



CalWIN ISS

Implementation Support Services

Case Review Report and Guide (CRG)

Go-Live Packet (GLP) – Appendix G07 – Guide
#07: Update Ineligible Individual Employable

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1 BACKGROUND

Customers may show as “Employable” within the *Work Registration Program* block, even though they are ineligible for CalWORKs and WTW because they are receiving SSI.

The screenshot shows the 'WTW Status List' page. The left sidebar contains a navigation menu with options like 'Case Summary', 'Person Search', 'Case Summary', 'ELP Authorization', 'Contact', 'WTW', 'WTW 90-Day', 'Family Stabilization', 'CFET', 'Employment', 'OCAT', 'Assessment Results', and 'WPR'. The main content area displays a table of work registration statuses. The first row is highlighted in yellow and shows 'Employable' status with a 'Begin Date' of 05/02/2014 and an 'End Date' of 06/29/2014. A red box highlights this row and its 'Edit' and 'View History' buttons. Below this, there are three more rows: 'Deferred' (Personal Circumstances), 'Mandatory', and 'Employable' (Personal Circumstances). At the bottom right, a red arrow points to an 'Add' button.

Figure 1-1 – WTW Status List Page

The screenshot shows the 'Work Registration Detail' page. The form includes fields for 'Name', 'Type', 'Status', 'Status Reason', 'Volunteer', 'Begin Date', and 'Expected End Date'. The 'Status Reason' dropdown menu is open, showing a list of reasons. A red arrow points to the 'Physically/Mentally Incapacitated' option. Another red arrow points to the 'Save and Return' button at the top right. The 'Save and Return' button is highlighted with a red box.

Figure 1-2 – Work Registration Detail Page

The screenshot displays the 'WTW Status List' page. On the left is a sidebar with navigation links: Case Summary, Person Search, Case Summary, ELP Authorization, Contact, WTW (highlighted), WTW 90-Day, Family Stabilization, CFET, Employment, OCAT, and Assessment Results. The top navigation bar includes: Case Info, Eligibility, Empl. Services (active), Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools.

The main content area is titled 'WTW Status List' and includes a note: '* - Indicates required fields'. It features search filters: 'Case Number:' with a 'Go' button, 'Display by Name:' with a dropdown, 'From:' and 'To:' date pickers, and a 'Review Date:' field. Action buttons 'Edit' and 'View' are present. Below these is a section for 'Work Registration' containing a table:

Status	Status Reason	Begin Date	End Date
<input type="checkbox"/> Exempt	Physically/Mentally Incapacitated	09/08/2021	

Buttons 'Remove', 'Add', 'Edit', and 'View History' are associated with the table entries.

Figure 1-3– WTW Status List Page

2 IMPACT ANALYSIS

The customer may be incorrectly referred to WTW and/or show an erroneous "Employable" record which could potentially lead to benefits being issued for ineligible customers. May also have impacts to reports.

3 CLEAN-UP INSTRUCTIONS

Manually update the **WTW Work Registration Status** page to exempt the customer from work registration due to receiving SSI.

1. Place your cursor over the *Empl. Services* tab on the **Global** navigation bar and select *Case Summary* from the **Local** navigator.
2. On the **Task** navigation bar, click *WTW*. The **WTW Status List** page will display.
3. Under the *Display by Name* field, select *PN01* from the drop list. Click the *View* button.
4. Under the *Work Registration* block, click the *Add* button. The **Work Registration Detail** page will appear.
5. Update the mandatory fields.
 - a. *Status*: Exempt
 - b. *Status Reason*: Physically/Mentally Incapacitated
6. Click the *Save and Return* button. The **WTW Status List** page will display.
7. Scroll down to the *Program* block. Click the *Add Status* button. The **WTW Status Detail** page will appear.
8. Update the Mandatory fields:
 - a. *Status*: Exempt
 - b. *Status Reason*: Physically/Mentally Incapacitated
9. Click the *Save and Return* button.
10. The **Effective Dating Confirmation List** page will display. Validate the dates and click the *Save* button to continue. The **WTW Status List** page will display.

4 ADDITIONAL INFORMATION

Not applicable.