# CalSAWS

# CalWIN ISS Implementation Support Services Case Review Report and Guide (CRG)

Go-Live Packet (GLP) – Appendix G02 – Guide #2: Update Sponsorship Detail

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# CalSAWS Implementation Support Services

### Go-Live Packet (GLP) – Appendix G02 – Guide #2: Update Sponsorship Detail

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#### 1. INTRODUCTION

This guide provides detailed actions that end users will be required to take to process cases with sponsored non-citizens.

#### 2. BACKGROUND

CalWIN only links the non-citizen to the sponsor via the **Household Relationship** page. CalWIN can have a sponsor without any non-citizens linked to them or vice versa. Also, there are some scenarios where a non-citizen is also created as a sponsor.

In CalSAWS, users are expected to enter the actual relationship between the individuals on the **Relationship Detail** page. The sponsor's name/info is to be entered into the **Sponsorship Detail** page that is populated when the *Sponsorship* questions are answered "Yes."

Additionally, the sponsor's income and resources must be entered on the Financial Data Collection pages.

Because of this difference in how sponsorship is linked, there can be scenarios that the information is not accurately reflected in CalSAWS.

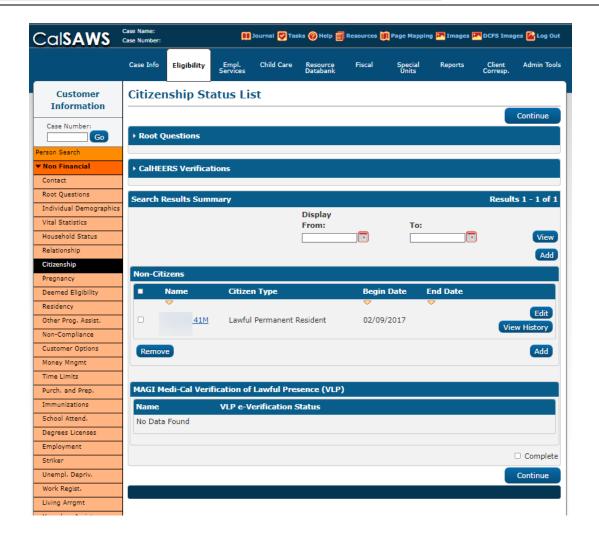


Figure 2-1 – Citizenship Status List Page

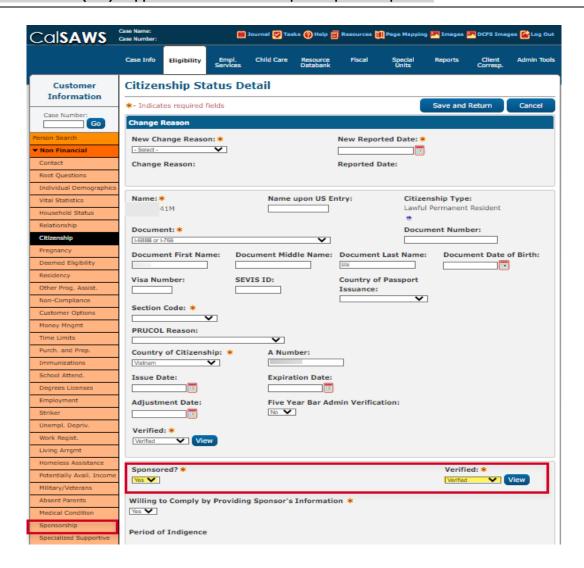


Figure 2-2 – Citizenship Status Detail Page

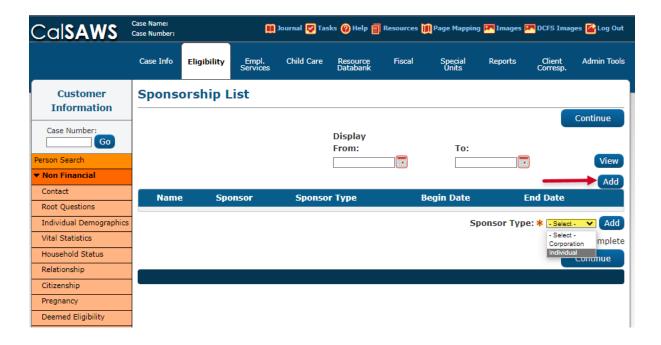


Figure 2-3 – Sponsorship List Page

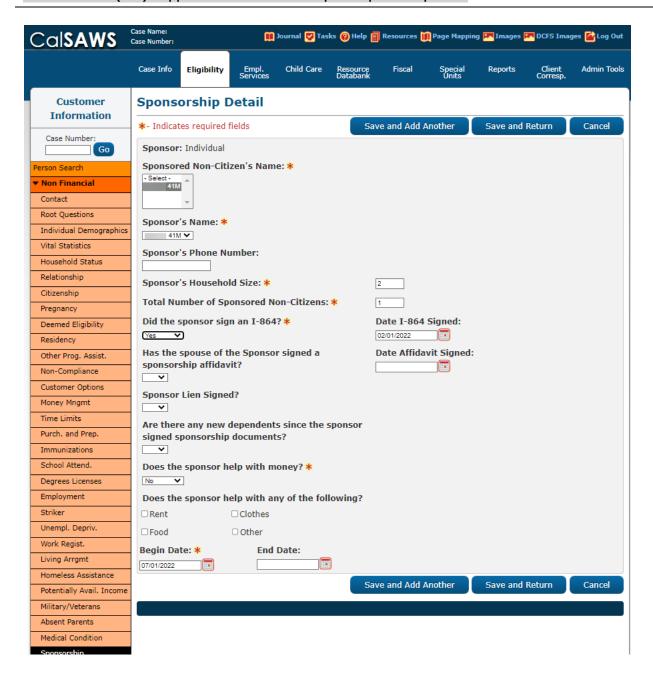


Figure 2-4 – Sponsorship Detail Page

#### 3. IMPACT ANALYSIS

There can be eligibility impact on a set of cases or lead to forms not being generated.

#### 4. CLEAN-UP INSTRUCTIONS

Users need to first review the Citizenship Status Detail page for sponsor information.

- 1. Place the cursor over the *Eligibility* tab on the **Global navigation bar** and select Non-Financial from the **Local navigator**.
- 2. Select the Citizenship link on the **Task navigation bar** to access the **Citizenship Status List** page.
- 3. Click the Name hyperlink, or the *Edit* button to access the chosen non-citizen record on the **Citizenship Status Detail** page. Review the *Sponsored?* Question and other required fields for accuracy.

Once Citizenship Status Detail is reviewed, users should review the Sponsorship Detail page to assess if a case sponsorship record is present and review the information. If this is not present add a record by following these steps:

- 1. Under the Non-Financial section in the **Local navigator**, select Sponsorship in the **Task navigation bar** to access the **Sponsorship List** page.
- 2. On the **Sponsorship List** page, under *Sponsor Type* section, select *Individual* and click the *Add* button.
- 3. On the **Sponsorship Detail** page, select the appropriate person from the *Sponsored Non-Citizen's Name* and complete all mandatory fields.
- 4. Click the Save and Return button.

## 5. ADDITIONAL INFORMATION

Not applicable.