



## **CalWIN ISS**

**Implementation Support Services**

# **Case Review Report and Guide (CRG)**

Go-Live Packet (GLP) – Appendix G07 – Guide  
#07: Update Ineligible Individual Employable

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## 1 BACKGROUND

Customers may show as “Employable” within the *Work Registration Program* block, even though they are ineligible for CalWORKs and WTW because they are receiving SSI.

The screenshot shows the 'WTW Status List' page. The sidebar on the left contains navigation links: Case Summary, Person Search, Case Summary, ELP Authorization, Contact, WTW, WTW 90-Day, Family Stabilization, CFET, Employment, OCAT, Assessment Results, and WPR. The main content area is titled 'WTW Status List' and includes a search bar with 'Case Number:' and a 'Go' button. Below the search bar is a table with columns: Status, Status Reason, Begin Date, and End Date. The first row is highlighted in yellow and shows 'Employable' status with a begin date of 05/02/2014 and an end date of 06/29/2014. Red arrows point to the 'Add' button at the bottom right and the 'Employable' status in the table.

Figure 1-1 – WTW Status List Page

The screenshot shows the 'Work Registration Detail' page. The form includes fields for Name, Type, Status, Status Reason, Volunteer, and Begin Date. The 'Status Reason' dropdown menu is open, showing various options like 'Physically/Mentally Incapacitated', 'Pregnant and Doctor states unable to work', etc. Red arrows point to the 'Save and Return' button at the top right and the 'Physically/Mentally Incapacitated' option in the dropdown menu.

Figure 1-2 – Work Registration Detail Page

The screenshot displays the 'WTW Status List' page. On the left is a sidebar with navigation links: Case Summary, Person Search, Case Summary, ELP Authorization, Contact, WTW (highlighted), WTW 90-Day, Family Stabilization, CFET, Employment, OCAT, and Assessment Results. The top navigation bar includes: Case Info, Eligibility, Empl. Services (active), Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools.

The main content area is titled 'WTW Status List' and includes a note: '\* - Indicates required fields'. It features search filters: 'Case Number:' with a 'Go' button, 'Display by Name:' with a dropdown, 'From:' and 'To:' date pickers, and a 'Review Date:' field. Action buttons 'Edit' and 'View' are present. Below these is a section for 'Work Registration' containing a table:

Status	Status Reason	Begin Date	End Date	
<input type="checkbox"/> Exempt	Physically/Mentally Incapacitated	09/08/2021		<a href="#">Edit</a> <a href="#">View History</a>

At the bottom of the table are 'Remove' and 'Add' buttons.

Figure 1-3– WTW Status List Page

## 2 IMPACT ANALYSIS

The customer may be incorrectly referred to WTW and/or show an erroneous "Employable" record which could potentially lead to benefits being issued for ineligible customers. May also have impacts to reports.

### 3 CLEAN-UP INSTRUCTIONS

Manually update the **WTW Work Registration Status** page to exempt the customer from work registration due to receiving SSI.

1. Place your cursor over the *Empl. Services* tab on the **Global** navigation bar and select *Case Summary* from the **Local** navigator.
2. On the **Task** navigation bar, click *WTW*. The **WTW Status List** page will display.
3. Under the *Display by Name* field, select *PN01* from the drop list. Click the *View* button.
4. Under the *Work Registration* block, click the *Add* button. The **Work Registration Detail** page will appear.
5. Update the mandatory fields.
  - a. *Status*: Exempt
  - b. *Status Reason*: Physically/Mentally Incapacitated
6. Click the *Save and Return* button. The **WTW Status List** page will display.
7. Scroll down to the *Program* block. Click the *Add Status* button. The **WTW Status Detail** page will appear.
8. Update the Mandatory fields:
  - a. *Status*: Exempt
  - b. *Status Reason*: Physically/Mentally Incapacitated
9. Click the *Save and Return* button.
10. The **Effective Dating Confirmation List** page will display. Validate the dates and click the *Save* button to continue. The **WTW Status List** page will display.

#### **4 ADDITIONAL INFORMATION**

Not applicable.