CalSAWS

California Statewide Automated Welfare System

Design Document

CA-216700

Add M40-125C SAR- Denial of Restoration
(Incomplete Semi-Annual Report)

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
18/09/2023	1.0	Initial Draft	Smit Shah
02/05/2024	1.1	Content Revision - Updated section 2.2.1 to Remove RCA from automatic NOA trigger and 2.2.3 to update the trigger condition for NOA	Lianel Richwin

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1 OVERVIEW

The purpose of this design is to add M40-125C SAR as Notice and Form in English and available threshold languages.

1.1 Current Design

Currently, CalSAWS does not have M40-125C SAR- Incomplete Semi-Annual Report (SAR7) Denial Restoration notice and template repository form.

1.2 Requests

1. Add M40-125C SAR Form to CalSAWS in English and available threshold languages in template repository.

   Languages Include: English, Spanish, Chinese, Russian
2. Add M40-125C SAR NOA to CalSAWS in English and available threshold languages and automate through EDBC.

   Languages Include: English, Spanish, Chinese, Russian

1.3 Overview of Recommendations

Add M40-125C SAR to CalSAWS in English and available threshold languages.

Template Repository and Automate through EDBC

1. Add new M40-125C SAR NOA Reason
2. Add new M40-125C SAR NOA Action

1.4 Assumptions

1. There will be no variable population on M40-125C SAR template repository Form (aside from the standard header, footer information and NA BACK9).
2. All fields (blank or prepopulated) will be editable.
3. Supporting Documents section references attachments found on Jira.

2 RECOMMENDATIONS

2.1 Add M40-125C SAR to Template Repository

2.1.1 Overview

Add M40-125C SAR to template repository in English and other available threshold languages.

State Form: M40-125C SAR (4/16)

Programs: CalWORKs, RCA

Forms Category: NOA

Template Repository Visibility: All Counties

Existing Languages: N/A

Template Description: Notice of Action Incomplete Semi-Annual Report (SAR7) Denial of Restoration

Imaging Form Name: Incomplete SAR 7 Denial of Restoration

Imaging Document Type: Notification/NOA

Imaging Case/Person: Case

2.1.2 Form Verbiage

Create M40-125C SAR XDP

A new XDP will be created for the M40-125C SAR to Template Repository.

The form will have 2 impressions. The first impression will consist of M40-125C SAR with the standard header. The second impression will be having NA BACK9.

Threshold Languages: English, Spanish, Chinese*, Russian.

*One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese, and Mandarin

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Form Number: M40-125C SAR

Include NA Back 9: Yes

Form Mockups/Examples: See supporting document #1

2.1.3 Form Variable Population

M40-125C SAR Form does not require any variable population.

2.1.4 Form Generation Conditions

1. **Add M40-181F/NA 200 to Template Repository**

Add M40-125C SAR to template repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

2. **Add Form Control**

Add an imaging barcode for M40-125C SAR.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. **Add Form Print Options and Mailing Requirements**

The following are the print and mailing requirements for the M40-125C SAR.

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
Y	Y	Y	Y	Y	Y

Mailing Options:

Mailing Options	Option for M40-125C SAR
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Additional Options:

Requirement	Option for M40-125C SAR
Post to Self-Service Portal	Y

2.2 Add new M40-125C SAR NOA Reason Fragment

2.2.1 Overview

Create new reason fragment when a recipient requests restoration of aid after a discontinuance for failure to submit a complete SAR 7 in the submit month.

State Form/NOA: M40-125C SAR (4/16)

NOA Template: CW_NOA_TEMPLATE (Fragment ID: 3026)

Programs: CalWORKs

Action Type: Deny

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A

Languages: English, Spanish, Chinese, Russian

2.2.2 Create Reason Fragment XDP

The new Incomplete Semi-Annual Report (SAR7) Denial of Restoration fragment XDP will be created.

NOA Mockups/Examples: See supporting document #2

Reason Fragment	Action Fragment	Message Fragment
You submitted a SAR7 report form, but it was incomplete. The SAR7 report form isn't complete because: <NA960Y_Incomplete_Reason > The rule says that if you submit a complete SAR7 before the end of the month after your cash aid has stopped for not turning in a complete SAR7 the county may restart your cash aid on the day the complete SAR7 is received	The County has denied your request for restoration of cash aid dated < EffectiveDenialDate >.	Use Existing Message: (CW_DN_MESSAGE5) **Medi-Cal:** This notice DOES NOT change or stop Medi-Cal Benefits. Keep using your plastic Benefits Identification Card(s). You will get another notice telling you about any changes to your health benefits. **CalFresh:** This notice DOES NOT stop or change your CalFresh benefits. You will

without asking for a new application if you are still eligible. If you request restoration of aid after the deadline you will need to submit a new application.		get a separate notice telling you about any changes to your CalFresh benefits. Receiving Medi-Cal and/or CalFresh only DOES NOT count against your cash aid time limits.

2.2.3 Add Reason Fragment Generation

The M40-125C should be triggered when a recipient requests restoration of aid after a discontinuance for failure to submit a complete SAR 7 in the submit month and a NA 960Y was generated on the case.

Incomplete Reason that needs to be populated on M40-125C SAR which is the same value that is being populated on NA960Y SAR. Refer section 2.2.4 for incomplete reasons.

Ordering on NOA: The Action Fragment will be generated first followed by reason fragment and lastly message fragment.

2.2.4 Add Reason Fragment Variable Population

The variable population logic for this reason fragment will be as follows:

Variable Name	Population	Formatting*
<NA960Y_Incomplete_ Reason >	Populate the incomplete reason that displays on NA 960 Y	Arial Font Size 10

The Incomplete reasons that display on NA960Y given below:

S.No	Incomplete Reason
1	Failed to Return Complete SAR73
2	Blank
3	Disabled Information Missing
4	Expenses Information Missing
5	Form Contains Conflicting Info

6	Income Information Missing
7	Pregnancy Info Missing
8	Living Situation Info Missing
9	Signed-No boxes checked
10	Other Changes Info Missing
11	No signature
12	Failed to Return Complete SAR72

2.2.5 Add Regulations for the new Reason.

The new Incomplete Semi-Annual Report (SAR7) Denial of Restoration has the following regulations associated and is generated on the NOA:

New Regulations: MPP 40-103.54, 40-125.94, 40-181.24, 40-181.25

2.2.6 Add NOA Title and Footer Reference

The following are the references that will be included for the new incomplete Semi-Annual Report (SAR7) Denial of Restoration reason fragment:

NOA Reference on Document List Page: Incomplete Semi-Annual Report (SAR7) Denial of Restoration

NOA Title: NOTICE OF ACTION
CALWORKS DENIAL *(Existing Title)*

NOA Footer: M40-125C SAR (4/16)
NOA Footer Requires Translations: No

2.3 Add new M40-125C SAR NOA Action Fragment

2.3.1 Overview

Create a new Action Fragment for M40-125C SAR.

State Form/NOA: M40-12 SAR (04/16)
Program(s): CalWORKs, RCA
Action Type: Deny
Fragment Level: Program
Repeatable: No
Languages:
English, Spanish, Chinese, Russian

2.3.2 Create Action Fragment XDP

Create a new action fragment for the M40-125C SAR state form.

NOA Mockups/Examples: See supporting document #2

Description	Text	Formatting*
Static	The County has denied your request for restoration of cash aid dated_____.	Arial Font Size 10

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

2.3.3 Add Action Fragment Generation

This action fragment will generate with only the new reason fragment from section 2.2.

Ordering on NOA: This will be the first fragment generated on the NOA. (Refer section 2.2.3)

2.3.4 Add Action Fragment Variable Population

The variable population logic for this action fragment will be as follows:

M40-125C SAR Action Fragment Variable Population

Variable Name	Population	Formatting*
1. <EffectiveDenialDate>	Populate with the effective denial date. Ex: "MM/DD/YYYY"	Arial Font Size 10

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Forms	M40-125C Template Repository English mockup	M40-125CSAR_EN M40-125CSAR_SP M40-125CSAR_CH M40-125CSAR_RU
2	NOA	M40-125C NOA English mockup	M40-125C SAR NOA Mockup.pdf CA-216700 Fragments Translation.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	CalSAWS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: a. Appointment notices. b. Redetermination, Recertification, and/or Annual Agreement notices and forms. c. Other scheduling notices (e.g., quality control, GR hearings, and appeals); d. Periodic reporting notices: e. Contact letters. f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site. g. Information notices and stuffers. h. Case-specific verification/referral forms. i. GR Vendor notices. k. Court-mandated notices, including Balderas notices. l. SSIAP appointment notices. m. Withdrawal forms. n. COLA notices. o. Time limit notices. p. Transitioning of aid notices. q. Interface triggered forms and notices (e.g., IFDS, IEVS). r. Non-compliance and sanction notices. s. Benefit issuance and benefit recovery forms and notices, including reminder notices. t. Corrective NOAs on State Fair Hearing decisions. u. CSC paper ID cards with LRS-generated access information; and v. CSC PIN notices.	M40-125C SAR Incomplete Semi-Annual Report (SAR7) Denial of Restoration is being added as notice and form in English and available threshold languages.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-240146

Add missing Foster Care NOAs to Support Foster Care Eligibility Determinations

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	Prepared By	Stephanie Hugo
	Reviewed By	

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12/29/2022	1.0	Initial Revision	Stephanie Hugo
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01/31/2024	1.2	Content Revision 2	Vicente Romero

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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. 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.

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 (3119)

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.

   Denial:

   Action Fragment: 4023, FC_DN_ACTION1
   Message Fragment: 5060, FC_DN_MESSAGE1

   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.

2.2 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:
FC_TN_INTERCOUNTY_TRANSFER_T014 (ID: 6088)
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

Create new reason fragment XDP

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** <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

Non-CCR

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.

   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.

2.5 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: Youth 21 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

2.5.4 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)

- The Foster Care recipient's age is greater than or equal to 21. 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.

   CCR

   Action Fragment: 4129, FC_KG_TN_ACTION5
   Message Fragment: 5105, FC_KG_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.

2.6 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-260913

Update Forms API to Accept CF 303 from BenefitsCal

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Gillian Noelle Bendicio
	Reviewed By	Melissa Mendoza, Jennifer Muna, Phong Xiong, Nue Nelson, William Baretsky

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/17/2023	.1	Initial Revision	Gillian Noelle Bendicio
02/07/2024	.2	Design Clarification: Update 2.2.2 from 240-250 character limit to 280. Update the API documentation to allow up to 280 characters for the replacement information field.	Gillian Bendicio
02/08/2024	.3	Content Revision – Include updates to add text field for signature	Phong Xiong
02/19/2023	.4	Content Revision – Clarifying updates for Client Correspondence is not specific to 6 lines of text.	Phong Xiong

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1 OVERVIEW

This System Change Request (SCR) is updating the CalSAWS portal service that generates a form PDF and uploads it to the imaging solution to be able to support the Replacement Affidavit/Authorization (CF 303) form.

1.1 Current Design

Currently, the Self-Service Portal (SSP) allows the customer to submit their Redetermination/Recertification/Renewals (REs) and Periodic Report via a set of guided pages. Upon submission, the SSP calls the CalSAWS Forms API to generate the form as a PDF with the customer's answers mapped. The PDF is then uploaded to the imaging solution for the worker to access.

The "REPLACEMENT" section of the CF 303 contains 6 individual text fields that limits the text to the space of each line.

1.2 Requests

1. Implement a CalSAWS API to support the Benefits Replacement functionality in the SSP that allows a customer to submit a CF 303.
2. Update the CF 303 in CalSAWS to allow for 1 long text to be entered into the "REPLACEMENT" section of the CF 303.

1.3 Overview of Recommendations

1. Create a new endpoint in the CalSAWS Forms API that will generate the CF 303 form as a PDF and upload to the imaging system.
2. Update the CF 303 XDP to allow mapping of the customer's answers into the form.

1.4 Assumptions

1. No updates to the existing task framework. The task generation is based on any Document Routing Rules (DRRs) set up by the counties.
2. There are no other updates to the CF 303 in CalSAWS unless otherwise specified in this design document.
3. The CF 303 version will remain as (08/19) since the update to the form is only to the free-filled text box and not to the verbiage of the form.

2 RECOMMENDATIONS

2.1 Forms API

2.1.1 Overview

The Forms API is a RESTful webservice that generates the form as a PDF with the customer's answers mapped and uploads the form to the imaging solution. This section outlines the updates to implement the CF 303 as part of the Forms API.

2.1.2 Description of Change

1. Create a new POST endpoint in the Forms API for CF 303 based on the attached API documentation. The new endpoint takes the information on the request and maps the information to the CF 303. The endpoint has the following response code:
    a. 200 – successful operation
        i. The request is valid and submitted into a queue. The queue processes the request, generating the PDF with the customer's answers and uploading the PDF into the imaging solution.
            1. The queue can retry the request up to 5 times every 10 minutes if there are issues within processing the request and uploading the PDF into the imaging solution.
            2. The form is uploaded to the imaging solution into the case drawer with the following information:
                a. Form Name: Replacement or Supplement Affidavit/Auth
                b. Form Number: CF 303
                c. Capture Information: Portal
    b. 400 – Bad request
        i. This response is returned if the request is invalid. Example: a field exceeds the maximum characters stated in the API documentation.
    c. 401 – Authorization information is missing or invalid.
    d. 408 – Request Timeout.
    e. 500 – Internal Server Error

2.1.3 Partner Integration Testing

N/A

2.1.4 Execution Frequency

Real-time

2.1.5 Key Scheduling Dependencies

N/A

2.1.6 Counties Impacted

CalSAWS counties.

2.1.7 Category

Real Time API

2.1.8 Data Volume/Performance

Estimated 1500 monthly requests.

2.1.9 Interface Partner

Self-Service Portal

2.1.10 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.)

2.2 Correspondence: Updates to CF 303 Form Recommendation

2.2.1 Overview

The CF 303 XDP is updated to allow the Forms API to map the customer's answers prior to generating the PDF.

State Form: CF 303 (08/19)

Current Programs: CalFresh

Current Attached Form(s): None

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

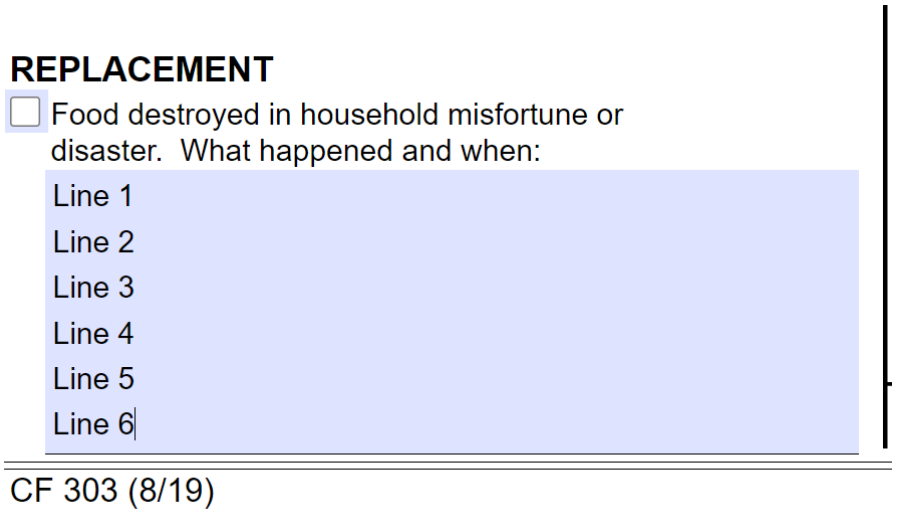
Existing Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, and Vietnamese

2.2.2 Form Verbiage

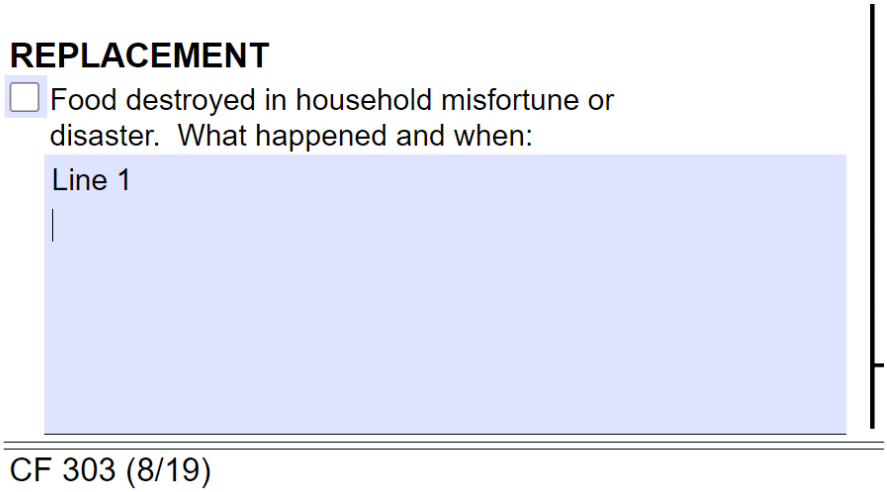
Update Form XDP

The text field section in the "REPLACEMENT" section is updated from multiple individual lines into 1 large text box that allows for long text to be entered in continuation. The text field will allow about 280 characters to be entered.

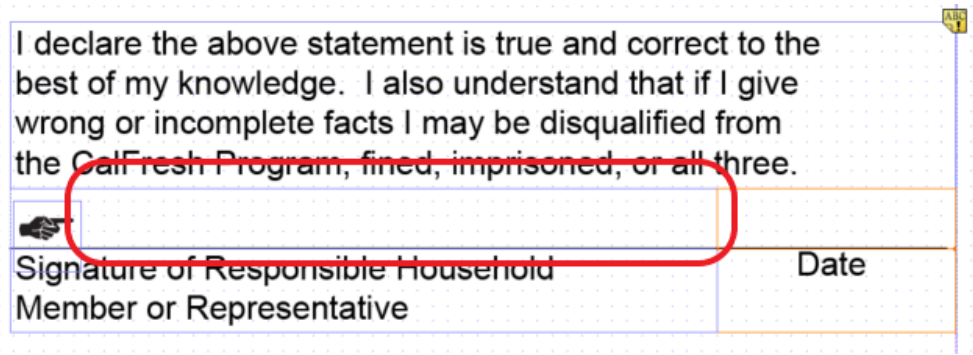
Existing Logic:



Updated Logic:



Add a text field to the signature section of the form so that BenefitsCal can map to the XDP for the signature:



2.2.3 Form Variable Population

There are no changes to the form variable population with this effort.

2.2.4 Form Generation Conditions

There are no changes to the form generation conditions with this effort.

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	Interfaces	Forms API YAML	Forms YAML file
2	Interfaces	Forms API HTML	Forms HTML file

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
3.1.2	The LRS shall provide the ability to implement web services and to make accessible by COUNTY-specified entities. The list of services to implement will be identified during functional design, and a subset of services will be available day 1 of project go live.	The SCR is implementing a new endpoint for the CF 303 to the Forms API which generates a PDF version of the form with data mapped from the request and uploading the file to the imaging solution.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-264092

Update Foster Care Discontinuance NOA Effective Date

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Kamal Shaker J
	Reviewed By	Lianel Richwin

DATE	DOCUMENT VERSION	REVISION DESCRIPTION kkk	AUTHOR
27/09/2023	1.0	Initial Document	Kamal Shaker J
01/31/2024	1.1	Content Revision – Updated the request and recommendation	Lianel Richwin

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2.1.3 Form/NOA Variable Population 5

2.1.4 Form/NOA Generation Conditions 5

3 Supporting Documents 6

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4.1 Project Requirements 6

1 OVERVIEW

The purpose of this SCR is to update Foster Care Discontinuance NOA to display the correct Effective date.

1.1 Current Design

Currently, if there is a change of rate in the same month that the placement ends, the NOA Discontinued is using the latest rate start date as the "from" date.

1.2 Requests

If there is a change of rate within the same month that the placement ends, use the beginning date of the month as the "from" date instead of the rate begin date.

1.3 Overview of Recommendations

If there is a change of rate within the same month that the placement ends, use the beginning date of the month as the "from" date instead of the rate begin date.

1.4 Assumptions

1. The triggering conditions of the NOA Fragments will remain the same and are not being updated.
2. The NOA template remains the same and is not being updated.

2 RECOMMENDATIONS

2.1 Update Foster Care Discontinuance NOA to display the correct Effective date.

2.1.1 Overview

This section will cover the requirements for Updating the Foster Care Discontinuance NOA.

Reason Fragment Name and ID: FC_TN_PLACEMENT_ENDS (Fragment ID: 7821)
State Form/NOA: NA 403
Current NOA Template: FC_NOA_TEMPLATE (Fragment ID = 3030)
Current Program(s): Foster Care

Current Action Type: Discontinuance
Includes NA Back 9: Yes
Existing Languages: English, Spanish

2.1.2 Form/NOA Verbiage

No updates to verbiage.

2.1.3 Form/NOA Variable Population

The variable population logic for this fragment will be as follows:

Fragment Variable Population

	Population	Formatting
< MonthDayYear1>	From Date Ex: "MM/DD/YYYY" If there is a change of rate within the same month that the placement ends, use the beginning date of the month as the "from" date instead of the rate begin date. Ex: If the discontinuance date is 01/15/2024, and placement date in December (12/12/2023) then from date should be 01/01/2024, else if the placement date in January (01/05/2024) then from date should be 01/05/2024	Arial Font 10

Note: Format the English and Spanish fragments with Arial font size 10.

Variables Requiring Translations: N/A

2.1.4 Form/NOA Generation Conditions

No updates to existing trigger conditions.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

4.1 Project Requirements

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

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

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-268614

CAPI Couple's Cases Property Limit is an AU of 2

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Yale Yee
	Reviewed By	Business Analysts, Build team, Test team

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/13/2023	1.0	Initial Draft	Yale Yee
2/1/2024	2.0	Remove active check from the list	Yale Yee

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1 OVERVIEW

1.1 Current Design

ACL 18-46 states if both members of a married couple are found eligible for CAPI, the benefit amount will be determined using the couples' payment standard and the monthly payment will be divided evenly among the spouses. (MPP §49-055.4). Each of the spouses will receive his or her own CAPI payment each month. When CAPI benefits are approved, denied, suspended, terminated or reinstated, the county must send a separate Notice of Action to each of the spouses at his or her address of record.

1.2 Requests

Per CRPC 2362, when calculating the couple's benefit amount, the property limit used on the CAPI EDBC should be for an assistance unit (AU) of two.

1.3 Overview of Recommendations

1. Update CAPI EDBC to use the property limit for an AU of two for a CAPI couple's case.
2. A list of Active CAPI couple's case where the property amount is over $2000 and less than or equal to $3000 will be provided.

1.4 Assumptions

1. The income calculation for a CAPI couple's case uses income of both persons.
2. The logic for determining a CAPI couple's case will remain the same based on CA-202055 Separate Case Issuance for CAPI Couple Case.

2 RECOMMENDATIONS

2.1 Update CAPI EDBC to Use Property Limit for AU of Two

2.1.1 Overview

When calculating the couple's benefit amount, the property limit used on the CAPI EDBC is for an assistance unit (AU) of two.

2.1.2 Description of Changes

1. Update CAPI EDBC to use the property limit for an AU of two for a CAPI couple's case.

Note: The AU size determination for a CAPI couple's case will not change. The AU size used to determine the property limit is the same when determining the income and budget on the CAPI EDBC.

2.1.3 Programs Impacted

CAPI

2.1.4 Performance Impacts

N/A

2.2 Automated Regression Test

2.2.1 Overview

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

2.2.2 Description of Changes

Create a CAPI couple case. Run EDBC and confirm that the property limit used is for an AU 2.

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.	CAPI couple's case uses a property limit for an AU size of 2.

4 OUTREACH

4.1 Lists

Provide a list of ~~Active~~ CAPI couple's case where the property amount is over $2000 and less than or equal to $3000.

List Name: List_of_~~Active_~~CAPI_Couples_Case_Over_Property
List Criteria: List of ~~Active~~ CAPI couple's case where the property amount is over $2000 and less than or equal to $3000
Standard Columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker ID

Additional Column(s): N/A
Frequency: One-Time

The list will be posted to the following location: CalSAWS Web Portal>System Changes>SCR and SIR Lists>2024>CA-268614

5 APPENDIX

[Include any supplementary items that my not fit in the Description section. Examples could include flow charts, lengthy code tables, etc.…]

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-237399

ACL 21-139 Tracking Requirements for Otherwise Fed Eligible Children Whose Placement Do Not Meet the Requirements for Fed Payments

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Vallari Bathala, Paul Galloway
	Reviewed By	Laura Ould, Claudia Pinto, Ignacio Lazaro, Michelle Ramos

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
07/05/2022	1.0	Initial Revision	Vallari Bathala, Paul Galloway
02/01/2023	1.1	1. Updated Section 1 based on the feedback from Region 6 2. Added an assumption to Section 1.4 3. Updated Section 2.1 to incorporate how the QRTP Determination Section should work when the Child Placement Detail page is in Create mode. i. This include more details on how the new section should work when the Child Placement Detail page is in Edit and View mode along with security information. 4. Updated Section 2.2 to provide more details on how the new page should work. 5. Added Section 2.3 and Section 2.4	Kusnadi.E
03/30/2023	1.2	1. Updated Section 2.1.2 and 2.1.3 to change QI Assessment Approval to QI Assessment Approved and included the Remove button on the Child Placement Detail view mode. A new Security Right is added as well for the Remove button. 2. Updated Section 2.2.2 and 2.2.3 to change QI Assessment Approval to QI Assessment Approved and displaying the Accreditation Begin Date when Accredited is No. 3. Assumption #2 is added to section 1.4 to refence CA-237871	Kusnadi.E

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
		which will be used to make updates to existing fiscal reports.	
08/30/2023	1.3	1. Updated Section 2.7 related to setting the Sub Type Code on the Aid Code and subdividing Aid Code determination time periods within the month	Paul Galloway
09/26/2023	1.4	1. Updated Section 2.1, Section 2.2, Section 2.3 accordingly to have the Accreditation Begin Date to be change to Accreditation Begin Month. All Screen shots and any references to Accreditation Begin Date was also change to Accreditation Begin Month. 2. Section 2.2.2 and Section 2.2.3 was updated to re-word some of the validation messages.	Kusnadi.E
11/21/2023	1.5	Added clarifications to section 2.7.3 following committee feedback.	Paul Galloway
12/01/2023	1.6	• Updated Sub Type code list in 2.6.2 to match the rest of the design. • Updated Aid Code mockups 2.7.2.1 and 2.7.2.4 to match Sub Type code text in the rest of the design and show a mid-month Aid Code change. • Updated section 2.7.3 EDBC logic for sub type codes to clarify date calculations, added examples, and added additional explanation of hierarchy and mid-month aid code change update logic.	Paul Galloway
02/07/2024	2.1	Content Revision 1: • Updated Section 2.1.3 #2. This is to update the requirement that the QRTP Determination will be removed after user clicks on the Save and Return or the Save and Add Another button. • Added a new validation to the QRTP Determination Detail page when user is creating or updating	Kusnadi.E

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
		a QRTP Determination record where all 3 fields are blank ("QI Assessment Approved", "Court Approved" and "Accredited") o A new screen shot is added to section 2.2.2 as well to display the new validation. • Update Section 2.3.3 to remove the requirement that the QRTP Determination Section will not be displayed on the Transaction History Detail page when the QRTP Determination Record is removed. o Added to this section that when a QRTP Determination Section will be created on the Transaction History Detail page when a new QRTP Determination record is created. Meaning when a user removes and add a new QRTP 2 QRTP Determination section will be displayed on the Transaction History page. o Section 2.3.2 is updated to match the above changes.	

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1 OVERVIEW

ACL 21-139 outlines requirements for tracking of otherwise federally eligible youth placed in certain facilities not eligible for federal financial requirements as explained in Part IV of the Family First Prevention Services Act (FFPSA). This ACL is applicable for all new placements or placement changes made on or after October 1, 2021, into Short Term Residential Therapeutic Program (STRTP), a Vendorized Regional Center Group Home, or a Community Treatment Facilities. CalSAWS will be updated to provide tracking of Federal participation requirements and document the Qualified Residential Treatment Program (QRTP) and Qualified Individual (QI) Assessment.

1.1 Current Design

Currently, CalSAWS does not track STRTP, Vendorized Regional Center Group Home, or Community Treatment Facilities QRTP requirements, or QI assessment.

1.2 Requests

Add indicators in the Child Placement Detail page to track STRTP, Vendorized Regional Center Group Home or Community Treatment Facilities accreditation and QI assessment. Secondly, update FC EDBC to report on the accreditation and assessment status.

1.3 Overview of Recommendations

1. Add a QRTP Determination section to the Child Placement Detail page to track:
    a. QI Assessment
    b. Court Approval
    c. Accreditation
2. Create a new QRTP Determination page that will allow users to create QRTP records.
3. Update the Transaction History Detail page and the Deleted Records Detail page to track the QRTP Determination record.
4. Add a soft validation message on Run EDBC for FC placements where QRTP Determination data can be added but has not.
5. Update EDBC to set the Sub Type Code field on the Aid Code based on the assessment and accreditation of the placement.

1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this design document.
2. SCR CA-237871 will be used to make updates to the Integrated Payroll Foster Care Issuance Detail Claiming Report and the Integrated Payroll Foster Care Issuance Detail Claiming report.

2 RECOMMENDATIONS

ACL 21-139 outlines requirements for tracking of otherwise federally eligible youth placed in certain facilities not eligible for federal financial requirements as explained in Part IV of the Family First Prevention Services Act (FFPSA). This ACL is applicable for all new placements or placement changes made on or after October 1, 2021, into Short Term Residential Therapeutic Program (STRTP), a Vendorized Regional Center Group Home, or a Community Treatment Facilities. This SCR will update CalSAWS to provide tracking of Federal participation requirements and document the Qualified Residential Treatment Program (QRTP) and Qualified Individual (QI) Assessment.

2.1 Online: Child Placement Detail

2.1.1 Overview

The Child Placement Detail page allows users to add, edit or view a child placement record. This SCR will add a new dynamic section titled QRTP Determination to the Child Placement Detail page when the Placement Type is one of the following: Short Term Residential Therapeutic Program, Group Home, Community Treatment Facility.

2.1.2 Child Placement Detail Mockup

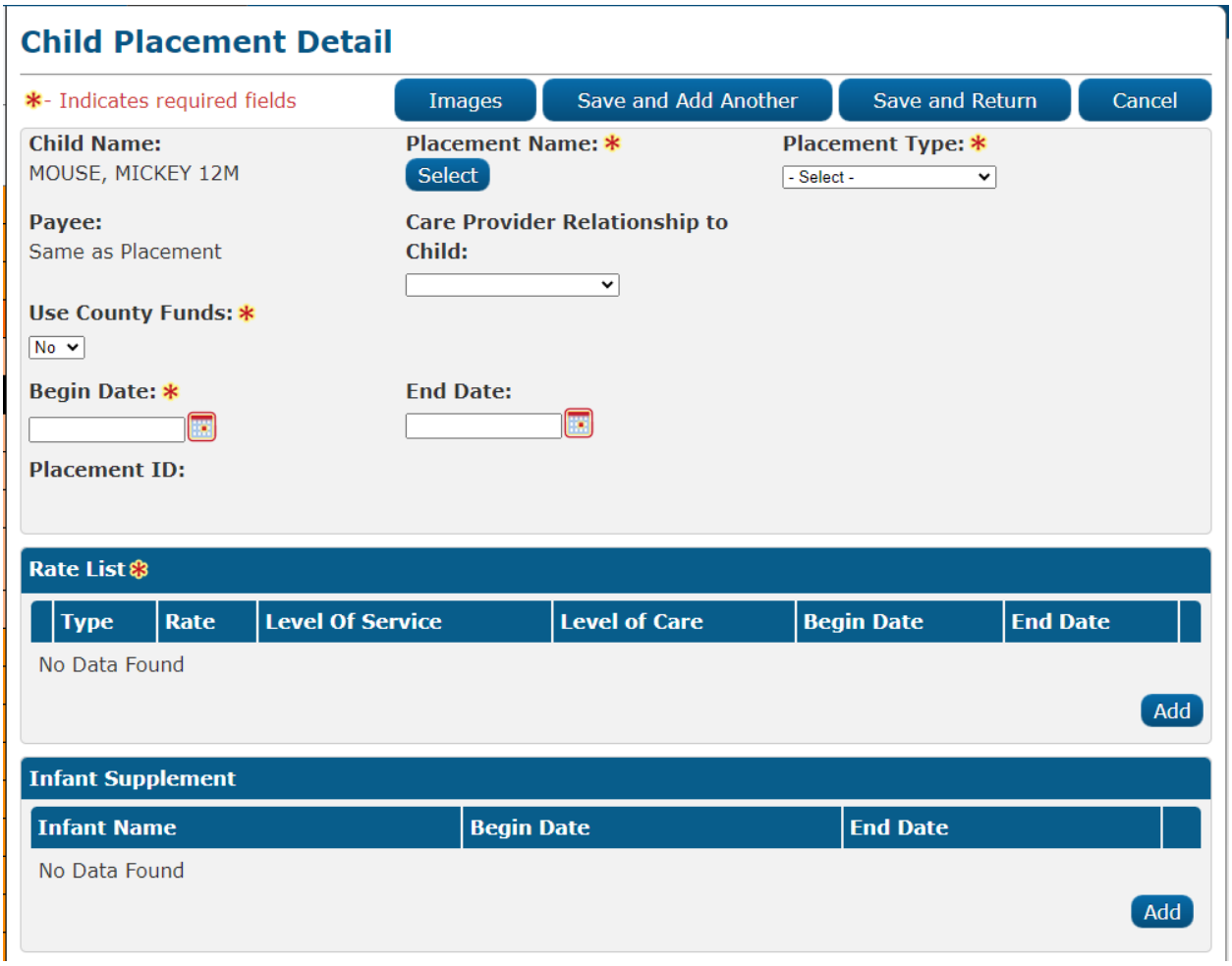


Figure 2.1.2-1 – Child Placement Detail page – Create Mode (upon loading)

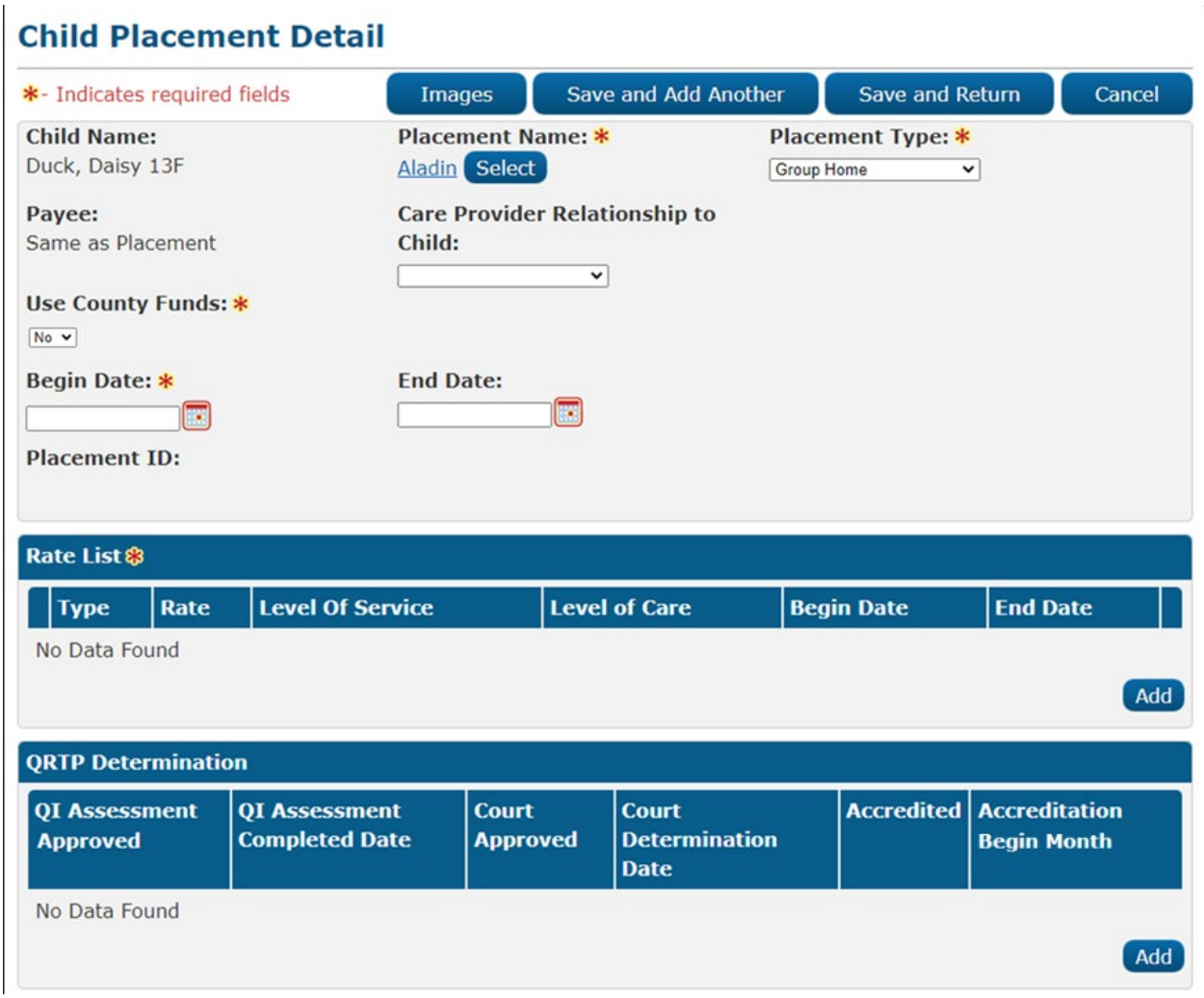


Figure 2.1.2-2 – Child Placement Detail page – Create Mode (w/appropriate Placement Type)

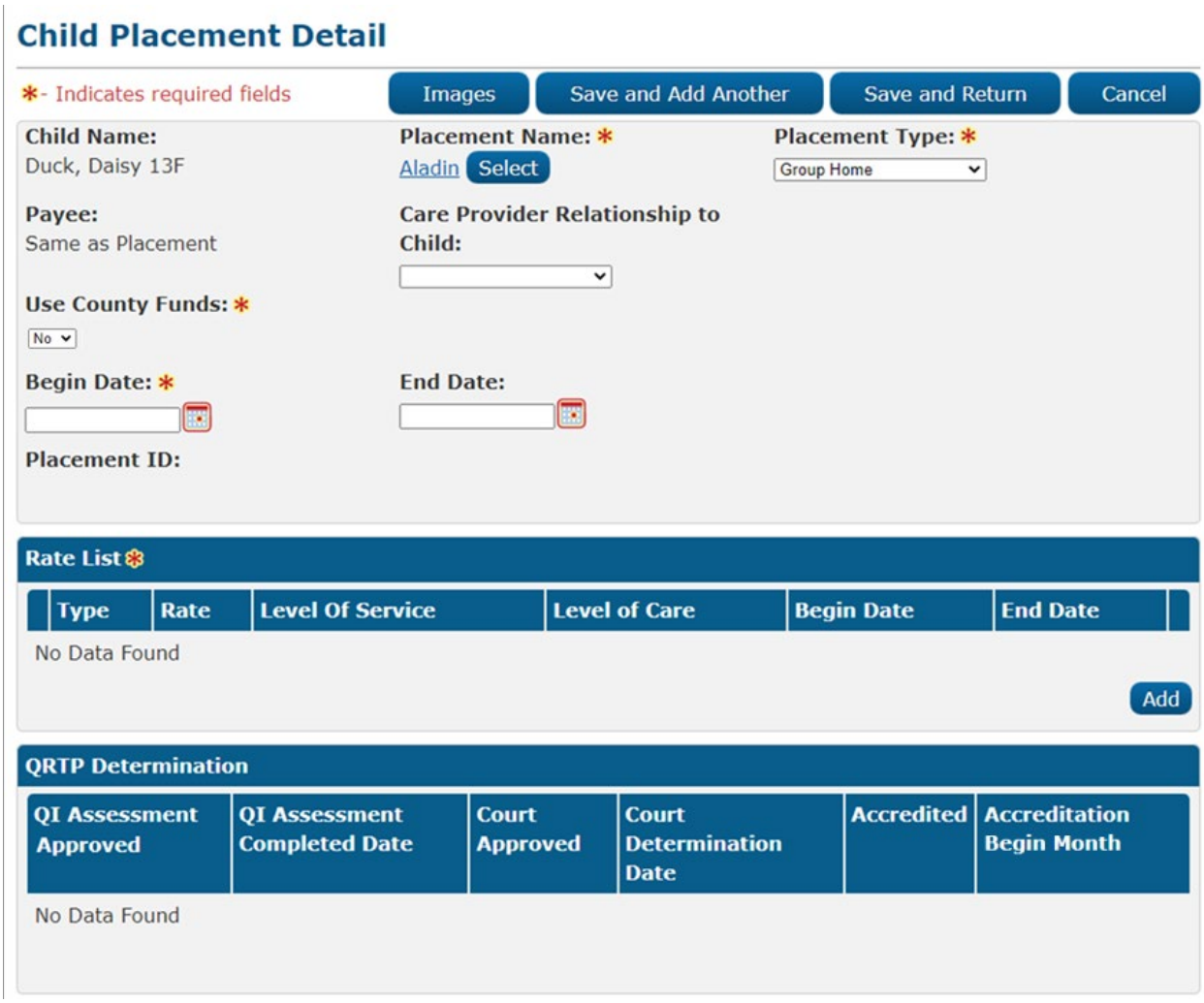


Figure 2.1.2-3 – Child Placement Detail page – Create Mode (without data & Security Right)

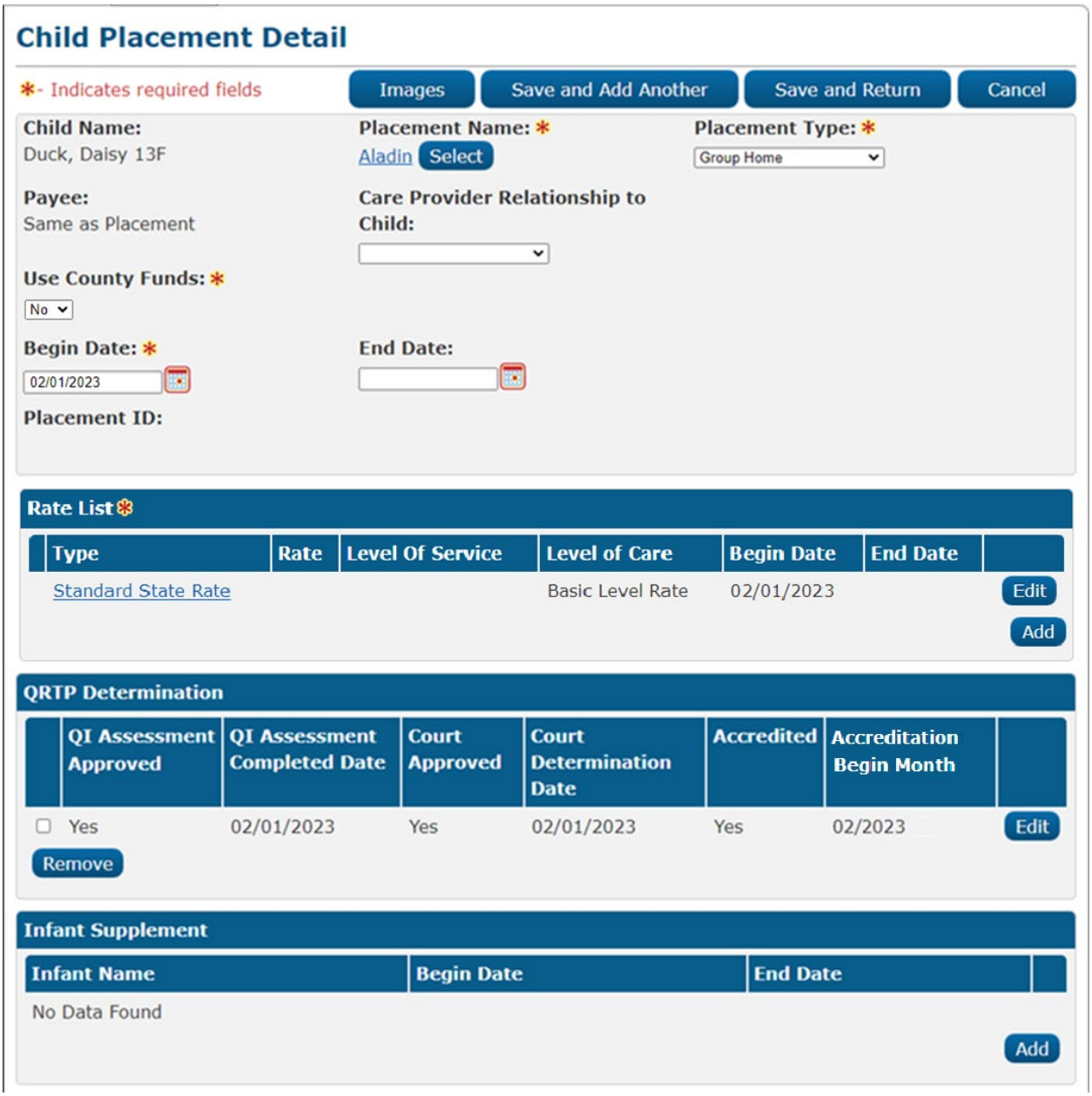


Figure 2.1.2-4 – Child Placement Detail page – Create Mode (with QRTP record)

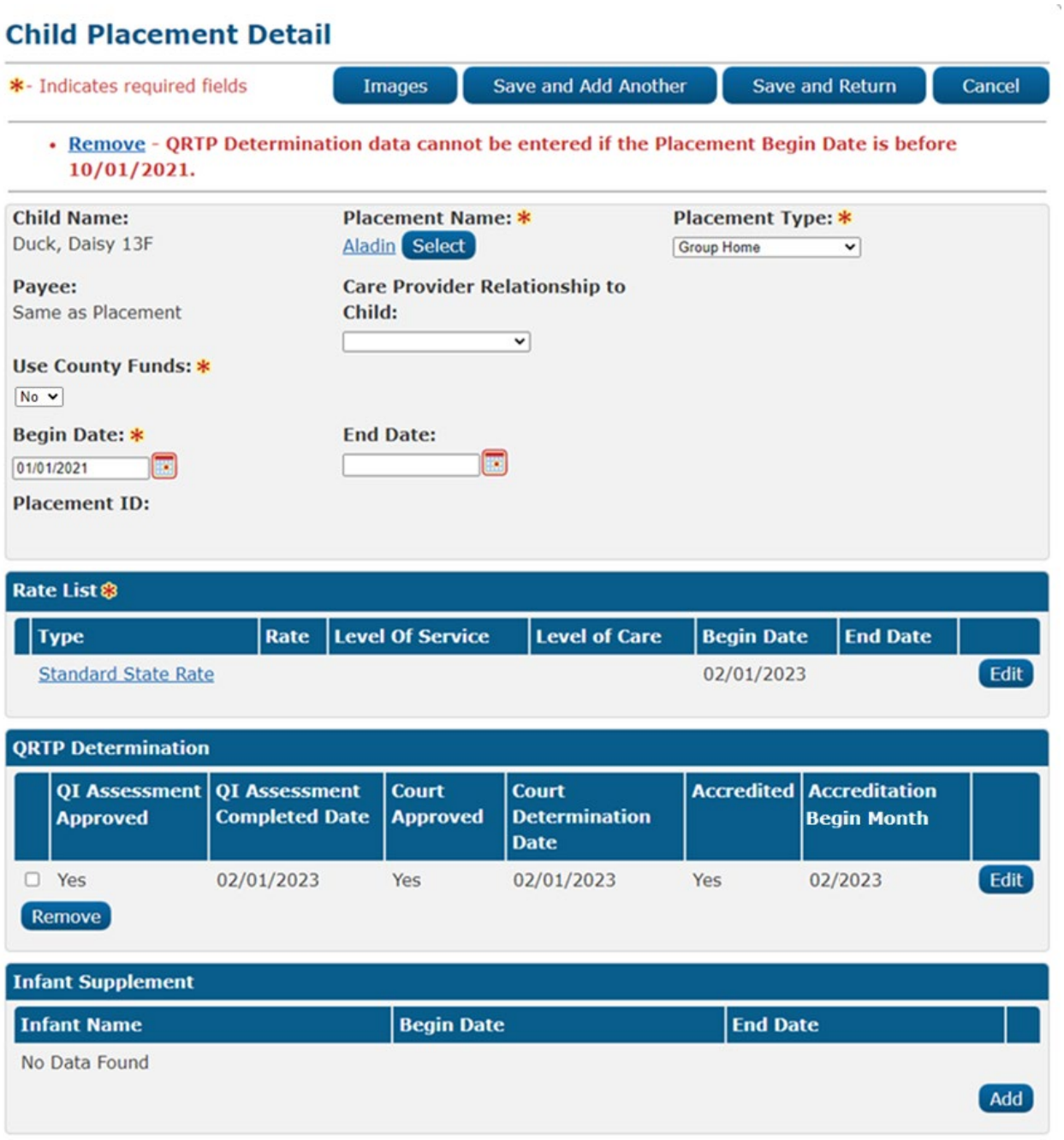


Figure 2.1.2-5 – Child Placement Detail page – Create Mode (with validation)

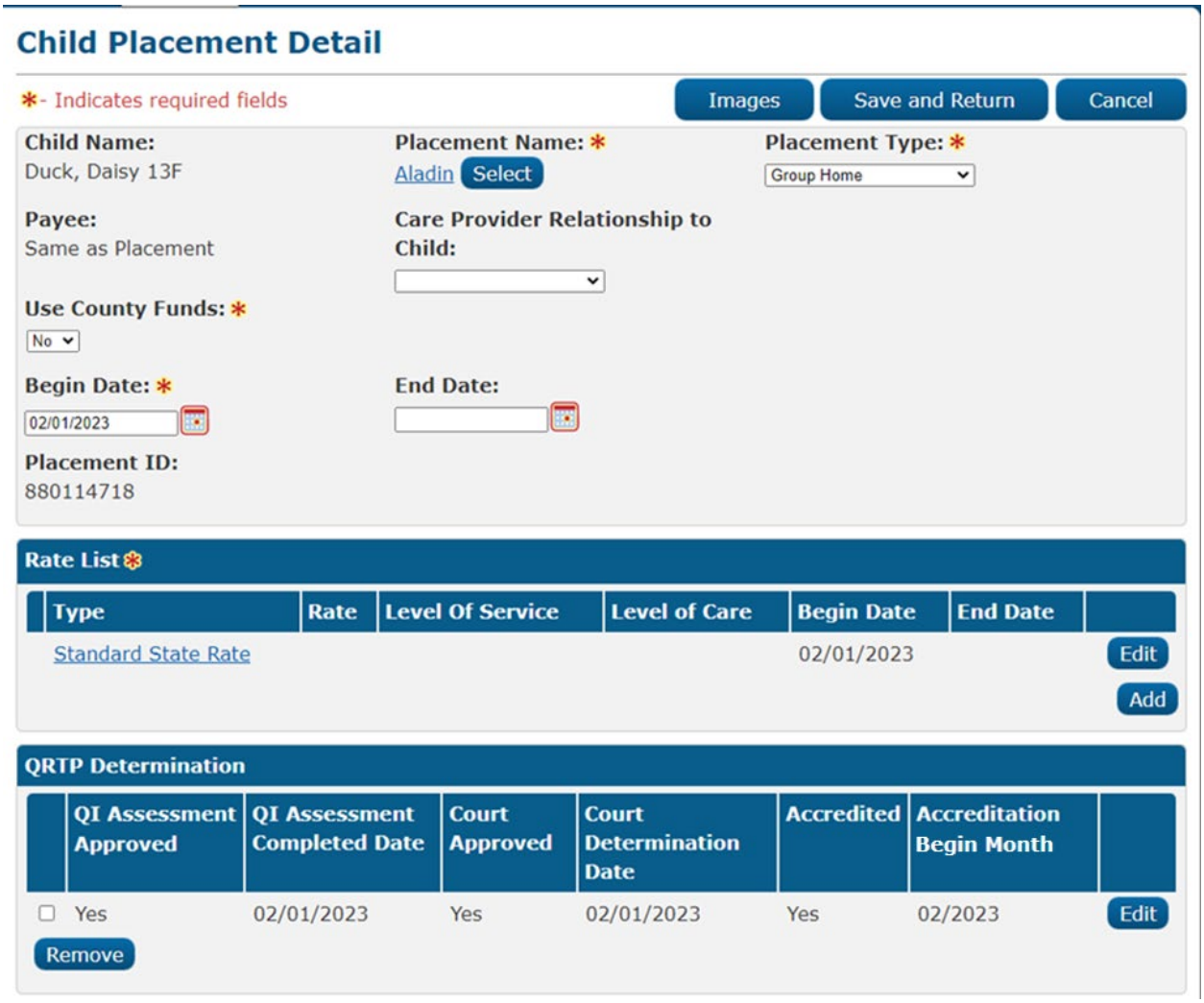


Figure 2.1.2-6 – Child Placement Detail page – Edit Mode (with QRTP data)

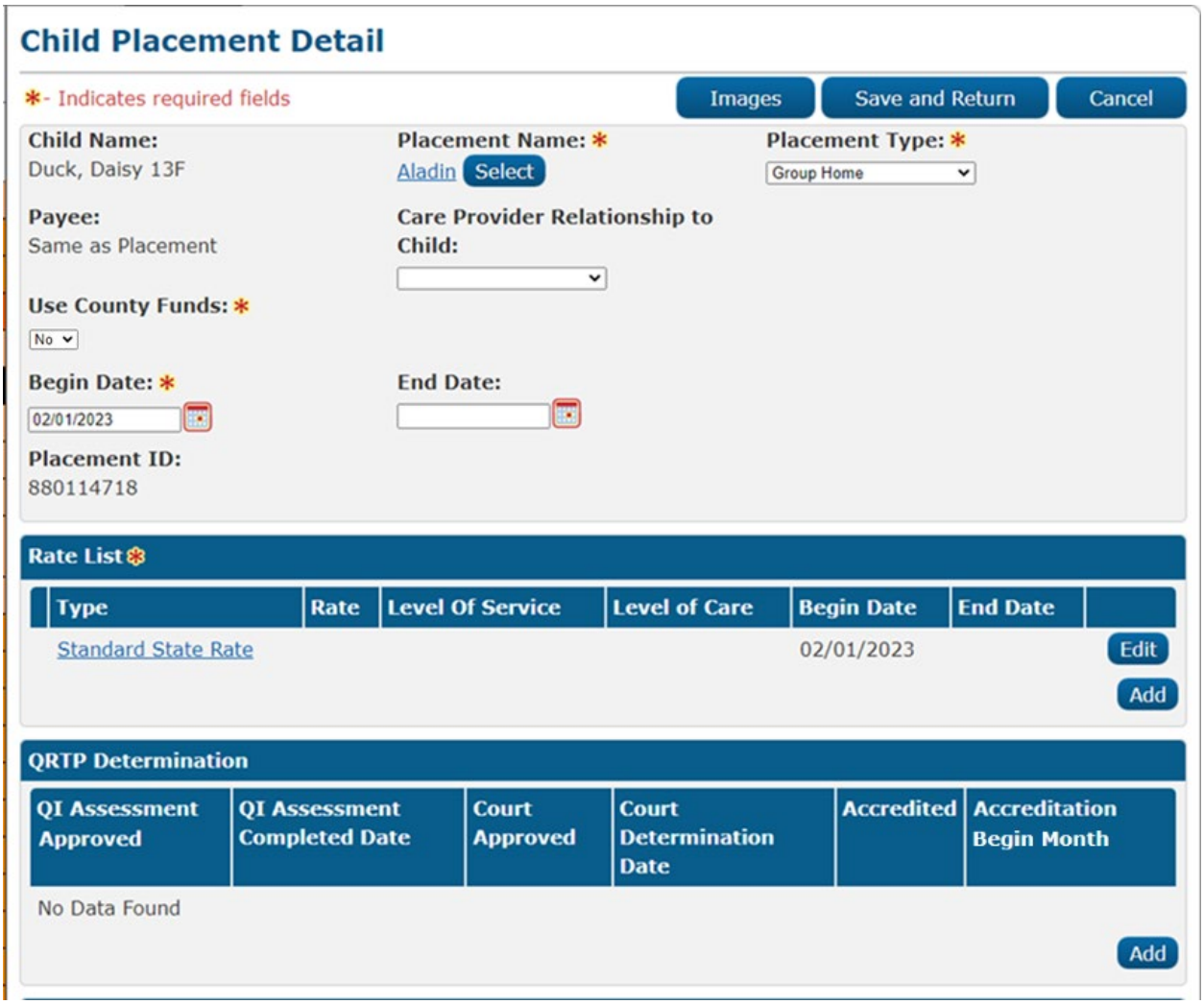


Figure 2.1.2-7 – Child Placement Detail page – Edit Mode (with no QRTP data)

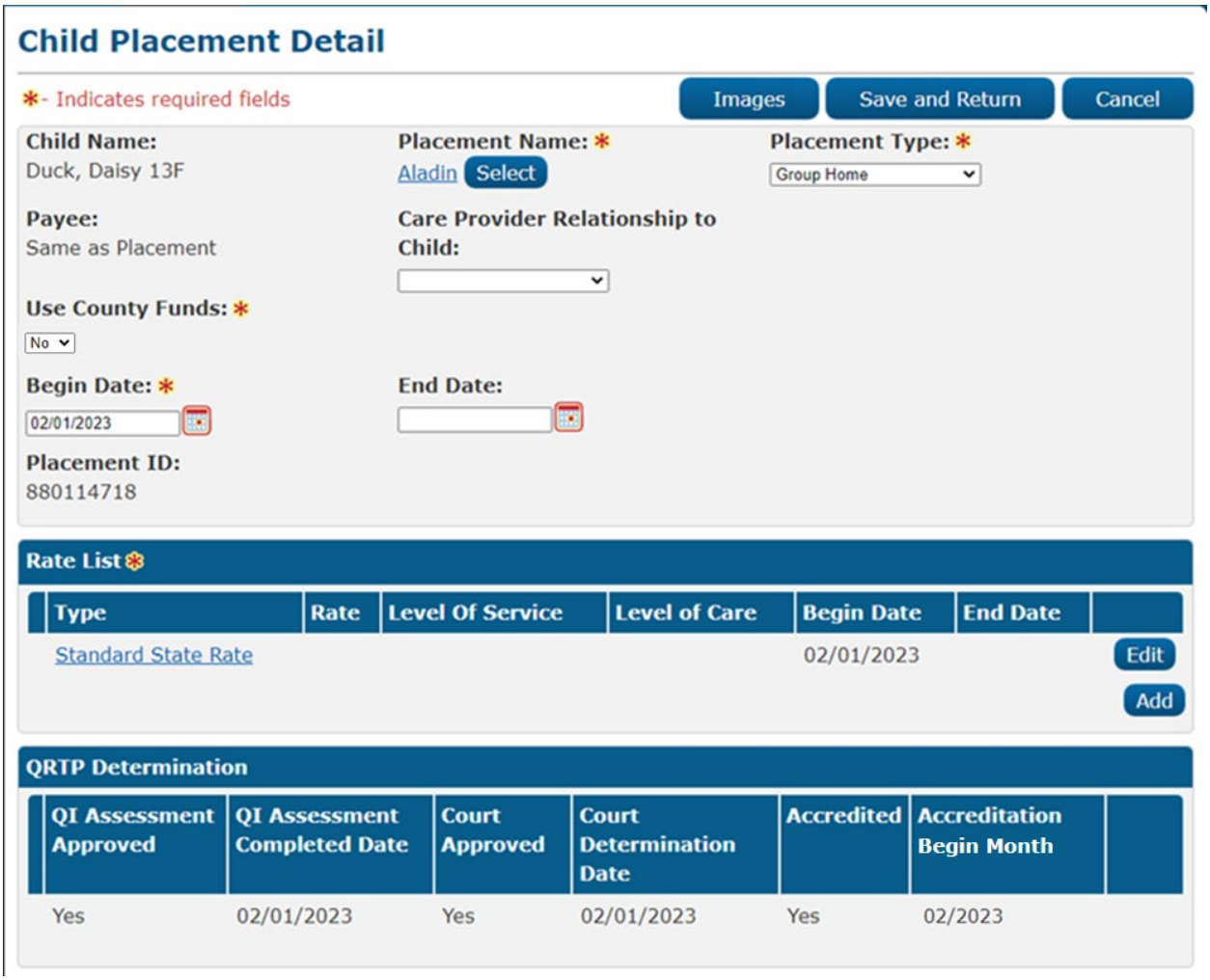


Figure 2.1.2-8 – Child Placement Detail page – Edit Mode (without Security Right)

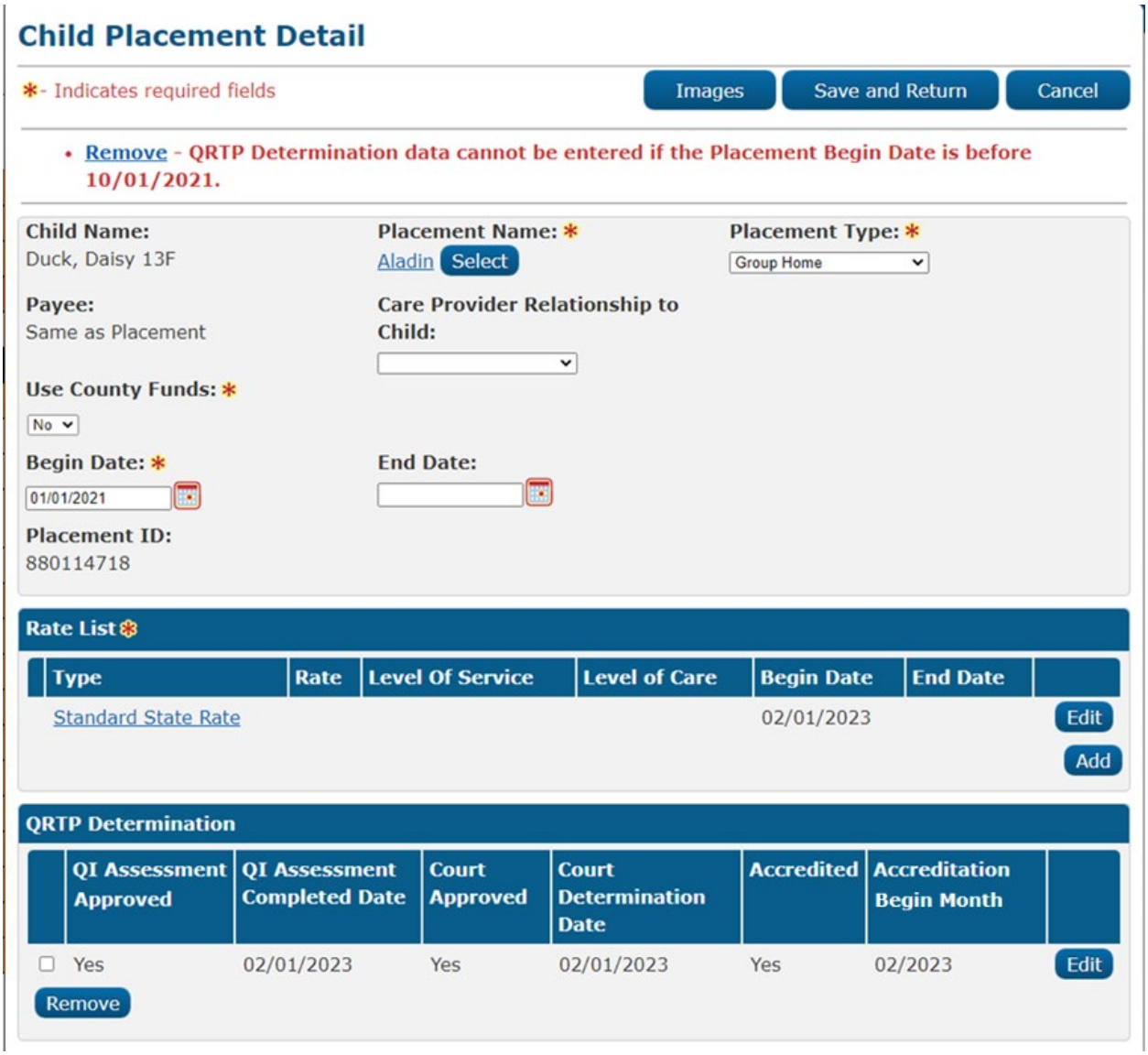


Figure 2.1.2-9 – Child Placement Detail page – Edit Mode (with Validation)

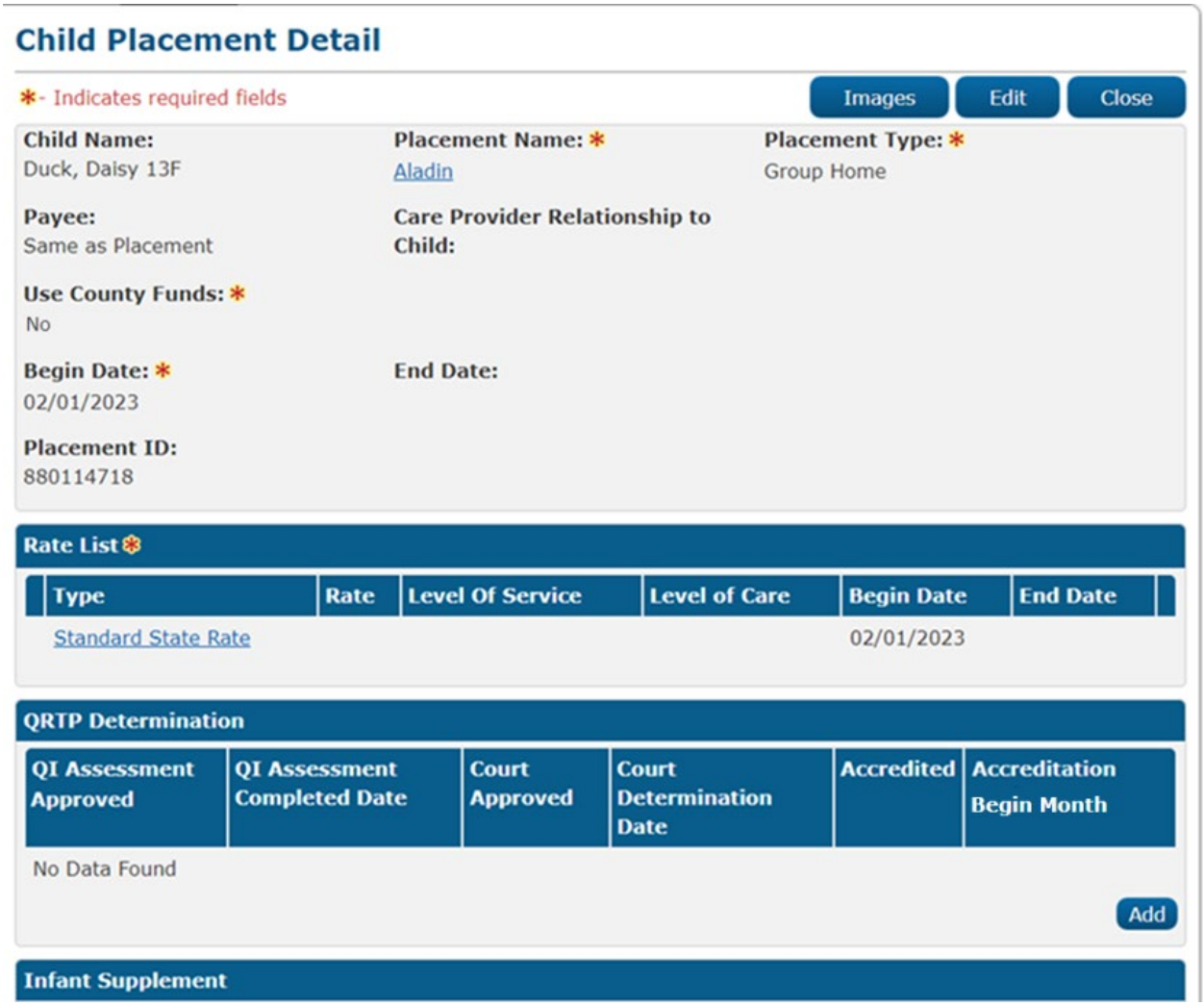


Figure 2.1.2-10 – Child Placement Detail page – View Mode (without QRTP data)

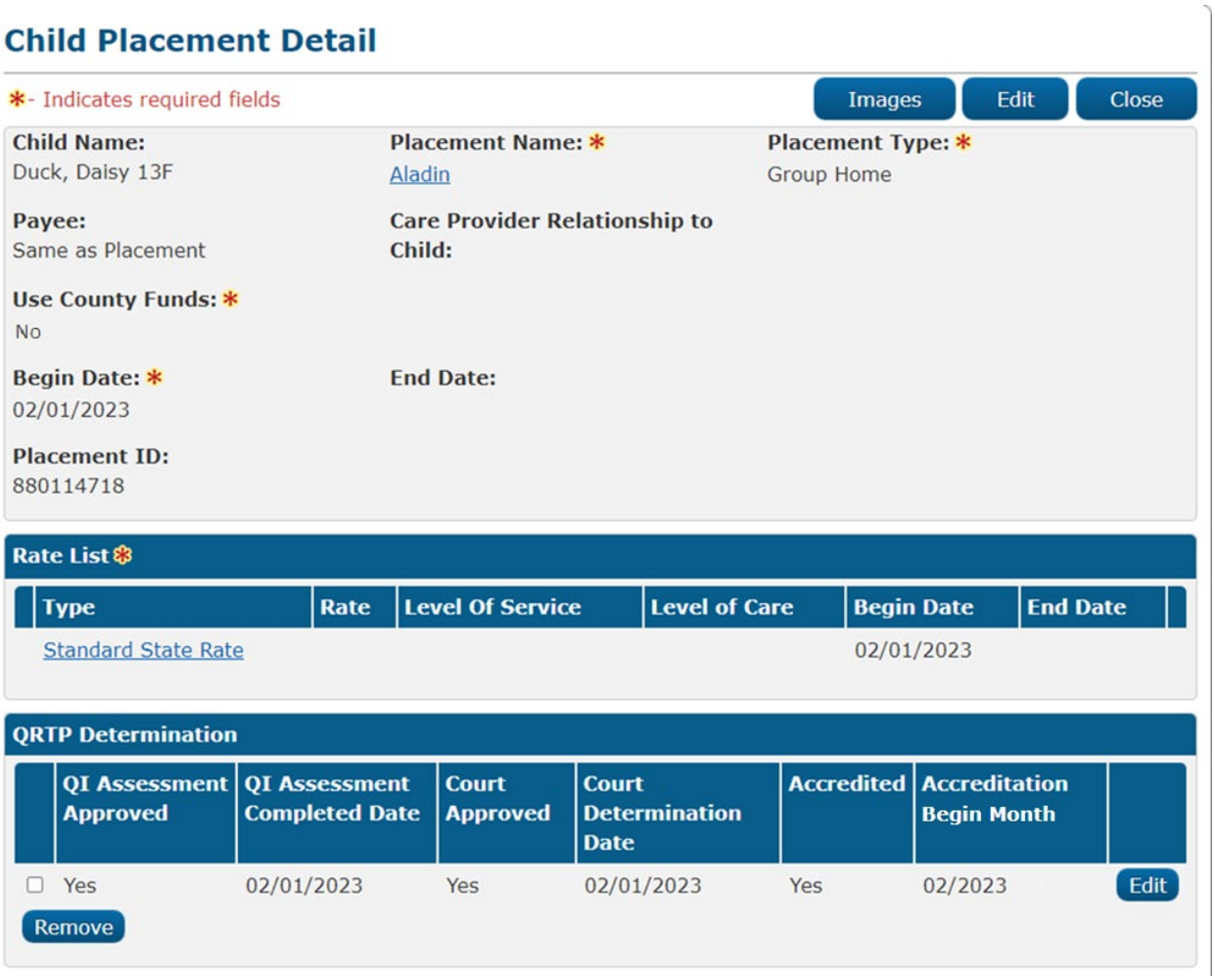


Figure 2.1.2-11 – Child Placement Detail page – View Mode (with QRTP Data)

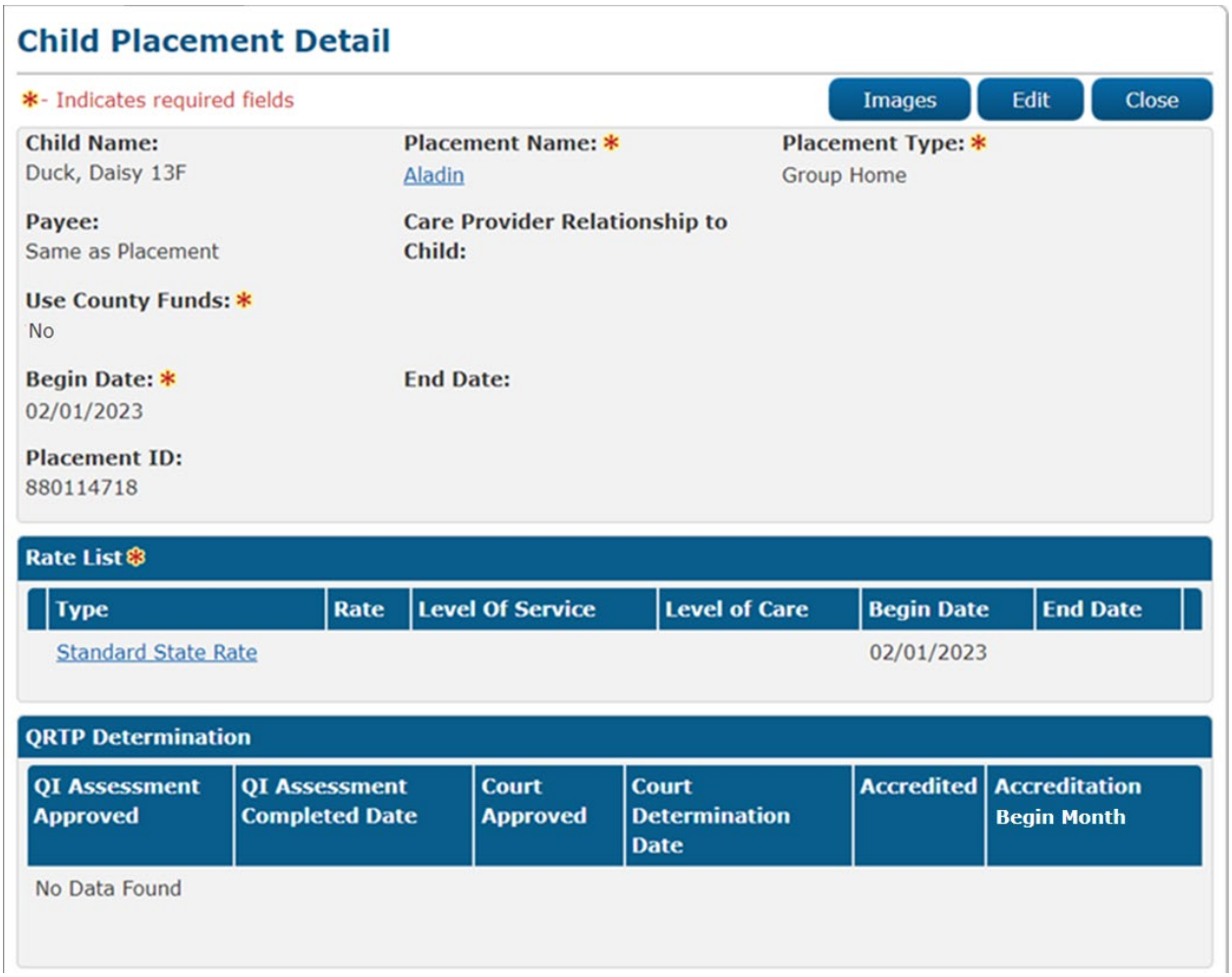


Figure 2.1.2-12 – Child Placement Detail page – View Mode (without data & Security Right)

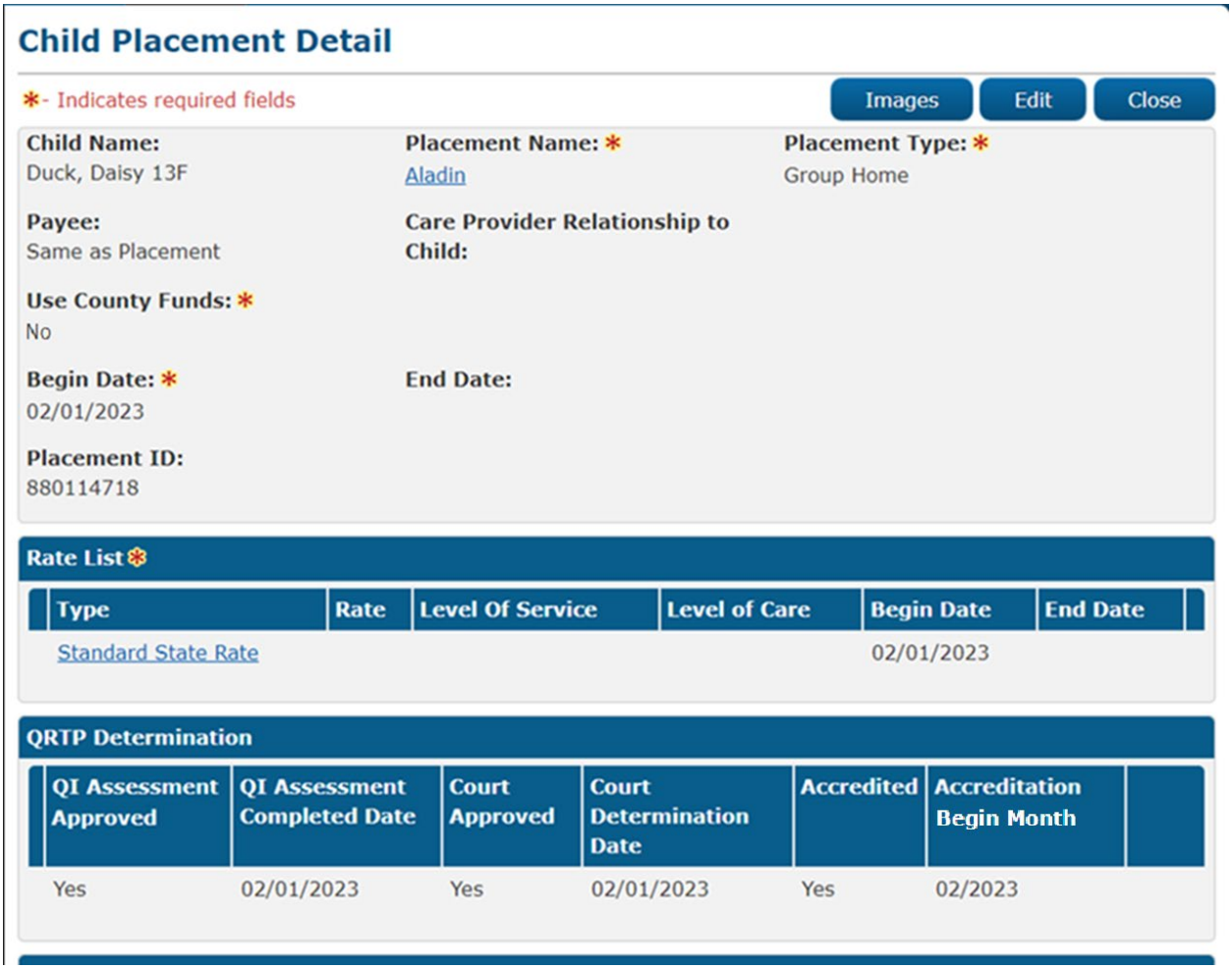


Figure 2.1.2-13 – Child Placement Detail page – View Mode (with data & no Security Right)

2.1.3 Description of Changes

1. Create a new QRTP Determination section that will display when the Placement Type is one of the following: Short Term Residential Therapeutic Program, Group Home, or Community Treatment Facility
    a. The QRTP Determination section will be hidden when the Placement Type is changed from one of the above.
    b. The QRTP Determination section will display along with QRTP Determination data that was previously added (if available) when the Placement Type for the specific Child Placement Detail record is changed back to one of the above (Short Term Residential Therapeutic Program, Group Home, or Community Treatment Facility).
        i. QRTP Determination data will not be available (it will show "No Data Found" when the QRTP Determination data was never created, saved or the data was already removed.

2. The newly created QRTP Determination section will display the following:
    a. Check box
        i. Check box will display on the Child Placement page when there's a QRTP Determination data.
        ii. It will only display when the "Remove" button is also displayed.
    b. QI Assessment Approved
        i. This column will display the value that is selected on the QI Assessment Approved field from the QRTP Determination Detail page.
    c. QI Assessment Completed Date
        i. This column will display the value that is entered on the QI Assessment Completed Date field from the QRTP Determination Detail page.
    d. Court Approved
        i. This column will display the value that is selected on the Court Approved field from the QRTP Determination Detail page.
    e. Court Determination Date
        i. This column will display the value that is entered on the Court Determination Date field from the QRTP Determination Detail page.
    f. Accredited
        i. This column will display the value that is selected on the Accredited field from the QRTP Determination Detail page.
    g. Accreditation Begin Month
        i. This column will display the value that is entered on the Accreditation Begin Month field from the QRTP Determination Detail page.
    h. Add button
        i. The "Add" button will display on the Child Placement Detail page in Create, Edit and View mode.
        ii. The "Add" button will display when there's no QRTP Determination data.
        iii. The "Add" button will only display for users that have the "QRTPDeterminationEdit" Security Right.
        Note: For users that have the security right to access the Child Placement Detail page in Edit mode, they will still need the "QRTPDeterminationEdit" security right in order to see the "Add" button.
        iv. Clicking the "Add" button will take the user to the QRTP Determination Detail page in Create mode.
    i. Edit button
        i. The "Edit" button will display on the Child Placement Detail page in Create, Edit and View mode.

ii. The "Edit" button will replace the "Add" button when there's QRTP Determination data.
iii. The "Edit" button will only display for users that have the "QRTPDeterminationEdit" Security Right.
Note: For users that have the security right to access the Child Placement Detail page in Edit mode, they will still need the "QRTPDeterminationEdit" security right in order to see the "Edit" button.
iv. Clicking the "Edit" button will take the user to the QRTP Determination Detail page in Edit mode.

j. Remove button.
i. The "Remove" button will display on the Child Placement Detail page in Create, Edit and View mode.
ii. The "Remove" button will display when there's QRTP Determination data.
iii. The "Remove" button will only display for users that have the "QRTPDeterminationRemove" Security Right.
Note: For users that have the security right to access the Child Placement Detail page in Edit mode and also for users that are provisioned with the newly "QRTPDeterminationEdit" security right, they will still need the "QRTPDeterminationRemove" security right in order to see the "Remove" button.

iv. Clicking the "Remove" button will remove the QRTP Determination data that was selected (checkbox will need to be checked) from being displayed on the Child Placement Detail page.
~~1. Users will need to click on the "Save and Return" button for the QRTP Determination data to be removed when the Child Placement Detail page is in Edit mode.~~
~~2. User will need to click on the "Save and Add Another" button or the "Save and Return" button for the QRTP Determination data to be removed when the Child Placement Detail page is in Create mode.~~
~~3. When user is in View mode, clicking the Remove button will remove the QRTP Determination data.~~
Note: Clicking the "Remove" button when there's no QRTP Determination selected (check box will need to be checked) will not remove the data.

3. Create the following validation messages:
a. Remove – QRTP Determination data cannot be entered if the Placement Begin Date is before 10/01/2021.
i. Validation message will be triggered when the user clicks on the "Save and Add Another" or "Save and Return"

buttons and the date entered on the Begin Date field is before 10/01/2021.

2.1.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Foster Care → Child Placement

2.1.5 Security Updates

Create a new Security Right.

1. Security Rights

Security Right	Right Description	Right to Group Mapping
QRTPDeterminationEdit	The ability to add, edit a QRTP Determination data from the Child Placement Detail page	QRTP Determination Edit
QRTPDeterminationRemove	The ability to remove a QRTP Determination data from the Child Placement Detail page	QRTP Determination Remove

2. Security Groups

Security Group	Group Description	Group to Role Mapping
QRTP Determination Edit	The ability to add, edit a QRTP Determination data from the Child Placement Detail page	Eligibility Staff, Eligibility Supervisor, Regional Call Center Staff, Regional Call Center Supervisor
QRTP Determination Remove	The ability to remove a QRTP Determination data from the Child Placement Detail page	Eligibility Supervisor

2.1.6 Page Mapping

Update the page mapping for new fields.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Online: QRTP Determination Detail

2.2.1 Overview

ACL 21-139 outlines requirements for tracking of otherwise federally eligible youth placed in certain facilities not eligible for federal financial requirements as explained in Part IV of the Family First Prevention Services Act (FFPSA). This ACL is applicable for all new placements or placement changes made on or after October 1, 2021, into Short Term Residential Therapeutic Program (STRTP), a Vendorized Regional Center Group Home, or a Community Treatment Facilities. This SCR will create a new QRTP Determination Detail page that will be used to track QI Assessment Approval, Court Approval, and Accreditation information.

2.2.2 QRTP Determination Detail Mockup

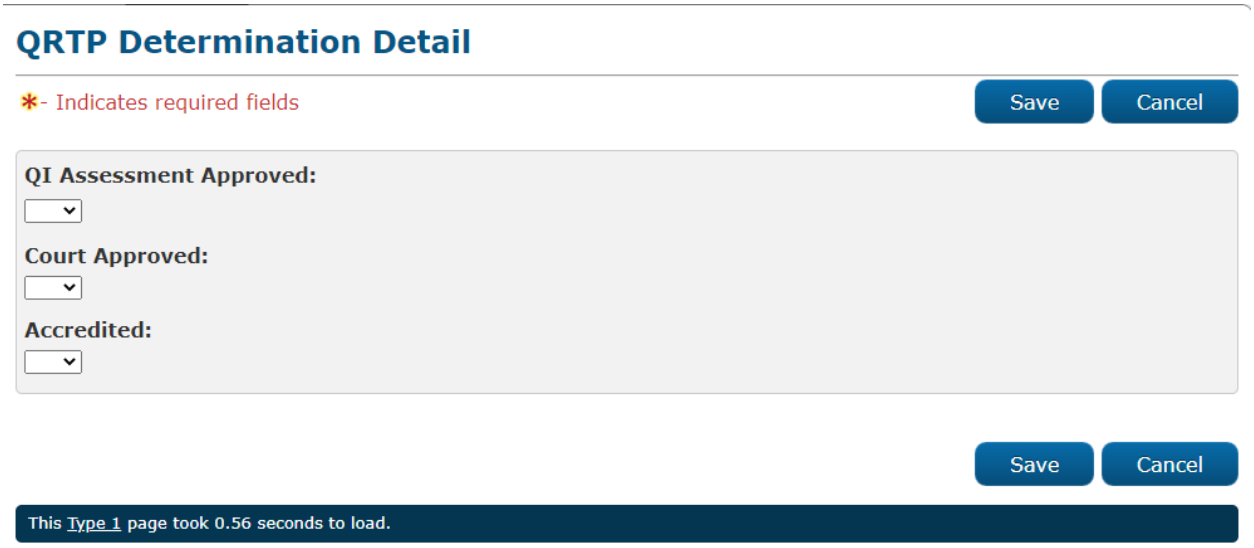


Figure 2.2.2-1 – QRTP Determination Detail Page (Create mode – Upon loading)

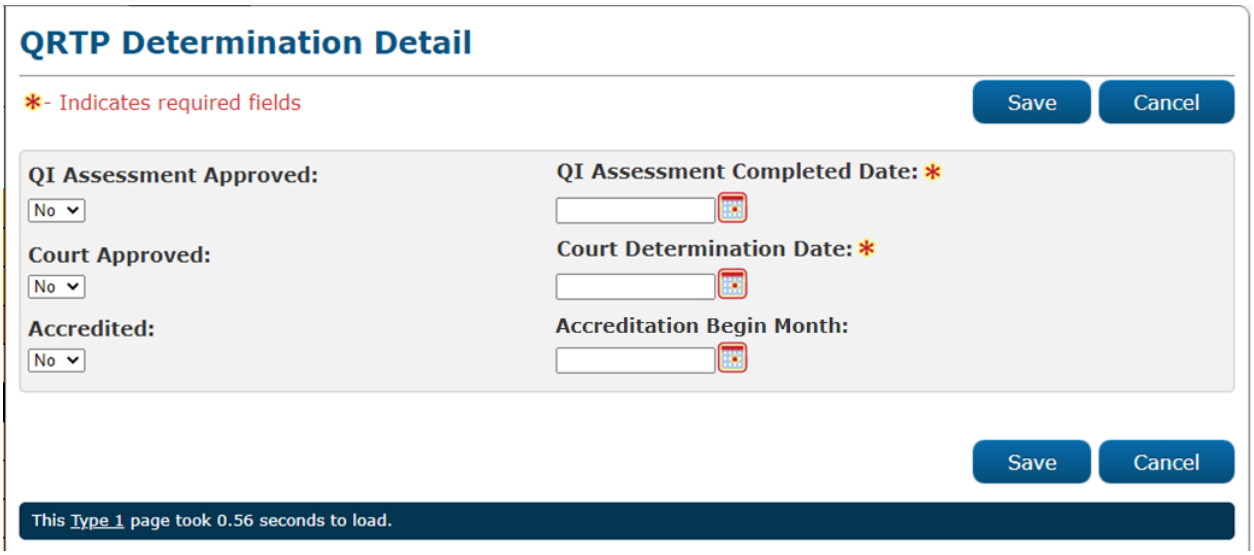


Figure 2.2.2-2 – QRTP Determination Detail Page (No Selection)

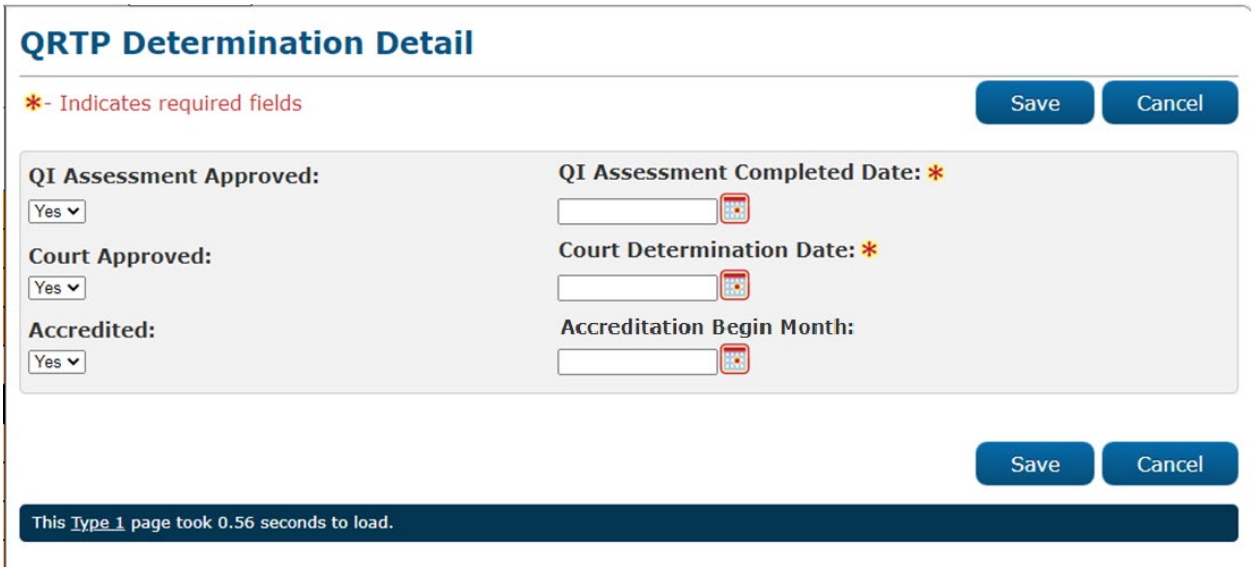


Figure 2.2.2-3 – QRTP Determination Detail Page (Yes selection)

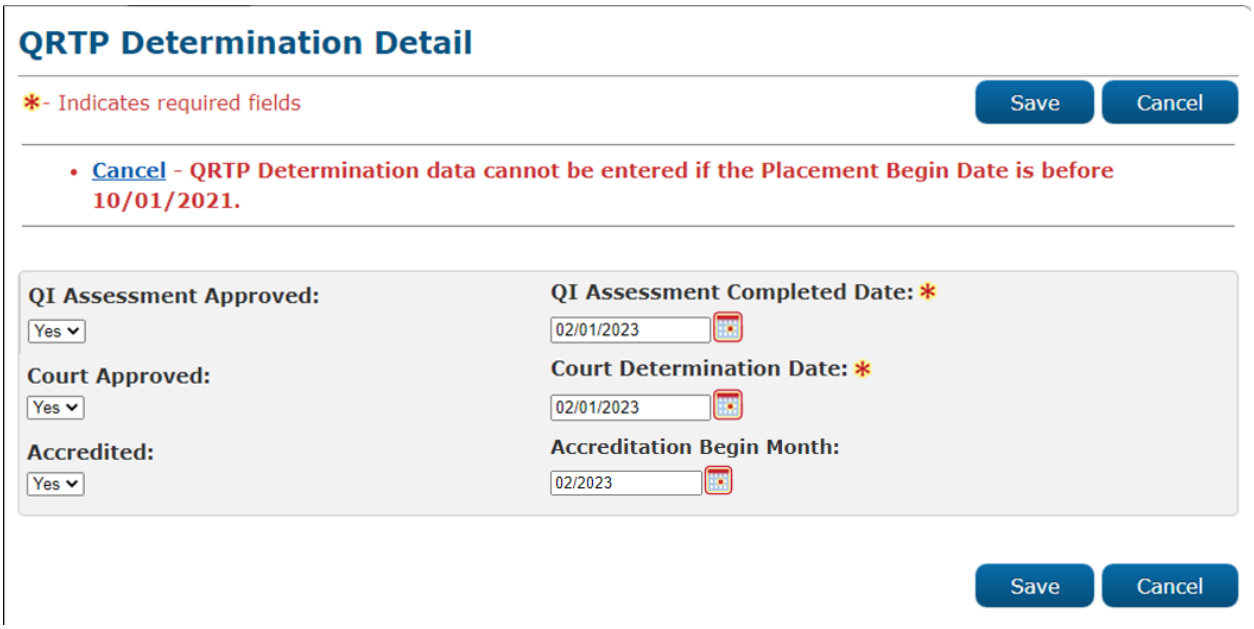


Figure 2.2.2-4 – QRTP Determination Detail Page (with validation – This is for when The Begin Date on the Child Placement Detail page is prior to 10.01.2021)

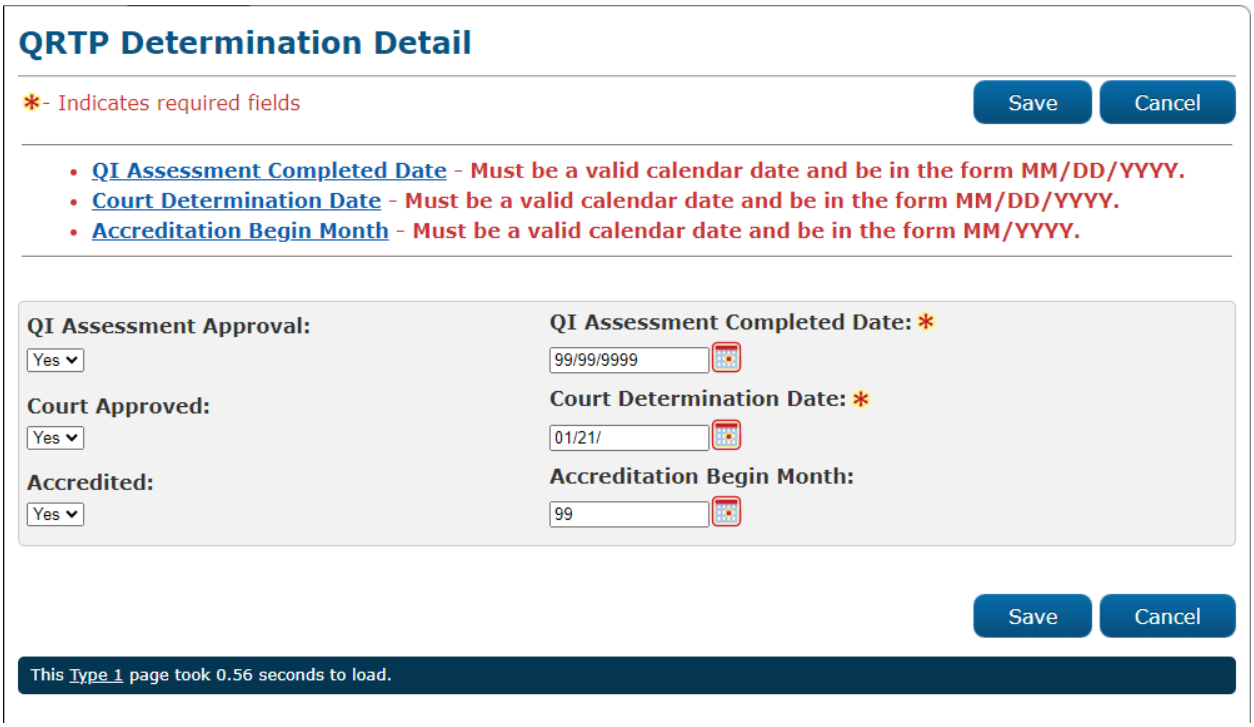


Figure 2.2.2-5 – QRTP Determination Detail Page (with validation – not in correct calendar date)

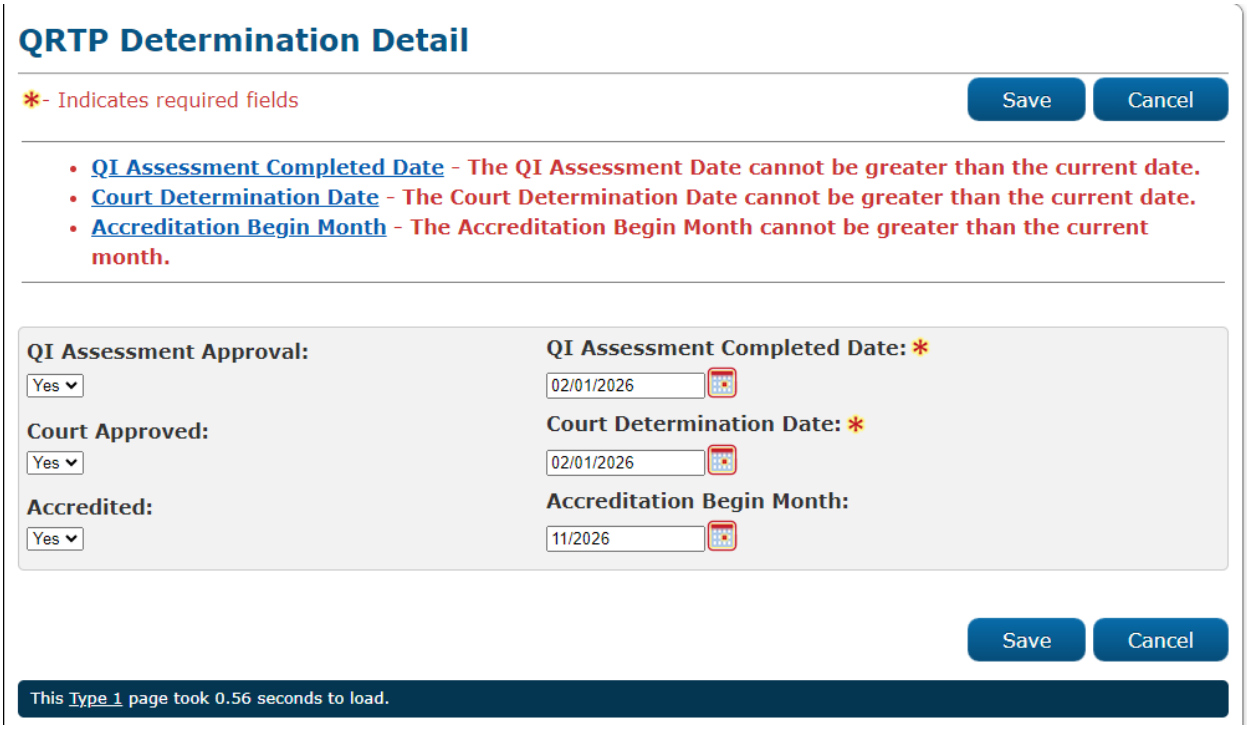


Figure 2.2.2-6 – QRTP Determination Detail Page (with validation – after current date)

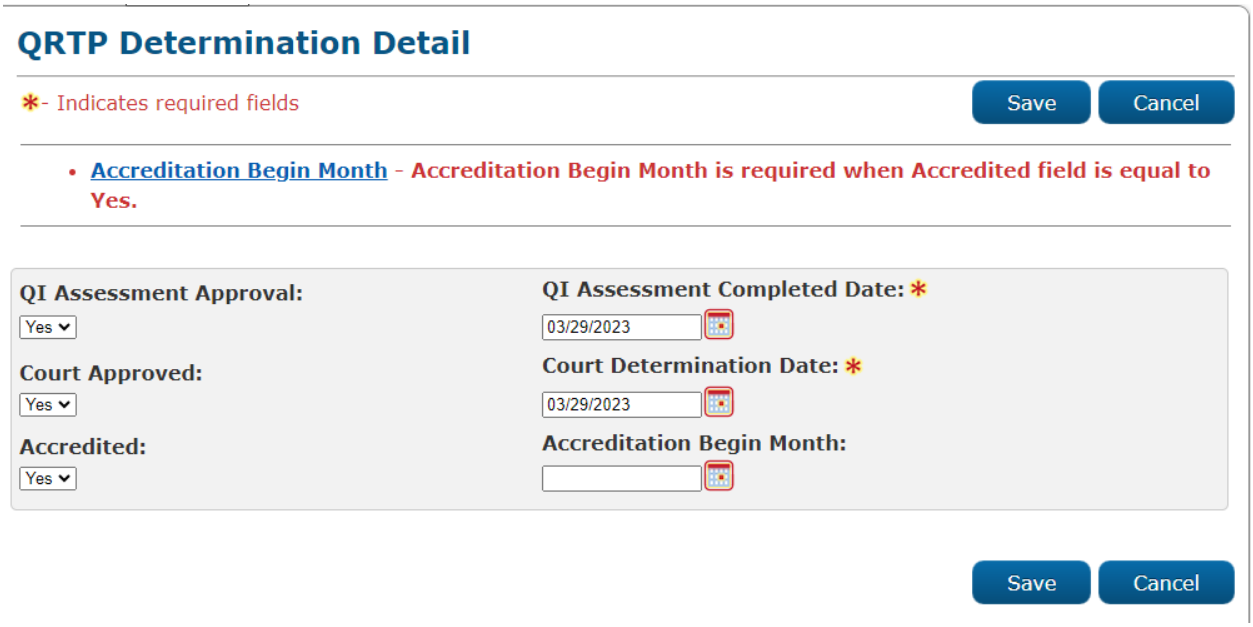


Figure 2.2.2-7 – QRTP Determination Detail Page (Accreditation Begin Date required)

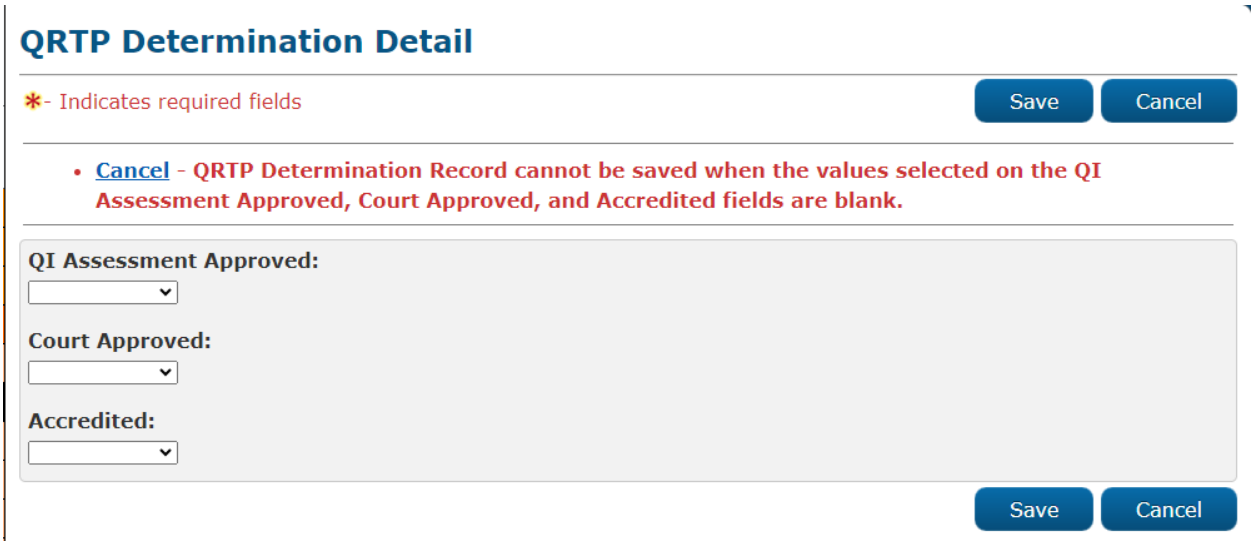


Figure 2.2.2-8 – QRTP Determination Detail Page (Blank option is selected for all 3 fields validation)

2.2.3 Description of Changes

1. Create a new QRTP Determination Detail page that will have the following:
    a. QI Assessment Approved
        i. This will be an editable drop-down field and will have the following values and will be listed in the following order:
            1. Blank (Default)
            2. Yes
            3. No
    b. QI Assessment Completed Date:
        i. This will be a required editable text field and will have a date picker.
            1. QI Assessment Completed Date field will need to be in the format of MM/DD/YYYY.
            2. The system will automatically put the values entered on the field in the above format.
            3. The maximum number of characters allowed is 10 and no further characters is allowed to be entered once the maximum amount is reached.
        ii. This will be a dynamic field that will display when the "QI Assessment Approval" field is set to "Yes" or "No".
    c. Court Approved:
        i. This will be an editable drop-down field and will have the following values and will be listed in the following order:
            1. Blank (Default)
            2. Yes
            3. No
    d. Court Determination Date:

i. This will be a required editable text field and will have a date picker.
    1. Court Determination Date field will need to be in the format of MM/DD/YYYY.
    2. The system will automatically put the values entered on the field in the above format.
    3. The maximum number of characters allowed is 10 and no further characters is allowed to be entered once the maximum amount is reached.
ii. This will be a dynamic field that will display when the "Court Approved" field is set to "Yes" or "No".

e. Accredited:
    i. This will be an editable drop-down field and will have the following values and will be listed in the following order:
        1. Blank (Default)
        2. Yes
        3. No

f. Accreditation Begin Month:
    i. This will be an editable text field and will have a date picker.
        1. Accreditation Begin Month field will need to be in the format of MM/YYYY.
        2. The system will automatically put the values entered on the field in the above format.
        3. The maximum number of characters allowed is 7 and no further characters is allowed to be entered once the maximum amount is reached.
    ii. This will be a dynamic field that will display when the "Accredited" field is set to "Yes" or "No".

g. Save button.
    i. Clicking the "Save" button will save the QRTP Determination record when there's a Child Placement Detail record to associate the QRTP Determination record to (when there's already an existing Child Placement Detail record created).
        1. When there's no Child Placement Detail record that's already created, the QRTP Determination record will be saved at the same time the Child Placement Detail record is saved (The QRTP Determination record will be saved when the user clicks on the Save and Return or Save and Add Another button on the Child Placement Detail page when in Create mode). Note: This will apply when the user is trying to create and save the QRTP Determination Detail record (QRTP Determination Detail page is in Create mode) and the Child Placement Detail record is not yet

created (Child Placement Detail page is in Create mode).

ii. Clicking the "Save" button will direct the user back to the Child Placement Detail page in the same mode that the user was in prior to accessing the QRTP Determination Detail page and display the QRTP Determination data (data that's entered QRTP Determination Detail page) on the QRTP Determination Section on the Child Placement Detail page.

h. Cancel button
   i. Clicking the "Cancel" button will not save or update the QRTP Determination data.
   ii. Clicking the "Cancel" button will direct the user back to the Child Placement Detail page in the same mode that the user was in prior to accessing the QRTP Determination Detail page.

2. Create the following validation messages:
   a. QI Assessment Completed Date - Must be a valid calendar date and be in the form MM/DD/YYYY.
      i. Validation message will be trigger when the user clicks on the "Save" button and the user did not enter a valid date, the date was not in the format of MM/DD/YYYY or it contains alpha characters on the QI Assessment Completed Date field.
   b. QI Assessment Completed Date – The QI Assessment Date cannot be greater than the current date.
      i. Validation message will be trigger when the user clicks on the "Save" button and the user enter a date that is after the system date on the QI Assessment Completed Date field.
   c. Court Determination Date - Must be a valid calendar date and be in the form MM/DD/YYYY.
      i. Validation message will be trigger when the user clicks on the "Save" button and the user did not enter a valid date, the date was not in the format of MM/DD/YYYY or it contains alpha characters on the Court Determination Date field.
   d. Court Determination Date – The Court Determination Date cannot be greater than the current date.
      i. Validation message will be trigger when the user clicks on the "Save" button and the user enter a date that is after the system date on the Court Determination Date field.
   e. Accreditation Begin Month - Must be a valid calendar date and be in the form MM/YYYY.
      i. Validation message will be trigger when the user clicks on the "Save" button and the user did not enter a valid date (month and/or year), the date was not in the

format of MM/YYYY or it contains alpha characters on the Accreditation Begin Month field.

f. Accreditation Begin Month – The Accreditation Begin Month cannot be greater than the current month.
    i. Validation message will be trigger when the user clicks on the "Save" button and the user enter a date (month and year) that is after the system date (month and year) on the Accreditation Begin Month field.

g. Cancel – QRTP Determination data cannot be entered if the Placement Begin Date is before 10/01/2021.
    i. Validation message will be triggered when the user clicks on the "Save" button and the date entered on the Begin Date field on the Child Placement Detail page is before 10/01/2021.

h. Accreditation Begin Month – Accreditation Begin Month is required when Accredited field is equal to Yes.
    i. Validation message will be triggered when the user clicks on the "Save" button and there's no date entered on the Accreditation Begin Date field and the Accredited field value is equal to "Yes".

i. Cancel – QRTP Determination Record cannot be saved when the values selected on the QI Assessment Approved, Court Approved, and Accredited fields are blank.
    i. Validation message will be triggered when the user clicks on the "Save" button and the value on the "QI Assessment Approved", "Court Approved" and "Accredited" are all equal to "Blank".

2.2.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Foster Care

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

Create page mapping for the new page.

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Online: Transaction History Detail page

2.3.1 Overview

The Transaction History Detail page allows user to view and track the history of changes on the Transaction History Detail page. This SCR will update the Transaction History Detail page to capture changes that is being done on the newly created QRTP Determination section on the Child Placement Detail page

2.3.2 Transaction History Detail page (for Child Placement) Mockup

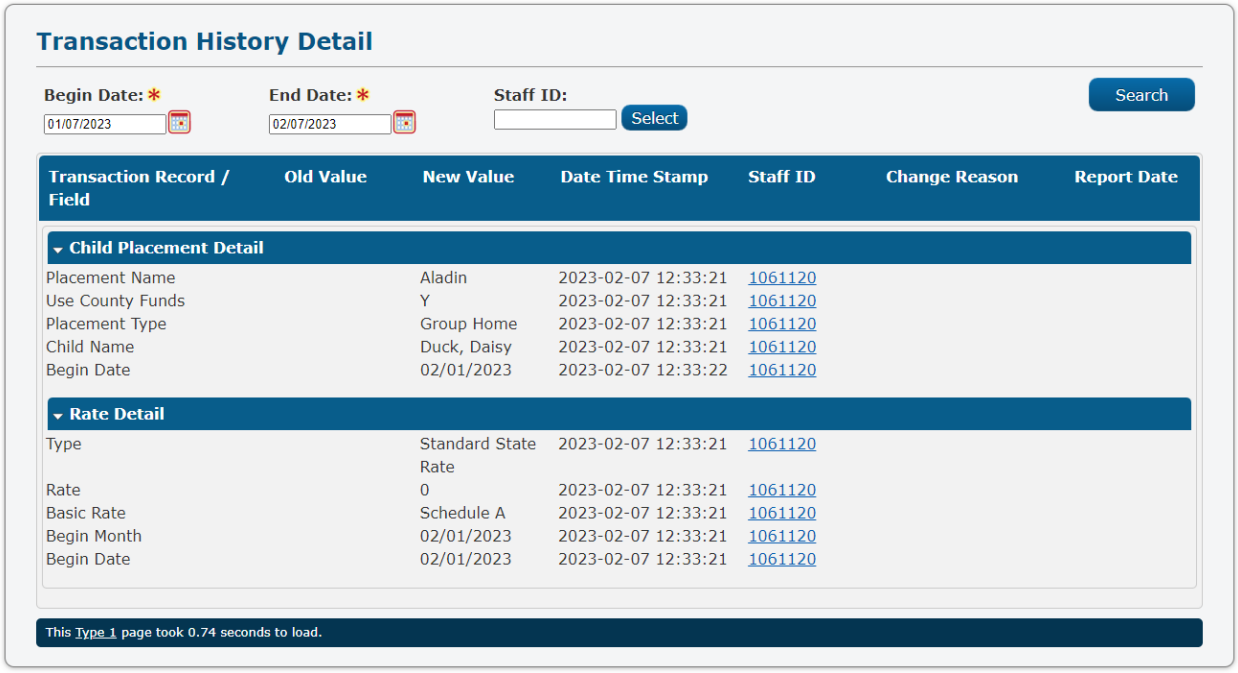


Figure 2.3.2-1 – Transaction History Detail with no QRTP Determination data ~~(including when QRTP Determination Data was removed)~~

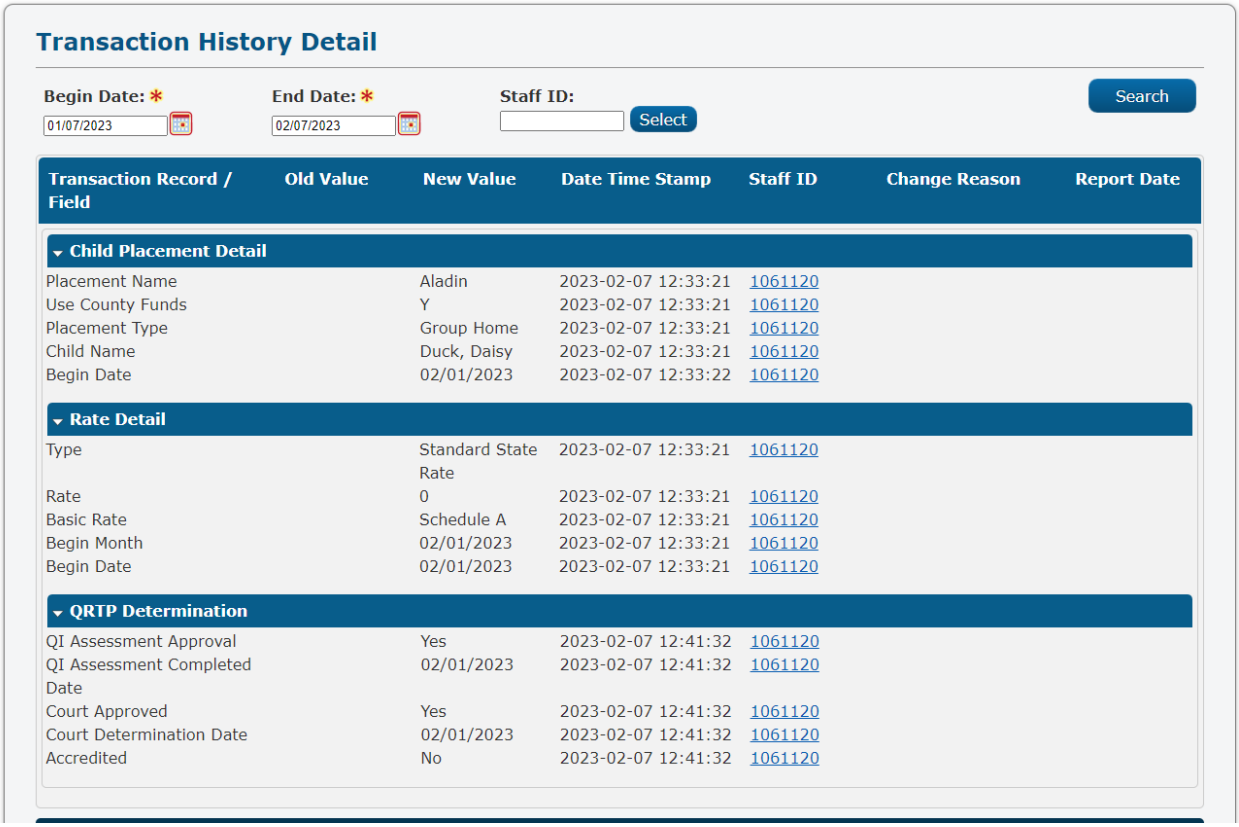


Figure 2.3.2-2 – Transaction History Detail with QRTP Determination data

Figure 2.3.2-3 - Transaction History Detail with QRTP Determination data (QRTP Determination was removed and another QRTP Determination record created).

2.3.3 Description of Changes

1. Update the Transaction History Detail page to track changes being made on the QRTP Determination section on the Child Placement Detail record.
    a. The QRTP Determination section will not display on the Transaction History Detail page when there's no QRTP Determination record created. ~~or when the QRTP Determination record was removed for that specific Child Placement Detail record~~.
    b. The QRTP Determination section on the Transaction History Detail page will display changes being made on the following fields from the QRTP Determination Detail pages.
        i. QI Assessment Approval
        ii. QI Assessment Completed Date
        iii. Court Approved
        iv. Court Determination Date
        v. Accredited
        vi. Accreditation Begin Month
    c. QRTP Determination section will continue to display on the Transaction History Detail page even when the user removes the QRTP Determination record (this is done by clicking on the Remove button).
    d. A new QRTP Determination Section will be created on the Transaction History Detail page when a user add/create a new QRTP Determination record.
        i. Example: User created a QRTP Determination record, removed the record and then created a new QRTP Determination record. The History Transaction History Detail page will display two QRTP Determination Section (The first QRTP Determination section will have the information for the initial QRTP Determination that was created and then removed and the second QRTP Determination section will have the information for the second QRTP Determination that was created after the initial QRTP Determination record was removed).

2.3.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Foster Care → Child Placement

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

N/A

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Online: Deleted Records Detail page

2.4.1 Overview

The Deleted Records Detail page allows user to view the latest information for a record prior to being removed. This SCR will add the QRTP Determination section to the Deleted Records Detail page along with capturing the latest QRTP Determination record information prior to the Child Placement Detail being removed.

2.4.2 Deleted Records Detail page (for Child Placement) Mockup

Deleted Records Detail

Child Placement Detail

Field	Value	Deleted Date	Staff ID
Begin Date	02/01/2023	02/02/2023 04:11:11 PM	1061120
Care Provider Relationship to Child		02/02/2023 04:11:11 PM	1061120
Child Name	Duck, Daisy	02/02/2023 04:11:11 PM	1061120
End Date		02/02/2023 04:11:11 PM	1061120
Placement Name	Akeem	02/02/2023 04:11:11 PM	1061120
Placement Type	Group Home	02/02/2023 04:11:11 PM	1061120
Placement ID	880123456	02/02/2023 04:11:11 PM	1061120

Rate List

Field	Value	Deleted Date	Staff ID
Begin Date	02/01/2023	02/02/2023 04:11:09 PM	1061120
End Date		02/02/2023 04:11:09 PM	1061120
Level Of Service		02/02/2023 04:11:09 PM	1061120
Level of Care	Basic Level Rate	02/02/2023 04:11:09 PM	1061120
Rate	$0.00	02/02/2023 04:11:09 PM	1061120
Type	Standard State Rate	02/02/2023 04:11:09 PM	1061120

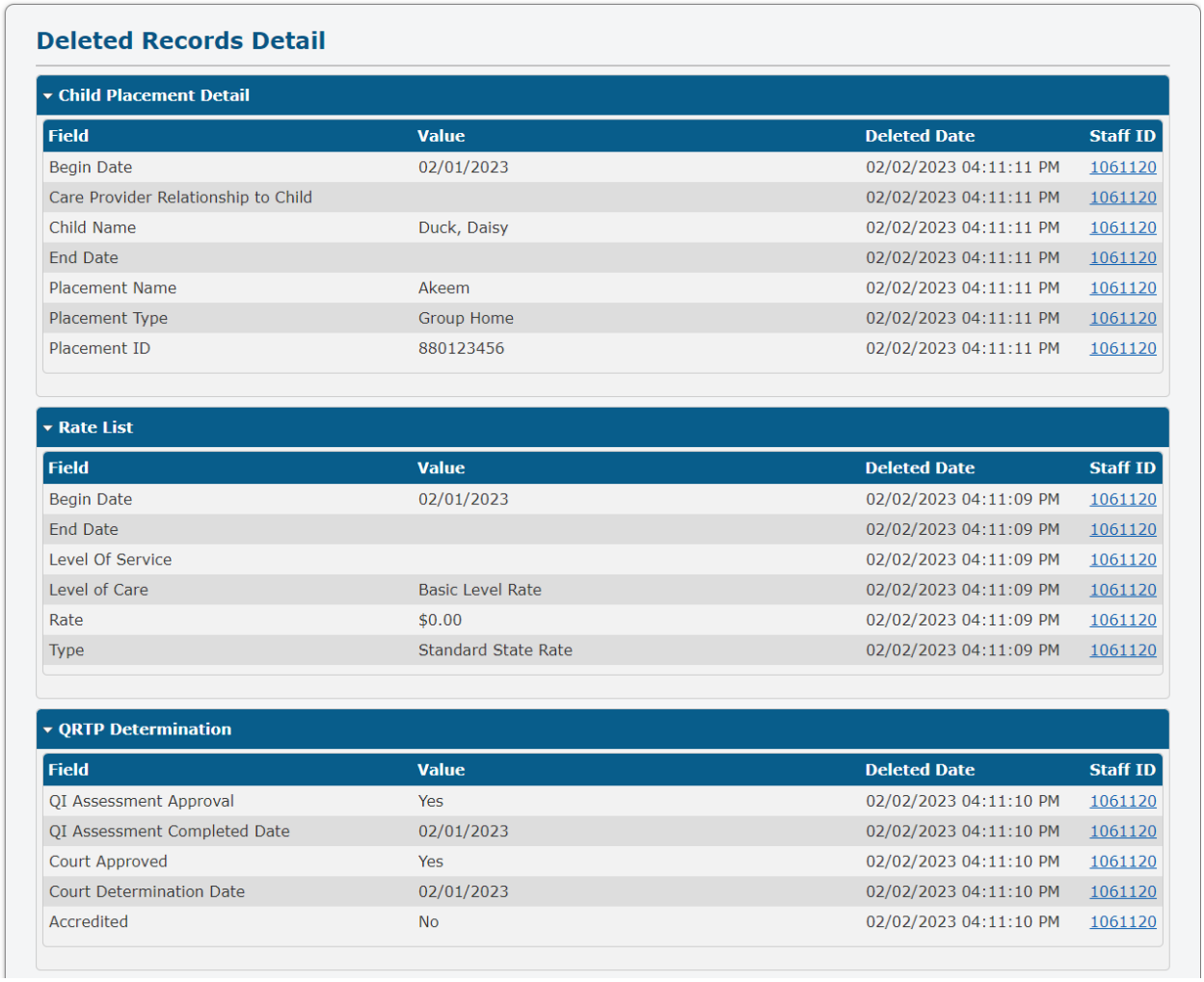
QRTP Determination

No Data Found

Infant Supplement

No Data Found

Figure 2.4.2-1 – Deleted Records Detail page (QRTP Determination – No records).



Deleted Records Detail

Child Placement Detail

Field	Value	Deleted Date	Staff ID
Begin Date	02/01/2023	02/02/2023 04:11:11 PM	1061120
Care Provider Relationship to Child		02/02/2023 04:11:11 PM	1061120
Child Name	Duck, Daisy	02/02/2023 04:11:11 PM	1061120
End Date		02/02/2023 04:11:11 PM	1061120
Placement Name	Akeem	02/02/2023 04:11:11 PM	1061120
Placement Type	Group Home	02/02/2023 04:11:11 PM	1061120
Placement ID	880123456	02/02/2023 04:11:11 PM	1061120

Rate List

Field	Value	Deleted Date	Staff ID
Begin Date	02/01/2023	02/02/2023 04:11:09 PM	1061120
End Date		02/02/2023 04:11:09 PM	1061120
Level Of Service		02/02/2023 04:11:09 PM	1061120
Level of Care	Basic Level Rate	02/02/2023 04:11:09 PM	1061120
Rate	$0.00	02/02/2023 04:11:09 PM	1061120
Type	Standard State Rate	02/02/2023 04:11:09 PM	1061120

QRTP Determination

Field	Value	Deleted Date	Staff ID
QI Assessment Approval	Yes	02/02/2023 04:11:10 PM	1061120
QI Assessment Completed Date	02/01/2023	02/02/2023 04:11:10 PM	1061120
Court Approved	Yes	02/02/2023 04:11:10 PM	1061120
Court Determination Date	02/01/2023	02/02/2023 04:11:10 PM	1061120
Accredited	No	02/02/2023 04:11:10 PM	1061120

Figure 2.4.2-2 – Deleted Records Detail page with QRTP Determination data

2.4.3 Description of Changes

1. Add the QRTP Determination section to the Deleted Records Detail page.
    a. Display the latest QRTP Determination record information on the QRTP Determination section at the time the associated Child Placement Detail record is removed.
        i. QRTP Determination section will display “No Data Found” when there’s no QRTP record available (this include QRTP Determination record that’s removed and no new QRTP record is created at the time the Child Placement Detail record was removed).

2.4.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information

- **Task:** Foster Care → Child Placement

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 Eligibility: Add Run EDBC QRTP Soft Validation

2.5.1 Overview

A soft validation message will be added to the Run EDBC page for FC placements where QRTP Determination data can be added but has not.

Note: this is a soft validation to bring the data condition to the attention of the worker running EDBC. It will not prevent EDBC from running online or in batch.

2.5.2 Description of Changes

1. Add a new soft validation for the Foster Care program on the Run EDBC page. If there is a placement active any time in the benefit month(s) being processed where all the following are true:
    a. The Placement Type is one of the following:
        i. Short Term Residential Therapeutic Program
        ii. Group Home
        iii. Community Treatment Facility
    b. The Begin Date on the Child Placement Detail page is not before 10/01/2021 (the date this policy took effect from ACL 21-139).
    c. There is no QRTP Determination record data for the placement.

    Display the following message:

    Foster Care: No QRTP Determination data entered. Review placement and update if available.

2.6 Eligibility: Add New FC Aid Code Sub Type Codes

2.6.1 Overview

Add new Foster Care Aid Code Sub Type Codes to the code tables.

2.6.2 Description of Changes

Add the following new values to the "Foster Care Aid Code Sub Type Code" table (CT 561)

a. Review for QI Assessment
b. QI Assessment Not Approved
c. Court Determination Denied
d. Review for Court Determination
e. Review for Accreditation

For all the new values the fields will be as follows:

CT 561 Field	Value
CODE_NUM_IDENTIF	TBD
SHORT_DECODE_NAME	*(one of the values from above)*
LONG_DECODE_NAME	*(one of the values from above)*
CODE_DESCR	<null>
ORDER_BY_NUM	0
BEG_DATE	10/01/2021
END_DATE	12/31/9999
PAY CODE (REFER_TABLE_1_DESCR)	<null>

2.6.3 Programs Impacted

FC

2.6.4 Performance Impacts

N/A

2.7 Eligibility: Set Aid Code Sub Type Code

2.7.1 Overview

Update EDBC to populate the Aid Code Sub Type Code field with values indicating assessment, approval, and accreditation status on certain placements that begin on or after 10/01/2021.

If any of the dates from the QRTP Determination section occur during the benefit month being processed (i.e., not on the 1st of the month), there will be an Aid Code entry in the Aid Code Information section with a Begin Date corresponding to the date from the QRTP Determination section to show when the Sub Type Code applies.

2.7.2 Foster Care EDBC Summary Mockups

These mockups show examples of how the Aid Code Information section of the FC EDBC Summary page will look with one of the new Sub Type Codes (not all the new Sub Type Codes are shown here):

Aid Code Information

Program Aid Code *	Sub Type Code	Begin Date	End Date	Rate Structure	Overridden Aid Code
42 - AFDC-FC (Fed)		01/01/2023	01/14/2023	Non-CCR	
42 - AFDC-FC (Fed)	QI Assessment Not Approved	01/15/2023		Non-CCR	

Figure 2.7.2.1 – QI Assessment Not Approved Sub Type Code

Aid Code Information

Program Aid Code *	Sub Type Code	Begin Date	End Date	Rate Structure	Overridden Aid Code
42 - AFDC-FC (Fed)	Review for QI Assessment	02/01/2022		Non-CCR	

Figure 2.7.2.2 – Review for QI Assessment Sub Type Code

Aid Code Information

Program Aid Code *	Sub Type Code	Begin Date	End Date	Rate Structure	Overridden Aid Code
42 - AFDC-FC (Fed)	Review for Court Determination	11/01/2022		Non-CCR	

Figure 2.7.2.3 – Review for Court Determination Sub Type Code

Aid Code Information

Program Aid Code *	Sub Type Code	Begin Date	End Date	Rate Structure	Overridden Aid Code
42 - AFDC-FC (Fed)	Review for Accreditation	11/01/2022		Non-CCR	

Figure 2.7.2.4 – Review for Accreditation Sub Type Code

2.7.3 Description of Changes

1. Update Foster Care EDBC to evaluate if an Aid Code Sub Type Code should be set when a placement meets both these conditions:
    a. The Placement Type is one of the following:
        i. Short Term Residential Therapeutic Program
        ii. Group Home
        iii. Community Treatment Facility
    b. The Begin Date on the Child Placement Detail page is not before 10/01/2021 (policy effective date from ACL 21-139).

2. If the placement meets the conditions in the previous step ***and*** one of the following conditions is true, set the Sub Type Code on the Aid Code(s) as specified below:

	If this condition is met:	Set Sub Type Code to:
1	**QI Assessment Approved** = **No** and **QI Assessment Completed Date** not more than 30 days after the placement Begin Date.*	**QI Assessment Not Approved** beginning on the **QI Assessment Completed Date**.
2	**QI Assessment Approved** = **Yes/No/<blank>** and **QI Assessment Completed Date** is blank or is more than 30 days after the placement begin date.**	**Review for QI Assessment** for any period that contains a date more than 30 days after the placement Begin Date.
3	**Court Approved = No** and **Court Determination Date** not more than 60 days after the placement Begin Date.	**Court Determination Denied** beginning on the **Court Determination Date**.
4	**Court Approved** = **Yes/No/<blank>** and **Court Determination Date** is blank or is more than 60 days after the placement begin date.	**Review for Court Determination** for any period that contains a date more than 60 days after the placement Begin Date.
5	**Accredited** = **No/<blank>** and **QI Assessment Approved** = **Yes**	**Review for Accreditation** for any period that contains a date more than 15 days after the placement Begin Date.

* For example: If placement Begin Date is 1/1, QI Assessment must be completed by 1/30. If it is "No" by 1/30, this sub type code will be set on Aid Codes for the placement beginning on the QI Assessment Completed date. So if the QI Assessment Approved = No and the QI Assessment Completed Date is 1/15, Aid Codes beginning 1/15 or later will have this sub type code set. If the QI Assessment Approved = No and the QI Assessment Completed Date is 1/31, this Sub Type Code will not be set.

** For example: If placement Begin Date is 1/15, QI Assessment should be completed by 2/13. If it is not completed (i.e., blank) or it is completed on 2/14 or later, Aid Codes where 2/14 is before the end date of the Aid Code will have the sub type code set.

Notes:

Hierarchy logic: The conditions listed above are a hierarchy. The system will process through them in the order indicated, only applying the first condition that is true.

If the first condition is true, then the first sub type code is assigned, and no more conditions are evaluated to see if they might also be true.

If the first condition is not true but the second condition is true, then the second sub type code is assigned, and no more conditions are evaluated to see if they might also be true.

This continues through all five conditions, and if no condition is found to be true then the Sub Type Code field will remain blank.

Mid-month date changes:

Existing logic in FC EDBC subdivides the benefit month being processed at significant dates (changes in age, license status, permanency plan, home approval, etc.) to allow for EDBC to determine a mid-month change in Aid Code on those dates.

With this SCR, EDBC will also need to subdivide the month at the following dates for eligible placements (STRTP, Group Home, Community Treatment Facility) so subtype codes can begin at the appropriate mid-month dates from the above table. Each of these dates will be the start of a new row in the Aid Code Information section on the FC EDBC results:

1) QI Assessment Completed Date
2) Court Determination Date
3) After 15th day after Placement Begin Date

(This logic is in the "900CreateTimePeriods " rule which calls ProgramPerson.determineChildPlacementAuthorityTimePeriods which in turn calls RomDataHelper.determineChildPlacementAuthorityTimePeriods.)

2.7.4 Programs Impacted

FC

2.7.5 Performance Impacts

N/A

2.8 Automated Regression Test

2.8.1 Overview

Create new automated regression test scripts to confirm a subset of the design changes outlined above.

2.8.2 Description of Changes

Create new scripts to cover the following scenarios:

1. Create a Foster Care case. On the Child Placement Detail page, set the Placement Type to one of the following: Short Term Residential Therapeutic Program, Group Home, Community Treatment Facility. Confirm that the QRTP Determination section and the QRTP Determination Detail page display and behave as outlined above. Run EDBC and confirm that the Sub Type Code is set according to the Placement Type and conditions outlined above.
2. Repeat the scenario from the previous step for each of the following Sub Type Codes:
    a. Review for QI Assessment
    b. QI Assessment Not Approved
    c. Court Determination Denied
    d. Review for Court Determination
    e. Review for Accreditation
3. Create a Foster Care case with an active Child Placement where all the following conditions are true. Verify that the QRTP Determination validation message displays, and that this is a soft validation: Clicking 'Run EDBC' again allows the worker to continue.
    a. The Placement Type is one of the following:
        i. Short Term Residential Therapeutic Program
        ii. Group Home
        iii. Community Treatment Facility
    b. The Begin Date on the Child Placement Detail page is not before 10/01/2021 (the date this policy took effect from ACL 21-139).
    c. There is no QRTP Determination record data for the placement.
4. Repeat the scenario from the previous step for each other Placement Type.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Online	Security Matrix	CA-237399 Security Matrix.xls

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.5.2.38	The LRS shall allow COUNTY-specified Users to collect DCFS Programs child placement information at the individual level.	1. Add a QRTP Determination section to Child Placement Detail to track: a. QI Assessment b. Court Approval c. Accreditation 2. Update EDBC to set the Sub Type Code field on the Aid Code based on the assessment and accreditation of the placement.

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	
	Prepared By	Connor ODonnell, Eric Wu, Howard Suksanti, Sridhar Mullapudi, Sujit Neupane, Vallari Bathala
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/14/2023	1.0	Initial Draft	Connor ODonnell, Eric Wu, Howard Suksanti, Sridhar Mullapudi, Sujit Neupane, Vallari Bathala
10/11/2023	1.1	1. Added new assumption 1.4.8 2. Updated recommendations 2.1, 2.2, 2.3, 2.4 to clarify the ABAWD determination is for active/ineligible CalFresh program member. 3. Updated recommendation 2.4 to automate "Foster Youth' Exemption determination. 4. Added recommendation 2.5 to create journal entries when batch processes ABAWD for a CalFresh household. 5. Updated recommendation 2.7 to include the 'Foster Youth' population. 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. 2. Added new recommendation to update the existing 'Under Age 18' exemption ABAWD determination. 3. Update recommendations 2.3.2, 2.9.2, and 2.16 to check for veterans discharge date. 4. Added new assumption 1.4.9	Sridhar Mullapudi

10/31/2023	1.3	1. Added Assumption 1.4.10. 2. Updated recommendation 2.8 to include discharge date check.	Sridhar Mullapudi
1/5/2024	1.4	Content Revision 1 – Add additional Status Reason on ABAWD Time Limit Month Detail Added clarification in 2.2.2.1.b to include ineligible status	Eric Wu, Sridhar Mullapudi
02/01/2024	1.5	Content Revision on Recommendation 2.15 - Removed CF 23 SAR from the list. 2.10 – Add 2.10.2 2 to remove the age validation	Sujit Neupane, 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/Ineligible 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. Active/Ineligible CalFresh Member is determined to be a veteran if they meet all the following criteria:
    a. Has a record of type 'Military/Veterans'.
    b. Discharge date 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:* *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

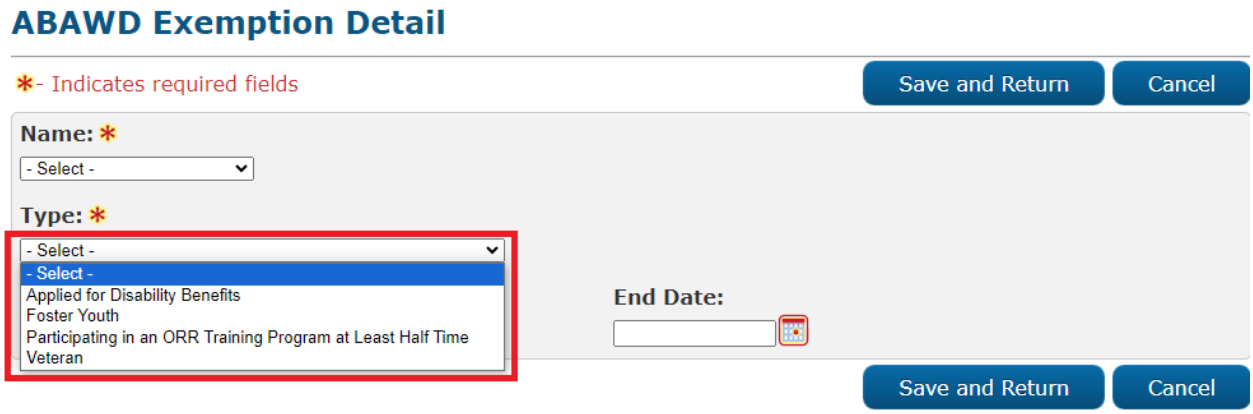


Figure 2.5.2.1 ABAWD Exemption Detail page

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:

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' with a 'Discharge Date' in or before the benefit month 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 with a 'Discharge Date' in or before the benefit month and is not 'Exempt' from other ABAWD requirements in any benefit month from 09/2023 till come-up* month.
    e. 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.
    f. 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.

    * 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.~~
   - The person ABAWD status is ABAWD.
   - There is a record of type 'Military/Veterans' with the 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. Update page to remove the validation 'The selected person does not meet the age requirements for ABAWD (18 or over and under 50) in the selected Begin Month.'.

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

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_MESSAGE 8	• 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

Add/Update Fragment Variable Population

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. • If the EDBC month is a month prior to September 2023, the age populated will be '49'. • If the EDBC month is September 2023, the age populated will be '50'. • If the EDBC month is October 2023 or prior to October 2024, the age populated will be '52'. • 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

Update Form XDP

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 (ABAWDs are adults between 19 and 50 who are not caring for minor children.)"	Dependents (ABAWDs). P SEP (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_LIMIT	This variable will populate with the age limit based on date generated[1]. ~~• If generated[1] in a month prior to September 2023, the age populated will be '50'.~~ ~~• If generated[1] in September 2023, the age populated will be '51'.~~ • If generated[1] in October 2023 or prior to October 2024, the age populated will be '53'. • If generated[1] on or after October 2024, the age populated will be '55'.	Arial Font Size 10	Yes, Text field	Yes	Yes

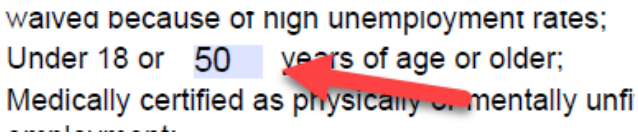
AGE_LIMIT	This variable will populate with the age limit based on date generated either via Batch or Template Repository. • ~~If generated[1] in a month prior to September 2023, the age populated will be '49'.~~ ~~• If generated[1] in September 2023, the age populated will be '50'.~~ • If generated[1] in October 2023 or prior to October 2024, the age populated will be '52'. • 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).

Note: CF 377.11 is generated as a NOA via EDBC, please see Recommendation 2.14 for updates to the NOA version.

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).



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-253426 ACL 23-13 Update EBT 2259 – Revised Electronic Benefit Theft Replacement Form and Policy

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jennifer Muna, Eric Wu, Phong Xiong
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
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12/21/2023	2.0	Updated mockups and added additional description of changes for page functionality per BA feedback	Eric Wu
12/21/2023	3.0	Updated section 2.7.3 to clarify the date of approval population logic	Phong Xiong
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01/11/2024	7.0	Adding Spanish for WI 10072A and WI 10072B NOAs.	Phong Xiong
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01/19/2024	9.0	Added future date validation messages for Date fields on EBT Theft Detail page	Eric Wu
01/29/2024	10.0	Design clarification to update Task scenario details	Vallari Bathala
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2/5/2024	12.0	Content Revision to:	Jennifer Muna,

		• Add additional 422 business validation errors for EBT Theft API • Modify EBT Theft Task's long description • Add updates to the Form Title for the EBT 2259 and EBT2259/EBT 2259A Packet	Vallari Bathala Phong Xiong
02/07/2024	13.0	Content Revision – • Add updates to Imaging form names for EBT 2259 and packet. Add updates to M44-350K verbiage to reference Feb. 29th instead of Feb. 28th. • Updated 'Form Name' for EBT 2259 when storing in Hyland • Updated Security Matrix Group to Rights • Update EBT 2259A endpoint to include SUID element in Forms API Swagger documentation	Phong Xiong, Jennifer Muna
02/08/2024	14.0	Content Revision – Clarification for M44-350K variable population mapping for checkboxes 9 and 10	Phong Xiong
02/12/2024	15.0	Content Revision – • Update mockup to include a required filed icon for the 'Status' field. • Add a length validation 'The value is too long. Maximum length is 760.' for 'Additional Info About Incident' and 'Additional Info About Suspect' fields. • The State drop down will contain U.S territories as selectable option as the current functionalities of Address Detail page. • Correct the description of 'Total Requested Amount' under Cash section. It should be the sum of stolen cash transactions instead of food transactions. • Update EBT 2259 A Received Date to display if Cash Theft	Eric Wu, Jennifer Muna

		Type is 'Scam' only instead of 'Scam' and 'Both'. • Rename the 'Last 4 Digit Card Number' to 'Last 4 Digits Card Number' • Update max length for 'Location' and 'Address' field in Transaction section to 50. • Added a section for Imaging updates • Added Assumption 14 for Hyland updates for EBT Theft Detail Image link	
02/21/2024	16.0	Design Clarification – Clarify the generate form button in section 2.7.4 to reference section 2.2.3. Adding to content revision to include variable population updates to the EBT 2259A.	Phong Xiong

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1 OVERVIEW

This SCR outlines the necessary modifications for updating the EBT 2259 form, updating corresponding Notices of Action, adding online functionality for EBT 2259, and enabling a functionality for customers to submit the form from the Self-Service Portal (SSP). All County Letter (ACL) 23-13 and 23-92, were published with updated policy and revised Form/NOA(s) associated to the EBT 2259 – Report of Electronic Theft of Benefits.

1.1 Current Design

Historically, cardholders have been required to file a police report with their local law enforcement agency, as well as file a misdispense claim with the EBT vendor, to complete the EBT 2259 form. In ACL 23-13, CDSS has revised the EBT 2259 form and policy to remove these two barriers that cardholders may face, as well as provide better instruction for completing the form.

In ACL 23-92, new policy and revisions have been published for the following:

1. EBT 2259 – Report of Electronic Theft of Benefits
2. WI 10072A – EBT Replacement Approval Notice
3. M44-350K – EBT Replacement Denial Notice
4. WI 10072B – EBT Replacement Review

The EBT 2259 form, EBT 2259/EBT 2259A packet, and 3 EBT Replacement NOAs are only available in the CalSAWS template repository. Upon receiving the completed EBT 2259 form from a recipient, the worker has up to 10 business days to process the electronic theft claim. This process is completed manually by the county workers, which also includes Notice generation from the template repository. CalSAWS will be implementing an automated functionality within the system to assist workers when processing the theft report in a timely manner.

1.2 Requests

1. Create a new Application Programming Interface (API) to capture a recipient's EBT 2259 form information into the CalSAWS system.
2. Update the CalSAWS Forms API to accept the EBT 2259 and EBT 2259A form and upload to the Hyland imaging system.
3. Create new CalSAWS page(s) that will enable a county worker to add/create, view, and edit a customer's EBT Theft information.
4. Create an Automated Action that will send a task to a worker to review the EBT Theft report along with the form submission from the Self-Service Portal.
5. Create an automatic Journal entry when an EBT Theft data transfer is received.
6. Update the EBT 2259 forms and NOAs to match the latest State version from the CDSS website.

1.3 Overview of Recommendations

1. Update CalSAWS Forms API by creating a new endpoint(s) that will generate the EBT 2259 and/or EBT 2259A form in PDF format, map the recipient's form values to the PDF, and upload the PDF to the imaging system.
2. Create an API that will save the EBT 2259 form details in the new EBT page(s).
3. Create an automatic Journal Entry when a EBT 2259 and/or EBT 2259A form is received via the API.
4. Create an Automated Action when a EBT 2259 form is received from the Self-Service Portal to reissue a new EBT card.
5. Create new EBT page(s) in CalSAWS to display the EBT 2259 information entered by the worker or created through the Self-Service Portal API.
6. Update the WI 10072A - EBT Replacement Approval NOA in English and Spanish to the latest State version.
7. Update the WI 10072B - EBT Replacement Review NOA in English and Spanish to the latest State version.
8. Update the M44-350K - EBT Replacement Denial NOA in English to the latest State version.

1.4 Assumptions

1. Per ACL 23-92, the Report of Electronic Theft of Benefits (EBT 2259/EBT 2259A) form will only be applicable for customer's that have a Food and/or Cash aid cases. Self-Service Portal (SSP) currently only supports CalWORKs program for cash assistance. Recipients who are on other cash aid programs not supported by SSP has the option to submit a paper form to their case worker or submit the form via Document Upload.
2. Any benefits issued through an EBT Card can be replaced through the EBT Theft replacement process. Per policy, TNB and SNB benefits should not be replaced if skimmed or scammed.
3. The State Unique Identifier (SUID) will be passed to BenefitsCal from CalSAWS to tie the active Account number for the case via Case Inquiry API. This SUID will be returned to CalSAWS when an EBT 2259 form is submitted by the customer from their Self-Service Portal account.
4. EBT 2259 Form fields character length will remain unchanged. CalSAWS new EBT Theft page and new EBT Theft API will not have the same field length restrictions to accommodate County processing and documentation.
5. When submitted via the Forms API, the 'Transactions' section of the EBT 2259 form can allow up to 5 entered rows of information. However, the EBT Theft API will be able to receive and store more than 5 transactions on the EBT Theft Detail page. CA-271470 logged as a future enhancement to enable the 'Transaction' table in the EBT 2259 form to be dynamic.
6. EBT Theft record entry in CalSAWS will depend on the county's business process when an EBT 2259 form is received via paper submission in-person, mail-in, or document upload. Workers are not required to create a EBT theft record in the CalSAWS system.
7. Upon generating the EBT Replacement Denial Notice (M44-350K) from the EBT Theft page, the 'Denial Reason(s)' of 'Request to replace SNB benefits' and

'Request to replace SNB benefits' verbiage are county use only and will not display as part of the Notice reasons. The M44-350K will not be updated to include the denial reasons above.

8. Per CDSS response in CRPC 2372, a customer would need to submit separate EBT 2259 forms for skimmed and/or scammed benefits. This would require one EBT 2259 form for skimmed benefits and one EBT 2259/EBT 2259A for scammed benefits. **Note**: EBT 2259A is required if Cash benefits were scammed.
9. CalSAWS counties will be able to configure a Document Routing Rule task based on the EBT 2259 document type.
10. There are no changes to the NOAs unless otherwise specified in this design document.
11. Address information saved on the EBT Theft Detail page will not go through address normalization – the process of checking/converting address into standardized format.
12. CA-272707 and CA-270709 will implement the threshold languages of the EBT notices and EBT 2259 as future efforts, respectively.
13. CA-272907 will implement the currently available threshold languages for the M44-350K as provided by CDSS.
14. It is the user's responsibility to generate the necessary WI 10072A – EBT Replacement Approval NOA for the different combinations of scammed, skimmed, cash, and food scenarios.
15. Hyland updates to add a view for document type for EBT 2259 and EBT 2259A in EBT Theft Detail Image button link will be addressed in CA-274150.

2 RECOMMENDATIONS

2.1 EBT Theft List Page

2.1.1 Overview

The EBT Theft List Page will allow users to add/create, edit, and view the list of all EBT Theft Detail records that are created in CalSAWS or received from the Self-Service Portal when customers report EBT electronic theft.

2.1.2 EBT Theft List Page Mockup

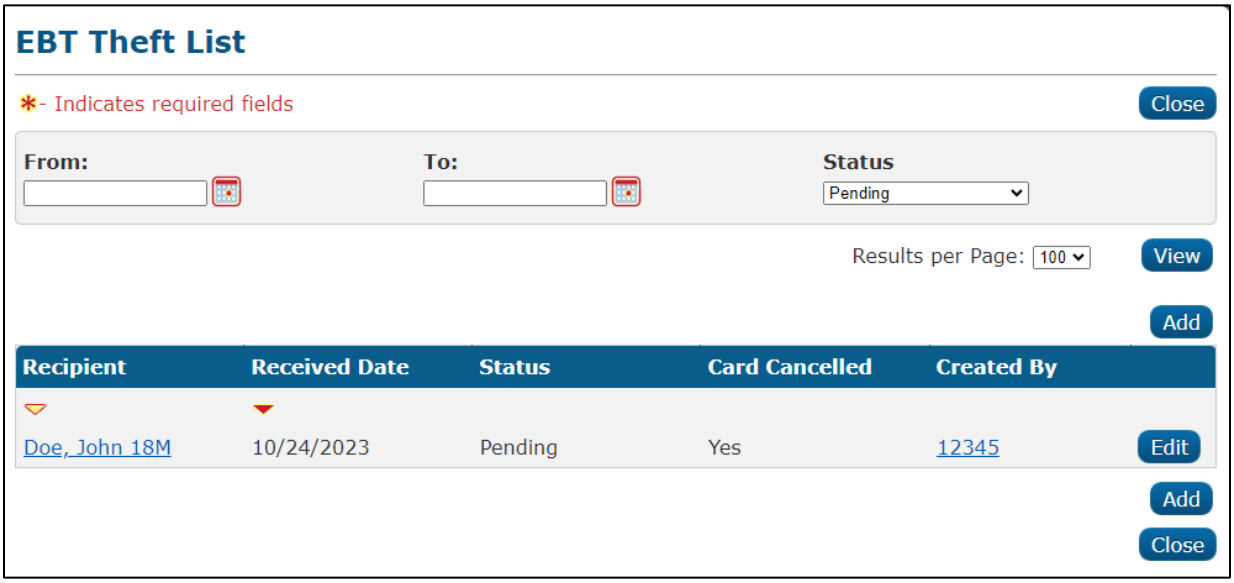


Figure 2.1.1 – EBT Theft List Page

2.1.3 Description of Changes

1. Create a new EBT Theft List page that will be visible to users with the "EBTTheftListView" security right.
2. Users will be able to navigate to this page from the "EBT Theft List" on left-hand sidebar under the Case Summary context. The link will be available above the "Issuance History". The page will display all EBT Theft Detail records associated with the case.
3. The first section of the page includes the following:
    a. From:
        i. This is a date field that allow users to filter the results in this page based on Received Date. The page will display records with Received Date on or after the specified date.
    b. To:

i. This is a date field that allow users to filter the results in this page based on Received Date. The page will display records with Received Date on or before the specified date.

c. Status:
   i. This is a drop-down field that allow users to filter the results in this page based on Status. It will default to 'Pending' and displays EBT Theft Detail records in such status when users first visit the page.
   ii. Status values will include:
      1. Pending
      2. Complete
      3. Void
      4. 'Blank'

d. Results per Page:
   i. This field indicates the number of records to be displayed per page. The selectable options are 25, 50, 75, and 100. The default value is 25.

e. View button:
   i. This button will filter the results in this page based on the From and To fields.

4. The second section of the page includes the following:
   a. Recipient:
      i. This indicates the person who reports EBT electronic theft. It will be a hyperlink that navigates users with the "EBTTheftDetailView" security right to EBT Theft Detail page.
   b. Received Date:
      i. This field indicates the date of a record Received.
   c. Status:
      i. This field indicates the status of the EBT Theft Detail record.
   d. Card Cancelled:
      i. This field indicates whether EBT Card has been cancelled.
   e. Created By:
      i. This hyperlink indicates the Staff ID of the user/process that creates the record. It navigates the user to Worker Detail page.
   f. Edit:
      i. This button is visible when the following conditions are met:
         1. The record is in 'Pending' status.
         2. Users have 'EBTTheftDetailEdit' security rights.

5. The results on this page would be paginated and would have a default sort by Received Date in Descending order.
6. This page will have the following buttons:

a. Add
    i. This button will allow a user with the "EBTTheftDetailEdit" security right to navigate to the EBT Theft Detail page in Create mode.
b. Close
    i. This button will allow the user to navigate back to Case Summary page.

2.1.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: EBT Theft List**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
EBTTheftListView	Ability to view EBT Theft List page	EBT Theft List View EBT Theft Detail View EBT Theft Detail Edit
EBTTheftDetailView	Ability to view EBT Theft Detail page	EBT Theft Detail View EBT Theft Detail Edit
EBTTheftDetailEdit	Ability to - create/edit EBT Theft Detail records. - create/delete EBT Theft Transactions.	EBT Theft Detail Edit

2. Security Groups

Security Group	Group Description	Group to Role Mapping
EBT Theft List View	Give users the ability to access EBT Theft List page	CA State All County Access, Child Support View Only, Eligibility Staff, Eligibility Supervisor, Employment Services Staff, Employment Services Supervisor,

Security Group	Group Description	Group to Role Mapping
		Fiscal Staff, Fiscal Supervisor, Help Desk Staff, Quality Assurance Staff, Quality Assurance Supervisor, Quality Control Staff, Quality Control Supervisor, Regional Call Center Staff, Regional Call Center Supervisor, SIU Staff, SIU Supervisor
EBT Theft Detail View	Give users the ability to view EBT Theft Detail page	CA State All County Access, Child Support View Only, Eligibility Staff, Eligibility Supervisor, Employment Services Staff, Employment Services Supervisor, Fiscal Staff, Fiscal Supervisor, Help Desk Staff, Quality Assurance Staff, Quality Assurance Supervisor, Quality Control Staff, Quality Control Supervisor, Regional Call Center Staff, Regional Call Center Supervisor, SIU Staff, SIU Supervisor
EBT Theft Detail Edit	Give users ability to - create/edit EBT Theft Detail records. - create/delete EBT Theft Transactions	Eligibility Staff, Eligibility Supervisor, Regional Call Center Staff, Regional Call Center Supervisor

2.1.6 Page Mapping

Add page mapping for EBT Theft List page.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 EBT Theft Detail Page

2.2.1 Overview

The new EBT Theft Detail page will allow users to create, edit, view a EBT Theft record. This page will contain the EBT 2259 detailed information reported by a recipient. This page will allow workers to have a streamlined process by enabling them to view the EBT 2259 form in the Hyland imaging solution, adding dynamic buttons for EBT Replacement Notice generation based on the benefit transaction status, and tracking the theft record.

2.2.2 EBT Theft Detail Mockup

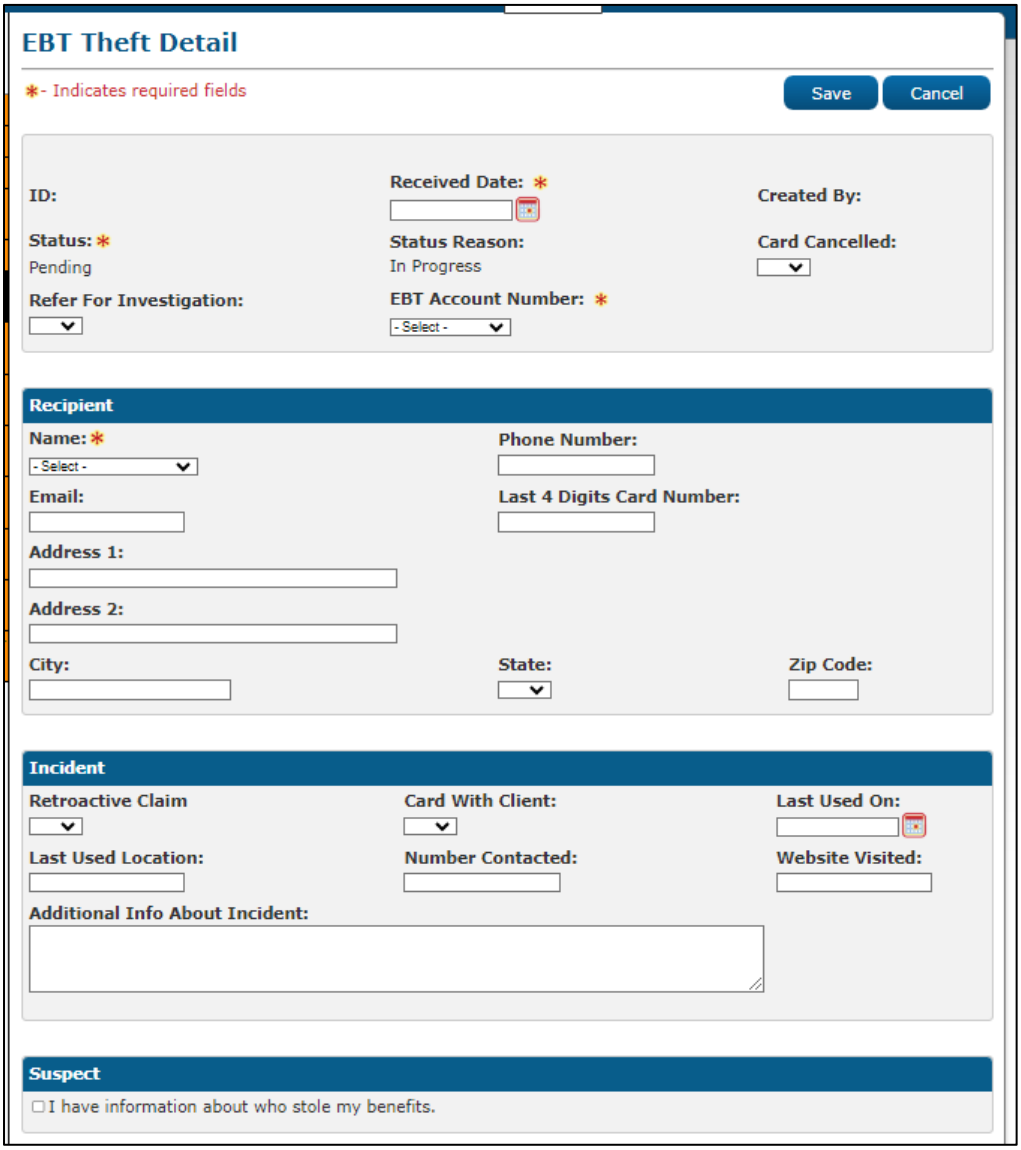


Figure 2.2.1 – Create Mode (Top)

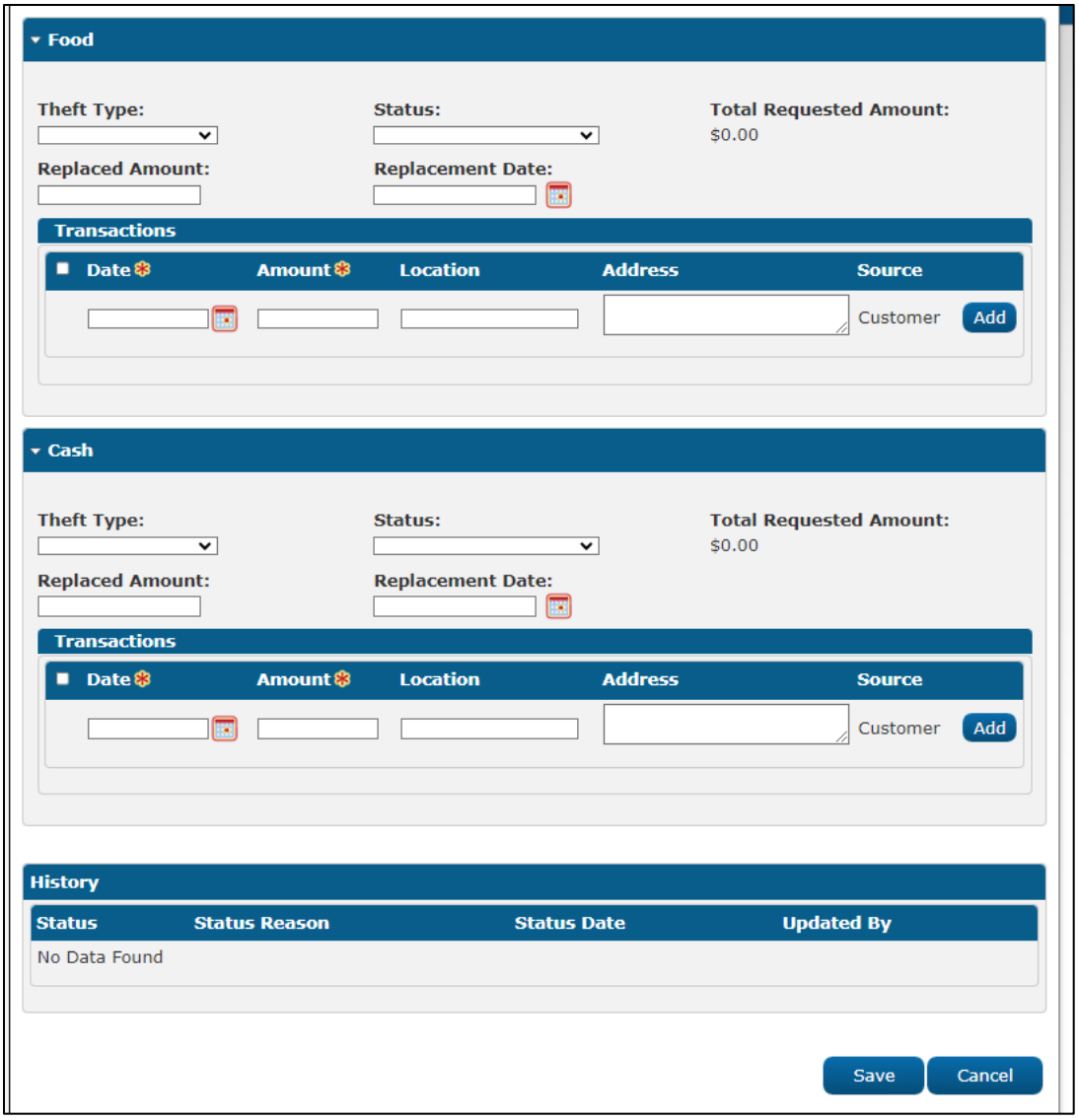


Figure 2.2.2 – Create Mode (Bottom)

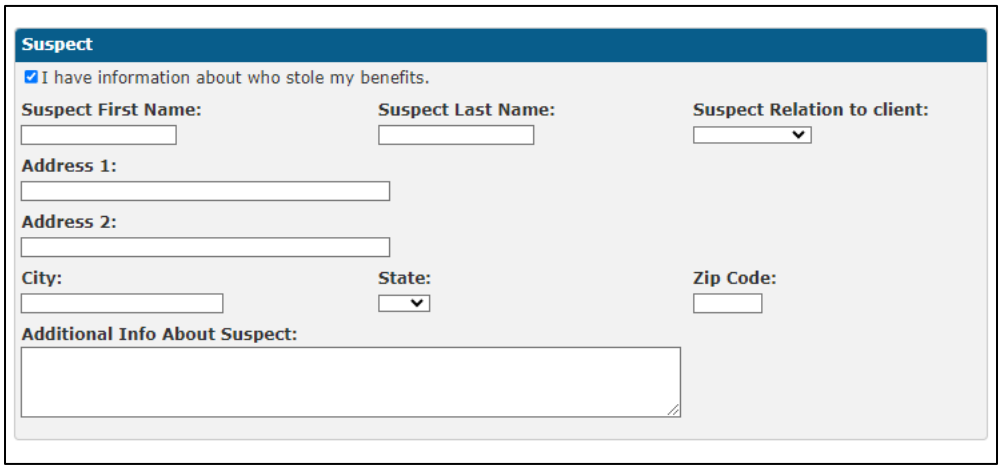


Figure 2.2.3 – Suspect section checked in Create Mode.

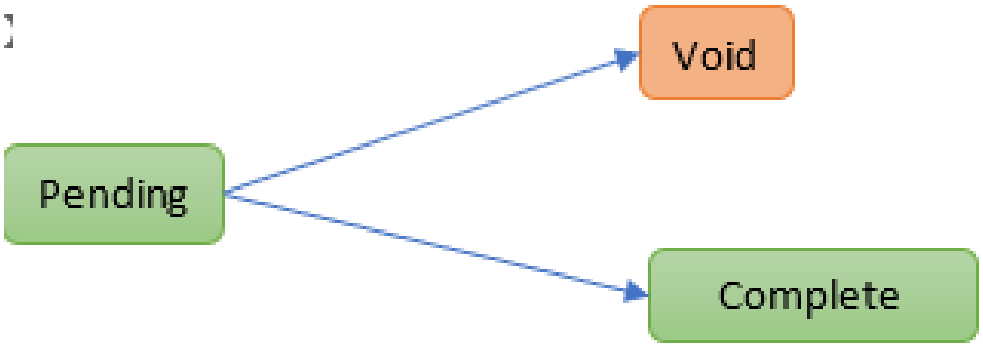


Figure 2.2.4 – Status Flow

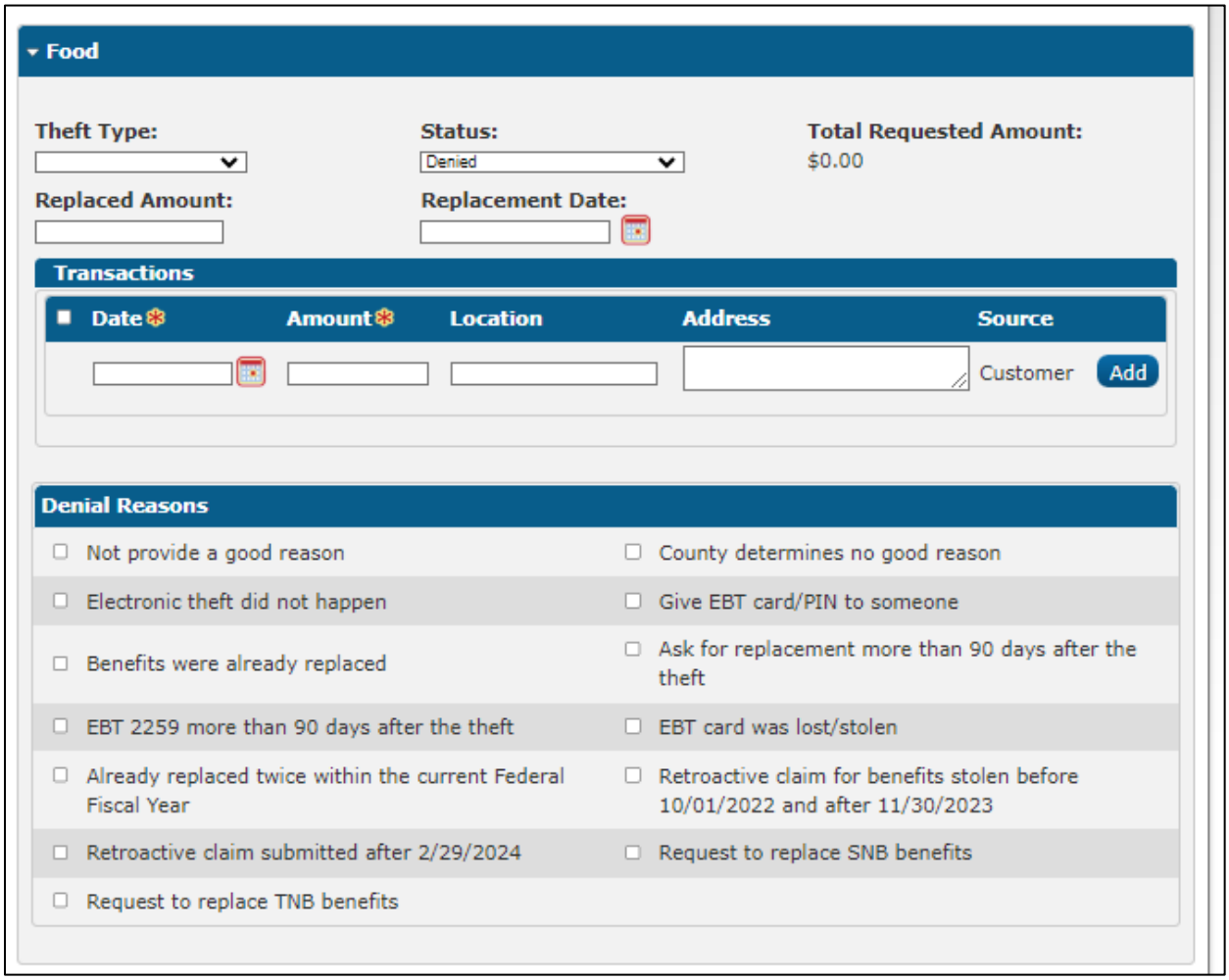


Figure 2.2.5 – Food – Denial Reasons section in Create/Edit Mode

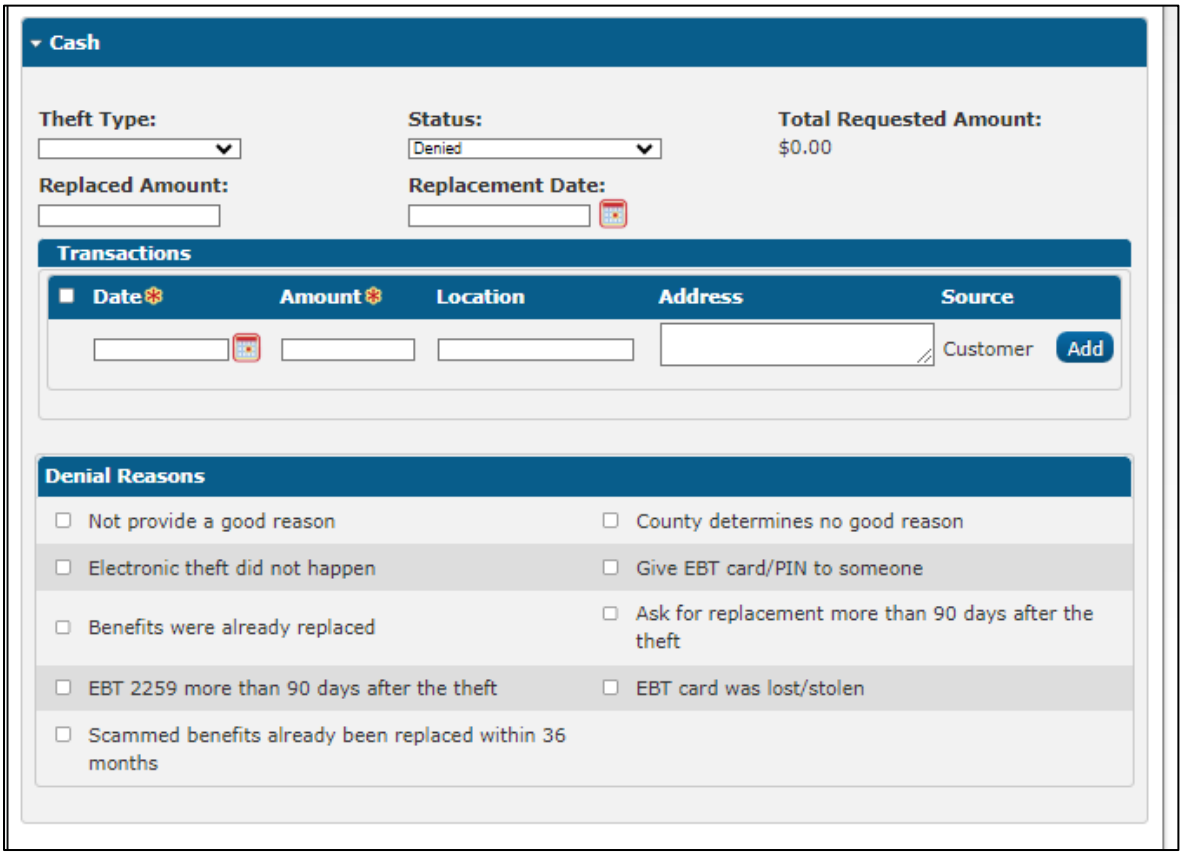


Figure 2.2.6 – Cash – Denial Reasons section in Create/Edit Mode

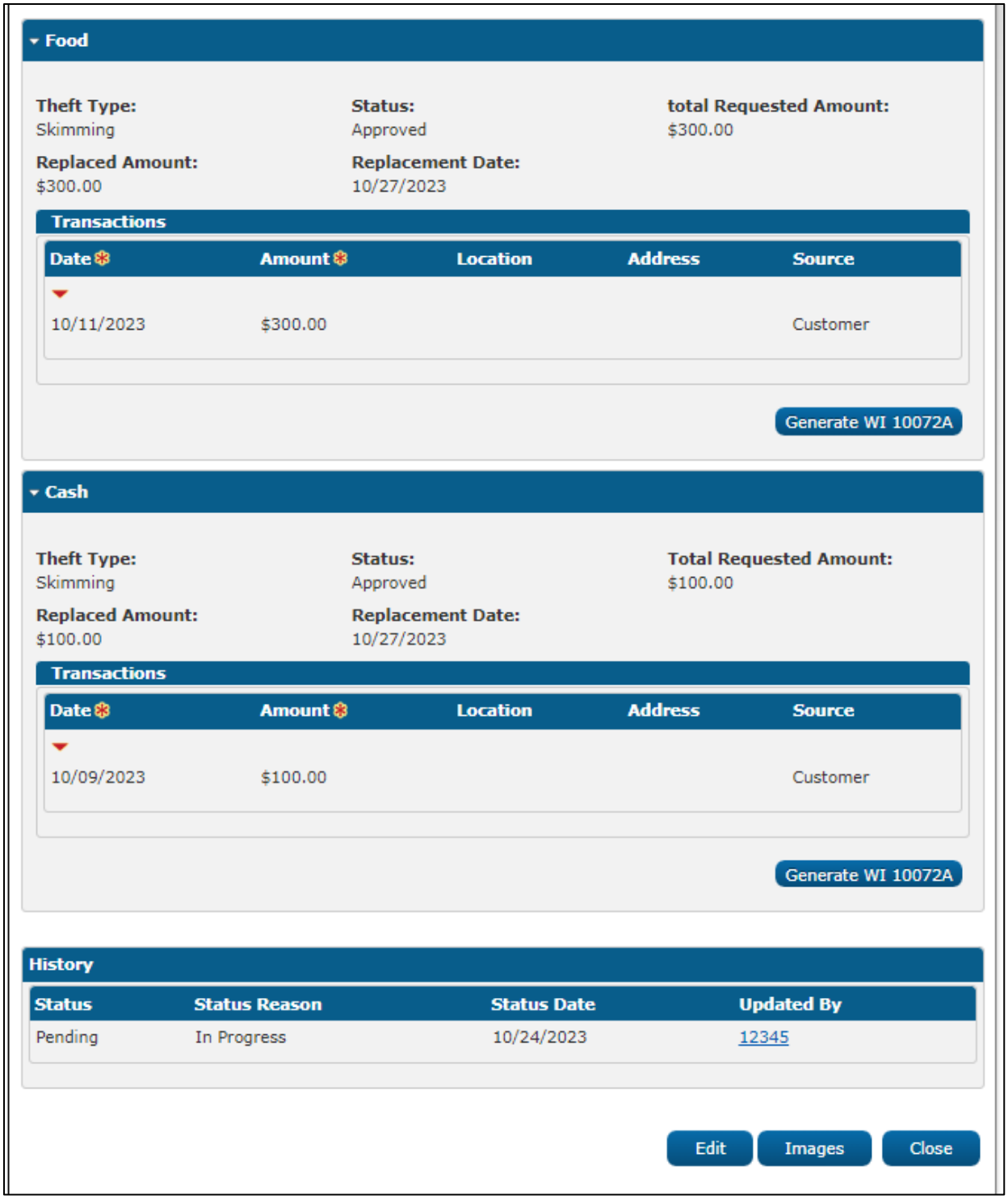


Figure 2.2.7 Food and Cash sections Approved in View Mode

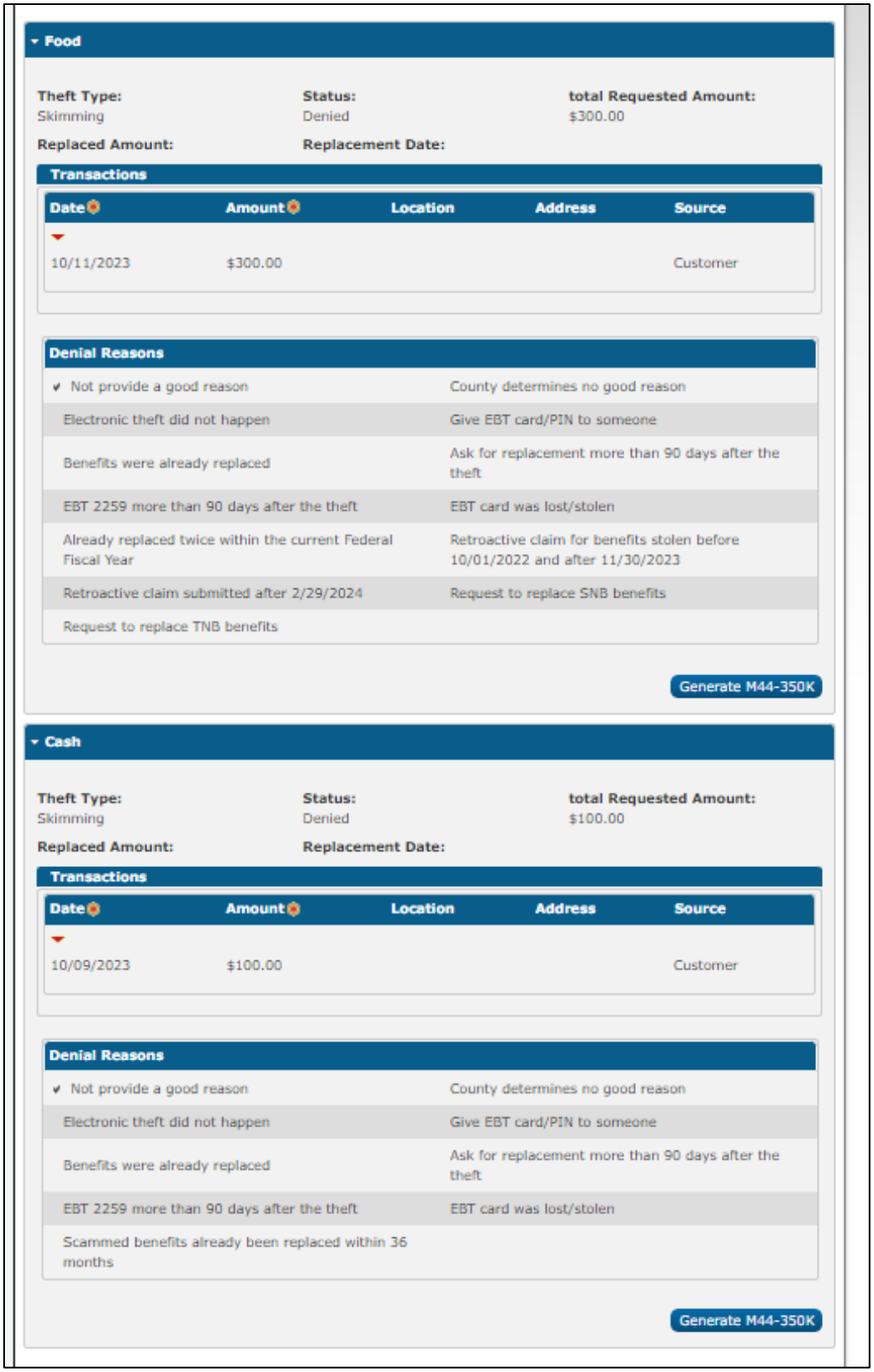


Figure 2.2.8 Food and Cash sections Denied in View Mode

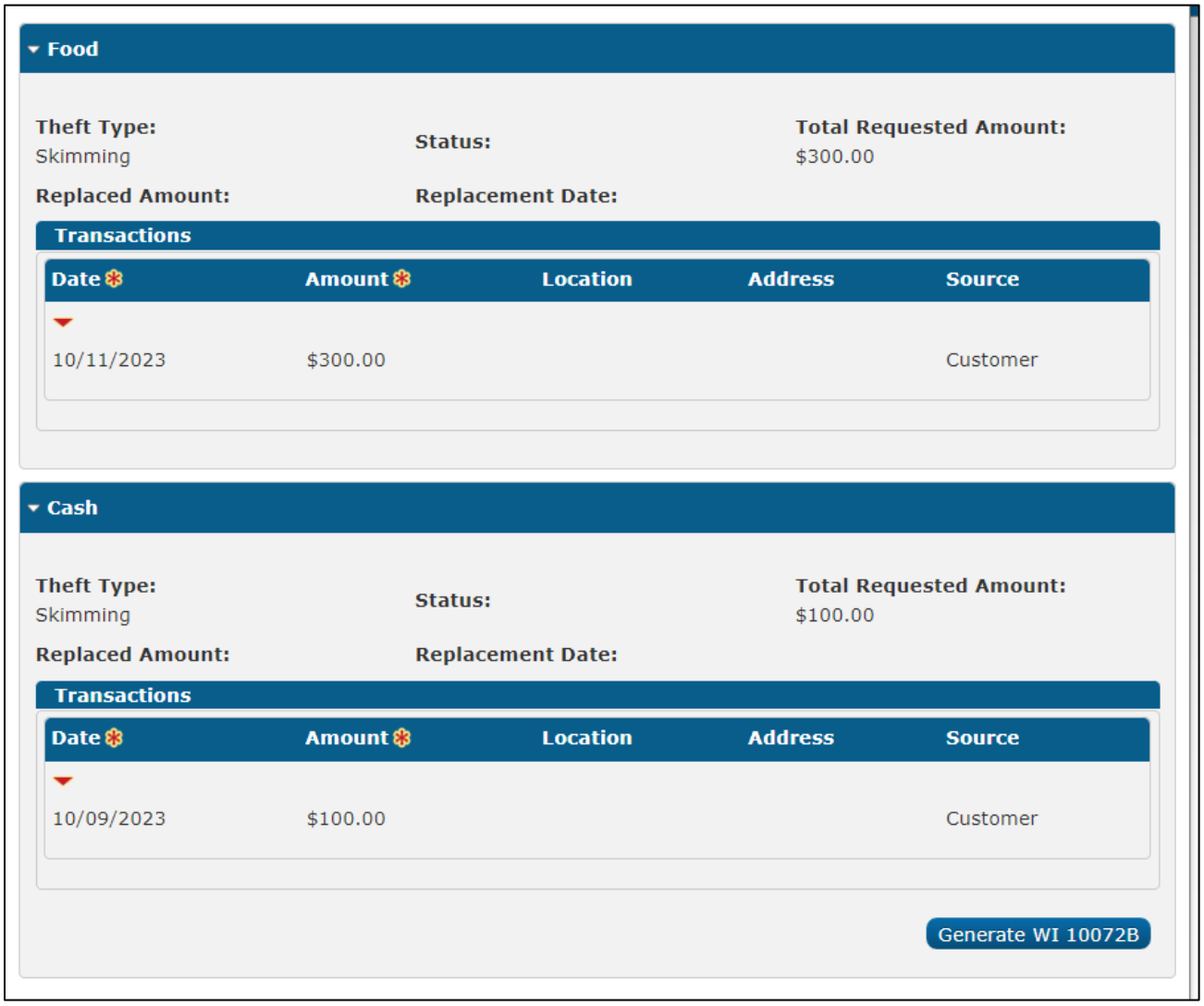


Figure 2.2.9 Food and Cash sections Pending in View Mode

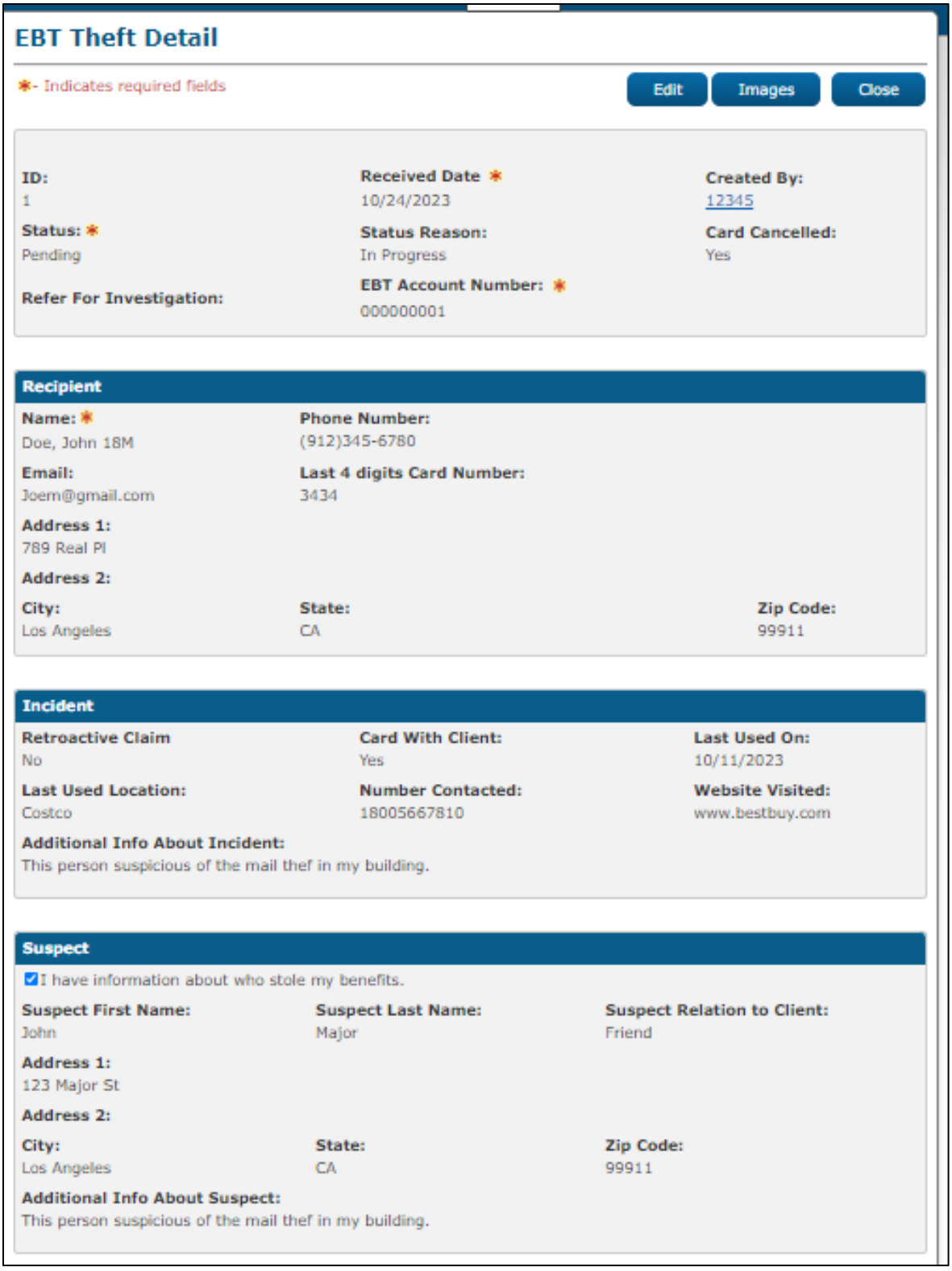


Figure 2.2.10 EBT Theft Detail page in View Mode – Top

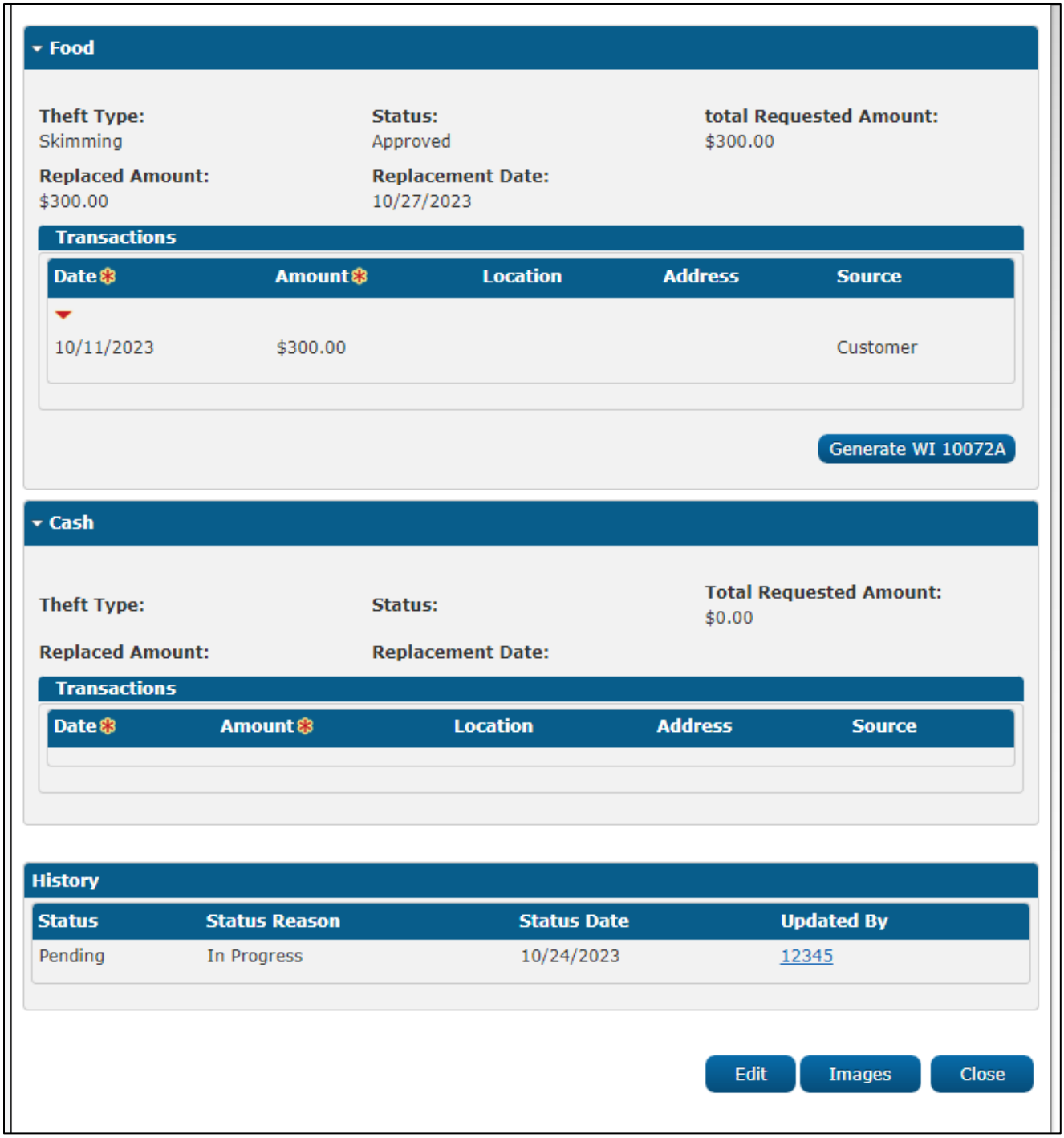


Figure 2.2.11 EBT Theft Detail page in View Mode – Bottom

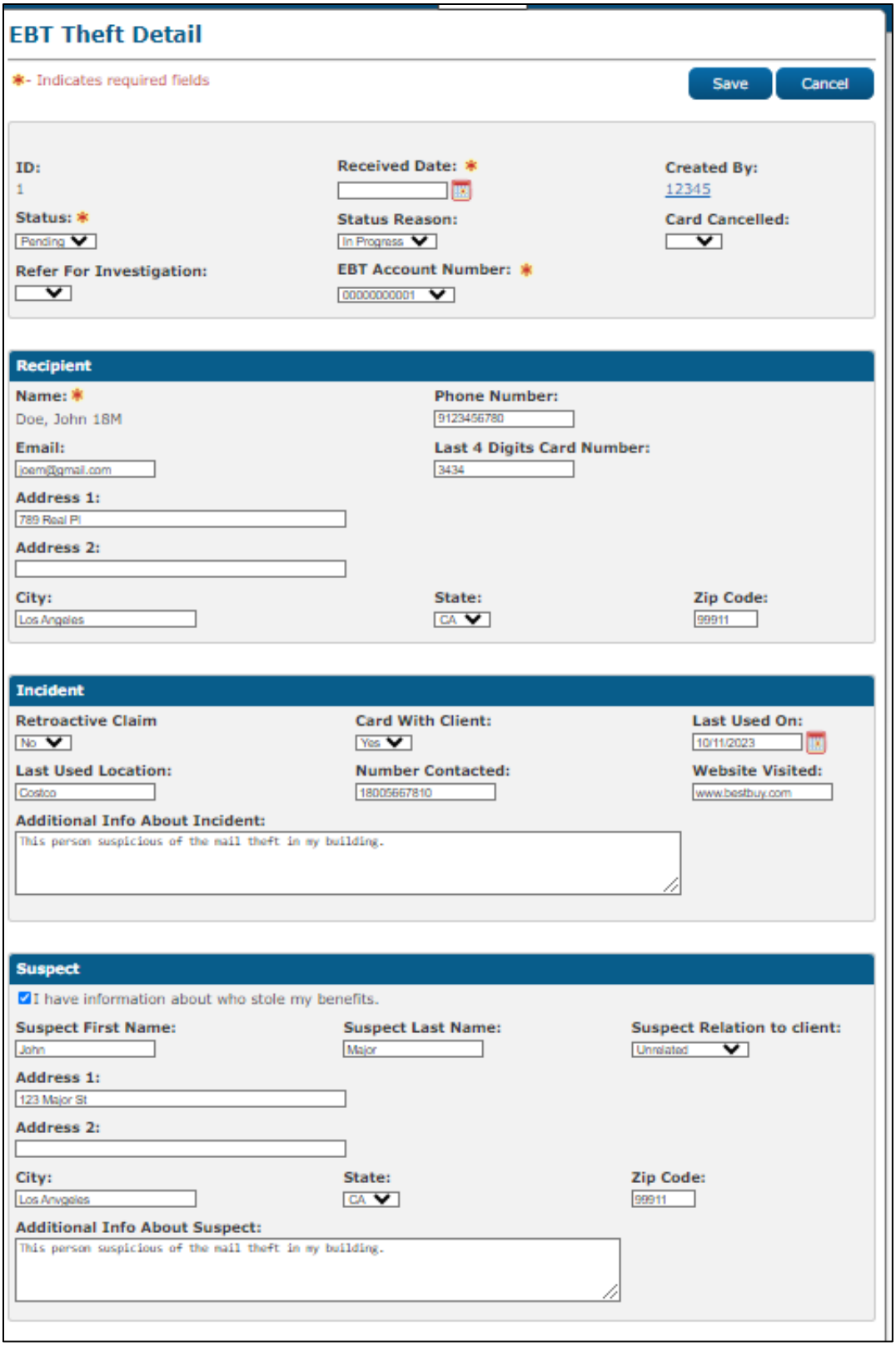


Figure 2.2.12 EBT Theft Detail page in Edit Mode – Top

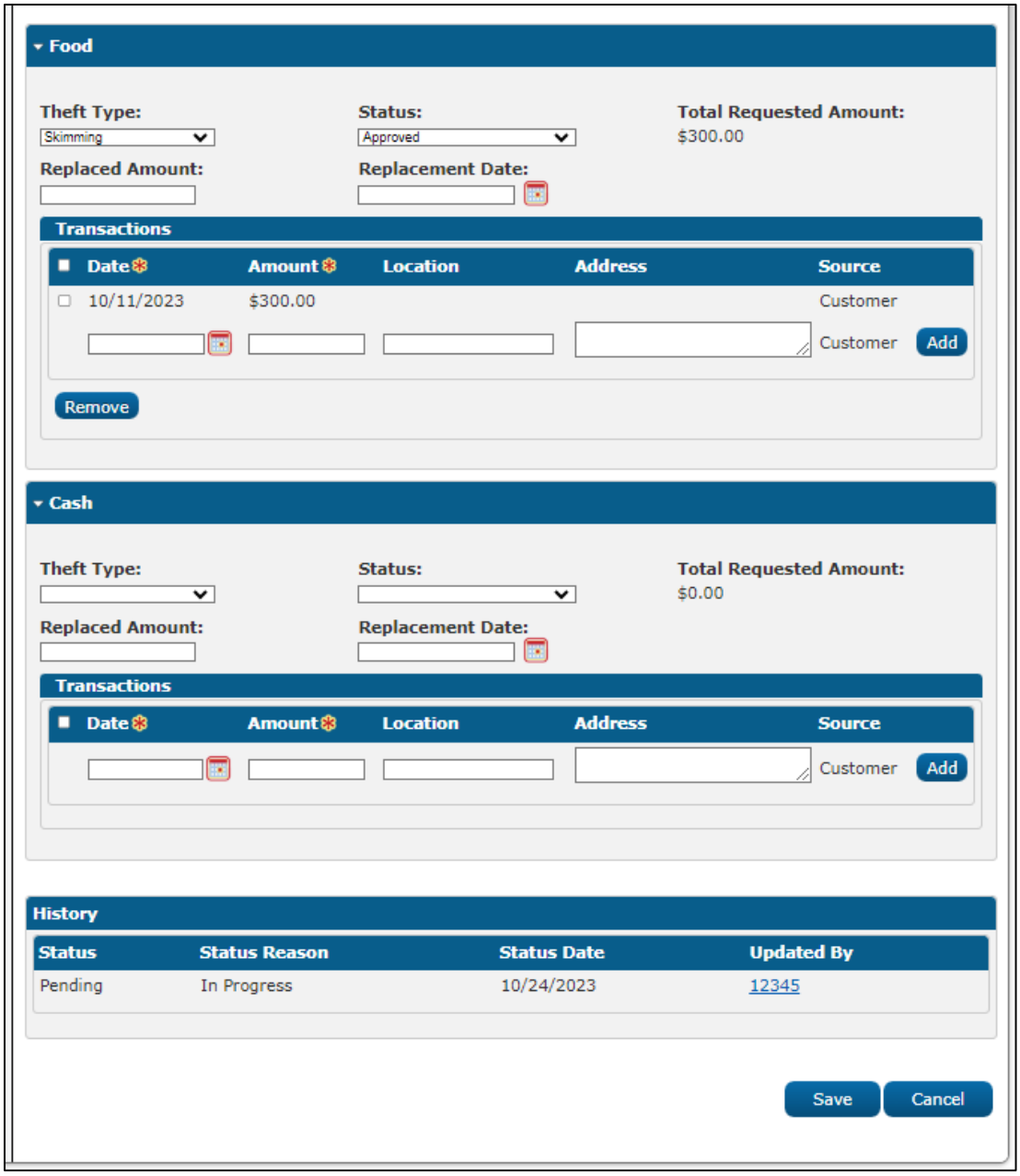


Figure 2.2.13 EBT Theft Detail page in Edit Mode – Bottom

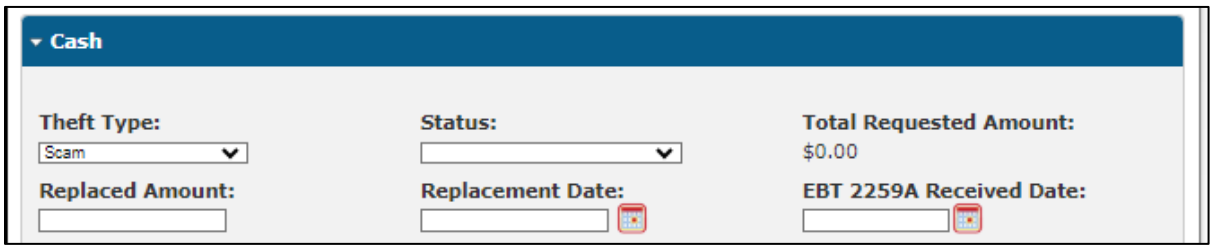


Figure 2.2.14 EBT 2259A Received Date

2.2.3 Description of Changes

1. Create a new EBT Theft Detail page that will be visible to users with the "EBTTheftDetailView" security right.
2. Users will be able to navigate to this page from the EBT Theft List page.
3. The EBT Theft Detail page will include the following fields:
    a. ID:
        i. This read-only field indicates the unique ID of the record. It is blank in Create mode. The system generates the value after the record is saved.
    b. Received Date:
        i. This mandatory field indicates the receive date of a EBT 2259 form.
        ii. It is editable in Create and Edit mode.
        iii. It displays in MM/DD/YYYY format.
        iv. Validation message: "Received Date - Date field cannot be a future date."
            a. Validation will be triggered when the user clicks Save and selecting a date.
    c. Created By:
        i. This read-only hyperlink indicates the Staff ID of the user/process that creates the record. It navigates the user to Worker Detail page.
    d. Status:
        i. This field displays the status for the EBT Theft record request.
        ii. In Create mode, this field displays "Pending" and is read-only.
        iii. In Edit mode, the status field will be an editable drop-down field with the following options. See Figure 2.2.4 for status flow.
            1. Pending
            2. Complete
            3. Void
    e. Status Reason:
        i. In Create mode, this field displays "In Progress" and is read-only.
        ii. In Edit mode, this status reason field will be an editable drop-down field with below options based on the selected Status.

Status	Status Reason	
Pending	In Progress	Default selection
Complete	(blank)	Default selection

Status	Status Reason	
Void	Other	Default selection
Void	Duplicate Entry	
Void	Request Withdrawal	
Void	Invalid entry	

f. Card Cancelled:
   i. This field is editable in Create and Edit mode with following options:
      1. Blank
      2. Yes
      3. No

g. Refer For Investigation:
   i. This field is editable in Create and Edit modes with following options:
      1. Blank
      2. Yes
      3. No

h. EBT Account Number:
   i. This field indicates the EBT account number and is mandatory.
   ii. The drop-down options will have all EBT account numbers in CalSAWS in descending order of the account creation date.
   iii. The field is editable in Create and Edit modes and default to '- Select –'option in Create mode.

i. The "Recipient" section
   i. Name:
      1. This is a required field.
      2. In Create mode, this field is editable with a list of persons associated to the case. It is not editable after the record is saved.
   ii. Phone Number:
      1. The field is editable in Create and Edit modes.
      2. Maximum number of characters is up to ~~10~~ 13 digits. Once the maximum number of characters is reached, no further characters can be added.
      3. The system will automatically format value as (xxx)xxx-xxxx upon saving when 10 digits is entered ~~the value entered is 10 characters long~~.

4. Create a new validation:
    a. Validation message: "Phone number – The phone number must be in the form (999)999-9999 and cannot start with a zero."
        1. Validation will be triggered when the user clicks Save and the value entered contains an alpha character, it is not a minimum of 10 digits ~~characters~~, or it starts with a '0'.

iii. Email:
1. The field is editable in Create and Edit modes.
2. Maximum character length is 100. Once the maximum number of characters is reached, no further characters can be added.

iv. Last 4 Digits Card Number:
1. The field is editable in Create and Edit modes.
2. Maximum number of characters is 4 digits. Once the maximum number of characters is reached, no further characters can be added.
3. Create two new validations:
    a. Validation message: "Last 4 Digits Card Number – The Last 4-digits must be 4 characters in length."
        1. Validation will be triggered when the user clicks Save, and the value entered is not the correct 4-character length.
    b. Validation message: "Last 4 Digits Card Number – The Last 4-digits can only contain numeric characters."
        1. Validation will be triggered when the user clicks Save, and the value entered contains alpha characters on the field.

v. Address:
1. In Create mode, the system will populate the mailing address of the selected person. This will be editable by the users. The field is also editable in Edit mode.
2. Address 1:
    a. Maximum number of characters is 100. Once the maximum number of characters is reached, no further characters can be added.
    b. This will contain the recipient's street address, P.O. Box, and or Apartment number.
3. Address 2:
    a. Maximum number of characters is 100. Once the maximum number of characters is reached, no further characters can be added.
4. City:

a. Maximum number of characters is 100. Once the maximum number of characters is reached, no further characters can be added.

vi. Zip Code:
1. This will be a text field and the maximum number of characters is 5. Once the maximum number of characters is reached, no further characters can be added.

vii. State:
1. This will be a drop-down field and will list all 50 states (in abbreviation) and U.S Territories and ordered alphabetically.
2. In Create mode, the filed will default to 'Blank' before any Recipient Name is selected.

j. The "Incident" section, all fields are editable in Create and Edit modes.

i. Retroactive Claim:
1. The selectable options will include:
a. Blank
b. Yes
c. No

ii. Card With Client:
1. The selectable options will include:
a. Blank
b. Yes
c. No

iii. Last Used On:
1. This field displays the date in MM/DD/YYYY format in view mode.

iv. Last Used Location:
1. This field indicates the last location where the customer uses the EBT card.
2. Maximum number of characters is 60.

v. Number Contacted:
1. This field indicates the suspicious phone number that the victim was instructed to call.
2. Maximum number of characters is up to 72 digits. Once the maximum number of characters is reached, no further characters can be added.

vi. Website Visited:
1. This field indicates the suspicious website that the victim was instructed to call.
2. Maximum number of characters is 100. Once the maximum number of characters is reached, no further characters can be added.

vii. Additional Info about Incident:
1. This field is editable in Create and Edit mode.

2. Maximum number of characters is 760. Once the maximum number of characters is reached, no further characters can be added.
    a. Add a validation message 'The value is too long. Maximum length is 760.'

k. The "Suspect" section, all fields are editable in Create and Edit modes.
    i. I have information about who stole my benefits:
        1. This is a check box field and is defaulted to uncheck in Create mode. The following fields only display when this is checked (Figure 2.2.3).
    ii. Suspect First Name:
        1. This field indicates the first name of the suspect.
        2. Maximum number of characters is 60. Once the maximum number of characters is reached, no further characters can be added.
    iii. Suspect Last Name:
        1. This field indicates the last name of the suspect.
        2. Maximum number of characters is 60. Once the maximum number of characters is reached, no further characters can be added.
    iv. Suspect Relation to Client:
        1. This is a drop-down field with Category Child Relationship (ID 10438) and blank as selectable options.
    v. Address 1:
        1. Maximum number of characters is 100. Once the maximum number of characters is reached, no further characters can be added.
        2. This field indicates the address of the suspect.
    vi. Address 2:
        1. Maximum number of characters is 100. Once the maximum number of characters is reached, no further characters can be added.
    vii. City:
        1. Maximum number of characters is 100. Once the maximum number of characters is reached, no further characters can be added.
    viii. Zip Code:
        1. This will be a text field and the maximum number of characters is 5. Once the maximum number of characters is reached, no further characters can be added.
    ix. State:
        1. This will be a drop-down field and will list all 50 states (in abbreviation) and ordered alphabetically.

2. In Create mode, the filed will default to blank.

x. Additional Info About Suspect:
    1. This field allow customers to provide any additional information about the suspect.
    2. Maximum number of characters is 760. Once the maximum number of characters is reached, no further characters can be added.
        a. Add a validation message 'The value is too long. Maximum length is 760.'

l. Add a "Food" section that will contain all transactions related to CalFresh theft. This section is collapsible.
    i. Theft Type:
        1. Selectable options will include:
            a. Blank
            b. Skimming
            c. Scam
    ii. Status:
        1. This field indicates the approval status of replacing stolen food benefits.
        2. Selectable option will include:
            a. Blank
            b. Approved
            c. Denied
    iii. Replaced Amount:
        1. This field indicates the approved benefit amount to replace stolen benefits.
        2. This field is required when above status is approved. Add a validation message "Food - Replaced Amount is required when the status is Approved."
    iv. Replacement Date:
        1. This date field indicates when approved benefit amount is replaced.
        2. This field is required when above status is approved. Add a validation message "Food - Replacement Date is required when the status is Approved."
        3. Add a validation message: "Food – Replacement Date – Date field cannot be a future date."
            a. Validation will be triggered when the user clicks Save and selecting a date.
    v. Total Requested Amount:
        1. This read-only field indicates the sum of stolen food transactions listed below.
    vi. The "Transactions" sub-section includes list of electronic theft transactions reported by the customer. The section has the following column:
        1. Check Box:
            a. This will display in Create and Edit mode to allow users to remove a transaction.

2. Date:
    a. This column indicates the date of electronic theft took place.
    b. This is in MM/DD/YYYY format and sortable. By default, this section sorts by this column in ascending order.
    c. In Edit and Create Mode, this is a mandatory field when adding a new transaction.
    d. Add a validation message "Food - Date – Date is required. Please make a selection."
        i. Validation will be triggered when the user clicks Save without selecting a Date for the transaction.
    e. Validation message: "Food - Date – Date field cannot be a future date."
        i. Validation will be triggered when the user clicks Save and selecting a date.

3. Amount:
    a. This column indicates the dollar amount of the stolen benefits.
    b. In Edit and Create Mode, this is a mandatory field when adding a new transaction.
    c. Validation message: "Food - Amount – Amount is required. Please enter a value."

i. Validation will be triggered when the user clicks Save without entering a numeric value for the transaction.

4. Location:
    a. This column indicates the location where electronic theft took place.
    b. In Edit and Create mode, maximum number of characters is ~~44~~ 50. Once the maximum number of characters is reached, no further characters can be added.
5. Address:
    a. This column indicates the address where electronic theft took place.
    b. In Edit and Create mode, maximum number of characters is ~~44~~ 50. Once the maximum number of characters is reached, no further characters can be added.
6. Source:
    a. This is read-only column indicates that the transaction amount and transaction date are whether provided by EBT vendor or by the customer.

i. EBT Edge – This will indicate the transaction information is from the EBT vendor and is reported via SSP.
ii. Customer – This will indicate the transaction information was manually added by the customer when reported via SSP, or the transactions is created by users in CalSAWS.

b. In Edit and Create mode, the value will be 'Customer'.

7. Add Button:
   a. This button is visible in Create and Edit mode.
8. Remove Button:
   a. This button allows users to delete EBT Theft Transaction Detail records and is visible in Create and Edit mode.
9. Add "Denial Reasons" section that is only visible when status is denied. It will include the following options as checkboxes. See Figure 2.2.4.
   a. Denial Reasons:
      i. Not provide a good reason.
      ii. County determines no good reason.
      iii. Electronic theft did not happen,
      iv. Give EBT card/PIN to someone.
      v. Benefits were already replaced.
      vi. Ask for replacement more than 90 days after the theft.
      vii. EBT 2259 more than 90 days after the theft.
      viii. EBT card was lost/stolen.
      ix. Already replaced twice with the current Federal Fiscal Year.
      x. Retroactive claim for benefits stolen before 10/01/2022 and after 11/30/2023.
      xi. Retroactive claim submitted after 2/29/2024.
      xii. Request to replace SNB benefits. **Note**: this reason will not display on EBT Replacement Denial NOA when generated.
      xiii. Request to replace TNB benefits. **Note**: this reason will not display on EBT Replacement Denial NOA when generated.
10. The section will have the following buttons:
    a. Generate WI 10072A button:
       i. This button is available when the following conditions are met (Figure 2.2.7):
          1. The page is in View mode.
          2. The Status of this section is "Approved".

3. Users belong to the "EBTTheftDetailEdit" security right.
4. Button functionality: this will generate the NOA with pre-populated data in a new pop-up window. See WI 110072A Form Variable population section for more form variable details.

b. Generate M44-350K button:
   i. This button is available when the following conditions are met (Figure 2.2.8):
      1. The page is in View mode.
      2. The Status of this section is "Denied".
      3. Users belong to the "EBT Theft Detail Edit" security group.
      4. Button functionality: this will generate the NOA with pre-populated data in a new pop-up window. See M44-350K Form Variable population section for more form variable details.

m. Add a "Cash" section that will include all cash theft transactions. This section is collapsible.

i. Theft Type:
   1. Selectable options will include:
      a. Blank
      b. Skimming
      c. Scam

ii. Status:
   1. This field indicates the approval status of replacing stolen cash benefits.
   2. Selectable option will include:
      a. Blank
      b. Approved
      c. Denied

iii. Replaced Amount:
   1. This field indicates the approved benefit amount to be replaced.
   2. This field is required when cash request is approved. Add a validation message "Cash - Replaced Amount is required when the status is approved."

iv. Replacement Date:
   1. This date field indicates when approved benefit amount is replaced.
   2. This field is required when above status is approved. Add a validation message "Cash - Replacement Date is required when the status is Approved."

3. Add a Validation message: "Cash - Replacement Date – Date field cannot be a future date."
    a. Validation will be triggered when the user clicks Save.

v. Total Requested Amount:
    1. This read-only field indicates the sum of stolen ~~food~~ cash transactions listed below.

vi. EBT 2259A Received Date:
    1. This field indicates the receive date of EBT 2259A.
    2. This field is required when Cash Theft Type has value of 'Scam'.
    3. This field is dynamic based upon the Cash Theft type and will only display if the Theft type is 'Scam' ~~or 'Both~~. Please Mockup 2.2.14.
    4. Create new validation:
        a. Validation message "Cash – EBT 2259A Received Date is required when the Cash Theft Type has value of 'Scam'."
            i. This validation is triggered when the user clicks Save without selecting a date in the 'EBT 2259A Received Date' field when Cash Theft Type has a value of 'Scam'.
        b. Validation message: "Cash - EBT 2259A Received Date – Date field cannot be a future date."
            i. Validation will be triggered when the user clicks Save.

vii. The "Transactions" sub-section includes list of electronic theft transactions reported by the customer. The section has the following column:
    1. Check Box:
        a. This will display in Create and Edit mode to allow users to remove a transaction.
    2. Date:
        a. This column indicates the date of electronic theft took place.
        b. This is in MM/DD/YYYY format and sortable. By default, this section sorts by this column in ascending order.
        c. In Edit and Create Mode, this is a mandatory field when adding a new transaction.
        d. Add a validation message "Cash - Date – Date is required. Please make a selection."

i. Validation will be triggered when the user clicks Save without selecting a Date for the transaction.

e. Validation message: "Cash - Date – Date field cannot be a future date."
   i. Validation will be triggered when the user clicks Save and selecting a date.

3. Amount:
   a. This column indicates the dollar amount of the stolen benefits.
   b. In Edit and Create Mode, this is a mandatory field when adding a new transaction.
   c. Validation message: "Cash - Amount – Amount is required. Please enter a value."
      i. Validation will be triggered when the user clicks Save without entering a numeric value for the transaction.
4. Location:
   a. This column indicates the location where electronic theft took place.
   b. In Edit and Create mode, maximum number of characters is ~~44~~ 50. Once the maximum number of characters is reached, no further characters can be added.
5. Address:
   a. This column indicates the address where electronic theft took place.
   b. In Edit and Create mode, maximum number of characters is ~~44~~ 50. Once the maximum number of characters is reached, no further characters can be added.
6. Source:
   a. This is read-only column indicates that the transaction amount and transaction date are whether provided by EBT vendor or by the customer.
   b. In Edit and Create mode, the value will be 'Customer'.
      i. EBT Edge – This will indicate the transaction information is from the EBT vendor and is reported via SSP.
      ii. Customer – This will indicate the transaction information was manually added by the customer when reported via SSP, or the transactions is created by users in CalSAWS.
7. Add Button:
   a. This button is visible in Create and Edit.
8. Remove Button:

a. This button allows users to delete EBT Theft Transaction Detail records and is visible in Create and Edit mode.

9. Add "Denial Reasons" section that is only visible when status is denied. It will include the following options as checkboxes. See Figure 2.2.5.
    a. Denial reasons:
        i. Not provide a good reason.
        ii. County determines no good reason.
        iii. Electronic theft did not happen,
        iv. Give EBT card/PIN to someone.
        v. Benefits were already replaced.
        vi. Ask for replacement more than 90 days after the theft.
        vii. EBT 2259 more than 90 days after the theft.
        viii. EBT card was lost/stolen.
        ix. Scammed benefits already been replaced within 36 months.
10. The section will have the following buttons:
    a. Generate WI 10072A button:
        i. This button is available when the following conditions are met (Figure 2.2.7):
            a. The page is in View mode.
            b. The Status of this section is "Approved".
            c. Users have the "EBTTheftDetailEdit" security right.
            d. Button functionality: this will generate the NOA with pre-populated data in a new pop-up window. See WI 110072A Form Variable population section for more form variable details.
    b. Generate WI 10072B button:
        i. This button is available when the following conditions are met (Figure 2.2.9):
            a. The page is in View mode.
            b. The Status of this section is blank.
            c. Users have the "EBTTheftDetailEdit" security right.
            d. Theft Type, Transactions, or EBT 2259A Received Date of this section is not blank.
            e. Button functionality: this will generate the NOA with pre-populated data in a new pop-up window. See WI 110072B Form Variable population section for more form variable details.
    c. Generate M44-350K button:

i. This button is available when the following conditions are met (Figure 2.2.8):
    a. The page is in View mode.
    b. The Status of this section is "Denied".
    c. Users have the "EBTTheftDetailEdit" security right.
    d. Button functionality: this will generate the NOA with pre-populated data in a new pop-up window. See M44-350K Form Variable population section for more form variable details.

n. The 'History' section includes the list of status changes. The section includes the following read-only fields.
    i. Status:
        a. This field displays the status of the EBT Theft Detail record.
    ii. Status Reason:
        a. This field indicates the reason for the corresponding status change.
    iii. Status Date:
        a. This field displays the date when the corresponding status change. It displays in the format "07/25/2020 8:00:33 PM". This section sorts by the status date in descending order.
    iv. Updated By:
        a. This field displays the Staff Id of the person by whom corresponding status is changed. This is a hyperlink that can navigate the user to the Worker Detail page.

4. Page buttons
    a. Close:
        1. This button is available in View mode and navigates users to EBT Theft List page.
    b. Cancel:
        1. This button is available in Create and Edit mode and navigates users to the previous page without saving data.
    c. Save:
        1. This button is available in Create and Edit mode. Clicking this button will save data and display latest info in View mode.
    d. Edit:
        1. This button is available when the following conditions are met:
        2. The page is in View mode.
        3. The Status is "Pending".

4. Users have the "EBTTheftDetailEdit" security right.

e. Images:
   1. This button is available in View mode.
   2. Upon clicking, this will open the Hyland imaging solution in a new window, taking the user to the case drawer.
   3. This button will only display to users that are assigned to either the 'ImagingSearchCase' security right or the 'ImagingSearchPerson' security right. See Hyland Imaging section for more information.

5. Add a validation states "Field is required. Please enter a value." for the following required fields:
   a. Name
   b. Received Date
   c. EBT Account Number
6. Add a validation states "Suspect First Name, Suspect Last Name, Suspect Relation to Client, Suspect Address, or Additional Info About Suspect is required. Please enter a value." to prevent saving the record when "I have information about who stole my benefits" checkbox is checked but all fields under 'Suspect' section are blank.
7. Add a validation states, "Last Used On cannot be a future date."

2.2.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: EBT Theft List**

2.2.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
EBTTheftDetailView	Ability to view EBT Theft Detail page	EBT Theft Detail View EBT Theft Detail Edit
EBTTheftDetailEdit	Ability to - create/edit EBT Theft Detail records. - create/delete EBT Theft Transactions. - Access to the following: 'Generate M44-350K' button, 'Generate WI 10072A'	EBT Theft Detail Edit

Security Right	Right Description	Right to Group Mapping
	button, and 'Generate WI 10072B' button	

1. Security Groups

Security Group	Group Description	Group to Role Mapping
EBT Theft Detail View	Give users the ability to view EBT Theft Detail page	CA State All County Access, Child Support View Only, Eligibility Staff, Eligibility Supervisor, Employment Services Staff, Employment Services Supervisor, Fiscal Staff, Fiscal Supervisor, Help Desk Staff, Quality Assurance Staff, Quality Assurance Supervisor, Quality Control Staff, Quality Control Supervisor, Regional Call Center Staff, Regional Call Center Supervisor, SIU Staff, SIU Supervisor
EBT Theft Detail Edit	Give users ability to - create/edit EBT Theft Detail records. - create/delete EBT Theft Transactions - Access to the following: 'Generate M44-350K' button, 'Generate WI 10072A' button, and 'Generate WI 10072B' button	Eligibility Staff, Eligibility Supervisor, Regional Call Center Staff, Regional Call Center Supervisor

2.2.6 Page Mapping

Add page mapping for EBT Theft Detail page.

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 BenefitsCal: Update Case Inquiry API

2.3.1 Overview

The Case Inquiry API is a RESTful webservice that retrieves case information in CalSAWS and sends the information to the Self-Service portal. This section will outline the necessary modifications to the Case Inquiry API to include sending the account number to the Self-Service Portal.

2.3.2 Description of Change

1. Update Case Inquiry API by including the most recent active EBT Account number or 'SUID' - State Unique Identifier associated to the case, when sending case and program information to the Self-Service Portal. See Supporting Documents section for Case Inquiry API documentation.

2.3.3 Execution Frequency

Real Time

2.3.4 Key Scheduling Dependencies

N/A

2.3.5 Counties Impacted

CalSAWS Counties

2.3.6 Category

Real Time API

2.3.7 Data Volume/Performance

N/A

2.3.8 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.)

2.4 BenefitsCal: Create New Endpoints in Forms API

2.4.1 Overview

The 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. This section will outline the modifications to the Forms API to include an endpoint for the EBT 2259 and EBT 2259A form.

2.4.2 Description of Change

1. Update the existing Forms API by creating a new endpoint in the existing CalSAWS Forms API with a EBT 2259 operation that accepts a request body with a customer's name and form information when sent from the Self-Service Portal. The information received will be mapped to the appropriate form fields. See Appendix section for process flow details.
    a. The Forms API will generate a EBT 2259 with the recipient's information and incident information populated in PDF format. Upon successful generation of the form, it will upload the form into the Hyland Imaging System.
    b. The new endpoint will return the following response code to the Self-Service Portal upon successful generation or in the event an error occurs. of the PDF with the required request parameters. In the event an error occurs with the form generation into Hyland, the API will return error responses to the Self-Service Portal.
        i. 200 – successful operation
            1. The request is valid and submitted into a queue. The queue processes the request, generate the PDF with the customer's entered data, and upload the PDF into the imaging solution.
                a. If there is an issue with processing the request and/or uploading the PDF into the imaging solution, the queue will retry the request up to 5 times every 10 minutes.
            2. Store the EBT 2259 form into the designated case drawer with the following information:

a. Form Name: ~~Report of Electronic Theft of Benefits~~ REPORT OF ELECTRONIC THEFT OF BENEFITS
b. Form Number: EBT 2259
c. Capture Information: Portal

ii. 400 – Bad request
1. This response is returned if the request is invalid. Example: A field exceeds the maximum characters indicated in the API Swagger documentation.

iii. 401 – Authorization information is missing or invalid.
iv. 408 – Request Timeout.
v. 500 – Internal Server Error.

c. Form attributes for Report of Electronic Theft of Benefits - EBT 2259. Refer to Supporting documents section for EBT 2259 and EBT 2259A Forms API Swagger documentation.

Form API Attributes	
Attribute	**Description**
Recipient First Name	The recipient's first name.
Recipient Middle Initial	The first letter of recipient's middle name
Recipient Last Name	The recipient's last name.
Last 4 digits of EBT Card Number	This is the last 4 digits of the EBT card number associated to the recipient.
Phone Number	The recipient's phone number.
Address	The recipient's address. This includes: • Street or P.O. box • City • State • Zip code
Email Address	This is the recipient's email address
Food Benefits Scammed Indicator	This indicates the recipient's Food Benefits were scammed.
Cash Benefits Scammed Indicator	This indicates the recipient's Cash Benefits were scammed.

Form API Attributes	
Attribute	**Description**
	Note: When this indicator is checked, the *EBT 2259A* is required to be completed
Food Benefits Skimmed Indicator	This indicates the recipient's Food Benefits were skimmed.
Cash Benefits Skimmed Indicator	This indicates the recipient's Cash Benefits were skimmed.
Retroactive claim Indicator	This is a 'Yes or No' indicator to determine whether the recipient is reporting a retroactive claim for stolen food benefits. This indicator will default to 'No' when submitted via Forms API. **Note**: Retroactive claim must have occurred after October 1, 2022, but before December 1, 2023 and reported by February 29, 2024.
'My EBT Card with me at all times' Indicator	This is a 'Yes or No' indicator to determine whether the recipient's EBT card is in their possession at all times.
Last Used EBT Card Date	This is the date of when the recipient's EBT card was last expended. Format: MM/DD/YYYY Example: 01/23/2023
Last Used EBT Card Location	This is the location of where the recipient's EBT card was last expended.
Suspicious Phone Number	The phone number of the suspicious contact the recipient was instructed to use.
Suspicious website	The suspicious website the recipient was instructed to use.
Suspect Information Known Indicator	This indicates the recipient has additional information on the suspect who stole their benefits.

Form API Attributes	
Attribute	**Description**
Last Name	The last name of the identified subject suspected of benefit theft
First Name	The first name of the identified subject suspected of benefit theft
Relationship to You	The relationship of the identified subject and the recipient
Address	The subject's address. This includes: • Street or P.O. box • City • State • Zip code
Additional Information	Additional details the recipient can enter with information about the suspect/subject
Benefits Stolen (Cash or Food)	The benefit type affected in the electronic theft. Values include Cash or Food.
Transaction Date	The date the transaction occurred. Format: MM/DD/YYYY Example: 01/23/2023
Amount Stolen	The monetary amount that was used in the fraudulent transaction. Example: $200.00
Location Where Theft(s) Occurred	The name of the location where the electronic theft took place
Address of Location(s) of Theft	The address of the location where the electronic place took place.
Additional information	Additional details for recipient can enter with information about the electronic theft transaction.
Signature of Recipient	The recipient's signature. This will include the recipient's First and Last name.
Date	The signature date of the recipient's signature. Format: MM/DD/YYYY

Form API Attributes	
Attribute	**Description**
	Example: 01/23/2023
Signature of Cardholder	The signature of the cardholder (if different from Recipient). This will include the recipient's First and Last name.
Date	The signature date of the cardholder's signature. Format: MM/DD/YYYY Example: 01/23/2023
EBT Account Number	The active EBT Account Number or State Unique Identifier (SUID) in CalSAWS

2. Update the existing Forms API by creating a new endpoint in the existing CalSAWS Forms API with a EBT 2259A operation that accepts a request body with a customer's electronic signature and signature date when sent from the Self-Service Portal.

EBT 2259A Form Attributes	
Attribute	**Attribute Description**
Signature	The recipient's signature. This will include the recipient's First and Last name.
Date	The signature date of the cardholder's signature. Format: MM/DD/YYYY Example: 01/23/2023
EBT Account Number	The active EBT Account Number or State Unique Identifier (SUID) in CalSAWS

   a. The new endpoint will return the following response code to the Self-Service Portal upon successful generation or in the event an error occurs. of the PDF with the required request parameters. In the event an error occurs with the form generation into Hyland, the API will return error responses to the Self-Service Portal.
      i. 200 – successful operation
         1. The request is valid and submitted into a queue. The queue processes the request, generate the PDF with the customer's entered data, and upload the PDF into the imaging solution.

a. If there is an issue with processing the request and/or uploading the PDF into the imaging solution, the queue will retry the request up to 5 times every 10 minutes.

2. Store the EBT 2259A form into the designated case drawer with the following information:
    a. Form Name: EBT Scamming Acknowledgement
    b. Form Number: EBT 2259A
    c. Capture Information: Portal

ii. 400 – Bad request
    1. This response is returned if the request is invalid. Example: A field exceeds the maximum characters indicated in the API Swagger documentation.

iii. 401 – Authorization information is missing or invalid.
iv. 408 – Request Timeout.
v. 500 – Internal Server Error.

2.4.3 Execution Frequency

Real Time

2.4.4 Key Scheduling Dependencies

N/A

2.4.5 Counties Impacted

CalSAWS Counties

2.4.6 Category

Real Time API

2.4.7 Data Volume/Performance

N/A

2.4.8 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.)

2.5 BenefitsCal: Create EBT Theft API

2.5.1 Overview

The EBT Theft API will be a new a RESTful webservice that will allow CalSAWS to do the following:

- Retrieve the EBT 2259 form information from the Self-Service Portal and store in the CalSAWS new EBT Theft pages.
- Create an automated Journal Entry upon receiving an electronic form of EBT 2259/EBT 2259A.
- Create an Automated Action that will create a task for the worker upon receiving an electronic form of EBT 2259/EBT 2259A.

2.5.2 Description of Change

1. Create a new RESTful API webservice in CalSAWS to save the following EBT 2259 form attributes from the Self-Service Portal. See Appendix section for process flow details.
    a. EBT 2259 Attributes – These are form attributes that CalSAWS will display on the new EBT Theft Page(s).
        i. Refer to Supporting documents section for EBT Theft API Swagger documentation.

EBT Theft API Attributes	
Attribute	**Description**
GUID	The individual's Global Unique Identifier. This attribute is not displayed to the worker.
Pers ID	The unique identifier associated to the individual in CalSAWS. This attribute is not displayed to the worker.
Case ID	The unique Case identifier associated to the recipient in CalSAWS. This attribute is not displayed to the worker.
County Code	The county code associated to the case/person.

EBT Theft API Attributes	
Attribute	**Description**
	Note: For API purposes, the county code will be received in a county code format (i.e., Los Angeles County = 19)
EBT Account Number	The active EBT Account Number or State Unique identifier (SUID) associated to the individual's case in CalSAWS
Recipient First Name	The recipient's first name.
Recipient Middle Initial	The first letter of recipient's middle name
Recipient Last Name	The recipient's last name.
Last 4 digits of EBT Card Number	This is the last 4 digits of the EBT card number associated to the recipient.
Phone Number	The recipient's phone number.
Address	The recipient's address. This includes: • Street or P.O. box • City • State • Zip code
Email Address	This is the recipient's email address
Food Benefits Scammed Indicator	This indicates the recipient's Food Benefits were scammed.
Cash Benefits Scammed Indicator	This indicates the recipient's Cash Benefits were scammed. **Note**: When this indicator is checked, the *EBT 2259A* is required to be completed.
Food Benefits Skimmed Indicator	This indicates the recipient's Food Benefits were skimmed.
Cash Benefits Skimmed Indicator	This indicates the recipient's Cash Benefits were skimmed.
Retroactive claim Indicator	This is a 'Yes or No' indicator to determine whether the recipient is

EBT Theft API Attributes	
Attribute	**Description**
	reporting a retroactive claim for stolen food benefits. This indicator will default to 'No' when data transfer is received via EBT Theft API. **Note**: Retroactive claim must have occurred after October 1, 2022, but before December 1, 2023 and reported by February 29, 2024.
'My EBT Card with me at all times' Indicator	This is a 'Yes or No' indicator to determine whether the recipient's EBT card is in their possession at all times.
Last Used EBT Card Date	This is the date of when the recipient's EBT card was last expended. Format: MM/DD/YYYY Example: 01/23/2023
Last Used EBT Card Location	This is the location of where the recipient's EBT card was last expended.
Suspicious Phone Number	The phone number of the suspicious contact the recipient was instructed to use.
Suspicious website	The suspicious website the recipient was instructed to use.
Suspect Information Indicator	This indicates the recipient has additional information on the suspect who stole their benefits.
Last Name	The last name of the identified subject suspected of benefit theft.
First Name	The first name of the identified subject suspected of benefit theft.
Relationship to You	The relationship of the identified subject and the recipient
Address	The subject's address. This includes: • Address 1 • Address 2 • City

EBT Theft API Attributes	
Attribute	**Description**
	• State • Zip code
Additional Information	Additional details the recipient can enter with information about the suspect/subject
Import Indicator	This indicator will determine if the transaction entry received from SSP is verified from the EBT Vendor or manually added by the customer. If indicator is true, 'Source' = EBT Edge in EBT Theft page. Otherwise, 'Source' = Customer in EBT Theft page.
Benefits Stolen (Cash or Food)	The benefit type affected in the electronic theft. CA – Cash, FS - CalFresh
Transaction Date	The date the transaction occurred. Format: MM/DD/YYYY Example: 01/23/2023
Amount Stolen	The monetary amount that was used in the fraudulent transaction. Example: $200.00
Location Where Theft(s) Occurred	The name of the location where the electronic theft took place
Address of Location(s) of Theft	The address of the location where the electronic place took place.
Additional information	Additional details for recipient can enter with information about the electronic theft transaction.
Task Information	The task information parameter received from the Self-Service Portal.
EBT 2259A Date	The date the EBT 2259A was submitted. Format: MM/DD/YYYY Example: 01/23/2023 **Note**: This field is required if the Cash Benefits is marked scammed.

b. Return the one of the following responses to Self-Service Portal upon receiving the EBT 2259 data information:
    i. 201 – Electronic Benefit Theft Detail creation successful
        1. The request is valid with all required form attributes. The request data will be created and displayed in the EBT Theft Detail page.
    ii. 400 – Bad Request.
        1. This response is returned if the request is invalid. Example: A field exceeds the maximum characters indicated in the API Swagger documentation.
        2. 401 – Authorization information is missing or invalid.
        3. 408 – Request timeout.
        4. 422 – Business Validation Error. CalSAWS will return the following error descriptions to the Self-Service Portal:
            a. benefitscal-00001: The guid does not exist in the system.
            b. benefitscal-00002: The guid is not associated to a person in the system.
            c. benefitscal-00003: The provided person Id, case Id, and county code combination does not exist in the system.
            d. beneftiscal-00004: EBT 2259A date is required if Cash benefits were scammed.
            e. benefitscal-00005: The EBT Account Number is not an active account number associated to the case in the system.
            f. benefitscal-00006: Incident information cannot have both scam and skimmed indicators set as True.
        5. 500 – Internal Server Error.
        6. 503 – Service Unavailable.

2. Create a Journal entry for the case with details when a EBT 2259 form is received from the Self-Service Portal.
    a. Date Received: The date the EBT 2259 form was received in CalSAWS. Format: MM/DD/YYYY
    b. Person Name: The recipient's First and Last Name listed on the EBT 2259 form.

Journal Entry	Description
New/Update	Yes
Journal Category	Interfaces
Journal Type	Self Service
Short Description	EBT 2259 Form Received

Journal Entry	Description
Long Description	A Report of Electronic Theft of Benefits has been received on {Date Received: MM/DD/YYYY} for {Person Name}.
Trigger Condition	When an automated EBT 2259 is received through the API from the Self-Service Portal

3. Create an automated action upon successfully receiving the EBT 2259 form from the Self-Service Portal.

Automated Action Detail

Edit Close

Action Information

Name: Self Service Portal: EBT Theft Form Received

Type: Create Task

Status: * Active

Program(s): CF, CP, CW, DC, GR, RC, WT

Run Date: Real Time

Source: Online

Scenario: An EBT 2259 form has been received through the Self Service Portal.

Task Information

Task Type: * EBT Theft Form Received

Due Date: Default Due Date

Default Due Date: 10 Business Days

Initial Assignment: Default Assignment

Default Assignment: Most Recent Worker Within 90 Days

Sibling Assignment: No

Long Description: An EBT 2259 form has been received through the Self Service Portal. Review form to determine if EBT Card reissuance is needed. The form was submitted on {param from BC}.

Edit Close

Figure 2.5.2-1 – Automated Action Detail – View Mode

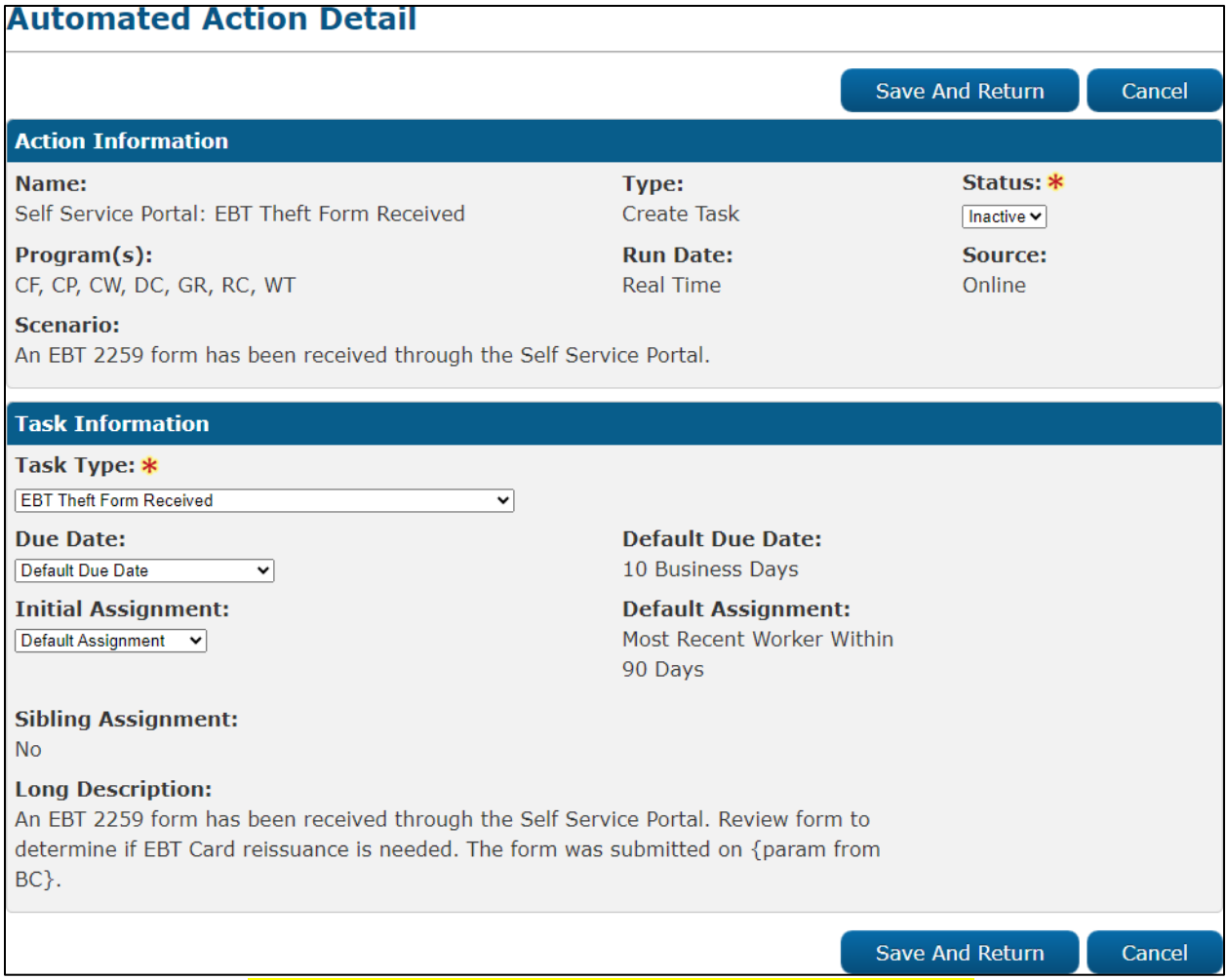


Figure 2.5.2-2 – Automated Action Detail – Edit Mode

a. The "Status" attribute on the Automated Action Detail page will not be editable for the Automated Action and will default to "Active". All other configurable fields will be editable if a county opts to adjust options such as Task Type, Initial Assignment and Due Date.

   The Task Type defined below for the Automated Action will be initially set as the default Task Type. Each county may customize to a different county specific Task Type if necessary.

   The Long Description attribute for the below Automated Action includes "{param from BC}" which will be replaced with a formatted text description to be included in the resulting Task Long Description attribute.

b. Implement the following EBT Theft Form Received Automated Action in the CalSAWS System:
   i. EBT Theft Form Received ~~Card Reissuance~~

1. Action Information

Field	Task Field Value
Name	Self Service Portal: EBT Theft Form Received
Type	Create Task
Status	Active
Program(s)	CF, CP, CW, DC, GR, RC, WT
Run Date	Real-Time
Source	Online
Scenario	An EBT 2259 form has been received through the Self Service Portal.

2. Task Information

Field	Task Field Value
Task Type	EBT Theft Form Received
Task Sub-Type	BLANK
Due Date	Default Due Date
Default Due Date	10 Business Days
Initial Assignment	Default Assignment
Default Assignment	Most Recent Worker Within 90 Days
Long Description	An EBT 2259 form has been received through the Self Service Portal. Review ~~report~~ form to determine if EBT Card reissuance is needed. The form was submitted on {param from BC}.

3. Create the following Task Type for each County:

Field	Task Field Value
Name	EBT Theft Form Received
Category	Self Service Portal Communication
Priority	Critical
Available Online	No
Available for Automation	Yes
Instructions	BLANK
Expire Tasks	No
Newly Assigned Indicator	Tasks display indicator for 10 day(s)

c. The default assignment processing will determine the worker assignment for the Task via existing program hierarchy. A case must have an existing program, Food or Cash, for the task to be generated.
    i. If the received form indicates only Food benefits were scammed/skimmed, then task will be assigned to the most recently assigned CalFresh worker within 90 calendar days. If there is no CalFresh worker found, check if there is an assigned Disaster CalFresh worker within the 90 calendar days and assign the task.
    ii. If the received form indicates only Cash benefits were scammed/skimmed, then task will be assigned to the most recently assigned CalWORKs worker within 90 calendar days. If a CalWORKs worker is not found, then follow the existing program hierarchy for cash aid program(s) (CalWORKs > GA/GR > CAPI > RCA > WTW) to assign worker within 90 calendar days.
    iii. If the received form indicates both Food and Cash benefits were scammed/skimmed and both programs are currently assigned to a worker, the task will be assigned to the most recent CalWORKs worker within 90 calendar days. If there is no CalWORKs worker found, then follow the existing program hierarchy (CalWORKs > GA/GR > CAPI > RCA > CalFresh > Disaster CalFresh > WTW) to determine a worker assignment within the last 90 calendar days to assign the task.
    iv. If above conditions cannot identify a worker, and if county has configured a Task Bank that can receive the Task category of 'Self Service Portal Communications', then assign to Task bank.
    v. If the above task assignment conditions cannot identify a valid assignment for the Task or the case does not have a corresponding Food or Cash aid program, then a Task will not be created.

2.5.3 Execution Frequency

Real Time

2.5.4 Key Scheduling Dependencies

N/A

2.5.5 Counties Impacted

CalSAWS Counties

2.5.6 Category

Real Time API

2.5.7 Data Volume/Performance

N/A

2.5.8 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.)

2.6 Updates to the WI 10072A - EBT Replacement Approval Recommendation

2.6.1 Overview

The WI 10072A form is used to inform the customer of their approved EBT replacement request. This effort will update the WI 10072A to the latest State version as provided by CDSS in ACL 23-13.

State Form: WI 10072A (Not Yet Published on CDSS)

Current Programs: Cal-Learn, CAPI, CalWORKs, CalFresh, General Assistance/General Relief, RCA, REP, and Welfare to Work

Current Attached Form(s): None

Current Forms Category: Forms

Current Template Repository: All Counties

Existing Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Lao, Russian, Tagalog, and Vietnamese

2.6.2 Form Verbiage

The WI 10072A will have the following verbiage updates.

Updated Form XDP

Updated Languages: English and Spanish

Updated Form Number and Version: WI 10072A and (10/23)

Form Mockups/Examples: Please see supporting document #9

Location	Existing Verbiage	Updated Verbiage

"Please Note" Section	Please note: If your benefits were scammed, you cannot have any new scammed cash benefits replaced for 36 months. Skimmed and scammed food benefits can only be replaced twice within six months. Keep your PIN and EBT card separate.	Please note: In addition to skimming and scamming, cloning and similar fraudulent methods may be eligible for replacement. If your benefits were scammed, you cannot have any new scammed cash benefits replaced for 36 months. Electronically stolen food benefits can only be replaced twice within the current Federal Fiscal Year (October 1 – September 30). Keep your PIN and EBT card separate. The State of California recommends that you change your PIN at the end of every month. Contact your local county office to learn more about receiving your cash benefits by Direct Deposit.

2.6.3 Form Variable Population

The form will have the following variable population logic:

Variable Name	Population	Formatting	Editable* / Field Type	Template Repository Population	Population with Form Generation
Date	Date of approval. Pulled from the "Replacement Date" from the EBT Theft Detail page. Please see section 2.2.	Arial Font Size 10	Yes / Text field	Yes	Yes

Skimmed Checkbox	Checked when the "Skimmed" theft type is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
Scammed Checkbox	Checked when the "Scammed" theft type is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
EBT Replaced Amount	Populates with the Replaced Amount from the EBT Theft Detail page. Please see section 2.2.	Arial Font Size 10	Yes / Text field	Yes	Yes
EBT Cash Checkbox	Checked when the EBT Theft Record is for Cash benefits. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
EBT Food Checkbox	Checked when the EBT Theft Record is for Food benefits. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	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.

Note 1: The column "Population with Form Generation" refers to whether there will be form variable pre-population when the form is generated outside of the Template Repository.

Note 2: The skimmed and scammed checkboxes cannot be populated at the same time on the same NOA. The cash and food checkboxes will also never display both at the same time. If there are reports of both cash and food benefits stolen as well as skimmed and scammed theft types, four separate NOAs will be generated with one for cash benefits and the other for food benefits.

For example:

1. Cash benefits, Skimmed theft type – 1 NOA
2. Cash benefits, Scammed theft type – 1 NOA
3. Food benefits, Skimmed theft type – 1 NOA
4. Food benefits, Scammed theft type – 1 NOA

Technical Note: *Fiscal must pass the EBT_THEFT_ID record to Client Correspondence to populate the variables.*

2.6.4 Form Generation Conditions

1. **Turn off threshold languages**

   The following languages will be turned off for the WI 10072A:

   Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Lao, Russian, ~~Spanish,~~ Tagalog, and Vietnamese

2. **Updates to Form Generation**

   The form will generate as a pop-up from the new EBT Theft Detail page (see section 2.2). The form will generate via a "Generate WI 10072A Form" button that is only displayed on the page when the status of the EBT Theft Detail page is "Approved."

2.7 Updates to the WI 10072B - EBT Replacement Review Recommendation

2.7.1 Overview

The WI 10072B form is used to inform the customer that their EBT replacement request is currently in review. This effort will update the WI 10072B to the latest State version as provided by CDSS in ACL 23-13.

State Form: WI 10072B (Not Yet Published on CDSS)

Current Programs: Cal-Learn, CAPI, CalWORKs, CalFresh, General Assistance/General Relief, RCA, REP, and Welfare to Work

Current Attached Form(s): None

Current Forms Category: Forms

Current Template Repository: All Counties

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

2.7.2 Form Verbiage

The WI 10072B will have the following verbiage updates.

Updated Form XDP

Updated Languages: English and Spanish

Updated Form Number and Version: WI 10072B and (10/23)

Form Mockups/Examples: Please see supporting document #10

Location	Existing Verbiage	Updated Verbiage
"HERE IS WHY" Section	HERE IS WHY: <Checkbox> This is your third electronic theft claim in the last 12 months. We will let you know if your request has been approved or denied within 25 days. <Checkbox> Your claim is for $1000 or more. We will let you know if your request has been approved or denied. <Checkbox> You had more than one scammed cash benefit request within 36 months. <Checkbox> You had more than two electronically stolen food benefit requests within 6 months.	HERE IS WHY: Cash Benefits <Checkbox> You had more than one scammed cash benefit request within 36 months.

2.7.3 Form Variable Population

The form will have the following variable population logic:

Variable Name	Population	Formatting	Editable* / Field Type	Template Repository Population	Population with Form Generation
EBT Replacement Request Amount	Populates with the total requested amount for the EBT benefits from the EBT Theft Detail page. Please see section 2.2.	Arial Font Size 10	Yes / Text field	Yes	Yes
Review Reason	There is no population logic for this field. It is up to the county worker to determine whether this checkbox should be checked.	Checkbox checked with an 'X'	Yes / Checkbox	No	No

* 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.

Note: The column "Population with Form Generation" refers to whether there will be form variable population when the form is generated outside of the Template Repository.

Technical Note: *Fiscal must pass the EBT_THEFT_ID record to Client Correspondence to populate the variables.*

2.7.4 Form Generation Conditions

1. **<u>Turn off threshold languages</u>**

   The following languages will be turned off for the WI 10072B:

Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, ~~Spanish,~~ Tagalog, and Vietnamese

2. **<u>Updates to Form Generation</u>**

   The form will generate as a pop-up from the new EBT Theft Detail page (see section 2.1). The form will generate via a "Generate WI 10072B Form" button that is displayed on the EBT Theft Detail page as described in section 2.2.3.

2.8 Updates to the M44-350K - EBT Replacement Denial Recommendation

2.8.1 Overview

The M44-350K is used to inform the customer that their EBT replacement request has been denied. This effort will update the M44-350K to the latest State version as provided by CDSS in ACL 23-13.

State Form: M44-350K (11/21)

Current Programs: Cal-Learn, CAPI, CalWORKs, CalFresh, General Assistance/General Relief, RCA, REP, and Welfare to Work

Current Attached Form(s): None

Current Forms Category: Forms

Current Template Repository: All Counties

Existing Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Tagalog, and Vietnamese

2.8.2 Form Verbiage

The M44-350K will have the following verbiage updates.

<u>Updated Form XDP</u>

Updated Languages: English ~~and Spanish~~

Updated Form Number and Version: M44-350K and (12/23)

Form Mockups/Examples: Please see supporting document #11

Location	Existing Verbiage	Updated Verbiage
"HERE IS WHY" Section	HERE IS WHY: <Checkbox> You did not file a police report and you did not tell us you had a good reason. <Checkbox> You did not file a police report and you	HERE IS WHY: <Checkbox> You did not tell us you had a good reason. <Checkbox> You claimed you had a good reason,

	claimed you had a good reason, but the county determined you did not. <Checkbox> Your claim has been investigated and found that electronic theft of benefits did not happen. <Checkbox> You gave your EBT card and/or PIN to someone. <Checkbox> Your benefits were already replaced. <Checkbox> You did not file a claim with EBT Customer Service. Please call 1-(877)328-9677 to file a claim. <Checkbox> You asked for the replacement of cash benefits more than 90 days after the date of the electronic theft. <Checkbox> You reported the loss of food benefits more than 10 days after the date of the electronic theft. <Checkbox> You filed a completed EBT 2259 form more than 90 days after the date of the electronic theft. <Checkbox> Your EBT card was lost or stolen. <Checkbox> Your scammed electronically stolen cash benefits have already been replaced within 36 months. <Checkbox> Your electronically stolen food benefits have already	but the county determined you did not. <Checkbox> Your claim has been investigated and found that electronic theft of benefits did not happen. <Checkbox> You gave your physical EBT card and/or PIN to someone. <Checkbox> Your benefits were already replaced. <Checkbox> You asked for the replacement of benefits more than 90 days after the date of the electronic theft. <Checkbox> You filed a completed EBT 2259 form more than 90 days after the date of the electronic theft. <Checkbox> Your EBT card was lost or stolen. <Checkbox> Your electronically scammed stolen cash benefits have already been replaced within 36 months. <Checkbox> Your electronically stolen food benefits have already been replaced twice within the current Federal Fiscal Year (October 1 – September 30). <Checkbox> You requested retroactive reimbursement for benefits stolen before October 1, 2022 and after November 30, 2023. <Checkbox> You submitted your claim for

	been replaced twice within 6 months.	retroactive reimbursement after February 29th, 2024.

2.8.3 Form Variable Population

The form will have the following variable population logic:

Variable Name	Population	Formatting	Editable* / Field Type	Template Repository Population	Population with Form Generation
EBT Replacement Request Amount	Populates with the total requested amount for the EBT benefits from the EBT Theft Detail page. Please see section 2.2.	Arial Font Size 10	Yes / Text field	Yes	Yes
Denial Reason Checkbox 1	Checked when denial reason of "Not provide a good reason" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
Denial Reason Checkbox 2	Checked when denial reason of "County determines no good reason" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes

Denial Reason Checkbox 3	Checked when denial reason of "Electronic theft did not happen" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
Denial Reason Checkbox 4	Checked when denial reason of "Give EBT card/PIN to someone" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
Denial Reason Checkbox 5	Checked when denial reason of "Benefits were already replaced" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
Denial Reason Checkbox 6	Checked when denial reason of "Ask for replacement more than 90 days after the theft" is selected from the EBT Theft Detail page.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes

	Please see section 2.2.				
Denial Reason Checkbox 7	Checked when denial reason of "EBT 2259 more than 90 days after the theft" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
Denial Reason Checkbox 8	Checked when denial reason of "EBT card was lost/stolen" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
Denial Reason Checkbox 9	Checked when denial reason of ~~"Already replaced twice within the current Federal Fiscal Year"~~ "Scammed benefits have already been replaced within 36 months" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes

Denial Reason Checkbox 10	Checked when denial reason of ~~"Scammed benefits have already been replaced within 36 months"~~ "Already replaced twice within the current Federal Fiscal Year" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
Denial Reason Checkbox 11	Checked when denial reason of "Retroactive claim for benefits stolen before 10/01/2022 and after 11/30/2023" is selected from the EBT Theft Detail page. Please see section 2.2.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes
Denial Reason Checkbox 12	Checked when denial reason of "Retroactive claim submitted after 2/29/2024" is selected from the EBT Theft Detail page.	Checkbox checked with an 'X'	Yes / Checkbox	Yes	Yes

	Please see section 2.2.				

* 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.

Note: The column "Population with Form Generation" refers to whether there will be form variable population when the form is generated outside of the Template Repository.

Technical Note: *Fiscal must pass the EBT_THEFT_ID record to Client Correspondence to populate the variables.*

2.8.4 Form Generation Conditions

1. **Turn off threshold languages**

   The following languages will be turned off for the M44-350K:

   Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Spanish, Tagalog, and Vietnamese

2. **Updates to Form Generation**

   The form will generate as a pop-up from the new EBT Theft Detail page (see section 2.1). The form will generate via a "Generate M44-350K Form" button that is only displayed on the page when the status of the EBT Theft Detail page is "Denied."

2.9 Updates to the EBT 2259 Instructions for Reporting Electronic Theft of Benefits Form Recommendation

2.9.1 Overview

The EBT 2259 provides instructions to customers on how to report theft of their benefits. This effort will update the form variable population.

State Form: EBT 2259 (11/23)

Current Programs: Cal-Learn, CAPI, CalWORKs, CalFresh, General Assistance/General Relief, RCA, REP, and Welfare to Work

Current Attached Form(s): None

Current Forms Category: Forms

Current Template Repository: All Counties

Existing Languages: English and Spanish

2.9.2 Form Verbiage

Update Form XDP

Form Title:

Title Listed on Template Repository/Document List Page: REPORT OF ELECTRONIC THEFT OF BENEFITS Update the Form XDP signature field names to be unique based on the table below:

Existing XDP Field Name	Updated XDP Field Name
SIGNATURE1[1]	SIGNATURE2
SIGNATURE1[2]	SIGNATURE3
SIGNATURE1[3]	SIGNATURE4

Technical Note: *This update is done to the EBT2259_EN_P4_FRAG.xdp file.*

2.9.3 Form Variable Population

The EBT 2259 form variable population only populates a few variables within the "County Use Only" section at the bottom of the form. This effort will be updating only 1 variable, and the others will not be displayed here in this design document.

Variable Name	Population	Formatting	Editable * / Field Type	Population with Form Generation	Population with Template Repository
SUID	Populates with the currently active EBT Account Number for the case. ***EBT_IDENTIF from the EBT_ACCT table.*** **Note:** A case can have multiple EBT_IDENTIF records, but	Arial Font Size 10	Yes * / Text Field	No – This form is only available in the Template Repository.	Yes

	will only ever have 1 active record at a time.				

* 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.

Technical Note 1: *Current population logic uses DAO for standard header. Create a new DAO for EBT 2259 variable population.*

Technical Note 2: *Update XDP field name from "CASE_NUMBER" to "EBT_IDENTIF".*

Technical Note 3: *DCR for new EBT 2259 DAO.*

2.9.4 Form Generation Conditions

1. **Updates to Form Print/Mailing Options**

   The form will follow the following print/mailing requirements:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
Y	Y	Y	Y	Y	Y

Mailing Options:

Mail-To (Recipient): When generated from the Template Repository, person selected from the Customer Name drop down menu.

Mailed From (Return): Sending Office

Mail-back-to Address: Sending Office

Outgoing Envelope Type: Standard Mail

Return Envelope Type: N/A

Additional Options:

Special Paper Stock: No

Enclosures: No

Electronic Signature: Yes

Electronic Signature (IVR/Text): Yes

Check to Sign: No

Post to Self Service Portal (SSP): Yes

Note: *All the print and mailing requirements in this section are existing functionality and are not changed with this effort.*

2.10 Updates to the EBT 2259/EBT 2259A Instructions to Report Electronic Theft of Cash Aid and EBT Scamming Acknowledgement Packet Recommendation

2.10.1 Overview

The EBT 2259/EBT 2259A is a packet consisting of both the instructions for reporting theft of benefits and the scamming acknowledgement form together. This effort will update the EBT 2259 form This effort will update the form variable population.

State Form: N/A

Current Programs: Cal-Learn, CAPI, CalWORKs, CalFresh, General Assistance/General Relief, RCA, REP, and Welfare to Work

Current Attached Form(s): None

Current Forms Category: Forms

Current Template Repository: All Counties

Existing Languages: English and Spanish

2.10.2 Form Verbiage

Update Form XDP

Form Title:

- **Title Listed on Template Repository/Document List Page:** REPORT OF ELECTRONIC THEFT OF BENEFITS and EBT Scamming Acknowledgement
- **Title Printed on Form:** REPORT OF ELECTRONIC THEFT OF BENEFITS and EBT Scamming Acknowledgement

2.10.3 Form Variable Population

The updates follow the changes as described in section 2.10.

2.10.4 Form Generation Conditions

There are no changes to this section of the packet.

2.11 Updates to the EBT 2259A EBT Scamming Acknowledgement Form Recommendation

2.11.1 Overview

The EBT 2259A is used for the customer to acknowledge their claims for their EBT theft replacements.

State Form: EBT 2259A (11/21)

Current Programs: Cal-Learn, CAPI, CalWORKs, CalFresh, General Assistance/General Relief, RCA, REP, and Welfare to Work

Current Attached Form(s): None

Current Forms Category: Forms

Current Template Repository: All Counties

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

2.11.2 Form Verbiage

Update Form XDP

The Form XDP will be updated with the following changes:

1. Remove the static text box containing the form title.

   Technical Note: *Ensure the form title is listed in the "FORM_NAME" field of the XDP.*

   Note: *This change must also be done to the Cambodian and Farsi XDPs.*

2. Add a text field for the Signature on page 2.

2.11.3 Form Variable Population

This section follows the same variable population updates as described in section 2.9.3.

2.11.4 Form Generation Conditions

There are no changes to this section of the form

2.12 Imaging Updates

2.12.1 Overview

This section will outline the necessary modifications to allow the EBT 2259 – REPORT OF ELECTRONIC THEFT OF BENEFITS and EBT 2259A – EBT Scamming Acknowledgement form to be viewed in the Hyland Imaging system.

2.12.2 Description of Changes

1. Add 'View' URL for Images button in EBT Theft Detail page to leverage existing Case Summary Images View URL to display the Forms EBT 2259 –

REPORT OF ELECTRONIC THEFT OF BENEFITS and EBT 2259A – EBT Scamming Acknowledgement. This will navigate the user to the Hyland Imaging system and display EBT 2259 and EBT 2259A (if included) forms, including all case-level documents from 365 days, for the case.

Note: County workers will still have ability to filter by Form Number, Form Name, and Document Type based on specific search parameters in Hyland. This is an existing search functionality in Hyland.

2.13 Automated Regression Test

2.13.1 Overview

1. Create new automated regression test scripts to verify navigation to, and the basic create, view, and form generation functionality of the following pages:
    a. EBT Theft List
    b. EBT Theft Detail
    c. EBT Theft Transaction Detail

Technical Note: Verification of the content of each form is out of scope.

2. Create new automated regression test scripts to verify the basic functionality of the following new and updated API endpoints:
    a. Forms API EBT 2259 form
    b. Forms API EBT 2259A form
    c. EBT Theft API
    d. Case Inquiry API

Technical Note: Verifications within the Hyland system are out of scope.

2.13.2 Description of Changes

CalSAWS:

1. Create new regression scripts to create and view data on each of the following pages, and verify that applicable forms can be generated and saved from these pages:
    a. EBT Theft List
    b. EBT Theft Detail
    c. EBT Theft Transaction Detail
2. Create new regression scripts to verify the static details of the following automated action:
    a. Self Service Portal: Reissue EBT Card Request Received

BenefitsCal API:

3. 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)
4. 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

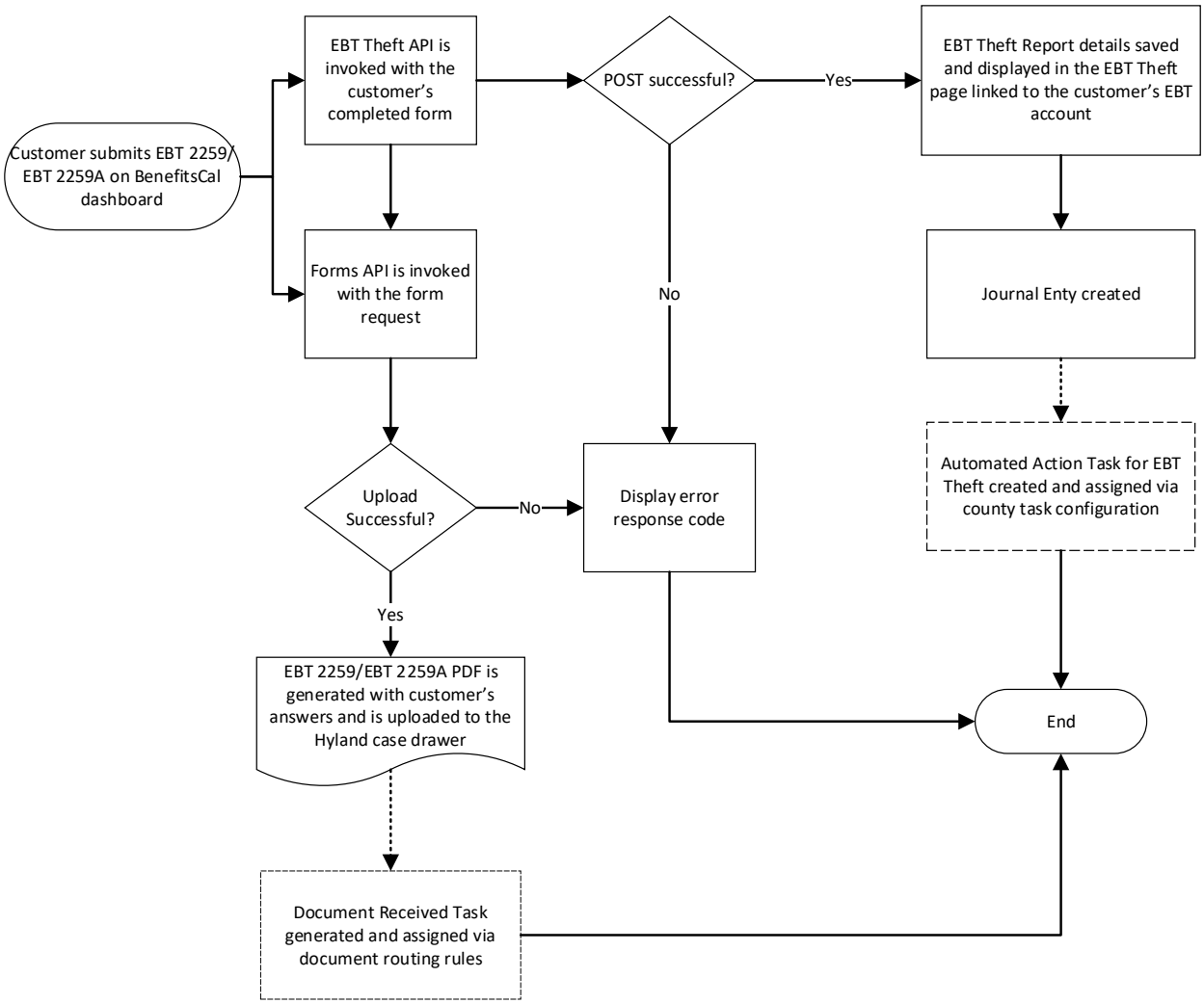
Number	Functional Area	Description	Attachment
1	Interfaces	Case Inquiry YAML	CaseInquiry.yaml
2	Interfaces	Case Inquiry HTML	CaseInquiry.html
3	Interfaces	CalSAWS Forms YAML	CalSAWSForms.yaml
4	Interfaces	CalSAWS Forms HTML	CalSAWSForms.html
5	Interfaces	EBT Theft YAML	EBTTheft.yaml
6	Interfaces	EBT Theft HTML	EBTTheft.html
7	Forms	WI 10072A PDF Mockup	WI_10072A_EN.pdf
8	Forms	WI 10072B PDF Mockup	WI_10072B_EN.pdf
9	Forms	M44-350K PDF Mockup	M44_350K_EN.pdf
10	Forms	EBT 2259 PDF Mockup	EBT2259_EN.pdf
11	Forms	EBT 2259/EBT2259A PDF Mockup	EBT2259_EBT2259A_EN.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: a. Appointment notices; b. Redetermination, Recertification, and/or Annual Agreement notices and forms; c. Other scheduling notices (e.g., quality control, GR hearings, and appeals); d. Periodic reporting notices; e. Contact letters; f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site; g. Information notices and stuffers; h. Case-specific verification/referral forms; i. GR Vendor notices; k. Court-mandated notices, including Balderas notices; l. SSIAP appointment notices; m. Withdrawal forms; n. COLA notices; o. Time limit notices; p. Transitioning of aid notices; q. Interface triggered forms and notices (e.g., IFDS, IEVS); r. Non-compliance and sanction notices; s. Benefit issuance and benefit recovery forms and notices, including reminder notices; t. Corrective NOAs on State Fair Hearing decisions;	Updated the EBT Replacement Approval, Denial, and Review NOAs to match the latest State version.

	u. CSC paper ID cards with LRS-generated access information; and v. CSC PIN notices.	

5 APPENDIX

1. Report of Electronic Theft of Benefits (EBT 2259/EBT 2259A) process flow – The Report of Electronic Theft of Benefits submission process can occur through various channels (electronic digital form, document upload, or paper submission (in person or mail)). The diagram below depicts the process flow of the Report of Electronic Theft of Benefits form submission.
    a. Customer submits an electronic EBT 2259/EBT 2259A – Existing CalSAWS Food or Cash Case and has a linked BenefitsCal account.