

# CalSAWS | Editing the RE Due Month

## Fact Sheet

The purpose of this fact sheet is to provide instructions on how to edit the RE Due Month for a program.

**Note:** Workers must have the **Redeter Due Month Edit** security group to take these actions.

### Select Security Group

Cancel

Refine Your Search

Search Results Summary Results 1 - 1 of 1

Select

Security Group	Group Description
<input type="checkbox"/> <a href="#">Redeter Due Month Edit</a>	Allows the worker to edit the RE Due Month field on the CalWORKs and CalFresh Detail pages

Select

### How to Edit the RE Due Month:

1. Navigate to the **Case Summary** page
  - Click the **View Details** button in the program block (in this example, we will edit the CalFresh RE Due Month)

CalSAWS Case Name: Case Number: 1B1CK40 Journal Tasks Help Resources Page Mapping Imaging Log Out

Placer PAT Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Client Corresp. Admin Tools

CalFresh

Worker: CalWORKs E Continuing  
Worker ID: [31LS012M0D](#)  
Program Status: Active  
RE Due Month: 08/2023 **Re-Evaluate**  
Reporting Type: Semi-Annual Reporting  
SAR Due Month: 02/2023  
Aid Code: 30 - CW-All Other Families (Fed)  
Meets ESAP Criteria:  
Public Assistance Indicator: Yes  
FBU: 0

Primary Applicant/Recipient:  
Language:  
Phone Number:  
Email:  
Payee:  
Application Date: 03/18/2020

Name	Role	Role Reason	Status	Status Reason
	MEM		Active	
	MEM		Active	
	MEM		Active	

**View Details**

2. Click **Edit** on the program detail page

The screenshot shows the CalSAWS interface for Case Number 1B1CK40. The 'Case Info' tab is active, displaying 'CalFresh Detail'. A red box highlights the 'Edit' button in the top right corner of the detail view. The 'Program Information' section shows the following data:

Field	Value
Status	Active
Application Date	03/18/2020
Reporting Type	Semi-Annual Reporting
Public Assistance Indicator	Y
Automatically Reassign When Activated	No
Status Reason	
Source	Self-Service Portal
RE Begin Month	03/2023
RE Due Month	08/2023
SAR Due Month	02/2023

3. The most current RE record will display

- Enter the correct **RE Due Month**
- Click **Save and Return**. The RE Begin Month will be adjusted based on RE Due Month and Reporting type.

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Field	Value
Status	Active
Application Date	03/18/2020
Reporting Type	Semi-Annual Reporting
Public Assistance Indicator	Y
Automatically Reassign When Activated	No
Status Reason	
Source	Self-Service Portal
RE Begin Month	03/2023
RE Due Month	08/2023
SAR Due Month	02/2023