

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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CalSAWS Implementation Support Services

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TABLE OF CONTENTS

1	BACKGROUND	, 4
2	IMPACT ANALYSIS	. 6
	CLEAN-UP INSTRUCTIONS	
4	ADDITIONAL INFORMATION	۶

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.

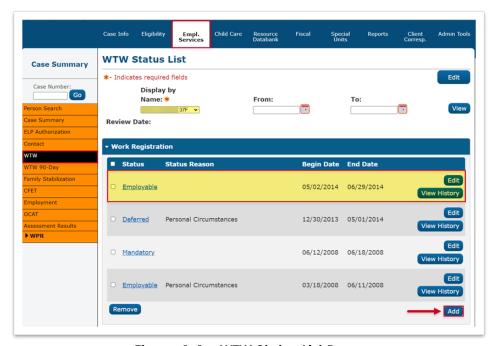


Figure 1-1 – WTW Status List Page

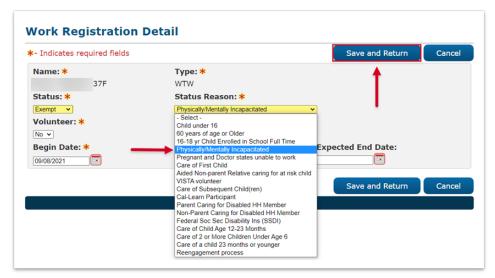


Figure 1-2 – Work Registration Detail Page

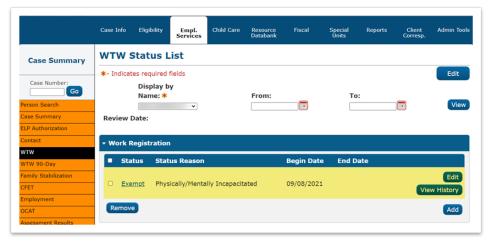


Figure 1-3- WTW Status List Page

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.