Exclusion/Exceptions

Priority Level: 3

Programs Impacted: AAP, CalFresh, CalWORKs, Foster Care, GA/GR Automated Solution, Homeless – Perm, IHSS/CMIPS II, Kin-Gap, Medi-Cal, Nutrition Benefit, RCA

Back Ground:

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.

When EDBC is run in CalSAWS, if the last saved CalWIN EDBC benefit result that was determined in the CalWIN system does not match the converted CalSAWS EDBC benefit result. Run EDBC in CalSAWS to find the benefit amount mismatches and compare to the last saved converted CalWIN EDBC. Based on the differences, Users will need to verify the new CalSAWS results, update the data collection records, if applicable, take action based on county policy and authorize the EDBC results.

These cases will be identified in the **Conversion EDBC Case Review Report** as follows:

		OFFICE_NUM_IDENTIF	OFFICE_NAME	WORKER_NUMBER		PROGRAM	MISMATCH_REASON	RE_DUE_DATE	PGM_STAT_RSN_CODE	PRIORITY		EXCLSN_EXCPTN_RSN
00	Sample	00	1305 Sample	XXXXXXXXXX	XXXXXXX	CalFresh	Exclusion/Exceptior	11/30/2022		3	X	

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.

Guide Number	Exclusion Exception Reason	Pro
1	At least one day in the child placement has a missing rate	
2	Country of birth/High-dated Immigration record is missing	
3	Exception	AAP, CalFres Homeless – Pe
4	Infant has missing deemed eligibility information	
5	MAGI Determination has a Non-Compliance not requested by Worker	
6	Medi-Cal person on 38 aid code	
7	Medi-Cal person on 4M Aid Code	
8	Missing roles	Сс
9	Overdue or Incomplete Periodic Report	CalFr
10	Overdue or Incomplete RE Packet	Сс
11	Overridden Program Case	CalFresh, Co
12	Program does not have at least one active person for the benefit month	CalFresh, Co
13	Requested MC Type is FFY with a person 26 years of age or older	
14	Requested Medi-Cal types must apply to all or none of the household members	
15	Soft Paused	
16	The following information is missing Kin-Gap Dates	
17	There is no active or pending person for this program	Fos
18	County arrival date is missing for the applicant	

grams Impacted

Foster Care Medi-Cal sh, CAPI, Foster Care, GA/GR, erm, Medi-Cal, Nutrition Benefit Medi-Cal Medi-Cal Medi-Cal Medi-Cal alFresh, Foster Care resh, CalWORKs, RCA alFresh, CalWORKs alWORKs, Medi-Cal, Nutrition Benefit alWORKs, GA/GR, Medi-Cal, Nutrition Benefit Medi-Cal Medi-Cal Medi-Cal Kin-Gap ster Care, Medi-Cal GA/GR

Steps To Clear Alert

At least one day in the child placement has a missing rate

Cases with an Exclusion Exception Reason of "At least one day in the child placement has a missing rate" are being converted over with an erroneous program status of Active, but the case members remain in a Denied/Discontinued status (Figure 1.1).

When the user attempts to run EDBC, they will get a hard validation message of "Foster Care: at least one day in the child placement has a missing rate. Please assign a rate for the missing day(s) (Figure 1.2) To avoid having to edit historical case data, the user should reapply the case with an application date of the current day and run Negative Action EDBC with a status reason of "Application Opened in Error" to shut down the case and clear the Yellow Banner.

<u>Clean-Up Instructions:</u>

- 1. Place the Cursor over **Eligibility** on the Global Navigation Bar.
- 2. Select **Case Summary** from the Local Navigator
- 3. Scroll down to the Foster Care Program Block and click **View Details.**
- 4. Click Edit.
- 5. Enter Today's date in the Date field and click **View Date.**
- 6. Scroll Down to the Program Persons and click **Reapply.**
- 7. Enter Today's date in the **Application Date** and **Requested BDA** fields.
- 8. Click the **Name** check box for the appropriate foster youth.
- 9. Click Save and Return.
- 10. Click **Save and Return** again to confirm your selections and return to the Case Summary page.

Full Case Review is required before EDBC is run and authorized. Please reference of the second secon

Foster Care

Worker:				CSW Worker:
Worker ID:				CSW Worker ID:
Program Status:	Active			Secondary Payee:
RE Due Month:	03/2009	Re-Eva	luate	
Aid Code:				Primary Applicant/Recipie
FBU:	0			Language:
				Phone Number:
				Email:
				Payee:
				Application Date:
				Placement Start D
				Relationship to Ca
				Placement Author
Name		Role	Role Reason	Status
		MEM		Denied
	<u>15M</u>	MEM		Discontinued

Screenshot

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English

04/16/2008

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aregiver:

rity Type:

Status Reason

No longer in Care

View Details

- 11. From the Case Summary Page, Click the **Negative Action** link on the Task Navigation Bar.
- 12.Select the **current month** from the Benefit Month drop list.
- 13.Select the **Check box** next to the correct Program Person's name.
- 14. Select **Application Opened in Error** from the Negative Action Reason drop list.
- 15. Click Run EDBC.
- 16.Select the **Hyperlink** for the correct EDBC month and review the results to ensure the program is denied.
- 17. Click Accept.
- 18. Click **Save and Return** to confirm the EDBC results.

For more information on how to reapply a person to a program see the Job Aid: **JA – Reapplications and Recissions**

				00100	iiiiiiii			
	Case Name: Case Number:			ũ) Journal 🕎 Ta	asks 🔞 Help	• 🗊 •	
	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	S	
Customer Information	Run E	DBC						
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Case Number:	Benefit P	Processing R	ange:					
erson Search	Begin Mo	onth: 🗚	Er	nd Month: *				
Non Financial	07/2023 V	•	07	7/2023 💙				
Financial	- P	rogram	Statu	s Tin	nely Notice	Exception		
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/erifications	EDBC ca Placeme	innot be rur ent informat	i because t tion for	he following	g informatio	on is miss	ing:	
1C 355	Foster C	are: At leas	t one day i	n the child	placement l	has a miss	sing	
BT Account List	for the i	for the missing day(s).						
1AGI Verifications	Foster C	Care: EDBC o	annot be r	un for this j	program. Th	nere is no	activ	
1AGI Eligibility	this pro	gram.						
Run EDBC								

Figure 1.2



Steps To Clear Alert

Country of birth/High-dated Immigration record is missing

Cases with an Exclusion/Exception Reason of "County of Birth/High-Dated Immigration record is missing", will require the user to update the case by conducting the following:

- Navigate to the Individual Demographics Page
- Review each person record associated to the case to identify the record missing the Birth Country.
- The user will update the **Birth Country** appropriately.
- The user will verify the individual's name where applicable.

Cleanup Instructions:

- 1. Place the cursor over **Eligibility** on the Global Navigation Bar.
- 2. Select **Customer Information** from the Local Navigator.
- 3. Click the **Individual Demographics** link in the Task Navigation bar to access the Individual Demographics list page.
- 4. Click the **Name** hyperlink or **Edit** button to access the Individual Demographics Detail page in View or Edit mode, respectively.
- 5. Update the **Birth Country** drop list (Figure 2.1).
- 6. Review the individual Demographics page to ensure all mandatory fields (identified with a red asterisk) and pending verifications are complete.
- 7. Click **Save** to confirm your selection.

				Scree	enshot		
CalSAWS	Case Name: Case Number:			Q	🛛 Journal 🕎 T	asks 🔞 Hel	P 🗐
	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	
Customer Information	Individ	lual De	mograp	hics De	tail		
Case Number:	Name	es required	neids				
Person Search	Last Na	me: \star		First N	ame: \star		
▼ Non Financial							
Contact	Maiden	Name:		Suffix:			
Root Questions							
Individual Demographic Vital Statistics	SSN Stat	us					
Household Status	Current S	Social Secu	rity Numbe	er:			
Relationship							
Citizenship	SSN		Verifica	tion Status		Begin	Dat
Pregnancy			Pending			05/13	/201
Deemed Eligibility							
Residency							
Other Prog. Assist.	A Numb	er:					
Non-Compliance							
Customer Options	Sufficie	nt Info for (CIN: *				
Money Mngmt	res						
Time Limits	Marital	Status:					
Purch. and Prep.							
Immunizations	Date of	Birth:					
School Attend.							
Degrees Licenses	Birth Co	untry: *					
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If the individual was not born in the United States, the user will need to ensure there is an existing record in the **Citizenship** page.

- If the individual user has an existing record the user should review the information in the Citizenship Detail page for accuracy.
- If the individual does not have an existing record the user will need to create a record for the individual in the Citizenship page.

<u>Cleanup Instructions:</u>

- 1. Place the cursor over **Eligibility** on the Global Navigation bar.
- 2. Select **Customer Information** from the Local Navigator.
- 3. Click the **Citizenship** link on the Task Navigation bar to access the Citizenship Status List page.
- 4. If an entry already exists for the identified person, click **Edit** to access the Citizenship Status List Detail page. If an entry does not exist, click **Add** (Figure 2.2) to add a new entry for that person.
- 5. Complete all **mandatory fields** (identified with a red asterisk) in the Citizenship Status List Detail Page.
- 6. Click Save and Return.

Once the Individual Demographics page and Citizenship Status List page have been reviewed for accuracy/completed, the user should now be able to run and save EDBC to clear the Yellow Banner.

For more information on updating Citizenship information, see the following Job Aid: **JA Citizenship and Sponsorship – Add or Edit**

				Scree	nshot	
CalSAWS	Case Name: Case Number:				Journal 🔽	Tasks 🔞 Help [
	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal
Customer Information	Citizer	nship St	atus Lis	st		
Case Number:	▶ Root Q	uestions				
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Contact						
Root Questions Individual Demographics	5				Display From:	
Vital Statistics						
Household Status						
Citizenship	Non-Citiz	zens				
Pregnancy	Name	e (Citizen Typ	e	E	legin Date
Deemed Eligibility	No Data	Found				
Other Prog. Assist	-					
Non-Compliance						
Customer Options	MAGI Me	di-Cal Veri	fication of I	Lawful Pres	ence (VLP)
Money Mngmt	Name		VLP e-Ve	erification S	tatus	
Time Limits	No Data	Found				
Purch. and Prep.						
Immunizations	_					
Degrees Licenses	_					
Employment	This Type 1	page took 0.41	seconds to loa	ad.		

Figure 2.2

Resources	🊺 Page Mappi	ing 🎮 Ima	aging 🚰 Log Out
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	Ima	iges	Continue
To:			
			View
			Add
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		-	Add
			Continue

Steps To Clear Alert

Exception

Cases with an Exclusion/Exception Reason of "Exception" will require the user to conduct a full case review to determine the case discrepancy (Figure 3.1).

The following Yellow Banner Case review guides may be utilized to help troubleshoot these cases:

- Yellow Banner Full Case Review CW.CF
- Yellow Banner Full Case Review Medi-Cal Only
- Yellow Banner Appendix Required Actions for Foster Care, Kin-Gap, and Adoption Assistance Program

Once the user has identified and corrected the discrepancy, they will be able to run and save EDBC to clear the Yellow Banner.

Full Case Review is required before EDBC is run and authorized. Please refer Guide for instructions on how to proceed. Programs Affected: CalWORKs.

▼ CalWORKs					
Worker: Worker ID:			Pri Ap	imary plicant/Recipie	nt:
Program Status:	Active		La	nguage:	
RE Due Month:	09/20	19 Re-Evaluate	Ph	one Number:	
Reporting Type:	Annua	l Reporting	En	nail:	
Aid Code:	3R - C MAP (F	W-Zero Parent-Exempt Fed)	Pa Ap	yee: plication Date:	
Public Assistance Indicator:	No				
FBU:	0				
Name		Deprivation	Role	Role Reason	5
		Absence	MEM		A
		Absence	MEM		A
			MEM		0
			MEM		[
			MEM		[

Figure 3.1

to the M	anual C	ase R	leview	
10/1	1/2018			
Status	Status	Reas	Dn	
Active				
Denied				
Denied				
Denied				
View	WPR	View	Details	

4 Infant has missing deemed eligibility information Detail Page

Cases with an Exclusion/Exception of "Infant has missing Deemed Eligible Information," will require the user to add a deemed eligibility information for the identified case member.

Cleanup Instructions:

- 1. Place the cursor over **Eligibility** on the Global navigation bar.
- 2. Select **Customer information** from the Local Navigator.
- 3. Click the **Deemed Eligibility** link in the task navigation bar to access the Deemed Eligibility List page.
- 4. Select the correct **name** from the Name drop list and click **Add** (Figure 4.1)
- 5. On the Deemed Eligibility Detail Page (Figure 4.2):
 - a. Select **Yes/No** form the "Did the mother have SOC in the infant's birth month?" drop list.
 - b. Select **Yes/No** from the "Met SOC?" drop list if applicable.
 - c. Select **Deemed** or **Not Deemed** from the Worker Determination drop list if applicable.
 - d. Click Save and Return

The user may now Run and Save EDBC to clear the Yellow Banner.

				Scree	nshot	
Cal SAWS	Case Name: Case Number:			a]Journal 🔽	Tasks 🔞 Help 📋
	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal
Customer Information	Deeme	ed Eligit	oility Li	st		
Case Number:	Name No Data	Sta Found	tus	Source		Start Date
Person Search						
▼ Non Financial						
Contact						
Root Questions	This <u>Type 1</u>	page took 0.40	seconds to lo	ad.		
Individual Demographic	s					
Vital Statistics						
Household Status						
Relationship						
Citizenship						
Pregnancy						
Deemed Eligibility						
Residency						

Figure 4.1

Resources	间 Page Mappi	ing 🎮 Imagi	ng 🚰 Log Out
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	End Da	te	
N	ame: * - Sel	ect - lect -	✓ Add

Note: The Name drop list on the Deemed Eligibility List page displays the participant(s) on the case who has not reached the last day of the thirteenth month after the participant's date of birth and does not have a record for Deemed Eligibility.

For more information on the Deemed Infant Eligibility Page in CalSAWS see the Job aid: JA Medi-Cal Deemed Eligibility – Add, Edit, and View Functionality on Deemed Eligibility List and Deemed Eligibility Detail Pages

Case Name: CalSAWS 🚺 Journal 🕎 Tasks 🔞 Help | Case Number: Empl. Services Case Info Child Care Fiscal Eligibility Resource Databank **Deemed Eligibility Detail** Customer Information *- Indicates required fields Case Number: Go Name: * Person Search Did the mother have SOC in the Non Financial infant's birth month? : * Contact No 🗸 Root Questions Worker Determination: EDBC Determination: Individual Demographics Deemed 🗸 🔶 Vital Statistics Household Status Deemed Start Date: **Deemed End Date:** 08/03/2022 08/31/2023 Relationship Citizenship Pregnancy Deemed Eligibility Residency This Type 1 page took 0.43 seconds to load. Other Prog. Assist.

Figure 4.2



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	Save And I	Return	Cancel
\rightarrow	Save And I	Return	Cancel

Steps To Clear Alert

MAGI Determination has a Non-Compliance not requested by Worker

Cases with an Exclusion/Exception Reason of "MAGI Determination has a Non-Compliance not requested by Worker" (Figure 5.1) will require the user to update the case by conducting the following:

- Navigate to the current MAGI Determination in the current MAGI Determination List page (Figure 5.2)
- Access the most recent MAGI determination and review the Eligibility Evaluation Reasons to determine the Non-Compliance reason (Figure 5.3).
- Navigate to the corresponding data collection page to make the appropriate updates to remedy the non-compliance.
- Request MAGI
- Run and accept EDBC to clear the Yellow Banner

For more information on reviewing MAGI referrals and requesting a MAGI determination see the Job Aid: **JA – Medi-Cal – MAGI Referrals and Eligibility Determinations.**

				Scree	nshot	
Cal SAWS	Case Name: Case Number:			ũ] Journal 💟 Ta	sks 🔞 Help 📋
	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal
Customer	Run E	OBC				
Information	*- Indicat	es required	fields			
Case Number:	Benefit P	rocessing R	lange:			
Person Search	Begin Mo	nth: 粩	En	d Month: 🗚		
Non Financial	07/2023 ~		07	/2023 🗸		
▶ Financial	Pr	ogram	Stati	ls T	imely Notice	e Exception
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MC 355	MAGI de	terminatio	not be run n has a Nor	-Compliand	e not reque	sted by a Wo
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MAGI Verifications						
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Run EDBC						
Manual EDBC	This <u>Type 1</u>	page took 0.78	3 seconds to loa	ad.		
Needs						
Service Arrangements						
▶ ABAWD						
EDBC Results						

Figure 5.1

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teps To Clear Alert					Scree	nshot		
	Calsaws	Case Name: Case Number:			C.	🛾 Journal 🔽 1	ſasks 🔞 He	elp 🗐 I
		Case Info E	ligibility	Empl. Gervices	Child Care	Resource Databank	Fiscal	
	Customer	MAGI De	etermina	ation	List			
	Information	*- Indicates	required field	ls				
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	Service Arrangements							
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Customer Information	MAGI	Determinat	tion Summ	nary	
Case Number:	Request	ID:	Benefit M 04/2023	lonth:	
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Verifications MC 355	Name	Primary Ai Code	id Status	Eligibility Evaluat	ion Reasons
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MAGI Eligibility Run EDBC				Life Event needs Ve Income Limit - With	erification, nin Range,
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			Figu	ure 5.3	

Resourc	ces 💓 Page Mapping	g 🎮 Imagii	ng <mark>≧</mark> Log Out
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Steps To Clear Alert

Medi-Cal person on 38 aid code

Cases with an Exclusion/Exception Reason of "Medi-Cal Person on 38 aid code" (Figure 6.1) will require the user to conduct a review of the case to determine the appropriate MAGI and/or Non-MAGI aid code.

- Review the necessary data collections and update the information as necessary.
- Review the customer reporting page to address any past due or upcoming determinations.
- Review the Verification List Page to address any pending verifications.
- Request a MAGI Determination.

For information on clearing a Medi-Cal related Yellow Banner, consult the following Yellow Banner Case Review guide: **Yellow Banner – Full Case Review – Medi-Cal Only.**

For more information on reviewing MAGI referrals and requesting a MAGI determination see the Job Aid: JA – Medi-Cal – MAGI Referrals and Eligibility Determinations.

CalSAWS	Case Name Case Numb	: er:				Journal 💟	Tasks 🔞 Help	Resou
	Case In	fo Eligibility	y Empl. Service	Chi s	ild Care	Resource Databank	Fiscal	Specia Units
Case Summary	Case	Summa	ary					
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Go	Case	Name					County	
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37	- Med	li-Cal						
ice History	_							
eral Ledger	Wo	orker:					Applica	/ nt/Reci
ble History	Dro	orker ID: ogram Statu	ι ε : Δα	tive			Langua	ge:
f Service	RE	Due Month	· 08	/2023	Re-Evalı	late	Phone I	Number:
y List							Email:	
							Applica	tion Dat
		Name		Re	queste	d Medi-Cal	Type Role	Role Re
	-		<u>17M</u>	Me	edi-Cal		MEM	
		CIN	Aid Code	FBU	Perso	n # SOC	/Premium	CEC er
			38	1	05	0.00		
	-		<u>16M</u>	Me	edi-Cal		MEM	
		CIN	Aid Code	FBU	Perso	n # SOC	/Premium	CEC er
			38	1	06	0.00		
	-		<u>0M</u>	Me	edi-Cal		MEM	
		CIN	Aid Code	E FBU	Perso	n # SOC	/Premium	CEC e
			38	1	12	0.00		
	-		36F	Me	edi-Cal		MEM	
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			38	1	02	0.00		
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Figure 6.1

ources 🚺	Page	e Mapping	💌 Imagi	ing 🕋 Log Out
cial its	Repo	orts	Client Corresp.	Admin Tools
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		F	J	
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ate:		04/17/	2014	
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	Acti	ive		
end dat	te			
	Acti	ive		
end dat	te			
	Disc	continue	d	
			Vie	ew Details

Medi-Cal person on 4M Aid Code

Cases with an Exclusion/Exception Reason of "Medi-Cal person on 4M Aid Code" will require the user to conduct a full case review to determine if the program person is eligible for Former Foster Youth Medi-Cal (Figure 7.1).

If the program person is determined eligible for Former Foster Youth Medi-Cal, the user will need to run and save EDBC to clear the Yellow Banner.

If the program person is determined to be ineligible for Former Foster Youth Medi-Cal, the user will need to follow their county's policy to determine ongoing Medi-Cal eligibility.

For more information on Former Foster Youth Medi-Cal, see the Job Aid: JA – Medi-Cal – Former Foster Youth (FFY) 4M Process.

7

Missing Roles

Cases with an Exclusion/Exception Reason of "Missing Roles" may be missing a payee in the Administrative Roles section of the program detail page. When the user attempts to run EDBC, they will receive a hard validation message of **"EDBC** cannot be run for this program. You must designate the following for the program: Payee." (Figure 8.1)



Figure 7.1



ent:		
	05/14/	2022
ason	Status	Status Reason
	Active	
	Active	
		View Details
		view Details

ırces 💓 Pa	ige Mappi	ng 🂌 Imagii	ng 📔 Log Out	
al Re s	ports	Client Corresp.	Admin Tools	
eason	Run	EDBC	Cancel	
Reas	on	Run R	eason	
Reas e followi	on ng for	Run Ro	eason V	
Reas e followi	on ng for	Run R	eason V	
Reas e followi eason	ng for Run I	Run R	eason Cancel	
Reas e followi eason	ng for Run I	Run Ro	eason Cancel	

Screenshot

Clean-Up Instructions:

- 1. Place the Cursor over **Eligibility** on the Global Navigation Bar.
- 2. Select **Case Summary** from the Local Navigator
- 3. Scroll down to the Foster Care Program Block and click **View Details.**
- 4. Click Edit.
- Scroll down to the Administrative Rolls block and click Add to access the Administrative Roll Detail Page. (Figure 8.2)
 - a. Select **Payee** from the Administrative Roll drop list.
 - b. Select **Regular** from the Payee Sub-Type drop list.
 - c. Select the **Payee's Name** from the Name dop list.
 - d. Enter the **Month** in the Begin Month field.
 - e. Click **Save and Return** to return to the Program Detail Page.
- 6. Click **Save and Return** again to confirm your selection and return to the Case Summary Page.
- 7. You should now be able to run and Save EDBC to clear the Yellow Banner.

CalSAWS	Case Name: Case Number:			0	Journal 🕎 T	asks 🔞 Help	Resources	🔰 Page Mapp	oing 🎮 Imag	ing 🚰 Log Out
	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Admin	istrativ	e Role	Detail						
	📕 🗚 Indicat	tes required	fields					Save and	Return	Cancel
Case Number:	Administ	trative Role	:*				Payee Sub	-Type: *		
Person Search EBT Account Search	Name: *									
Application Registration	Begin Mo	• • • • • • • • • • • • • • • • • • •					End Month			
Case Summary	06/2023									
Contact										
Authorized Representative	e							Save and	Return	Cancel
Application Questions	This <u>Type 1</u>	page took 0.69	seconds to lo	ad.						
Negative Action										

Figure 8.2

Overdue or Incomplete Periodic Report

9

Cases with an Exclusion/Exception Reason of "Overdue or Incomplete Periodic Report" will require the user to review the case and ensure the reporting page indicates the appropriate reporting status.

- Review the Case Summary page and determine the SAR month for the program (Figure 9.1).
- Review the Customer Reporting page to determine the status of the Periodic Report that was mailed to the client.
 - The user will need to determine the appropriate status for the SAR 7 and update the Customer Reporting List page (Figure 9.2). to reflect the status.
 - To update the Customer Reporting Page, the user can follow the steps outlined in the Job Aid: JA-Semi-Annual Report (SAR 7) – Process.
 - Once the customer reporting page and all applicable data collection pages are updated, the user may run and save EDBC to clear the Yellow Banner.

▼ CalWORKs

Wor Wor	ker: ker ID:				Prir App	nary blicant/Recipier	
Prog	gram Status:	Activ	'e		Lan	guage:	
RE E	Due Month:	10/2	023 🖪	e-Evaluate	Pho	one Number:	
Rep	orting Type:	Sem	i-Annua	al Reporting	Email:		
SAR	Due Month:	04/2	023		Pay	ee:	
Aid	Code:	3U - (Stat	CW-Tw te)	o Parent	Арр	olication Date:	
Pub Indi	lic Assistance cator:	No					
FBU	:	0					
	Name		Depri	ivation	Role	Role Reason	
			Unem	ployment	MEM		
•					MEM		
•					MEM		

Figure 9.1

nt:					
	09/3	22/2022			
Sta	tus	Status R	eason		
Acti	ve				
Acti	ve				
Acti	ve				
	Viev	v WPR V	iew Deta	ails	

Steps To Clear Alert				Screensh	ot			
	Custom	ner Reporting	List					
								Images
	Search Re	sults Summary					Results	1 - 7 of 7
	Display Type:	~	Display Name: All	~	From:	To:		View
	Туре	Name	Submit Month	Program	Status		Status Date	
	<u>SAR 7</u>		03/2017	CF	Reviewed- Re	ady to Run EDBC	♥ 03/13/2017	Edit
	<u>CF RE</u> <u>Packet</u>		09/2017	CF	Sent		08/23/2017	Edit
	<u>CF RE</u> <u>Packet</u>		09/2018	CF	Sent		08/30/2018	Edit
	<u>CF RE</u> <u>Packet</u>		10/2018	CF	Sent		09/12/2018	Edit
	<u>SAR 7</u>		04/2021	CF	Reviewed- Re	ady to Run EDBC	04/07/2021	Edit
	<u>CF RE</u> <u>Packet</u>		11/2021	CF	Sent		10/05/2021	Edit
	SAR 7 SAR 7		04/2023 04/2023	CW CF	Received Received		04/05/2023 04/05/2023	Edit
				Figure 9	2.2			

Steps To Clear Alert

Overdue or Incomplete RE Packet

Cases with an Exclusion/Exception Reason of "Overdue or Incomplete Periodic Report" will require the user to review the case and ensure the reporting page indicates the appropriate reporting status.

- Review the Case Summary page and determine the RE month for the program (Figure 10.1).
- Review the Customer Reporting page to determine the status of the RE Packet that was mailed to the client.
 - The user will need to determine the appropriate status for the RE Packet and update the Customer Reporting Detail page to reflect the status.
 - To update the Customer Reporting List (Figure 10.2) Page, the user can follow the steps outlined in the Job Aid: JA – CalWORKs CalFresh Reevaluation and Periodic Reporting
 - Once the customer reporting page and all applicable data collection pages are updated, the user may run and save EDBC to clear the Yellow Banner.

		Screenshot				
•	CalWORKs					
	Worker: Worker ID:			F A	Primary Applicant/Recipier	
	Program Status:	Ac	tive	L	anguage:	
	RE Due Month:	04	/2023 Re-Evaluate	F	hone Number:	
	Reporting Type:	Se	mi-Annual Reporting	E	imail:	
	SAR Due Month:	10	/2022	F	ayee:	
	Aid Code:	30 (F	• - CW-All Other Familie ed)	es 🖊	Application Date:	
	Public Assistance Indicator:	No)			
	FBU:	0				
	Name		Deprivation	Role	Role Reason	
			Absence	MEM		
			Absence	MEM		
	•			MEM		
				MEM		

Figure 10.1

ent:				
	05,	/10/2022		
Stat	us	Status R	eason	
Activ	'e			
Activ	e			
Activ	e			
Deni	ed			
	Vie	w WPR	/iew Deta	ails

Clear Alert		Screens	hot	
Custon	ner Reporting L	.ist		
Search Re	sults Summary			
Display		Display	Francis	
Type:	~	Name:	From:)
Туре	Name	Submit Month	n Program s	Sta
CW RE Pag		09/2020	CW	マ Ser
<u>SAR 7</u>	_	09/2020	CW	Ser
<u>SAR 7</u>		09/2020	CF	Ser
Non-MAGI	RE Packet	08/2021	MC	Ser
CW RE Pag	<u>:ket</u>	03/2022	CW	Ser
CW RE Pag	<u>:ket</u>	04/2023	CW	Sen
		P ¹		

		Images
	Res	ults 1 - 5 of 5
1	Го:	
[View
Status	Status Date	
▽ Sent	▽ 08/04/2020	Edit
Sent	08/25/2020	
Sent	08/25/2020	Edit
Sent	07/21/2021	Edit
Sent	02/28/2022	Edit
Sent	03/09/2023	Edit

Steps To Clear Alert

Overridden Program Case

Cases with an Exclusion/Exception Reason of "Overridden Program Case" will require the user to conduct a full case review to determine the reason (Figure 11.1) the previous EDBC was overridden.

The following Yellow Banner Case review guides may be utilized to help troubleshoot these cases:

- Yellow Banner Full Case Review CW.CF
- Yellow Banner Full Case Review Medi-Cal Only
- Yellow Banner Appendix Required Actions for Foster Care, Kin-Gap, and Adoption Assistance Program

Once the user has updated any required eligibility data collection pages, they will be able to run and save EDBC to clear the Yellow Banner.

If the user is required to override the Program Configurations for EDBC (i.e., Fair Hearings, AAP, MC Eligibility, etc.), the user can follow the steps in Job Aid: **JA EDBC – Overriding Program Configuration** to conduct the override.

Note: The user will need to have appropriate security rights to override the program configuration.

				Scree	enshot			
Cal SAWS	Case Name: Case Number:			C.]Journal 💟	Tasks 🔞 Hel	р 🗐	
	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal		
Customer Information	CalWO	CalWORKs EDBC Summary						
	*- Indicat	tes required	fields					
Case Number:	Begin Me	onth	End Month	Run I	Date	Run Stat	us	
Person Search	03/2023			02/03	/2023	Accepted	- Sav	
Non Financial								
▶ Financial	EDBC In	formation						
Verifications	Semi-An	nual Repoi	rting Period	Begin				
MC 355	Month:	07/2023						
EBT Account List	Reportin	g Type Rea	ason:					
MAGI Verifications	Type: Re	egular						
MAGI Eligibility	Recalcul	ation: No						
Run EDBC	Program	Configura	tion					
Manual EDBC	riogram	Configura						
Needs	Override	e Reason:	Administrativ	e Decision				
Service Arrangements								
▶ ABAWD	System	Determina	tion					
EDBC Results	EDBC So	ource: Con	version					
	Aid Code	e: 35 - CW	/-Two Parent	(Fed)				
	Program	1 Status: A	Active					
	Note: O	verridden ro	ws are in bol	d.				

Figure 11.1

Resources	🚺 Page Mapp	ing 🎮 Imagi	ng <mark>≧</mark> Log Out
Special Units	Reports	Client Corresp.	Admin Tools
			Close
	Accepte	d By	
/ed			

Steps To Clear Alert

Program does not have at least one active person for the benefit month

Cases with an Exclusion/Exception Reason of "Program does not have at least one active person for the benefit month" will require the user to review the case to determine the eligibility status for each person associated to the case. At conversion the individual's program status will reflect Discontinued/Denied for all Household members, while the overall program status shows active (Figure 12.1).

The user will be required to conduct a full case review and review previous case comments to determine ongoing eligibility for the case.

If the user finds that any or all household members have ongoing eligibility, they will need to rescind/reapply the appropriate program persons and update all required data collection pages prior to running EDBC. The user can follow the steps in Job Aid: **JA Reapplications and Recissions**, to pend the eligible person(s) to the program.

If the user finds that **No** household member has ongoing eligibility to the program the user can either override the program configuration (for months post conversion) or create a Manual EDBC budget (for months prior to conversion) to update the Program Status to Discontinued or Denied. Users can follow the steps in following Job Aids to override or create a manual EDBC budget:

> JA EDBC – Overriding Program Configuration JA EDBC – Manual EDBC and Clarifications

CalFresh Worker: Primary Applicant/Recipient: Worker ID: Language: **Program Status:** Active Phone Number: 09/2023 **RE Due Month:** Re-Evaluate Email: **Reporting Type:** Semi-Annual Reporting Payee: Application Date: SAR Due Month: 03/2023 Aid Code: 09 - CalFresh Meets ESAP Criteria: Public Assistance

No

Indicator:

FBU:	0			
Expedited Service:	Yes			
Postponed Verif:	No			
Name		Role	Role Reason	Status
		MEM		Discontin
		MEM		Discontin
		MEM		Discontin

Figure 12.1



Steps To Clear Alert

Requested MC Type is FFY with a person 26 years of age or older

Cases with an Exclusion/Exception Reason of "Requested MC Type is FFY with a person 26 years of age or older," (Figures 13.1 & 13.2) will require the user to take the appropriate steps to discontinue the FFY MC program. The user will need to follow their county's business process to determine ongoing Medi-Cal eligibility for the person who is no longer eligible for FFY MC due to their age.

The user will need to determine if they have the appropriate information to make an ongoing eligibility determination or run EDBC to discontinue the program. For cases where ongoing eligibility is appropriate, the user should follow county policy for transitioning Former Foster Youth Medi-Cal cases to regular Medi-Cal.

For information on making a case determination, the user can follow the steps outlined in the Job Aid: JA Medi-Cal Former Foster Youth (FFY) 4M Process.

	Screenshot				
✓ Medi-Cal					
Worker: Worker ID: Program Status: RE Due Month:	FS MC NI November Active 11/2023 Re-Evaluate	Primary Applicant/Recipient: Language: Phone Number: Email: Application Date:			
Name	Requested Medi-Cal Type	Role	Role Reason		
<u>27M</u>	Former Foster Youth	MEM			
	Medi-Cal	MEM			

Figure 13.1

:		27M
	English	
	01/10/2	2013
on	Status	Status Reason
	Active	
	Denied	
		View Details



ources	🊺 Page Mappir	ng 🎮 Imagi	ing 🚰 Log Out
cial ts	Reports	Client Corresp.	Admin Tools
	Change Re	ason	Cancel
	Reaso	n	Run
			Reason
n 26 y	ears of age	e or	Reason
n 26 y	years of age	e or	Reason
n 26 y	years of age Change Re	ason	Reason
n 26 y	years of age Change Re	e or ason	Cancel

14

Requested Medi-Cal types must apply to all or none of the household members

Cases with an Exclusion/Exception Reason of "Requested Medi-Cal types must apply to all or none of the household members" will require the user to determine Medi-Cal Eligibility for households which contain a program person receiving Out of State AAP.

The user will need to determine ongoing eligibility for all household members:

CalSAWS only allows one Requested Medi-Cal Type for all active program persons on a Medi-Cal Program block. (Figures 14.1 &14.2)

If the user finds that the only eligible person to Medi-Cal is the individual receiving Out of State AAP, the user will need to update the program status for the remaining household members to discontinued/denied. To do so, the user will update the Requested Medi-Cal Type for all other household members to **Out of State AAP** and proceed to run EDBC or create a manual EDBC to discontinue/deny these individuals. Only the individual receiving Out of State AAP should remain active on the case.

Worker: Worker ID:		Primary Applicant/Recipient:	
Program Status:	Active	Language:	
RE Due Month:	04/2023 Re-Evaluate	Phone Number: Email:	
		Additional Corresponde Recipient:	
		Application Date:	
Name	Requested Medi-Cal Type	Role Role Reason	
	Medi-Cal	FRE	
	Out of State AAP (4A)	MEM	

Figure 14.1

lence		
	05/	/06/2022
Statu	JS 3	Status Reason
Activ	е	
Activ	е	
Activ	e	
		View Details

If the user finds that all or some of the household members have ongoing Medi-Cal eligibility, the user will need to remove the individual receiving Out of State AAP from the case and create a separate case with the requested Medi-Cal Type **Out of State AAP**. To do so, the user will update the requested Medi-Cal Type for all household members to **Medi-Cal**. Upon updating all other required data collection pages, the user will request MAGI with a negative action to remove the individual receiving Out of State AAP. The user will run EDBC to remove the individual. Once removed from the case, the user will create a separate case as mentioned above.

For more information on requesting MAGI and making a Medi-Cal Eligibility determination, see the Job Aid:

JA Medi-Cal - MAGI Referrals and Eligibility Determinations

Run EDBC

*- Indicates required fields

Benefit Processing Range:

Begin Month: *

End Month: *

07/2023 •

07/2023 •

Program

Status

Timely Notice Exception

Requested Medi-Cal Type must apply to all or none of the household members.

Figure 14.2



15

Soft Paused

(Figure 15.1). Once the case review has been conducted, the user will request MAGI with a Soft

Once the MAGI response is received the user will review the response for appropriate eligibility determination and Run EDBC to clear the Yellow

The user can follow the steps outlined in Job Aid: **JA** Medi-Cal - MAGI Soft Pause, to request a MAGI response and remove the soft pause for applicable

Cases with an Exclusion/Exception Reason of "Soft Paused" will require a case review to determine the reason the identified case members have a Soft Pause

Pause lift (Figure 15.2) for the appropriate case persons.

Banner.

individuals.

MAGI Determination Summary

Request ID:		E O	Benefit Month: 04/2023	Date 03/07	
Eligible	igibility:	E C	Run Reason: Continuing	No No	
Name	Primary Aid Code	Status	Eligibility Evaluation Reasons	Negat Reaso	
	M3	Eligible	Current Monthly Income Used, Income Limit - Not Within Range, Soft Pause		
	M3	Eligible	Current Monthly Income Used, Income Limit - Not Within Range, Soft Pause		

Figure 15.1

	Close
Run: 7/2023	
lested by Bat	ch:
tive Action on	Carry Forward Status
	No

Steps To Clear Alert					Scre	enshot				
				ũ] Journal 🔽 T	asks 🔞 Help	Resources	🔰 Page Mapp	oing 🎮 Imagi	ng 🚰 Log Out
	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
	MAGI I	Determi	ination	List						
	*- Indicate	es required f	fields							
	Request	MAGI Detei	rmination							
	Begin Mo 07/2023 ✓	onth: <mark>*</mark>				End Mont	h: *			
	Program Medi-Cal V	Identifier:	*							
	Life Chan	ige Event:		~						
	🗆 Bypas	s Primary C	Contact Mat	ching Crite	ria					
	🗹 Reque	st Lift Opti	ons							
	Soft Pau	se Lift Car Lift	ry Forward	Name			SSN	Da	te of Birth	
	Reque	st Negative	e Action De	terminatior	1					
	🗆 Restar	rt VLP e-Ve	rification							
									Rec	uest MAGI
	L				Figu	re 15.2				

The following information is missing: KinGap Dates

Cases with an Exclusion/Exception Reason of "The following information is missing: KinGap Dates" (Figure 16.1) the user will be required to update the Payee information on the Kin-GAP Summary Detail Page.

Clean-Up Instructions:

16

- 1. Place the Cursor over **Eligibility** on the Global Navigation Bar.
- 2. Select **Customer Information** from the Local Navigator
- 3. Click the **Kin-GAP** link on the Task Navigation bar to expand the Kin-GAP section.
- 4. Click the **Summary** link on the Task Navigation bar to access the Kin-GAP Summary List page.
- 5. Click **Edit** next to Legal Guardian entry to access the Kin-GAP Summary Detail page (Figure 16.2).
- 6. Click the **Select** button under "Legal Guardian" to access the Select Foster Care Resource page.
- 7. Enter the **Name** of the Legal Guardian and click **Search**.
- 8. Click the **Radio Button** next to the correct placement entry in the Search Results Summary and click Select.
- 9. Select the appropriate placement type form the **Placement Type** Drop List. *
- 10. Update all **mandatory** data collection fields (indicated with a red asterisk).
- 11. Click **Save** to confirm the updates.
- 12. The user should now be able to run and save EDBC to clear the Yellow Banner.

For additional information on updating the Kin-GAP Summary page see the Job Aid: **JA Kin-GAP Summary and Rate Summary**

* **Note:** If an entry does not exist in the Resource Data Bank for the Legal Guardian, consult your counties procedure for adding new resources to the Resource Data Bank.

Run EDBC

*- Indicates required fields

Benefit Processing Range: Begin Month: *

 07/2023 ▼
 07/2023 ▼

 ✓
 Program
 Status
 Timely Notice Exception

 Kin-GAP: EDBC cannot
 be run for this program. The following information is not program.

Legal Guardian

Figure 16.1

Kin-GAP Summary List



Figure 16.2

Change Reason	Cancel
Reason	Run Reason
missing:	

	Res	ults 1 - 1 of 1
		View
		Add
te	-	
		Edit
		Add
	View D	eleted Records

17 There is no active or pending person for this program

Cases with an Exclusion/Exception Reason of "There is no active or pending person for this program", will require the user to review the case to determine the eligibility status for each person associated to the case. At conversion the individual's program status will reflect Discontinued/Denied for all Household members, while the overall program status shows active (Figure 17.1).

The user will be required to conduct a full case review and review previous case comments to determine ongoing eligibility for the case.

If the user finds that any or all household members have ongoing eligibility, they will need to rescind/reapply the appropriate program persons and update all required data collection pages prior to running EDBC. The user can follow the steps in Job Aid: **JA Reapplications and Recissions**, to update the person(s) program status to pending.

If the user finds that **No** household member has ongoing eligibility to the program the user can either override the program configuration (for months post conversion) or create a Manual EDBC budget (for months prior to conversion) to update the Program Status to Discontinued or Denied. Users can follow the steps in following Job Aids to override or create a manual EDBC budget:

> JA EDBC – Overriding Program Configuration JA EDBC – Manual EDBC and Clarifications

Full Case Review is required before EDBC is run and authorized. Please refer to Guide for instructions on how to proceed. Mismatch Programs: Foster Care.

• Foster Care Worker: CSW Worker: CSW Worker ID: Worker ID: **Program Status:** Active Secondary Payee: **RE Due Month:** 04/2007 Re-Evaluate Primary Applicant/Recipient: Aid Code: Language: FBU: 0 Phone Number: Email: Payee: Application Date: Placement Start Date Relationship to Caregiver: Placement Authority Type: Status Name Role Role Reason MEM Denied MEM Discontinued

Figure 17.1



County arrival date is missing for the applicant

Cases with an Exclusion/Exception Reason of "County arrival date is missing for the applicant" will require the user to review the case and ensure that the Residency List page accurately reflects the applicant's date of arrival to the county.

The user will need to navigate to the Residency List Page (Figure 18.1) to review the applicant's residency status. To update the applicant's date of arrival the user will perform the following:

Clean-Up Instructions:

18

- 1. Place the Cursor over **Eligibility** on the Global Navigation Bar.
- 2. Select **Customer Information** from the Local Navigator.
- 3. Click the **Residency** link on the Task Navigation bar.
- 4. Click **Edit** next to the name of the primary applicant on the Residency List page.
- 5. Verify that the **County Arrival Date** has an entry and the **Intent to Reside** check box is checked (Figure 18.2).
- 6. Click **Save** to confirm the updates.
- 7. The user should now be able to run and save EDBC to clear the Yellow Banner.

			Scree	nshot	
Customer Information	Residency	List			
Case Number:	• Root Question	IS			
Person Search					
▼ Non Financial	→ CalHEERS Ver	ifications			
Contact					
Root Questions	Search Results	Summary			
Individual Demographics				Display	
Vital Statistics				From:	
Household Status					
Relationship					
Citizenship	Name		Resident	Migrant Seasonal	В
Pregnancy				Farm Worker	
Deemed Eligibility			\checkmark	•	
Residency			Yes	No	0
Other Prog. Assist.					
Non-Compliance		<u>58M</u>	- Yes	No	0
Customer Options					
Money Mngmt			Yes	No	0
Time Limits					

Figure 18.1

	Images	Continue
	Ree	sults 1 - 3 of 3
To:		
		View
		Add
Begin Date	End Date	
7	—	
·	~	Edit
07/28/2005		View History
- /- / / /		Edit
02/01/2014		View History
7/20/2005		Edit
17/28/2005		View History

Steps To Clear Alert			Screenshot
	Customer Information Case Number: Go Person Search Von Financial	Residency Detail *- Indicates required fields Change Reason Change Reason: Interface	In Reported Date 07/28/2005
	Contact Root Questions Individual Demographics Vital Statistics Household Status Relationship Citizenship Pregnancy Deemed Eligibility	Name: * CA Resident: * Yes Begin Date: * 07/28/2005 Verified: * Verified View	Migrant Season No End Date:
	Residency Other Prog. Assist. Non-Compliance Customer Options Money Mngmt	General Relief/CAPI County Arrival Date: Intent to Reside Date missing County of Residence: Placer	County Departu Right and Abili
	L fime Limits		Figure 18.2

Images	Next	Edit	Close
te:			
			View
onal Farm Worker? 粩			
ture Date:			
lity to Resid	de:		