


☐ CalSAWS DD&I☒ C-IV M&O☐ CalWIN M&O☐ LRS M&E

Distribution Date:	October 12, 2021
To:	Consortium.RegionalManagers.All; PPOC.Colusa; PPOC.Humboldt; PPOC.Kern;; PPOC.Madera; PPOC.Riverside; PPOC.Siskiyou; PPOC.Tuolumne
CIT Name:	CA-234602 Update Issuance Creation for Money Management Vendor Payments
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|---|--|
| <input type="checkbox"/> General
<input checked="" type="checkbox"/> Policy
<input checked="" type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> BenefitsCal
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input type="checkbox"/> Training
<input checked="" type="checkbox"/> Help Desk |
|---|--|

Description:	<p>Purpose The purpose of this CIT is to advise Colusa, Humboldt, Kern, Madera, Riverside, Siskiyou, and Tuolumne counties of a posted list of Money Management Vendor Payment cases that require county action in order to set up an Overpayment.</p> <p>Background Between 9/26/2021 and 10/06/2021, there were 33 cases where a Money Management Vendor Payment was erroneously applied to a CalWORKs recipient's EBT Account.</p> <p>Additional Information CalSAWS has posted a list of cases in the C-IV counties where the Money Management Vendor Payment was posted to the CalWORKs recipient's EBT Account.</p> <p>The list is located on the CalSAWS Web Portal as follows:</p> <div style="background-color: black; height: 20px; width: 100%;"></div> <p>County Action</p>
--------------	---

	<p>The County Worker must take the following actions to set up an Overpayment for the funds posted to the CalWORKs recipient's EBT Account:</p> <p><u>RUN MANUAL EDBC</u></p> <ol style="list-style-type: none"> 1. Rerun the EDBC with the Money Management issuances identified on the EDBC Detail page – rerun this as a Manual EDBC. 2. Enter the "Potential Benefit Amount" as zero (0). 3. Override the "Previous Potential Benefit" amount to be less by the amount previously approved for the Money Management Vendor payment amount. <ol style="list-style-type: none"> a. Example: Previous Potential Benefit amount was \$696, but \$200 was supposed to be paid to the Money Management Vendor (and was erroneously applied to the recipient's EBT Account), then set the Previous Potential Benefit amount to \$496. (696-200=496) 4. Get Supervisor approval if needed. Accept the EDBC. <p><u>CREATE THE RECOVERY ACCOUNT</u></p> <ol style="list-style-type: none"> 5. Create a new Recovery Account for the funds that were erroneously applied to the recipient's EBT Account. <ol style="list-style-type: none"> a. Set the Cause Code as "Cash – Admin Caused" b. Set the Reason as "Administrative Error" c. Set the Responsible Party as the CalWORKs Payee. <p><u>ACCEPT and SAVE AND CONTINUE the EDBC.</u></p> <p><u>RE-RUN THE EDBC</u></p> <ol style="list-style-type: none"> 6. Rerun the EDBC with the Money Management issuances identified on the EDBC Detail page, to issue the supplement to the Vendor. 7. Click the "Override Money Management" button. 8. Select the Override Reason of "Administrative Decision". 9. Select the Vendor. 10. Select the Amount. 11. Select the Pay Code (if appropriate). 12. Click the "Add" button. 13. Click the "Save and Return" button. <p><u>ACCEPT and SAVE AND CONTINUE the EDBC.</u></p> <p>If you have questions regarding this CIT, please reach out to the Primary Project Contact and cc your Regional Managers.</p>
Primary Project Contact:	<p>Sheryl Eppler 916-800-7610 EpplerSE@CalSAWS.org</p>
Backup Project Contact:	<p>Duke Vang VangD@CalSAWS.org</p>
Attachments:	<p>None</p>
Web Portal Link:	<p></p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Click on the CRFIs & CITs link at the top of the page.

- | | |
|--|--|
| | <ol style="list-style-type: none">2. Click on the "CalSAWS Information Transmittal (CIT)" folder.3. Click on the "2021" folder.4. Click on the appropriate CIT # folder. |
|--|--|