

# CalWIN ISS Implementation Support Services Case Review Report and Guide (CRG)

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

February 3, 2023

# CalSAWS Implementation Support Services

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/31/22	.01	Original	Deloitte
11/01/22	1.0	Wave 1 Go-Live	Deloitte
02/03/23	2.0	Republish – No change	ISS

### **TABLE OF CONTENTS**

1	BACKGROUND	. 4
2	IMPACT ANALYSIS	. 6
3	CLEAN-UP INSTRUCTIONS	. 7
4	ADDITIONAL INFORMATION	۶

### 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.

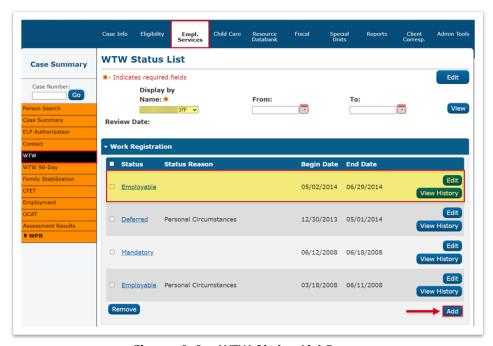


Figure 1-1 – WTW Status List Page

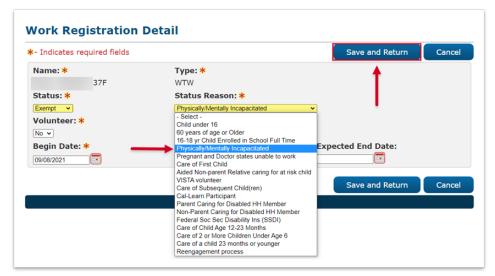


Figure 1-2 – Work Registration Detail Page

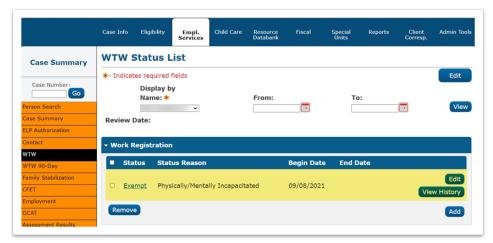


Figure 1-3- WTW Status List Page

# CalSAWS Implementation Support Services

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

### 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.

# CalSAWS Implementation Support Services

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

# 4 ADDITIONAL INFORMATION

Not applicable.