



# CalSAWS | Printing the CW 31 in Non-English Language

## Fact Sheet

### Purpose

When accessing the Reception Log Detail page in view mode, the Generate CW 31 buttons can be found on the top or bottom of the page.

The Generate CW 31 button is used to generate the CW 31 Receipt for Documents form.

The CW 31 can be generated in a non-English threshold language from the reception log and printed via Client Correspondence – Distributed documents.

Note: CalSAWS has functionality to display non-English forms in English for the worker to understand what is being distributed. They will print in the non-English threshold language.

### What Should You Do?

#### Generating the CW 31 in non-English languages from the Reception Log Detail Page

1. When accessing the Reception Log Detail page in view mode, the **Generate CW 31** buttons can be found on the top or bottom of the page.

The screenshot shows the 'Reception Log Detail' page in a web browser. The page has a header with the title 'Reception Log Detail' and a sub-header 'sb.calsaws.net/c-iv/datacollection/ReceptionLog/addVisit'. Below the header, there is a row of buttons: 'Print Number Full Page', 'Generate Referral', 'Generate CW 31' (highlighted with a red box), 'Edit', and 'Close'. The main content area contains fields for 'Case Number:', 'Application Number:', 'Person Name: \*', 'Office:', and 'Date:'. The 'Person Name' field is highlighted with a red box. Below these fields, there is a section for 'Visit Information' with a table showing details for a visit on 12/27 PM. The table has columns for 'Initial Time', 'Purpose', 'Detail', 'Appt.Time', 'Program', 'Status', 'Number Assigned', 'Worker ID', 'Additional E-mail', and 'Location'. The 'Generate CW 31' button is also highlighted with a red box at the bottom of the page.

Initial Time	Purpose *	Detail	Appt.Time	Program	Status	Number Assigned	Worker ID	Additional E-mail	Location
12:27 PM	Drop Off Document		12:30 PM	CW	Waiting...	3			

- The **Generate CW 31** button is used to generate the CW 31 Receipt for Documents form.
- Follow the document parameters prompts.

**Document Parameters** Help

\*- Indicates required fields

**Case Number: \***  **Go** **Customer Name: \***

**Program: \***

**Language: \***

English

English

Spanish

Arabic

Amenian

Cambodian

Cantonese (Chinese)

Farsi

Hmong

Korean

Lao

Mandarin (Chinese)

Other Chinese Language

Russian

Tagalog, Filipino

Vietnamese

Generate Form Generate Blank Template Cancel

Generate Form Generate Blank Template Cancel

seconds to load.

- Generate the CW 31 form and follow the prompts to print locally.

LC Forms - Google Chrome

stg1.calsaws.net/content/dam/calsaws-forms/profiles/html5.html

COUNTY OF LOS ANGELES CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**RECEIPT FOR DOCUMENTS**

CASE NAME:	DATE:	WORKER ID:	CASE NO.:
SOPHIA PEREZ	11/04/2022		LC74MS
SUBMITTED BY:	OFFICE:		
SOPHIA PEREZ			

**COUNTY RECEIVED THE FOLLOWING:**

<input type="checkbox"/> BAR 7/QR TMC 178 TMC Month	<input type="checkbox"/> Citizenship/Naturalization Records
<input type="checkbox"/> BAR 3/AR 3/CF 377.5 Month	<input type="checkbox"/> Immigration Records
<input type="checkbox"/> Birth Certificate(s)	<input type="checkbox"/> Rent Receipt/Rental Agreement
<input type="checkbox"/> Social Security Card Number Verification	<input type="checkbox"/> Utility Bills
<input type="checkbox"/> Pregnancy Verification/Medical Verification	<input type="checkbox"/> Medical Bills
<input type="checkbox"/> Employment Verification/Pay Stub(s)	<input type="checkbox"/> Dependent Care Expense Verification
<input type="checkbox"/> Self-Employment Verification	<input type="checkbox"/> Bank Statements
<input type="checkbox"/> Unearned Income Verification	<input type="checkbox"/> Spousal/Child Support Expense Verification
<input type="checkbox"/> Tax Returns	<input type="checkbox"/> Exemption/Good Cause forms
<input type="checkbox"/> Service Provider Referral	<input type="checkbox"/> Child Care General Information form
<input type="checkbox"/> WTW 2 Plan Activity Assignment (Signed)	<input type="checkbox"/> Report Cards/School Attendance Records/Financial Aid
<input type="checkbox"/> Ancillary Receipt (books/toys/supplies/clothes)	<input type="checkbox"/> Program Records
<input type="checkbox"/> Ancillary Receipts (books/toys/supplies/clothes)	<input type="checkbox"/> Other (QR 7/QR 3LA)

Note: For Medi-Cal cases, if original books of U.S. Citizens and/or identity documents are submitted, the DHS 0011 Proof of Acceptable Citizenship Document(s) is provided per request.

Rachel Hernandez  
RECEIVED BY: Eligibility Specialist - Cambodian LC

QR 31 (11/2019)

Print Receipt

Page 1 of 1

Print Reason - County of Los Angeles - CalSAWS - Google Chrome

stg1.calsaws.net/c-iv/utilities/FormTemplate/submitHtmlForm

**Print Reason**

\* Indicates required fields

Print Reason: \*

- Select -

- Select -

Print for Participant

Print for Case Record

Submit Cancel

This Type\_1 page took 13.24 seconds to load.

- Close out the pop-up print window. **Do not print** the CW 31 form displayed from here, as it is in the English language.

submitHtmlForm

1 / 1 | 100% + |

COUNTY OF LOS ANGELES

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**RECEIPT FOR DOCUMENTS**

CASE NAME: DATE: WORKER ID: CASE NO.:

SUBMITTED BY: OFFICE:

**COUNTY RECEIVED THE FOLLOWING:**

☐ SAR 7/QR 7/MC 176 TMC- Month: ☐ Citizenship/Noncitizen Records

☐ SAR 3/AR 3/CF 377.5 Month: ☐ Immunization Records

☐ Birth Certificate(s) ☐ Rent Receipt/Rental Agreement

☐ Social Security Card Number Verification ☐ Utility Bills

☐ Pregnancy Verification/Medical Verification ☐ Medical Bills

☐ Employment Verification/Pay Stub(s) ☐ Dependent Care Expense Verification

☐ Self-Employment Verification ☐ Bank Statement(s)

☐ Unearned Income Verification ☐ Spousal/Child Support Expense Verification

☐ Tax Returns: ☐ Exemption/Good Cause forms

☐ Service Provider Referral ☐ Child Care General Information form

- Go to the **Distributed Documents Search** page.
- Enter the appropriate search criteria.
- Click the **Search** button.
- Click the **Details** button to access the **Document Detail** page.



10. Click the **Details** button for the generated CW 31 form. Note that there is a language indicator in parentheses (in this example, for Spanish as SPA) indicating the language of the correspondence it was generated in.
11. Click the **Reprint Locally** button.

**CalSAWS** Journal Tasks Help Resources Page Mapping Imaging Log Out

Yolo UAT2 Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports **Client Corresp.** Admin Tools

**Distributed Documents Search**

\* - Indicates required fields

► Refine Your Search

**Search Results Summary** Results 1 - 5 of 5

Date	Document Name	Number	Program	Status	Viewed Via Self-Service Portal
11/18/2022 10:44 AM	<a href="#">Receipt for Documents (SPA)</a>	CW 31	CalFresh	Printed Locally	<a href="#">Details</a>

**CalSAWS** Journal Tasks Help Resources Page Mapping Imaging Log Out

Yolo UAT2 Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports **Client Corresp.** Admin Tools

**Document Detail**

[Reprint Locally](#) [Edit](#) [Close](#)

**Document Information**

**Name:** Receipt for Documents (SPA) **Number:** CW 31 **Category:** Forms

**Program:** **Benefit Month:** **Self-Service Portal:**

**Date Signed:** **Comments:**

Variation	Language	Initial Print Date	Last Central Print Date	Print Status
<a href="#">Final</a>	Spanish			Printed Locally

[Reprint Locally](#) [Edit](#) [Close](#)

12. Specify the print reason and click the **Submit** button to generate the CW 31 in the non-English threshold language requested by the client.