



CalSAWS | Two-Party Warrant for Supportive Services

Fact Sheet

Purpose

The purpose of this fact sheet is to provide an interim solution for issuing **Two-Party Warrants** through **Supportive Services**.

What Should You Do?

To issue a two-party warrant for a supportive service, you first need to have the proper information in the Resource Data Bank (RDB). Depending on your security role, you can either request a resource or add the resource. To request the resource, begin by searching the RDB:

1. Place the cursor over **Resource Databank** on the **Global** navigation bar and select **Resources** from the **Local** navigator.
2. Enter the details for the resource you are searching for and click the **Search** button.
3. If the resource displays in the search, select the resource. If you do not find the correct resource, click the **Request Resource** button (or follow your County business process if you need to request resources outside of CalSAWS, i.e. via email).
4. Enter the details for the resource you are requesting, include in the details that the "Payee Name" needs to reflect that the warrant is payable to two (or more) people, then Submit your Resource Request.

To add the resource, start by searching for requested resources:

1. To search for resource requests in CalSAWS, place the cursor over **Resource Databank** on the **Global** navigation bar and select **Resource Requests** from the **Local** navigator. Perform your search using any applicable parameters.
2. Follow steps 1-3 above, but in Step 3, the button you see will say **Add Resource**.
3. Enter all information for the resource, being sure to include all of the applicable names that any warrants should be issued to in the **Payee Name** field. Click the **Save** button.
4. Once the resource is saved, enter any necessary information on the resource related pages: *Vendor Information*, *Approved For County Use*, and *Services*.
5. Through CalSAWS, you can edit the **Resource Requests** page to show the request was Approved and the resource was added. Follow your County business process to notify the requesting user the request has been approved.



Once the Resource is in the system, the User can now issue a Two-Party Warrant payment through Supportive Services following the steps below:

1. Within the context of a case, place cursor over **Empl. Services** on the **Global** navigation bar and select **Supportive Services** from the **Local** navigator.
2. If you haven't already, add a *Need* and then create a *Service Arrangement*.
3. Through the *Service Arrangement* within the **Arrangement Details** section, select the Payee drop-down and use *Same as Provider*. Click the **Select** button.
4. Search for the Resource that was added with all persons listed in the **Payee Name** field, enter all additional applicable details for the *Service Arrangement* and click **Save and Return**.
5. Click **Create Payment Request** to finish the process of issuing a Two-Party Warrant for Supportive Services.