

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

Distribution Date:	October 14, 2021
To:	Committee.CalWORKs_CalFresh.All; Consortium.RegionalManagers.All; PPOC.40;
CIT Name:	Homeless Assistance Issued Outside of CalSAWS Online Regular EDBC
From:	CalSAWS Project

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

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

Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to provide instruction to CalSAWS counties on how to manually update the Time Limit – Homeless Assistance (HA) section, when a customer applies for HA benefits and a MEDS record shows the customer has received HA benefits within the 12-month (365/366 Calendar-day) period and does not appear on the Time Limit – Homeless Assistance section.</p> <p>Background</p> <p>CalSAWS has a daily batch job that picks up the HA benefits issued from the System via <u>Online regular EDBC</u> and populates the HA information to Time Limit – Homeless section – Homeless Assistance Time Track List and Homeless Time Track Detail pages. The user can view the HA 12-month period, number of days Temporary HA issued, and number of Temporary HA days remaining. The daily batch job only picks up HA Online regular EDBC for benefits issued from CalSAWS and populates to the Time Limit – Homeless Assistance Time Track List. Therefore, the user must manually add HA benefits determined by manual or overridden EDBC and or HA benefits issued outside of the CalSAWS to the Homeless Assistance Time Track List page.</p>
--	--

CalSAWS EDBC is based on the information from the data collection pages and the Homeless Time Track records to determine the homeless assistance eligibility.

SCR CA-234317 Allow Manual Update/Record HA Benefits Issued Outside of the CalSAWS to the Homeless Assistance Time Track Page has been opened to allow users manually update HA benefits on the Homeless Assistance Time Track List page. The release for this SCR has not yet been determined.

County Action

Until SCR CA-234317 is implemented, users should follow the steps below to manually add the record(s) for HA benefits issued outside of CalSAWS Online regular EDBC when a homeless applicant has reported, or the information is found in MEDS, that HA benefits have been issued to the adult caretaker from CalWIN counties or any county within the 12-month (365/366 Calendar-day) period, and that information is not showing on the Time Limit – Homeless Assistance section in CalSAWS. The user must follow their county process to confirm all the HA benefits received outside of CalSAWS before updating the Time Limit – Homeless Assistance page.

Step	Action
1.	On the Time Limit Summary page: a) Click the Add button in the Homeless Assistance section.
2.	On the Homeless Assistance Time Track List page: a) Select the <Name> from the Name drop list. b) Select the <Type> from the Type drop list. c) Enter the <Date> in the Begin Date field. Note: The date of the HA benefits 1 st issued within the 12-month period d) Click the Save button.
3.	On the Time Limit Summary page: a) Click the Name hyperlink in the Homeless Assistance section
4.	On the Homeless Assistance Time Track List page: a) Click the Add button in the View section.
5.	On the Homeless Assistance Time Track Detail page: a) Select the <Case Number> from the Case Number drop list. Note: This is a workaround, therefore the case number is the current case number. It is not the case number where the HA benefits was issued. b) Select an <Option> from the Time Period drop list. c) Select the <Program> from the Program drop list. d) Enter the <Date> in the Begin Date field. e) Enter the <Date> in the End Date field. Note: Begin Date and End Date of the HA 1 st issued for the 12-month period from any or CalWIN county. f) Click the Save button. g) Repeat Step 4 if there are 2 nd , 3 rd , etc...HA-Temp issued from any or CalWIN county.
6.	On the Homeless Assistance Time Track List page: a) Click the Close button.

	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> 7. <i>Journal all case actions according to your county procedures and include the information for county that issued the HA benefits.</i> </div> <p>If you have any questions on this CIT, please email the primary contact and cc your Regional Manager(s).</p>
Primary Project Contact: (Name, phone number, email address)	Binh Tran (562) 484-7955 TranB@CalSAWS.org
Backup Project Contact: (Name, phone number, email address)	Sarah Cox – CalWORKs (916) 851-3364 CoxS@CalSAWS.org
Attachments:	None
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></div> OR You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none"> 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.