

Money Management – San Mateo and Sacramento CAPI Administrator’s – General Assistance /General Relief (GA/GR) Reimbursements

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Purpose

The purpose of this job aid is to provide instructions for adding, editing, reviewing Money Management records in the System for San Mateo and Sacramento CAPI Administrator’s. This will allow them to reimburse the GA/GR Residence County.

Introduction

San Mateo and Sacramento administrate CAPI cases for other Counties. When CAPI is approved, San Mateo and Sacramento must reimburse the GA/GR county of residence if the applicant has an active GA/GR case, the CAPI-administrating county will use part of the CAPI benefits to pay the GA/GR county of the residence back for overlapping GA/GR benefits.

Important information on GA/GR reimbursement in the System:

1. The Resource Databank (RDB) will be used to create records for the county of residence. Refer to the RDB Job Aid.
2. The Money Management Detail record will be completed to manage reimbursement payments to the GA/GR county of residence.
3. The Money Management Begin will be equaled to the CAPI EDBC benefit begin month.
4. When EDBC is run and accepted, the CAPI grant will split with the appropriate amount being paid to the GA/GR county of residence and applicant.

Creating a GAGR Reimbursement Record

A Money Management Detail Record must be created for customers who received GA/GR benefits while the CAPI program was pending and is now approved.

The following table provides step-by-step instructions for entering a Money Management Detail Record for a GA/GR Reimbursement and assumes you are in the context of a CAPI case.

Step	Action
1.	Place the cursor over Eligibility on the Global navigation bar.
2.	a) Select Customer Information from the Local navigator.
3.	b) Click the Money Management Link on the Task navigation bar.
4.	Select CAPI from the Program drop list. c) Click the Add button.
5. 5.	On the Money Management Detail page: a) Select < County of Residence > from the Vendor Name drop list. b) Click the Select button under Vendor Name . d)
6. 6.	On the Select Money Management Resource page: a) Select County from the Type drop list. Click Search button.
7. 7.	On the Select Money Management Resource page: a) Confirm the appropriate County of Residence is selected. Click the Select button.
8. 8.	On the Money Management Detail page: a) Select County from the Vendor Type drop list. b) Select < Number > from the Priority drop list. Note: Refer to County policy when determining Priority. Click the Add button in the Payment Amount used by EDBC section.
9. 9.	On the Payment Amount Used by EDBC page: a) Select IAP Payment for Other County from the Pay Code drop list. b) Enter < Amount > in the Amount field c) Enter < Date > in the Begin Date field. d) Enter < Date > in the End Date field, if applicable. e) Enter < Current System Date > in the Report Date field. Click the Save and Return button.
10.10.	On the Money Management Detail page: Click the Save and Return button.
11.	

Note: The System will not allow you to save GA/GR Reimbursement record if there is already a vendor of the same type and priority for the same dates.

EDBC Results

When EDBC is run and accepted, the CAPI EDBC Summary page will display a Money Management section when a Vendor Payment is calculated. This section will appear below the Aid Payment section and above the Deliver Method. This section will appear identical to the section that appears in the CalWORKs EDBC results.

- A. Vendor: GA/GR County of Residence
- B. Pay Code: IAP Payment for Other County
- C. Amount: GA/GR County of Residence Reimbursement Payment Amount. Hyperlink will open Vendor Payment Calculation page
- D. Override Money Management button: Clicking this button will open the Money Management page
- E. Remaining Amount to Customer: Display the remaining balance of the CAPI Authorized Amount

Notice of Action (NOA)

Before saving the EDBC results, preview the NA 963 NOA with a CAPI IAR Split CAPI Payment reason. The NOA will generate when a newly Approved CAPI case has a 'withheld amount' from a vendor of type 'County'. After review is complete, Save the EDBC and generate the NOA.