



CalWIN ISS

Implementation Support Services

Case Review Report and Guide (CRG)

Go-Live Packet (GLP) – Appendix G07 – Guide
#07: Update Ineligible Individual Employable

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1 BACKGROUND

Customers may show as “Employable” within the *Work Registration Program* block, even though they are ineligible for CalWORKs and WTW because they are receiving SSI.

The screenshot shows the 'WTW Status List' page. The left sidebar contains a 'Case Summary' section with a 'Case Number' field and a 'Go' button. Below this is a 'Person Search' section with a 'Case Summary' button. The main content area is titled 'WTW Status List' and includes a 'Display by Name' dropdown set to '37F'. Below this is a 'Review Date' section. The 'Work Registration' section contains a table with columns: Status, Status Reason, Begin Date, and End Date. The first row is 'Employable' with a begin date of 05/02/2014 and an end date of 06/29/2014. A red box highlights the 'Employable' status and the 'Add' button at the bottom right. A red arrow points to the 'Add' button.

Status	Status Reason	Begin Date	End Date
<input type="checkbox"/> Employable		05/02/2014	06/29/2014
<input type="checkbox"/> Deferred	Personal Circumstances	12/30/2013	05/01/2014
<input type="checkbox"/> Mandatory		06/12/2008	06/18/2008
<input type="checkbox"/> Employable	Personal Circumstances	03/18/2008	06/11/2008

Figure 1-1 – WTW Status List Page

The screenshot shows the 'Work Registration Detail' page. The form includes fields for 'Name' (37F), 'Status' (Exempt), 'Volunteer' (No), and 'Begin Date' (09/08/2021). The 'Status Reason' dropdown is open, showing options like 'Physically/Mentally Incapacitated'. A red arrow points to the 'Physically/Mentally Incapacitated' option. Another red arrow points to the 'Save and Return' button at the top right.

Figure 1-2 – Work Registration Detail Page

The screenshot displays the 'WTW Status List' page. The top navigation bar includes links for Case Info, Eligibility, **Empl. Services**, Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The left sidebar lists navigation options: Case Summary, Person Search, Case Summary, ELP Authorization, Contact, **WTW**, WTW 90-Day, Family Stabilization, CFET, Employment, OCAT, and Assessment Results. The main content area is titled 'WTW Status List' and includes a search section with fields for Case Number, Display by Name, From, To, and Review Date. Below this is a table titled 'Work Registration' with columns for Status, Status Reason, Begin Date, and End Date. The table contains one entry: 'Exempt' with status reason 'Physically/Mentally Incapacitated' and begin date '09/08/2021'. Action buttons (Edit, View History, Remove, Add) are present for the entry.

Status	Status Reason	Begin Date	End Date
Exempt	Physically/Mentally Incapacitated	09/08/2021	

Figure 1-3– WTW Status List Page

2 IMPACT ANALYSIS

The customer may be incorrectly referred to WTW and/or show an erroneous "Employable" record which could potentially lead to benefits being issued for ineligible customers. May also have impacts to reports.

3 CLEAN-UP INSTRUCTIONS

Manually update the **WTW Work Registration Status** page to exempt the customer from work registration due to receiving SSI.

1. Place your cursor over the *Empl. Services* tab on the **Global** navigation bar and select *Case Summary* from the **Local** navigator.
2. On the **Task** navigation bar, click *WTW*. The **WTW Status List** page will display.
3. Under the *Display by Name* field, select *PN01* from the drop list. Click the *View* button.
4. Under the *Work Registration* block, click the *Add* button. The **Work Registration Detail** page will appear.
5. Update the mandatory fields.
 - a. *Status*: Exempt
 - b. *Status Reason*: Physically/Mentally Incapacitated
6. Click the *Save and Return* button. The **WTW Status List** page will display.
7. Scroll down to the *Program* block. Click the *Add Status* button. The **WTW Status Detail** page will appear.
8. Update the Mandatory fields:
 - a. *Status*: Exempt
 - b. *Status Reason*: Physically/Mentally Incapacitated
9. Click the *Save and Return* button.
10. The **Effective Dating Confirmation List** page will display. Validate the dates and click the *Save* button to continue. The **WTW Status List** page will display.

4 ADDITIONAL INFORMATION

Not applicable.