



[CA-260384] GEN 202

Issue Type:	CER	Team Responsible:	Assignee:	Maria Arceo
Fix Version/s:		Designer Contact:	Change Type (SCR):	
Minor Version:		Expedite Changes:	Estimate:	
Reporter:	Frederick Gains	Regulation Reference:	Created:	04/20/2023 11:28 AM
Status:	New	Impact Analysis:	Outreach Required:	
Policy/Design Consortium Contact:		Training Impacted:	Funding Source:	
Project Phase (SCR):		Funding Source ID:		
Other Agency Cross Reference:				

Current Design:

Request:

Justification / Request Summary: San Bernardino County cannot use the GEN 202 form (Employment Verification Request to Employers) due to missing sections, pre-populating information and printing limitations. As a result, San Bernardino County is currently compelled to rely on a form outside of CalSAWS, which calls for a labor-intensive manual process.

Issue: Staff has identified the following issues with the GEN 202 form:

- Form can only be printed locally.
- There is no section where the custodian of records can put their contact information.
- There is no section for the employer to enter earnings information.
- Does not have a BRM.
- Pre-populates with the district name, address and the county's customer service number. San Bernardino's Program Integrity Department uses the form. However, their contact information is different from the assigned worker's information.

Recommendation:

- Be able to print form centrally and include a BRM.
- Prepopulate the worker contact information that is generating the form instead of the assigned office.
- Add a section where the custodian of records can put their contact information.
- Add a section for the employer to enter earnings information.

Outreach

Description:

Operational Impact: