CalSAWS | Information Transmittal (CIT)   0247-22

☒ **CalSAWS M&E**   ☐ **CalWIN Migration**

Distribution Date:	August 29, 2022
To:	Committee.CalWORKs_CalFresh.All; PPOC.All; Consortium.RegionalManagers.All;
CIT Name:	SCR CA-229271 CalWORKS / CalFresh Allow School Expense to be Deducted from Awards / Scholarships
From:	CalSAWS Project

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

☒ General
☒ Policy
     ☒ CW
     ☒ CF
     ☐ MC
     ☐ CMSP
     ☐ FC/KG/AAP
     ☐ Child Care
     ☐ WtW
     ☐ Other Program(s)_____
☐ BenefitsCal   ☐ MyBCW
☐ Customer Correspondence
☐ Other_____

☐ Reports
     ☐ Fiscal
     ☐ Caseload Movement
     ☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
☒ Help Desk

Description:	**Purpose** The purpose of the CIT is to instruct counties how to process a CalWORKs and CalFresh program when the customer receives income from Awards and Scholarships and has school expenses. **Background** California Department of Social Services (DSS) Eligibility and Assistance Standards (EAS) 44-111.435 instructs counties to deduct student expenses from Awards and Scholarships. **Additional Information:** SCR CA-229271 CalWORKs / CalFresh – Allow School Expense to be Deducted from Awards / Scholarships has been created to make System changes. A release date has not been determined. **County Action:** Until the release of SCR CA-229271, follow the county actions below. Enter the student expenses on the Expenses pages. On the **Expense List** page: 1. Select **School** from the **Expense Category** drop-down box.

2. Click **Add.**

On the **Expense Detail** page:
3. Select the expense type from the **Expense Type** drop-down box.
4. Select the frequency from the **Frequency** drop-down box.
5. Click **Add** in the **Contributors** section.

On the **Expense Contributors Detail:**
6. Select the contributors from the **Person(s)** select box.
7. Enter the begin date in the **Begin Date** text box.
8. Click **Save and Return.**
9. On the **Expense Detail** page, click **Add** in the **Amounts Section.**

On the **Expense Amount Detail** page:
10. Enter the amount in the **Amount** text box.
11. Enter the begin date in the Begin Date text box.
12. Select the applicable verified status from the **Verified** drop-down box.
13. Click **Save and Return.**
14. On the **Expense Detail** page, click **Save and Add Another** or **Save and Return.**

==Manually subtract the exempted student expenses from the reported Awards/Scholarships income amount. Enter the adjusted amount on the Income pages.==

On the **Income List** page:
15. Select **Educational, Student** from the **Income Category** drop-down box.
16. Click **Add.**

On the **Income Detail** page:
17. Select the name of the student from the **Name** drop-down box.
18. Select **Awards/Scholarships** from the **Type** drop-down box.
19. Select the frequency from the **Frequency** drop-down box.
20. Select the program(s) from the **Display Program** drop-down box.
21. Click **Add.**

On the **Income Amount Detail** page:
22. ==Enter the adjusted amount in the **Reported Amount** text box.==
23. Enter the begin date in the **Begin Date** text box.
24. Select the applicable verified status from the **Verified** drop-down box.
25. Click **Save and Add Another** or **Save and Return.**
26. On the **Income Detail** page, click **Save and Return.**

Complete all other mandatory data collection pages before running EDBC. Journal all actions taken according to your county policy.

If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.

Primary Project Contact:	Sarah Cox CoxS@CalSAWS.org
Backup Project Contact:	Caroline Bui BuiC@CalSAWS.org
Attachments:	None

Web Portal Link:	██████
	OR
	You may also retrieve the CIT document and attachments by following these steps: 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 "2022" folder. 4. Click on the appropriate CIT # folder.