

- CalSAWS M&E
- CalWIN Migration

Distribution Date:	September 27, 2022
To:	PPOC.All (Remove LA); Committee.CalWORKs CalFresh.All ; Committee.Correspondence.All ; Consortium.RegionalManagers.All
CIT Name:	RE Appointment Letter in CW, CF, and CWCF RE Packets
From:	CalSAWS Project

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

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| <ul style="list-style-type: none"> <input type="checkbox"/> General <input checked="" type="checkbox"/> Policy <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CW <input checked="" 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 _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Reports <ul style="list-style-type: none"> <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 checked="" type="checkbox"/> Migration <input type="checkbox"/> Conversion <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Training <input checked="" type="checkbox"/> Help Desk |
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<p>Description:</p>	<p>Purpose</p> <p>The purpose of this CIT is to provide instruction to the 57 migration counties on what appointment type to use to populate the appointment letter in the CalWORKs (CW), CalFresh (CF) and CWCF RE packets.</p> <p>Background</p> <p>CA-207399 'DDID 1039 Migrate C-IV RE Packets for CW and CF' migrated the CalWORKs (CW), CalFresh (CF) and CWCF RE packets for the 57 migration counties. The appointment letter is part of the RE packets and if the RE appointment is scheduled before the RE packet job, the RE appointment information is populated on the appointment letter. If an appointment is not scheduled by the time the RE Packet job is run, the appointment letter will contain the following message in the comment section: 'You will get a separate letter with an interview appointment date and time. Call your worker right away if you do not get the appointment letter within 10 days of this notice. Your appointment letter will tell you if you have a phone interview or if you have to come into the office for your interview.'</p> <p>For migration counties, when populating the appointment letter in the RE packet, the system uses the following criteria:</p>
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CF 29 Appointment Letter for CF RE Packet:

1. The appointment category/type is 'Re-Evaluation CW/CF Interview', 'RE Interview', 'Telephone CW/CF RE Interview', or 'Telephonic Interview'.
2. The status of the appointment is 'Scheduled' or 'Rescheduled'.
3. The appointment date is greater than the current date.

GEN 102 Appointment Letter for CW RE Packet:

1. The appointment category/type is 'Re-Evaluation CW/CF Interview', 'RE Interview', 'Telephone CW/CF RE Interview', or 'Telephonic Interview'.
2. The status of the appointment is 'Scheduled' or 'Rescheduled'.
3. The appointment date is greater than the current date.

GEN 102 Appointment Letter for CWCF RE Packet:

1. The appointment category/type is 'Re-Evaluation CW/CF Interview' or 'Telephone CW/CF RE Interview'.
2. The status of the appointment is 'Scheduled' or 'Rescheduled'.
3. The appointment date is greater than the current date.

In addition, SCR CA-242686 added the 'General Appointment-Telephone Interview Recertification' category/type for the CF 29 and GEN 102 for **CalWIN counties**.

However, for the CalFresh Notice of Missed interview (NOMI) batch job, the system considers the following appointment categories/types as a recertification interview: 'Re-Evaluation CW/CF Interview', 'Telephone CW/CF RE Interview', 'General Appointment- Telephone Interview Recertification', or 'General Appointment- Reaffirmation Non-Group'.

Additional Information

For migration counties, using the 'RE Interview' and 'Telephonic Interview' categories/types will not generate the NOMI if the interview is missed, and for former CIV Counties, using the 'General Appointment- Telephone Interview Recertification' category/type will not populate the CF or CWCF appointment letter in the RE packet.

CDSS plans to obsolete the CF 29 series appointment letter for CalFresh. The GEN 102 will be used for CalFresh and CalWORKs appointments. SCR CA-246603 'Update GEN 102 To Current Version (1/22)' is tentatively targeted for 23.01. This SCR will update the GEN 102 to the 1/22 version and update the system to align the appointment categories/types for the RE appointment letter logic for RE packets with the NOMI batch job logic.

County Action

To populate the appointment letters in the RE packets and generate the NOMI for CalFresh if the RE appt is missed:

- Former C-IV Counties must use 'Telephone CW/CF RE Interview' or 'Re-Evaluation CW/CF Interview'.
- CalWIN Counties must use 'General Appointment- Telephone Interview Recertification', 'Telephone CW/CF RE Interview' or 'Re-Evaluation CW/CF Interview'.

	If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.
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Attachments:	None
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. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2022" folder. 4. Click on the appropriate CIT # folder.

