



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).

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 with the following data:

Program Information		
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 with the following data:

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