

☒ CalSAWS M&E      ☐ CalWIN Migration

<b>Distribution Date:</b>	May 14, 2024
<b>To:</b>	PPOC.All Consortium.RegionalManagers.All, Committee.CAPI.All, Committee.CalWORKs_CalFresh.All
<b>CIT Name:</b>	<b>CAPI Consortium Counties Instructions</b>
<b>From:</b>	CalSAWS Project

**PPOCs, please forward to the appropriate impacted staff in your county:**

- |   |   |
|---|---|
| <input type="checkbox"/> General<br><input checked="" type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input checked="" type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input checked="" type="checkbox"/> Other Program(s)_CAPI _____<br><input type="checkbox"/> BenefitsCal<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
|---|---|

Description:	<p><b>Purpose</b> The purpose of this CIT is to inform Cash Assistance Program for Immigrants (CAPI) Consortium Counties to not make certain updates to their CalFresh (CF) cases as they are affecting the CAPI cases administered by San Mateo and Sacramento.</p> <p><b>Background</b> Information entered for an individual, will follow that person from program to program/case to case, including across counties.</p> <p>San Mateo and Sacramento have expressed concerns about data being updated for CAPI cases they are administering for consortium counties.</p> <p><b>Additional Information</b> The following are some of the issues the CAPI administering counties are experiencing:</p> <ol style="list-style-type: none"> <li>1. The In-kind Support Maintenance (ISM) is being end dated on the income screen. This will affect the CAPI grant amount. The client will receive more benefits than they should. This can cause over issuances for the CAPI clients.</li> </ol>
--------------	---

	<p>2. Counties are entering CAPI Other Program Assistance records on their CF case. The Other Program Assistance record causes the CAPI program to discontinue as the CalSAWS system reads it as the client is already aided for CAPI.</p> <p><b>County Action</b></p> <p>Staff who process cases where a person is also on CAPI and CF are to be aware of the following:</p> <ol style="list-style-type: none"> <li>1. ISM income records should not be end dated. This income type is not counted in the CF budget.</li> <li>2. CalSAWS does not require a CAPI record to be entered in the OPA page. Once EDBC is run on a CF case the system will automatically include the CAPI grant in the CF budget. Users should not be adding OPA CAPI records on CF cases.</li> </ol> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p>
Primary Project Contact:	<p>For CAPI: Adelaide Mendoza <a href="mailto:MendozaAD@CalSAWS.org">MendozaAD@CalSAWS.org</a></p> <p>For CalFresh: Caroline Bui <a href="mailto:BuiC@CalSAWS.org">BuiC@CalSAWS.org</a></p>
Backup Project Contact:	<p>For CAPI: Dennis Kong <a href="mailto:KongD@CalSAWS.org">KongD@CalSAWS.org</a></p> <p>For CalFresh: <a href="mailto:Committee.CalWORKS_CalFresh.Facilitator@CalSAWS.org">Committee.CalWORKS_CalFresh.Facilitator@CalSAWS.org</a></p>
Attachments:	None
Web Portal Link:	<p>██████████</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2024" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>