



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.

The screenshot displays the CalSAWS interface for the 'Citizenship Status List' page. The top navigation bar includes 'Case Info', 'Eligibility', 'Empl. Services', 'Child Care', 'Resource Databank', 'Fiscal', 'Special Units', 'Reports', 'Client Corresp.', and 'Admin Tools'. The left sidebar menu is expanded to 'Citizenship'. The main content area features a 'Continue' button, followed by expandable sections for 'Root Questions' and 'CalHEERS Verifications'. A 'Search Results Summary' section shows 'Results 1 - 1 of 1' with 'Display From:' and 'To:' input fields, and 'View' and 'Add' buttons. Below this is a 'Non-Citizens' table with one entry: a checkbox, a name field containing '41M', 'Lawful Permanent Resident' status, and '02/09/2017' begin date. Action buttons 'Edit', 'View History', 'Remove', and 'Add' are present for this entry. The 'MAGI Medi-Cal Verification of Lawful Presence (VLP)' section has a table with columns 'Name' and 'VLP e-Verification Status', showing 'No Data Found'. A 'Complete' checkbox and a 'Continue' button are at the bottom of this section.

Figure 2-1 – Citizenship Status List Page

The screenshot displays the CalSAWS web application interface. At the top, there is a navigation bar with the CalSAWS logo and various utility icons. Below this is a secondary navigation bar with tabs for Case Info, Eligibility, and other sections. The main content area is titled 'Citizenship Status Detail' and contains several form sections. A sidebar on the left provides navigation for different case categories. The 'Sponsored?' and 'Verified?' fields are highlighted with a red border.

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
- Homeless Assistance
- Potentially Avail. Income
- Military/Veterans
- Absent Parents
- Medical Condition
- Sponsorship**
- Specialized Supportive

Citizenship Status Detail

* - Indicates required fields

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: *

Sponsored? * **Verified: ***

Willing to Comply by Providing Sponsor's Information *

Period of Indigence

Figure 2-2 – Citizenship Status Detail Page

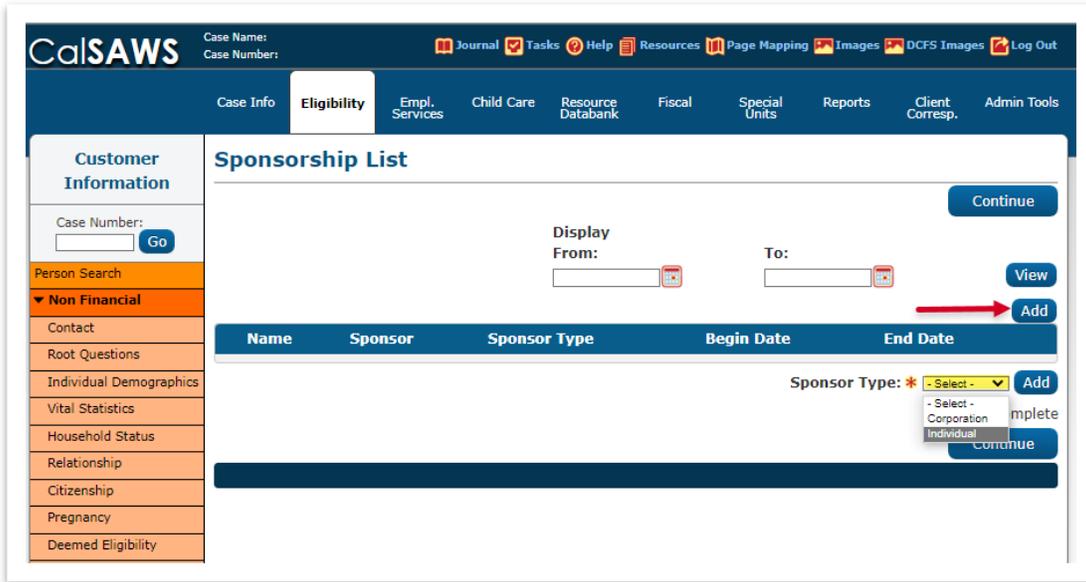


Figure 2-3 – Sponsorship List Page

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:

Person Search

- Non Financial
 - Contact
 - Root Questions
 - Individual Demographics
 - Vital Statistics
 - Household Status
 - Relationship
 - Citizenship
 - Pregnancy
 - Deemed Eligibility
 - Residency
 - Other Prog. Assist.
 - Non-Compliance
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 - School Attend.
 - Degrees Licenses
 - Employment
 - Striker
 - Unempl. Depriv.
 - Work Regist.
 - Living Arrgmt
 - Homeless Assistance
 - Potentially Avail. Income
 - Military/Veterans
 - Absent Parents
 - Medical Condition
 - Sponsorship

Sponsorship Detail

* - Indicates required fields

Sponsor: Individual

Sponsored Non-Citizen's Name: *

Sponsor's Name: *

Sponsor's Phone Number:

Sponsor's Household Size: *

Total Number of Sponsored Non-Citizens: *

Did the sponsor sign an I-864? * Yes No

Date I-864 Signed:

Has the spouse of the Sponsor signed a sponsorship affidavit?

Date Affidavit Signed:

Sponsor Lien Signed?

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

Does the sponsor help with money? *

Does the sponsor help with any of the following?
 Rent Clothes
 Food Other

Begin Date: * End Date:

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.