

☐ CalSAWS M&E☒ CalWIN Migration

Distribution Date:	September 30, 2022
To:	PPOC.18; Consortium.RegionalManagers.All
CIT Name:	Processing Late Periodic Report and Redetermination
From:	CalSAWS Project

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

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| <input type="checkbox"/> General
<input checked="" type="checkbox"/> Policy
<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 _____ | <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 checked="" type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input checked="" type="checkbox"/> Training
<input checked="" type="checkbox"/> Help Desk |
| <input type="checkbox"/> Your Benefits Now! | |

Description:	<p>Purpose</p> <p>The purpose of this CIT is to provide CalSAWS counties with instructions when taking negative action after 10-day NOA cut-off when processing Periodic Reports for CalWORKs and CalFresh and CalWORKs REs. This CIT does not apply to processing late REs for the CalFresh program.</p> <p>Background</p> <p>CalWORKs (CW) and CalFresh (CF) programs will skip issuances for instances when the Status of a SAR 7 or RE Packet is marked as Sent or Incomplete after the 10-day NOA cut off. When workers process these late Periodic Report or CalWORKs REs with changes that result in a negative action, the System will decrease the benefits for the 1st month of the new payment period without 10-day notice.</p> <p>SCR CA-232056 'Prevent Benefit Reduction Without 10-Day Notice for late SAR 7 and CW RD, Allow CalFresh Benefit Reduction Without 10-Day Notice for RE' was opened to fix the issue.</p> <p>County Action</p> <p>Until SCR CA-232056 is implemented, workers must take the steps described below when a complete Periodic Report or CW RE packet is received late and the reported changes will result in a negative action while processing:</p> <ul style="list-style-type: none"> Periodic Report – CW/CF SAR 7
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	<ul style="list-style-type: none"> • CW RE <p>Do Not make any Data Collection updates – For CW/CF SAR7 or CW RE only. For CF RE follow the 'continue the next steps' section below.</p> <ul style="list-style-type: none"> • Update the Periodic Report/RE Packet Status to 'Reviewed-Ready to Run EDBC' • Run EDBC for the 1st month of new payment period. Note: For CW/CF RE, only run EDBC for the CW program. <u>CF program</u> will be run after completing the below "<u>continue the next steps</u>" • Review the EDBC results. • Select 'Rush' from Immediacy Indicator for the Current Month issuance. • Accept the EDBC results. • Review and reject Client Correspondence as appropriate. • The Periodic Report/RE status will then be 'Complete-EDBC Accepted'. • Follow your county business process to journal actions taken. <p>Once authorized, <u>continue the next steps</u>:</p> <ul style="list-style-type: none"> • Enter the Data Collection updates for the reported changes. • Choose Change Reason: Reported on PR/RE and Report Date with the date the change was reported. • Run EDBC. • Review results. • Create the Recovery Account accordingly. • Accept and Save the EDBC. • Review and reject Client Correspondence as appropriate. Manually generate Notices as appropriate. • Follow your county business process to process the Overpayment/Overissuance. • Follow your county business process to journal actions taken. <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p>
Primary Project Contact:	<p>For CalWORKs: Sarah Cox CoxS@CalSAWS.org</p> <p>For CalFresh: Caroline Bui BuiC@CalSAWS.org</p>
Backup Project Contact:	Committee.CalWORKs_CalFresh.Facilitator@CalSAWS.org
Attachments:	None
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></div> <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.

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| | <ol style="list-style-type: none">2. Click on the "CalSAWS Information Transmittal (CIT)" folder.3. Click on the "2022" folder.4. Click on the appropriate CIT # folder. |
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