

CalSAWS

California Statewide Automated Welfare System

Design Document

SCR CA-215678 DDID 2375 FDS: GA GR Splitting
Grant into Multiple Warrants

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Deron Schab
	Reviewed By	

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9/15/2021	1.0	Initial Revision	Deron Schab
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1 OVERVIEW

The Split/Hold Participant Benefit functionality will provide the worker with the following abilities:

- Split a GA/GR EDBC Authorized Amount into multiple issuances, where the Payee can be any program person.
- Designate that one or more of the issuances will be created with the new Issuance Status of 'Hold'. An Issuance in Hold status will not be automatically issued to the payee. The Fiscal worker will need to manually change the status of the Issuance to "Ready for Issuance" status to release the Issuance to the payee.

A typical scenario would be where the monthly benefit for the GA/GR program is \$400, however, the worker would like to split this up into four equal weekly payments. The monthly batch process would create four issuances of \$100 each. One of the issuances could be created in Ready for Issuance status and issued normally. The remaining three issuances would be created in Hold status, and then each week the Fiscal Worker would manually update the status of one of the issuances to Ready for Issuance status, which would allow the Issuance to be issued to the payee.

1.1 Current Design

In CalSAWS, the General Assistance/General Relief (GA/GR) program benefits are paid to either the program primary payee, or to vendors specified using the Money Management functionality. These benefits are created and issued either during the Monthly Main Payroll, or as a Supplemental Benefit. Payee benefits that are created during the nightly batch process are typically also issued to the payee during the same batch process.

1.2 Requests

Create new functionality that would allow:

- a) Splitting an EDBC Authorized Amount to be split into multiple issuances, where the Payee can be any Program Person
- b) Allow any of these split issuances to be created in Hold status, that would prevent the issuances from automatically being issued to the payee until the Fiscal Worker manually releases the issuance to the payee

1.3 Overview of Recommendations

- Create a Split/Hold Participant Benefit List page that allows the worker to view and add a Split/Hold Participant Benefit record by specific date intervals.
- Create a Split/Hold Participant Detail page that allows the worker to view and edit a Split/Hold Participant Benefit record.
- Update EDBC functionality to calculate Benefit Split amounts when a Split/Hold Participant Benefit record exists for the program and benefit month
- Update the EDBC Detail page to display a Split/Hold Participant Benefit when a Benefit has been calculated. This section will contain the benefit split

information, along with the flag indicating whether the issuance will be created in Hold status.

- Update the Issuance Batch logic to create multiple issuances from a single EDBC authorization record that is associated with a benefit split.
- Update the Issuance Batch logic to create issuances in Hold status based upon information in the Benefit Split record
- Update the Issuance Detail page to allow a Fiscal Worker with the appropriate privileges to change the status from Hold to Ready for Issuance, Ready for Manual Issuance, or voided.

1.4 Assumptions

1. The Split/Hold Participant Benefit functionality will not be available for the Los Angeles GA/GR program.
2. The ability to release an Issuance from Hold status will be limited to Fiscal Workers with the appropriate security privileges.
3. A new EDBC is required to implement new or updated Split/Hold Participant Benefit information.
4. Issuances in Hold status will not be Claimed
5. The Split/Hold Participant Benefit information will not be included in Claiming or Reports.
6. Existing interface processes such as Warrant Print, EBT and Direct Deposit batch jobs will process Issuances where the status has been changed from 'Hold' to 'Ready for Issuance'

2 RECOMMENDATIONS

2.1 Split/Hold Participant Benefit List Page

2.1.1 Overview

The Split/Hold Participant Benefit List allows the worker to view and add a Split/Hold Participant Benefit record by specific date intervals.

2.1.2 Split/Hold Participant Benefit List Mockup

Split/Hold Participant Benefit List

* - Indicates required fields

Search Results Summary Results 1 - 2 of 2

Display

From: To:

View
Add

Program	Begin Month	End Month	
<input type="checkbox"/> General Assistance/General Relief	10/2021		Edit View History
<input type="checkbox"/> General Assistance/General Relief	04/2021	08/2021	Edit View History

Remove Program: * Add

Figure 2.1.1 – Split/Hold Participant Benefit List

2.1.3 Description of Changes

- 1) The Split/Hold Participant Benefit List will list the Split/Hold Participant Benefit records for the Program by Start/End Dates
- 2) Split/Hold Participant Benefit information is not required for all benefit months. However, the Begin and End Month intervals cannot overlap.
- 3) A new Split/Hold Participant Benefit record can be added by selecting a program, then selecting the Add button.

Note: The Split/Hold Participant Benefit List page is under the GR Task Menu item, which is visible based on worker permissions.

2.1.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: GR**
- **Sub Task: GA/GR Split/Hold Participant Benefit**

2.1.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
SplitHoldParticipantBenefitListView	Split/Hold Participant Benefit List	Split/Hold Participant Benefit List View

Security Right	Right Description	Right to Group Mapping
SplitHoldParticipantBenefitDetailView	Split/Hold Participant Benefit List	Split/Hold Participant Benefit Detail View, Split/Hold Participant Benefit Detail Edit
SplitHoldParticipantBenefitDetailEdit	Split/Hold Participant Benefit List	Split/Hold Participant Benefit Detail Edit

Security Groups

Security Group	Group Description	Group to Role Mapping
Split/Hold Participant Benefit List View	This group has the capability to access the Split/Hold Participant Benefit List page to view existing information.	See the Security Matrix for the group to role associations
Split/Hold Participant Benefit Detail View	This group has the capability to access the Split/Hold Participant Benefit List page to view existing information.	See the Security Matrix for the group to role associations
Split/Hold Participant Benefit Detail Edit	This group has the capability to access the Split/Hold Participant Benefit List page to view and make modifications to existing information.	See the Security Matrix for the group to role associations

2.1.6 Page Mapping

Add page mappings for new fields that do not have page mappings.

2.1.7 Page Usage/Data Volume Impacts

This is a new page and will not be frequented often in a normal workflow.

2.2 Split/Hold Participant Benefit Detail Page

2.2.1 Overview

The Split/Hold Participant Detail page will display a Split/Hold Participant Benefit record. The page will list the Begin and End Months where the record will be used, along with a list for Benefit Split records, that will specify how a Benefit will be split, along with whether the benefit will be created in Hold status.

2.2.2 Split/Hold Participant Benefit Detail Mockup

Split/Hold Participant Benefit Detail

*- Indicates required fields Edit Close

Program:	Begin Month: *	End Month
General Assistance/General Relief	06/2021	

Payee	Priority	Amount	Hold	Issuance Method
Mint Chip	1	\$200	No	EBT
Rocky Road	2	\$100	No	Warrant
Mint Chip	3	\$100	Yes	EBT
Mint Chip	4	\$100	Yes	EBT

Last Updated On 02/03/2021 4:40:06 PM By: [518659](#) Edit Close

Figure 2.2.1 – Split/Hold Participant Benefit Detail – View Mode

Split/Hold Participant Benefit Detail

*- Indicates required fields

Save and Return

Cancel

Program: General Assistance/General Relief	Begin Month: 10/2021	End Month:
--	--------------------------------	-----------------------

<input type="checkbox"/>	Payee	Priority	Amount	Hold	Issuance Method	Edit
<input type="checkbox"/>	Chip, Mint 26	1	\$200	No	EBT	Edit
<input type="checkbox"/>	Road, Rocky 58	2	\$100	No	Warrant	Edit
<input type="checkbox"/>	Chip, Mint 26	3	\$100	Yes	EBT	Edit
	Chip, Mint 26	4	100	Yes		

Remove Add

Last Updated On 02/03/2021 4:40:06 PM By: [518659](#)

Save and Return

Cancel

Figure 2.2.2 – Split/Hold Participant Benefit Detail – Edit Mode

2.2.3 Description of Changes

1. The Split/Hold Participant Benefit Detail will contain the following fields:
 - a. Program – The program for the Split/Hold Participant Benefit record.
 Note: Currently only available for the GA/GR Automated EDBC/CC County program.
 - b. Begin Month – The Begin Month of the Split/Hold Participant Benefit record
 - c. End Month - The End Month of the Split/Hold Participant Benefit record
 - e. Payee – The program person that will receive the benefit split.
 - f. Priority – The priority of benefit split record. The lower the number, the higher the priority. For example, a priority of 1 indicates the highest priority.
 Note: This field will be unique in the Split/Hold Participant Benefit record, meaning there can only be one Benefit Split record with priority 1, one record with priority 2, etc.
 - g. Amount – The amount requested to be issued for the benefit split.
 Note: The actual amount issued for the benefit split will be determined at EDBC run time based on EDBC Authorized amount and the Priority of the benefit split record.
 - h. Hold – This field indicates whether the benefit split issuance is created in Hold status

- i. Issuance Method – The Issuance Method associated with the benefit split. The Issuance Methods will be set as follows:
 - i. If the Payee is the Primary Payee for the program, the Issuance Method will be set to the Issuance Method indicated on the program Issuance Method Detail page.
 - ii. If the Payee is not the Primary Payee for the program, the Issuance Method will be set to Warrant.

Note: The Issuance Method is not an editable field.

2. In Edit mode, the following functions will be available
 - a. Begin Date will be editable
 - b. End Date will be editable
 - c. A check box will be displayed next to each benefit record.
 - d. A Remove button will be visible. Selecting the Remove button will remove all Benefit Split records where the checkbox has been marked.
 - e. An Edit button will be displayed next to each Benefit Split record. Selecting the Edit button will allow the following fields to be modified:
 - i. Priority – will display a list priority numbers
 - ii. Amount – A text box that will allow the amount to be manual entered.
 - iii. Hold – A drop down menu containing Yes and No
 - f. An Add button will be visible. Selecting the Add button will add a new record to the Benefit Split list in Edit mode, where the Payee field will also be editable, with a drop-down menu containing a list of program persons
 - g. A Save and Return button will be available. Selecting the Save and Return button will save the Split/Hold Participant Benefit record and return to the Split/Hold Participant Benefit List page. Prior to saving the record, the following validations will be performed:
 - i. Validate that there are no duplicate Priority values.

Note: The Split/Hold Participant Benefit information will not be used for Los Angeles County. If information is entered on the Split/Hold Participant Benefit Detail page for a Los Angeles County program, it will not be used during the EDBC calculation.

2.2.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Split/Hold Participant Benefit record**

2.2.5 Security Updates

Security Rights

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Security Right	Right Description	Right to Group Mapping
SplitHoldParticipantBenefitDetailEdit	Split/Hold Participant Benefit Summary	Split/Hold Participant Benefit Detail View

Security Groups

Security Group	Group Description	Group to Role Mapping
Split/Hold Participant Benefit Detail View	This group has the capability to access the Split/Hold Participant Benefit Detail page to view existing information.	See the Security Matrix for the group to role associations
Split/Hold Participant Benefit Detail Edit	This group has the capability to access the Split/Hold Participant Benefit Detail page to edit existing information.	See the Security Matrix for the group to role associations

2.2.6 Page Mapping

Add page mappings for new fields that do not have page mappings.

2.2.7 Page Usage/Data Volume Impacts

This is a new page and will not be frequented often in a normal workflow.

2.3 General Assistance/General Relief EDBC Summary Page

2.3.1 Overview

The General Assistance/General Relief EDBC Summary Page will contain a Split/Hold Participant Benefit that will be displayed if there exists a Split/Hold Participant Benefit record applicable for the EDBC Begin Month.

The Split/Hold Participant Benefit section will display how the EDBC Authorized Amount will be split based upon the information in the Split/Hold Participant Benefit record.

2.3.2 General Assistance/General Relief EDBC Summary Mockup

Aid Payment		Regular
Combined Aid Payment		\$ 800.00
Excess Net Earned Income		\$ N/A
Final Aid Payment		\$ 800.00
Overridden Aid Payment		\$
		Override Payment
Adjustments	-	<u>0.00</u>
Potential Benefit	=	800.00
CHERRYL KR - Housing Amount	-	100.00
Potential Benefit to Participant	=	700.00
Previous Potential Benefit	-	<u>0.00</u>
Overpayment Adjustment Amount	-	<u>22.00</u>
Authorized Amount	=	678.00

Split/Hold Participant Benefit					
Priority	Payee	Hold	Requested Amount	Authorized Amount	Issuance Method
1	Mint Chip	No	\$200.00	\$378.00	EBT
2	Rocky Road	No	\$100.00	\$100.00	Warrant
3	Mint Chip	Yes	\$100.00	\$100.00	EBT
4	Mint Chip	Yes	\$100.00	\$100.00	EBT

Figure 2.3.1 General Assistance/General Relief EDBC Summary Excess Benefits

Aid Payment		Regular
Combined Aid Payment		\$
Excess Net Earned Income		\$ N/A
Final Aid Payment		\$ 475.00
Overridden Aid Payment		\$
		Override Payment
Adjustments	-	<u>0.00</u>
Potential Benefit	=	475.00
CHERRYL KR - Housing Amount	-	100.00
Potential Benefit to Participant	=	375.00
Previous Potential Benefit	-	<u>0.00</u>
Overpayment Adjustment Amount	-	<u>0.00</u>
Authorized Amount	=	375.00

Split/Hold Participant Benefit					
Priority	Payee	Hold	Requested Amount	Authorized Amount	Issuance Method
1	Mint Chip	No	\$200.00	\$200.00	EBT
2	Rocky Road	No	\$100.00	\$100.00	Warrant
3	Mint Chip	Yes	\$100.00	\$75.00	EBT
4	Mint Chip	Yes	\$100.00	\$0.00	EBT

**Figure 2.3.2 General Assistance/General Relief EDBC Summary
Partial Funding**

2.3.3 Description of Changes

1. Update the EDBC logic to determine if there is a Split/Hold Participant Benefit Record for the EDBC Begin Date
2. Add logic to the EDBC process to split the Authorized Amount into benefits for each Benefit Split record using the following logic for each Benefit Split record in the Split/Hold Participant Benefit Record, starting with the Benefit Split record with the highest priority:

- b. Attempt to distribute the full Requested Amount in the Benefit Split Record. If the EDBC Authorized Amount is less than the requested amount, distribute the entire Authorized Amount.
 - c. If the difference between the Authorized Amount and the amount distributed for all previous Benefit Split records equals zero, The Benefit Split record will get a \$0 amount
 - d. If the difference between the Authorized Amount and the amount distributed for all previous Benefit Split records is greater than zero after all Benefit Split records have been processed, then the remaining amount will be added to the Authorized Amount of the Benefit Split record with the highest priority.
3. If there is a Split/Hold Participant Benefit Record the EDBC Split/Hold Participant Benefit section will display the following values:
 - a. Priority – The Priority in the Benefit Split record
 - b. Payee – The Payee in the Benefit Split record
 - c. Hold – The Hold value in the Benefit Split record
 - d. Requested Amount – Amount requested in the Benefit Split record
 - e. Authorized Amount – The amount that will be issued to the payee. This is the amount calculated in Section 2.3.3.2
 - f. Issuance Method – the Issuance Method in the Benefit Split record
4. Add logic that will store the Split/Hold Authorized Amount information, including Payee, Priority, Hold, Requested Amount, Authorized Amount, Issuance Method, and EDBC id into the system after the EDBC has been accepted and saved.
5. If there is not a Split/Hold Participant Benefit Record, do not display the EDBC Split/Hold Participant Benefit section.

Note: The information on the EDBC Split/Hold Participant Benefit section cannot be overridden. If worker needs to modify the values, they will need to update the Split/Hold Participant Benefit Detail page, and then rerun EDBC.

Note: If data is entered into the Split/Hold Participant Benefit Detail page for a Los Angeles County program, it will not be used during EDBC calculation, and therefore the EDBC Split/Hold Participant Benefit section will not be visible for Los Angeles County.

2.3.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Run EDBC**

2.3.5 Page Mapping

Add page mappings for new fields that do not have page mappings.

2.3.6 Page Usage/Data Volume Impacts

No Page Usage/Data Volume Impacts

2.4 Issuance Batch Job (PBxxF400-PBxxF499)

2.4.1 Overview

The Issuance Batch job picks up Authorization records created by the Nightly batch process. For each Authorization record, the Issuance Batch job will determine if there is a reason to skip the issuance, and if so, insert a record into the skip_issuance table, and not create the issuance. If the issuance does not need to be skipped, the batch job will create an Issuance in Ready for Issuance Status.

2.4.2 Description of Changes

1. Update the Issuance Batch to create an issuance record for each Benefit Split record in the Split/Hold Participant Benefit record associated with the EDBC Authorization record
2. Update the logic to set the Issuance Method for each issuance created based on the Issuance Method specified in the Benefit Split record, and not the Issuance Method specified in the authorization record.
3. Update the logic to set the Issuance Status to 'Hold' when the Benefit Split record has Hold set to Yes. If the Benefit Split record has Hold set to No, the issuance will be created in 'Ready for Issuance' status.
4. Update the Skip Issuance logic to validate all potential Issuances that could be created from the Split/Hold Participant Benefit record. If any of the potential issuances are skipped, none of the issuances will be created, and a single record will be inserted into the skip_issuance table. The following skip Issuance reason will be applied to the individual potential issuances:
 - e. Payee Mailing Address Cannot be Determined.Note: All other skip issuance reasons will be processed with the existing logic based on authorization record
5. Update the Issuance Validation logic to not create a Duplicate Issuance validation error for Issuances generated from the same Split/Hold Participant Benefit record that have the same payment amount.

2.4.3 Execution Frequency

Nightly

2.4.4 Key Scheduling Dependencies

Predecessors:

PB00F300 – Monthly Main Payroll Sweep

PB00F302 – Nightly EDBC Sweep

PB00F303 – Nightly EDBC Non-FC Sweep

PB00F308 - Future monthly Supplemental Sweep

2.4.5 Counties Impacted

CalWIN Counties

2.4.6 Data Volume/Performance

No measurable change to the volume or performance.

2.4.7 Failure Procedure/Operational Instructions

No change to the current failure procedures and operational instructions.

2.5 Issuance Detail Page

2.5.1 Overview

The Issuance Detail page displays Issuance information and allows Fiscal Workers with appropriate security privileges to edit certain fields. For Issuances created in Hold status, the Fiscal Worker will be able to manually change the status to Ready for Issuance status, which will allow the issuance to be issued to the customer.

Search Results Summary							Results 1 - 4 of 4	
Control Number	Benefit/ Service Month	Issuance Category	Issuance Method	Program	Current Status	Issue Date	Payee	Amount
4002	08/2021	Monthly Benefit	EBT	General Assistance /General Relief	Issued	09/02/2021	CHIP, MINT	\$378.00
4003	08/2021	Monthly Benefit	Warrant	General Assistance /General Relief	Issued	09/02/2021	ROAD, ROCKY	\$100.00
TBD	08/2021	Monthly Benefit	EBT	General Assistance /General Relief	Hold	09/02/2021	CHIP, MINT	\$100.00
TBD	08/2021	Monthly Benefit	EBT	General Assistance /General Relief	Hold	09/02/2021	CHIP, MINT	\$100.00

[Process UAP](#)
[Close](#)

Figure 2.1.1 – Issuance History page

Issuance Detail

*- Indicates required fields

Control Number:	Category: Monthly Benefit	Benefit/Service Month: 08/2021
Case Number: I8001F1	Case Name: Mint Chip	Program: General Assistance/General Relief

Payee Information				
Payee: * Mint Chip	Payee Address: 123 MAIN ST NORWALK, CA 90650	Reference:	Secondary Payee:	Use Between Payees:

Basic Information			
Issuance Method: EBT	Immediacy: Routine	Payment Amount: 100.00	Invoice Number:
Issue Date: 09/02/2021	Expiration Date:	Delivery Method: Mail	
Status: * Hold	Status Reason:		

Financial Information	
Pay Code:	Document ID:
Aid Code: 90 - GA General Relief Independent Living-CNTY	Fund Code:
EDBC: <input type="button" value="View"/>	Authorized Worker: 1000578

Status History			
Status	Reason	Date	Authorized By
Hold	New	09/02/2021 9:43:52 AM	90LS000300

Figure 2.1.1 – Issuance Detail page

2.5.2 Description of Changes

1. Add the 'Hold' option to the Issuance Status drop down menu.
2. Allow Fiscal Worker with the appropriate security privileges to change the status of an issuance in 'Hold' status to 'Ready for Issuance', 'Voided', or 'Ready for Manual Issuance'
3. Add logic that would prevent the Issuance Status to be set to Hold from the Issuance Detail page. The Hold status can only be set by system when creating the issuance.

Note: Issuances in Hold status will be used in the EDBC Previous Potential Benefit calculation.

2.5.3 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: Issuance History**

2.5.4 Security Updates

No Security Updates required

2.5.5 Page Mapping

No page mappings are required.

2.5.6 Page Usage/Data Volume Impacts

No Page Usage/Data Impacts

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
--------	------------------	------------------------	---------------------

2375	<p>The Contractor shall update the CalSAWS software to split the GA-GR grant into multiple warrants for the same and/or different vendor, and the same or different HH member multiple times in the same benefit month and have the ability to hold the warrants that are issued to the customer based on county policy for each of the 57 counties.</p>	<p>Fiscal:</p> <ol style="list-style-type: none"> 1. The Issuances with new 'Hold' status will be used in the previous potential benefit logic that will be created in CalSAWS. 2. Vendor Overpayment logic of LA county GR will be repurposed for this. The Overpayment amount will be calculated in CalSAWS Fiscal EDBC logic. This will be displayed on the EDBC Summary page but will not prompt the user to create a recovery account for vendors. <ul style="list-style-type: none"> • 3. This functionality to split the grant is applicable only for multiple warrants/check and not for EBT/Direct Deposit. There will be no impact or change required when issuance method is either EBT or Direct Deposit. 	<ul style="list-style-type: none"> • Create a Split/Hold Participant Benefit List page that allows the worker to view and add a Split/Hold Participant Benefit record by specific date intervals. • Create a Split/Hold Participant Detail page that allows the worker to view and edit a Split/Hold Participant Benefit record. • Update EDBC functionality to calculate Benefit Split amounts when a Split/Hold Participant Benefit record exists for the program and benefit month • Update the EDBC Detail page to display a Split/Hold Participant Benefit when a Benefit has been calculated. This section will contain the benefit split information, along with the flag indicating whether the issuance will be created in Hold status. • Update the Issuance Batch logic to create multiple issuances from a single EDBC authorization record that is associated with a benefit split. • Update the Issuance Batch logic to create
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DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
			<p>issuances in Hold status based upon information in the Benefit Split record</p> <ul style="list-style-type: none"> • Update the Issuance Detail page to allow a Fiscal Worker with the appropriate privileges to change the status from Hold to Ready for Issuance, Ready for Manual Issuance, or voided.