



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.

Case Name:

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Images

DCFS Images

Log Out

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Customer Information

Case Number:

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

Time Limits

Purch. and Prep.

Immunizations

School Attend.

Degrees Licenses

Employment

Striker

Unempl. Depriv.

Work Regist.

Living Arrgmt

Citizenship Status List

Root Questions

CalHEERS Verifications

Search Results Summary

Results 1 - 1 of 1

Display From: To:

Non-Citizens

	Name	Citizen Type	Begin Date	End Date	
<input type="checkbox"/>	41M	Lawful Permanent Resident	02/09/2017		<input type="button" value="Edit"/> <input type="button" value="View History"/>
<input type="button" value="Remove"/>					<input type="button" value="Add"/>

MAGI Medi-Cal Verification of Lawful Presence (VLP)

Name	VLP e-Verification Status
No Data Found	

☐ Complete

Figure 2-1 – Citizenship Status List Page

Case Name:

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Images

DCPS Images

Log Out

Case Info

Eligibility

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Work Regist.

Living Arrgmt

Homeless Assistance

Potentially Avail. Income

Military/Veterans

Absent Parents

Medical Condition

Sponsorship

Specialized Supportive

Citizenship Status Detail

* - Indicates required fields

Save and Return

Cancel

Change Reason

New Change Reason: *

New Reported Date: *

Change Reason:

Reported Date:

Name: *

Name upon US Entry:

Citizenship Type:

Document: *

Document Number:

Document First Name:

Document Middle Name:

Document Last Name:

Document Date of Birth:

Visa Number:

SEVIS ID:

Country of Passport Issuance:

Section Code: *

PRUCOL Reason:

Country of Citizenship: *

A Number:

Issue Date:

Expiration Date:

Adjustment Date:

Five Year Bar Admin Verification:

Verified: *

View

Sponsored? *

Verified: *

View

Willing to Comply by Providing Sponsor's Information *

Period of Indigence

Figure 2-2 – Citizenship Status Detail Page

CalSAWS Case Name: Case Number: Journal Tasks Help Resources Page Mapping Images DCFS Images Log 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**

Contact

Root Questions

Individual Demographics

Vital Statistics

Household Status

Relationship

Citizenship

Pregnancy

Deemed Eligibility

Sponsorship List

Continue

Display From: To: View

Add

Name	Sponsor	Sponsor Type	Begin Date	End Date
Sponsor Type: * - Select - Add				
- Select - Corporation Individual complete				
Continue				

Figure 2-3 – Sponsorship List Page

CalSAWS

Case Name:

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Images

DCFS Images

Log 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

Contact

Root Questions

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Military/Veterans

Absent Parents

Medical Condition

Sponsorship

Sponsorship Detail

* - Indicates required fields

Save and Add Another

Save and Return

Cancel

Sponsor: Individual

Sponsored Non-Citizen's Name: *

Select -

41M

Sponsor's Name: *

41M

Sponsor's Phone Number:

Sponsor's Household Size: *

2

Total Number of Sponsored Non-Citizens: *

1

Did the sponsor sign an I-864? *

Yes

Date I-864 Signed:

02/01/2022

Has the spouse of the Sponsor signed a sponsorship affidavit?

Sponsor Lien Signed?

Are there any new dependents since the sponsor signed sponsorship documents?

Does the sponsor help with money? *

No

Does the sponsor help with any of the following?

Rent

Clothes

Food

Other

Begin Date: *

07/01/2022

End Date:

Save and Add Another

Save and Return

Cancel

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.