



Appendix: Required Actions for Foster Care, Kin-Gap and Adoption Assistance Program

Priority Level: 1

Background:

During the conversion cutover from CalWIN to CalSAWS, the system will run a Batch EDBC job for all active CalWIN cases. If the CalSAWS Batch EDBC results match the last saved CalWIN EDBC result, the system considers the benefits a **match** and saves EDBC. If the CalSAWS Batch EDBC **does not match** the existing saved CalWIN EDBC, the case will be flagged with a Yellow Banner and the Batch EDBC is not saved.

CalWIN Benefits will roll forward until the next EDBC is run in CalSAWS.

This guide provides detailed actions that end-users will be required to take in order to update missing fields on Foster Care, ARC, Kin-GAP and Adoption Assistance Program (AAP) pages.

If a user attempts to run EDBC before updating these missing fields, the resulting EDBC will result in either a change in benefit amount, aid code, or a program discontinuance.

These cleanup areas have been broken down into 5 areas:

Guide Number	Name	Programs Impacted	EDBC Mismatch Reason(s)
1	Update AAP Summary Detail Page	AAP	Program Discontinued, Benefit Amount Mismatch
2	Update Foster Care Child Welfare Services Authority Detail	Foster Care	Program Discontinued, Benefit Amount Mismatch, Aid-Code Mismatch
3	Missing Fields on Foster Care Resource Pages	Foster Care, Kin-GAP, AAP	Program Discontinued, Benefit Amount Mismatch
4	Update Infant Supplement Payments	Foster Care, Kin-GAP	Benefit Amount Mismatch
5	Update Education Travel Reimbursements	Foster Care	Benefit Amount Mismatch



6	Relationship Page	Foster Care, Kin-GAP	Program Discontinued, Benefit Mismatch, Aid code Mismatch
7	Non-Minor Dependent – Other Program Assistance Page	Foster Care	Program Discontinued, Benefit Amount Mismatch
8	Kin-GAP Summary Page	Kin-GAP	Program Discontinued

Note: The examples provided in these guides do not represent every scenario that a user might encounter. The scenarios provided below are intended to direct users to the most impacted areas on the Yellow Banner report. A full and thorough review of each case must be conducted to ensure that all the information is entered as accurately as possible to allow for a correct determination to be made.



Details		Screenshots
1	<div>Update AAP Summary Detail Page</div> <p>Multiple mandatory fields are missing on the AAP Summary Detail Page. Some of these fields are being converted as blank because the questions do not exist in CalWIN.</p> <p>The following mandatory sections and fields are not complete on the AAP Summary Detail Page:</p> <ol style="list-style-type: none">1. Complete the Top Section of the page mandatory fields. Enter the FC8 and AAP4 signed date if applicable2. Complete the Title IV-E Federal Findings section with information that applicable to the case3. Complete the Applicable Child section with information that is applicable to this case4. Complete the State Findings section with information applicable to this case5. Complete the Extended Benefit section mandatory question as it applies to the case <p>The sections and questions will need to be answered prior to running EDBC as they will impact the eligibility determination. Impacted cases will appear on the Yellow Banner case report.</p> <p>EDBC Mismatch Reason: Program Discontinued, Benefit Amount Mismatch</p>	

Figure 1 – AAP Summary Detail page



Details

Clean-Up Instructions:

- 1. Place the Cursor over **Eligibility** on the Global Navigation Bar
- 2. Select **Customer Information** from the Local Navigator
- 3. Click the **AAP** link in the Task Navigation Bar
- 4. Click the **AAP Summary** link on the Task Navigation Bar to Access the **AAP Summary List Page**
- 5. Click the **Type** hyperlink to access the **AAP Summary Detail Page** (Figures 1 & 2)
- 6. Click **Edit**
- 7. Select **Yes or No** from the drop downs selection for each mandatory question (mandatory questions are marked with a red asterisk)
- 8. Click **Save and Return** button to confirm selection

Screenshots

The screenshot displays the CalSAWS application interface. The top navigation bar includes links for Journal, Tasks, Help, Resources, Page Mapping, Images, DCFS Images, and Log Out. The main navigation bar has tabs for Case Info, Eligibility (selected), Empl. Services, Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The page content is divided into sections: 'Applicable Child Information' with questions about foster care, sibling status, age requirements, and medical eligibility; 'State Funding' with questions about supervision and relinquishment; and 'Extended Benefits' with questions about AAP agreement and youth participation. Red boxes highlight specific questions and their corresponding 'Yes' or 'No' answers.

Applicable Child Information	
Has the child been in foster care for at least 60 consecutive months? *	
Is a sibling of an "Applicable Child," if both are placed in the same prospective adoptive home? *	
Does the child meet the applicable age requirements any time before the end of the Federal Fiscal Year (FFY)? *	Yes
FFY is October 1 through September 30th. The applicable child is in the care of a public or private child placement agency or Indian tribal organization and is the subject of either of the following: *	
A) An involuntary removal from the home in accordance with a judicial determination that continuation in the home would be contrary to the welfare of the child.	
B) A voluntary placement agreement or voluntary relinquishment.	
The child has met all medical or disability eligibility requirements for federal supplemental security income (SSI) benefits? *	No
The child was residing in a foster family home or child care institution with the child's minor mother? *	
The child received Adoption Assistance Program with respect to a prior adoption that dissolved? *	
State Funding	
Is the child under the supervision of a county welfare department as the subject of legal guardianship or juvenile court dependency? *	
The child has been relinquished to a licensed California private or public adoption agency or another public agency operating at Title IV-E program on behalf of the state? *	
The child is committed to the care of the department or county adoption agency pursuant to Family Code Section 8805 or 8918? *	
Extended Benefits	
Was the Initial AAP Agreement signed on or after the youth's 16th birthday? *	No
Does the AAP youth have a mental or physical disability that meets the requirements for extended benefits?	No
Is the AAP youth meeting participation requirements for extended benefits?	No
Which participation requirements is the AAP youth meeting? *	

Figure 2 – AAP Summary Detail page continued



Details		Screenshots
2	<div>Update Foster Care Child Welfare Services Authority Detail</div> <p>Multiple mandatory fields are missing on the Child Welfare Services Authority Detail Page. The page sections and fields are being converted as blank because the questions do not exist in CalWIN.</p> <p>Note: The Emergency Assistance EA block will only need to be completed on this page if paying EA 5K/5L funds for 6 months or up to 12 months. (Figure 3)</p> <p>This page will need to be answered prior to running EDBC as they will impact the eligibility determination. Impacted cases will appear on the Yellow Banner case report</p> <p>EDBC Mismatch Reason: Program Discontinued, Benefit Amount Mismatch, Aid-Code Mismatch</p>	<p>The screenshot displays the 'Child Welfare Services Authority Detail' form. On the left is a sidebar with navigation links like 'Customer Information', 'Person Search', 'Non Financial', 'Financial', 'Foster Care', and 'Verifications'. The main form area contains sections for 'Child's Name', 'Begin Date', 'End Date', 'SW/PO Name', 'Legally Removed from Whom', 'Physically Removed from Whom', 'Primary Removal Reason', 'Secondary Removal Reason', 'Petition Date', 'Child Entered Foster Care Date', 'Emergency Assistance (EA)', and 'Court Order Findings'. Red asterisks indicate required fields. Red boxes highlight missing data in the 'Emergency Assistance (EA)' section for 'Date of Risk' and 'Not to Exceed Date', and in the 'Court Order Findings' section for 'The finding for reasonable effort was'.</p>

Figure 3 – Child Welfare Services Authority Detail Page



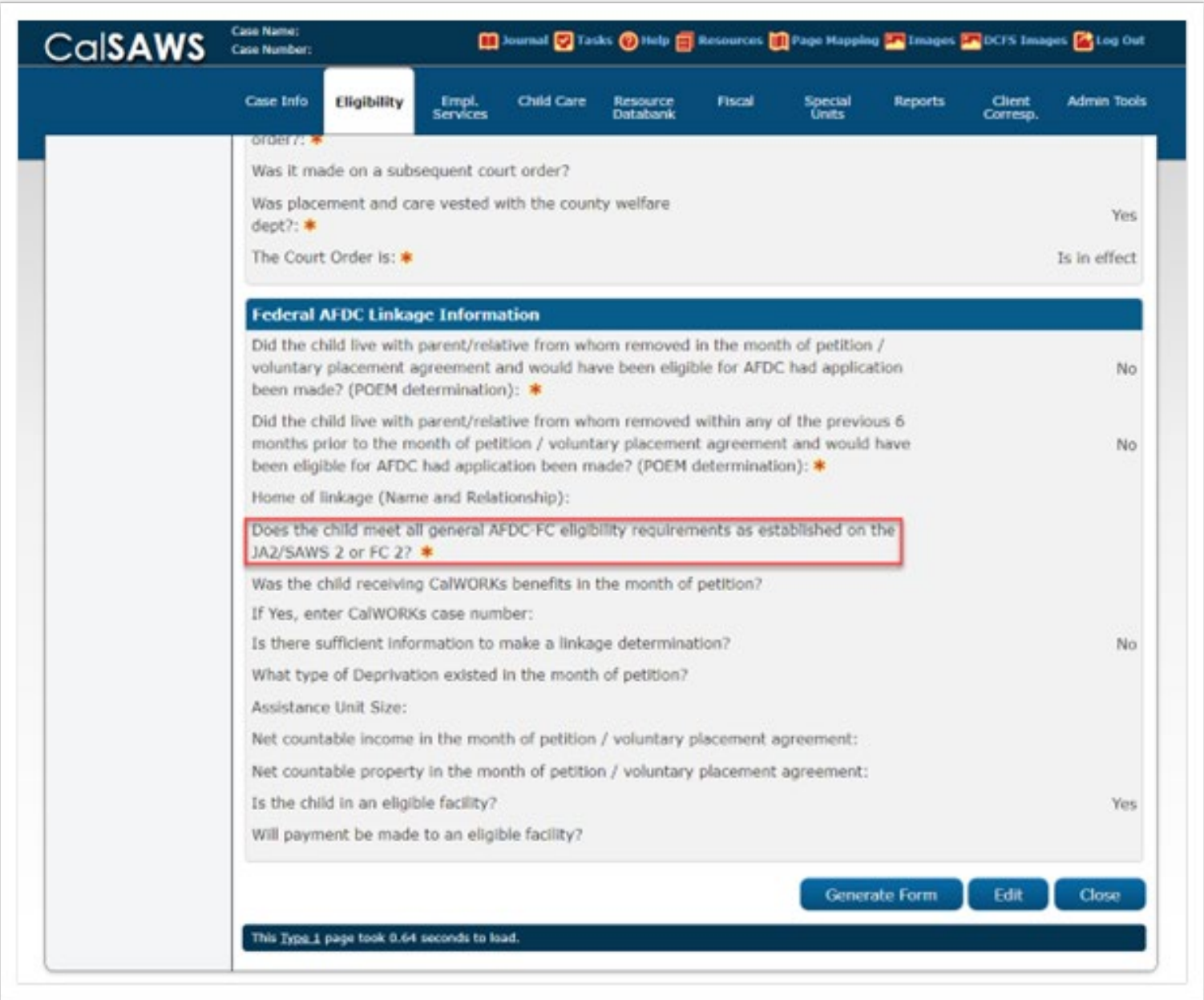
Details	Screenshots
<p>Clean-Up Instructions:</p> <ol style="list-style-type: none">1. Place the cursor over Eligibility on the Global Navigation bar2. Select Customer Information from the Local Navigator3. Click the Foster Care link in the Task Navigation bar4. Click the Placement Authority link in the Task Navigation bar to access the Placement Authority List page.5. Click The Type Hyperlink for the current Placement Authority listing to access the Child Welfare Services Authority Detail Page6. Click the Edit button7. Complete or update the top section of the page with information that is applicable to case.8. Complete the Emergency Assistance EA Section if paying continued EA funds of 5k or 5L for 6 months to 12 months9. Complete the Court Order findings section with information that is applicable to case10. Complete the Federal AFDC Linkage Information section with applicable information of the case11. Complete the FC Income /Property Page by clicking the FC Income /Property button if there is month of petition income for case.12. Click the Generate Form button to generate the FC3A if needed.13. Note: if the user saves the page before generating the FC3A they can generate it from the Template Repository.14. Click the Save And Return button15. If the FC3 needs to be generated click the Generate Form button on this page after you click the Save and Return button.	 <p>The screenshot displays the CalSAWS web application interface. The top navigation bar includes links for Journal, Tasks, Help, Resources, Page Mapping, Images, DCFS Images, and Log Out. The main menu on the left lists various sections: Case Info, Eligibility (selected), Empl. Services, Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The central content area is titled 'Eligibility' and contains several sections. The 'Federal AFDC Linkage Information' section is highlighted with a red box. It includes questions such as 'Did the child live with parent/relative from whom removed in the month of petition / voluntary placement agreement and would have been eligible for AFDC had application been made? (POEM determination):', 'Did the child live with parent/relative from whom removed within any of the previous 6 months prior to the month of petition / voluntary placement agreement and would have been eligible for AFDC had application been made? (POEM determination):', and 'Does the child meet all general AFDC-FC eligibility requirements as established on the JAZ/SAWS 2 or FC 2?'. The 'Generate Form' button is visible at the bottom right of the form area.</p>

Figure 4 – Child Welfare Services Authority Detail Page Continued



Details

3

Missing Fields on Foster Care Resource Pages

The following mandatory fields may be missing from the Foster Care Resource Detail Page and License Detail page:
If the placement type is a Relative/ NERFM/SILP/Non-Related Legal Guardian or KG Legal Guardian, the Home approval section on the Child Placement Detail or Kin-GAP Rate detail page will need to be completed (figure 6)

Foster Care Resource Detail Page:

- Physical Address *
- Phone Information *
- Update Frequency **
- Next Review Date **

Foster Care License Detail Page:

- License Status *
- License Number*
- Begin Date *

* These items may be missing if the information was not entered in CalWIN

The mandatory fields on the Foster Care License Detail page must be updated to run and save EDBC. The program will fail if these fields are not completed.

Screenshots

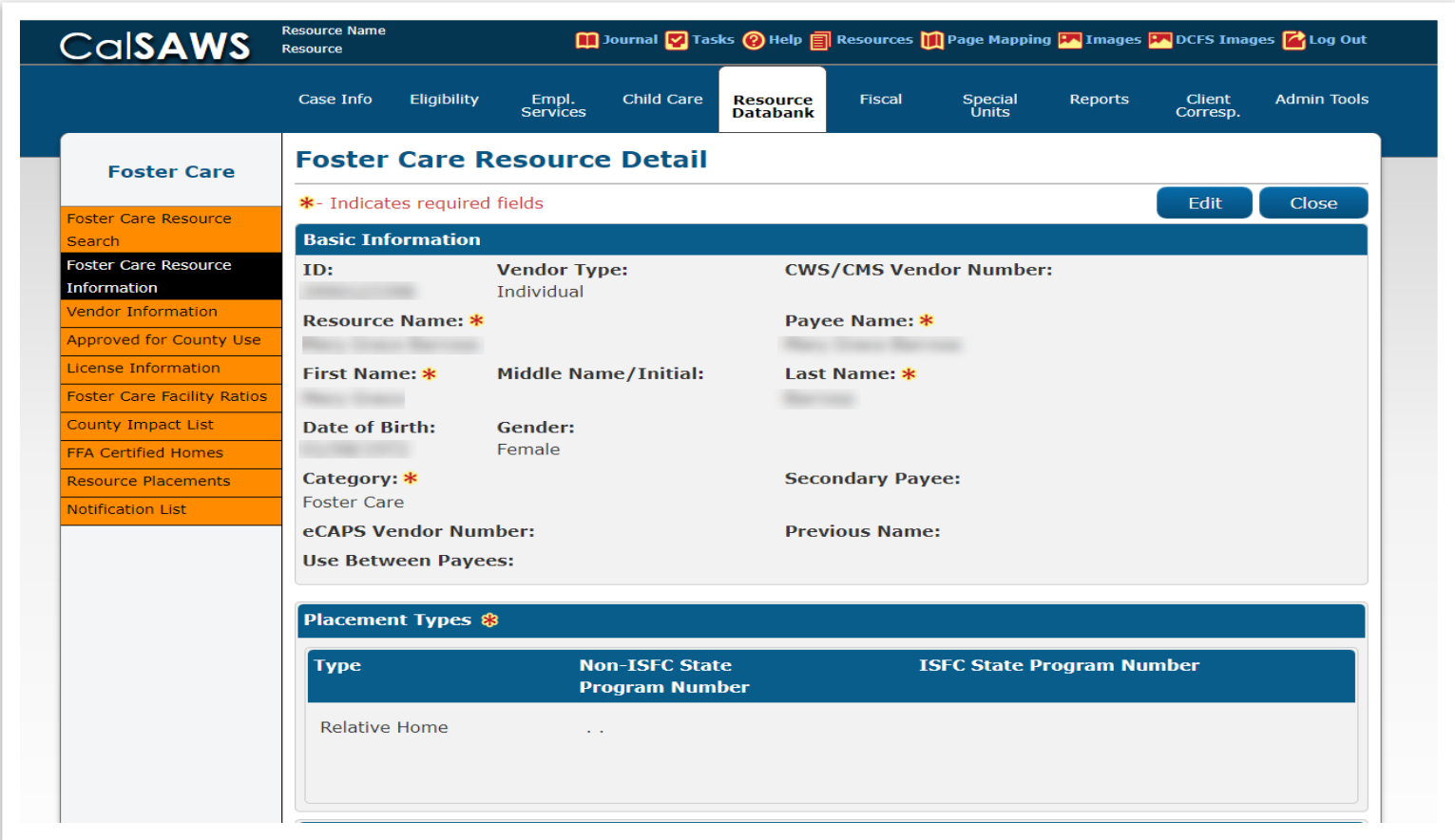


Figure 5 – Foster Care Resource Detail Page



Details

EDBC Mismatch Reason: Program Discontinued, Benefit Amount Mismatch

Clean-Up Instructions:
To Access a Foster Care Resource:

1. Place the Cursor over **Eligibility** on the Global Navigation Bar
2. Select **Customer Information** from the Local Navigator
3. Select the **Foster Care** link form the Task Navigation Bar
4. Click the **Child Placement** link in the Task Navigation Bar to access the **Child Placement List Page**
5. Click the **Name** hyperlink for the desired placement to access the **Child Placement Detail Page**
6. Click the **Placement Name** hyperlink (Figure 6) to access the Foster **Care Resource Detail Page** (Figure 5)
7. Click the **Close** button to navigate back to the Child Placement Detail page
8. Click the **Edit** button on the Foster Care Resource Detail page. (Figure 5)
9. If the placement type is a Relative/NERFM/SILP/Non-Related Legal Guardian, the **Home Approval** section will need to be completed on Child Placement Detail Page
10. Click the **Save and Return** button

Screenshots

Figure 6 – Child Placement Detail Page



Details

- 11. Review and update all mandatory fields as necessary (Physical Address, Phone Information, Update Frequency, Next Review Date)
- 12. Click **Save** to confirm all updates to the Foster Care Resource Detail Page
- 13. Click the **License Information** link in the Task Navigation Bar to access the **Foster Care License List Page** (Figure 7)
- 14. Click the **Add** button on the License List Page
- 15. Complete the mandatory fields (License Status, License Number, Begin Date)
Note: Relatives, Legal Guardians, SILPS do not have a license number, field should not be mandatory for these types
- 16. Click the **Save and Return** button to confirm selections and be navigated back to the Foster Care Resource Detail page

Screenshots

The screenshot displays the 'Foster Care License Detail' page within the CalSAWS application. The top navigation bar includes links for Journal, Tasks, Help, Resources, Page Mapping, Images, DCFS Images, and Log Out. The main navigation bar lists various modules: Case Info, Eligibility, Empl. Services, Child Care, Resource Databank (selected), Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. On the left, a sidebar under the 'Foster Care' heading lists options: Foster Care Resource Search, Foster Care Resource Information, Vendor Information, Approved for County Use, License Information (highlighted), Foster Care Facility Ratios, County Impact List, FFA Certified Homes, Resource Placements, and Notification List. The main content area is titled 'Foster Care License Detail' and contains a form with the following fields: 'License Type' (set to 'Relative Home, Foster Family Home'), 'License Status' (a dropdown menu with '- Select -' visible), 'License Number' (a text input field), 'Begin Date' (a calendar icon), and 'End Date' (a calendar icon). A red asterisk indicates required fields. At the top right of the form are 'Save and Return' and 'Cancel' buttons. At the bottom right are 'Save And Return' and 'Cancel' buttons. A status bar at the very bottom states 'This Type 1 page took 0.64 seconds to load.'

Figure 7 – Foster Care License Detail Page



Details		Screenshots											
4	<div>Update Infant Supplement Payments</div> <p>CalWIN does not have an area to set up an Infant Supplement Payment. Infant supplements are automatically issued to the Kin-Gap or Foster Care case when an infant is added to the case in the CalWIN system. In CalSAWS, the infant must be pended to the program and the infant supplement must be added in the rate summary page.</p> <p><u>EDBC Mismatch Reason:</u> Benefit Amount Mismatch</p> <p><u>Clean-Up Instructions:</u></p> <p><u>Adding the Infant to the Case:</u></p> <ol style="list-style-type: none">1. Add the Infant to the Case per your county policy. See Job Aid: Add a Person to an Existing Case and Existing Program for more information2. On the Case Summary Page, Click the View Details on the Foster Care Program Block to access the Foster Care Detail page (Figure 8)3. Click the Edit button on the Foster Care Detail page4. Enter the Beginning Date of Aid in the Date field for the infant and Click the View Date. The page will refresh with date entered5. Click the Add button on the Program Persons section (Figure 9)	<div><div><div>WAGI Case Search</div><div>Customer Contact History</div><div>B 87</div><div>Invoice History</div><div>Linkages</div><div>General Ledger</div><div>Valuable History</div><div>Point Of Service</div><div>Case Copy List</div></div><div><div><div>Payee: Willis</div><div>Application Date: 04/08/2021</div><div>Placement Start Date: 02/01/2022</div><div>Relationship to Caregiver:</div><div>Placement Authority: Child Welfare Services Court Order</div><div>Type:</div></div><table><tr><th>Name</th><th>Role</th><th>Role Reason</th><th>Status</th><th>Status Reason</th></tr><tr><td></td><td>MEM</td><td></td><td>Active</td><td></td></tr></table><div>View Details</div></div></div> <div>Figure 8 – Case Summary Page</div>		Name	Role	Role Reason	Status	Status Reason		MEM		Active	
	Name	Role	Role Reason	Status	Status Reason								
		MEM		Active									
	<div><div><div>Program Persons</div><table><tr><th>Name</th><th>Role</th><th>Role Reason</th><th>Status</th><th>Status Reason</th></tr><tr><td></td><td>MEM</td><td></td><td>Active</td><td></td></tr></table><div>Edit</div><div>Add</div></div><div>Payment Information</div></div> <div>Figure 9 – Foster Care Program Detail Page</div>		Name	Role	Role Reason	Status	Status Reason		MEM		Active		
Name	Role	Role Reason	Status	Status Reason									
	MEM		Active										



Details	Screenshots
<div>6. Select the desired infant, enter the Application Date, and the Beginning Date of Aid (figure 10)</div> <div>7. Click the Save and Return button</div> <div>8. Click the Save and Return button again to confirm choices and return to the Foster Care Detail Page</div> <div>9. Click the Save and Return button and navigate to the Case Summary page.</div> <div>10. Place the cursor over Eligibility on the Global Navigation bar</div> <div>11. Select Customer Information from the Local Navigator</div> <div>12. Complete the following tabs from the Task Navigation bar under the Non-Financial link for the infant:<div><div>A. Individual Demographics,</div><div>B. Vital Statistics,</div><div>C. Household Status,</div><div>D. Relationship,</div><div>E. Complete the Absent parent page per county policy</div></div></div>	<div><div><div><div>Case Summary</div><div>Case Number: <input type="text"/> <input type="button" value="Go"/></div><div><div>Person Search</div><div>EBT Account Search</div><div>Application Registration</div><div>Case Summary</div><div>Contact</div><div>Authorized Representative</div><div>Application Questions</div><div>Negative Action</div><div>New Program</div><div>New Person</div><div>Hide Person</div></div></div><div><div>Foster Care Person Detail</div><div><div>* - Indicates required fields</div><div><div>Save and Add Another</div><div>Save and Return</div><div>Cancel</div></div><div><div>Recipient Information</div><div>Name: *<div><div>- Select -</div><div>Davidson, Janine J H</div></div></div></div><div><div>Application Detail</div><div><div>Application Date: *<input type="text"/></div><div>Beginning Date Of Aid: *<input type="text"/></div></div><div><div>Save and Add Another</div><div>Save and Return</div><div>Cancel</div></div></div></div></div></div><div>Figure 10 – Foster Care Person Detail Page</div></div>



Details

Issuing Infant Supplement Payment for Foster Care:

- 13. Place the cursor over **Eligibility** on the Global Navigation bar
- 14. Select **Customer Information** from the Local Navigator
- 15. Expand the **Foster Care** section of the Task Navigation bar
- 16. Click the **Child Placement** link on the Task Navigation bar
- 17. On the Child Placement List Page, Click the **Edit** button for the desired placement to access the Child Placement Detail Page
- 18. Click the **Add** button in the Infant Supplement page section (Figure 11)

Screenshots

CalSAWS

Case Name:
Case Number:

JournalTasksHelpResourcesPage MappingImagingLog Out

Case InfoEligibilityEmpl. ServicesChild CareResource DatabankFiscalSpecial UnitsReportsClient Corresp.Admin Tools

Customer Information

Case Number:
 Go

Person Search

► Non Financial

► Financial

▼ Foster Care

Placement Authority

Child Placement

Deprivation

Re-Evaluation

Placement Verification

Permanency Plan Court Order

Non-Minor Dependent

Verifications

MC 355

EBT Account List

MAGI Verifications

MAGI Eligibility

Run EDBC

Manual EDBC

Needs

Service Arrangements

► ABAWD

EDBC Results

Child Placement Detail

*- Indicates required fields

ImagesSave and ReturnCancel

Child Name:

Placement Name: *

Placement Type: *

Payee:
Same as Placement

Care Provider Relationship to Child:

Use County Funds: *

Begin Date: *

End Date:

Placement ID:
880057450

Rate List *

Type	Rate	Level Of Service	Level of Care	Begin Date	End Date	
Standard State Rate		STRTP		06/23/2022		<div>Edit</div> <div>Add</div>

Infant Supplement

Infant Name	Begin Date	End Date	
No Data Found			

Add

Special Care Increment

Type	Amount	Begin Date	End Date	
No Data Found				

Add

Figure 11 - Child Placement Detail Page



Details

19. On the Infant Supplement Detail page (Figure 10):
- a. Select the infant form the **Infant Name** drop list
 - b. Select **Yes/No** from the “**Is the infant paced in a Whole Family Foster Home?**” drop list
 - c. Select **Yes/No** from the “**Do the caregiver and the minor dependent parent have a shared responsibility plan?**” drop list
 - d. Select **Yes/No** from the “**Is there a Parenting Support Plan (PSP) on file?**” drop list
- Note: this question will only appear if this is NMD case
- e. Enter the desired date in the **Begin Date** field
 - f. Click **Save and Return** to confirm choices
 - g. Click **Save and Return** on the Child Placement Detail page.

20. **Run EDBC** for all available months to issue the Infant Supplement

Screenshots

Figure 12 – Foster Care Infant Supplement Detail Page



Details	Screenshots
<p>Issuing Infant Supplement Payment for Kin-GAP:</p> <ul style="list-style-type: none">21. Place the cursor over Eligibility on the Global Navigation bar22. Select Customer Information from the Local Navigation bar23. Expand the Kin-GAP section of the Task Navigation bar24. Click the Rate Summary link on the Task Navigation bar25. On the Kin-GAP Rate Summary page (Figure 13), click the Add button in the Infant Supplement page section26. On the Kin-GAP Infant Supplement Detail Page (Figure 12):<ul style="list-style-type: none">a. Select the infant form the Infant Name drop listb. Select Yes/No from the “Is the infant placed in a Whole Family Foster Home?” drop listc. Select Yes/No from the “Do the caregiver and the minor dependent parent have a shared responsibility plan?” drop listd. Enter the desired date in the Begin Date fielde. Click the Save and Return button to confirm choicesf. Click the Save and Return button on the Kin-GAP Rate Summary page27. Run EDBC for all available months to issue the Infant Supplement	

Figure 13 – Kin-GAP Infant Supplement Detail Page



Details		Screenshots
5	<div>Update Education Travel Reimbursements</div> <p>This guide provides detailed actions that end-users will be required to update Education Travel Reimbursement rate amounts.</p> <p>Counties Impacted: 01 – Alameda 37 – San Diego 40 – San Luis Obispo 57 - Yolo</p> <p>The impacted counties utilized generic Education Travel Reimbursement (ETR) Descriptions for Foster Care cases receiving an ETR. Because of this, some of the ETRs were mapped to CalSAWS incorrectly.</p> <p>In CalSAWS, ETR information is captured in the Child Placement Detail Page.</p> <p>The following values were unable to be mapped correctly and were mapped to a default Value of "8 - 24 miles or more" in the CalSAWS Education Travel Reimbursement Detail Page:</p> <ul style="list-style-type: none">County 01 Value - 0T Education Travel ReimburseCounty 37 Value - 2B Education ReimbursementCounty 40 Value - 1E Education Travel ReimbursementCounty 40 Value - 2A FC Educ. Reimburse Non-RecurCounty 40 Value - 2B FC Educ. Reimburse RecurCounty 57 Value - 1A Education Mileage Reimbursement	<p>Figure 14 – Child Placement Detail Page</p>



Details

EDBC Mismatch Reason: Benefit Amount Mismatch

Clean-Up Instructions:

1. Place the cursor over **Eligibility** on the Global Navigation bar
2. Select **Customer Information** from the Local Navigator
3. Click the **Foster Care** link on the Task Navigation bar
4. Click the **Child Placement** link on the Task Navigation bar to access the **Child Placement List** page
5. Click the **Name** hyperlink for the desired placement on the Child Placement List page to access the **Child Placement Detail** Page
6. Click the **Edit** button on the Child Placement Detail Page.
7. Scroll down to the **Education Travel Reimbursement** section (Figure 14) to verify the rate
8. If the rate is incorrect, Click **Edit** to access the **Education Travel Reimbursement Detail** Page
9. Select the **Type** from the drop-down list and the corresponding **Distance to School of Origin/Rate** from the second dropdown, as well as the **Begin Date** (Figure 14)
10. Click the **Save and Return** button.
11. Click the **Save and Return** button on the Child Placement Detail Page.
12. **Run EDBC** for the desired months to issue the corrected rate

Screenshots

Figure 15 – Education Travel Reimbursement Detail Page



Details

6

Update Relationship Page

This guide provides detailed actions that end-users will be required to update the Relationship page. Review the converted data to make sure the parents associated with the program do not have parental control over a Foster Care, Kin-GAP, or AAP child.

EDBC Mismatch Reason: Benefit Amount Mismatch

Clean-Up Instructions:

- 1. Place the cursor over **Eligibility** on the Global Navigation bar
- 2. Select **Customer Information** from the Local Navigator
- 3. Click the **Non-Financial** link on the Task Navigation bar
- 4. Click the **Relationship** link on the Task Navigation bar to access the **Relationship List** page
- 5. Click the **Edit** button next to the person record that needs to be updated (figure 16)
- 6. On the **Relationship Detail** page, update the Responsible Relative by unchecking the box. Update the Had Parental Control by unchecking the box (figure 17)
- 7. Change Reason, select a reason from drop down. New Reported Date enter the date you are completing or county business practice.
Note: Change Reason has **NO** impact on the CWS programs.
- 8. Click the **Save and Return** button

Screenshots

Figure 16 – Child Relationship List Page

Figure 17 – Child Relationship Detail Page



7

Non-Minor Dependent's Other Program Assistance Page

This guide provides detailed actions that end-users will be required to update the Other Program Assistance Page for a Non-Minor Dependent extended benefits. The CalSAWS system requires a Foster Care record for the NMD 18th birthday.

EDBC Mismatch Reason: Benefit Amount Mismatch

Clean-Up Instructions:

1. Place the cursor over **Eligibility** on the Global Navigation bar
2. Select **Customer Information** from the Local Navigator
3. Click the **Non-Financial** link on the Task Navigation bar
4. Click the **Other Program Assistance** link on the Task Navigation bar to access the **Other Program Assistance List** page
5. Click the **Add** button

Screenshots

The screenshot displays the CalSAWS interface for the 'Other Program Assistance List' page. The top navigation bar includes 'Case Name' and 'Case Number' fields, along with links for Journal, Tasks, Help, Resources, Page Mapping, Imaging, and Log Out. The main navigation bar lists various modules: Contra Costa UAT2, Case Info, Eligibility (selected), Empl. Services, Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The left sidebar shows 'Customer Information' as the active section, with a sub-menu including 'Non Financial' (highlighted), Contact, Root Questions, Individual Demographics, Vital Statistics, Household Status, Relationship, and Citizenship. The main content area features a 'Continue' button, a 'Root Questions' section, and a 'Display' section with 'From' and 'To' date pickers, 'View', and 'Add' buttons. Below this is a table with headers 'Name', 'Type of Assistance', 'Begin Date', and 'End Date', which currently shows 'No Data Found'. An 'Add' button is located at the bottom right of the table area, highlighted with a red box.

Figure 18 – Other Program Assistance List Page



Details

- 6. On the **Other Program Assistance Detail** page Select the name of the NMD
- 7. From the **Type of Assistance** drop down field select Foster Care
- 8. From the **State** drop down field select Ca
- 9. From the **County** drop down field select your county
- 10. From the **Aid Code** drop down field select the aid code the NMD received on their 18th Birthday.
- 11. From the **Begin Date** field enter the month the NMD turned 18
- 12. From the **End Date** field enter the end of the month the NMD turned 18
- 13. From the **Is this record for a child who lived with his/her parent(s)?** Select No from the drop- down field
- 14. From the **Verified** drop-down field, Select Verified
- 15. Click the **Save and Return** button

Screenshots

CalSAWS

Case Name:

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Imaging

Log Out

Contra Costa UAT2

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Customer Information

Case Number: Go

Person Search

Non Financial

Contact

Root Questions

Individual Demographics

Vital Statistics

Household Status

Relationship

Citizenship

Pregnancy

Deemed Eligibility

Residency

Other Prog. Assist.

Non-Compliance

Customer Options

Money Mngmt

Other Program Assistance Detail

*- Indicates required fields

Save and Add Another

Save and Return

Cancel

Name: *
- Select - Retrieve Information

Type of Assistance: *
Foster Care

State: CA

County: *
Contra Costa

Aid Code:
42 - AFDC-FC (Fed)

Begin Date: *
05/01/2020

End Date:
05/31/2020

Amount or Value of Services:

Re-Evaluation Due Date:

Is this record for a child who lived with his/her parent(s)?:
No

Verified: *
Verified View


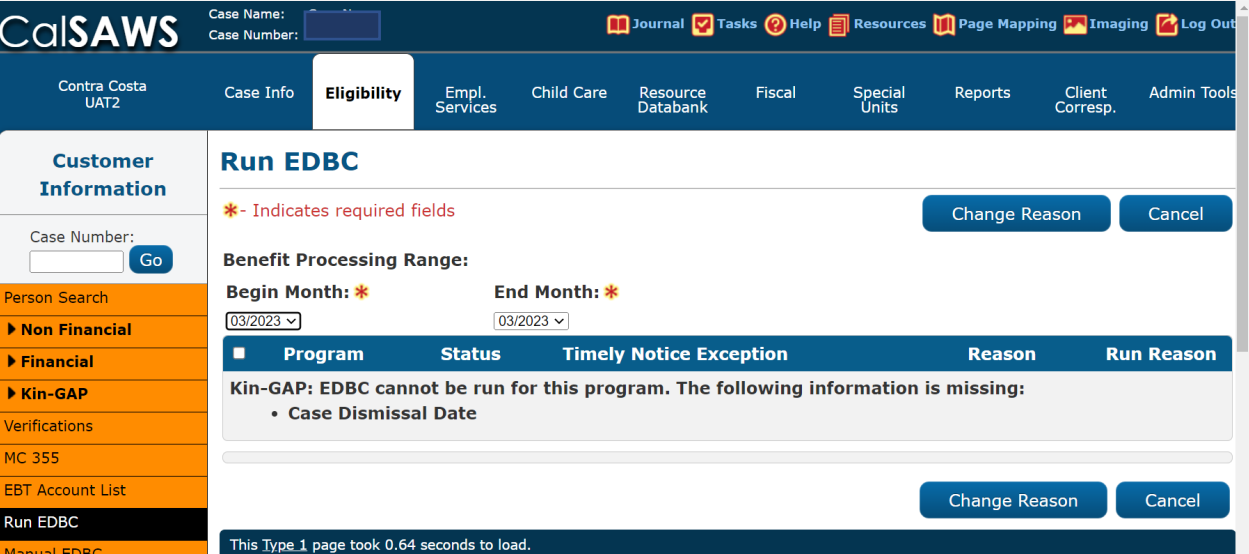
Save and Add Another

Save and Return

Cancel

Figure 19 – Other Program Assistance Detail Page



Details		Screenshots
8	<div>Kin-GAP Summary Page</div> <p>This guide provides detailed actions that end-users will be required to update the Kin-GAP Summary page. Review the Kin-AP Summary Detail page for correct converted date. The CalSAWS system requires a Case Dismissal date when running EDBC. If missing the Dismissal date EDBC will give you a hard validation. (Figure 21)</p> <p><u>EDBC Mismatch Reason:</u> Benefit Amount Mismatch</p> <p><u>Clean-Up Instructions:</u></p> <ol style="list-style-type: none">1. Place the cursor over Eligibility on the Global Navigation bar2. Select Customer Information from the Local Navigator3. Click the Kin-GAP link on the Task Navigation bar4. Click the Kin-GAP Summary link on the Task Navigation bar to access the Kin-GAP Summary List page5. Click the Edit button for the existing record.6. Review the Kin-GAP Summary page for correct information7. Enter the Case Dismissal Date in the Case Dismissal Date field8. Click the Save and Return button	 <p>Figure 20 – Kin-GAP Summary Page</p>  <p>Figure 21 – Run EDBC Page- Hard Validation Message</p>