



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 applicable.2. Complete the Title IV-E Federal Findings section with information that applicable to the case.3. Complete the Applicable Child section with information that is applicable to this case.4. Complete the State Findings section with information applicable to this case.5. 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	Screenshots
<div><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 AAP link in the Task Navigation Bar4. Click the AAP Summary link on the Task Navigation Bar to Access the AAP Summary List Page5. Click the Type hyperlink to access the AAP Summary Detail Page (Figures 1 & 2)6. Click Edit7. 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.</div>	<div></div>

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 in the CalSAWS system. The form is divided into several sections. The 'Customer Information' sidebar on the left lists various modules, with 'Foster Care' and 'Placement Authority' highlighted. The main form area contains fields 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', 'CWS/CMS Case Number', 'Relationship to Child', 'Physical Removal Date', 'Legal Authority Code', 'Court Number', 'Detention Order Date', and 'Disposition/Jurisdiction Order Date'. The 'Emergency Assistance (EA)' section includes a question 'Was the EA1 application approved?' with a 'Yes' response, and two red boxes highlighting missing mandatory fields: 'Date of Risk' and 'Not to Exceed Date'. The 'Court Order Findings' section includes a question 'The finding for reasonable effort was:' with a red box highlighting a missing mandatory field.</p>

Figure 3 – Child Welfare Services Authority Detail Page



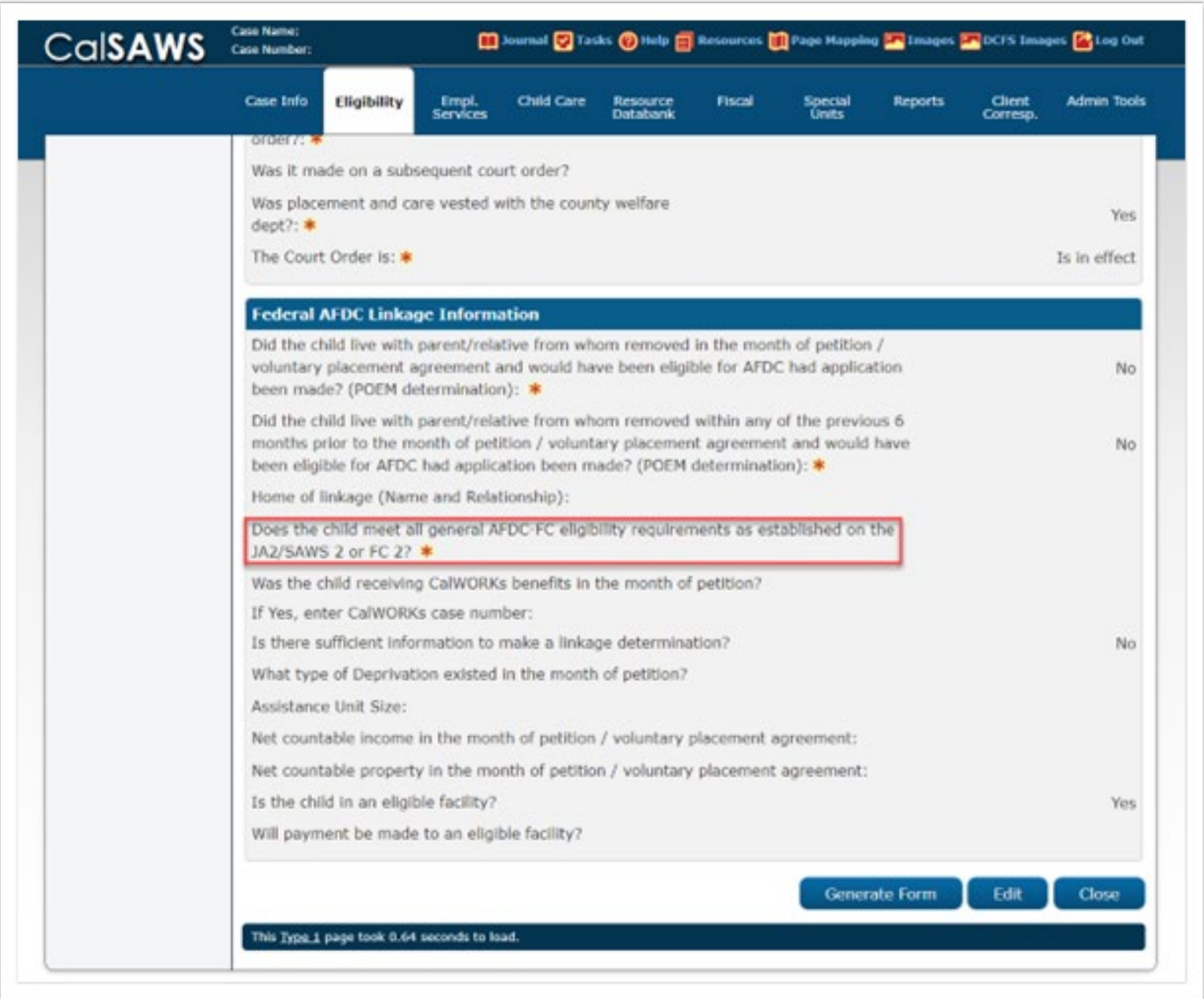
Details	Screenshots
<p>Clean-Up Instructions:</p> <ol style="list-style-type: none">1. Place the cursor over Eligibility on the Global Navigation bar.2. Select Customer Information from the Local Navigator3. Click the Foster Care link in the Task Navigation bar.4. Click the Placement Authority link in 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 button.7. 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 months.9. Complete the Court Order findings section with information that is applicable to case.10. Complete the Federal AFDC Linkage Information section with applicable information of the case.11. 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 button.15. 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

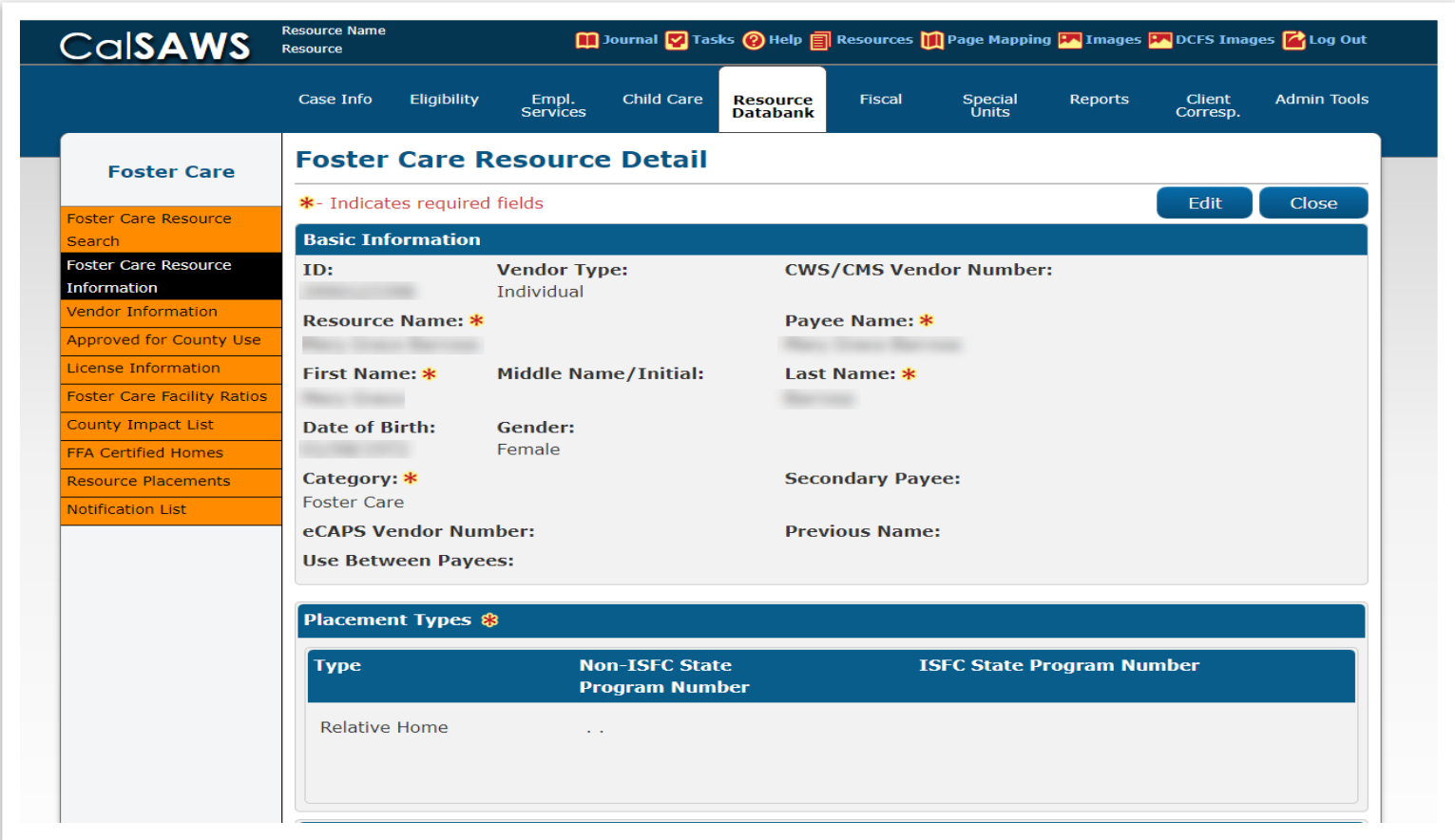


Figure 5 – Foster Care Resource Detail Page



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

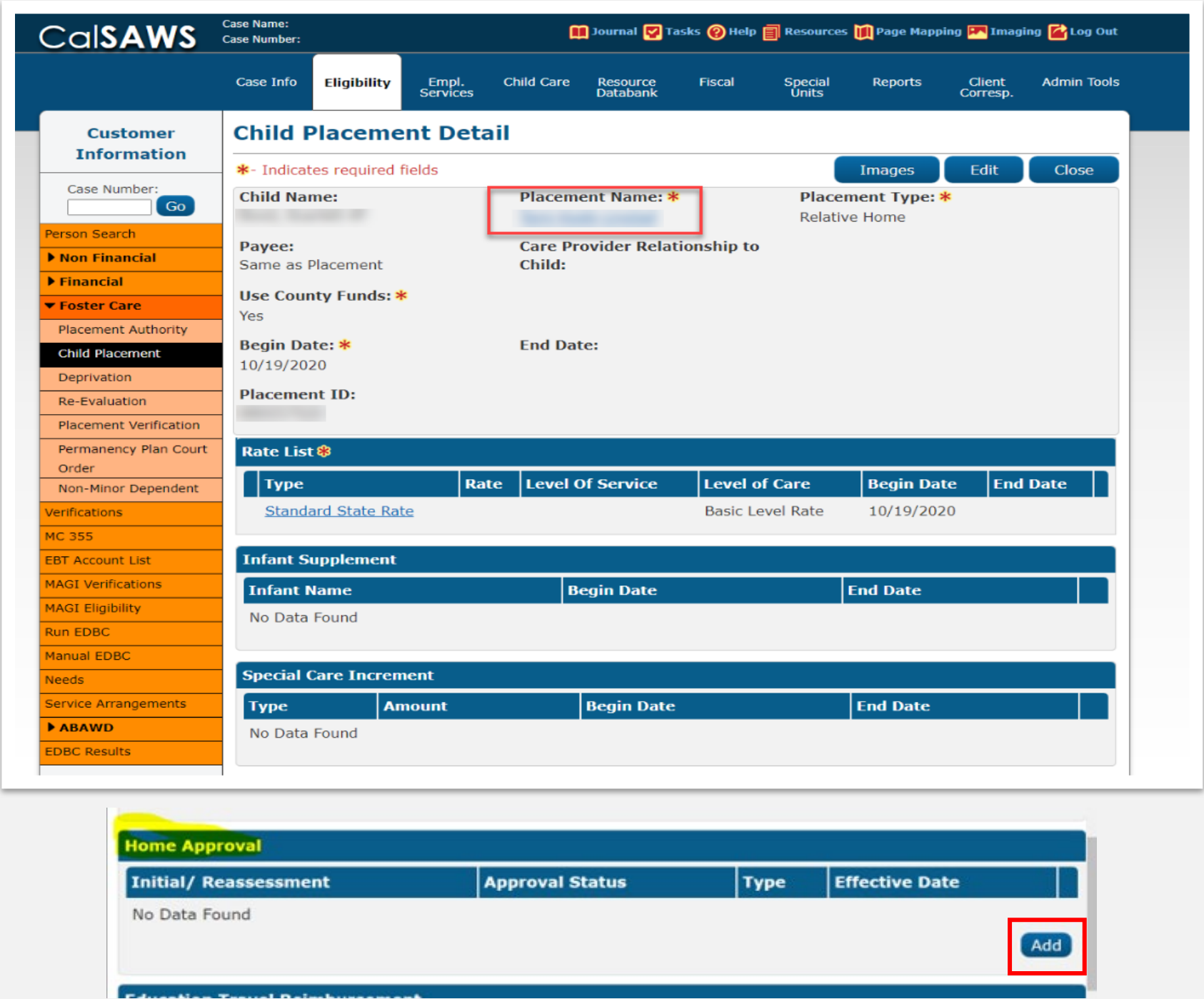


Figure 6 – Child Placement Detail Page



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 like Search, Information, Vendor Information, County Use, License Information (highlighted), Facility Ratios, Impact List, FFA Homes, Placements, and Notification List. The main content area contains the 'Foster Care License Detail' form. It includes a legend for required fields (*). The form fields are: License Type (Relative Home, Foster Family Home), License Status (dropdown menu, highlighted with a red box), License Number (text input, highlighted with a red box), Begin Date (calendar icon, highlighted with a red box), End Date (calendar icon), and Comments (text area). 'Save and Return' and 'Cancel' buttons are at the top right. At the bottom, another set of 'Save And Return' and 'Cancel' buttons is present. A footer bar 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 information.2. 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 page.4. Enter the Beginning Date of Aid in the Date field for the infant and Click the View Date. The page will refresh with date entered.5. 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><div>All People Associated with the Case</div><div>Figure 8 – Case Summary Page</div></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><div>Payment Information</div></div></div> <div><div>Figure 9 – Foster Care Program Detail Page</div></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"/> <div>Go</div></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></div><div>Beginning Date Of Aid: *<input type="text"/> <div></div></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



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 EBDC** for all available months to issue the Infant Supplement

Screenshots

CalSAWS

Case Name:
Case Number:

JournalTasksHelpResourcesPage MappingImagingLog Out

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

► 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

Infant Supplement Detail

*- Indicates required fields

Save and ReturnCancel

Infant Name: *

Is the infant placed in a Whole Family Foster Home? *

Do the care giver and the minor dependent parent have a shared responsibility plan? *

Begin Date: *

End Date:

Save and ReturnCancel

Last Updated On 08/17/2022 4:51:47 PM By: [1030944](#)

This Type_1 page took 0.51 seconds to load.

Figure 12 – Foster Care Infant Supplement Detail Page



Details

Issuing Infant Supplement Payment for Kin-GAP:

- 21. Place the cursor over **Eligibility** on the Global Navigation bar.
- 22. Select **Customer Information** from the Local Navigation bar.
- 23. Expand the **Kin-GAP** section of the Task Navigation bar.
- 24. Click the **Rate Summary** link on the Task Navigation bar.
- 25. On the Kin-GAP Rate Summary page (Figure 13), click the **Add** button in the Infant Supplement page section.
- 26. On the Kin-GAP Infant Supplement Detail Page (Figure 12):
 - a. Select the infant form the **Infant Name** drop list.
 - b. Select **Yes/No** from the “**Is the infant placed 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. Enter the desired date in the **Begin Date** field.
 - e. Click the **Save and Return** button to confirm choices.
 - f. Click the **Save and Return** button on the Kin-GAP Rate Summary page.
- 27. **Run EDBC** for all available months to issue the Infant Supplement

Screenshots

CalSAWS

Case Name:
Case Number:

JournalTasksHelpResourcesPage MappingImagingLog Out

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

Financial

Kin-GAP

Summary

Rate Summary

Non-Minor Dependent

Verifications

MC 355

EBT Account List

Run EDBC

Manual EDBC

Needs

Service Arrangements

ABAWD

EDBC Results

Kin-GAP Infant Supplement Detail

* - Indicates required fields

Save and Return

Cancel

Infant Name: *

- Select -

Is the infant placed in a Whole Family Foster Home?: *

- Select -

Do the caregiver and the minor dependent parent have a shared responsibility plan?: *

- Select -

Begin Date: *

End Date:

Save and Return

Cancel

This page took 1.38 seconds to load.

Figure 13 – Kin-GAP Infant Supplement Detail Page



Details

5

Update Education Travel Reimbursements

This guide provides detailed actions that end-users will be required to update Education Travel Reimbursement rate amounts.

Counties Impacted:

- 01 – Alameda
- 37 – San Diego
- 40 – San Luis Obispo
- 57 - Yolo

The impacted counties utilized generic Education Travel Reimbursement (ETR) Descriptions for Foster Care cases receiving an ETR. Due to this, some of the ETRs were mapped to CalSAWS incorrectly.

In CalSAWS, ETR information is captured in the Child Placement Detail Page.

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:

- County 01 Value - 0T Education Travel Reimburse
- County 37 Value - 2B Education Reimbursement
- County 40 Value - 1E Education Travel Reimbursement
- County 40 Value - 2A FC Educ. Reimburse Non-Recur
- County 40 Value - 2B FC Educ. Reimburse Recur
- County 57 Value - 1A Education Mileage Reimbursement

Screenshots

CalSAWS

Case Name:
Case Number:

JournalTasksHelpResourcesPage MappingImagingLog Out

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

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

Images

Edit

Close

Child Name:

Placement Name: *

Placement Type: *

Payee:

Care Provider Relationship to Child:

Use County Funds: *

Begin Date: *

End Date:

Placement ID:

Rate List *

Type	Rate	Level Of Service	Level of Care	Begin Date	End Date
Standard State Rate		STRTP		06/23/2022	

Infant Supplement

Infant Name	Begin Date	End Date
No Data Found		

Special Care Increment

Type	Amount	Begin Date	End Date
No Data Found			

Education Travel Reimbursement

Type	Rate	Begin Date	End Date
Mileage	\$58.00	08/01/2022	

Figure 14 – Child Placement Detail Page



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

Person 1	Relationship	Person 2	Parental Control	Begin Date	End Date
[Person 1]	Parent (Biological/Adoptive)	20F	Yes	10/01/2005	
[Person 1]	Parent (Biological/Adoptive)	20F	No	07/20/2018	

Figure 16 – Child Relationship List Page

Change Reason

New Change Reason: *
- Select -

New Reported Date: *
[Date Picker]

Change Reason: Intake

Reported Date: 02/06/2023

First Individual: *
[Person 1]

Relationship: *
Parent (Biological/Adoptive)

Second Individual: *
[Person 2]

☒ Responsible Relative

☒ Has Parental Control

Begin Date: *
10/01/2005

End Date: *
[Date Picker]

Verified: *
Verified

Buttons: Images, Save and Return, Cancel, View

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 shows 'Contra Costa UAT2' and various modules like Case Info, Eligibility, Empl. Services, Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The left sidebar under 'Customer Information' lists options: Person Search, Non Financial (selected), 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 date range selector with 'Display From' and 'To' fields, 'View', and 'Add' buttons. Below this is a table with headers 'Name', 'Type of Assistance', 'Begin Date', and 'End Date'. The table 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


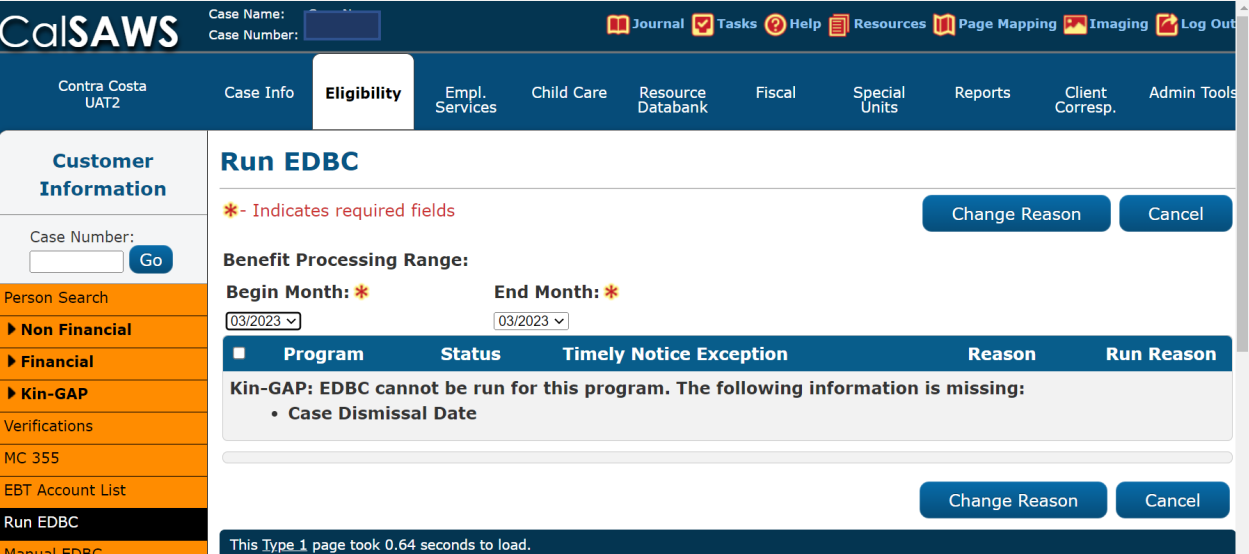
Save and Add Another

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 bar.2. Select Customer Information from the Local Navigator3. Click the Kin-GAP link on the Task Navigation bar.4. Click the Kin-GAP Summary link on the Task Navigation bar to access the Kin-GAP Summary List page.5. Click the Edit button for the existing record.6. Review the Kin-GAP Summary page for correct information.7. Enter the Case Dismissal Date in the Case Dismissal Date field.8. Click the Save and Return button	 <p>Figure 20 – Kin-GAP Summary Page</p>  <p>Figure 21 – Run EDBC Page- Hard Validation Message</p>