

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.

ele	ect Security G	roup
Refi	ne Your Search	Cancel
ear	ch Results Summary	Results 1 - 1 o
•	Security Group	Group Description
	Redeter Due Month Edit	Allows the worker to edit the RE Due Month field on the CalWORKs and CalFresh Deta pages

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).

Select

Placer PAT	Case Info Eligibility Er	npl. Child Care vices	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Too
	← CalFresh							
	Worker: Worker ID:		Primary Applica	/ nt/Recipient:				
	Program Status:	Active		Langua	ge:			
	RE Due Month:	08/2023 Re-Eva	luate	Phone I	Number:			
	Reporting Type:	Semi-Annual Rep	orting	Email:				
	SAR Due Month:	02/2023		Payee:				
	Aid Code:	30 - CW-All Othe (Fed)	r Families	Applica	tion Date:	03/1	8/2020	
	Meets ESAP Criteria:							
	Public Assistance Indicator:	Yes						
	FBU:	0						
	Name	Role	Role R	eason	Status	Statu	is Reason	
		MEM			Active			
		MEM			Active			
		MEM			Active		_	
							Vie	w Details

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

Placer PAT	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools		
Case Summary	CalFresh Detail											
	*- Indicates required fields View History						Issuance Method Edit			Close		
Case Number:	Date: *											
Person Search	03/01/2023											
EBT Account Search	BT Account Search Program Information											
Application Registration	Status: *			Sta	Status Reason:			Source: *				
Case Summary	Active							Self-Service Portal				
Contact	Application Date: *			RE	RE Begin Month:			RE Due Month: *				
Authorized Representative	03/18/2020			03/	03/2023			08/2023				
Application Questions	Reporting Type:			SAI	SAR Due Month:							
Negative Action	Semi-Annual Reporting			02/	02/2023							
New Program	Public Assistance Indicator:											
New Person	Y											
Hide Person	Automatically Reassign When Activated:											
EBT Account List	No											
Issuance History												

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

Placer PAT	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools		
Case Summary	CalFresh Detail											
	*- Indicates required fields View History							Save and	Cancel			
Case Number:	Date: *											
Person Search	03/01/2023		/iew Date									
EBT Account Search	Program	n Informati	on									
Application Registration	Status:	*		Sta	tus Reason:		S	ource: *				
Case Summary	Active						S	elf-Service P	ortal			
Contact	Applicat	ion Date: *		RE	Begin Month	1:	R	E Due Mont	:h: *			
Authorized Representative	03/18/20	20 Edit		03/	2023			8/2023				
Application Questions	Reportin	na Type:		SAL	R Due Month							
Negative Action	Semi-An	nual Reportir	a	02/	2023							
New Program	Dublic A	ssistance I	ndicator	027	LULU							
New Person	Public A	ssistance I	indicator.									
Hide Person		daalla Da	-i 14/1									
EBT Account List	No V	tically Reas	sign When	Activated:								