[Correspondence: Add ESAP CF RE Packet Batch Job for L.A. County](#))

2.9.3 Execution Frequency

Monthly.

2.9.4 Key Scheduling Dependencies

None.

2.9.5 Counties Impacted

Los Angeles County.

2.9.6 Data Volume/Performance

Batch job PB19C902 processes approximately 40,000 records

Batch job PB19C909 processes approximately 50,000 records

2.9.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.).

2.10 Batch: API Update for New Reporting Type

2.10.1 Overview

Create a new version of the program API (v2) with business logic to determine and return the SAR Due Date based on program reporting type.

2.10.2 Description of Change

1. Update the program API to return the SAR Due Date based on the reporting type of the program as follows:
 - a. If reporting type is "Semi-Annual Reporting" (CT542 Code MS):
 - i. Subtract 6 months from the RE Due Date. If that returns a date in the past, there is no SAR Due Date.
 - ii. If the result from the previous step is in the future, keep subtracting 6 months from it until the result is no longer in the future. The SAR Due Date will be the last result that was in the future.
 - b. If reporting type is "Semi-Annual Reporting Annually" (CT542 Code SA):
 - i. Subtract 12 months from the RE Due Date. If that returns a date in the past, there is no SAR Due Date.
 - ii. If the result from the previous step is in the future, keep subtracting 12 months from it until the result is no longer in the future. The SAR Due Date will be the last result that was in the future.
 - c. Reporting type is "Semi-Annual Reporting - No Report" (CT542 Code SN - *new value added by this SCR*):
 - i. There is no SAR due date.

2.11 Corr.: CF Notice of Change: Semi-Annual Reporting Eliminated (CF 34)

2.11.1 Overview

The CF 34 is used to inform ESAP households they will no longer be required to complete a Semi-Annual Report (SAR 7) form. The form currently does not exist in CalSAWS. Add the CF 34 to the Template Repository.

State Form: CF 34 (12/20)

Programs: CalFresh

Attached Forms: NA Back 9

Forms Category: Form

Template Repository Visibility: All Counties

Languages:

English, Spanish, Arabic, Armenian, Cambodian, Cantonese, Farsi, Hmong, Korean, Lao, Mandarin, Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

2.11.2 Description of Change

1. Create the CF 34 Form XDP.

Form Header: Standard CalSAWS Header (Header 1)

Form Footer: Standard CalSAWS Footer (Footer 1)

Form Title: CalFresh Notice of Change: Semi-Annual Reporting Eliminated

Form Number: CF 34

Include NA Back 9: Yes

Imaging Form Name: CF Notice of Change: SAR Eliminated

Imaging Document Type: Notification/NOA

Form Mockups/Examples: See Supporting Documents #1

2. Add the following variable population:
 - a. Use the existing form header population logic to populate the header fields.
 - b. Use the existing NA Back 9 population logic to populate the Legal Aid and Hearing addresses.
3. Add an entry in the Batch Sweep Codes Table (CT 942) for the CF 34. This will be used as part of the one-time mass mailer being implemented by SCR **CA-221837**.

4. Add the following barcodes to the form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

5. Add the form to Template Repository. The required document parameters are: Case Number, Customer Name, Program, Language. If you'd like, or we can split it up however works well

Figure 2.6.1 – Document Parameters Page

6. Add the following print options and mailing requirements:

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

Mailing Options	Option for CF 34
Mail-To (Recipient)	When generated through the batch process, the CalFresh Primary Applicant. When generated through Template Repository, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.
Mailed From (Return)	CalFresh Worker's Office/District Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard Mail Envelope
Return Envelope Type	N/A

Additional Options	Option for CF 34
Special Paper Stock	N/A
Enclosures	No
CW/CF Electronic Signature (IVR/Text)	No
Check to Sign	No
Post to Self Service Portal	Yes

2.12 Corr.: CF Notice of Expiration of Certification for Households with Only Elderly and/or Disabled Members (CF 377.2B)

2.12.1 Overview

The current version of the CF 377.2B in CalSAWS is 06/17. Update the form to the 12/20 version.

State Form: CF 377.2B

Current Programs: CalFresh

Current Attached Form(s): NA Back 9

Current Forms Category: Forms

Existing Languages: English, Spanish, Armenian, Cambodian, Cantonese (Chinese), Farsi, Korean, Mandarin (Chinese), Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

2.12.2 Description of Change

1. Update the CF 377.2B to the 12/20 version.

Updated Languages: English, Spanish, Arabic, Armenian, Cambodian, Cantonese (Chinese), Farsi, Hmong, Korean, Lao, Mandarin (Chinese), Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

Form Mockups/Examples: See Supporting Documents #2

2.13 Corr.: CF Notice of Expiration of Certification for Households with Only Elderly and/or Disabled Members (CF 377.2C)

2.13.1 Overview

The current version of the CF 377.2C in CalSAWS is 03/18. Update the form to the 12/20 version.

State Form: CF 377.2C

Current Programs: CalFresh

Current Attached Form(s): NA Back 9

Current Forms Category: Forms

Existing Languages: English, Spanish, Cantonese (Chinese), Mandarin (Chinese), Other Chinese Language, Russian

2.13.2 Description of Change

1. Update the CF 377.2C to the 12/20 version.

Updated Languages: English, Spanish, Arabic, Armenian, Cambodian, Cantonese (Chinese), Farsi, Hmong, Korean, Lao, Mandarin (Chinese), Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

Form Mockups/Examples: See Supporting Documents #3

2.14 Corr.: ESAP CF Recertification Packet for Los Angeles County

2.14.1 Overview

The current CalFresh Recertification Packet includes the CF 29 (CalFresh Recertification Appointment Letter). The recertification interview requirement is waived for ESAP households. Therefore, the CF 29 should be removed from the packet. Create a new ESAP CF RE Packet for Los Angeles County for NACF and PACF households that does not include the CF 29, but includes the CF 377.2B.

State Form: N/A

Programs: CalFresh

Attached Forms: N/A

Forms Category: Application

Template Repository Visibility: Los Angeles County

Languages: English, Spanish, Armenian, Cambodian, Cantonese, Farsi, Korean, Mandarin, Other Chinese Language, Russian, Tagalog/Filipino, Vietnamese

*As with other CF RE Packets, the ESAP RE Recertification for Farsi will use an English cover sheet.

2.14.2 Description of Change

1. Create the ESAP CF RE Packet XDP. The packet contains the following forms in the following order:

Form
CF 377.2B
Cover Letter

Note: The ESAP CF RE Packet will follow the current process of 'pre-stuffed' RE Packets, with only the Cover Letter and CF 377.2B being generated out of CalSAWS. The remainder of the forms will be pre-stuffed at the print center.

Form Header: N/A – has a coversheet

Form Title: ESAP CalFresh Recertification Packet

Form Number: ESAP CF RE Packet

Include NA Back 9: N

Imaging Form Name: ESAP CF Recertification Packet

Imaging Document Type: Customer Reporting

Form Mockups/Examples: See Supporting Documents #4

2. Add the packet to Template Repository. The packet has the following required form inputs:
 - a. Case Number
 - b. Customer Name
 - c. Program
 - d. RE Month
 - e. Language

Figure 2.3.2.1 – Document Parameter Page

- f. Add validation on the Document Parameters page to prevent the generation of the packet from Template Repository when a ESAP CF RE Packet in any status except 'Not Applicable' for the same RE Month exists. The validation message will state: 'RE Month - RE packet has been sent for this RE Due Month. Reprint if another one is needed.'
3. Add population logic for the packet. The packet will use the existing population logic for the cover letter and the CF 377.2B to populate the form in the packet.
4. Add the packet name for the ESAP CF Recertification Packet for Los Angeles County to the Redetermination Bundle Names Codes Table (CT 10448).
Note: The values from this codes table are used when constructing the bundle names for the packets. The packets are in mailing priority 04 for LA County.

5. Add the following form control for the packet:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	Y	Y

6. Add the following print options for the packet:

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

7. Add the following mailing options for the packet:

Mailing Options	Option for RE Packet
Mail-To (Recipient)	When generated through the batch process, the CalFresh Primary Applicant. When generated through Template Repository, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.
Mailed From (Return)	CalFresh Worker's Office/District Office Address
Mail-back-to Address	BRM Address
Outgoing Envelope Type	Full Size Flat Mail
Return Envelope Type	BRM
Special Paper Stock	N/A
Enclosures	N/A
Electronic Signature	Yes
Check to Sign	No
Post to SSP	Yes

8. Create a Customer Reporting entry with the following information when the packet is generated and saved:

Field to Populate	Population for RE Packet
Type	CF
Submit Month - when generated from Template Repository	RE Month from Document Parameters page
Submit Month - when generated through Batch	Current CalFresh Program RE Due Date
Program	CF
Status	Customer Reporting Tracking Status
Status Date	Date of the latest Status Date

2.15 Corr.: ESAP CF Recertification Packet for Migration Counties

2.15.1 Overview

Create a new ESAP CF RE Packet for the Migration Counties that does not include the CF 29, but includes the CF 377.2B.

State Form: N/A

Programs: CalFresh

Attached Forms: N/A

Forms Category: Application

Template Repository Visibility: Migration Counties

Languages: English, Spanish

2.15.2 Description of Change

1. Create the ESAP CF RE Packet XDP. The packet contains the following forms in the following order:

Form
Coversheet
CF 377.2B
CF 37
EBT 2216
NA 1273
PUB13
PUB 275
PUB 388
VRC

Form Header: N/A – has a coversheet

Form Title: ESAP CalFresh Recertification Packet

Form Number: ESAP CF RE Packet

Include NA Back 9: N

Imaging Form Name: ESAP CF Recertification Packet

Imaging Document Type: Customer Reporting

Form Mockups/Examples: See Supporting Documents #5

2. Add the packet to Template Repository. The packet has the following required form inputs:
 - a. Case Number
 - b. Customer Name
 - c. Program
 - d. RE Month
 - e. Language

Figure 2.3.2.1 – Document Parameter Page

- f. Add validation on the Document Parameters page to prevent the generation of the packet from Template Repository when a ESAP CF RE Packet in any status except 'Not Applicable' for the same RE Month exists. The validation message will state: 'RE Month - RE packet has been sent for this RE Due Month. Reprint if another one is needed.'
3. Add population logic for the packet. The packet will use the existing population logic for the cover letter and the CF 377.2B to populate the form in the packet.

4. Add the packet name for the ESAP CF Recertification Packet for Migration Counties to the Redetermination Bundle Names Codes Table (CT 10448).

Note: The values from this codes table are used when constructing the bundle names for the packets. The packets are in mailing priority 05 for Migration Counties.

5. Add the following form control for the packet:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	Y	Y

6. Add the following print options for the packet:

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

7. Add the following mailing options for the packet:

Mailing Options	Option for RE Packet
Mail-To (Recipient)	When generated through the batch process, the CalFresh Primary Applicant. When generated through Template Repository, the individual selected on the 'Customer Name' dropdown on the Document Parameters page.
Mailed From (Return)	CalFresh Worker's Office/District Office Address
Mail-back-to Address	BRM address
Outgoing Envelope Type	6"x9" Flat Mail Envelope
Return Envelope Type	BRM
Special Paper Stock	N/A
Enclosures	N/A
Electronic Signature	Yes
Check to Sign	No
Post to SSP	Yes

8. Create a Customer Reporting entry with the following information when the packet is generated and saved:

Field to Populate	Population for RE Packet
Type	CF
Submit Month - when generated from Template Repository	RE Month from Document Parameters page
Submit Month - when generated through Batch	Current CalFresh Program RE Due Date
Program	CF
Status	Customer Reporting Tracking Status
Status Date	Date of the latest Status Date

9. Create a Journal entry with the following information when the packet is generated and saved:

Field to Populate	Population for RE Packet
Case Id	The case associated to the CF RE Packet
Type	Document
Short Description	ESAP CF RE Packet
Long Description	<p>The following forms were included for the {redeterDate} RE: CF Coversheet with BRM and NVRA, CF 377.2B, CF 37, EBT 2216, NA 1273, PUB 13, PUB 275, PUB 388 and VRC.</p> <p>Note: The <redeterDate> will be populated with the RE Due Month. If the packet is generated through Template Repository, it will be populated with the date entered in the 'RE Month' field. If the packet is generated through batch, it will be populated with the current RE Due Month of the program.</p>
Created by	Batch or User
Updated by	Batch or User

2.16 Corr.: Create new SAR 2 Batch Job for ESAP Households

2.16.1 Overview

Currently, the SAR 2 batch job (PB00R539) sends out the SAR 2 (Reporting Changes for Cash Aid and CalFresh) when the IRT is established or changes. For ESAP households, the SAR 2 is required to be sent out on the 12th and 24th months of their recertification period.

Create a new Batch Job to send out the SAR 2 to the ESAP household (whether NACF or PACF) on the 12th and 24th month of their recertification period.

Note: The existing SAR 2 Batch Job will be turned off with future SCR CA-219921, which will transition the SAR 2's generation logic trigger via EDBC – when an IRT is established, changes, or at Recertification for SAR, SARA, and SARN households. This new Batch Job will remain in place after that change and continue to generate the SAR 2 for ESAP households. The CalFresh column will always be populated with the CF Income, HH Size, and IRT Limit Amount for ESAP Households; If the case is PACF and also has Active CalWORKs or Refugee Cash Assistance Program (see Recommendation 2.3), the CW Income, AU Size, and IRT Limit Amount will also be populated in the CalWORKs column.

2.16.2 Description of Change

1. **Create a new ESAP** SAR 2 batch job to send out the SAR 2 when all the following conditions are met:
 - a. The program is CalFresh.
 - b. The program is Active.
 - c. The Meets ESAP Criteria is set to 'Yes'.
Technical Note: The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'Yes' on the most recent program detail record.
 - d. The current reporting type is 'Semi-Annual Reporting - No Report'.
 - e. The batch date falls on the 1st **business** day of 12th or 24th month of the CalFresh recertification period.
 - i. This will be calculated by counting backwards from the REDETER due month (like with SAR reports) which may result in the first SAR 2 in a recert period being sent earlier than 12 months if the period is not exactly 36 months. For example:

Scenario 1: An ESAP Household with an initial 34-month RE window will have a SAR 2 generated at its 10th and 22nd months.

Scenario 2: An ESAP Household with an initial 31-month RE window will have a SAR 2 generated at its 7th and 19th months.

2. For each record returned from the driving query, insert a record into the system transaction table with the following transactional values:

Field to Populate	Population for SAR 2
Case Id	The case Id associated to the current CalFresh program.
Program Id	The program Id of the current CalFresh program.
Person Id	The primary applicant of the current CalFresh program.
Type Code	FR
Sub Type Code	250
Effective Date	Batch Month

2.16.3 Execution Frequency

Monthly.

2.16.4 Key Scheduling Dependencies

This Batch Job will be run on the first business day of the month. The SAR 2 ESAP Batch Job will be run before the existing SAR 2 Batch Job (PB00R539).

2.16.5 Counties Impacted

All counties.

2.16.6 Data Volume/Performance

An estimated 3,000 records will be processed by the batch job.

2.16.7 Failure Procedure/Operational Instructions

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

2.17 Corr.: Add ESAP CF RE Packet Batch Job for Los Angeles County

2.17.1 Overview

Create a new batch job to send out the ESAP CF RE Packet for Los Angeles County. The packet will be sent out to ESAP households a month prior to the RE due month.

2.17.2 Description of Change

1. Create a new batch job that will find cases that meet all the following conditions below. The effective month reference below is the month following the batch date.

- a. The program is CalFresh.
- b. The status of the program is Active.
- c. The Meets ESAP Criteria is set to 'Yes'.

Technical Note: The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'Yes' on the most recent program detail record.

- d. The current reporting type is 'Semi-Annual Reporting - No Report'.
- e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
- f. There does not exist an active CW program on the same case with the same RE due month and the completion date is not set.
- g. There does not exist a record in the system transaction table for an ESAP CF RE Packet for the same effective month for the program.
- h. There does not exist a generated ESAP CF RE Packet for the same effective month.

Note: The GAGR/CF ESAP households will receive the ESAP CF RE Packet. If a previously generated ESAP packet was set to 'Not Applicable' for the same effective month, we should generate a packet.

2. For each record returned from the driving query, insert a record into the system transaction table with the following transactional values below.

Field to Populate	Population for RE Packet
Case Id	The case Id associated to the current CalFresh program.
Program Id	The program Id of the current CalFresh program.

Field to Populate	Population for RE Packet
Person Id	The primary applicant of the current CalFresh program.
Type Code	FR
Sub Type Code	TBD (ESAP CF RE Packet for Los Angeles County)
Effective Date	Batch Month

2.17.3 Execution Frequency

The batch job will run monthly, same day as the CF RE Packet for Los Angeles County.

2.17.4 Key Scheduling Dependencies

The form balancer job will run after this batch job and distribute the system transaction records among the form generation thread jobs. The form generation thread jobs will run after the balancer and is responsible for generating the packets.

2.17.5 Counties Impacted

Los Angeles County.

2.17.6 Data Volume/Performance

An estimated 3,000 records will be processed monthly by the batch job.

2.17.7 Failure Procedure/Operational Instructions

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

2.17.8 Update BenefitsCal Forms Batch Job to post new ESAP Packet

Update Batch Job PB00C3XX to include the CF ESAP RE Packet for LA County, and post new packet to BenefitsCal.

2.18 Corr.: Add ESAP CF RE Packet Batch Job for the Migration Counties

2.18.1 Overview

Create a new batch job to send out the ESAP CF RE Packet for the Migration Counties. The packet will be sent out to ESAP households a month prior to the RE due month.

2.18.2 Description of Change

1. Create a new batch job that will find cases that meet all the following conditions below. The effective month reference below is the month following the batch date.

- a. The program is CalFresh.
- b. The status of the program is Active.
- c. The Meets ESAP Criteria is set to 'Yes'.

Technical Note: The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'Yes' on the most recent program detail record.

- d. The current reporting type is 'Semi-Annual Reporting - No Report'.
- e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
- f. There does not exist an active CW program on the same case with the same RE due month and the completion date is not set.
- g. There does not exist a record in the system transaction table for an ESAP CF RE Packet for the same effective month for the program.
- h. There does not exist a generated ESAP CF RE Packet for the same effective month.

Note: The GAGR/CF ESAP households will receive the ESAP CF RE Packet. If a previously generated ESAP packet was set to 'Not Applicable' for the same effective month, we should generate a packet.

2. For each record returned from the driving query, insert a record into the system transaction table with the following transactional values below.

Field to Populate	Population for RE Packet
Case Id	The case Id associated to the current CalFresh program.
Program Id	The program Id of the current CalFresh program.

Field to Populate	Population for RE Packet
Person Id	The primary applicant of the current CalFresh program.
Type Code	FR
Sub Type Code	TBD (ESAP CF RE Packet for the Migration Counties)
Effective Date	Batch Month

2.18.3 Execution Frequency

The batch job will run monthly, same day as the CF RE Packet for the Migration Counties.

2.18.4 Key Scheduling Dependencies

The form balancer job will run after this batch job and distribute the system transaction records among the form generation thread jobs. The form generation thread jobs will run after the balancer and is responsible for generating the packets.

2.18.5 Counties Impacted

Migration Counties.

2.18.6 Data Volume/Performance

An estimated 3,000 records will be processed monthly by the batch job.

2.18.7 Failure Procedure/Operational Instructions

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

2.18.8 Update BenefitsCal Forms Batch Job to post new ESAP Packet

Update Batch Job PB00C3XX to include the CF ESAP RE Packet for Migration Counties, and post new packet to BenefitsCal.

2.19 Corr.: Update Migration Counties CF RE Packet Batch Job

2.19.1 Overview

Currently, the CalFresh Recertification Packet batch job (PB00R543) for the Migration Counties sends out the CF RE Packet a month prior to the RE due date. Update the batch logic to not send out the packet if the CF program is ESAP.

2.19.2 Description of Change

1. Update the batch logic to add the following conditions below to not send out the CF RE Packet to ESAP households:
 - a. The Meets ESAP Criteria is set to 'No' or is null.
Technical Note: The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'No' on the most recent program detail record.
 - a. The current reporting type is not 'Semi-Annual Reporting - No Report'.

2.19.3 Execution Frequency

No change.

2.19.4 Key Scheduling Dependencies

No change.

2.19.5 Counties Impacted

Migration Counties.

2.19.6 Data Volume/Performance

No change.

2.19.7 Failure Procedure/Operational Instructions

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

2.20 Corr.: Update CF 377.2 Batch Job

2.20.1 Overview

The CF 377.2 batch job (PB00R509) sends CF 377.2 (CalFresh Notice of Expiration of Certification) to active CF programs that do not have a 36-month recertification period a month prior to the due date of the recertification. Update the batch logic to check for the ESAP indicator and the reporting type 'Semi-Annual Reporting - No Report'.

2.20.2 Description of Change

1. Update the batch logic to find cases that meet all the following conditions below. The effective month reference below is the month following the batch date.
 - a. The program is CalFresh.
 - b. The status of the program is Active.
 - c. The Meets ESAP Criteria is set to 'No' or is null.
Technical Note: The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'No' on the most recent program detail record.
 - d. The current reporting type is not 'Semi-Annual Reporting - No Report'.
 - e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
 - f. There does not exist a record in the system transaction table for the CF 377.2 for the same effective month for the program.

2.20.3 Execution Frequency

No change.

2.20.4 Key Scheduling Dependencies

No change.

2.20.5 Counties Impacted

All counties.

2.20.6 Data Volume/Performance

No change.

2.20.7 Failure Procedure/Operational Instructions

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

2.21 Corr.: Update CF 377.2B Batch Job

2.21.1 Overview

The CF 377.2B batch job (PB00R1995) sends out the form to ESAP households a month prior to the due date of the recertification. The CF 377.2B form is part of the new RE packet that is sent out to ESAP households. Update the batch job to send out the CF 377.2B when the CalFresh program is ESAP and there is an active CalWORKs program with the same recertification due month as the CalFresh program.

Note: In the scenario where a case has a CW and CF program with the same redetermination/recertification due month and the CF program is ESAP, the household will receive the CW/CF RE Packet and the CF 377.2B.

2.21.2 Description of Change

1. Update the batch logic to find cases that meets all the following conditions below. The effective month reference below is the month following the batch date.
 - a. The program is CalFresh.
 - b. The status of the program is Active.
 - c. The Meets ESAP Criteria is set to 'Yes'.

Technical Note: The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'Yes' on the most recent program detail record.
 - d. The current reporting type is 'Semi-Annual Reporting - No Report'.
 - e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
 - f. There exists an active CalWORKs program on the same case with the same RE due month as the CalFresh program and the completion date is not set.
 - g. There does not exist a record in the system transaction table for the CF 377.2B for the same effective month for the CalFresh program.
2. For each record returned from the driving query, insert a record into the system transaction table with the following transactional values:

Field to Populate	Population for RE Packet
Case Id	The case Id associated to the current CalFresh program.
Program Id	The program Id of the current CalFresh program.
Person Id	The primary applicant of the current CalFresh program.

Field to Populate	Population for RE Packet
Type Code	FR
Sub Type Code	2B
Effective Date	Batch Month

2.21.3 Execution Frequency

No change.

2.21.4 Key Scheduling Dependencies

No change.

2.21.5 Counties Impacted

All counties.

2.21.6 Data Volume/Performance

No change.

2.21.7 Failure Procedure/Operational Instructions

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

2.22 Corr.: Update CF 377.2C Batch Job

2.22.1 Overview

The CF 377.2C batch job (PB19R1996) sends out the form to households that have switch from ESAP to non-ESAP a month prior to the due date of the recertification. The batch logic currently checks that the ESAP indicator is set to 'No' and the recertification period is 36 months. The condition needs to be updated to take into account the recertification period for ESAP can be less than 36 months.

2.22.2 Description of Change

1. Update the batch logic to find cases that meet all the following conditions below. The effective month reference below is the month following the batch date.
 - a. The program is CalFresh.
 - b. The status of the program is Active.
 - c. The Meets ESAP Criteria is set to 'No' or is null.
Technical Note: The ESAP indicator is stored in the program detail table and this will need to check if the ESAP indicator is 'No' on the most recent program detail record.
 - d. The reporting type switched during the current recertification period from 'Semi-Annual Reporting - No Report' to no longer be 'Semi-Annual Reporting - No Report'.
 - e. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
 - f. There does not exist a record in the system transaction table for the CF 377.2C for the same effective month for the program.
 - g. CF 377.2D has been generated.

2.22.3 Execution Frequency

No change.

2.22.4 Key Scheduling Dependencies

No change.

2.22.5 Counties Impacted

All counties.

2.22.6 Data Volume/Performance

No change.

2.22.7 Failure Procedure/Operational Instructions

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

2.23 Automated Regression Test

2.23.1 Overview

Update the existing CalFresh ESAP automated regression test scripts to verify the new Reporting Type value where applicable. Create new (or update existing) scripts to verify the new Reporting Type determination during CalFresh EDBC, and the lack of SAR Due Date population in the Program API response.

2.23.2 Description of Change

1. Update existing CalFresh ESAP scripts to verify the new 'Semi-Annual Reporting – No Report' Reporting Type where applicable.
Note: Only scripts that are actively included in the Regression Test Suite at the time of implementation will be considered for these updates. The SSI/SSP Cash-Out scripts that were previously disabled will not be re-enabled or updated as part of this effort.
2. Create new (or update existing) scripts to verify the new Reporting Type of 'Semi-Annual Reporting – No Report' is determined via EDBC and is visible on the Case Summary and CalFresh Detail pages, and that the SAR Due Month is not displayed on the CalFresh Detail page, in the following scenarios:
 - a. CalFresh household with no earned income, only elderly and/or disabled members, one or more of whom is also receiving CalWORKs
 - b. CalFresh household with no earned income, only elderly and/or disabled members, one or more of whom is also receiving Refugee Cash Assistance (RCA)
3. Create new (or update existing) scripts to verify the ESAP indicator is set to 'No' and the new Reporting Type is not determined via EDBC in the following scenario:
 - a. CalFresh household with no earned income, one or more elderly and/or disabled members, and one or more non-elderly/disabled ineligible non-citizens in a non-member role
4. Create new Program API scripts to verify the SAR Due Date is not populated in the success response for a CalFresh program with a Reporting Type of 'Semi-Annual Reporting – No Report'.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	CF 34 Mockup	CF34_EN.pdf CF34_SP.pdf CF34_AE.pdf CF34_AR.pdf CF34_CA.pdf CF34_CH.pdf CF34_FA.pdf CF34_HM.pdf CF34_KO.pdf CF34_LA.pdf CF34_RU.pdf CF34_TG.pdf CF34_VI.pdf
2	Client Correspondence	CF 377.2B Mockup	CF377_2B_EN.pdf CF377_2B_SP.pdf CF377_2B_AE.pdf CF377_2B_AR.pdf CF377_2B_CA.pdf CF377_2B_CH.pdf CF377_2B_FA.pdf CF377_2B_HM.pdf CF377_2B_KO.pdf CF377_2B_LA.pdf CF377_2B_RU.pdf CF377_2B_TG.pdf CF377_2B_VI.pdf
3	Client Correspondence	CF 377.2C Mockup	CF377_2C_EN.pdf CF377_2C_SP.pdf CF377_2C_AE.pdf CF377_2C_AR.pdf CF377_2C_CA.pdf CF377_2C_CH.pdf

			CF377_2C_FA.pdf CF377_2C_HM.pdf CF377_2C_KO.pdf CF377_2C_LA.pdf CF377_2C_RU.pdf CF377_2C_TG.pdf CF377_2C_VI.pdf
4	Client Correspondence	ESAP CF RE Packet for Los Angeles County	ESAP_CF_RE_PACKET_LA_EN.pdf ESAP_CF_RE_PACKET_LA_SP.pdf
5	Client Correspondence	ESAP CF RE Packet for Migration Counties	ESAP_CF_RE_PACKET_MIG_EN.pdf ESAP_CF_RE_PACKET_MIG_SP.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.2.13	The LRS shall determine the effective date of change for all eligibility related changes for all individuals for all applicable programs.	New ESAP requirements will be applied by EDBC logic as of the effective date of the policy.

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-223587

Enhance functionality for forms generated
during Run EDBC

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1 OVERVIEW

1.1 Current Design

Currently, NOAs generated through Run EDBC processes can be previewed, authorized on a 1st (Worker) or 2nd (Supervisor) level, or rejected, halting their distribution.

There are nine Forms that are generated by the CalSAWS system via Run EDBC, which do not share these capabilities. At present, Forms generated via EDBC cannot be previewed and can be issued prior to 1st/2nd Level Authorization, or if the EDBC is Rejected.

1.2 Requests

Update EDBC generated Forms to only generate after EDBC's are fully authorized. Allow for Forms Generated via Run EDBC to only generate upon appropriate EDBC Authorization.

Update the Form Number of FC 3A. Currently the form number on the bottom displays FC 3 even though it is FC 3A.

1.3 Overview of Recommendations

1. Enhance Functionality for 9 Forms generated via Run EDBC
2. Update FC 3A Form Footer

1.4 Assumptions

1. The SAR 2 will be generated via EDBC after CA-219921; It will have the same functionalities as other Forms generated via EDBC and is included in the list of identified Forms below.
2. The individual trigger conditions for these Forms will not be altered with this change; This change will only update these Forms' abilities to be Previewed, Authorized, Rejected, etc.
3. No other changes will be made to the FC 3A Form, aside from the footer.
4. Other Forms are currently generated as full-form NOA Fragments, and already utilize these functionalities. Form Fragments other than those identified here will not be affected by this change.
5. Because these are Forms that are also generated via the Template Repository and Online Pages, we will not give the 'Reject/'Rejected' option and status for previewed Forms. Instead, they will use the existing Print Central Cancel functionality, shared by other Forms.
6. Based on existing logic, if a Form is generated through 'Save and Continue' via Run EDBC, then the EDBC is re-run on the same day, the Form will be deleted if there is a new instance of a Form created based on the re-run EDBC results. Based on the new EDBC results, if there are no new instances of the Form

generated, then the existing generation of the Form must be Central Print Canceled by the User.

7. GA/GR Forms generated via EDBC utilize part of the framework. These Forms will be regression tested with CA-225258.

2 RECOMMENDATIONS

2.1 Update Functionality for Forms generated via Run EDBC

2.1.1 Overview

Forms generated via Run EDBC can currently be issued prior to 1st and 2nd level Authorization, or if the EDBC is rejected. These Forms will be updated to be generated after the EDBC is Fully Authorized.

The following Forms will be updated with additional functionalities, outlined in Section 2.1.2:

	Form Number (TEMPL_NUM_IDENTIF)	Languages
1	AR 2	EN, SP
2	AR 2 SAR	EN, SP
3	CW 2211	EN, SP, AE, CA, CH, KO, RU, TG, VI
4	CW 2212	EN, SP, AE, CA, CH, KO, RU, TG, VI
5	CW 2215	English
6	SAR 2*	EN, SP, Threshold

*The SAR 2 will be triggered via EDBC Logic with the implementation of CA-219921, scheduled for the same release as this change.

2.1.2 Add Functionality for Forms generated via Run EDBC

Update the EDBC logic surrounding Forms Generated via Run EDBC to:

1. Show Forms generated via EDBC in the 'Distributed Documents Search' Page after 'Save and Continue'
2. Allow identified Forms to be Previewed, as NOAs generated via EDBC currently can be
3. Allow Forms to be Authorized with existing levels of Authorization, chosen by the county
 - a. 1st Level (Supervisor) Authorization
 - b. 2nd Level Authorization
4. Set Forms generated via when the EDBC has been Accepted to existing 'Preview' status until actioned

5. After 'Save and Continue', the Form will be 'Pending Print Central' status
 - a. The Form can then be set to 'Print Central Cancelled' (see below) or will be sent to Central Print at the end of the day based on the chosen option
6. If an EDBC has not been 'Accepted and Saved' or the EDBC is re-run while in a 'Preview' status, a Re-Run EDBC will display a new instance of the Form until 'Accepted and Saved'.

2.2 Update FC 3A NOA Form Footer

2.2.1 Overview

Currently, the footer of NOA Form FC 3A reads 'FC 3'. This will correct FC 3A's footer in when generated as a NOA and in the Template Repository.

State Form: FC 3A (1/2004)

Programs: Foster Care

Attached Forms: N/A

Forms Category: Form

Template Repository Visibility: All Counties

Languages: English, Spanish

2.2.2 Update FC 3A XDP

The FC 3A will have its footer updated with the correct form number (Currently, it reads 'FC 3').

Form Header:

Form Title (Document List Page Displayed Name): AFDC-FG/U Worksheet

Form Number: FC 3A

Include NA Back 9: N

Imaging Form Name: AFDC-FG/U Worksheet

Imaging Document Type: Foster Care (FC)

Imaging Case/Person: Case

Form Mockups/Examples: See Supporting Documents #1

Update the FC 3A XDP with the correct Form Number in the Footer.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY				CALIFORNIA DEPARTMENT OF SOCIAL SERVICES			
AFDC-FG/U WORKSHEET							
INSTRUCTIONS: Complete the following to determine if the child would have received federal AFDC-FG/U in the month of petition based on the circumstances in the home of the parent or relative from whom the child was removed. The AFDC-FG/U linkage requirement is met when all items are answered YES.							
Child's Name		Month of Petition		Date Child Last Resided with Parent or Relative from whom Removed			
FEDERAL AFDC-FG/U ELIGIBILITY REQUIREMENTS							
Total Persons in AU/FU		Total 185% MBSAC + Special Needs		Total MBSAC + Non-recurring Special Needs		VERIFICATION	
\$ /person		\$ /person		\$ /person		EARNINGS VERIFICATION ON FILE:	
185% of MBSAC INCOME TEST		AMOUNT		B. FINANCIAL ELIGIBILITY TEST		<input type="checkbox"/> YES <input type="checkbox"/> NO	
1. Gross Earnings		+		1. Gross Earnings		+	
2. Current Child Support Received by DA or recipient		+		2. Work-Related Expenses (\$90)		-	
3. Other Unearned Income (Specify)		+		3. \$30 and 1/3 Exemption (if applicable)		-	
4. Exclude persons Gross Income		+		4. Dependent Care (Up to \$200 each)		-	
5.		+		5. NET EARNINGS		=	
6.		+		6. Other Nonexempt Income		+	
7.		+		7. Child Support collected by DA		+	
8.		+		8. Court Ordered Child Support Paid		-	
TOTAL INCOME		=		TOTAL NET NONEXEMPT INCOME		=	
Gross Income Eligibility?		<input type="checkbox"/> YES <input type="checkbox"/> NO		Financial Eligibility?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is the property of all persons in the AU/FU in the month of the petition below the allowable limit? (COMPLETE BELOW.)				<input type="checkbox"/> YES <input type="checkbox"/> NO			
ITEM		NET MARKET VALUE		ITEM		NET MARKET VALUE	
a. Cash and Securities		+		f.		+	
b. Cash Surrender Value of Life Insurance		+		g. Real Property (Specify)		+	
c. Motor Vehicle		+		h.		+	
d. Other Personal Property (Specify)		+		i.		+	
e.		+		j. TOTAL PROPERTY		=	
AFDC-FG U LINKAGE REDETERMINATION:				<input type="checkbox"/> NOT ELIGIBLE FOR FEDERAL AFDC-FG U in month of petition <input type="checkbox"/> INSUFFICIENT INFORMATION Not eligible for federal AFDC-FG U <input type="checkbox"/> Eligible for federal AFDC-FG U in month of petition			
FC 3A (SUPPLEMENT) (1/2004)							

FC 3A (SUPPLEMENT) (1/2004)

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	FC 3A Mockups	FC3A_EN.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
CAR-1233	The LRS shall replace any pending notice, NOA, or form triggered by a case action which is subsequently changed and authorized prior to the generation of the notice, NOA, or form.	LRS will generate Forms generated via EDBC to a 'Pending' Status and generate only after full authorization.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-226308

Updates for the CalFresh SSA COLA

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Michael Barillas
	Reviewed By	Dana Peterson; Caroline Bui; Edgars Reinholds; Himanshu Jain;

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
8/30/2021	1.0	Initial Draft	Michael Barillas
11/9/2021	2.0	ContentRevision1: Adding new processing requirement for 2.2 CalFresh SSA COLA Inbound. Adding File name details for SSA COLA Outbound/Inbound.	Michael Barillas

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1 OVERVIEW

Supplemental Security Income (SSI) and State Supplementary Payment (SSP) income, recorded on the Other Program Assistance (OPA) page, is not automatically updated when the Social Security Administration (SSA) Cost of Living Adjustments (COLA) changes are applied to the Systems.

AB 1811 reversed the CalFresh (CF) eligibility policy known as “cash-out,” under which SSI/SSP recipients were ineligible for CF. SSI/SSP income is now countable as Unearned Income in the CF budget determination.

This SCR will update the OPA records of types ‘SSI/SSP’, ‘SSI Only’ and ‘SSP Only’ with the SSI and/or SSP income information received from MEDS.

1.1 Current Design

SSI/SSP assistance is not automatically updated when SSA COLA changes are applied to CalSAWS.

1.2 Requests

CalSAWS will generate and send a file to MEDS containing CalFresh persons receiving SSI/SSP Income. After sending the file, MEDS will provide a response file that includes elements in the initial outbound file, as well as additional SSI/SSP payment amounts.

CalSAWS will process the inbound file and update OPA records with the new SSI/SSP amounts.

CalSAWS will create an exceptions table to store all unprocessed records in the Inbound MEDS SSI/SSP COLA Response File.

1.3 Overview of Recommendations

1. Create a batch job that will generate a file for CalFresh persons receiving SSI only, SSP only, or SSI/SSP Income and send to MEDS.
2. Create a batch job that will process a MEDS SSI/SSP COLA Response File containing the data in the CalSAWS outbound file as well as additional SSI and/or SSP Payment Amounts.
3. Create an exceptions table to store all unprocessed records in the Inbound MEDS SSI/SSP COLA Response File.

1.4 Assumptions

1. Exceptions List will be a manual process and not be automated.

2 RECOMMENDATIONS

2.1 CalFresh SSA COLA Outbound

2.1.1 Overview

Create a new batch job that will generate a file to send to MEDS containing CalFresh persons receiving SSI, SPP, or SSI/SSP income.

2.1.2 Description of Change

1. Create a new batch job
 - a. Find all CalFresh persons receiving SSI, SSP, or SSI/SSP income
 - i. Have an open (high-dated) OPA record of type SSI Only, SSP Only, or SSI/SSP.
 - ii. Since last successful batch run.
 - b. Generate a pipe delimited flat text file containing information about the CalFresh persons receiving SSI, SSP, or SSI/SSP income
 - i. File Name
 1. [CONSORTIUM(CalSAWS/CalWIN)]_Annual SSI COLA_DHCS REQUEST
 - ii. File Header
 1. [CONSORTIUM]_Annual SSI COLA_YYYY_MMDDYY
 - a. [CONSORTIUM] (CalSAWS/CIV/CalWIN)
 - b. YYYY (Calendar Year)
 - c. MMDDYY (File Process Date)
 - iii. File Body

Outbound Data Elements	Description	Field Length and Formatting
Case ID	This column can be used by each SAWS to identify the person or case within the SAWS System. C-IV and CalSAWS will use this element to pass in the Person Unique ID.	10 – Pad with trailing spaces to meet fixed length of 10
County Code	County Code of the County of Responsibility	2
Last Name	Beneficiary's Last Name	Variable
First Name	Beneficiary's First Name	Variable
Middle Initial	Beneficiary's Middle Initial	Variable

Outbound Data Elements	Description	Field Length and Formatting
Social Security Number (SSN)	Beneficiary's SSN	9
CIN	Beneficiary's CIN	9
DOB	Beneficiary's DOB	8(MMDDYYYY)

c. The File will have a Trailer section in the following format:

i. Annual SSI COLA_[Record Count]

1. [Record Count] - The number of records in the file's body section.

2.1.3 Execution Frequency

On Demand

2.1.4 Key Scheduling Dependencies

N/A

2.1.5 Counties Impacted

All Counties

2.1.6 Data Volume/Performance

N/A

2.1.7 Interface Partner

MEDS

2.1.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

2.2 CalFresh SSA COLA Inbound

2.2.1 Overview

Create a new inbound batch job that will receive and process a response file and update OPA records. File will include the elements outlined in the 'CalFresh SSA COLA Outbound' file, as well as additional SSI and/or SSP Payment Amounts.

2.2.2 Description of Change

1. Create a new batch job that will retrieve a file from Meds, process records within the file and update the OPA records for persons Active on a CF program as of 'last batch run date' and have a high-dated OPA record.
 - a. Retrieve a pipe delimited flat text file.
 - i. File Name
 1. [CONSORTIUM(CalSAWS/CalWIN)]_ANNUAL_SSI_COLA_YYYY_MMDDYYYY_DHCS_RESPONSE.txt
 - ii. File Header
 1. <CONSORTIUM>_ANNUAL_SSI_COLA_<YEAR>_<FILEDATE>_DHCS RESPONSE
 - a. <CONSORTIUM> (CalSAWS)
 - b. <YEAR> - 2022
 - c. <FILEDATE> - Date of File Creation
 - iii. File Body

Inbound Data Elements	Description	Field Length and Formatting
Case ID	This column can be used by each SAWS to identify the person or case within the SAWS System. C-IV and CalSAWS will use this element to pass in the Person Unique ID.	Up to 10 – DHCS will remove trailing spaces
County Code	County Code of the County of Responsibility	2
Last Name	Beneficiary's Last Name	Variable
First Name	Beneficiary's First Name	Variable
Middle Initial	Beneficiary's Middle Initial	Variable
SSN	Beneficiary's SSN	9
CIN	Beneficiary's CIN	9

DOB	Beneficiary's DOB	8(MMDDYYYY)
MEDS SSI Paid Amt	This data element identifies the cumulative Federal SSI payment(s) actually paid to the recipient under Title XVI.	7 xxxx.xx
MEDS SSP Paid Amt	This data element identifies the cumulative State supplementation payment(s) actually paid to the recipient in the current SDX month.	7 xxxx.xx

iv. File Trailer

1. Annual SSI Cola_<record count>
 - a. <record count> - The number of records in the file's body section
- b. Process records within the inbound file and update the OPA records for persons who are Active on a CF program and have a high-dated OPA record.
 - i. Requirements to Process Record
 1. MEDS Record Types must match the nature of the systems record type. Example: If the existing record in the System is SSI Only, the MEDS SSI Paid Amt must not be blank and the MEDS SSP Paid Amt must be blank or 0.
 2. If the SSI and/or SSP Paid amounts from MEDS match the amounts currently captured in CalSAWS, do not update the existing high dated OPA record and do not add to the exceptions table.
Note: Only CF programs with a person for whom the data change is processed will be included in the Batch EDBC run
 3. If SSI Paid Amount is greater than \$841 or the SSP Paid Amount is greater than \$735.27, do not process and add to exceptions table.
 4. For any records that do not fall under the categories above, the record will be added to the exceptions table.
 - ii. Batch Process
 1. End-Date the existing OPA Record with an end-date since last batch run.
 2. Copy the data elements from the previous OPA record, making the following updates:
 - a. Set the Begin Date to the 1st of the run month.

- b. Set the End Date to "High Date" (Record will be open-ended)
- c. If the existing OPA record is of either type: "SSI Only" or "SSP Only":
 - i. Set the 'Amount or Value of Services' (DOLLAR_AMT) to the MEDS SSI Paid Amt. A value of 0 is acceptable for 'MEDS SSI Paid Amt'.
- d. If the existing OPA record is of type: "SSI/SSP":
 - i. Set the SSI Payment to the MEDS SSI Paid Amt.
 - ii. Set the SSP Payment to the MEDS SSP Paid Amt.
 - iii. Set the 'DEEM_INC_AMT' with the total sum of 'SSI_PMT' and 'SSP_PMT'.
- e. Create a Verification record associated to the OPA record
 - i. Set the Verification Status to 'Verified'
 - ii. Set the Verification Request Date, Due Date, and Received Date to system date.
- c. Create a Journal Entry for cases in which the data change was processed for at least one person. The Journal will have the following details. One journal entry per case will be made:
 - i. Short Description: SSA COLA Other Program Assistance Record Update
 - ii. Long Description: Other Program Assistance entries for <Person Names> have been automatically updated via Batch to reflect data received from MEDS for the <YEAR> CalFresh SSI/SSP COLA on <Process Date>.
 - iii. Type Code: Interfaces
 - iv. Filter Code: Interfaces

2.2.3 Execution Frequency

On Demand

2.2.4 Key Scheduling Dependencies

N/A

2.2.5 Counties Impacted

All Counties

2.2.6 Data Volume/Performance

N/A

2.2.7 Interface Partner

MEDS

2.2.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

2.3 Create an Exceptions Table

2.3.1 Overview

CalSAWS will create an exceptions table to store all unprocessed records in the Inbound 'MEDS SSI/SSP COLA Response File' whose SSI/SSP information does not match the between MEDS and the System.

For example, the person has an 'SSI Only' OPA record in the System but the return file included an SSP Paid Amount. Also includes records that could not be automatically updated due to some other reason, such as the System has more than one ongoing type of OPA record, and the System is unable to determine which OPA record to update.

2.3.2 Description of Change

1. MEDS SSI/SSP COLA Exception Table Columns
 - a. Case Name
 - b. Case Number
 - c. County
 - d. Unit
 - e. Unit Name
 - f. Office Name
 - g. Worker
 - h. Benefit Month
 - i. CIN
 - j. Last Name
 - k. First Name
 - l. Middle Initial
 - m. MEDS SSI Paid Amount
 - n. MEDS SSP Paid Amount

2.3.3 Estimated Number of Records Impacted/Performance

N/A

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.4	The LRS shall match LRS Data from external interfaces to an applicant s or participant s case record and update the LRS database when appropriate.	This SCR is updating SSI only and SSI/SSP amount values in accordance to the values returned by MEDS.

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-228332

ACL 21-52 Opt-in All Counties to Sending Pre-Populated CF 285 **Content Revision**

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1 OVERVIEW

There is a batch process that generates the CF 285 for counties that have opted-in for potentially eligible individuals for CalFresh benefits. For LA County, a solicitation letter (PA 6174) is sent for potentially eligible CalFresh households.

1.1 Current Design

At the time of a Medi-Cal intake and Medi-Cal renewal, the system runs the CalFresh non-financial and financial eligibility rules, using the income and expense details available at the time of approving the Medi-Cal program. If the household is potentially eligible for CalFresh benefits, the CalFresh Solicitation Letter, which is a Los Angeles County form, is generated to inform the participants of their potential CalFresh eligibility.

For C-IV Counties that have opted in, a pre-populated CF 285 is generated in batch when a Medi-Cal household is potentially eligible for CalFresh benefits.

1.2 Requests

1. Update the System to opt in all 58 counties (including LA) to the functionality to have the pre-populated CF 285 generate when a Medi-Cal household is potentially eligible for CalFresh benefits during the Medi-Cal Intake or Renewal.
2. The System must mail the CF Solicitation letter for LA separately if the Med-Cal household is potentially eligible for CalFresh during the Medi-Cal Intake or Renewal.

1.3 Overview of Recommendations

1. Update the CalFresh Potential Eligibility Application batch job to generate the CF 285 for all counties.
2. Update the same batch job to generate the CF 285 and CF Solicitation Letter only at Medi-Cal RE.
3. Update the mailing priority and print options of the CF 285.

1.4 Assumptions

1. The verbiage of the CF 285 will not be changed. SCR CA-225996 will update the CF 285 to the most current version.
2. The verbiage of the PA 6174 will not be updated with this SCR. SCR CA-225996 will make the change to stop sending the PA 6174 for LA when the cover-letter provided by CDSS will be implemented.
3. Both the CF 285 and PA 6174 are generated from the same batch job.
4. For LA County, both the CF 285 and PA 6174 can be generated at the same time.
5. For LA County, The CalFresh Solicitation Letter (PA 6174) will continue to be sent in a separate envelope from the CF 285.
6. SCR CA-207112 was implemented the variable pre-population logic for the CF 285. The pre-population logic of the CF 285 will not be changed with this effort.

2 RECOMMENDATIONS

2.1 Update the PB00R1948 Batch Job Recommendation

2.1.1 Overview

The PB00R1948 batch job currently generates either the CF 285 for migration counties or the PA 6174 for LA County when a household is potentially eligible for CalFresh during Medi-Cal intake and renewal.

2.1.2 Description of Change

1. Update the batch job to generate the CF 285 for all counties during Medi-Cal Renewal.
2. Update the batch job to generate the PA 6174 for LA County only during Medi-Cal Renewal.

2.1.3 Execution Frequency

No Change

2.1.4 Key Scheduling Dependencies

No Change

2.1.5 Counties Impacted

All counties

2.1.6 Data Volume/Performance

Approximately 75,000 records monthly.

2.1.7 Failure Procedure/Operational Instructions

No Change

2.2 Update the CF 285 – Application for CalFresh Benefits Recommendation

2.2.1 Overview

The CF 285 currently generates via batch and is available in the template repository. It is the application used for applying for CalFresh benefits.

State Form: CF 285 (06/2019)

Current Programs: CalFresh

Current Attached Form(s): None

Current Forms Category: Application

Current Template Repository Visibility: All

Existing Languages: English and Spanish

2.2.2 Form Verbiage

This effort will add a BRM for the form. The XDP will be updated with this effort to include a BRM header.

Update Form XDP

Form Header: BRM Header (Header_BRM_EN.xdp & Header_BRM_SP.xdp)
– Added to second page of XDP

Form Mockups/Examples: See supporting document #1

2.2.3 Form Generation Conditions

1. Update Form Control

Add a BRM barcode.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	Y	Y

2. Update Form Print/Mailing Options

The Mailing Priority for CF 285 will be updated from priority 5 to priority 4. The print and mailing options will be updated as shown below.

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

Mailing Options:

Mail-To (Recipient): Applicant

Mailed From (Return): Sending Office

Mail-back-to Address: BRM

Outgoing Envelope Type: Full Size Flat Mail

Return Envelope Type: BRM

Additional Options:

Special Paper Stock: None

Enclosures: None

Electronic Signature: Yes

Electronic Signature (IVR/Text): Yes

Check to Sign: Yes

Post to Self Service Portal (SSP): Yes

3 SUPPORTING DOCUMENTS

Form Number	Functional Area	Description	Attachment
1	Forms	CF 285 Mockups	CF285_EN.pdf CF285_SP.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.1 CAR-1237	<p>The LRS shall automatically generate the following correspondence online or in the batch process, as a result of individual and/or case action initiated by the LRS or by COUNTY-specified Users, except when exempt due to program requirements:</p> <ul style="list-style-type: none">a. Adverse notices (includes: decrease, collection, denial, or termination of benefits);b. Non-adverse notices (includes: approval, increase in benefits, no change, and rescission); andc. Non-approval notices (includes: cancellation, withdrawal, informational, and benefit issuance).	Update the CalFresh Potential Eligibility batch job (PB00R1948) to generate the CF 285 for all counties.



California Statewide Automated Welfare System

Design Document

CA-231692

Older Adult Expansion - Add Full/Restricted
Scope verbiage for MAGI/Non-MAGI NOAs
(CH-159158)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jasmine Chen
	Reviewed By	Tiffany H., Priya S.

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
08/03/2021	1.0	Initial Document	Jasmine Chen
08/26/2021	1.1	Updated more details on generation conditions for retro verbiage	Jasmine Chen
09/22/2021	1.2	Updated per suggestions from Medi-Cal Correspondence Committee	Jasmine Chen
11/23/2021	1.3	Content Revision to remove Threshold Languages and add them to new SCR	Tiffany Huckaby

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1 OVERVIEW

Effective 05/01/2022 and per ACWDL 21-13, CalHEERS and CalSAWS will grant full scope Medi-Cal to individuals 50 years of age or older, who do not have satisfactory immigration status, if otherwise eligible. This new coverage is referred to as Older Adult Expansion. CalSAWS SCR CA-228957 will support eligibility changes alongside CalHEERS Change Request (CR) 159158. This SCR will implement the correlated correspondence changes.

1.1 Current Design

CalSAWS grants restricted scope Medi-Cal for all eligible individuals aged 26 years or older, if they meet all other eligibility criteria but does not have satisfactory citizenship or immigration status. CalSAWS generates corresponding MAGI and Non-MAGI NOAs that explain the approval or change of Medi-Cal eligibility to the individual.

1.2 Requests

When Older Adult Expansion becomes effective on 05/01/2022, CalSAWS will need to populate certain Medi-Cal - Approval and Change NOAs with the appropriate and updated verbiage. CalSAWS will also populate the verbiage in threshold languages.

1.3 Overview of Recommendations

1. Effective date the existing NOA fragments to continue to populate for certain conditions.
2. Start populating the new State-provided NOA fragments if the NOA is generated for certain conditions.
3. ~~Provide the NOAs in the system-supported threshold languages.~~

1.4 Assumptions

1. CA-228957 will address the eligibility changes for Older Adult Expansion.
2. CA-229939 will implement a one-time batch to transition restricted scope Medi-Cal individuals, 50 years or older, to full scope Medi-Cal.
3. There will be no changes to CMSP correspondence.
4. There will be no changes on how current Mixed MAGI NOAs generate.
5. Any historical NOAs which EDBC generated for benefit months prior to Older Adult Expansion's effective date will retain the existing MAGI and Non-MAGI verbiage. The existing verbiage will remain in the system for historical purposes.
6. Regulations will not be translated for MAGI Fragments. CA-214024 will add common NOA fragments and missing regulations in threshold language for the Medi-Cal program.
7. CA-232581 will add these fragments in the following missing threshold languages: Hindi, Japanese, Mien, Punjabi, Thai, Ukrainian. Note these

languages are not currently supported by the system and additional updates will need to be made to add these languages.

8. CA-237111 will add the system supported Threshold Languages that were provided with ACWDL 21-13 but not added in this effort.
9. Per existing system functionality, GEN 1365 will be added to all the envelopes mailed to the customer.

2 RECOMMENDATIONS

2.1 Effective date existing MAGI and Non-MAGI fragments

2.1.1 Overview

The existing MAGI and Non-MAGI fragments will continue to trigger and populate in Medi-Cal NOAs under certain conditions.

2.1.2 Description of Change

1. Update the generation conditions to effective date the existing MAGI and Non-MAGI fragments to populate as-is on their respective NOAs when they are generated:
 - a. With a benefit month prior to Older Adult Expansion's effective month and
 - b. Prior to the Older Adult Expansion's effective date

	Fragment Name	Fragment ID
MAGI Fragments	H_CH_FULL_SCOPE_TO_RESTRICTED_SCOPE_H807	7627
	H_CH_RESTRICTED_SCOPE_TO_FULL_SCOPE_H808	7628
	H_AP_RESTRICTED_SCOPE_APP_H912	7626
Non-MAGI Fragments	MC_CH_ALIEN_STATUS_VERIF_FAIL_M780	7631
	MC_CH_RESTR_TO_FULL_M781	7632
	MC_AP_RESTRICT_MC_NO_SOC_M224	7629

2. Update the generation conditions for the following, existing retro fragments to populate as-is on the Restricted Retro Approval NOAs when they are generated:
 - a. Prior to the Older Adult Expansion's effective date
 - i. With a retro benefit month prior to Older Adult Expansion's effective month or
 - b. After the Older Adult Expansion's effective date
 - i. With a retro benefit month on or prior to Jan 2022 or
 - ii. With a retro benefit month of Feb, Mar, or Apr 2022 and the <Person> variable is under 50 years of age

	Fragment Name	Fragment ID
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MAGI	H_AP_RESTRICTED_SCOPE_RETRO_H911	7625
Non-MAGI	MC_AP_RESTRICT_RETRO_MC_M225	7630

2.2 Add new MAGI Reason Verbiage for 'Restricted Scope Approval'

2.2.1 Overview

A new MAGI Approval fragment will be created to accommodate for the updated verbiage presented in ACWDL 21-13.

This new reason fragment will mimic the old fragment of H_AP_RESTRICTED_SCOPE_APP_H912 (Fragment ID: 7626).

Known State NOA: ACWDL 21-13

NOA Template: H_NOA_TEMPLATE (Fragment ID = 3033)

Program(s): MAGI Medi-Cal

Action Type(s): Approval

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A, none attached with this NOA

Languages (2): English, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese

2.2.2 NOA Reason Verbiage

Add new Reason Fragment XDP

Add a new reason fragment XDP to display the following new verbiage.

The formatting of below text in English is Arial, font size 10. (The text in Spanish **and threshold** will generate based on project standards for that language.)

Description	Text per ACWDL 21-13	Notice Type
<STATIC_SECTION>	You have been approved for only restricted scope Medi-Cal because you are 26 through 49 years of age and you did not send us proof of U.S. citizenship or satisfactory immigration status	(MAGI)

	<p>for Medi-Cal purposes. California law covers full scope Medi-Cal only for individuals who are under the age of 26 or 50 years of age or older and who do not have or cannot provide proof of citizenship or satisfactory immigration status. Because you are within the age limit of 26 through 49 years of age, you only qualify for restricted scope Medi-Cal. Restricted scope Medi-Cal only covers emergency services, pregnancy related services such as prenatal care, labor, delivery, and postpartum care, and long-term care services. If you are not sure if a service is covered by restricted scope Medi-Cal, ask your medical provider.</p> <p>Your eligibility for restricted scope Medi-Cal begins <month dd, yyyy>. Your restricted scope Medi-Cal coverage will continue unless you are found no longer eligible. This could happen at the time your eligibility is renewed or when your situation changes.</p> <p>If you have proof of your citizenship or immigration status that you can give us now, or want to let us know you are having problems getting your document, please call your county Medi-Cal office at the number listed on this notice. Your benefits may change from restricted scope to full scope when you provide us with your documents. Full scope benefits allow you to see a doctor for all of your medical needs.</p> <p>We counted your household size and income to make our decision.</p> <p>For Medi-Cal, your household size is <household size> and your monthly household income is <modified adjusted gross income>. The monthly Medi-Cal income limit for your household size is <MAGI limit>. Your income is below this limit, so you qualify for Medi-Cal. You received restricted scope Medi-Cal because you did not provide proof of your citizenship or satisfactory immigration status.</p> <p><Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the back of the first page of this notice to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the date on this notice.</p>	Restricted Scope Approval
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2.2.3 NOA Reason Variable Population

1. Update Fragment Variable Population

Update the variables variable population from existing Fragment ID: 7626 to work with this new fragment.

2. Add Fragment Regulations

Add the regulations from existing Fragment ID: 7626 to be used and tied with this new fragment.

3. Add NOA Title and Footer Reference

The below, existing details from Fragment ID: 7626 will be used for this new fragment:

NOA Reference on Document List Page: MAGI Approval

NOA Title: Medi-Cal Approval (MC_AP_NOA_TYPE)

NOA Footer: MC-MAGI-A (11/2015)

2.2.4 NOA Reason Fragment Generation

Add Reason Fragment Generation

The existing generation conditions of H_AP_RESTRICTED_SCOPE_APP_H912 (Fragment ID: 7626) are still valid for this new fragment.

Though in addition, update the existing generation conditions to populate the new verbiage when the NOA is generated with a benefit month on or after the Older Adult Expansion's effective month.

2.3 Add new MAGI Reason Verbiage for 'Restricted Scope Retro Approval'

2.3.1 Overview

A new MAGI Approval fragment will be created to accommodate for the updated verbiage presented in ACWDL 21-13.

This new fragment will mimic the old fragment of H_AP_RESTRICTED_SCOPE_RETRO_H911 (Fragment ID: 7625).

Known State NOA: ACWDL 21-13

NOA Template: H_NOA_TEMPLATE (Fragment ID = 3033)

Program(s): MAGI Medi-Cal

Action Type(s): Approval

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A, none attached with this NOA

Languages (2) : English, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese

2.3.2 NOA Reason Verbiage

Add new Reason Fragment XDP

Add a new reason fragment XDP to display the following new verbiage.

The formatting of below text in English is Arial, font size 10. (The text in Spanish **and threshold** will generate based on project standards for that language.)

Description	Text	Notice Type
<26-49_H>	You asked us to check if you could get Medi-Cal to cover your bills for any of the three months before you applied. You qualified for restricted scope Medi-Cal in <month yyyy> because you are 26 through 49 years of age and you did not send us proof of U.S. citizenship or satisfactory immigration status for Medi-Cal purposes. Restricted scope Medi-Cal only covers emergency services, pregnancy related services such as prenatal care, labor, delivery, and postpartum care, and long-term care services. If you are not sure if a service is covered by restricted scope Medi-Cal, ask your medical provider. You may get, or may have already received, other notices about your eligibility for other time periods. This notice is only telling you that you got restricted scope Medi-Cal coverage for <month yyyy>.	(MAGI) Restricted Scope Retro Approval
<50+_H>	You asked us to check if you could get Medi-Cal to cover your bills for any of the three months before you applied. You qualified for restricted scope Medi-Cal in < month yyyy> because you are 50 years of age or older and you did not send us proof of U.S. citizenship or satisfactory	

	<p>immigration status for Medi-Cal purposes. Starting on May 1, 2022, California law covers full scope Medi-Cal for individuals who are 50 years of age or older and who do not have or cannot provide proof of citizenship or satisfactory immigration status. Restricted scope Medi-Cal only covers emergency services, pregnancy related services such as prenatal care, labor, delivery, and postpartum care, and long-term care services. If you are not sure if a service is covered by restricted scope Medi-Cal, ask your medical provider. You may get, or may have already received, other notices about your eligibility for other time periods. This notice is only telling you that you got restricted scope Medi-Cal coverage for < month yyyy>.</p>	
<STATIC SECTION>	<p>If you have proof of your citizenship or immigration status that you can give us now, or want to let us know you are having problems getting your document, please call your county Medi-Cal office at the number listed on this notice. Your benefits may change from restricted scope to full scope when you provide us with your documents. Full scope benefits allow you to see a doctor for all of your medical needs.</p> <p>We counted your household size and income to make our decision.</p> <p>For Medi-Cal, your household size is <household size> and your monthly household income is <modified adjusted gross income>. The monthly Medi-Cal income limit for your household size is <MAGI limit>. Your income is below this limit, so you qualify for Medi-Cal. You received restricted scope Medi-Cal because you did not provide proof of your U.S. citizenship or satisfactory immigration status.</p> <p><Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the back of the first page of this notice to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the date on this notice.</p>	

Add Dynamic Fragment Sections

The new XDP file will have dynamically generated fragment sections (<26-49_H>, <50+_H>) to compile for two different MAGI 'Restricted Scope Retro Approval' NOAs, dependent on age.

2.3.3 NOA Reason Variable Population

1. Update Fragment Variable Population

Update the variable population from existing Fragment ID: 7625 to work with this new fragment.

2. Add Fragment Regulations

Add the regulations from existing Fragment ID: 7625 to be used and tied with this new fragment.

3. Add NOA Title and Footer Reference

The below details from Fragment ID: 7625 can be used for this new fragment:

NOA Reference on Document List Page: MAGI Approval

NOA Title: Medi-Cal Approval (MC_AP_NOA_TYPE)

NOA Footer: MC-MAGI-A (11/2015)

2.3.4 NOA Reason Fragment Generation

1. Add Reason Fragment Generation

The existing generation conditions of H_AP_RESTRICTED_SCOPE_RETRO_H911 (Fragment ID: 7625) are still valid for this new fragment.

Though in addition, update the existing generation conditions to populate the new verbiage:

- a. When satisfying generation conditions of a dynamic fragment section (shown below)

2. Add Dynamic Fragment Section Generation

At least one dynamic fragment section of the new reason fragment will be triggered and visible on the NOA per below conditions. The other dynamic fragment will be hidden.

Fragment Section	Generation Conditions
<26-49_H>	<p>Generation conditions of the new reason fragment are satisfied.</p> <p>With the additional conditions checking the NOA is generated for a retro benefit month on or after the Older Adult Expansion's effective month.</p>
<50+_H>	<p>Generation conditions of the new reason fragment are satisfied.</p> <p>With the additional conditions checking:</p> <ul style="list-style-type: none"> • The NOA is generated on or after the Older Adult Expansion's effective date and • For retro benefit months – Feb, Mar, or Apr 2022 and • The <Person> variable is 50 years of age or older <p>Derived by: Benefit Month on NOA, MM/YYYY – <Person>'s DOB, MM/YYYY =>50</p> <p>Note: NOAs generated on or after the policy's effective date for retro benefit months Feb, Mar, or Apr 2022 and <Person> is under 50 years of age is detailed in Section 2.1.2.2.</p>

2.4 Add new MAGI Reason Verbiage for 'Full Scope to Restricted Scope'

2.4.1 Overview

A new MAGI Change fragment will be created to accommodate for the updated verbiage presented in ACWDL 21-13.

This new fragment will mimic the old fragment of H_CH_FULL_SCOPE_TO_RESTRICTED_SCOPE_H807 (Fragment ID: 7627).

Known State NOA: ACWDL 21-13

NOA Template: H_NOA_TEMPLATE (Fragment ID = 3033)

Program(s): MAGI Medi-Cal

Action Type(s): Change

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A, none attached with this NOA
Languages (2): English, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese

2.4.2 NOA Reason Verbiage

Add a new Reason Fragment XDP

Add a new reason fragment XDP to display the following new verbiage.

The formatting of below text in English is Arial, font size 10. (The text in Spanish and threshold will generate based on project standards for that language.)

NOA Mockups/Examples: See Supporting Documents #1

Description	Text per ACWDL 21-13	Notice Type
<STATIC_SECTION>	<p>Important change to your benefits. Your Medi-Cal is changing to restricted scope on <month dd yyyy>.</p> <p>Your Medi-Cal is changing from full scope to restricted scope because you are 26 through 49 years of age and you did not send us proof that you are a U.S. citizen or have satisfactory immigration status for Medi-Cal purposes. You have not contacted us to let us know that you are trying to provide this proof. California law covers full scope Medi-Cal only for individuals who are under the age of 26 or 50 years of age or older and who do not have or cannot provide proof of citizenship or satisfactory immigration status. Now that you are within this age limit, your Medi-Cal is changing to restricted scope.</p> <p>Restricted scope Medi-Cal only covers emergency services, pregnancy related services such as prenatal care, labor, delivery, and postpartum care, and long-term care services. If you are not sure if a service is covered by restricted scope, call your medical provider.</p> <p>If you have proof of your citizenship or immigration status that you can give us now, or want to let us know you are having problems getting your document, please call your county Medi-Cal office at the number listed on this notice. Your benefits may change from restricted</p>	(MAGI) Full Scope to Restricted Scope

	<p>scope to full scope when you send us your documents. Full scope benefits allow you to see a doctor for all of your medical needs.</p> <p>If you give us acceptable proof within one year, your Medi-Cal may change back to full scope Medi-Cal starting the month your restricted benefits began.</p> <p>In the meantime, your restricted scope Medi-Cal coverage will continue unless you are found no longer eligible. This could happen at the time your eligibility is renewed or when your situation changes.</p> <p><Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the back of the first page of this notice to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the date on this notice.</p>	
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2.4.3 NOA Reason Variable Population

1. Update Fragment Variable Population

Update the variable population from existing Fragment ID: 7627 to work with this new fragment.

2. Add Fragment Regulations

Add the regulations from existing Fragment ID: 7627 remain the same to be used and tied with the new fragment.

3. Add NOA Title and Footer Reference

The below details from Fragment ID: 7627 can be used for this new fragment:

NOA Reference on Document List Page: MAGI Change

NOA Title: Medi-Cal Change (MC_CH_NOA_TYPE)

NOA Footer: MC-MAGI-C (11/2015)

2.4.4 NOA Reason Fragment Generation

Add Reason Fragment Generation

The existing generation conditions of H_CH_FULL_SCOPE_TO_RESTRICTED_SCOPE_H807 (Fragment ID: 7627) are still valid for this new fragment.

Though in addition, update the existing generation conditions to populate the new verbiage when the NOA is generated with a benefit month on or after the Older Adult Expansion's effective month.

2.5 Add new MAGI Reason Verbiage for 'Restricted Scope to Full Scope'

2.5.1 Overview

New MAGI Change fragments will be created to accommodate for the updated verbiage presented in ACWDL 21-13.

This new fragment will mimic the old fragment of H_CH_RESTRICTED_SCOPE_TO_FULL_SCOPE_H808 (Fragment ID: 7628).

Known State NOA: ACWDL 21-13

NOA Template: H_NOA_TEMPLATE (Fragment ID = 3033)

Program(s): MAGI Medi-Cal

Action Type(s): Change

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A, none attached with this NOA

Languages (2): English, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese

2.5.2 NOA Reason Verbiage

Add new Reason Fragment XDP

Add a new reason fragment XDP to display the following new verbiage.

The formatting of below text in English is Arial, font size 10. (The text in Spanish **and threshold** will generate based on project standards for that language.)

Description	Text	Notice Type
<Under50_H>	<p>Good news! Your Medi-Cal changed to full scope on <month dd, yyyy>.</p> <p>Your Medi-Cal changed from restricted scope to full scope because you were able to prove your U.S. citizenship or satisfactory immigration status or you are under 26 years old. Your full scope Medi-Cal coverage will continue unless you are found to be no longer eligible. This could happen at the time your eligibility is renewed or when your situation changes.</p>	(MAGI) Restricted Scope to Full Scope
<50Older_H> NOA Mockups/ Examples: See Supporting Documents #2	<p>Good news! Your Medi-Cal changed to full scope on <month dd, yyyy>.</p> <p>Your Medi-Cal changed from restricted scope to full scope because you were able to prove your U.S. citizenship or satisfactory immigration status or you are 50 years of age or older. Full scope Medi-Cal is available to all eligible people age 50 and older starting May 1, 2022. Your full scope Medi-Cal coverage will continue unless you are found to be no longer eligible. This could happen at the time your eligibility is renewed or when your situation changes.</p>	
<STATIC SECTION>	<p>Your eligibility for full scope Medi-Cal benefits may cover past months. If you paid for medical care that was not an emergency, pregnancy related, or long-term care service while you had restricted Medi-Cal benefits, you may be able to get your money back. Call Beneficiary Services at the Department of Health Care Services for answers to your reimbursement questions at 1-916-403-2007.</p> <p><Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the last page of this notice to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the date on this notice.</p>	

Add Dynamic Fragment Sections

The new XDP file will have dynamically generated fragment sections (<Under50_H>, <50Older_H>) to compile for two different MAGI 'Restricted Scope to Full Scope' Change NOAs, dependent on age.

2.5.3 NOA Reason Variable Population

1. Update Fragment Variable Population

Update the variable population from existing Fragment ID: 7628 to work with this new fragment.

2. Add Fragment Regulations

Add the regulations from existing Fragment ID: 7628 to be used and tied with the new fragment.

In addition, WIC 14007.8 will also be added into the regulations.

3. Add NOA Title and Footer Reference

The below details from Fragment ID: 7628 can be used for this new fragment:

NOA Reference on Document List Page: MAGI Change

NOA Title: Medi-Cal Change (MC_CH_NOA_TYPE)

NOA Footer: MC-MAGI-C (11/2015)

2.5.4 NOA Reason Fragment Generation

1. Add Reason Fragment Generation

The existing generation conditions of H_CH_RESTRICTED_SCOPE_TO_FULL_SCOPE_H808 (Fragment ID: 7628) are still valid for this new fragment.

Though in addition, update the existing generation conditions to populate the new verbiage:

- a. When satisfying generation conditions of a dynamic fragment section (shown below)
- b. And when the NOA is generated with a benefit month on or after the Older Adult Expansion's effective month.

2. Add Dynamic Fragment Section Generation

At least one dynamic fragment section of the new reason fragment will be triggered and visible on the NOA per below conditions. The other dynamic fragment will be hidden.

Fragment Section	Generation Conditions
<Under50_H>	Generation conditions of the new reason fragment are satisfied. With the additional condition that <50Older_H> fragment section did not generate.
<50Older_H>	Generation conditions of the new reason fragment are satisfied. With the additional condition checking the <Person> variable is 50 years of age or older. Derived by: Benefit Month on NOA, MM/YYYY – <Person>'s DOB, MM/YYYY =>50

2.6 Add new Non-MAGI Reason Verbiage for 'Restricted Scope Approval'

2.6.1 Overview

A new Non-MAGI Approval fragment will be created to accommodate for the updated verbiage presented in ACWDL 21-13.

This new reason fragment will mimic the old fragment of MC_AP_RESTRICT_MC_NO_SOC_M224 (Fragment ID: 7629).

Known State NOA: ACWDL 21-13

NOA Template: MC_NOA_TEMPLATE (Fragment ID = 3028)

Program(s): Non-MAGI Medi-Cal

Action Type(s): Approval

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A, none attached with this NOA

Languages (2): English, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese

2.6.2 NOA Reason Verbiage

Add new Reason Fragment XDP

Add a new reason fragment XDP to display the following new verbiage.

The formatting of below text in English is Arial, font size 10. (The text in Spanish **and threshold** will generate based on project standards for that language.)

NOA Mockups/Examples: See Supporting Documents #3

Description	Text per ACWDL 21-13	Notice Type
<STATIC_SECTION>	<p><Person></p> <p>You have been approved for only restricted scope Medi-Cal because you are 26 through 49 years of age and you did not send us proof of your U.S. citizenship or satisfactory immigration status for Medi-Cal purposes. California law covers full scope Medi-Cal only for individuals who are under the age of 26 or 50 years of age or older and who do not have or cannot provide proof of citizenship or satisfactory immigration status. Because you are within this age limit, you only qualify for restricted scope Medi-Cal. Restricted scope Medi-Cal only covers emergency services and pregnancy related services such as prenatal care, labor, delivery and postpartum care. If you are not sure if a service is covered by restricted scope Medi-Cal, ask your medical provider.</p> <p>Your eligibility for restricted scope Medi-Cal begins <month dd, yyyy>. Your restricted scope Medi-Cal coverage will continue unless you are found no longer eligible. This could happen at the time your eligibility is renewed or when your situation changes.</p> <p>If you have proof of your citizenship or immigration status that you can give us now, or want to let us know you are having problems getting your document, please call your county Medi-Cal office at the number listed on this notice. Your benefits may change from restricted scope to full scope when you provide us with your documents. Full scope benefits allow you to see a doctor for all of your medical needs.</p>	(Non-MAGI) Restricted Scope Approval

	<p><Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the back of the first page of this notice to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the date on this notice.</p>	
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2.6.3 NOA Reason Variable Population

1. Update Fragment Variable Population

Update the variable population from existing Fragment ID: 7629 to work with this new fragment.

2. Add Fragment Regulations

Add the regulations from existing Fragment ID: 7629 remain the same to be used and tied with the new fragment.

In addition, add 'WIC' in front of existing '14007.8' in the regulations.

3. Add NOA Title and Footer Reference

The below details from Fragment ID: 7629 can be used for this new fragment:

NOA Reference on Document List Page: Restricted Scope Approval

NOA Title: Medi-Cal Approval (MC_AP_NOA_TYPE)

NOA Footer: MC 239 A3

2.6.4 NOA Reason Fragment Generation

Add Reason Fragment Generation

The existing generation conditions of MC_AP_RESTRICT_MC_NO_SOC_M224 (Fragment ID: 7629) are still valid for this new fragment.

Though in addition, update the existing generation conditions to populate the new verbiage when the NOA is generated with a benefit month on or after the Older Adult Expansion's effective month.

2.7 Add new Non-MAGI Reason Verbiage for 'Restricted Scope Retro Approval'

2.7.1 Overview

A new Non-MAGI Approval fragment will be created to accommodate for the updated verbiage presented in ACWDL 21-13.

This new fragment will mimic the old fragment of MC_AP_RESTRICT_RETRO_MC_M225 (Fragment ID: 7630).

Known State NOA: ACWDL 21-13

NOA Template: MC_NOA_TEMPLATE (Fragment ID = 3028)

Program(s): Non-MAGI Medi-Cal

Action Type(s): Approval

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A, none attached with this NOA

Languages (2): English, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese

2.7.2 NOA Reason Verbiage

Add new Reason Fragment XDP

Add a new reason fragment XDP to display the following new verbiage.

The formatting of below text in English is Arial, font size 10. (The text in Spanish and threshold will generate based on project standards for that language.)

Description	Text	Notice Type
<26-49>	<p><Person></p> <p>You asked us to check if you could get Medi-Cal to cover your bills for any of the three months before you applied. You qualified for restricted scope Medi-Cal in <month yyyy> because you are 26 through 49 years of age and you did not send us proof of U.S. citizenship or satisfactory immigration status for Medi-Cal purposes.</p>	(Non-MAGI) Restricted Scope Retro Approval

NOA Mockups/ Examples: See Supporting Documents #4	Restricted scope Medi-Cal only covers emergency services, pregnancy related services such as prenatal care, labor, delivery, and postpartum care. If you are not sure if a service is covered by restricted scope Medi-Cal, ask your medical provider. You may get, or may have already received, other notices about your eligibility for other time periods. This notice is only telling you that you got scope Medi-Cal coverage for < month yyyy >.	
<50+>	<Person> You asked us to check if you could get Medi-Cal to cover your bills for any of the three months before you applied. You qualified for restricted scope Medi-Cal in < month yyyy > because you are 50 years of age or older and you did not send us proof of U.S. citizenship or satisfactory immigration status for Medi-Cal purposes. Starting on May 1, 2022, California law covers full scope Medi-Cal for individuals who are 50 years of age or older and who do not have or cannot provide proof of citizenship or satisfactory immigration status. Restricted scope Medi-Cal only covers emergency services, pregnancy related services such as prenatal care, labor, delivery, and postpartum care. If you are not sure if a service is covered by restricted scope Medi-Cal, ask your medical provider. You may get, or may have already received, other notices about your eligibility for other time periods. This notice is only telling you that you got scope Medi-Cal coverage for < month yyyy >.	
<STATIC SECTION>	If you have proof of your citizenship or immigration status that you can give us now, or want to let us know you are having problems getting your document, please call your county Medi-Cal office at the number listed on this notice. Your benefits may change from restricted scope to full scope when you provide us with your documents. Full scope benefits allow you to see a doctor for all of your medical needs. <Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the back of the first page of this notice to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the date on this notice.	

Add Dynamic Fragment Sections

The new XDP file will have dynamically generated fragment sections (<26-49>, <50+>) to compile for two different Non-MAGI 'Restricted Scope Retro Approval' NOAs, dependent on age.

2.7.3 NOA Reason Variable Population

1. Update Fragment Variable Population

Update the variable population from existing Fragment ID: 7630 to work with this new fragment.

2. Add Fragment Regulations

Add the regulations from existing Fragment ID: 7630 to be used and tied with the new fragment.

In addition, add 'WIC' in front of existing '14007.8' in the regulations.

3. Add NOA Title and Footer Reference

The below details from Fragment ID: 7630 can be used for this new fragment:

NOA Reference on Document List Page: Restricted Scope Retro Approval

NOA Title: Medi-Cal Approval (MC_AP_NOA_TYPE)

NOA Footer: MC 239 A3

2.7.4 NOA Reason Fragment Generation

1. Add Reason Fragment Generation

The existing generation conditions of MC_AP_RESTRICT_RETRO_MC_M225 (Fragment ID: 7630) are still valid for this new fragment.

Though in addition, update the existing generation conditions to populate the new verbiage:

- a. When satisfying generation conditions of a dynamic fragment section (shown below)

2. Add Dynamic Fragment Section Generation

At least one dynamic fragment section of the new reason fragment will be triggered and visible on the NOA per below conditions. The other dynamic fragment will be hidden.

Fragment Section	Generation Conditions
<26-49>	Generation conditions of the new reason fragment are satisfied. With the additional condition checking the NOA is generated for a retro benefit month on or after the Older Adult Expansion's effective month.
<50+>	Generation conditions of the new reason fragment are satisfied. With the additional conditions checking: <ul style="list-style-type: none">• The NOA is generated on or after the Older Adult Expansion's effective date and• For retro benefit months – Feb, Mar, or Apr 2022 and• The <Person> variable is 50 years of age or older Derived by: Benefit Month on NOA, MM/YYYY – <Person>'s DOB, MM/YYYY =>50 Note: NOAs generated on or after the policy's effective date for retro benefit months Feb, Mar, or Apr 2022 and <Person> is under 50 years of age is detailed in Section 2.1.2.2.

2.8 Add new Non-MAGI Reason Verbiage for 'Full Scope to Restricted Scope'

2.8.1 Overview

A new Non-MAGI Change fragment will be created to accommodate for the updated verbiage presented in ACWDL 21-13.

This new fragment will mimic the old fragment of MC_CH_ALIEN_STATUS_VERIF_FAIL_M780 (Fragment ID: 7631).

Known State NOA: ACWDL 21-13

NOA Template: MC_NOA_TEMPLATE (Fragment ID = 3028)

Program(s): Non-MAGI Medi-Cal

Action Type(s): Change

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A, none attached with this NOA

Languages (2): English, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese

2.8.2 NOA Reason Verbiage

Add a new Reason Fragment XDP

Add a new reason fragment XDP to display the following new verbiage.

The formatting of below text in English is Arial, font size 10. (The text in Spanish and threshold will generate based on project standards for that language.)

Description	Text per ACWDL 21-13	Notice Type
<STATIC_SECTION>	<p>Important change to your benefits. Your Medi-Cal is changing to restricted scope on <month dd yyyy>.</p> <p>Here's why: <Person></p> <p>Your Medi-Cal is changing from full scope to restricted scope because you are 26 through 49 years of age and you did not send us proof that you are a U.S citizen or have satisfactory immigration status for Medi-Cal purposes. You have not contacted us to let us know that you are trying to provide proof. California law covers full scope Medi-Cal only for individuals who are under the age of 26 or 50 years of age or older and who do not have or cannot provide proof of citizenship or satisfactory immigration status. Now that you are within the age limit of 26 through 49 years of age, your Medi-Cal is changing to restricted scope.</p> <p>Restricted scope Medi-Cal only covers emergency services, pregnancy related services such as prenatal care, labor, delivery, and postpartum care services. If you are not sure if a</p>	(Non-MAGI) Full Scope to Restricted Scope

	<p>service is covered by restricted scope, call your medical provider.</p> <p>If you have proof of your citizenship or immigration status that you can give us now, or want to let us know you are having problems getting your document, please call your county Medi-Cal office at the number listed on this notice. Your benefits may change from restricted scope to full scope when you send us your documents. Full scope benefits allow you to see a doctor for all of your medical needs.</p> <p>If you give us acceptable proof within one year, your Medi-Cal may change back to full scope Medi-Cal starting the month your restricted benefits began.</p> <p>In the meantime, your restricted scope Medi-Cal coverage will continue unless you are found no longer eligible. This could happen at the time your eligibility is renewed or when your situation changes.</p> <p><Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the back of the first page of this notice to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the date on this notice.</p>	
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2.8.3 NOA Reason Variable Population

1. Update Fragment Variable Population

Update the variable population from existing Fragment ID: 7631 to work with this new fragment.

2. Add Fragment Regulations

Add the regulations from existing Fragment ID: 7631 to be used and tied with the new fragment.

3. Add NOA Title and Footer Reference

The below details from Fragment ID: 7631 can be used for this new fragment:

NOA Reference on Document List Page: Alien Status – Full Scope to Restricted Scope
NOA Title: Medi-Cal Change (MC_CH_NOA_TYPE)
NOA Footer: MC 239

2.8.4 NOA Reason Fragment Generation

Add Reason Fragment Generation

The existing generation conditions of MC_CH_ALIEN_STATUS_VERIF_FAIL_M780 (Fragment ID: 7631) are still valid for this new fragment.

Though in addition, update the existing generation conditions to populate the new verbiage when the NOA is generated with a benefit month on or after the Older Adult Expansion's effective month.

2.9 Add new Non-MAGI Reason Verbiage for 'Restricted Scope to Full Scope'

2.9.1 Overview

A new Non-MAGI Change fragment will be created to accommodate for the updated verbiage presented in ACWDL 21-13.

This new fragment will mimic the old fragment of MC_CH_RESTR_TO_FULL_M781 (Fragment ID: 7632).

Known State NOA: ACWDL 21-13

NOA Template: MC_NOA_TEMPLATE (Fragment ID = 3028)

Program(s): Non-MAGI Medi-Cal

Action Type(s): Change

Fragment Level: Person

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A, none attached with this NOA

Languages (2): English, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese

2.9.2 NOA Reason Verbiage

Add new Reason Fragment XDP

Add a new reason fragment XDP to display the following new verbiage.

The formatting of below text in English is Arial, font size 10. (The text in Spanish **and threshold** will generate based on project standards for that language.)

Description	Text	Notice Type
<Under50>	<p><Person></p> <p>Good news! Your Medi-Cal changed to full scope on <month dd, yyyy>.</p> <p>Your Medi-Cal changed from restricted scope to full scope because you were able to prove your U.S. citizenship or satisfactory immigration status or you are under 26 years old. Your full scope Medi-Cal coverage will continue unless you are found to be no longer eligible. This could happen at the time your eligibility is renewed or when your situation changes.</p>	(Non-MAGI) Restricted Scope to Full Scope
<50Older>	<p><Person></p> <p>Good news! Your Medi-Cal changed to full scope on <month dd, yyyy>.</p> <p>Your Medi-Cal changed from restricted scope to full scope because you were able to prove your U.S. citizenship or satisfactory immigration status or you are 50 years of age or older. Full scope Medi-Cal is available to all eligible people age 50 and older starting May 1, 2022. Your full scope Medi-Cal coverage will continue unless you are found to be no longer eligible. This could happen at the time your eligibility is renewed or when your situation changes.</p>	
<STATIC SECTION>	<p>Your eligibility for full scope Medi-Cal benefits may cover past months. If you paid for medical care that was not an emergency, pregnancy related service while you had restricted Medi-Cal benefits, you may be able to get your money back. Call Beneficiary Services at the Department of Health Care Services for answers to your reimbursement questions at 1-916-403-2007.</p>	

	<Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the back of the first page of this notice to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the date on this notice.	
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Add Dynamic Fragment Sections

The new XDP file will have dynamically generated fragment sections (<Under50>, <50Older>) to compile for two different Non-MAGI 'Restricted Scope to Full Scope' Change NOAs, dependent on age.

2.9.3 NOA Reason Variable Population

1. Update Fragment Variable Population

Update the variable population from existing Fragment ID: 7632 to work with this new fragment.

2. Add Fragment Regulations

Add the regulations from existing Fragment ID: 7632 to be used and tied with the new fragment.

3. Add NOA Title and Footer Reference

The below details from Fragment ID: 7632 can be used for this new fragment:

NOA Reference on Document List Page: Restricted Scope to Full Scope

NOA Title: Medi-Cal Change (MC_CH_NOA_TYPE)

NOA Footer: MC 239 A

2.9.4 NOA Reason Fragment Generation

1. Add Reason Fragment Generation

The existing generation conditions of MC_CH_RESTR_TO_FULL_M781 (Fragment ID: 7632) are still valid for this new fragment.

Though in addition, update the existing generation conditions to populate the new verbiage:

- a. When satisfying generation conditions of a dynamic fragment section (shown below)
- b. And when the NOA is generated with a benefit month on or after the Older Adult Expansion's effective month.

2. Add Dynamic Fragment Section Generation

At least one dynamic fragment section of the new reason fragment will be triggered and visible on the NOA per below conditions. The other dynamic fragment will be hidden.

Fragment Section	Generation Conditions
<Under50>	<p>Generation conditions of the new reason fragment are satisfied.</p> <p>With the additional condition that <50Older> fragment section did not generate.</p>
<50Older>	<p>Generation conditions of the new reason fragment are satisfied.</p> <p>With the additional condition checking the <Person> variable is 50 years of age or older.</p> <p>Derived by: Benefit Month on NOA, MM/YYYY – <Person>'s DOB, MM/YYYY =>50</p>

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	NOA	Mockup: MAGI Full Scope to Restricted Scope	CA-231692_MAGI - Full Scope to Restricted Scope.pdf
2	NOA	Mockup: MAGI Restricted Scope to Full Scope, 50 years of age and older	CA-231692_MAGI - Restricted Scope to Full Scope, 50+.pdf
3	NOA	Mockup: Non-MAGI Restricted Scope Approval	CA-231692_NonMAGI - Restricted Scope Approval.pdf
4	NOA	Mockup: Non-MAGI Restricted Scope Retro Approval, 26-49 years of age	CA-231692_NonMAGI - Restricted Scope Retro Approval, 26_49.pdf

4 REQUIREMENTS

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.7	The LRS shall identify case actions that require a notice, NOA, form, letter, stuffer, or flyer, and shall generate that appropriate notice, NOA, form, letter, stuffer, or flyer, using variable case-specific information.	CalSAWS will generate NOAs with updated verbiage with respect to policy changes of Older Adult Expansion.