# CalSAWS

California Statewide Automated Welfare System

# Design Document

CA-266312

ACL 23-80 Increase ABAWD Age Limit and Add Exemptions for Homeless, Veterans, and Individuals in Foster Care

| CalSAWS | DOCUMENT APPROVAL HISTORY | |
|---------|--------------------------|---|
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| 10/11/2023 | 1.1 | 1. Added new assumption 1.4.8<br>2. Updated recommendations 2.1, 2.2, 2.3, 2.4 to clarify the ABAWD determination is for active/ineligible CalFresh program member.<br>3. Updated recommendation 2.4 to automate "Foster Youth' Exemption determination.<br>4. Added recommendation 2.5 to create journal entries when batch processes ABAWD for a CalFresh household.<br>5. Updated recommendation 2.7 to include the 'Foster Youth' population.<br>6. Updated recommendation 2.8 to include trigger conditions to identify members that qualify for 'Foster Youth' exemption. | Howard Suksanti, Sridhar Mullapudi |
| 10/17/2023 | 1.2 | 1. Added clarification to recommendation 2.4.2.<br>2. Added new recommendation to update the existing 'Under Age 18' exemption ABAWD determination.<br>3. Update recommendations 2.3.2, 2.9.2, and 2.16 to check for veterans discharge date.<br>4. Added new assumption 1.4.9 | Sridhar Mullapudi |

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|---|---|---|---|
| 1/5/2024 | 1.4 | Content Revision 1 – Add additional Status Reason on ABAWD Time Limit Month Detail | Eric Wu |
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# 1   OVERVIEW

## 1.1   Current Design

Under existing federal policy, an ABAWD is a CalFresh recipient, age 18 through 49, who is able-bodied without dependent children and does not meet the criteria for an exemption from the ABAWD time limit.

ABAWD Status is determined and tracked in CalSAWS for CalFresh Individuals. This status is created and updated through both CalFresh EDBC and a separate batch process which determines a monthly status based on ABAWD criteria and work registration exemptions. When there is a change that impacts ABAWD determination, if the worker did not run EDBC right away, the changes to the ABAWD determination will be processed by ABAWD Determination Cyclic batch job. The ABAWD changes will be available to view after the batch run. Please find more details on CA-239421.

The Time Limits page tracks ABAWD time limits for each person subject to the time limit. A daily batch job synchronizes the ABAWD Time Limit Month based on the ABAWD Status.

## 1.2   Requests

1. Update the ABAWD age limit requirements to gradually increase the age of individuals who qualify for ABAWD exemption as follows:
   a. Effective September 1, 2023, the age limit for ABAWD exemption shall increase to age 51 and older.
   b. Effective October 1, 2023, the age limit for ABAWD exemption shall increase to age 53 and older.
   c. Effective October 1, 2024, the age limit for ABAWD exemption shall increase to age 55 and older.
2. Exempt individuals that are experiencing homelessness from ABAWD requirements.
3. Exempt Veterans from ABAWD requirements.
4. Exempt individuals aged 24 or younger and in foster care on their 18th birthday from ABAWD requirements.
5. Update 'Under Age 18' ABAWD exemption determination to exempt individual for the benefit month even when they turn 18 on the 1st of the benefit month.
6. Update ABAWD notices
7. Update ABAWD Sweep Job trigger conditions.
8. Create a new Task to prompt the Worker to assess an 18-year-old individual for exemptions.

## 1.3   Overview of Recommendations

1. Update the age limit requirements to gradually increase the age of those subject to the ABAWD time limit.
2. Add new ABAWD requirements to exempt recipients that are determined to be experiencing homelessness.

3. Add new ABAWD requirements to exempt veterans from ABAWD requirements.
4. Add new ABAWD requirements to exempt foster youth from ABAWD requirements.
5. Update 'Under Age 18' ABAWD exemption determination to exempt individual for the benefit month even when they turn 18 on the 1st of the benefit month.
6. Add new journal entry when batch processes ABAWD determination.
7. Online – Add a new exemption type to the ABAWD Exemption Detail page for CalFresh individuals who are 24 years old or younger who were in Foster Care on or after their 18th birthday.
8. One time batch ABAWD trigger to update ABAWD status and status reason.
9. Batch – Update ABAWD Batch Sweep jobs.
10. Update 'ABAWD Time Limit Month Detail' page to display the new status reason for ABAWD exemptions.
11. Update ABAWD Time Limit Sync Job to capture the new ABAWD exemption status reason.
12. Create a new Automated Action to alert the Worker to evaluate an individual for ABAWD exemptions when the individual is going to turn 18 years old.
13. Update NOA Message fragments for Time Limit Age Changes.
14. Updates to forms for Time Limit Age Changes.

## 1.4  Assumptions

1. There is no impact to the EICT batch job since the EICT Batch job is targeted to be decommissioned around 10/31/2023 which is prior to this SCR implementation date.
2. There is no impact to WDTIP Interface.
3. The 4 criteria mentioned in the ACL 23-80 for Individuals experiencing homelessness shall be determined by the worker. Similar to current determination for CalFresh homeless shelter deduction, living arrangement type of 'Homeless' shall be used by the worker if the individual qualifies for this exemption.
4. ABAWD changes to STAT47 and any other reports changes are targeted through SCR CA-267560.
5. ABAWD changes to Forms and NOA not targeted with this SCR shall be addressed through SCR CA-268124.
6. The trigger condition for existing Batch ABAWD Sweep job already detects when there is a Living Arrangement record of type Homeless. The batch triggers ABAWD for current month till the come-up month.
7. The trigger condition for existing Batch ABAWD Sweep job already detects when there is a 'ABAWD Exemption Detail' page record changed/created.
8. Foster Care cases converted as shell cases or out-of-state Foster Care cases shall not be identified for 'Foster Youth' exemption, users can add an OPA for 'Foster Care' on 'Other Program Assistance Detail' page or add an ABAWD exemption on 'ABAWD Exemption Detail' page as appropriate.
9. Discharge date is not a required field on the 'Military/Veterans Detail' page. If the field is populated, ABAWD determination shall use the value to determine 'Veterans' exemption. If the value is not available users can add an ABAWD exemption for 'Veteran' in the 'ABAWD Exemption Detail' page.

10. Per existing functionality, ABAWD logic checks to see if the participant qualifies for any ABAWD exemptions in a pre-defined priority order.

# 2  RECOMMENDATIONS

## 2.1  Update ABAWD Age Requirements

### 2.1.1  Overview

CalFresh recipients that are 50 years or older are exempt from the ABAWD requirements. Update the age limit requirements to gradually increasing the age limit of individuals that qualify for ABAWD exemption.

### 2.1.2  Description of Changes

1. Update the ABAWD age limit requirements for all Active/Ineligible CalFresh Member to gradually increases the age of individuals who qualify for ABAWD exemption as follows:
   a. Effective September 1, 2023, the age limit for ABAWD exemption shall increase to age 51 and older.
   b. Effective October 1, 2023, the age limit for ABAWD exemption shall increase to age 53 and older.
   c. Effective October 1, 2024, the age limit for ABAWD exemption shall increase to age 55 and older.
2. Update existing ABAWD status reason 'Age 50 or older' (CT2623_50) as follows:
   a. Short Decode Name: 'Over Age Limit'
   b. Long Decode Name: 'Over Age Limit'

### 2.1.3  Programs Impacted

CalFresh

### 2.1.4  Performance Impacts

None

## 2.2 New ABAWD Exemption for Individuals Experiencing Homelessness

### 2.2.1 Overview

CalFresh individuals experiencing homelessness are not exempt from the ABAWD requirements. Add new ABAWD requirements to exempt recipients that are determined to be experiencing homelessness.

### 2.2.2 Description of Changes

1. Update the ABAWD requirements to evaluate if the CalFresh recipient is experiencing homelessness and exempt this individual from ABAWD requirements.
   Active/Ineligible CalFresh Member is determined to be experiencing homelessness if they meet the following criteria:
   a. Has a 'Living arrangement Type' of 'Homeless' for the benefit month.
   b. Active CalFresh member for the benefit month.
   c. Benefit month is on or after 09/01/2023.
2. Add new 'ABAWD Status Reason' (CT2623). This new status reason shall be used for individuals determined to be experiencing homelessness and are set to 'Exempt' status for ABAWD determination.
   a. Short Decode Name: 'Homeless'
   b. Long Decode Name: 'Homeless'
   Technical note:
   a. Reference column1 maps to the corresponding 'Time Limit Status Reason Code' (CT863) being added through recommendation 2.7.2.1.
   b. The priority of this status reason shall be after determination of 'Applied for Disability Benefits' and prior to 'Participating in an ORR Training Program at Least Half Time'.

### 2.2.3 Programs Impacted

CalFresh

### 2.2.4 Performance Impacts

None

## 2.3 New ABAWD Exemption for Veterans

### 2.3.1 Overview

CalFresh Recipients that served in the United States Armed Forces and have been since discharged are classified as veterans. Veterans who

were honorably or dishonorably discharged are exempt from the ABAWD time limits. Add new ABAWD requirements to exempt veterans from ABAWD requirements.

### 2.3.2 Description of Changes

1. Update the ABAWD requirements to evaluate if the CalFresh recipient is a veteran and exempt this individual from ABAWD requirements. <mark>Active/Ineligible CalFresh Member</mark> is determined to be a veteran if they meet all the following criteria:
   a. Has a record of type 'Military/Veterans'.
   b. <mark>Discharge date</mark> is in or before the benefit month.
   c. Benefit month is on or after 09/01/2023.

   Or,

   a. Has an exemption record of type 'Veteran' in the 'ABAWD Exemption Detail' page for the benefit month.
   b. Benefit month is on or after 09/01/2023.

2. Add new 'ABAWD Status Reason' (CT2623). This new status reason shall be used for individuals determined to be veterans and are exempt from ABAWD time limits requirements.
   a. Short Decode Name: 'Veteran'
   b. Long Decode Name: 'Veteran'
   Technical note:
   a. Reference column1 maps to the corresponding 'Time Limit Status Reason Code' (CT863) being added through recommendation 2.7.2.1.
   b. The priority of this status reason determination shall be after determination of 'Pregnancy' and prior to 'Obviously Unfit for Employment' due to medical conditions.

### 2.3.3 Programs Impacted

CalFresh

### 2.3.4 Performance Impacts

None

## 2.4 New ABAWD Exemption for Foster Youth

### 2.4.1 Overview

CalFresh Recipients aged 24 or younger who were in foster care on or after their 18th birthday are exempt from ABAWD requirements. Update

ABAWD determination to exempt individuals that meet the exemption criteria with 'Foster Youth' exemption reason.

### 2.4.2 Description of Changes

1. Update the ABAWD requirements to evaluate if the CalFresh recipient is a foster youth and exempt this individual from ABAWD requirements. Active/Ineligible CalFresh Member under the age of 25 or turning 25 within the benefit month is determined to be a 'Foster Youth' if they meet the following criteria:
   a. Is 'Active' in foster care program on their 18th birthday.
   b. Benefit month is on or after 09/01/2023.

   Or,

   a. Has an OPA record for 'Foster Care' and their 18th birthday is between the OPA record begin and end date.
   b. Benefit month is on or after 09/01/2023.

   Or,

   a. Has an exemption record of type 'Foster Youth' in the 'ABAWD Exemption Detail' page for the benefit month.
   b. Benefit month is on or after 09/01/2023.

   Example: Person turning 25 on 10/01/2023 is active on CalFresh program. Person was active in Foster Care on their 18th birthday. Person qualifies for 'Foster Youth' exemption until the end of 10/2023 benefit month. Person shall no longer be qualified for this exemption from 11/2023 benefit month.
   Technical note:
   a. Reference column1 for status reason 'Foster Youth' maps to the corresponding 'Time Limit Status Reason Code' (CT863) being added through recommendation 2.7.2.1.
   b. The priority of this status reason determination shall be after determination of 'Child under 18 in the household' and prior to 'Pregnancy'.

### 2.4.3 Programs Impacted

CalFresh

### 2.4.4 Performance Impacts

None

## 2.5 Update ABAWD Exemption for Under Age 18

### 2.5.1 Overview

CalFresh Recipients under the age of 18 are exempt from ABAWD determination. Current logic does not exempt the individual for 'Under Age 18' if they turn 18 years old on the first of the month. Update the existing 'Under Age 18' exemption determination logic to exempt individuals until the benefit month in which they turn 18.

### 2.5.2 Description of Changes

1. Update the ABAWD 'Under Age 18' exemption determination logic to exempt Active/Ineligible CalFresh Member until the benefit month in which they turn 18.
Example: Individual turns 18 on 10/01/2023. Individual qualifies for 'Under Age 18' exemption until end of October 2023 benefit month. Individual is no longer effective 11/2023

### 2.5.3 Programs Impacted

CalFresh

### 2.5.4 Performance Impacts

None

## 2.6 New Journal Entry for Batch ABAWD

### 2.6.1 Overview

Automated journals entries shall be created when batch runs ABAWD rules and when there is a change to the ABAWD status or status reason.

### 2.6.2 Description of Changes

1. Create journal entry when ABAWD determination is processed by batch ABAWD job and there was a change to the ABAWD status or status reason.

| Journal Entry | Description |
| --- | --- |
| New/Update | *New* |

| Journal Entry | Description |
|---|---|
| Journal Category (CT278) | *Eligibility (EL)* |
| Journal Type (CT141) | Narrative (06) |
| Short Description | *Batch processed ABAWD determination for the household.* |
| Long Description | *Batch updated ABAWD determination as follows:*<br>　1.　*<Person Name> is now <ABAWD Status>, <ABAWD Status Reason> as of benefit month <Effective Month>.* |
| Trigger Condition | Batch ran ABAWD determination for the CalFresh Household and there was a change in ABAWD status or status reason for the benefit month |

### 2.6.3  Programs Impacted

CalFresh

### 2.6.4  Performance Impacts

None

## 2.7  ABAWD Exemption Detail

### 2.7.1  Overview

The ABAWD Exemption Detail page is a page where workers can add exemptions for a person from ABAWD. Two new exemptions need to be added CalFresh individuals, one for individuals 24 years of age or younger who were in Foster Care at the age of 18 or older, and another for individuals who are veterans.

### 2.7.2 ABAWD Exemption Detail Mockup

## ABAWD Exemption Detail



**Figure 2.5.2.1 ABAWD Exemption Detail page**

### 2.7.3 Description of Changes

1. Add the following ABAWD exemption 'Type' on the 'ABAWD Exemption Detail' page:
   a. Foster Youth
   b. Veteran

### 2.7.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: ABAWD Exemption**

### 2.7.5 Security Updates

N/A

### 2.7.6 Page Mapping

N/A

### 2.7.7 Page Usage/Data Volume Impacts

N/A

## 2.8 One Time ABAWD Batch Trigger

### 2.8.1 Overview

One time batch ABAWD run shall be triggered to identify the following population:

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1. Has an exemption for age limit requirements that no longer qualify for this exemption.
2. Has a living arrangement type 'Homeless' and is currently not exempt from ABAWD requirements.
3. Has a record of type 'Military/Veterans' <mark style="background:lime">with a 'Discharge Date' in or before the benefit month</mark> and is currently not exempt from ABAWD requirements.

### 2.8.2  Description of Change

1. Trigger one time batch ABAWD to run ABAWD rules for all benefit months that an active CalFresh member qualifies for any of the following conditions:
    a. Has an ABAWD exemption for age limit requirement (CT2623_50) and is 50 years or younger in any benefit month from 09/2023 till come-up* month.
    b. Has an ABAWD exemption for age limit requirement (CT2623_50) and is 52 years or younger in any benefit month from 10/2023 till come-up* month.
    c. Has a living arrangement type 'Homeless' for any part of the benefit month and is not 'Exempt' from other ABAWD requirements in any benefit month from 09/2023 till come-up* month.
    d. Has a record of type 'Military/Veterans' in the 'Military/Veterans detail' page <mark style="background:lime">with a 'Discharge Date' in or before the benefit month</mark> and is not 'Exempt' from other ABAWD requirements in any benefit month from 09/2023 till come-up* month.
    e. <mark style="background:yellow">Is under 25 years old and has 'Foster Care' OPA record where the 18th birthday is between the begin and end date of the OPA record. And, is not 'Exempt' from other ABAWD requirements in any benefit month from 09/2023 till come-up* month.</mark>
    f. <mark style="background:yellow">Is under 25 years old and is active on Foster Care program on their 18th birthday. And, is not 'Exempt' from other ABAWD requirements in any benefit month from 09/2023 till come-up* month.</mark>

    * Latest benefit month available in CalSAWS system at the time of implementation.

### 2.8.3  Counties Impacted

All CalSAWS counties

### 2.8.4  Data Volume/Performance

N/A

### 2.8.5  Failure Procedure/Operational Instructions

N/A

## 2.9  Batch – Update ABAWD Sweep Cyclic module.

### 2.9.1  Overview

The Batch ABAWD Sweep Cyclic batch jobs identify all CalFresh cases that should be reevaluated for ABAWD due to data changes that may result in a change to the recipient's current ABAWD status.

### 2.9.2  Description of Change

1.  Update the Batch ABAWD Sweep Cyclic module (PERS DOB SWEEP - PB00T237) on the age range condition as below:

    Increase the age range on the batch job to the following:

    a.  Effective September 1, 2023, the age limit for ABAWD Exemption shall increase to age 51 and older.
    b.  Effective October 1, 2023, the age limit for ABAWD Exemption shall increase to age 53 and older.
    c.   Effective October 1, 2024, the age limit for ABAWD Exemption shall increase to age 55 and older.

2.  Military/Veterans:

    a.  Create a new Batch ABAWD Sweep Cyclic job to detect change on the Military/Veteran records.
        CalFresh recipient is determined to be a veteran if they meet all the following criteria:
        *   The 'Military/Veterans' record has an Enlistment Date between the batch Last Success Date and Batch Run Date.
        *   Discharge date is in or before the benefit month.
        *   ABAWD Benefit month is on or after 09/01/2023.
        *   The person is Active or Ineligible on a CalFresh program.

        The batch will trigger ABAWD for current month till the come-up month.

    b.  Create a BPCR and BSCR to scheduling the new Military/Veterans ABAWD Sweep Cyclic job.

3.  Foster Youth:

    a.  Create a new Batch ABAWD Sweep Cyclic job to detect change on the Foster Youth scenario.
        CalFresh recipient is determined to be Foster Youth Exemption if they meet all the following criteria:
        (Trigger to add the exemption 1):
        *   There is an Other Program Assistance record with the type of Foster Care.

- The 18-year birthday is between the OPA Begin and End Date.
- The person is under 25 years old.
- The person is Active or Ineligible on a CalFresh program.
- The person does not have an ABAWD Exemption.

Or

(Trigger to add the exemption 2):
- The individual is active on Foster Care program.
- The 18-year birthday is between the Active Program Person Status Begin and End Date.
- The person is under 25 years old.
- The person is Active or Ineligible on a CalFresh program.
- The person does not have an ABAWD Exemption.

Or

(Trigger to remove the exemption)

- The person is 25 years old or older.
- The person is Active or Ineligible on a CalFresh program.
- The person has an ABAWD Exemption for Foster Youth.

The batch will trigger ABAWD for current month till the come-up month.

b. Create a BPCR and BSCR to scheduling the new Foster Youth Sweep Cyclic job.

### 2.9.3 Execution Frequency

Continuously throughout business hours.

### 2.9.4 Key Scheduling Dependencies

Before the ABAWD Determination Thread Jobs.

### 2.9.5 Counties Impacted

All CalSAWS counties

### 2.9.6 Category

Core.

### 2.9.7 Data Volume/Performance

N/A

### 2.9.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

## 2.10 ABAWD Time Limit Month Detail

### 2.10.1 Overview

The "ABAWD Time Limit Month Detail" page will allow the User to edit or view the details of a Time Limit Month for an Abled Bodied Adults Without Dependents (ABAWD). Below describe required changes for the SCR.

### 2.10.2 Description of Changes

1. Add the following Status Reasons available for selection when the page is in Create/Edit mode and Status is 'Exempted'.

| Time Limit Status Reason |
| --- |
| (Category 863) |
| Homeless |
| Veteran |
| Foster Youth |
| Applied for Disability Benefits |
| Participating in an ORR Training Program at Least Half Time |

Technical Note1: Above update requires adding mapping in Code Hierarchy.
Technical Note2: Update reference column1 for existing similar status reason in CT2623 with the new time limit status reason codes added as part of CR1.

### 2.10.3 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Time Limit**

### 2.10.4 Security Updates

No change.

### 2.10.5 Page Mapping

No change.

### 2.10.6 Page Usage/Data Volume Impacts

No change.

## 2.11 Fiscal - Update ABAWD Time Limit Sync Job

### 2.11.1 Overview

The ABAWD Time Limit Sync job (PB00E307) runs daily to align individual ABAWD time limit months with the latest ABAWD Status determination data from the ABAWD_STAT table.   The Sync job maintains individual month statuses to reflect updates made to any individual's ABAWD status throughout the current 36-month ABAWD calendar.

Below describe the required changes for the SCR.

### 2.11.2 Description of Change

1. Update the batch to map below new ABAWD Status Reasons when ABAWD determination are 'Exempt' status:

| ABAWD Status Reason (Category 2623) | Time Limit Status Reason (Category 863) |
|---|---|
| Homeless | Homeless |
| Veteran | Veteran |
| Foster Youth | Foster Youth |

Note:
- Above update requires adding new Time Limit Status Reasons for Category 863.
- The existing ABAWD status reason 'Age 50 or older' (CT2623_50) will continue to be mapped with Time Limit Status Reason 'Age'. Updating its Long/Short Decode Name in 2.1.2.2 will not impact the mapping.

### 2.11.3 Execution Frequency

No change.

### 2.11.4 Key Scheduling Dependencies

No change.

### 2.11.5 Counties Impacted

All CalSAWS counties

### 2.11.6 Data Volume/Performance

No change.

### 2.11.7 Failure Procedure/Operational Instructions

No change.

## 2.12  Automated Action Detail

### 2.12.1 Overview

This section outlines the modifications required to support the new Automated Action in the CalSAWS System.

### 2.12.2 Automated Action Detail Mockup

## Automated Action Detail

<div align="right">[ Edit ] [ Close ]</div>

**Action Information**

**Name:**
ABAWD: Age 18 Review Eligibility

**Program(s):**
CF

**Scenario:**
A CalFresh recipient is turning 18 years old in the following month.

**Type:**
Create Task

**Run Date:**
1st day of each month(Mon-Sat)

**Status:** ✱
Inactive

**Source:**
Batch

**Task Information**

**Task Type:** ✱

**Due Date:**
Default Due Date

**Initial Assignment:**
Default Assignment

**Sibling Assignment:**
No

**Long Description:**
{Person_Name} will turn 18 on {Birth_Date}.

**Default Due Date:**
The 1st of the next month

**Default Assignment:**
Current Program Worker

<div align="right">[ Edit ] [ Close ]</div>

**Figure 2.9.2 -1 – Automated Action Detail View**

### 2.12.3 Description of Changes

1. Implement ABAWD: Age 18 Review Eligibility Automated Action as follows:
   a. Action Information
      i. Name: ABAWD: Age 18 Review Eligibility
      ii. Type: Create Task
      iii. Status: Inactive
      iv. Program(s): CF
      v. Run Date: 1st day of each month (Mon-Sat)
      vi. Source: Batch
      vii. Scenario: A CalFresh recipient is turning 18 years old in the following month.
   b. Task Information
      i. Task Type: BLANK
      ii. Task Sub-Type: BLANK
      iii. Due Date: Default Due Date
      iv. Default Due Date: The 1st of the next month
      v. Initial Assignment: Default Assignment
      vi. Default Assignment: Current Program Worker

vii. Sibling Assignment: No

viii. Long Description: {Person_Name} will turn 18 on {Birth_Date}.

### 2.12.4 Page Location

- **Global:** Tools
- **Local:** Admin
- **Task:** Automated Actions > Task Admin

    Click on a hyperlink of the desired result displayed in the Automated Actions Search to navigate to the Automated Action Detail page.

    The Task Navigation will display if the user profile contains the "AutomatedActionsListView" security right.

### 2.12.5 Security Updates

N/A.

### 2.12.6 Page Mapping

N/A.

### 2.12.7 Page Usage/Data Volume Impacts

N/A.

### 2.12.8 Accessibility

The following accessibility enhancements have been identified:

- IDs used in Accessible Rich Internet Applications (ARIA) and labels must be unique.

CA-257402 will address the WCAG 2 AA minimum contrast ratio thresholds of the Chat button.

### 2.12.9 Page Usage/Data Volume Impacts

N/A

## 2.13 ABAWD: Age 18 Review Eligibility Automated Action Batch Job

### 2.13.1 Overview

This section describes the behavior of a new batch process that will invoke the "ABAWD: Age 18 Review Eligibility" Automated Action.

### 2.13.2 Description of Change

Implement a new batch process to run on the first day of the month and invoke the "ABAWD: Age 18 Review Eligibility" Automated Action for an Active Member on the CalFresh program who will turn 18 years old in the following month.

### 2.13.3 Execution Frequency

The batch job will be scheduled to run on the first day of the month, excluding Sundays and Holidays.

### 2.13.4 Key Scheduling Dependencies

None

### 2.13.5 Counties Impacted

All CalSAWS Counties.

### 2.13.6 Category

Non-Core.

### 2.13.7 Data Volume/Performance

There are no expected data volume/performance concerns.

### 2.13.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate failures and determine the appropriate resolution.

## 2.14 Update NOA Message fragments for Time Limit Age Changes

### 2.14.1 Overview

Existing ABAWD verbiage in NOAs need to be updated to be dynamic and display the correct age limit based on the month it is generated for and the limit applicable for that Benefit month.

**Message Fragment Name and ID:**
- CF_CH_MESSAGE8 (5102)
- CF_TN_MESSAGE8 (5103)

**State Form/NOA:** CF 377.11

**Current Program(s):** CalFresh

**Current Action Type:**
- CF_CH_MESSAGE8 (Change Action)
- CF_TN_MESSAGE8 (Discontinuance Action)

**Current Fragment Level:** Program

**Currently Repeatable:** No

**Existing Languages:** 13 languages (Arabic, Armenian, Cambodian, Chinese, English, Farsi, Hmong, Lao, Korean, Russian, Spanish, Tagalog, Vietnamese)

### 2.14.2 Form/NOA Verbiage

**Update Fragment XDP**

NOA message verbiage will be updated with variable population for the age limit that will pull the appropriate age based on EDBC Benefit Month.

**Updated Languages:**

All existing 13 languages (Arabic, Armenian, Cambodian, Chinese, English, Farsi, Hmong, Lao, Korean, Russian, Spanish, Tagalog, Vietnamese)

**NOA Mockups/Examples:** Supporting Documents #1 for full text of updated Fragments.

| Description | Existing Text | Updated Text | Formatting* |
|---|---|---|---|
| CF_CH_MESSAGE8 | • Under age 18 or over age 49; | • Under age 18 or over age <ABAWD_AGE_LIMIT>; | Arial Font size 10 |

| CF_TN_MESSAGE8 | • Under age 18 or over age 49; | • Under age 18 or over age <ABAWD_AGE_LIMIT>; | Arial Font size 10 |
|---|---|---|---|

*English only, Spanish and threshold will generate based on project standards for that language.

### 2.14.3 Form/NOA Variable Population

**<u>Add/Update Fragment Variable Population</u>**

There will be one new variable for the ABAWD age limit changes.

| Variable Name | Population | Formatting* |
|---|---|---|
| ABAWD_AGE_LIMIT | This variable will populate with the age limit based on the EDBC month run.<br><br>• If the EDBC month is a month prior to September 2023, the age populated will be '49'.<br>• If the EDBC month is September 2023, the age populated will be '50'.<br>• If the EDBC month is October 2023 or prior to October 2024, the age populated will be '52'.<br>• If the EDBC month is on or after October 2024, the age populated will be '54'. | Arial Font Size 10 |

*English only, Spanish and threshold will generate based on project standards for that language.

### 2.14.4 Form/NOA Generation Conditions

There will be no updates to the generation conditions of these NOA messages. Both will continue to generate with the NOA reasons on the CF 377.11 generated via EDBC.

## 2.15  Updates to Forms for Time Limit Age Changes

### 2.15.1 Overview

Existing ABAWD verbiage around age in Forms that are available in the Template Repository need to be updated to be editable and display the correct age limit based on the date it is generated. Form versions that generate from EDBC need to populate with the applicable age limit based on the EDBC benefit month run.

**State Form:**

| Form | ID(s) |
|------|-------|
| CF 23 SAR | Form (DOC_TEMPL): 6081 |
| CF 377.11A | Form (DOC_TEMPL): 6343 |
| CF 377.11B | Form (DOC_TEMPL): 6344 |
| CF 377.11 | Form (DOC_TEMPL): 6342 |
| CF 377.11C | Form (DOC_TEMPL): 6362 |
| SAR3 | Form (DOC_TEMPL): 5913 |

**Current Programs:** CalFresh

**Current Attached Form(s):** N/A

**Current Forms Category:** Various

**Current Template Repository Visibility:** All Counties

**Existing Languages:**

| Form | Currently Available Languages |
|------|-------------------------------|
| CF 23 SAR (Form Fragment) | 10 (Armenian, Cambodian, Chinese, English, Farsi, Korean, Russian, Spanish, Tagalog, Vietnamese) |
| CF 377.11A | 2 (English and Spanish) |
| CF 377.11B | 2 (English and Spanish) |
| CF 377.11 | 2 (English and Spanish) |
| CF 377.11C | 2 (English and Spanish) |
| SAR3 (Form and Form Fragment) | 13 (Arabic, Armenian, Cambodian, Chinese, English, Farsi, Hmong, Lao, Korean, Russian, Spanish, Tagalog, Vietnamese) |

## 2.15.2 Form/NOA Verbiage

**<u>Update Form XDP</u>**

Update Forms in Template Repository and Batch to have an editable textbox that defaults to the current ABAWD age limit based on the date generated. Update the Forms that generate via EDBC to populate the appropriate ABAWD age limit based on the EDBC Benefit Month run.

**Updated Languages**: This effort will update all existing languages. See 'Existing Languages' in 2.12.1 for list available for each form.

| Form | Existing Text | Updated Text | Formatting* |
|------|---------------|--------------|-------------|
| CF 23 SAR (Form Fragment) | Page 1: "Under 18 or 50 years of age or older;" | Page 1: "Under 18 or <OVER_AGE_LIMIT> years of age or older;" | Arial Font size 10 |
| CF 377.11A | Page 1: "Under age 18 or over age 49;" | Page 1: "Under age 18 or over age <AGE_LIMIT>;" | Arial Font size 10 |
| CF 377.11B | Page 1: "Under age 18 or over age 49;" | Page 1: "Under age 18 or over age <AGE_LIMIT>;" | Arial Font size 10 |
| CF 377.11 | Page 1: "Under age 18 or over age 49;" | Page 1: "Under age 18 or over age <AGE_LIMIT>;" | Arial Font size 10 |
| CF 377.11C | Page 1: "An ABAWD is a person between the ages of 18 and 49 who is not disabled and has no dependent children." | Page 1: "An ABAWD is a person between the ages of 18 and <AGE_LIMIT> who is not disabled and has no dependent children." | Arial Font size 10 |
| SAR 3 (Form and Form Fragment) | Page 2: "Fill out this section to report reduced work or training hours for Able-Bodied Adults | Page 2: "Fill out this section to report reduced work or training hours for Able-Bodied Adults without | Arial Font size 10 |

| | | | |
|---|---|---|---|
| without Dependents (ABAWDs). `[P SEP]` | Dependents (ABAWDs). `[P SEP]` | | |
| (ABAWDs are adults between 19 and 50 who are not caring for minor children.)" | (ABAWDs are adults between 19 and <OVER_AGE_LIMIT> who are not caring for minor children.)" | | |

*English only, Spanish and threshold will generate based on project standards for that language.

### 2.15.3 Form/NOA Variable Population

There will be two new variables for ABAWD age limits.

| Variable Name | Population | Formatting | Editable*/ Field Type | Template Repository Population | Populates with Form Generation[1] |
|---|---|---|---|---|---|
| OVER_AGE_LI MIT | This variable will populate with the age limit based on date generated[1].<br><br>• If generated[1] in a month prior to September 2023, the age populated will be '50'.<br>• If generated[1] in September 2023, the age populated will be '51'.<br>• If generated[1] in October 2023 or prior to October 2024, the age populated will be '53'.<br>• If generated[1] on or after October 2024, the age populated will be '55'. | Arial Font Size 10 | Yes, Text field | Yes | Yes |

| AGE_LIMIT | This variable will populate with the age limit based on date generated either via Batch or Template Repository.<br><br>• If generated[1] in a month prior to September 2023, the age populated will be '49'.<br>• If generated[1] in September 2023, the age populated will be '50'.<br>• If generated[1] in October 2023 or prior to October 2024, the age populated will be '52'.<br>• If generated[1] on or after October 2024, the age populated will be '54'. | Arial Font Size 10 | Yes, Text Field | Yes | Yes |
|---|---|---|---|---|---|

* Note: The Editable column of the table above refers to if the variable will be editable when populated. When generating a Blank Form from Template Repository the field will be editable unless otherwise indicated.

[1]Note: When generated via EDBC (CF 23 SAR and SAR 3) the month used to determine age to populate will be the EDBC Benefit month run that generated the Form. When generated via Batch (CF 377.11A and CF 377.11B) the month used to populate the age will be the month that the document was generated (system date). When generated via Template Repository the month used to populate the age will be the month that the document was generated (system date).

Form Variables updated with this effort will be editable text fields that will pre-populate based on generation date (see variable population in table above).

waived because of high unemployment rates;
• Under 18 or   50   years of age or older;
• Medically certified as physically or mentally unfi

### 2.15.4 Form/NOA Generation Conditions

There will be no updates to the generation conditions of the Forms being updated with this recommendation.

## 2.16 Automated Regression Test

### 2.16.1 Overview

Update the existing automated regression test scripts that target the ABAWD age limit to use the new status reason and dynamically determine the applicant age based on the new effective dated schedule. Create new regression test scripts to verify the new ABAWD 'Exempt' status reasons are determined by CalFresh EDBC for the scenarios outlined above only.

### 2.16.2 Description of Changes

1. Update existing regression test scripts targeting the ABAWD age limit as follows:
   a. Expect status reason 'Over Age Limit'.
   b. Dynamically set the applicant age based on the current system date relative to the effective date of each increase outlined in section 2.1.2.
2. Create new regression scripts to verify the ABAWD status and status reason for the following CalFresh scenarios when EDBC is run for the intake month:
   a. Applicant one year under the age limit is ABAWD Exempt with the 'Over Age Limit' status reason.
   b. Applicant with Living Arrangement Type 'Homeless' is ABAWD Exempt with the 'Homeless' status reason.
   c. Applicant with Military/Veterans type 'Military/Veterans' with a discharge date in or before the benefit month is ABAWD Exempt with the 'Veteran' status reason.
   d. Applicant with Military/Veterans type 'Relative Of' is not ABAWD Exempt with the 'Veteran' status reason.
   e. Applicant with ABAWD Exemption type 'Veteran' is ABAWD Exempt with the 'Veteran' status reason.
   f. Applicant with ABAWD Exemption type 'Foster Youth' is ABAWD Exempt with the 'Foster Youth' status reason.
3. Create new regression scripts to verify the following status reasons are selectable when status 'Exempted' is selected on the ABAWD Time Limit Month Detail page in create or edit mode:
   a. Foster Youth
   b. Homeless
   c. Veteran

4. Create new regression scripts to verify the Action Information and Task Information details for the 'ABAWD: Age 18 Review Eligibility' Automated Action on the Automated Action Detail page in view mode.
   **Technical Note:** The scope of this scenario is to verify the initial values at the time of implementation only. As the values of user-editable fields are updated in the production system, these specific verifications will be deprecated.

# 3    SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|--------|-----------------|-------------|------------|
| 1 | NOA | CF Approval NOA Message text | CA-266312 NOA Fragment Full Text.xlsx |
| | | | |

# 4    REQUIREMENTS

## 4.1    Project Requirements

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|-------|------------------|---------------------|
| 2.19.1.3 | The LRS shall include the ability to take automatic action on specified case maintenance activity. | Create a new Automated Action to alert the Worker to evaluate an individual for ABWAD exemptions when the individual is going to turn 18 years old. |
| 2.8.2.4 | The LRS shall include an automated process whereby the LRS evaluates individual and household situation LRS Data in order to determine the appropriate configuration of cash, Food Stamp, and medical assistance program types and the individuals in the applicant group who are potentially eligible participants in those programs | Update automated ABAWD determination to exempt Individuals that qualify for the updated age limit exemptions, or Veterans, or Experiencing homelessness, or for foster youth. |

# CalSAWS

California Statewide Automated Welfare System

# Design Document

CA-208523

WTW Text Messages

| | **DOCUMENT APPROVAL HISTORY** | |
|---|---|---|
| **CalSAWS** | Prepared By | Shining Liu |
| | Reviewed By | Edgars Reinholds, Chitra Barsagade, Soundarya Ramesh |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 7/14/2023 | 1.0 | Initial draft | Shining Liu |
| 11/9/2023 | 1.1 | Design clarification – NOA sweep should check for Non-Compliance status | Shining Liu |
| 12/6/2023 | 1.2 | Design clarification – Updates to Automated Actions verbiage | Shining Liu |
| 1/04/2024 | 1.3 | Content Revision – 'Notice of Action Sent' and 'WTW Form Sent' should check for "Printed Locally", "Printed Centrally", "Hold for Pickup", and "E-Notified" statuses | Shining Liu |
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# Table of Contents

# 1   OVERVIEW

This SCR will add new text message campaigns that will inform participants of specific updates relevant to Welfare-to-Work (WTW) programs.

## 1.1   Current Design

A 'Verification Sent' text message is triggered when the CSF 103 is sent to participants. CSF 105 was replaced by GEN 102 with SCR CA-220610. Counties can send custom text messages through the existing 'Emergency Text' campaign.

No text messages are sent to participants when a NA 840 NOA, GEN 102, or GEN 107 is sent. No text messages are sent to participants when there is an upcoming WTW activity scheduled.

## 1.2   Requests

Create a new text message batch sweep to send a text message to participants when an NA 840 is sent.

Create a new text message batch sweep to send a text message to participants when a GEN 102 or GEN 107 is sent.

Create a new text message batch sweep to send a text message to participants to remind them of an upcoming WTW activity.

## 1.3   Overview of Recommendations

1. Create a new text message batch sweep to send a text message to participants when an NA 840 is sent.
2. Create a new text message batch sweep to send a text message to participants when a GEN 102 or GEN 107 is sent.
3. Create a new text message batch sweep to send a text message to participants to remind them of an upcoming WTW activity.
4. Create an Automated Action for when an NA 840 is sent, when a GEN 102 or GEN 107 is sent, and when there is an upcoming WTW activity.
5. Create a new Customer Contact History reason for when an NA 840 is sent, when a GEN 102 or GEN 107 is sent, and when there is an upcoming WTW activity.

## 1.4   Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR.
2. The new text message batch sweeps are additions to the existing CalSAWS batch sweep text campaign framework, as defined in SCR CA-207106 (CA-224051). This framework will not be modified, and the new text message is expected to follow framework definitions, including but not limited to:

a. Text messages that have a <Phone Number> parameter in the message will use (844) 859-2100.
b. A Customer Contact History entry will be added for sent texts, which includes a status on whether it was successfully sent or not. No journal entry will be created.
c. Counties may choose to turn on or off the corresponding Automated Action. Turning on the Automated Action means the new text message will be sent to participants in the county, but it will not generate notifications or tasks within CalSAWS. Turning off the Automated Action means the new text message will not be sent to participants in the county. All new Automated Actions are set to Active by default.
d. All batch text messages will be sent during normal business hours (8:00 AM to 6:00 PM).
e. Text message will be sent in Spanish if the person's written language preference is 'Spanish', otherwise the text message will be sent in 'English'.

3. For Automated Actions affecting WTW programs, 'WT' is displayed on the Automated Action List and Automated Action Detail pages instead of 'WTW'. The Automated Actions to be created in this SCR will align with existing standards.

4. Currently, the Spanish text message template is not displayed on the Automated Action Detail page. A future SCR will be created so that the Spanish text message template for Text Outreach Automated Actions will be displayed.

# 2 RECOMMENDATIONS

Create new batch jobs to send new text messages. Create new Automated Actions and Contact Customer History reasons for the new text messages.

## 2.1 Create a new text message batch sweep for 'Notice of Action Sent' campaign

### 2.1.1 Overview

Create a new text message batch sweep so that participants receive a text when a NA 840 is sent.

### 2.1.2 Description of Change

1. Create a Batch Property Change Request (BPCR) and Batch Scheduling Change Request (BSCR) for the new batch job.
2. Create a CTCR to add the English and Spanish text message into Code Category CT2806.

   English:

   > CalSAWS: A Notice which impacts your benefits was mailed to you. Questions? <Phone Number>

   Spanish:

   > CalSAWS: Un aviso afecta sus beneficios ha sido enviado por correo. Preguntas? <Phone Number>

3. Create a batch module that will send to a text message for participants who are sent an NA 840 NOA.

   Criteria for target population:
   - The form was sent between Last Success Date and Batch Date.
     - "Sent" indicates a document status of "Printed Locally", "Printed Centrally", "Hold for Pickup", and "E-Notified".
   - The WTW program is Non-Compliant as of Batch Date.
   - The participant is opted into and verified for text messaging.
   - The participant is Non-Compliant on the WTW program.
     - Note: If there are multiple program persons who are Non-Compliant on the WTW program and are opted into and verified for text messaging, the text message is sent to all program participants.

### 2.1.3 Partner Integration Testing

No.

### 2.1.4 Execution Frequency

Daily (Mon-Fri).

### 2.1.5 Key Scheduling Dependencies

Before PO00V200 (text thread load balancer) and PO00V201 – PO00V210 (text processing threads)

### 2.1.6 Counties Impacted

All Counties.

### 2.1.7 Category

Core.

### 2.1.8 Data Volume/Performance

N/A

### 2.1.9 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

## 2.2 Create a new text message batch sweep for 'WTW Form Sent' campaign

### 2.2.1 Overview

Create a new text message batch sweep so that participants receive a text when a GEN 102 or GEN 107 is sent.

### 2.2.2 Description of Change

1. Create a Batch Property Change Request (BPCR) and Batch Scheduling Change Request (BSCR) for the new batch job.
2. Create a CTCR to add the English and Spanish text message into Code Category CT2806. Use the details in Table 1 to make appropriate substitutions.

   English:

   CalSAWS: A WTW <Form Name> was mailed to you. Questions? <Phone Number>

<u>Spanish</u>:

    CalSAWS: Su WTW <Form Name> ha sido enviada por correo. Preguntas? <Phone Number>

**Table 1: Form Number and Form Name Substitutions**

| Form Number | Form Name |
|---|---|
| GEN 102 | Appointment Letter |
| GEN 107 | Message From The County |

3. Create a batch module that will send to a text message for participants who are sent a GEN 102 or GEN 107.

   <u>Criteria for target population</u>:
   - The form was sent between Last Success Date and Batch Date.
     - "Sent" indicates a document status of "Printed Locally", "Printed Centrally", "Hold for Pickup", and "E-Notified".
   - The WTW program is active as of Batch Date.
   - The participant is opted into and verified for text messaging.
   - The participant is Active on the WTW program.
     - Note: If there are multiple program persons who are Active on the WTW program and are opted into and verified for text messaging, the text message is sent to all program participants.

### 2.2.3 Partner Integration Testing

No.

### 2.2.4 Execution Frequency

Daily (Mon-Fri).

### 2.2.5 Key Scheduling Dependencies

Before PO00V200 (text thread load balancer) and PO00V201 – PO00V210 (text processing threads)

### 2.2.6 Counties Impacted

All Counties.

### 2.2.7 Category

Core.

### 2.2.8 Data Volume/Performance

N/A

### 2.2.9 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

## 2.3 Create a new text message batch sweep for 'Upcoming WTW Activity' campaign

### 2.3.1 Overview

Create a new text message batch sweep so that participants receive a text when they have an upcoming WTW activity.

### 2.3.2 Description of Change

1. Create a Batch Property Change Request (BPCR) and Batch Scheduling Change Request (BSCR) for the new batch job.
2. Create a CTCR to add the English and Spanish text message into Code Category CT2806.

   English:

   CalSAWS: You have an upcoming WTW Activity scheduled for <Date> at <Time>. Questions? <Phone Number>

   Spanish:

   CalSAWS: Tiene programada una proxima Actividad de WTW para <Date> a las <Time>. Preguntas? <Phone Number>

3. Create a batch module that will send to a text message for participants who have an upcoming WTW activity.

   Criteria for target population:
   - The WTW activity has a begin date four business days or two business days from Batch Date.
     - o Note: According to the current batch sweep text campaign framework, the batch sweep runs at night,

and the text messages themselves are sent to participants during business hours the following day. So, while the sweep runs four business days in advance and two business days in advance, the text messages for 'Upcoming WTW Activity' will be sent three business days in advance and one business day in advance.

- WTW activity status is Active-Referred or Active-Attending.
- The participant is opted into and verified for text messaging.

### 2.3.3  Partner Integration Testing

No.

### 2.3.4  Execution Frequency

Daily (Mon-Fri).

### 2.3.5  Key Scheduling Dependencies

Before PO00V200 (text thread load balancer) and PO00V201 – PO00V210 (text processing threads)

### 2.3.6  Counties Impacted

All Counties.

### 2.3.7  Category

Core.

### 2.3.8  Data Volume/Performance

N/A

### 2.3.9  Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

## 2.4 Create 'Notice of Action Sent', 'WTW Form Sent' and 'Upcoming WTW Activity' Automated Actions

### 2.4.1 Overview

Create new Automated Actions for 'Notice of Action Sent', 'WTW Form Sent' and 'Upcoming WTW Activity'. Turn them on for all 58 counties.

### 2.4.2 Page Mockup

N/A – no page change.

### 2.4.3 Description of Change

1. Add a new Automated Action with the following details for 'Notice of Action Sent' campaign:
   a. **Name:** Notice of Action Sent
   b. **Type:** Text Outreach
   c. **Status:** Active for all counties. Counties have the option of setting the Automated Action to Inactive.
   d. **Program:** WT
   e. **Run Date:** Daily (Mon-Fri)
   f. **Source:** Batch
   g. **Scenario:** A Notice of Action has been sent.
   h. **Message Text (English):** CalSAWS: A Notice which impacts your benefits was mailed to you. Questions? <Phone Number>
2. Add a new Automated Action with the following details for 'WTW Form Sent' campaign:
   a. **Name:** WTW Form Sent
   b. **Type:** Text Outreach
   c. **Status:** Active for all counties. Counties have the option of setting the Automated Action to Inactive.
   d. **Program:** WT
   e. **Run Date:** Daily (Mon-Fri)
   f. **Source:** Batch
   g. **Scenario:** A WTW form has been sent.
   h. **Message Text (English):** CalSAWS: A WTW <Form Name> was mailed to you. Questions? <Phone Number>
3. Add a new Automated Action with the following details for 'Upcoming WTW Activity' campaign:
   a. **Name:** Upcoming WTW Activity
   b. **Type:** Text Outreach
   c. **Status:** Active for all counties. Counties have the option of setting the Automated Action to Inactive.
   d. **Program:** WT
   e. **Run Date:** Daily (Mon-Fri)
   f. **Source:** Batch

g. **Scenario:** Participant has an upcoming WTW activity scheduled that begins in three business days or one business day.
h. **Message Text (English):** CalSAWS: You have an upcoming WTW Activity scheduled for <Date> at <Time>. Questions? <Phone Number>

### 2.4.4 Page Location
- **Global:** Admin Tools
- **Local:** Admin
- **Task:** Task Admin →Automated Action List

### 2.4.5 Security Updates
N/A

### 2.4.6 Page Mapping
N/A

### 2.4.7 Page Usage/Data Volume Impacts
N/A

## 2.5 Add new reasons to display on Customer Contact History page

### 2.5.1 Overview
Create new reasons to display on the Customer Contact History page when the new 'Notice of Action Sent', 'WTW Form Sent', and 'Upcoming WTW Activity' text campaigns are sent.

### 2.5.2 Page Mockup
N/A

### 2.5.3 Description of Change
1. For 'Notice of Action Sent' text campaign, create a CTCR in CT2804 so that 'Notice of Action Sent' is displayed under the Reason column on the Customer Contact History page when the new text message is sent.
2. For 'WTW Form Sent' text campaign, create a CTCR in CT2804 so that 'WTW Form Sent' is displayed under the Reason column on the Customer Contact History page when the new text message is sent.

3. For 'Upcoming WTW Activity' text campaign, create a CTCR in CT2804 so that 'Upcoming WTW Activity' is displayed under the Reason column on the Customer Contact History page when the new text message is sent.

### 2.5.4  Page Location

- **Global:** Case Info
- **Local:** Case Summary
- **Task:** Customer Contact History

### 2.5.5  Security Updates

N/A

### 2.5.6  Page Mapping

N/A

### 2.5.7  Page Usage/Data Volume Impacts

N/A

# 3 REQUIREMENTS

## 3.1 Project Requirements

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|---|---|---|
| 2.18.3.20 | The LRS shall support multiple means of communicating appointments, appointment reminders, and critical dates and/or information that may affect a participant's eligibility, using the following means:<br><br>a. E-Mail;<br><br>b. Text messaging;<br><br>d. Automated phone reminder;<br><br>e. USPS mail | CalSAWS will have ability to send a text notification when a document is received. |
| 2.20.1.3 | The LRS shall include the ability to exchange LRS Data residing on external systems and communicate the results of any automated LRS Data matches. | CalSAWS will have ability to send a text notification. |

# CalSAWS

## California Statewide Automated Welfare System

# Design Document

## CA-237974

## Auto Post FTB Tax Intercept Transactions to Recovery Account

| CalSAWS | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| | Prepared By | Jimmy Tu, Esequiel Herrera-Ortiz |
| | Reviewed By | Kapil S., Sidhant G., Ravneet Bhatia, Gokul Suresh |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 8/3/2022 | 1.0 | Initial Version | Jimmy Tu |
| 11/16/2023 | 1.1 | Design Clarification for Section 1.2, 1.3, 2.1.2, 2.3.2, 2.4.5. | Jimmy Tu |
| 11/30/2023 | 1.1 | Fixed technical notes for the column definitions of Effective Month and State Cycle Number. | Esequiel Herrera-Ortiz |
| 12/13/2023 | 1.2 | Update Section 2.1.2 #2a | Jimmy Tu |
| 12/27/2023 | 1.3 | Update Section 2.4.3.3 - fix column list to add in 'Transaction Amount' to align with mockup.<br><br>Update Section 2.4.6.1 - Note added to Security Rights | Susanna Martinez |
| 12/28/2023 | 1.4 | 1. Updated section 2.4.3.3 – Autoposted Transaction section to include the Transaction Amount column and to remove the Total Amount column.<br>2. Updated the definition for the SSN column. The column now includes the full SSN rather than only the last 4 digits.<br>3. Updated the Unposted Transaction Mockup. The Total Amount column format was missing the leading dollar sign.<br>4. Updated the SSN format on the Unposted Transaction Mockup and the Autoposted Transaction mockup. | Esequiel Herrera-Ortiz |
| | | | |
| | | | |
| | | | |

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# 1 OVERVIEW

## 1.1 Current Design

Currently, CalSAWS posts Franchise Tax Board (FTB) transactions from WIS manually by county workers on the Transaction Detail Page. Manual entries have a high potential for error and is inefficient.

## 1.2 Requests

1. Create new FTB Tax Intercept Interface Processing Batch Job to automatically post Franchise Tax Board (FTB) Transactions to Recovery Accounts.
2. Create a new FTB Tax Intercept Transaction Report.

## 1.3 Overview of Recommendations

1. Create new FTB Tax Intercept Interface Processing Batch Job to automatically post Franchise Tax Board (FTB) Transactions to Recovery Accounts.
2. Create a new FTB Tax Intercept Transaction Report.

## 1.4 Assumptions

None.

## 2   RECOMMENDATIONS

### 2.1   FTB Tax Intercept Batch Job

#### 2.1.1   Overview

This batch job will automatically post Franchise Tax Board transactions from the FTB Intercept table to Recovery Account Transactions. Currently this process is manual and has a high potential for error.

#### 2.1.2   Description of Change

1. Create new batch job to automatically post Franchise Tax Board (FTB) transactions from the Tax Intercept FTB Table to the Transaction Detail page for a recovery account.
   a. Note: This process can be based off the TI Top Intercept Transaction process.
2. The new batch job will create FTB transactions and populate the following fields on the Transaction Detail Page for the associated Recovery Accounts:
   a. Effective Month
      i. ~~Populate with Posted Date.~~ Populate with the Quarter Begin Date from CT2701 (reference column 4) for the associated 'Batch Date' (reference column 1).
      ii. Example: Quarter Begin Date is 10/1/2022, Effective Month = 10/2022.
   b. Transaction Amount
      i. Populate with {CW – Intercept} from TI FTB Table.
   c. Transaction Type
      i. Set Transaction Type to 'TI FTB (Cash)' if {CW – Intercept} from the FTB Report is populated.
   d. Transaction Method
      i. Set Transaction Method to 'System'.
   e. Responsible Party
      i. Find Responsible Party from the {SSN} from the TI FTB Table.
3. For the above (recommendation 2), insert the transaction into the Unposted FTB RAT table if any of the following is true. Otherwise, insert the successful transactions into the FTB RAT table.
   a. The 'Transaction Amount' is not greater than zero.
   b. If the recovery account cannot be found.

#### 2.1.3   Execution Frequency

Weekly.

### 2.1.4 Key Scheduling Dependencies

This batch job should run after CloseRecoveryAccount Job (PBxxF106). Note: Reports should schedule CA812ReportSweep to run after this batch job.

### 2.1.5 Counties Impacted

55 counties (All except Los Angeles, San Diego, and Sacramento)

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, San Benito, San Bernardino, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba

### 2.1.6 Data Volume/Performance

Same number of records as processed on the FTB Report.

### 2.1.7 Failure Procedure/Operational Instructions

Resubmit the FTB Tax Intercept batch job with restart.mode = false.

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

## 2.2 Database Table Request

### 2.2.1 Overview

This database table request is to create two new database tables that will be utilized by the FTB Tax Intercept Job.

### 2.2.2 Description of Change

1. Create new 'unposted_ftb_rat' table.
2. Create new 'ftb_rat' table.

### 2.2.3 Estimated Number of Records Impacted/Performance

2 new tables.

## 2.3 Code Table Change Request

### 2.3.1 Overview

This section will be used to create a new category table and code detail table for store FTB Error Reasons.

### 2.3.2 Description of Change

1. Update Category (Catgry) 493 to be renamed to the below:
   a. Before: TOP Tax Intercept Error Reason Code
   b. After: Tax Intercept Error Reason Code
2. Update code detail table CT493 to store the following new FTB Error Reasons.
   a. FTB Offset transaction amount is not greater than zero.

### 2.3.3 Estimated Number of Records Impacted/Performance

2 new tables.

## 2.4 FTB Weekly Intercept Transaction Report

### 2.4.1 Overview

This report provides a listing of all auto posted CalWORKs FTB transactions received from the WIS interface as well as the transactions that were not auto posted.

### 2.4.2 FTB Weekly Intercept Transaction Report Mockup



**Note: The mockup is attached in the Supporting Documents section.**

### 2.4.3 Description of Change

1. Base Population – The base population includes any record that meets the following criteria:

   Autoposted Transactions:

   - The FTB auto posted tax intercept has a process date equal to the user selected Process Date.
   - The FTB auto posted tax intercept transaction was recorded in the system.
     Technical Note: This is stored in the FTB_RAT table.

   Unposted Transactions:
   - The unposted FTB tax intercept transaction has a process date equal to the user selected Process Date.
   - The unposted FTB tax intercept transaction was recorded in the system.
     Technical Note: This is the UNPOSTED_FTB_RAT table.

2. Report Filters – Add a Report Filter sheet to the dashboard. This sheet is the default landing page of the dashboard. The Report Filters page requires the user to select filters before they can generate the report. The sheet contains the fields listed below. See the attached mockup in the Supporting Documents section for reference.

| Field | Type | Description |
|-------|------|-------------|
| Date as of: | Text | Displays the date that the data was last refreshed. |

| Field | Type | Description |
|---|---|---|
| | | Format: MM/DD/YYYY |
| County* | Filter | A required single select filter which restricts the base population by the selected county. Users with a county specific account are restricted to their county. |
| Process Date* | Filter | A required single select filter which restricts the base population to those auto post FTB tax intercepts records with a Process Date equal to the selected value. |
| Reset | Button | Clears all selected filters. |
| Generate Results | Button | A conditional button that is disabled until all required fields are selected. When a required filter is not selected, the button displays the text: "Please Select Required Fields*". When all required filters are selected, the button is made active and displays "Generate Results". When the "Generate Results" button is selected, the user is navigated to the Autoposted Transaction sheet. |

3. Autoposted Transaction – The dashboard contains an Autoposted Transaction sheet which displays all records in the Autoposted Transaction base population. This is the landing sheet after a user applies filters in the Report Filters page. The sheet contains the fields listed below. See the attached mockup in the Supporting Documents section for reference:

| Field | Type | Description |
|---|---|---|
| Return to Selections | Button | Navigates the user to the Report Filters sheet. |
| Data Extracted Daily As of: | Text | Displays the data that the data was last refreshed. Format: MM/DD/YYYY |
| County: | Text | Displays the county name tied to the user's account. |

| User: | Text | Displays the user's username. |
|---|---|---|
| Unposted Transactions | Button | Navigates the user to the Unposted Transactions sheet. |
| Claim Schedule Number: | Text | Displays the Claim Schedule Number related to the auto posted FTB Tax Intercept transactions for a given Posted Date. Technical Note: TAX_INTRCPT. CLAIM_SCHED_NUM |
| Total Transactions: | Text | Displays a dynamic total which displays number of records captured in the Autoposted Transaction base population. |
| Total: | Text | Displays a dynamic sum over the Transaction Amount column for all the records captured in the Autoposted Transaction base population. Format: $0.00 |
| Autoposted Transactions | Table | A table which displays one row per each record captured in the Autoposted Transaction base population for the given county. The table contains the following columns in the order they appear from left to right. See the Column Definitions below. <ul><li>SSN</li><li>First Name</li><li>Middle Name</li><li>Last Name</li><li>Account Number</li><li>Transaction Number</li><li>Transaction Type</li><li>State Cycle Number</li><li>Effective Month</li><li>Overcollected (Y/N)</li><li>Recovery Account Reactivated (Y/N)</li><li>Recovery Account Number</li><li>Transaction Amount</li></ul> |

| | | • Recovery Account Remaining Balance |
|---|---|---|

4. Unposted Transaction – The dashboard contains an Unposted Transaction sheet which displays all records in the Unposted Transaction base population. The sheet contains the fields listed below. See the attached mockup in the Supporting Documents section for reference:

| Field | Type | Description |
|---|---|---|
| Return to Selections | Button | Navigates the user to the Report Filters sheet. |
| Data Extracted Daily As of: | Text | Displays the data that the data was last refreshed. Format: MM/DD/YYYY |
| County: | Text | Displays the county name tied to the user's account. |
| User: | Text | Displays the user's username. |
| Autoposted Transactions | Button | Navigates the user to the Autoposted Transactions sheet. |
| Claim Schedule Number: | Text | Displays the Claim Schedule Number related to the unposted FTB Tax Intercept transactions for a given Posted Date. Technical Note: TAX_INTRCPT. CLAIM_SCHED_NUM |
| Total Transactions: | Text | Displays a dynamic total which displays number of records captured in the Unposted Transaction base population. |
| Total: | Text | Displays a dynamic sum over the Total Amount column for all the records captured in the Unposted Transaction base population. Format: $0.00 |
| Unposted Transactions | Table | A table which displays one row per each record captured in the Unposted Transaction base population for the given county. The |

| | | table contains the following columns in the order they appear from left to right. See the Column Definitions below. |
| --- | --- | --- |
| | | • SSN<br>• First Name<br>• Middle Name<br>• Last Name<br>• Account Number<br>• Unposted Reason<br>• State Cycle Number<br>• Effective Month<br>• Total Amount |

5. Column Definitions

| Column Name | Column Definition |
| --- | --- |
| SSN | Displays user's full social security number (SSN) which is recorded in the FTB tax intercept.<br>Format:<br>1234567<br>Technical Note: TI_FTB_INTRCPT. |
| First Name | Displays the first name of the user which is recorded in the FTB tax intercept.<br>Technical Note: TI_FTB_INTRCPT.FIRST_NAME |
| Middle Name | Displays the middle name of the user which is recorded in the FTB tax intercept.<br>Technical Note: TI_FTB_INTRCPT.MID_NAME |
| Last Name | Displays the last name of the user which is recorded in the FTB tax intercept transaction.<br>Technical Note: TI_FTB_INTRCPT.LAST_NAME |
| Account Number | Displays the Account Number of the user which is recorded in the FTB tax intercept.<br>Technical Note: TI_FTB_INTRCPT.TI_CASE_IDENTIF |
| Transaction Number | Displays the Transaction Number of the FTB tax intercept.<br>Technical Note: RECOVERY_ACCT_TRANSACT.ID |

| | |
|---|---|
| Transaction Type | Displays the Transaction Type of the FTB tax intercept.<br><br>Possible Values (CT-412):<br>   • TI FTB (Cash)<br>   • TI FTB (CF)<br><br>Note: This list is not restrictive. If new transaction types are added to the system, the report will automatically display the value.<br><br>Technical Note:<br>RECOVERY_ACCT_TRANSACT.TRANSACT_TYPE_CODE |
| State Cycle Number | Displays the State Cycle Number that is recorded in the FTB tax intercept.<br><br>Technical Note:<br>Posted Transactions >RECOVERY_ACCT_TRANSACT. REFER_STATE_CYCLE_NUM<br>Unposted Transactions > CODE_DETL. REFER_TABLE_3_DESCR |
| Effective Month | Displays the Effective Month of the FTB tax intercept.<br>Format:<br>MM/YYYY<br>Technical Note: Posted Transactions > RECOVERY_ACCT_TRANSACT_DETL.EFF_DATE<br>Unposted Transactions > CODE_DETL. REFER_TABLE_4_DESCR |
| Overcollected (Y/N) | Indicates if the amount collected on the Recovery Account exceeds the original balance of the Recovery Account.<br>Possible Value:<br>   • Y – The sum of the recovery account collections is greater than the recovery account original balance.<br>   • N - The sum of the recovery account collections is less than or equal to the recovery account original balance. |
| Recovery Account Reactivated (Y/N) | Indicates whether the Recovery Account was reactivated due to the auto Post FTB Tax Intercept transaction.<br>Possible Values: |

| | |
|---|---|
| | • Y – The recovery account was reactivated due to the auto Post FTB Tax Intercept transaction.<br>• N – The recovery account was not reactivated due to the auto Post FTB Tax Intercept transaction. |
| Recovery Account Number | Displays the recovery account number of the recovery account that the auto post FTB tax intercept transaction is posted to.<br><br>Technical Note: RECOV_ACCT.ID |
| Recovery Account Remaining Balance | Displays the remaining balance of the recovery account after the auto post FTB tax intercept transaction is posted.<br>Format: $0.00 |
| Transaction Amount | Displays the dollar amount of the recovery account auto post FTB tax intercept transaction.<br>Format:<br>$0.00<br>Technical Note:<br>==Posted Transactions== > RECOV_ACCT_TRANSACT_DETL.DOLLAR_AMT<br>==Unposted Transaction >== ==TI_FTB_INTRCPT.DOLLAR_AMT== |
| ==Total Amount== | ==Displays the dollar amount of the unposted transaction.==<br>==Format:==<br>==$0.00==<br>==Technical Note:==<br>==Posted Transactions >== ==RECOV_ACCT_TRANSACT_DETL.DOLLAR_AMT==<br>==Unposted Transaction >== ==TI_FTB_INTRCPT.DOLLAR_AMT== |
| Unposted Reason | ==493 -== Displays the error reason for which the transaction was not auto posted.<br>Technical Note: UNPOSTED_FTB_RAT.ERR_RSN_CODE<br>Technical Note: Displays the short decode description of the error from the code detl table. |

### 2.4.4 Report Location

- **Global: Reports**
- **Local: On Request**
- **Task: Fiscal**
- **Title: FTB Weekly Intercept Transaction Report**
- **Description:** This report provides a listing of all auto posted CalWORKs FTB transactions received from the WIS interface as well as the transactions that were not auto posted.

### 2.4.5 Counties Impacted

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba

Note: LA county, Sacramento and San Diego are not included in this list.

### 2.4.6 Security Updates

1. Security Rights

| Security Right | Right Description | Right to Group Mapping |
|---|---|---|
| TaxInterceptReports | Provides access to the following reports:<br>• FTB Weekly Intercept Amount Error Report<br>• FTB Weekly Intercept Report<br>• FTB/TOP Weekly Cleared Edit Report with Control Totals<br>• FTB/TOP Weekly Individual Edit Error Report<br>• TOP Weekly Intercept Amount Error Report | Tax Intercept Reports |

| | |
|---|---|
| | • TOP Weekly Intercept Report<br>• TOP Weekly Intercept Transaction Report<br>• TOP Weekly Reversal Report | |

**Note:** The 'Right Description' cannot be validated in the Oracle database as the SECURE_RIGHT table does not have a Description column.

2. Security Groups

| Security Group | Group Description | Group to Role Mapping |
|---|---|---|
| Tax Intercept Reports | View Tax Intercept Reports | CA State All County Access |

### 2.4.7 Report Usage/Performance

This on request report is expected to have the same performance as the TOP Weekly Intercept Transaction Report

## 3 SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|---|---|---|---|
| 1 | Reports | Report Filters | <br>Report Filters.PNG |
| 2 | Reports | Autoposted Transactions Sheet | <br>Autoposted Transactions Mocku |
| 3 | Reports | Unposted Transactions | <br>Unposted Transactions Mocku |
| | | | |

# 4    REQUIREMENTS

## 4.1    Project Requirements

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|---|---|---|
|  |  |  |
|  |  |  |

## 4.2    Migration Requirements

| DDID # | REQUIREMENT TEXT | Contractor Assumptions | How Requirement Met |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |

# 5    MIGRATION IMPACTS

| SCR Number | Functional Area | Description | Impact | Priority | Address Prior to Migration? |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# 6    OUTREACH

None.

# 7 APPENDIX

None.

# CalSAWS

California Statewide Automated Welfare System

## Design Document

CA-240146

Add missing Foster Care NOAs to Support Foster Care Eligibility Determinations

| | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| **CalSAWS** | Prepared By | Stephanie Hugo |
| | Reviewed By | |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 12/29/2022 | 1.0 | Initial Revision | Stephanie Hugo |
| 12/12/2023 | 1.1 | Content Revision 1 | Vicente Romero |
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# Table of Contents

# 1 OVERVIEW

CalSAWS currently only has a limited number of Foster Care (FC) NOAs. This effort will add several new NOA reasons into the system.

## 1.1 Current Design

Currently CalSAWS generates a Discontinuance Notice for Foster Care when the placement ends for the following reason: No longer in Care.

CA-220188 implemented the first phase of the effort to add the Foster Care NOAs and added Three new NOA reasons into the system. CA-238042 added and updated nine other Foster Care reasons – both CCR and Non-CCR.

## 1.2 Requests

Generate NOAs for the following reasons:

1. Child Returns to Parent (CCR and Non-CCR)
2. Inter-County Transfer (CCR and Non-CCR)
3. Parent Resides in Foster Home (CCR and Non-CCR)
4. Age – Child's Age is 18 or over but less than to 21 (CCR and Non-CCR)
5. Age – Youth's Age is 21 or over (CCR and Non-CCR)

## 1.3 Overview of Recommendations

1. Update FC NOA Denial/Discontinuance Reason: Child Returns to Parent (Add CCR/Non-CCR Exists)
2. Add new 'Inter-County Transfer' NOA Reason for Discontinuance (Adding both CCR/Non-CCR)
3. Add FC NOA Denial Reason (Adding CCR)/ Add FC NOA Discontinuance Reason(Adding CCR/Non-CCR): Parent resides in Foster Home
4.  FC NOA Discontinuance Reason: Age (child's age >=18 & < 21) (Adding Non-CCR/CCR Existing)
5. Update FC NOA Discontinuance Reason: Age (Youth's age >= 21) (Adding Non-CCR/CCR Existing)

## 1.4 Assumptions

1. FC programs will only have 1 recipient (child or young parent). If a worker needs to add an infant of a young parent, the infant will not be a FC program recipient and will be considered MMO (Medi-Cal Member Only).
2. Additional Foster Care NOA reasons will be added with CA-229838.
3. The NOAs per this effort are generatable for any county if the reasons' generation conditions are satisfied from the Foster Care's EDBC Summary pages.
4. The system's Template Repository continues to have the CSF 166 – Free Format NOA template. This NOA template allows the user to fill in any necessary details to be generated into a NOA.
5. CA-264117 will be adjusting Foster Care Multi-Month run logic.

6. CA-223829 will be updating effective date logic for discontinuances.
7. Notices in this design can be generated via negative action when selecting the appropriate status reason.
8. <mark>Foster Care will use the same notice for denial for both non-ccr and ccr as the system is unable to differentiate between them as there is no budget available to check.</mark>

# 2   RECOMMENDATIONS

## 2.1   Add FC NOA Denial/Discontinuance Reason: Child Returns to Parent (Add CCR/Non-CCR Exists)

### 2.1.1   Overview

Add Denial and Discontinuance(CCR) for the reason Child Returns to Parent.

**Reason Fragment Name and ID:**
FC_TN_REUNIFIED_WITH_PARENT_T016 (ID: 6091)
**Known County NOA**: Existing CalSAWS fragment
**Current NOA Template**: FC_NOA_TEMPLATE (Fragment ID = 3030)
**Current Program(s)**: Foster Care
**Current Action Type**: Denial, Discontinuance
**Current Fragment Level**: Program
**Currently Repeatable**: No
**Includes NA Back 9**: Yes
**Current Forms/NOAs Generated with this NOA**: N/A
**Existing Languages**: English

### 2.1.2   NOA Reason Verbiage

No changes to the verbiage.

**NOA Mockups/Examples**: See Supporting Documents #1-3

### 2.1.3   NOA Reason Variable Population

There are no variables in this fragment.

**Fragment Regulations**

The regulations will be updated to the following:

> **CCR Regulations**: EAS 45-302.51
> **Non-CCR Regulations**:  EAS 45-302.51

**Update NOA Title and Footer Reference**

*Currently the NOA Reference on the Distributed List page is: REUNIFIED WITH PARENT*

1. Below details and references will distinguish the NOA for CCR and Non-CCR scenarios.

   **NOA Title**:

   | NOA Type | NOA Title | Fragment Name (ID) to generate Title |
   |---|---|---|
   | **CCR (Discontinuance)** | Notice of Action – Discontinued | FC_TN_NOA_TYPE_CCR (3141) |
   | **Non-CCR (Discontinuance)** | Notice of Action – Termination | FC_TN_NOA_TYPE (3120) |
   | **Denial** | NOTICE OF ACTION – Denial | FC_DN_NOA_TYPE (<mark>3119</mark>) |

   **NOA Footer**:

   | NOA Type | NOA Footer |
   |---|---|
   | **CCR (Discontinuance)** | NA 403 (01/22) REQUIRED FORM - SUBSTITUTES PERMITTED |
   | **Denial** | NA 290 - Denial (02/14) AFDC-FC |
   | **Non-CCR (Discontinuance)** | NA 290 - Termination (02/14) AFDC-FC |

## 2.1.4 NOA Reason Fragment Generation

1. **Update Reason Fragment Generation**

   Update the existing generation logic to generate this fragment for both CCR and Non-CCR and:
   - The EDBC results in a program status of Denied or Discontinued
   - The EDBC person's status reason is 'Child Returns to Parent' (CT73_KS)
   - Child should have member status in most recent prior edbc.(Ensuring that this NOA will not trigger for MMO Child)
     - There is at least one previously existing FC EDBC for the same benefit month and in the most recent saved previously existing FC EDBC.

       or

- There is at least one previously existing FC EDBC for the previous benefit month and in the most recent saved previously existing FC EDBC.

  or

- There is not a previously existing FC EDBC

2. **Fragment Configuration**
   Below is the updated association of action and message fragments for this reason.

   <u>**Denial:**</u>
       Action Fragment: 4023, FC_DN_ACTION1
       Message Fragment: 5060, FC_DN_MESSAGE1

   **Discontinuance:**
     <u>**CCR**</u>
       Action Fragment: 4112, FC_KG_TN_ACTION4
       Message Fragment: 5138, FC_TN_MESSAGE1
     <u>**Non-CCR**</u>
       Action Fragment: 4158, FC_TN_ACTION6
       Message Fragment: 5138, FC_TN_MESSAGE1

   **Ordering on NOA**: Generate this reason following the action fragment.

## 2.2 Update 'Inter-County Transfer' NOA Reason for Discontinuance(Adding CCR/ Non-CCR)

### 2.2.1 Overview

The recommendation is updating FC Discontinuance NOA reason for non-CCR existing and CCR.

**Reason Fragment Name and ID:**
<mark>FC_TN_INTERCOUNTY_TRANSFER_T014 (ID: 6088)</mark>
**NOA Template**: FC_NOA_TEMPLATE (SNIPPET_ID = 3030)
**Program(s)**: Foster Care
**Action Type(s)**: Discontinuance
**Fragment Level**: Program
**Repeatable**: No
**Include NA Back 9**: Yes
**Forms/NOAs Generated with this NOA**: N/A

**Languages**: English, Spanish

### 2.2.2 NOA Reason Verbiage

**<u>Create new reason fragment XDP</u>**

Add a new FC NOA reason fragment XDP to display the following verbiage.

**NOA Mockups/Examples**: See Supporting Documents #4

1. Add the new FC Discontinuance Reason XDP for the verbiage in English.

| Description | Text | Formatting* |
|---|---|---|
| Static | **ENGLISH**<br><br><CNTY_NAME> is stopping your Foster Care because your case has been transferred to another county. | Arial Font Size 10 |

2. Add the new FC Discontinuance Reason XDP for the verbiage in Spanish.

### 2.2.3  NOA Reason Variable Population

**Variable Population**
There is one variable in this fragment.

**Add Fragment Variable Population**
The new FC Discontinuance Reason will have one variable.

| Variable Name | Population | Formatting* |
|---|---|---|
| CNTY_NAME | Name of the County for which the program is being discontinued in. | Arial Font Size 10 |

**Add Fragment Regulations**

Add the following regulations derived from C-IV:

> **CCR Regulations**:
> EAS 45-101; EAS 45-202.6; EAS 45-203.5
> **Non-CCR:**
> EAS 45-101; EAS 45-202.6; EAS 45-203.5

**Add NOA Title and Footer Reference**

The below references and details will be included for this new fragment:
> **NOA Reference on Document List Page**: INTER-COUNTY TRANSFER
> **NOA Title**:

| NOA Type | NOA Title | Fragment Name (ID) to generate Title |
|----------|-----------|--------------------------------------|
| **CCR** | Notice of Action – Discontinued | FC_TN_NOA_TYPE_CCR (3141) |
| **Non-CCR** | Notice of Action – Termination | FC_TN_NOA_TYPE (3120) |

**NOA Footer**:

| NOA Type | NOA Footer |
|----------|-----------|
| **CCR** | NA 403 (01/22) REQUIRED FORM - SUBSTITUTES PERMITTED |
| **Non-CCR** | NA 290 - Termination (02/14) AFDC-FC |

### 2.2.4  NOA Reason Fragment Generation

1. **Add Reason Fragment Generation**

   This new reason fragment will generate when EDBC is run for Foster Care (CCR or Non-CCR) and the following are satisfied:
   - The EDBC results in a program status of Discontinued
   - The EDBC person's status reason is 'Inter-County Transfer' (CT73_85)
   - Child should have member status in most recent prior edbc. (Ensuring that this NOA will not trigger for MMO Child)
     - There is at least one previously existing FC EDBC for the same benefit month and in the most recent saved previously existing FC EDBC.

       or

     - There is at least one previously existing FC EDBC for the previous benefit month and in the most recent saved previously existing FC EDBC.

   **Ordering on NOA**: Generate this reason following the Action fragment.

2. Below are the associated action, message, fragments for this reason.
   **A. Action, Message**
   **CCR**
      Action Fragment: 4112, FC_KG_TN_ACTION4
      Message Fragment: 5138, FC_TN_MESSAGE1

> Action Fragment: 4158, FC_TN_ACTION6
> Message Fragment: 5138, FC_TN_MESSAGE1

## 2.3 Add FC NOA Discontinuance Reason(CCR/Non-CCR): Parent resides in Foster Home

### 2.3.1 Overview

FC_DN_PARENT_RESIDES_IN_HOME_T008 is an existing CalSAWS FC denial NOA reason. Add Reason to trigger for Discontinuance action.

**Reason Fragment Name and ID:**
FC_DN_PARENT_RESIDES_IN_HOME_T008 (ID: 6082)
**Known County NOA**: Existing CalSAWS fragment
**Current NOA Template**: FC_NOA_TEMPLATE (Fragment ID = 3030)
**Current Program(s):** Foster Care
**Current Action Type**: Denial
**Updated Action Type:** Denial, Discontinuance
**Current Fragment Level**: Program
**Currently Repeatable**: No
**Includes NA Back 9**: Yes
**Current Forms/NOAs Generated with this NOA**: N/A
**Existing Languages**: English, Spanish

### 2.3.2 NOA Reason Verbiage

No changes to the verbiage.

**NOA Mockups/Examples**: See Supporting Documents #5

### 2.3.3 NOA Reason Variable Population

There are no variables in this fragment.

**Fragment Regulations**

The regulations will be updated to the following:

> **CCR Regulations**: Health and Safety Code Section 1501.1, Welfare and Institutions Code Section 17731, EAS 45.201.7 and 45-201.72.
> **Non-CCR Regulations**: Health and Safety Code Section 1501.1, Welfare and Institutions Code Section 17731, EAS 45.201.7 and 45-201.72.

**Update NOA Title and Footer Reference**

*Currently the NOA Reference on the Distributed List page is: PARENT RESIDES IN HOME*

2. Below details and references will distinguish the NOA for CCR and Non-CCR scenarios.

**NOA Title**:

| NOA Type | NOA Title | Fragment Name (ID) to generate Title |
|---|---|---|
| **CCR (Discontinuance)** | Notice of Action – Discontinued | FC_TN_NOA_TYPE_CCR (3141) |
| **Non-CCR (Discontinuance)** | Notice of Action – Termination | FC_TN_NOA_TYPE (3120) |

**NOA Footer**:

| NOA Type | NOA Footer |
|---|---|
| **CCR (Discontinuance)** | NA 403 (01/22) REQUIRED FORM - SUBSTITUTES PERMITTED |
| **Non-CCR (Discontinuance)** | NA 290 - Termination (02/14) AFDC-FC |

### 2.3.4  NOA Reason Fragment Generation

1. **Update Reason Fragment Generation**

   Add Discontinuance NOA for state reason 'Parent resides in Foster Home' (CT73_A5) for both CCR and Non-CCR. NOA should only generate once for the member and not for a MMO child.

2. **Fragment Configuration**
   Below is the updated association of action and message fragments for this reason.

   **Discontinuance:**
   > **CCR**
   > > Action Fragment: 4112, FC_KG_TN_ACTION4
   > > Message Fragment: 5138, FC_TN_MESSAGE1

**Non-CCR**
> Action Fragment: 4158, FC_TN_ACTION6
> Message Fragment: 5138, FC_TN_MESSAGE1

**Ordering on NOA**: Generate this reason following the action fragment.

## 2.4 Update FC NOA Discontinuance Reason: Age (child's age >=18 & < 21 ) (Adding Non-CCR/CCR Existing)

### 2.4.1 Overview

Update an existing CalSAWS FC discontinuance NOA reason's generation conditions.

**Reason Fragment Name and ID:**
FC_TN_YOUTH_18YEARS_AGE_T312 (ID: 7498)
**Known County NOA**: Existing CalSAWS fragment
**Current NOA Template**: FC_NOA_TEMPLATE (Fragment ID = 3030)
**Current Program(s)**: Foster Care
**Current Action Type**: Discontinuance
**Current Fragment Level**: Program
**Currently Repeatable**: No
**Includes NA Back 9**: Yes
**Current Forms/NOAs Generated with this NOA**: N/A
**Existing Languages**: English, Spanish

### 2.4.2 NOA Reason Verbiage

No changes to the verbiage.

**NOA Mockups/Examples**: See Supporting Documents #5-6

### 2.4.3 NOA Reason Variable Population

There are no variables in this fragment.

**Fragment Regulations**

The regulations will be updated to the following:

> **CCR Regulations**: AB 403, WIC 11460, 11463, 11464, 11364, 11387 and 18358
> **Non-CCR Regulations**: AB 403, WIC 11460, 11463, 11464, 11364, 11387 and 18358

**Update NOA Title and Footer Reference**

*Currently the NOA Reference on the Distributed List page is: Youth 18 years of age*

1. Below details and references will distinguish the NOA for CCR and Non-CCR scenarios.

   **NOA Title**:

| NOA Type | NOA Title | Fragment Name (ID) to generate Title |
|---|---|---|
| **CCR** | Notice of Action – Discontinued | FC_TN_NOA_TYPE_CCR (3141) |
| **Non-CCR** | Notice of Action – Termination | FC_TN_NOA_TYPE (3120) |

   **NOA Footer**:

| NOA Type | NOA Footer |
|---|---|
| **CCR** | NA 403 (01/22) REQUIRED FORM - SUBSTITUTES PERMITTED |
| **Non-CCR** | NA 290 - Termination (02/14) AFDC-FC |

## 2.4.4  NOA Reason Fragment Generation

1. **Update Reason Fragment Generation**

   Update generation logic to generate this fragment
   when EDBC is run for Foster Care (CCR or Non-CCR) and the following are satisfied:
   - The EDBC results in a program status of Discontinued
   - The EDBC person's status reason is 'Does not meet program criteria' (CT73_E8)
   - The Foster Care recipient's age is greater than or equal to 18 years, but less than 21 during the benefit month.
   - Child should have a member status in latest prior edbc. (Ensuring that this NOA will not trigger for MMO Child)
     - There is at least one previously existing FC EDBC for the same benefit month and in the most recent saved previously existing FC EDBC.

       or

- There is at least one previously existing FC EDBC for the previous benefit month and in the most recent saved previously existing FC EDBC.

2. **Fragment Configuration**
   Below is the updated association of action and message fragments for this reason.
   <u>**CCR**</u>
   Action Fragment: 4112, FC_KG_TN_ACTION4
   Message Fragment: 5138, FC_TN_MESSAGE1
   <u>**Non-CCR**</u>
   Action Fragment: 4158, FC_TN_ACTION6
   Message Fragment: 5138, FC_TN_MESSAGE1

   **Ordering on NOA**: Generate this reason following the action fragment.

## 2.5 Update FC NOA Discontinuance Reason: Age (Youth's age >= 21) (Adding Non-CCR/CCR Existing)

### 2.5.1 Overview

Update an existing CalSAWS FC discontinuance NOA reason's generation conditions.

**Reason Fragment Name and ID:**
FC_KG_TN_YOUTH_21YEARS_AGE (ID: 7633)
**Known County NOA**: Existing CalSAWS fragment
**Current NOA Template**: FC_NOA_TEMPLATE (Fragment ID = 3030)
**Current Program(s)**: Foster Care
**Current Action Type**: Discontinuance
**Current Fragment Level**: Program
**Currently Repeatable**: No
**Includes NA Back 9**: Yes
**Current Forms/NOAs Generated with this NOA**: N/A
**Existing Languages**: English, Spanish

### 2.5.2 NOA Reason Verbiage

No changes to the verbiage.

**NOA Mockups/Examples**: See Supporting Documents #7-8

### 2.5.3 NOA Reason Variable Population

There are no variables in this fragment.

**Fragment Regulations**

The regulations will be updated to the following:

> **CCR Regulations**: AB 403, WIC 11460, 11463, 11464, 11364, 11387, 18358; ACL 18-15
> **Non-CCR Regulations**:  AB 403, WIC 11460, 11463, 11464, 11364, 11387 and 18358

**Update NOA Title and Footer Reference**

*Currently the NOA Reference on the Distributed List page is:* <mark>Youth 21 Years of Age</mark>

1. Below details and references will distinguish the NOA for CCR and Non-CCR scenarios.

    **NOA Title**:

    | NOA Type | NOA Title | Fragment Name (ID) to generate Title |
    |----------|-----------|--------------------------------------|
    | **CCR** | Notice of Action – Discontinued | FC_TN_NOA_TYPE_CCR (3141) |
    | **Non-CCR** | Notice of Action – Termination | FC_TN_NOA_TYPE (3120) |

    **NOA Footer**:

    | NOA Type | NOA Footer |
    |----------|-----------|
    | **CCR** | NA 403 (01/22) REQUIRED FORM - SUBSTITUTES PERMITTED |
    | **Non-CCR** | NA 290 - Termination (02/14) AFDC-FC |

### 2.5.4 NOA Reason Fragment Generation

1. **Update Reason Fragment Generation**

    Update the existing generation logic to generate this fragment when EDBC is run for Foster Care (CCR or Non-CCR) and the following are satisfied:
    - The EDBC results in a program status of Discontinued
    - The EDBC status reason is 'Age' (CT73_81)

- o The Foster Care recipient's age is <mark>greater than or equal to 21.</mark> Child should have a member status in latest prior edbc. (Ensuring that this NOA will not trigger for MMO Child)
  - There is at least one previously existing FC EDBC for the same benefit month and in the most recent saved previously existing FC EDBC.

    or
  - There is at least one previously existing FC EDBC for the previous benefit month and in the most recent saved previously existing FC EDBC.
- o

2. **Fragment Configuration**
   Below is the updated association of action and message fragments for this reason.
   **CCR**
   Action Fragment: <mark>4129</mark>, <mark>FC_KG_TN_ACTION5</mark>
   Message Fragment: <mark>5105</mark>, <mark>FC_KG_TN_MESSAGE1</mark>
   **Non-CCR**
   Action Fragment: 4158, FC_TN_ACTION6
   Message Fragment: 5138, FC_TN_MESSAGE1

**Ordering on NOA**: Generate this reason following the action fragment.

## 2.6   Automated Regression Test

### 2.6.1   Overview

Create automated regression test scripts to verify generation of each NOA fragment in either a CCR or Non-CCR scenario (or both).

### 2.6.2   Description of Change

1. Create regression scripts to verify that the 'Child Returns to Parent' fragment is included in the NOA generated via EDBC when an applicant is closed for reason 'Child Returns to Parent' with each of the following new program statuses:
   a. Denied
   b. Discontinued
2. Create regression scripts to verify that the 'Inter-County Transfer' fragment is included in the NOA generated via EDBC when an applicant is Discontinued for reason 'Inter-County Transfer'.
3. Create regression scripts to verify that the 'Parent resides in Foster Home' fragment is included in the NOA generated via EDBC when an applicant is ~~Denied~~closed for reason 'Parent resides in Foster Home' with each of the following new program statuses:

a. Denied
b. Discontinued

4. Create regression scripts to verify that the 'child's age >=18 & < 21' fragment is included in the NOA generated via EDBC when an applicant is Discontinued for reason 'Does not meet program criteria' and the applicant's age is 18,19, or 20 in the benefit month.

5. Create regression scripts to verify that the 'Youth's age >= 21' fragment is included in the NOA generated via EDBC when an applicant is Discontinued for reason 'Age' and the applicant's age is greater than or equal to 21 in the benefit month.

**Technical Note:** Each scenario above should be scripted for CCR, Non-CCR, or both as applicable (see each design recommendation above).

# 3 SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|--------|-----------------|-------------|------------|
| 1 | NOA | CCR and Non-CCR Child Returns to Parent Denial | CA 240146 - CCR and Non-CCR - DN - Child Returns to Parent.pdf |
| 2 | NOA | CCR Child Returns to Parent Disc | CA 240146 - Non-CCR - DS - Child Returns to Parent.pdf |
| 3 | NOA | Non-CCR Child Returns to Parent Disc | CA 240146 - Non-CCR - DS - Child Returns to Parent.pdf |
| 4 | NOA | CCR Inter County Transfer Disc | CA 240146 - CCR - DS - Inter-County Transfer.pdf |
| 5 | NOA | CCR Parent is in Foster Home Denial | CA 240146 - CCR - DN - Parent is in Foster Home.pdf |
| 6 | NOA | CCR Age is 18 Disc | CA 240146 - CCR - DS - Age 18.pdf |
| 7 | NOA | Non-CCR Age is 18 Disc | CA 240146 - Non-CCR - DS - Age 18.pdf |
| 8 | NOA | CCR Age is greater than 18 less than 21 | CA 240146 - CCR - DS - Age greater than 18 less than 21.pdf |
| 9 | NOA | Non-CCR Age is greater than 18 less than 21 | CA 240146 - Non-CCR - DS - Age greater than 18 less than 21.pdf |

# 4 REQUIREMENTS

## 4.1 Project Requirements

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|---|---|---|
| 2.18.3.7 CAR-1243 | The LRS shall identify case actions that require a notice, NOA, form, letter, stuffer, or flyer, and shall generate that appropriate notice, NOA, form, letter, stuffer, or flyer, using variable case-specific information. | This SCR will add Foster Care NOAs for reasons of Child Returns to Parent, Inter-County Transfer, Parent resides in Foster Home, Age – child is greater than or equal to 18 but less than 21, Age – child is 21 or older |

# CalSAWS

California Statewide Automated Welfare System

# Design Document

CA-257538

Add variable population for the MC 373

| CalSAWS | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| | Prepared By | Manisha Chatterjee |
| | Reviewed By | |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 09/10/2023 | 1.0 | Initial Draft | Manisha Chatterjee |
| 01/04/2023 | 2.0 | Modified population logic for fields 11,13,15,17 and 21 in section 2.1.2 | Manisha Chatterjee |
| | | | |
| | | | |
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# Table of Contents

# 1  OVERVIEW

This effort will be to update the variable population logic of the MC 373 form when generated from Template Repository.

## 1.1  Current Design

Currently, the MC 373 form is generated only from the Template Repository without any variable population in the form body in case context.

## 1.2  Requests

1.  Update the MC 373 to pre-populate when generated in the context of a case from Template Repository.

## 1.3  Overview of Recommendations

1.  Update the variable population logic of the MC 373 form when generated from Template Repository.

## 1.4  Assumptions

1.  There are no other generation logic or verbiage changes to MC 373 form with this effort except the variable population logic from template repository in case context.
2.  MC 373 form will be generated only from Template Repository for all counties.

# 2   RECOMMENDATIONS

## 2.1   Updates to the Existing MC 373 Form Recommendation

### 2.1.1   Overview

MC 373 - County Referral to the Breast and Cervical Cancer Treatment Program (revision 12/2021) to the CalSAWS system. This was provided by MEDIL I-22-03 to streamline the referral process between counties and BCCTP.

**State Form:** MC 373 (Revised12/2021)
**Programs:** Medi-Cal
**Attached Forms:** N/A
**Forms Category:** Forms
**Template Repository Visibility:** All Counties
**Languages:** English

### 2.1.2   Form/NOA Variable Population

The following fields will be pre-populated and editable by the worker:

**Note:** Applicant referred in the below table is the 'Customer Name' selected from 'Document Parameters' page (Path: Login to CalSAWS application→Go to 'Client Corresp.' tab→ Templates→Input Form Number and click on Search, 'Document Parameters' page will open). See screenshot below.



| Variable Name | Population Logic | Format ting | Editable | Template Repository Population | Populates with Form Generation |
|---|---|---|---|---|---|
| Preferred Spoken Language (1) | Populates with the spoken language of the applicant from 'Individual Demographics' page. | Arial, Font size 10 | Y | Y | N/A |
| OTHER (2) | No, pre-population. Worker entered only. | Arial, Font size 10 | Y | N | N/A |
| Applicant/Beneficiary Name Last (3) | Populates with the last name of the applicant. | Arial, Font size 10 | Y | Y | N/A |
| Applicant/Beneficiary Name First (4) | Populates with the first name of the applicant. | Arial, Font size 10 | Y | Y | N/A |
| Applicant/Beneficiary Name MI (5) | Populates with the initial of the middle name of the applicant, if | Arial, Font size 10 | Y | Y | N/A |

| | | | | | |
|---|---|---|---|---|---|
| | applicable, else it will be blank. | | | | |
| Phone Contact Information (6) | Populates with the 'Main' phone number of the applicant. If Main phone number is not available, this field will be blank. | Arial, Font size 10 | Y | Y | N/A |
| Check If BCCTP can leave a message (checkbox) | No, pre-population. Worker entered only. | N/A | Y | N | N/A |
| MESS_PHONE (7) | No, pre-population. Worker entered only. | Arial, Font size 10 | Y | N | N/A |
| Authorized Representative Yes (checkbox) | This checkbox will be checked if the last name/first name of the Authorized representative field is populated. | N/A | Y | Y | N/A |
| Authorized Representative No (checkbox) | This checkbox will be checked if the last name/first name of the Authorized representative field is blank. | N/A | Y | Y | N/A |
| Authorized Representative Last (8) | Populates with the last name of the Authorized Representative having 'Full' Authority and 'Additional Recipient' flag as 'Yes' in Authorized Representative Detail page.  Note: Authorized representative(s) shall be | Arial, Font size 10 | Y | Y | N/A |

| | considered from the Medi-Cal program in which the applicant is active. If there are more than one Authorized representative associated with the Medi-Cal program, select the latest Authorized representative added for the program. Applicable for population of fields (9) and (10) population also.<br><br>(See Fig 1 below for population of fields (8),(9) and (10) ) | | | | |
|---|---|---|---|---|---|
| Authorized Representative First (9) | Populates with the last name of the Authorized Representative having 'Full' Authority and 'Additional Recipient' flag as 'Yes' in Authorized Representative Detail page. | Arial, Font size 10 | Y | Y | N/A |
| Authorized Representative Phone (10) | Populates with the 'Main' phone number of the Authorized Representative associated to the Medi-Cal program in which the applicant is active. If Main phone number is not available, this field will be blank. | Arial, Font size 10 | Y | Y | N/A |

| Case Number (11) | Populates with the case number in which the MC 373 is getting generated.<br><br>~~Note: Since it's a dropdown field, the worker can edit it also.~~ | Arial, Font size 10 | Y | Y | N/A |
|---|---|---|---|---|---|
| CIN (12) | Populates with the CIN of the applicant. | Arial, Font size 10 | Y | Y | N/A |
| Monthly Gross Household Income (13) | Populates this field only if the applicant is active in any of the Medi-Cal blocks.<br><br>For Non-MAGI, take the latest EDBC pass budget, take the cumulative addition of 'Earned Income' and 'Unearned Income' from EDBC Summary page. (In case, if applicant has more than one 'Pass' budgets, take income from any of the 'Pass' budgets since household income will be same in all the budgets.)<br><br>(See Fig 2 below)<br><br>For MAGI, take the latest EDBC pass budget, take the ~~'Total Other Monthly Income'~~ <mark>'Current Monthly Income'</mark> from 'MAGI Budget Detail' page. | Arial, Font size 10 | Y | Y | N/A |

| | | | | | |
|---|---|---|---|---|---|
| | For Mixed cases, take the 'Pass' budget where the applicant is active i.e., role is 'MEM', then from that budget take the corresponding value as mentioned above depending on whether the passed budget is MAGI/Non-MAGI. If the applicant is active in both MAGI and Non-MAGI 'Pass' budgets in a mixed case, select the MAGI budget and get the income as mentioned above. If the applicant is active only in 'Pass' Non-MAGI budgets and If there are more than one Non-MAGI 'Pass' budgets where the applicant is active, take the income from any of the Non-MAGI budgets since household income will be same in all the budgets.<br><br>Tech Note: The logic will be such that first it will<br><br>(See Fig 3 below)<br><br>~~Note: If the applicant is active in more than one Med-Cal block in~~ | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | ~~the case, this field will be blank.~~ | | | | |
| Spouse (14) | Populates '1' if there is a 'Spouse' in relation to the applicant in the 'Relationship Detail' page, else this field will be populated with '0'. | Arial, Font size 10 | Y | Y | N/A |
| Children (15) | ~~Populates the total number of children (under age 21) with relation as 'Child/Stepchild' to the applicant in 'Relationship Detail' page, if applicable, else this field will be populated with '0'.~~<br><br>==Populates the total number of children (under age 21) with whom the applicant has relation as 'Parent (Biological/Adoptive) or Parent (Step)' in 'Relationship Detail' page, if applicable, else this field will be populated with '0'.== | Arial, Font size 10 | Y | Y | N/A |
| Total Household Composition (16) | Populates this field with the cumulative addition of the field values of (14) and (15) and 1 count for the applicant. | Arial, Font size 10 | Y | Y | N/A |

| | | | | | |
|---|---|---|---|---|---|
| | E.g.: If Spouse (14) is 1 and Children (15) is 2, then including applicant, this field will be populated with '4' value. | | | | |
| New Applicant (checkbox) | This checkbox will be checked if the 'Existing Beneficiary' checkbox is not checked. | N/A | Y | Y | N/A |
| Existing Beneficiary (checkbox) | This checkbox will be checked if applicant is 'Active' with 'MEM' role in any of the Medi-Cal blocks in 'Case Summary' page. | N/A | Y | Y | N/A |
| County Name (17) | Populates the county of the case context, in which the worker is currently logged in to generate MC 373 form.<br><br>Note: Since it's a dropdown field, the worker can edit it also. | Arial, Font size 10 | Y | Y | N/A |
| EW Name (18) | Populates the worker's first and last name from 'Case Summary' page. | Arial, Font size 10 | Y | Y | N/A |
| EW Desk Phone (19) | Populates the worker's 'Main' phone number. If Main phone number is not available, this field will be blank. | Arial, Font size 10 | Y | Y | N/A |

| EW Ext (20) | Populates the worker's 'Main' phone extension if available, else this field will be blank. | Arial, Font size 10 | Y | Y | N/A |
|---|---|---|---|---|---|
| EW Fax (21) | ~~Populates the worker's 'Fax' number if available, else this field will be blank.~~<br><br>Fax phone type is not available in the system currently, this field will be left blank and editable by the worker. | Arial, Font size 10 | Y | Y | N/A |
| DATE that Applicant requested BCCTP Referral (22) | No, pre-population. Worker entered only. | Arial, Font size 10 | Y | N | N/A |

**Fig 1 for population of fields (8,9 and 10):**

## Authorized Representative Detail

✱ - Indicates required fields        **Close**

**Type:**
Case Person

**First Name:** ✱       **Last Name:** ✱       **Middle Name/Initial:**
▮▮▮▮           ▮▮▮▮

**Suffix:**       **Gender:**       **Date of Birth:**
          Female          11/17/1956

**Use Person Address:**
Yes

### Address Information ✱

| Type | Address | Begin Date | End Date |
|------|---------|------------|----------|
| Mailing | 60 COLBURN RD<br>Kansas City, CA 70320 | 06/17/2014 | |
| Physical | 60 COLBURN RD<br>Kansas City, CA 70320 | 06/17/2014 | |

### Contact Information

**E-mail Address:**
▮▮▮▮▮▮

| Phone Number | | Phone Type |
|--------------|---|-----------|
| ▮▮▮▮ | ext. | Home |
| ▮▮▮▮ | ext. | Cell |

## Authorized Representative Program Detail

✱ - Indicates required fields        **Close**

**Name:**                          **Program:**
▮▮▮▮                            Medi-Cal

**Additional Correspondence Recipient:** ✱       **MC RE Packet Recipient:** ✱
Yes                                 Yes

**Authority:** ✱
Full

**Begin Date:** ✱                          **End Date:**
08/01/2023

**Additional Information:**

**EDBC Summary page for population of Total Monthly Gross Household Income (field 13):**

14

**Eligible Budgets for MEDS**

| Test | Result | SOC | % Oblig | FBU | Aid Code | Members Tested | Role | Role Reason |
|------|--------|-----|---------|-----|----------|----------------|------|-------------|
| MAGI | Pass | $0 | 0.00 | 3 | M1 | ███████████ | MEM | Doesn't Meet Program Req. |
| | | | | | | ███████████ | FRI | Doesn't Meet Program Req. |
| MSP - MC | Pass | $0 | 0.00 | 1 | | ███████████ | FRI | Doesn't Meet Program Req. |
| | | | | | 80 | ███████████ | MEM | |
| Aged and Disabled | Pass | $0 | 0.00 | 2 | | ███████████ | FRE | Spouse |
| | | | | | 6H | ███████████ | MEM | |

**Fig 2: Population of Total Monthly Gross Household Income (field 13) for MAGI Budget. The income should be populated from the below highlighted field:**

## MAGI Budget Detail

Close

**Name:**
Clemens Hasak

**MAGI Medi-Cal Monthly Income Budget**

| | |
|---|---|
| Current Monthly Income: | $1,111.00 |
| Total Employment Monthly Income: | $0.00 |
| Total Self Employment Monthly Income: | $0.00 |
| Total Other Monthly Income: | $1,111.00 |

| Name | Category | Business | Type | Amount |
|------|----------|----------|------|--------|
| Crystle Rossmann | Other Income | | Social Security Retirement | $1,111.00 |

| | |
|---|---|
| Allowable Deductions: | $0.00 |

| Name | Type | Amount |
|------|------|--------|
| No Data Found | | |

| | |
|---|---|
| Total Current Monthly Income After Deductions: | $1,111.00 |
| Projected Annual Income (Monthly Amount): | $0.00 |
| Total Countable Income: | $1,111.00 |

**Fig 3: Population of Total Monthly Gross Household Income (field 13) for Non-MAGI budgets, the population will be cumulative addition of both highlighted fields:**

| Begin Month | End Month | Run Date | Run Status | Accepted By |
|---|---|---|---|---|
| 09/2023 | 09/2023 | 10/07/2023 | Accepted - Saved | ███████████ |

| Income Determination | | | |
|---|---|---|---|
| Unearned Income | | $ | 1,111.00 |
| Unearned Income Deductions | | - | 20.00 |
| Net Unearned Income | | = | 1,091.00 |
| | | | |
| Earned Income | | $ | 0.00 |
| Earned Income Deductions | | - | 0.00 |
| Net Earned Income | | = | 0.00 |
| | | | |
| Total Net Income | | $ | 1,091.00 |
| | | | |
| Combined Income Deductions | | - | 0.00 |
| Income Adjustments | | + | 0.00 |
| Allocation and Other Deductions | | - | 0.00 |
| Total Net Nonexempt Income | | = | 1,091.00 |
| Unit Size | | | 2 |

### 2.1.3 Form Verbiage

There are no updates to this section.

### 2.1.4 Form Generation Conditions

There are no updates to this section. Form will only generate through template repository. There are no batch/online triggers for this form.

# 3   SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|--------|-----------------|-------------|------------|
| 1 | Form | MC 373 Mockup | MC373_EN_Mockup.pdf |

# CalSAWS

California Statewide Automated Welfare System

# Design Document

CA-258864

Add Threshold Languages for CF NOA Reason
of 'Lottery or Gambling Winnings'

| CalSAWS | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| | Prepared By | Smit Shah |
| | Reviewed By | Lianel Richwin |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 09/25/2023 | 1.0 | Initial Document | Smit Shah |
| | | | |
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| | | | |

# Table of Contents

# 1   OVERVIEW

The purpose of this change is to Add Lottery or Gambling Winnings NOA Fragments in Threshold Languages for CalFresh NOA.

## 1.1   Current Design

Lottery or Gambling Winnings NOA does not generate in all Threshold Languages (Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese).

## 1.2   Requests

1. Add threshold Languages for the Lottery or Gambling Winnings with reason code F419T (Snippet ID - 7838).
   **Languages Include**: Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese.

## 1.3   Overview of Recommendations

1. Add threshold Languages for the Lottery or Gambling Winnings with reason code F419T (Snippet ID - 7838).

## 1.4   Assumptions

1. The triggering conditions of the NOA Fragments for Threshold Generation remain the same and are not being updated.
2. The NOA template remains the same and is not being updated.
3. The existing variable population is not being updated with this effort.

# 2   RECOMMENDATIONS

## 2.1   Add threshold Languages for the Lottery or Gambling Winnings with reason code F419T.

### 2.1.1   Overview

Add threshold languages for CF_TN_NEW_LOTTERY_GAMBLING_WINNINGS_F419 NOA reason Fragments in CalSAWS.

**Reason Fragment Name and ID:**
CF_TN_NEW_LOTTERY_GAMBLING_WINNINGS_F419 (Fragment ID: 7838)
**State Form/NOA:** Based on ACL 20-132
**Current NOA Template:** CF 377.4 SAR (CF_NOA_TEMPLATE)
**Current Program(s):** CalFresh
**Current Action Type:** Discontinuance
**Currently Repeatable:** No
**Include NA Back 9:** Yes
**Existing Languages:**  English, Spanish

### 2.1.2   Form/NOA Verbiage

Add Lottery or Gambling Winnings fragments in Threshold languages.

**Add Threshold languages:** Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese.

**NOA Mockups/Examples:** Supporting Documents #1

### 2.1.3   Form/NOA Variable Population

**Field Mappings:** Use the same field mappings as the English form for existing population logic.

### 2.1.4   Form/NOA Generation Conditions

No updates to existing trigger conditions.

# 3    SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|--------|-----------------|-------------|------------|
| 1. | Correspondence | NOA Fragment | Reason Translations.xlsx |

# 4    REQUIREMENTS

## 4.1    Project Requirements

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|-------|------------------|---------------------|
| 2.18.3.3<br>CAR-1239 | The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:<br><br>a. Appointment notices;<br><br>b. Redetermination, Recertification, and/or Annual Agreement notices and forms;<br><br>c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);<br><br>d. Periodic reporting notices;<br><br>e. Contact letters;<br><br>f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;<br><br>g. Information notices and stuffers;<br><br>h. Case-specific verification/referral forms;<br><br>i. GR Vendor notices;<br><br>k. Court-mandated notices, including Balderas notices;<br><br>l. SSIAP appointment notices;<br><br>m. Withdrawal forms;<br><br>n. COLA notices; | Lottery or Gambling Winnings NOA is added in threshold languages. |

| | |
|---|---|
| o. Time limit notices;<br><br>p. Transitioning of aid notices;<br><br>q. Interface triggered forms and notices (e.g., IFDS, IEVS);<br><br>r. Non-compliance and sanction notices;<br><br>s. Benefit issuance and benefit recovery forms and notices, including reminder notices;<br><br>t. Corrective NOAs on State Fair Hearing decisions;<br><br>u. CSC paper ID cards with LRS-generated access information; and<br><br>v. CSC PIN notices. | |

# CalSAWS

California Statewide Automated Welfare System

## Design Document

CA-260548 | Update CSF 142 Household Size Prepopulation

| | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| **CalSAWS** | Prepared By | Nithin Halesh |
| | Reviewed By | Dymas Pena, Connie Buzbee, Gillian Bendicio, William Baretsky |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 08/28/2023 | 1.0 | Original | Nithin Halesh |
| 9/20/2023 | 2.0 | Adding updates to Forms API | Jennifer Muna |
| 11/30/2023 | 3.0 | Content Revision to update Forms API VOB to include other columns | Jennifer Muna |
| | | | |
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# Table of Contents

# 1 OVERVIEW

The purpose of this change is to re-design CSF 142 (10/20) form to pull the family size for every program the participant receives benefits.

## 1.1 Current Design

CSF 142 currently populates the household size based on a program hierarchy.

## 1.2 Requests

1. Update the form CSF 142 to add new columns Cash Aid Family Size, CF Family Size and MC Family Size to the Monthly Benefits table. (Refer the mockup Supporting Document #1).
2. Update CSF 142 form variable population to pull the family size for every program (Cash Aid, CalFresh and Medi-Cal) the participant receives benefits.
3. Update CalSAWS Forms API to pull the household size for every program the participant receives benefits.

## 1.3 Overview of Recommendations

1. CSF 142 form needs to be modified to add three new columns: Cash Aid Assistance Unit Size, CF Household Size and MC Household Size.
2. Update CSF 142 form variable population logic to pull the family size by program.
3. Update CalSAWS Forms API to pull the household size for every program the participant receives benefits.

## 1.4 Assumptions

1. There are no changes in the current trigger conditions.
2. Add existing threshold languages to the updated CSF 142.
3. All API logic and functionality not mentioned in this SCR will retain its current functionality.  No updates to CalSAWS Forms API Swagger documentation.

# 2 RECOMMENDATIONS

## 2.1 Update CSF 142 – Verification of Benefits

### 2.1.1 Overview

This section will cover the updates needed to modify CSF 142 (10/20) to add three new columns: Cash Aid Family Size, CF Family Size and MC Family Size.

**State Form:** CSF 142

**Programs:** All Programs

**Attached Forms:** N/A

**Forms Category:** Forms

**Languages:** English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Tagalog, Russian, Vietnamese.

### 2.1.2  Description of Change

1.  **'Monthly Benefits' section**

    a.  Update the CSF 142 form to add the following new columns to the Monthly Benefits table and remove the current "Family Size" column.
        - CAPI
        - Cash Aid Assistance Unit Size
        - CF Household Size
        - MC Household Size
    b.  These three new columns should be displayed when generated from 'Generate Blank Template' button.

2.  **'Current Household Details' section**

    a.  Update the CSF 142 form to add the new column "CAPI" to the Current Household Details table.
    b.  Rename the Column CalFresh to CF. (Refer image 2.2.2.2)

3.  **Variable Population for CSF 142 (10/20) Form**

    Populate the variables on the CSF 142 (10/20). Fields that have editable indicator set to 'N' will not be editable when populated.

Physical Address:

Home Phone Number:

| Monthly Benefits | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Month/Year | CalWORKs | GA/GR | RCA | CAPI | Cash Aid Assistance Unit Size | CalFresh | CF Household Size | MC | CMSP | MC Household Size |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

**2.2.2.1 Monthly Benefits Section in CSF 142**

| Section | Field | Description | Editable |
|---|---|---|---|
| **CSF 142 - Page 1** | CAPI | Authorized Amount from the First EDBC run for the Corresponding Month in Month/Year column which satisfies the following conditions.<br><br>• EDBC is run for CAPI program.<br>• EDBC is either Regular or Read-only<br>• EDBC is Accepted and Saved<br>• ~~EDBC source is not conversion~~<br>• EDBC Program Status is either Active or Ineligible<br>• EDBC doesn't have a budget or exists a Regular (RG) Budget or exists only one Prorated (PR) Budget<br>• EDBC has an Issuance for the Effective Month<br><br>~~If no EDBC found with Issuance, use the latest run EDBC for the corresponding month which satisfies all the above conditions except Issuance for the Effective Month~~<br><br>**Authorized Amount Population:**<br>Populate with Authorized amount from the EDBC except for the following conditions, for the following conditions populate 0 | |

| Section | Field | Description | Editable |
|---------|-------|-------------|----------|
| | | • Issuance doesn't exist for the effective month or<br>• EDBC is overridden<br><br>If no EDBC found for the corresponding month leave it blank.<br><br>**Example:**<br>**Authorized Amount: 120**<br>**Populate:120.00**<br><br>**Authorized Amount: 0**<br>**Populate: 0.00**<br><br>**Authorized Amount: 231.57**<br>**Populate:231.57** | |
| **CSF 142 - Page 1** | Cash Aid Assistance Unit Size | Populate the Cash Aid Assistance Unit size with CalWORKs or GA/GR or RCA or CAPI EDBC used in CalWORKs or GA/GR or RCA column for the Corresponding Month. Use most recent approved EDBC record for the Corresponding Month.<br><br>-If the case has active CalWORKs program, then populate with Assistance Unit Size from the CalWORKs.<br>-If the case has active GA/GR program, then populate with Assistance Unit Size from the GA/GR.<br>-If the case has active RCA program, then populate with Assistance Unit Size from the RCA.<br>-If the case has active CAPI program, then populate with Assistance Unit Size from the CAPI.<br><br><br>Populate with Zero if Assistance Unit Size or Household Size is null (Depending on Which Program is used). | N |

| Section | Field | Description | Editable |
|---|---|---|---|
| | | Leave blank If EDBC not found. | |
| **CSF 142 – Page 1** | CF Household Size | Populate the CF Household size with CalFresh EDBC used in CalFresh column for the Corresponding Month. Use most recent approved EDBC record for the Corresponding Month.<br><br>Populate with Assistance Unit Size from the CalFresh.<br><br>Populate with Zero if Assistance Unit Size or Household Size is null.<br><br>Leave blank If EDBC not found. | N |
| **CSF 142 – Page 1** | MC Household Size | Populate the MC Household size with Medi-Cal EDBC used in Medi-Cal column for the Corresponding Month. Use most recent approved EDBC record for the Corresponding Month.<br><br>Populate the Household Size with the active Medi-Cal individuals count for the Corresponding Month.<br><br>Note: For Magi Cases, use Magi Determination Detail/Magi Budget Detail page to populate the active Medi-Cal individuals count.<br><br>Populate with Zero if there are no active Medi-Cal individual for the Corresponding Month.<br><br>Leave blank If EDBC not found. | N |

| Current Household Details | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Name | DOB | Aid Code | In the Home | CF | CW | GA /GR | CAPI | OHC | Medi-Cal | CMSP | MC/CMSP SOC |
| | | | | | | | | | | | |

| Comments |
|---|
| |

**2.2.2.2 Current Household Details Section in CSF 142**

| Section | Field | Description | Editable |
|---|---|---|---|
| **CSF 142 - Page 1** | CAPI | Populate with 'Y' If the following conditions are met or else with 'N' for the Person(s).<br><br>Person exists on a CAPI program with 'Active' or 'Ineligible' status on the current date. | N |

## 2.2 BenefitsCal: Update CalSAWS Forms API

### 2.2.1 Overview

The CalSAWS Forms API is a RESTful webservice that generates a PDF of a form with the customer's answers mapped and uploads the said form to the imaging solution. In addition to other forms, there is an endpoint for the CSF 142 - Verification of Benefits (VOB) form in CalSAWS. This will trigger the generation of the CSF 142 in the Hyland Imaging solution from the customer's Self-Service Portal account upon hitting the Forms API. This section outlines the Forms API logic to pull the data from the updated CSF 142 form and generate the updated CSF 142 form.

### 2.2.2 Description of Change

1. Update the CalSAWS Forms API logic to pull the following new elements when generating the updated CSF 142 form. These elements will contain the Household size by program. **Note**: The CSF 142 form generated from the Forms API should match the updated CSF 142 form in CalSAWS:
   a. Cash Aid Assistance Unit Size - This will include the household size for CalWORKs, GA/GR, RCA, and/or CAPI program.

b. CF Household Size – This will include the household size for CalFresh program.

c. MC Household Size - This will include the household size for Medi-Cal program.

2. Update the Forms API logic to populate the CSF 142 monthly benefits data (when applicable) for the following when a request is sent from the Self-Service Portal:

a. CAPI

b. GA/GR

c. RCA

### 2.2.3 Partner Integration Testing

Self-Service Portal

### 2.2.4 Execution Frequency

Real-Time

### 2.2.5 Key Scheduling Dependencies

N/A

### 2.2.6 Counties Impacted

All CalSAWS Counties

### 2.2.7 Category

Real-Time

### 2.2.8 Data Volume/Performance

N/A

### 2.2.9 Interface Partner

Self-Service Portal

### 2.2.10 Failure Procedure/Operational Instructions

Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from

the directory and contacting the external partner if there is an account or password issue, etc.)

## 2.3 Automated Regression Test

### 2.3.1 Overview

Create new regression test scripts based on the system test scenarios for the permanent functional changes outlined above.

### 2.3.2 Description of Change

1. Evaluate each system test scenario for the potential of automation. Known exclusionary criteria:
   a. Temporary or one-time changes (ex., Data Change Requests, operational batch job execution)
   b. Technical limitations (ex., visual comparison of a static document against a template)
   c. Security restrictions (ex., access to an external service requiring Multi-Factor Authentication)
   d. Required manual intervention (ex., physical printing, document scanning, forced service outage)
2. For each scenario determined to be an automation candidate, modify the system test scenario to be executable as part of the Regression Test Suite. This may include the following:
   a. Repeatability: The script must be able to execute multiple times between data refreshes
   b. Targetability: The script must fully and accurately verify the actual result against the expected result of the scenario.

# 3  SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|--------|-----------------|-------------|------------|
| 1 | Correspondence | CSF 142 in all LRS/CalSAWS Correspondence Languages | CSF142_EN.pdf |

# 4 REQUIREMENTS

## 4.1 Migration Requirements

| DDID # | REQUIREMENT TEXT | Contractor Assumptions | How Requirement Met |
|---|---|---|---|
|  |  |  |  |

# CalSAWS

California Statewide Automated Welfare System

## Design Document

CA-265237

Cal-OAR Projected Employment Hours

| | **DOCUMENT APPROVAL HISTORY** | |
|---|---|---|
| **CalSAWS** | Prepared By | Shining Liu, Connor O'Donnell |
| | Reviewed By | Edgars Reinholds, Chitra Barsagade, Sunitha Sampathkumar |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 8/14/2023 | 1.0 | Initial draft | Shining Liu |
| 12/13/2023 | 1.1 | Content Revision | Shining Liu, Connor O'Donnell |
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# Table of Contents

# 1   OVERVIEW

Attendance hours (ATT_HRS) is variable 32 provided in the Cal-OAR 19B file. This variable reports an individual's total monthly hours of attendance in any approved activity and utilizes actual, verified attendance hours. A revision in the logic for this variable is needed so that projection of employment hours is included.

## 1.1   Current Design

Current logic for ATT_HRS in Cal-OAR 19B file pulls an individual's total monthly hours of attendance in any activity, including actual or projected Employment hours. This variable utilizes actual, verified attendance hours and excused hours for any activity and not including scheduled hours.  For Employment hours, the variable utilizes the 'Total Monthly Hours' of employment within the measurement period.

Per design from SCR CA-232660, data is pulled from 'Total Monthly Hours' field on the Employment Hours Detail page, which contains the total actual hours of employment for the month. If there are no 'Total Monthly Hours' for the Employment activity for the reporting month, then the actual hours from the WPRD_PERS_ACTIV_DETL table is captured to be used for the reporting month.

WPRD does a 5-month projection of hours when the reporting month does not have any hours. However, for an employment record of type 'Self-Employment', WPRD does not project hours and create records in WPRD_PERS_ACTIV_DETL. Per WPR policy, hours are instead calculated from the self-employment income.

## 1.2   Requests

While the current WPR calculation is correct, the Cal-OAR engagement rate is not dependent upon WPR policies. It is based on reported hours entered for the participant in CalSAWS every six months, where actual hours are not available. The projection of self-employment hours should not be excluded because there is no requirement to verify hours every month. Participants in self-employment are only required to report/show continuous employment every six months. Projection for self-employment should be aligned to other types of employment. Current logic for ATT_HRS needs to be revised to include projection of 'Self-Employment' hours.

## 1.3   Overview of Recommendations

1.   Update the logic for Employment Hours Detail to save projected hours to the database.
2.   Effective for Cal-OAR 19B files with ~~July~~ August 2023 or later data, modify the calculation of ATT_HRS to pull hours for all Employment records from 'Projected Hours Information' when there are no 'Total Monthly Hours' for the reporting month.
3.   Perform a data change to save projected hours for previous 'Total Monthly Hours' values.

## 1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR. Consider the following:
   a. ATT_HRS pulls an individual's total monthly hours of attendance in any activity, including actual hours for non-Employment activities and actual or projected hours for Employment activities.
   b. For Employment hours, ATT_HRS pulls data from the 'Total Monthly Hours' field on the Employment Hours Detail page, unless there are no 'Total Monthly Hours' for the reporting month.
   c. If a participant meets all criteria for ATT_HRS, the value of ATT_HRS is the sum of hours attended for Customer Activities, including actual hours from non-Employment activities and actual or projected hours from Employment activities. See supporting document for more details.
2. WPR calculated hours for Employment activities of 'Self-Employment' type are stored in WPRD_PERS_ACTIV_SE_CALC. These calculated hours cannot be used for ATT_HRS as they are calculated.
3. A section for Projected Hours was added to the Employment Hours Detail page in SCR CA-213047, which was part of the 23.07 release. This functionality will be leveraged for this SCR.
   a. 'Project Future Hours?' must be set to 'Yes' to use the actual hours to project hours on the Employment Hours Detail page.
   b. The value of 'Project Future Hours?' does not affect the logic for ATT_HRS. As long as 'Total Monthly Hours' is blank or null for an Employment activity for a certain reporting month, ATT_HRS will attempt to pull from 'Monthly Hours' for the same reporting month.
   c. The logic for the projection of hours is correct; however, the implementation from SCR CA-213047 is only cosmetic. This SCR will save projected hours separately from actual hours for a given month.
4. Cal-OAR 19B is a file that is sent monthly, with an offset of 7 months. For example, April 2023 data is reported in the November 2023 Cal-OAR 19B file. July 2023 data is reported in the February 2024 Cal-OAR 19B file.
5. Workers must enter actual hours on the Employment Hours Detail page for all Employment activities of any type, including 'Self-Employment'.

# 2 RECOMMENDATIONS

## 2.1 Employment Hours Detail Page

### 2.1.1 Overview

In CA-213047 the ability to display Projected Hours for five future months based on the values saved to the Total Monthly Hours field of the viewed month was implemented. The logic for that SCR was implemented in such a way that the values for the five months are calculated and displayed

### 2.1.2  Employment Hours Detail Mockup

## Employment Hours Detail

✱- Indicates required fields                                          [ Edit ]  [ Close ]

**Employment Information**

| Name: | Employer: | Date Hired: |
|---|---|---|
| Smith, John 28M | Bob's Business | 09/22/2022 |
| **Category:** | **Type:** | |
| Subsidized - Private | Subsidized | |

January 2023 ▾

**▾ Projected Hours Information**

| February 2023 | March 2023 | April 2023 | May 2023 | June 2023 |
|---|---|---|---|---|
| **Monthly Hours:** | **Monthly Hours:** | **Monthly Hours:** | **Monthly Hours:** | **Monthly Hours:** |
| 20.0 | 20.0 | 20.0 | 20.0 | 20.0 |
| **Weekly Hours:** | **Weekly Hours:** | **Weekly Hours:** | **Weekly Hours:** | **Weekly Hours:** |
| 4.62 | 4.62 | 4.62 | 4.62 | 4.62 |

**▸ Actual Hours Information**

**Total Monthly Hours:** ✱  20.0
**Average Weekly Hours:**  4.62
**Project Future Hours?:** ✱  Yes

**Figure 2.1.1 – Employment Hours Detail Mockup**

### 2.1.3  Description of Changes

1.  Add logic to the page that ensures that when the Projected Hours calculation is run by modifying the 'Total Monthly Hours' field which populates the 'Monthly Hours' and 'Weekly Hours' in the 'Projected Hours Information' section, that the 'Monthly Hours' and 'Weekly Hours' values for each of the projected months are saved for the database.

Technical Note: The logic that determines how these Projected Hours are initially created and displayed will NOT be modified.  This change just ensures that after the calculation the values are saved into the database

so they can be used by Cal-OAR.  The logic for how Projected Hours are determined can be found in Section 2.1.3 of the document 'CA-213047 Add Projected Hours to Employment Hours Detail Page Content Revision', which has been attached in the Supporting Documents section of this document.

### 2.1.4 Page Location

- **Global: Eligibility/Employment Services**
- **Local: Customer Information/ Case Summary**
- **Task: Employment**

### 2.1.5 Security Updates

N/A

### 2.1.6 Page Mapping

Update page mapping with table and column names that the Projected Hours will be saved into.

### 2.1.7 Accessibility

No issues to resolve.

### 2.1.8 Page Usage/Data Volume Impacts

N/A

## 2.2 Update criteria of ATT_HRS in Cal-OAR 19B

### 2.2.1 Overview

Modify the calculation of ATT_HRS to pull hours for all Employment records from 'Projected Hours Information' when there are no 'Total Monthly Hours' for the reporting month.

These changes for ATT_HRS should only take effect starting from Cal-OAR 19B files sent in ~~February~~ March 2024 and later, for reporting month ~~July~~ August 2023 and later.  For Cal-OAR 19B files sent in ~~January~~ February 2024 or earlier, for reporting month ~~June~~ July 2023 or earlier, the current functionality of pulling from WPRD data should continue.

### 2.2.2 Description of Change

1. If there are no 'Total Monthly Hours' (e.g. 'Total Monthly Hours' is null or blank) for an Employment activity for the reporting month, capture the projected 'Monthly Hours' from 'Projected Hours Information' section on the Employment Hours Detail page for the reporting month. Do not pull from WPRD_PERS_ACTIV_DETL table for any Employment activities that do not have 'Total Monthly Hours' for the reporting month.

    a. See Figure 1 below. Since the activity does not have any 'Total Monthly Hours' for the reporting month of September 2023, the logic for ATT_HRS will instead try to pull projected hours for September 2023 from the 'Projected Hours Information' section. To view projected hours for a given month, the current month selection needs to be at least one month prior. In Figure 2, projected hours for September 2023 can be viewed since the current month selection has been changed to August 2023. Since the projected 'Monthly Hours' for September 2023 is 173.6 hours, ATT_HRS will have a value of 173.6, assuming there are no other activities.

**Figure 1: No 'Total Monthly Hours' for September 2023**



**Figure 2: 173.6 'Monthly Hours' for September 2023**

## Employment Hours Detail

*- Indicates required fields

[Edit] [Close]

### Employment Information

| Name: | Employer: | Date Hired: |
|---|---|---|
| ▓▓▓▓▓ | ▓▓▓▓▓ | ▓▓▓▓▓ |
| Category: | Type: | |
| ▓▓▓▓▓ | ▓▓▓▓▓ | |

August 2023 ▼

### ▾ Projected Hours Information

| September 2023 | October 2023 | November 2023 | December 2023 | January 2024 |
|---|---|---|---|---|
| Monthly Hours: 173.6 Weekly Hours 40.09 | Monthly Hours: 173.6 Weekly Hours 40.09 | Monthly Hours: 173.6 Weekly Hours 40.09 | Monthly Hours: 173.6 Weekly Hours 40.09 | Monthly Hours: 173.6 Weekly Hours 40.09 |

### ▸ Actual Hours Information

Total Monthly Hours: * 173.6
Average Weekly Hours: 40.09
Project Future Hours?: * Yes

2. If there are no actual or projected hours available, use "0" as the number of hours from Employment activities when an individual meets all other criteria for ATT_HRS.

   a. See Figure 3 below. Since the activity does not have any 'Total Monthly Hours' for the reporting month of September 2023, the logic for ATT_HRS will instead try to pull projected hours for September 2023 from the 'Projected Hours Information' section. To view projected hours for a given month, the current month selection needs to be at least one month prior. In Figure 4, projected hours for September 2023 can be viewed since the current month selection has been changed to August 2023. Since the projected 'Monthly Hours' for September 2023 is 0 hours, ATT_HRS will have a value of 0, assuming there are no other activities.

**Figure 3: No 'Total Monthly Hours' for September 2023**

**Figure 4: 0 'Monthly Hours' for September 2023, 0 'Total Monthly Hours' for August 2023**



3. If there is a value for 'Total Monthly Hours' for a reporting month, use that value for ATT_HRS for that reporting month without checking 'Monthly Hours' under 'Projected Hours Information' for that reporting month.

   a. See Figure 5 below. The activity has 37 'Total Monthly Hours' for the reporting month of July 2023. Since there are 'Total Monthly Hours', the logic for ATT_HRS will pull this value directly, without checking projected hours for July 2023. For the reporting month of July 2023, ATT_HRS will have a value of 37, assuming there are no other activities.

**Figure 5: 37 'Total Monthly Hours' for July 2023**

**Employment Hours Detail**

✱- Indicates required fields

[Close]

**Employment Information**

| Name: | Employer: | Date Hired: |
|---|---|---|
| ███████ | ███████ | ███████ |
| Category: | Type: | |
| ███████ | ███████ | |

[July 2023 ▾]

**▾ Projected Hours Information**

| August 2023 | September 2023 | October 2023 | November 2023 | December 2023 |
|---|---|---|---|---|
| Monthly Hours: 0.0 Weekly Hours 0.0 | Monthly Hours: 0.0 Weekly Hours 0.0 | Monthly Hours: 0.0 Weekly Hours 0.0 | Monthly Hours: 0.0 Weekly Hours 0.0 | Monthly Hours: 0.0 Weekly Hours 0.0 |

**▸ Actual Hours Information**

Total Monthly Hours: ✱ 37.0
Average Weekly Hours: 8.55
Project Future Hours?: ✱ Yes

b. If 'Total Monthly Hours' is "0", use "0" as the number of hours from Employment activities when an individual meets all other criteria for ATT_HRS.

i. See Figure 4 above. The activity has 0 'Total Monthly Hours' for the reporting month of August 2023. Since there are 'Total Monthly Hours', the logic for ATT_HRS will pull this value directly, without checking projected hours for August 2023. For the reporting month of August 2023, ATT_HRS will have a value of 0, assuming there are no other activities.

4. See attached supporting document for updated ATT_HRS criteria.

### 2.2.3 Partner Integration Testing

Yes. After programming changes are made, CalSAWS will generate ~~two~~ one outbound test ~~files~~ file with August 2023 report month data and send to CDSS. CDSS will review the Cal-OAR 19B ~~files~~ file and send to a small cohort of counties to review and validate that the data is satisfactory. The test files will be generated with unmasked data.

~~Two Cal-OAR 19B test files will be necessary since the shift from using WPRD to projected hours for ATT_HRS when applicable will take effect starting with Cal-OAR 19B files sent in February 2024 or later, for the reporting month of July 2023 or later. One Cal-OAR 19B file will contain July 2023 or later data, using the new logic with projected hours, while the other Cal-OAR 19B file will contain June 2023 or earlier data, using the existing logic with WPRD.~~

### 2.2.4 Execution Frequency

No change. Monthly.

### 2.2.5 Key Scheduling Dependencies

Cal-OAR 19B sweep (PB00C104) must complete before Cal-OAR 19B outbound writer (PO00C105) and Cal-OAR 19B FTP (PO00C145).

### 2.2.6 Counties Impacted

All counties.

### 2.2.7 Category

No change.

### 2.2.8 Data Volume/Performance

No change. Approximately 500,000 records are generated in the monthly Cal-OAR 19B data file.

### 2.2.9 Interface Partner

California Department of Social Services (CDSS).

### 2.2.10 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

## 2.3 Data Change – Saved Projected Hours on Employment Hours Detail

### 2.3.1 Overview

With this SCR Projected Hours will save into the database. In order to make previous record since the introduction of Projected Hours align, a data change will be performed to update those records.

### 2.3.2 Description of Change

1. For records effective dated on or after 04/01/2023 with a 'Total Monthly Hours' value and 'Project Future Hours?' set to 'Yes', create

'Monthly Hours' and Weekly Hours' projected hour records using the logic that creates, displays, and saves projected hours in Section 2.1.3.

### 2.3.3 Estimated Number of Records Impacted/Performance
12,034

# 3 SUPPORTING DOCUMENTS

| Number | Functional Area | Description | Attachment |
|--------|-----------------|-------------|------------|
| 1 | Cal-OAR | Updated Cal-OAR Data Element Specifications Tracker for ATT_HRS | CA-265237 Cal-OAR Data Element Specifications Tracker.xlsx<br><br>CA-265237 Cal-OAR Data Element Specific |
| 2 | CalSAWS | CA-213047 Add Projected Hours to Employment Hours Detail Page Content Revision | CA-213047 Add Projected Hours to E |

# 4   REQUIREMENTS

## 4.1   Project Requirements

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|-------|------------------|---------------------|
| 2.20.1.1 | The LRS shall provide for the support of system interfaces and integration necessary for the coordination of services with other federal, State, and COUNTY agencies and other external agencies, for the purposes of reducing paperwork, verification of LRS Data, and preventing the duplication of LRS Data entry. | Update ATT_HRS from Cal-OAR 19B file. |

# CalSAWS

California Statewide Automated Welfare System

# Design Document

CA-266824

CAPI Claimant Who Resides with an Ineligible Spouse

| | DOCUMENT APPROVAL HISTORY | |
|---|---|---|
| **CalSAWS** | Prepared By | Yale Yee |
| | Reviewed By | Business Analysts, Build team, Test team, QA, CAPI Committee |

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|---|---|---|---|
| 10/03/2023 | 1.0 | Initial Document | Yale Yee |
| 01/04/2024 | 2.0 | Content Revision to remove IBON income references and add clarification for total allowance budget. | Yale Yee |
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# Table of Contents

# 1 OVERVIEW

## 1.1 Current Design

There is no automation in determining a CAPI claimant who resides with an ineligible spouse (SOC 452 column B).

## 1.2 Requests

Automate the SOC 452 column B budget for CAPI EDBC.

## 1.3 Overview of Recommendations

1. Add new Status Reason of FRI Ineligible Spouse
2. Update CAPI EDBC to calculate SOC 452 column B.

## 1.4 Assumptions

1. CA-268378 will address the automation for SOC 452A columns A and B.
2. CA-269797 will identify all Income Based on Needs (line 5a and 5b) for CAPI.

# 2 RECOMMENDATIONS

## 2.1 Calculate CAPI Payment for Recipient with an Ineligible Spouse (SOC 452 Column B)

### 2.1.1 Overview

The SOC 452 column B is used to calculate the income of an individual who is receiving or applying for CAPI and a spouse who is not eligible or applying for CAPI and/or SSI/SSP.

An ineligible spouse is a person who lives with the applicant or recipient as husband or wife and is eligible for neither CAPI nor SSI/SSP or has not applied for either benefit.

### 2.1.2 Description of Changes

1. The spouse is added to the case and, if the spouse is determined by the CAPI EDBC to be an ineligible spouse, the spouse will be added to the program block without an application after the CAPI EDBC is saved.

| Name | SSN | DOB |
|------|-----|-----|
| Test, Spouse 57F | 123-45-6788 | 01/01/1966 |

| Person Application History | | | | |
|------|------|------|------|------|
| App# | Application Date | Beginning Date of Aid | Action | Action Date |

| Person Detail History | | | | | | |
|------|------|------|------|------|------|------|
| App# | Role | Role Reason | Status | Status Reason | Begin Month | End Month |
| 1 | FRI | Ineligible Spouse | Active | | 01/2023 | |

**Figure 2.1.1 – Ineligible spouse without an application on the CAPI program block**

2. Add a new role reason 'Ineligible Spouse'.
3. This role reason is a person level status reason, and the person is included in the income (unearned and earned) and resource calculation.

| Status Reason | Code Num Identif | CAPI | CAPI Priority | CAPI Program Role |
|------|------|------|------|------|
| Ineligible Spouse | IM | Y | 6050 | FI |

a. An ineligible spouse is a person who:

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   i. Lives in the home with the applicant or recipient.
   ii. Is a husband or wife of the applicant or recipient.
   iii. Is not applying or eligible for CAPI.
    1. Person is not on the CAPI program.
   iv. Is not applying or eligible for SSI/SSP
    1. Person does not have an Other Program Assistance (OPA) record for SSI/SSP.

4. CAPI EDBC will calculate the total allowance for each ineligible child by subtracting the child's total income from the difference of Federal SSI Standard amount for a couple minus the Federal SSI Standard for an individual (non negative number) to calculate the net allowance.

   An ineligible child is a person who:
   a. is under the age of 18 **OR**
   b. is under the age of 22 and is a student regularly attending school.
      i. School attendance of attending full time.
   c. Is not married or head of household.
   d. Is not receiving SSI.
   e. Is not receiving CAPI.
   f. Lives in the home with the claimant.
   g. Child of the claimant.

5. Subtract the total allowance from the ~~total~~ unearned income of the ineligible spouse from (non negative number) to calculate the remaining unearned income.
6. Subtract the ~~total~~ earned income of the ineligible spouse from the total allowance (non negative number) to calculate the unused allowance.
7. Subtract the unused allowance from the earned income of the ineligible spouse (non negative number) to calculate the remaining earned income.
8. Sum the CAPI recipient's total income amount (earned and unearned).
9. Sum the unearned income of the ineligible spouse and CAPI recipient to calculate the Couple's unearned income.
10. Sum the earned income of the ineligible spouse and CAPI recipient to calculate the Couple's earned income.
11. Apply the General Exclusion of $20 as unearned income.
12. Subtract the General Exclusion from the Couple's unearned income (non negative number).
    a. If the General Exclusion is greater than the Couple's unearned income, the remaining portion is the Unused portion entered below on #14.
13. ~~Add income based on need (IBON) as unearned income.~~

14. Sum the unearned income and the IBON.
15. Subtract Self Support Plan exclusion amount from the unearned income (non negative number).
    a. If the Self Support plan exclusion amount is greater than the unearned income, the remaining portion is used below on #23.
    b. The Self Support Plan exclusion amount is not currently captured in CalSAWS.
        i. The worker will need to manually calculate this amount and override the EDBC results or create a manual EDBC.

    **Note**: A blind or disabled individual may set aside income or resources, and have them excluded, in order to fulfill a Plan for Achieving Self Support (PASS).

16. Unused portion of $20 exclusion is counted as earned Income.
17. Apply the Earned Income Exclusion of $65 as earned income.
18. Sum the unused portion of the $20 exclusion and the Earned Income Exclusion to calculate the total exclusion.
19. Subtract the total exclusion from the Couple's earned income (non negative number).
20. Add impairment-related work expenses (IRWE) as earned income.
    a. IRWE are any work-related expenses for items or services directly related to enabling a person with a disability to work and which are necessarily incurred because of a physical or mental impairment.
    b. Expenses added on the data collection page will be used on the CAPI EDBC, if applicable.
    c. This logic currently exists for CAPI.
21. Subtract the IRWE from the Couple's earned income (non negative number).
22. Divide the Couple's earned income by 2.
23. Add blind work expenses and remaining self support plan as earned income.
    a. Expenses added on the data collection page will be used on the CAPI EDBC, if applicable.
        i. The worker will need to manually calculate the self support plan amount and override the EDBC results.
24. Subtract blind work expenses and remaining self support plan from the Couple's earned income to calculate the Earned Countable Income.
25. Sum the Countable Unearned Income and the Earned Countable Income to calculate the Total Countable Income.
26. Apply the CAPI couple payment standard.
27. Subtract the Total Countable Income from the CAPI couple payment standard.

### 2.1.3 Programs Impacted

CAPI

### 2.1.4 Performance Impacts

N/A

## 2.2 Recipient with ineligible spouse CAPI Payment Calculation

### 2.2.1 Overview

The actual CAPI payment is the smaller amount of the SOC 452 column A and the SOC 452 column B income calculation.

### 2.2.2 Description of Changes

1. Create a budget for a CAPI individual (SOC 452 column A).
   a. This logic currently exists for CAPI.
2. Compare the CAPI payment from the SOC 452 column A and B.
   a. The smaller of the two CAPI payments is displayed as the Actual CAPI payment on the CAPI EDBC.

### 2.2.3 Programs Impacted

CAPI

### 2.2.4 Performance Impacts

Two budgets are built out and compared and the smaller amount is displayed on EDBC.

## 2.3 Automated Regression Test

### 2.3.1 Overview

Create new ART scripts to confirm the changes in this SCR.

### 2.3.2 Description of Changes

Create a CAPI case with an ineligible spouse and an ineligible child. Add the appropriate income and expenses according to the SOC 452 column A and column B. Run EDBC and confirm that the benefit amount is calculated correctly, with the final payment being the lesser amount from column A and column B.

# 3 REQUIREMENTS

## 3.1 Project Requirements

| REQ # | REQUIREMENT TEXT | How Requirement Met |
|-------|------------------|---------------------|
| 2.11.1.11 | The LRS shall establish and maintain the total assistance paid and shall generate a collection notice to the participant whenever a participant incorrectly receives an initial SSI payment, for GR and CAPI. | The SOC 452 worksheet is automated in CalSAWS. |