

Memorandum

CalSAWS Project

Regulations:

ACL 23-65, ACL 23-XX

Meeting:

N/A

To: PPOCs, RMs, Committee Members

From: CalSAWS Project

Audience: PPOCs, RMs, Committee Members, CalSAWS Project

Memorandum Purpose:

This memorandum is intended to convey the batch EDBC scope, county actions and schedule for the referenced program changes for California Necessities Index (CNI).

Scope:

Per ACL 23-65, SCR CA-243006 will implement Foster Care/Kin-GAP CNI rate increase on 08/03/2023.

Per ACL 23-XX, SCR CA-243008 will implement the AAP CNI rate increase on 08/03/2023.

To minimize the work required by the counties, the project will take the following actions over the weekend:

Foster Care/Kin-GAP/AAP/CalFresh/Nutrition Benefit Batch EDBC Processing on 08/05/2023:

1. Batch for Foster Care (FC), Kin-Gap (KG) Adoption Assistance Program (AAP) and CalFresh (CF) with any associated Nutrition Benefit (NB)

Run batch EDBC for all cases with active Foster Care (FC), Kin-Gap (KG), Adoption Assistance Program (AAP) programs along with CalFresh programs having a CalFresh participant in common with AAP, KG or FC programs. Batch EDBC will include all cases with FC, KG and AAP programs that are active for the benefit month of 07/2023 thru come up month as well as CF with any associated NB programs with a common AAP/FC/KG participant for 9/2023 benefit month unless they meet the exception criteria below:

- a. FC/KG/AAP Programs will not be run if a Non-standard rate is in effect in the benefit month.
- b. FC and KG Programs will not be run if there is an overridden aid code where a sub type code exists.
- c. FC/KG/AAP Programs will not run if a regular EDBC has already been processed for the benefit month(s) since SCR CA-243006 and CA-243008 went into production on 08/03/2023.
- d. CF programs will not be run if SAR7 report status is 'Generated', 'Sent' or 'Incomplete'.
- e. CF programs will not be run if the benefit month is past the latest RE due date.

- f. Existing batch logic will skip FC/KG/AAP/CF /NB programs with an overridden EDBC, Manual EDBC or No worker assigned and lists will be provided for County review.
- g. Per existing exception logic, on FC/KG/AAP/CF/NB programs where the existing EDBC for the month is Read-Only, batch EDBC results will not be authorized, and lists will be provided for County review.
- h. Batch EDBC will not run EDBC for 'Yellow Banner' FC/KG/AAP programs. Counties can check 'Yellow Banner' programs daily with the latest Qlik report.

2. Correspondence:

- a. Regulations for FC/KG / AAP 'CNI Increase' NOAs will not be updated to reference the FY 2023-24 CNI Increase ACL due to the ACL not being published in time to meet System Test timelines.
- b. For all Counties -
 - KG 'Age Changed' NOAs will be suppressed during KG Run.
 - AAP 2 form will not be generated during AAP CNI Run per logic introduced with SCR CA-248369.
- c. For LA County -
 - FC/KG/AAP 'CNI Increase' NOAs will be put on hold (until the eCAPS/EFT financial processes are completed) until released with SCR CA-265026.
- d. For Counties that voted to suppress AAP Increase NOAs
 - AAP 'CNI Increase' NOAs will be suppressed for the following Counties:

3-Amador	20-Madera	39-San Joaquin
4-Butte	21-Marin	41-San Mateo
5-Calaveras	22-Mariposa	42-Santa Barbara
6-Colusa	23-Mendocino	43-Santa Clara
7-Contra Costa	24-Merced	44-Santa Cruz
9-El Dorado	26-Mono	45-Shasta
10-Fresno	27-Monterey	48-Solano
11-Glenn	28-Napa	50-Stanislaus
12-Humboldt	30-Orange	51-Sutter
13-Imperial	31-Placer	52-Tehama
15-Kern	33-Riverside	53-Trinity
16-Kings	36-San Bernardino	54-Tulare
17-Lake	37-San Diego	55-Tuolumne
18-Lassen		

3. Journals:

The following Journal entry will be created for AAP/CF/NB programs run by the batch EDBC process:

- a. Short Description: Batch EDBC ran for [month, year]
- b. Long Description: Batch EDBC Ran for <Effective Month>. Batch EDBC processed for the <Program Name> program for following reasons: AAP COLA

The following Journal entry will be created for KG/CF/NB programs run by the batch EDBC process:

- a. Short Description: Batch EDBC ran for [month, year]
- b. Long Description: Batch EDBC Ran for <Effective Month>. Batch EDBC processed for the <Program Name> program for following reasons: Kin-GAP COLA

The following Journal entry will be created for FC/CF/NB programs run by the batch EDBC process:

- a. Short Description: Batch EDBC ran for [month, year]
- b. Long Description: Batch EDBC Ran for <Effective Month>. Batch EDBC processed for the <Program Name> program for following reasons: Foster Care COLA

4. List Details:

Prior to the CNI Batch Run on 08/05/2023, the following list was provided to the Counties with SCR CA-259940 on 07/26/2023:

<u>List</u>	<u>County Action</u>
a. List of FC-KG cases with Income Prior to CNI <u>Note:</u> Each region will have its own list.	Counties would review these cases to see if the income records need to be marked as 'Exempt' for FC and KG to avoid erroneous overpayments.

The project will post the list above to the web portal in the following location:

CalSAWS Web Portal>System Changes>SCR and SIR Lists>2023 > CA-259940 folder

To reduce the size of the list files for easier downloading, the listings for SCR CA-259940 above and SCR CA-243007 and CA-243010 below will be generated by the following Regions:

Region	Counties
1	Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma
2	Alpine, Amador, Calaveras, El Dorado, Mono, Nevada, Placer, Sacramento, Sierra, Sutter, Tuolumne, Yolo, Yuba

Region	Counties
3	Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity
4	Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, San Joaquin, San Luis Obispo, Stanislaus, Tulare
5	Imperial, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura
6	Los Angeles

Note: Each region listed above will have its own list. The list name will include the region, for example, 'Region 1' will be 'List of cases with Non-Standard Rate - FosterCare or KinGAP -R1'.

The project will post the following FC/KG/CF/NB lists to the web portal in the following location:

CalSAWS Web Portal>System Changes>SCR and SIR Lists>2023>CA-243007 folder

List	County Action
<p>a. List of cases with Non-Standard Rate - FosterCare or KinGAP</p> <p><u>Note:</u> Each region will have its own list.</p>	<p>These cases are not part of the batch as the CNI rate increase will not have any impact. Review cases if applicable.</p>
<p>b. List of FC/KG programs with Overridden Aid Code</p> <p><u>Note:</u> Each region will have its own list</p>	<p>These cases are overridden aid code cases with user entered sub type code. The list will include an additional column to show the sub type code currently applied to the program. Review cases and run online EDBC, if applicable.</p>
<p>c. List of FC/KG/CF/NB cases Discontinued by the Batch EDBC</p> <p><u>Note:</u> Each region will have its own list</p>	<p>These cases are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate.</p>
<p>d. List of FC/KG/CF/NB programs with Read-Only EDBC</p> <p><u>Note:</u> Each region will have its own list</p>	<p>Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.</p>
<p>e. List of unprocessed FC/KG/CF/NB programs skipped in the COLA batch run with skip reasons</p> <p><u>Note:</u> Each region will have its own list</p>	<p>Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes if applicable.</p>

<u>List</u>	<u>County Action</u>
f. List of FC or KG cases with RE Date in the past. <u>Note:</u> Each region will have its own list	A list of all FC/KG programs where the incomplete RE has a due date in the past with an additional column to show the RE Due Date. Review cases if applicable.
g. List of FC programs with THPP or THP+FC Facilities <u>Note:</u> Each region will have its own list	A list of FC programs with THPP or THP+FC Facilities with an additional column to show CalFresh (CF) cases that have a CF household member who is also active on the FC program. Review cases if applicable.
h. List of FC/KG Cases where NOA did not generate due to overridden EDBC from prior benefit month <u>Note:</u> Each region will have its own list	A list of FC/KG programs that have at least one overridden EDBC effective the prior benefit month prior to CNI increase and no NOA was generated. Review cases if applicable.
i. List of cases where the FC/KG EDBC resulted in a benefit reduction <u>Note:</u> Each region will have its own list	These cases are likely the result of ongoing data collection which was not yet processed through EDBC. Since the purpose of this Batch EDBC process was not to reduce benefits, review these cases to verify the benefit reduction was accurate.
j. List of cases where the FC/KG EDBC resulted in an Overpayment. <u>Note:</u> Each region will have its own list	Review these cases and take corrective action, including manually generating the appropriate NOA, as needed.

The project will post the following AAP/CF/NB lists to the web portal in the following location:

CalSAWS Web Portal > System Changes > SCR and SIR Lists> 2023 > CA-243010

<u>List</u>	<u>County Action</u>
a. List of AAP cases with Non-Standard Rate <u>Note:</u> Each region will have its own list	These cases are not part of the batch as the CNI rate increase will not have any impact. Review cases if applicable.
b. List of AAP/CF/NB cases Discontinued by the Batch EDBC <u>Note:</u> Each region will have its own list	These cases are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate. Review cases if applicable.

<u>List</u>	<u>County Action</u>
c. List of AAP/CF/NB with Read-Only EDBC <i>Note:</i> Each region will have its own list	Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.
d. List of unprocessed AAP/CF/NB programs skipped in the COLA batch run with skip reasons <i>Note:</i> Each region will have its own list	The batch EDBC process will skip a program if the current EDBC in effect for the month is Overridden, Manual etc. The list will include the program type and skip reason. Review cases if applicable.
e. List of AAP cases with RE Date in the past <i>Note:</i> Each region will have its own list	A list of all AAP programs where the incomplete RE has a due date in the past with an additional column to show the RE Due Date. Review cases if applicable.
f. List of AAP Cases where NOA did not generate due to overridden EDBC from prior benefit month <i>Note:</i> Each region will have its own list	A list of AAP programs that have at least one overridden EDBC effective the prior benefit month prior to CNI increase and no NOA was generated. Review cases if applicable.
g. List of cases where the AAP EDBC resulted in a benefit reduction <i>Note:</i> Each region will have its own list	These cases are likely the result of ongoing data collection which was not yet processed through EDBC. Since the purpose of this Batch EDBC process was not to reduce benefits, review these cases to verify the benefit reduction was accurate.
h. List of cases where the AAP EDBC resulted in an Overpayment <i>Note:</i> Each region will have its own list	Review these cases and take corrective action, including manually generating the appropriate NOA, as needed.
i. List of cases where the AAP Rate Increase NOA is suppressed. <i>Note:</i> Each region will have its own list	These are AAP cases with SCI where the NOAs were suppressed due to issue with NOA verbiage and amounts that will be addressed with SCR CA-214330. Review these cases and manually generate the appropriate NOA, as needed.

Development Schedule

1. Deliver the FC/KG/AAP/CF/NB driving query and list queries to the System Test team on 07/24/2023.
2. System Testing of the FC/KG/AAP/CF/NB batch process will occur between 07/25/2023 and 08/05/2023.
3. Run FC/KG/AAP/CF/NB batch EDBC in production on 08/05/2023.

4. There is a limitation of 10K unique cases in each file that is sent to eCAPS. Based on the case count, the number of COLA files will be determined.
5. Auditor Controller, eCAPS process, Warrant Print/Issue, EFT Settlement and Mail Dates are given below:

COLA - File 1

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/07/2023	08/07/2023	08/08/2023	08/10/2023	08/18/2023

COLA - File 2

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/08/2023	08/08/2023	08/09/2023	08/11/2023	08/18/2023

COLA - File 3

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/09/2023	08/09/2023	08/10/2023	08/14/2023	08/18/2023

COLA - File 4

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/13/2023	08/13/2023	08/14/2023	08/16/2023	08/18/2023

COLA - File 5

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/14/2023	08/14/2023	08/15/2023	08/17/2023	08/18/2023

Things to remember about these batch EDBC processes:

- All impacts from Defects and SCR's which have not been implemented will continue to occur during the batch processing.
- There are multiple reasons why a program may not be successfully run through batch EDBC processing. Some examples include: No Worker Assigned, Overridden Program Case, and Pending Program/Person/Application. Please review tasks and the Batch Eligibility Report daily.
- The EDBC's will have an EDBC Source of 'Batch EDBC Rules'.
- When a user runs EDBC on a case where a prior pending month exists, the EDBC will have a type of Read-Only. When running Batch EDBC that restriction does not apply and these EDBC's will not be Read-Only.
- Any updates or lack of updates made/not made to cases will impact the Batch EDBC results. This means programs may be discontinued (due to non-compliances, etc.) unexpectedly.
- Notices will be generated as usual.
 - For LA County: As mentioned in the Correspondence section above, the FC/KG/AAP 'CNI / Rate Increase' NOAs will be released on with SCR CA-265026.
 - For Counties the voted to suppress AAP CNI Increase NOA: AAP CNI Increase NOAs will be suppressed for the Counties listed in Correspondence section above. A listing of the AAP cases were NOA was suppressed will be provided.

County Action:

- Review cases included in the lists and take necessary action.
- Review the Batch Eligibility Report and action cases which could not be processed. This report is an on-request report available under Global: Reports > Local: On Request > Task: Administrative. If you do not see this report, please contact your Security Administrator for rights. To see cases not processed select a status of 'Not Processed' on the Reports Parameters pages

Schedule Considerations:

- CalSAWS will not be down during batch processing on Saturday, August 5, 2023.
- Batch jobs scheduled for each evening will run after the batch EDBC process completes.
- Estimated 122,000 + active FC/KG/AAP programs and 10,000 + associated CalFresh programs will be processed during the FC/KG/AAP/CF batch EDBC process in CalSAWS for the benefit months of 07/2023 - 09/2023 (FC/KG/AAP) and 9/2023 (CF/NB).
- Approximately 50,000 programs processed per hour via batch EDBC.
- The System cannot run batch EDBC processing during the following:
 - Main Payroll
 - Foster Care Main Payroll
 - SAR7 Discontinuance
 - RE Discontinuance
 - 10-day Discontinuance
 - CalFresh Recertification Discontinuance

Timeline:

- Expected FC/KG/AAP Batch EDBC processing: 08/05/2023.

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 SAR 7 Discontinuance Run Monthly Payroll - Foster Care (JBxxF124M)	2	3 FC/KG/AAP//CF CNI CalSAWS CTCR Rate Update	4 CW/CF RE appt Day 1 (County 19)and Non Transition Food stamps NEC - Generate and Balance(JB00R509)	5 FC/KG/AAP//CF CNI CalSAWS Batch run CW/CF RE appt Day 2 (County 19)
6	7	8	9	10 NA 960X Non Magi Redeter(MC 210), Magi Redeter(MC 216), Mixed Redeter(MC 217) Medi-Cal RE Packet	11	12
13	14	15 C-IV CW/CF RE Packets	16	17	18	19 10-Day Cutoff
20	21	22	23	24 Main Payroll (40 Counties Day 1)	25 Main Payroll (County 19 Day 1) Main Payroll (Riverside County Day 1) Send SAR7 Find Balderas Cases (JB00R700M)	26
27 MEDS Recon (Former C-IV Counties)	28	29	30 CW/CF Redetermination	31		