

CalWIN ISS | Case Review Report and Guide
Guide #4: CalSAWS Non-Citizen Section Codes
CRG Date: 06/07/2022

This guide provides detailed actions that end-users will be required to take in order to manually update their case data due to known data discrepancies in the conversion process.

Background

Eligibility could be impacted during the CalWIN to CalSAWS conversion process due to the gap between how CalWIN and CalSAWS handle Non-Citizens. CalWIN collects Document Types and uses Status Codes, and CalSAWS uses **Document Types** and **Section Codes**.

CalSAWS uses the combination of types and section codes in Eligibility Determination. CalWIN does not collect Section Codes. LRS/CalSAWS collects Section Codes except for US Citizens, Undocumented, or PRUCOL.

The Document Type and Section codes will not be required for Non-Citizen document holders for CalSAWS when the status is *undocumented* or *PRUCOL* categories. CalWIN does not collect the Document Type for Undocumented Non-Citizen Statuses but collects the document type for PRUCOL statuses. Since PRUCOL individuals are Undocumented, the Document type is not required. CalWIN is not collecting the Section Codes for the corresponding Document Types in Citizen/Non-Citizen Document holders.

Updates to the **Collect Non-Citizen Detail** and the **Display Citizen/Non-Citizen Document Detail** pages in CalWIN have been updated with the new required fields.

Figure 1– CalWIN screenshot of the updated fields for the Collect Non-Citizen Detail indicating the new Section Code drop-down fields.

The screenshot shows the 'Collect Non-Citizen Detail' form in CalWIN. The form is divided into several sections with various input fields and dropdown menus. A red box highlights the 'Section Code' dropdown menu in the 'Non-Citizen Document' section. The form includes fields for 'Effective Begin Date', 'Effective End Date', 'Name', 'Status', 'Expiration Date', 'Verification', 'Source', 'Additional Status (MAGI)', 'PRUCOL Category', 'PRUCOL State Verification', 'Source', 'Does Court or INS Recognize the Battery [Y/N]', 'Request Submitted to INS for Verification of Non-Citizen Information [Y/N]', 'Date', 'Eligible Immigration Status [Y/N]', 'Lawful Presence State Verification', 'State Source', 'Clear VLP Cache [Y/N]', 'Country of Origin', 'Port of Entry', 'LPR Status/Trujillo Case [Y/N]', 'ORR Letter/Entry Date', 'Five Year Bar Grant Date', 'Lived in U.S. since 1996 [Y/N]', 'Plans to apply/applied for a T or U-Visa or VAWA petition [Y/N]', 'Border Crossing Card [Y/N]', 'Enrolled in Refugee Relocation Program (RRP) [Y/N]', 'Secondary Verification [Y/N]', 'SAVE Batch ID', 'Sent Date', 'Verification', 'Source', 'Five Year Bar', 'Verification', 'State Verification', 'State Verification Source', 'Qualified Non-Citizen', 'Attested [Y/N]', 'Verification', 'State Verification', 'Verification Source', 'State Verification Source', 'Sponsored [Y/N]', 'Sponsorship Begin Date', 'Sponsorship End Date', 'Sponsored by Agency/Organization [Y/N]', 'Agency/Organization Still Exists [Y/N]', 'Needs met by Sponsor [Y/N]', 'CA 24 Complete [Y/N]', 'Sponsored Non-Citizen is Indigent [Y/N]', 'Indigence Determination Date', 'Good Cause for Not Living with Sponsor', 'Abandoned by Sponsor [Y/N]', 'Affidavit of Support Document Type', 'Signed Date', 'Sponsor Regular Help', 'Rent', 'Clothes', 'Food', 'Other', 'Explanation', 'Non-Citizen Document', 'Type', 'Section Code', 'Verification', 'Number', 'Expiration Date', 'Source', 'Legalization Date', 'Temporary Adjustment Date', 'Date of Return of PRUCOL Forms', 'Date Asylum Granted', and a 'Verify Lawful Presence...' button. The footer contains copyright information and user details.

Figure 2– CalWIN screenshot of the updated fields for the Collect Non-Citizen Detail indicating the new Section Code drop-down field options.

CalWIN - System Testing Pipe 2

Not secure | usrcvwwds100:7163/cwesys02/faces/org/calwin/uimanager/pages/DynamicTabbedNavigation.jspx

Worker Home | Main Navigation | Display Non-Citizen Summary

Display Non-Citizen Summary > Collect Non-Citizen Detail

Collect Non-Citizen Detail

Jump: Go

View History | View Deleted | Search Comments | Maintain Comments | Case Overview | Run EDBC | PR Details | Held Changes

Save | Switch | Reset | Add | Detail | Delete | Print | Close

* Required

* Effective Begin Date: Effective End Date:

* Name: Verification:

* Status: Expiration Date: Source: Additional Status (MAGI):

PRUCOL Category

PRUCOL State Verification: Source: Does Court or INS Recognize the Battery [Y/N]:

Request Submitted to INS for Verification of Non-Citizen Information [Y/N]: Date:

Eligible Immigration Status [Y/N]: Lawful Presence State Verification: State Source: Clear VLP Cache [Y/N]:

Country of Origin: Port of Entry: LPR Status/Trujillo Case[Y/N]:

Lived in U.S. since 1996 [Y/N]: Plans to apply/applied for a T or U-Visa or VAWA petition [Y/N]: ORR Letter/Entry Date: Five Year Bar Grant Date:

Border Crossing Card [Y/N]: Enrolled in Refugee Relocation Program (RRP) [Y/N]:

Secondary Verification [Y/N]: Five Year Bar

SAVE Batch ID: Verification: State Verification:

Sent Date: Source: State Verification Source:

Qualified Non-Citizen

Attested [Y/N]: Verification: Stat:

Verification Source: Stat:

Sponsored [Y/N]:

Sponsorship Begin Date:

Sponsored by Agency/Organization [Y/N]: Agency/Org:

Needs met by Sponsor [Y/N]:

Sponsored Non-Citizen is Indigent [Y/N]: Ind:

Good Cause for Not Living with Sponsor: Ab:

Affidavit of Support Document Type:

Sponsor Regular Help

Rent Clothes Food Other

Non-Citizen Document

Type: Section Code: Verification:

Number: Expiration Date: Source:

Legalization Date: Temporary Adjustment Date:

Date of Return of PRUCOL Forms: Date Asylum Granted:

Verify Lawful Presence

© 2019 DXC Technology Ver: 61.2 - WP620-4099 04/02/2020 11:53 PM PT Env: System Testing Pipe 2 User: tandetan County: Sacramento CWESY502-Server01 DC1100N 09/15/2020 3:48 PM

Figure 3– CalWIN screenshot of the updated fields for the Display Citizen/Non-Citizen Document Detail page (Section Code).

Worker Home x Main Navigation x Display Individual Demographics Summary x

Display Individual Demographics Summary > Collect Individual Demographics Detail > Display Citizen/Non-Citizen Document Detail

Display Citizen/Non-Citizen Document Detail

Jump: Go >

View History | View Deleted | Search Comments | Maintain Comments | Case Overview | Run EDBC | PR Details | Held Changes

Save | Switch | Reset | Add | Detail | Delete | Print | Close * Required

Case

Number: Name: Alerts... Programs
 Status: Open Status Date: 03/01/2020 Pending Alerts: 0 Archived? PR Cycle

* Name: View Format Freeze Detach

Effective Begin Date	Document	First	Middle	Last

1 Displayed Rows.

* Effective Begin Date: Effective End Date:
 * Document: Section Code:
 Expiration Date: Country of Issuance:
 Use for Lawful Presence Verification [Y/N]:

Number

Alien #: Card #: Visa #
 I94 #: Passport # Certificate of Citizenship #
 SEVIS ID: Naturalization Certificate #

Individual On Document

* First: Date of Birth:
 Middle:
 * Last:
 Suffix:

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Figure 4 – CalWIN screenshot of the updated fields for the Display Citizen/Non-Citizen Document Detail page (Section Code drop-down fields).

Worker Home x Main Navigation x Display Individual Demographics Summary x

Display Individual Demographics Summary > Collect Individual Demographics Detail > Display Citizen/Non-Citizen Document Detail

Display Citizen/Non-Citizen Document Detail

Jump: Go >

View History | View Deleted | Search Comments | Maintain Comments | Case Overview | Run EDBC | PR Details | Held Changes

Save | Switch | Reset | Add | Detail | Delete | Print | Close * Required

Case

Number: Name: Alerts... Programs
 Status: Pending Status Date: 03/02/2020 Pending Alerts: 0 Archived? PR Cycle

* Name: View Format Freeze Detach

Effective Begin Date	Document	First	Middle	Last
	Notice of Action (I-797)			

1 Displayed Rows.

* Effective Begin Date: Effective End Date:
 * Document: Notice of Action (I-797) Section Code:
 Expiration Date: Country of Issuance:
 Use for Lawful Presence Verification [Y/N]:

Number

Alien #: Card #: Visa #
 I94 #: Passport # Certificate of Citizenship #
 SEVIS ID: Naturalization Certificate #

Individual On Document

* First: Date of Birth:
 Middle:
 * Last:
 Suffix:

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Impact Analysis

The CalWIN application needs to collect the Section Codes for Citizen/Non-Citizen Document holders and align the CalWIN document types with CalSAWS values. Eligibility may be impacted during the conversion process if the Section Codes are properly added to CalWIN.

Clean-up Instructions

Instructions

Follow the instructions below to resolve each impacted case on the *Collect Non-Citizen Detail* page.

Note: The Section Code field is blank and disabled when the Document Type field is empty. The 'Section Code' is an optional field only and is visible in the View History for the window.

Add a section code that corresponds to the Non-Citizen Document 'Type' field	
Step	Action
1.	Use the Section Code Report via the Data Cleansing Support tool to select a case. Open the impacted case in CalWIN.
2.	While in the context of the impacted case, navigate to the Collect Non-Citizen Detail page.
3.	Scroll down under the <i>Non-Citizen Document</i> sub-header and hover over the drop-down area for <i>Section Code</i> and select the appropriate <i>Section Code</i>
4.	Scroll down under the <i>Non-Citizen Document</i> sub-header and hover over the drop-down area for the <i>*Type</i> field drop down menu: Choose the appropriate document <i>Type</i> from the drop-down

Follow the instructions below to resolve each impacted case on the *Display Citizen/Non-Citizen Document Detail* page.

The Display Citizen/Non-Citizen Document Detail window has been modified to add a new field, 'Section Code,' that allows the user to enter a section code that corresponds to the Citizen/Non-Citizen 'Document' field. The Section Code field is blank and disabled when the Document field is empty. The 'Section Code' is an optional field, and the Section Code field is visible in the View History for the window.

Add a section code that corresponds to the Display Citizen/Non-Citizen Document Detail field	
Step	Action
1.	Use the Section Code Report via the Data Cleansing Support tool to select a case. Open the impacted case in CalWIN.
2.	On the right-hand side of the Display Citizen/Non-Citizen Document Detail page locate the <i>Section Code</i> drop-down menu. Hover over the dropdown arrow.

3.	Choose the appropriate <i>Section Code</i> from the drop-down menu.
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Additional Information

CalWIN added Section Codes to align with how CalSAWS captures and uses Non-Citizen information. CalSAWS uses the combination of Document Type and its associated Section Code to determine the type/status of the Non-Citizen. County Considerations:

- Section Codes will not be used in CalWIN eligibility determination or be sent to CalHEERS.
- Section Codes are not mandatory at this time, although the project highly recommends entering Section Codes as new cases are entered, when existing case situations change, or at renewal.
- The CalWIN to CalSAWS Migration Team will use the new Section Code fields along with the existing CalWIN document type fields to migrate the data to CalSAWS.
- Counties may use the existing CalWIN Document Type and new CalWIN Section Code field combination to examine any county specific Non-Citizen Document Type values entered along with their business process.
- If Users are entering the Section Code in the new field in CalWIN prior to Conversion, there should not be any additional user action for MAGI.
- If Users are updating a record with a Trafficking or TCVP non-citizenship status one of the following Non-Citizen Document Type and Section Code combinations should be used:

	Non-Citizen Document- Type	Section Code
1.	I-151, I-551, Passport/I-94w/I-551	SU6
2.	T-Visa or I-914	'Prepare to Apply' or 'Filed Application'

- If the Section Code is not updated prior to Conversion, these may appear as 'yellow banner' cases requiring the User to update the Section Code in CalSAWS, before sending a MAGI Request or running EDBC.
- Sending a MAGI Request without the proper Section Code could result in an improper eligibility determination from CalHEERS or an Error.