



CalSAWS | Editing the RE Due Month

Fact Sheet

Purpose

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

What Should You do?

Supervisors/Admin should review the user's assigned security group. **Redeter Due Month Edit** security group is assigned to take the below actions.

Select Security Group

Cancel

Refine Your Search

Search Results Summary Results 1 - 1 of 1

Select

Security Group	Group Description
<input type="checkbox"/> Redeter Due Month Edit	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 within the context of a case.
2. Click the **View Details** button in the program block (in this example, we will edit the CalFresh RE Due Month).

Placer PAT

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

CalFresh

Worker: [Redacted] Primary Applicant/Recipient: [Redacted]

Worker ID: [Redacted] Language: [Redacted]

Program Status: Active RE Due Month: 08/2023 **Re-Evaluate** Phone Number: [Redacted]

Reporting Type: Semi-Annual Reporting Email: [Redacted]

SAR Due Month: 02/2023 Payee: [Redacted]

Aid Code: 30 - CW-All Other Families (Fed) Application Date: 03/18/2020

Meets ESAP Criteria:

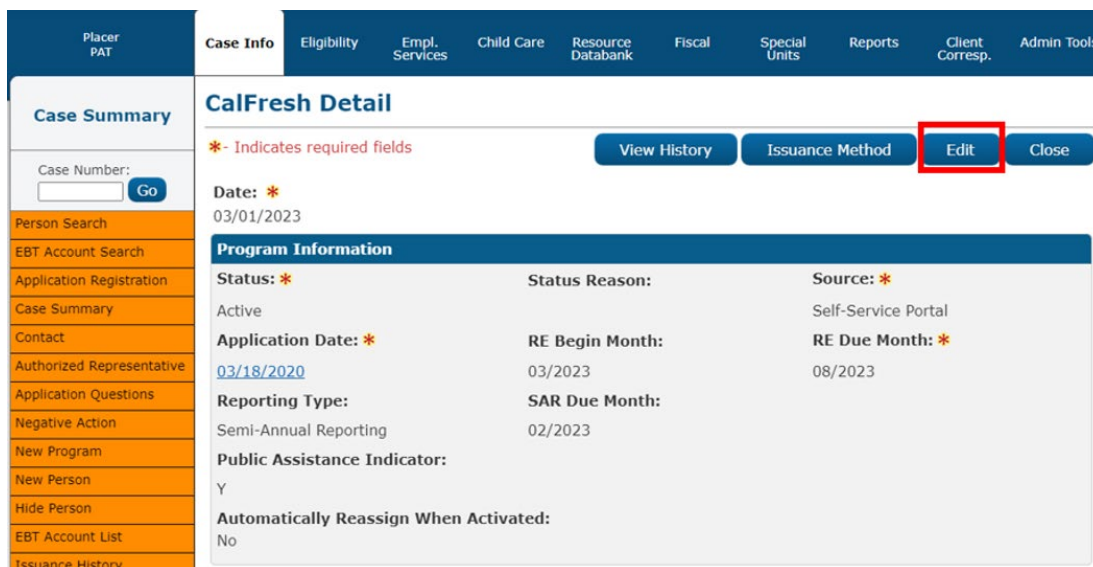
Public Assistance Indicator: Yes

FBU: 0

Name	Role	Role Reason	Status	Status Reason
[Redacted]	MEM		Active	
[Redacted]	MEM		Active	
[Redacted]	MEM		Active	

View Details

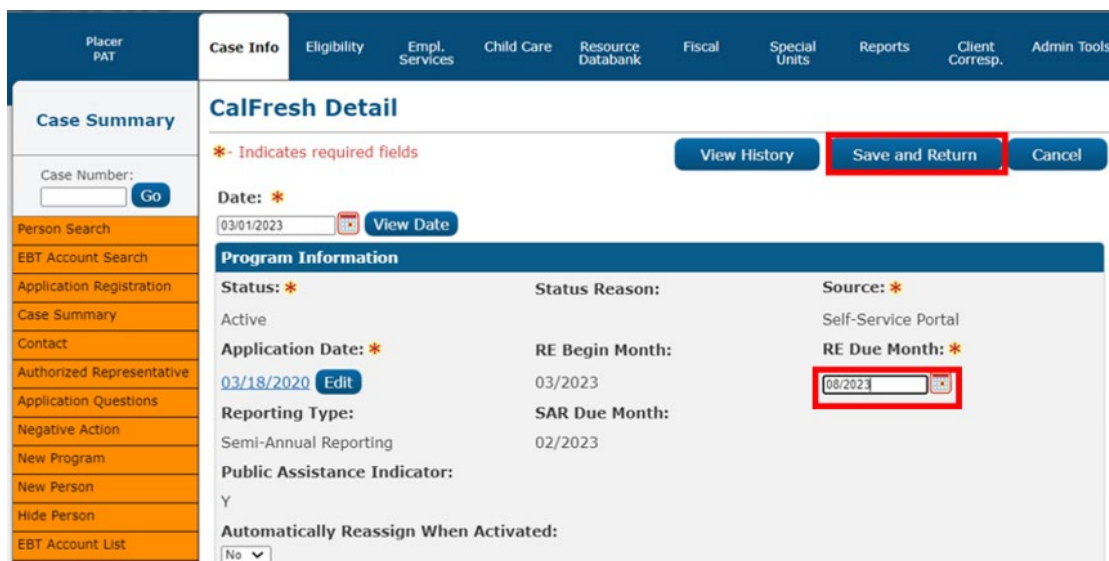
- Click the **Edit** button on the **<Program> Detail** page. The most current RE record will display.



The screenshot shows the CalFresh Detail page. The left sidebar contains a 'Case Summary' section with a 'Case Number' field and a 'Go' button, and a list of search and action items: Person Search, EBT Account Search, Application Registration, Case Summary, Contact, Authorized Representative, Application Questions, Negative Action, New Program, New Person, Hide Person, EBT Account List, and Issuance History. The main content area is titled 'CalFresh Detail' and includes a note '* - Indicates required fields'. At the top right of the main area are buttons for 'View History', 'Issuance Method', 'Edit' (highlighted with a red box), and 'Close'. Below this is the 'Program Information' section with the following fields:

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

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



The screenshot shows the CalFresh Detail page after the RE Due Month has been updated. The 'RE Due Month' field now displays '08/2023' and is highlighted with a red box. The 'Save and Return' button is also highlighted with a red box. The 'Application Date' field now has an 'Edit' button next to it. The 'Date' field at the top now shows '03/01/2023' with a 'View Date' button next to it. The 'Program Information' section remains the same as in the previous screenshot.