

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-206352

Add Homeless Assistance NOA M44-211A (12/19)  
to Template Repository

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
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	Reviewed By	Kavitha M R

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
05/14/2024	1.0	Initial Draft	Sumaiya Parveez

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# 1 OVERVIEW

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This effort will add M44-211A (12/19) - Temporary Shelter and Permanent Housing in English and Spanish languages to CalSAWS Template Repository.

## 1.1 Current Design

Currently M44-211A (12/19) is not available in the CalSAWS Template Repository.

## 1.2 Requests

Add the M44-211A (12/19) Temporary Shelter and Permanent Housing in English and Spanish languages to CalSAWS Template Repository.

## 1.3 Overview of Recommendations

Add the M44-211A (12/19) Temporary Shelter and Permanent Housing in English and Spanish languages.

## 1.4 Assumptions

1. No variables will be populated on the new M44-211A (aside from the standard header and footer information).
2. All fields (blank or prepopulated) will be editable.
3. Supporting Documents section references attachments found on Jira.
4. M44-211A mentioned in the section 1.2 will be implemented as part of CA-277307.

## 2 RECOMMENDATIONS

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### 2.1 Add M44-211A (12/19) – “Temporary Shelter and Permanent Housing” in English and Spanish languages in CalSAWS.

#### 2.1.1 Overview

Add the M44-211A (12/19) in English and Spanish languages in CalSAWS.

**State Form:** M44-211A (12/19)

**Programs:** CalWORKs, RCA

**Attached Forms:** N/A

**Template Description:** Temporary Shelter and Permanent Housing

**Forms Category:** NOA

**Template Repository Visibility:** All Counties

**Languages:** English, Spanish.

#### 2.1.2 Form Verbiage

##### **Create M44-211A XDP**

A new XDP will be created for the M44-211A (12/19) in English and Spanish

**Form Header:** CalSAWS Standard Header (HEADER\_1\_EN)

**Form Title (Document List Page Displayed Name):** Temporary Shelter and Permanent Housing

**Form Number:** M44-211A

**Include NA Back 9:** Yes

**Imaging Form Name:** Temporary Shelter and Permanent Housing

**Imaging Document Type:** Notification/NOA

**Imaging Case/Person:** Case

**Form Mockups/Examples:** See supporting document #1

#### 2.1.3 Form Generation Conditions

##### 1. **Add M44-211A (12/19) – Temporary Shelter and Permanent Housing to Template Repository**

The M44-211A (12/19) Temporary Shelter and Permanent Housing is added only to the Template Repository.

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

**2. Add Form Control**

Add an imaging barcode for M44-211A.

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 M44-211A (12/19) -Temporary Shelter and Permanent Housing.

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 M44 – 211A
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 M44-211A Form
Post to Self-Service Portal	Y

### 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	M44-211A (12/19)	M44-211A_EN.pdf M44-211A_SP.pdf

### 4 REQUIREMENTS

#### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none"> <li>a. Appointment notices;</li> <li>b. Redetermination, Recertification, and Annual Agreement notices and forms;</li> <li>c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);</li> <li>d. Periodic reporting notices;</li> <li>e. Contact letters;</li> <li>f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;</li> <li>g. Information notices and stuffers;</li> <li>h. Case-specific verification/referral forms;</li> <li>i. GR Vendor notices;</li> <li>k. Court-mandated notices, including Balderas notices;</li> <li>l. SSIAP appointment notices;</li> <li>m. Withdrawal forms;</li> <li>n. COLA notices;</li> <li>o. Time limit notices;</li> <li>p. Transitioning of aid notices;</li> </ul>	M44-211A is being added in English and all available system supported threshold languages.

	<ul style="list-style-type: none"><li>q. Interface triggered forms and notices (e.g., IFDS, IEVS);</li><li>r. Non-compliance and sanction notices;</li><li>s. Benefit issuance and benefit recovery forms and notices, including reminder notices;</li><li>t. Corrective NOAs on State Fair Hearing decisions;</li><li>u. CSC paper ID cards with LRS-generated access information; and</li><li>v. CSC PIN notices.</li></ul>	
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# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-214330

Update AAP Change NOAs based on newest State version  
of NA 791

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Vicente Romero
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/16/2024	1.0	Initial Revision	Vicente Romero
4/17/2024	2.0	Updates per Committee Review	Jose Gonzales
5/14/2024	3.0	Region 5 Feedback	Jose Gonzales

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# 1 OVERVIEW

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AAP program currently has a limited number of NOA's generating for a Change Scenario. This SCR will increase the total amount of Change notices that will generate for AAP Program.

## 1.1 Current Design

AAP program has a limited amount of Change Notices.

## 1.2 Requests

1. Update Age Increase Change Notice
2. Update Retro Rate Increase Change Notice
3. Add New Supplemental Change Notice
4. Update Rate Increase Change Notice Footer
5. Add New AAP Re-start Change Notice
6. Update Cola NOA
7. Update AAP NOA Append Functionality

## 1.3 Overview of Recommendations

1. Update Age Increase Change Notice
2. Update Retro Rate Increase Change Notice
3. Add New Supplemental Change Notice
4. Update Rate Increase Change Notice Footer
5. Add New AAP Re-start Change Notice
6. Update Cola NOA
7. Update AAP NOA Append Functionality

## 1.4 Assumptions

1. Changes can occur mid-month and should be accounted for when triggering change notices.
2. Foster Care and Kin Gap notices will not be updated as part of this SCR.
3. This SCR will be updating AAP Change NOAs. Other AAP NOAs will be updated with CA-277193 (for Approval NOA) and CA-277194 (for Denial/Discontinuance NOAs).
4. CA-210572 will implement New Age Extension Change Notice, New Rate Decrease Change Notice 3 & New Retro Age Increase Change Notice

## 2 RECOMMENDATIONS

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### 2.1 Update Age Increase Change Notice

#### 2.1.1 Overview

Turn on existing notice AA\_CH\_AGE\_INCREASE\_P007 and modify with new functionality and verbiage.

**State Form/NOA:** NA 791

**NOA Template:** AA\_NOA\_TEMPLATE

**Program(s):** AAP

**Action Type(s):** Change

**Fragment Level:** Program

**Repeatable:** No

**Include NA Back 9:** Yes

**Includes standard NA Back 9 variable population:** Yes

**Languages:** English, Spanish

#### 2.1.2 NOA Verbiage

##### Create Fragment XDP

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

Description	Text	Formatting*
<Static>	Monthly negotiated rate is increased to <Final Benefit Amount>.	Arial 10
<SpecialConditon1>	You have signed an amended AAP Agreement.	Arial 10

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

Note: The Dynamic section logic already exists (see SPECIAL\_CONDITION\_1 variable logic). This section displays only when there is a signed amendment agreement.

#### 2.1.3 NOA Variable Population

## 1. Add Fragment Variable Population

Variable Name	Population	Formatting*
<Final Benefit Amount>	This should populate with the Final Placement Payment amount displayed in EDBC Summary page. Example: \$1,000 <i>Technical Note: FINAL_BEN_AMT</i>	Arial 10

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

**Variables Requiring Translations:** N/A

## 2. Add Fragment Regulations

Regulations: California Code of Regulations Title 22, Division 2, Chapter 3, Subchapter 7, Articles 1-10, sections 35325-35352.2

## 3. Add NOA Title and Footer Reference for new Reason

**NOA Reference on Document List Page:** AGE INCREASE

**NOA Title:** N/A

*Note: NA 791 has the NOA Title directly on the template itself*

*NOA Title Requires Translations:* No

**NOA Footer:** NA 791 (10/23)

*NOA Footer Requires Translations:* No

### 2.1.4 Form/NOA Generation Conditions

#### 1. Add Fragment Generation

Change notice should trigger as follows:

1. Should trigger for an active AAP program
2. On the AAP Agreement Detail page,
  - a. Latest Reason: Age Related
  - b. Latest Rate Basis: Age Based Rate
3. There is at least one previously existing AAP EDBC for the same benefit month and in the most recent saved previously existing AAP EDBC the rate is less than the current EDBC's rate.

or

There is at least one previously existing AAP EDBC for the previous benefit month and in the most recent saved previously existing AAP EDBC the rate is less than the current EDBC's rate.

*Note: When this notice triggers suppress the following notices  
Supplement Notice. (see section 2.3)  
All AAP Cola Notices*

**Action Fragment:** N/A  
**Message Fragment:** N/A

## 2.2 Update Retro Rate Increase Change Notice

### 2.2.1 Overview

The AAP NOA for Retro Rate Increases (AA\_CH\_RETRO\_RATE\_INCREASE\_P008) is currently turned off in production. Update the AAP NOA for Retro Rate Increases (AA\_CH\_RETRO\_RATE\_INCREASE\_P008) with new verbiage and functionality.

**State Form/NOA:** NA 791

**NOA Template:** AA\_NOA\_TEMPLATE

**Program(s):** AAP

**Action Type(s):** Change

**Fragment Level:** Program

**Repeatable:** No

**Include NA Back 9:** Yes

**Includes standard NA Back 9 variable population:** Yes

**Languages:** English, Spanish

### 2.2.2 NOA Verbiage

#### Create Fragment XDP

**NOA Mockups/Examples:** See Supporting Documents #2

Description	Text	Formatting*
<Static>	Monthly negotiated rate is increased to <Final Benefit Amount>	Arial 10

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

## 2.2.3 NOA Variable Population

### 1. Add Fragment Variable Population

Variable Name	Population	Formatting*
<Final Benefit Amount>	This should populate with the Final Placement Payment amount displayed in EDBC Summary page. Example: \$1,000 <i>Technical Note: FINAL_BEN_AMT</i>	Arial 10

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

**Variables Requiring Translations:** N/A

### 2. Add Fragment Regulations

Regulations: California Code of Regulations Title 22, Division 2, Chapter 3, Subchapter 7, Articles 1-10, sections 35325-35352.2

### 3. Add NOA Title and Footer Reference for new Reason

**NOA Reference on Document List Page:** Retro Rate Increase

**NOA Title:** N/A

*Note: NA 791 has the NOA Title directly on the template itself*

*NOA Title Requires Translations:* N

**NOA Footer:**

NA 791 (10/23)

*NOA Footer Requires Translations:* N

## 2.2.4 Form/NOA Generation Conditions

### 1. Add Fragment Generation

Change notice should trigger as follows:

1. Should trigger for an active AAP program
2. On the AAP Agreement Detail page
  - a. Latest Edbc run's Schedule Level should not equal the prior Schedule level.
3. Edbc Begin date should be less than the current date's first of the month.
  - a. Example:



Today's date is 12/27/2023

EDBC begin date is 11/1/2023

11/1/2023 is less than 12/1/2023 - Notice should trigger

4. There is at least one previously existing AAP EDBC for the same benefit month and in the most recent saved previously existing AAP EDBC's rate should be less than the current EDBC's rate amount.

or

There is at least one previously existing AAP EDBC for the previous benefit month and in the most recent saved previously existing AAP EDBC's rate should be less than the current EDBC's rate amount.

*Note: When this notice triggers suppress the following notices*

*Supplement Notice. (see section 2.3)*

*All AAP Cola Notices*

**Action Fragment:** N/A

**Message Fragment:** N/A

## 2.3 Add New Supplemental Change Notice

### 2.3.1 Overview

Add a new change notice that will contain supplemental verbiage.

**State Form/NOA:** NA 791

**NOA Template:** AA\_NOA\_TEMPLATE

**Program(s):** AAP

**Action Type(s):** Change

**Fragment Level:** Program

**Repeatable:** No

**Include NA Back 9:** Yes

**Includes standard NA Back 9 variable population:** Yes

**Languages:** English, Spanish

### 2.3.2 NOA Verbiage

### Create Fragment XDP

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

Description	Text	Formatting*
<Static>	Monthly negotiated rate is increased to <Final Benefit Amount>.	Arial 10
<SpecialCondition1>	You have signed an amended AAP Agreement.	Arial 10

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

Note: The Dynamic section logic already exists (see SPECIAL\_CONDITION\_1 variable logic). This section displays only when there is a signed amendment agreement.

### **2.3.3 NOA Variable Population**

#### **1. Add Fragment Variable Population**

Variable Name	Population	Formatting*
<Final Benefit Amount>	This should populate with the Final Placement Payment amount displayed in EDBC Summary page. Example: \$1,000 <i>Technical Note: FINAL_BEN_AMT</i>	Arial 10

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

**Variables Requiring Translations:** N/A

#### **2. Add Fragment Regulations**

Regulations: California Code of Regulations Title 22, Division 2, Chapter 3, Subchapter 7, Articles 1-10, sections 35325-35352.2

#### **3. Add NOA Title and Footer Reference for new Reason**

**NOA Reference on Document List Page:** SCI Has Started

**NOA Title:** N/A

*Note: NA 791 has the NOA Title directly on the template itself*

*NOA Title Requires Translations: N*

**NOA Footer:**

NA 791 (10/23)

*NOA Footer Requires Translations: N*

## 2.3.4 Form/NOA Generation Conditions

### 1. Add Fragment Generation

1. Should trigger for an active AAP program
2. On the AAP Agreement Detail page
  - a. Latest Schedule Level: Dual Agency/Regional Center
  - b. Latest Benefit Basis: Regional Center
3. There is at least one previously existing AAP EDBC for the same benefit month and in the most recent saved previously existing AAP EDBC's special care increment amount and Additional Amount should equal zero while current EDBC special care increment OR Additional Amount should be greater than 0.

OR

There is at least one previously existing AAP EDBC for the previous benefit month and in the most recent saved previously existing AAP EDBC's rate amount is less than the current EDBC's amount.

*Note: When this notice triggers suppress all other AAP Cola notices that trigger for the same benefit month.*

**Action Fragment:** N/A

**Message Fragment:** N/A

## 2.4 Update Rate Increase Change Notice Footer

### 2.4.1 Overview

Update the AAP Change NOA for Rate Increase with updated Footer to match newest State version of the NA 791. (AA\_CH\_RATE\_INCREASE\_P009).

**NOA:** AA\_CH\_RATE\_INCREASE\_P009(Id: 6032)

**NOA Template:** AA\_NOA\_TEMPLATE

**Program(s):** AAP

**Action Type(s):** Change

**Fragment Level:** Program

**Repeatable:** No

**Include NA Back 9:** Yes

**Includes standard NA Back 9 variable population:** Yes

**Languages:** English, Spanish

## 2.4.2 NOA Verbiage

No verbiage updates will be made.

## 2.4.3 NOA Variable Population

### 1. Add NOA Title and Footer Reference for new Reason

**NOA Footer:**

NA 791 (10/23)

*NOA Footer Requires Translations:* No

## 2.4.4 Form/NOA Generation Conditions

**Action Fragment:** N/A

**Message Fragment:** N/A

*Note: When this notice triggers suppress the following notices*

*Supplement Notice. (see section 2.3)*

*All AAP Cola Notices*

*Technical Note: Updates to these fragments should only be for the Rate Increase notice and should not impact the COLA/CNI NOA*

## 2.5 Add New RE-START Change Notice

### 2.5.1 Overview

Adding new RE-START change notice.

**State Form/NOA:** NA 791

**NOA Template:** AA\_NOA\_TEMPLATE

**Program(s):** AAP  
**Action Type(s):** Change  
**Fragment Level:** Program  
**Repeatable:** No  
**Include NA Back 9:** Yes  
**Includes standard NA Back 9 variable population:** Yes  
**Languages:** English, Spanish

## 2.5.2 NOA Verbiage

### Create Fragment XDP

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

Description	Text	Formatting*
<Static>	Monthly negotiated rate of <Final Benefit Amount> is approved.	Arial 10

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

## 2.5.3 NOA Variable Population

### 1. Add Fragment Variable Population

Variable Name	Population	Formatting*
<Final Benefit Amount>	This should populate with the Final Placement Payment amount displayed in EDBC Summary page. Example: \$1,000 <i>Technical Note: FINAL_BEN_AMT</i>	Arial 10

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

**Variables Requiring Translations:** N/A

### 2. Add Fragment Regulations

Regulations: California Code of Regulations Title 22, Division 2, Chapter 3, Subchapter 7, Articles 1-10, sections 35325-35352.2

### **3. Add NOA Title and Footer Reference for new Reason**

**NOA Reference on Document List Page:** AAP RE-START

**NOA Title:** N/A

*Note: NA 791 has the NOA Title directly on the template itself*

**NOA Title Requires Translations:** N

**NOA Footer:**

NA 791 (10/23)

**NOA Footer Requires Translations:** N

## **2.5.4 Form/NOA Generation Conditions**

### **2. Add Fragment Generation**

1. Should trigger for an active AAP program
2. On AAP Placement Detail Page:
  - a. Latest edbc's placement type was changed to Adoptive Homes with the EDBC Run and was previously not Adoptive Home.
3. There is at least one previously existing AAP EDBC for the same benefit month and in the most recent saved previously existing AAP EDBC's rate amount is greater than the current EDBC's amount.

or

There is at least one previously existing AAP EDBC for the previous benefit month and in the most recent saved previously existing AAP EDBC's rate amount is greater than the current EDBC's amount.

**Action Fragment:** N/A

**Message Fragment:** N/A

## **2.6 Update AAP Cola Notice**

### **2.6.1 Overview**

Update the COLA/CNI NOA to not trigger if it triggers alongside no longer eligible special care decrease.

**State Form/NOA:** NA 791

**NOA Template:** AA\_NOA\_TEMPLATE

**Program(s):** AAP

**Action Type(s):** Change

**Fragment Level:** Program

**Repeatable:** No

**Include NA Back 9:** Yes

**Includes standard NA Back 9 variable population:** Yes

**Languages:** English, Spanish

### **2.6.2 NOA Verbiage**

No verbiage will be updated.

### **2.6.3 NOA Variable Population**

No variable population will be updated.

### **2.6.4 Form/NOA Generation Conditions**

#### **1. Add Fragment Generation**

Update COLA/CNI Notice to not trigger if the notice No Longer eligible for Special Care Increment (AA\_CH\_STOP\_SCI\_DECREASE\_P904 ID: 7754) triggers on the same benefit month.

Technical Note: The COLA Notice is AA\_CH\_RATE\_INCREASE\_P009 (ID: 6032) (Look at special/dynamic text that generates for COLA/CNI) Refer to: SCR CA-243008 design document.

## 2.7 Update AAP NA 791 Append Functionality

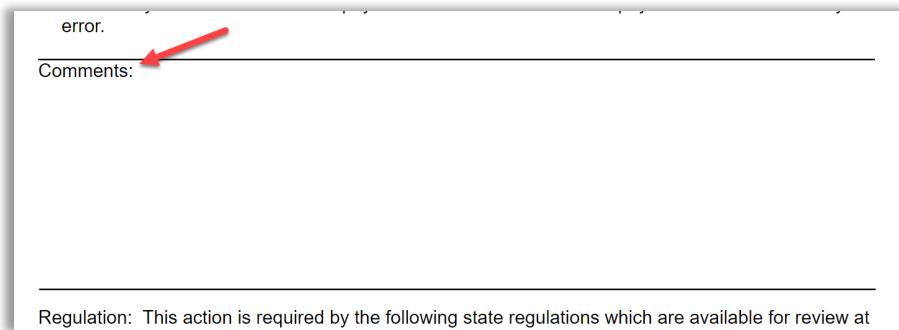
### 2.7.1 Overview

Currently the NOA Append for the dynamically generated NA 791 from EDBC adds the verbiage provided by the worker in the body of the notice. The NA 791 State version contains a Comment Section for additional information to be added to the notice.

Note: Add the append functionality for all AAP NOAS. CNI NOAs will add append functionality for with CA-277193.

### 2.7.2 Description of Change

Update the NOA Append for the NA 791 AAP NOAs to add the verbiage that the worker is appending to the Comments Section of the NA 791.



error.

Comments: 

Regulation: This action is required by the following state regulations which are available for review at

## 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	NOA	Notice Mock Up	Age Increase NOA
2	NOA	Notice Mock Up	Retro Rate Increase NOA
3	NOA	Notice Mock Up	Supplemental NOA
4	NOA	Notice Mock Up	RE-START NOA



# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-248781

Update the DPA 19 to the 6/22 version in English  
and Threshold Languages

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Harshita S Bhat
	Reviewed By	Meghana Chander

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# 1 OVERVIEW

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The purpose of this change is to update DPA 19 to 6/22 version in English and all threshold languages.

## 1.1 Current Design

Currently DPA 19 (12/10) is available in the CalSAWS Template Repository in English and all threshold languages.

## 1.2 Requests

Update the DPA 19(12/10) to 6/22 version in English and all threshold languages which is available in CalSAWS Template Repository.

## 1.3 Overview of Recommendations

Update the DPA 19(12/10) to 6/22 version in English and all threshold languages which is available in CalSAWS Template Repository.

## 1.4 Assumptions

1. Print options for DPA 19(6/22) form will remain the same as earlier.
2. All fields (blank or prepopulated) will be editable.
3. Supporting Documents section references attachments found on Jira.
4. The DPA 19 Form in this effort will continue to use their existing logic for the mail-back-to address for both their standard headers and BRM headers.
5. The same BRM logic for the CW 2200 will be used for DPA 19 form updated in this effort.
6. The lining and spacing of the text 'On the back of this sheet is the address for returning your form' on the coversheets should follow as provided in the supporting documents.
7. The footers will display the form number on the coversheets and BRM headers.
8. The verbiage on the BRM follows the CW 2200 for all these forms in their respective threshold languages.

## 2 RECOMMENDATIONS

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### 2.1 Update DPA 19 (12/10) to 6/22 version – “APPOINTMENT OF AUTHORIZED REPRESENTATIVE”.

#### 2.1.1 Overview

Update the DPA 19(12/10) to 6/22 version in English and all threshold languages which is available in CalSAWS Template Repository. The DPA 19 form currently does not have a BRM header that would allow for the customer to return the form to the appropriate address. This effort will be to modify the form to add a coversheet and BRM header; as well as include a prepaid return envelope for the customer.

**State Form:** DPA 19(6/22)

**Programs:** All Programs

**Attached Forms:** N/A

**Template Description:** APPOINTMENT OF AUTHORIZED REPRESENTATIVE

**Forms Category:** Form

**Template Repository Visibility:** All Counties

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

#### 2.1.2 Form Verbiage

##### Update DPA 19(6/22) XDP

The XDP will be updated for the DPA 19(6/22) in English and all Threshold Languages.

**Form Header:** Add coversheet and move the CalSAWS Standard Header (Header\_1) to the coversheet. Add BRM header to the back of the coversheet. Add Agency Header (Header\_3-1) to the pages of the form.

Include verbiage 'On the back of this sheet is the address for returning your form' on the coversheet right below the standard header to instruct the customer to use the next page to return the form.

The form itself will begin on page 3, directly after the BRM header.

**Form Header:** CalSAWS Standard Header (HEADER\_1\_EN)  
**Form Title (Document List Page Displayed Name):** APPOINTMENT OF AUTHORIZED REPRESENTATIVE  
**Form Number:** DPA 19  
**Include NA Back 9:** No  
**Imaging Form Name:** Appointment Of Authorized Representative  
**Imaging Document Type:** Court/Hearings Document  
**Imaging Case/Person:** Case  
**Form Mockups/Examples:** See supporting document #1

**2.1.3 Form Generation Conditions**

**Update DPA 19(6/22) XDP**

The XDP will be updated for the DPA 19(6/22) in English and all Threshold Languages

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

**1. Add Form Control**

A BRM barcode is needed as we are adding a BRM header to the form. The values for Tracking and Imaging Barcodes are current values and not changed with this update.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	Y	Y

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

The following are the print and mailing requirements for DPA 19 (6/22)

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 DPA 19
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	County BRM address which generated the form
Outgoing Envelope Type	Standard
Return Envelope Type	Returned Prepaid Envelope
Special Paper Stock	N/A

**Additional Options:**

Requirement	Option for DPA 19 Form
Post to Self-Service Portal	Y

### 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	DPA 19 (6/22)	DPA19_AE.pdf DPA19_AR.pdf DPA19_CA.pdf DPA19_CH.pdf DPA19_EN.pdf DPA19_FA.pdf DPA19_HM.pdf DPA19_KO.pdf DPA19_LA.pdf DPA19_RU.pdf DPA19_SP.pdf DPA19_TG.pdf DPA19_VI.pdf

## 4 REQUIREMENTS

### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none"> <li>a. Appointment notices;</li> <li>b. Redetermination, Recertification, and Annual Agreement notices and forms;</li> <li>c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);</li> <li>d. Periodic reporting notices;</li> <li>e. Contact letters;</li> <li>f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;</li> <li>g. Information notices and stuffers;</li> <li>h. Case-specific verification/referral forms;</li> <li>i. GR Vendor notices;</li> <li>k. Court-mandated notices, including Balderas notices;</li> <li>l. SSIAP appointment notices;</li> <li>m. Withdrawal forms;</li> <li>n. COLA notices;</li> <li>o. Time limit notices;</li> <li>p. Transitioning of aid notices;</li> <li>q. Interface triggered forms and notices (e.g., IFDS, IEVS);</li> <li>r. Non-compliance and sanction notices;</li> <li>s. Benefit issuance and benefit recovery forms and notices, including reminder notices;</li> <li>t. Corrective NOAs on State Fair Hearing decisions;</li> <li>u. CSC paper ID cards with LRS-generated access information; and</li> </ul>	<p>DPA 19 (6/22) is being updated in English and all available system supported threshold languages.</p>



	v. CSC PIN notices.	
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# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-250219

Add Available Translations for NA 824 to  
CalSAWS

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Sai Kumar Kandula
	Reviewed By	Kavitha Mr

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
30/05/2024	1.0	Initial Draft	Sai Kumar Kandula

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# 1 OVERVIEW

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This effort is to add available Threshold Languages for NA 824 in CalSAWS.

## 1.1 Current Design

Currently NA 824 is only available in English and Spanish Languages in CalSAWS Template Repository and only available for Welfare To Work program.

## 1.2 Requests

Add NA 824 Welfare To Work/Cal-Learn Transportation Extension in available threshold languages to CalSAWS Template Repository.

The NA 824 will also be available to REP and Cal-Learn programs.

Languages Include: Chinese, Farsi, Russian and Vietnamese.

## 1.3 Overview of Recommendations

Add NA 824 Welfare To Work/Cal-Learn Transportation Extension in available threshold languages to CalSAWS Template Repository.

Update available programs include: REP and Cal-Learn programs

Languages Include: Chinese, Farsi, Russian and Vietnamese.

## 1.4 Assumptions

1. Print options for threshold forms will remain the same as the print options for English and Spanish forms.
2. There are no changes to the generation logic of these forms. The new threshold forms will be the same as the existing English and Spanish forms.
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.

## 2 RECOMMENDATIONS

---

### 2.1 Add Available Threshold Languages to NA 824 to CalSAWS.

#### 2.1.1 Overview

This section will cover the requirements for adding the NA 824 in available threshold languages.

**State Form:** NA 824

**Current Programs:** Welfare-To-Work

**Add Programs:** Cal-Learn, REP

**Current Attached Forms:** N/A

**Current Forms Category:** NOA

**Current Template Repository Visibility:** All counties

**Existing Languages:** English, Spanish

**Template Description:** It's utilized by eligibility worker to notify participant about the extension of their Welfare to Work/Cal-Learn transportation extended date and reason.

**Imaging Form Name:** WTW/Cal-Learn Transportation Extension

**Imaging Document Type:** Notification/NOA

#### 2.1.2 Form Verbiage

##### **Create NA 824 XDP's for Threshold Languages**

XDP's will be added in threshold languages for NA 824 form with version (4/99).

**Threshold Languages:** Chinese, Farsi, Russian, and Vietnamese.

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

**Form Mockups/Examples:** See Supporting Documents #1

**Form Header:** CalSAWS Standard Header #1

**Form Number:** NA 824

**Include NA BACK9:** Yes

#### 2.1.3 Form Variable Population

**Field Mappings:** Use the same field mappings as the English and Spanish Forms for population logic.

#### **2.1.4 Form/NOA Generation Conditions**

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options.

### 3 SUPPORTING DOCUMENTS

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Number	Functional Area	Description	Attachment
1	Correspondence	NA 824 Threshold Languages	NA824_CH.pdf NA824_FA.pdf NA824_RU.pdf NA824_VI.pdf



## 4 REQUIREMENTS

### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none"> <li>a. Appointment notices;</li> <li>b. Redetermination, Recertification, and/or Annual Agreement notices and forms;</li> <li>c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);</li> <li>d. Periodic reporting notices;</li> <li>e. Contact letters;</li> <li>f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;</li> <li>g. Information notices and stuffers;</li> <li>h. Case-specific verification/referral forms;</li> <li>i. GR Vendor notices;</li> <li>k. Court-mandated notices, including Balderas notices;</li> <li>l. SSIAP appointment notices;</li> <li>m. Withdrawal forms;</li> <li>n. COLA notices;</li> <li>o. Time limit notices;</li> <li>p. Transitioning of aid notices;</li> <li>q. Interface triggered forms and notices (e.g., IFDS, IEVS);</li> <li>r. Non-compliance and sanction notices;</li> <li>s. Benefit issuance and benefit recovery forms and notices, including reminder notices;</li> <li>t. Corrective NOAs on State Fair Hearing decisions;</li> <li>u. CSC paper ID cards with LRS-generated access information; and</li> <li>v. CSC PIN notices.</li> </ul>	NA 824 is being added in available threshold Languages to CalSAWS Template Repository.

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-254796

Automated EBT Card Replacement

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Korey Edwards, Jared Kuester
	Reviewed By	Michael T. Wright, Darcy Alexander, Logan Pratt

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
01/09/2023	1.0	Initial Draft	Korey Edwards, Jared Kuester

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# 1 OVERVIEW

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This robotic process automation (RPA) will allow customers to request an electronic benefits transfer (EBT) card replacement via interactive voice response (IVR). This document covers the IVR call flow in which customers will select the EBT replacement option, their method of delivery and the steps the RPA will take to complete this request within CalSAWS.

## 1.1 Current Design

There is no automated option to replace an EBT card in the IVR.

## 1.2 Requests

Add a self-service option in the Inbound IVR to request a replacement EBT card for all 58 counties.

## 1.3 Overview of Recommendations

1. Modify the County IVR call flows with the following additions:
  - a. Callers will have a new EBT Card replacement option
  - b. The IVR (via Amazon Connect) will check the county preferences to see if county has opted into EBT Card mail delivery and pickup
  - c. The IVR (via Amazon Connect) will check the request history to confirm the customer has not requested an EBT Card within the last 90 days
  - d. The customer selects the EBT Card delivery option:
    - i. Mail – The card is mailed to the customer's mailing address noted in CalSAWS.
    - ii. Pickup – The card is available to be printed at a district office nearest to the customer's location on file.
  - e. The IVR (via Amazon Connect) relays the customer request details (listed) to the RPA.
    - i. Case Id
    - ii. Delivery Method
2. RPA receives the request and reissues the card within CalSAWS.

## 1.4 Assumptions

1. No core CalSAWS application changes are required. The RPA interacts with the CalSAWS front end webpage.
2. EBT card replacements will be issued for the primary account holder.
3. EBT card replacements can only be requested by the primary applicant on the case
4. The RPA uses the customer's current name and address within CalSAWS to mail the request or determine the nearest office for pick up. Any changes will require speaking to an agent.
  - a. There is an option in the IVR to verify if the customer's name or address has changed.

5. The customer authentication process will not change.
6. The global case self-service options will be updated to include EBT Replacement
7. Individual County pick up option will be deployed based on the county response to CRFI 23-086.
8. Individual County EBT Transfer for multiple requests will be deployed based on the county response to CRFI 23-086.
9. This change will not include any reporting
10. BIC automated replacement functionality is not part of this SCR
11. The process is the same for all counties. When the reissue button is pressed and the page is saved, a real time Host to Host transaction is sent to the EBT vendor Fidelity Information Services (FIS) to add a new EBT card for the same client. FIS cancels the previous card and issues a new card and sends a success response to CalSAWS with the new EBT card number. When the success response is received by CalSAWS, the previous card is canceled in CalSAWS and the new card (received in the response message) is added in the CalSAWS database. All this happens real-time.
12. A separate SCR will be created for each Contact Center County deployment.
13. Anytime a caller is transferred to the EBT line, they are transferred to +1 877-328-9677.

## 2 RECOMMENDATIONS

---

### 2.1 IVR Application

#### 2.1.1 Overview

Update the County IVR Call Flows to include the option to request a replacement EBT Card. That option will send the customer to a new contact flow that will ask the customer some follow up questions and submit the request to replace the EBT through the RPA solution.

#### 2.1.2 Description of Changes

1. Modify the Case Self Service Page
  - a. Add the Self-Service Option to request an EBT Card replacement. In the IVR, the customer will hear:  
**“To hear current benefits information, press 1. To request a copy of a form or your verification of benefits, press 2. To check the status of a document requested or submitted, press 3. To request a replacement EBT, press 4. To change your IVR PIN, press 5. To speak to an eligibility worker, press 6. To hear these choices again, press 7.”**

- b. When the customer selects 4, send them to the new “EBT Card” Flow.
- 2. Create a new table called “EBT Card Delivery Options” in a central account that stores information about the county preferences for whether EBT Card pick up will be available through the automated RPA system.

Property	Value
countyCode	<countyCode>
pickUp	“Yes” or “No”

- 3. Create a new table “EBT Card Request History” in a central account that stored EBT Card requests from the last 90 days.

Property	Value
personId	<personId>
requestDate	<Date of EBT Card Replacement Request>

- 4. Query the “EBT Card Delivery Options” table to determine the county-specific preference for pick up requests. Based off the county preferences, pick up requests will either be:
  - a. Automated within the IVR
  - b. Transferred to speak to a worker.
- 5. Query the “EBT Card Request History” table to check if the customer has requested an EBT card within the last 90 days
  - a. If the customer has not requested an EBT card within the last 90 days, continue to step 6.
  - b. If the customer has requested an EBT card within the last 90 days, they will be transferred to speak to a worker based on the county preference. They will either be:
    - i. Transferred to the EBT line (877-328-9677)
    - ii. Transferred to a county worker:
      - 1. In a Contact Center county, the customer will be transferred to the queue that corresponds with their exit reason flow. For most counties, this will be their CalFresh Queue
      - 2. In a Non-Contact Center county, the customer will be transferred to their case worker.
        - The customer will be routed to their CalWORKs worker if they are active. In the

case they are not active, they will be transferred to their CalFresh worker.

6. The customer will hear the following prompts:

**“To request a new EBT card, you will need to confirm a couple questions.”**

**“If your name is the same as it appears on your EBT card, press 1. If your name is different, press 2. To hear these choices again, press 7.”**

- a. If the customer selects option 1, continue to step 7.
- b. If the customer selects option 2, they will be transferred to speak to a county worker.
- c. If the customer makes no selection or makes an invalid selection, they will hear the prompt menu twice and then will be transferred to the General queue or to the county equivalent. Callers in Non-CSC counties will be sent to the direct EBT line.

7. The customer will hear the following prompt:

**“If your mailing address is the same, press 1. If your mailing address has recently changed, press 2. If you do not have a mailing address or do not have a permanent address, press 3. To hear these choices again, press 7.”**

- i. If the customer selects option 1, continue to step 8.
- ii. If the customer selects option 2, they will be transferred to speak to a county worker. Callers in Non-CSC counties will be sent to the direct EBT line.
- iii. If the customer selects option 3 and the customer is in a county where pick up requests can be placed via the automated system, then continue to step 8. Otherwise, they will be transferred to speak to a county worker.
- iv. If the Customer makes no selection or makes an invalid selection, they will hear the prompt menu twice and then will be transferred to the General queue or the county equivalent. Callers in Non-CSC counties will be sent to the direct EBT line.

8. The customer will hear the following prompt:

**“If you want your new EBT card mailed to your address on file, press 1. If you want to pick up your new EBT card at your local district office, press 2. To hear these choices again, press 7.”**

- i. If the customer selects option 1, record the delivery selection as mail delivery and continue to step 10.
- ii. If the customer selects option 2, check the county preference for pick up.
  - 1. If the county preference is to automate pick up requests in the IVR, record the delivery selection as pickup and continue to step 10. Note, when customers select pick up as their delivery preference in the IVR, the card is queued to be printed at the customer's nearest district office.



- The nearest district office is based on the customer's location on file in CalSAWS.
2. If the county preference is to transfer pick up requests to a worker, continue to step 9.
  - iii. If the Customer makes no selection or makes an invalid selection, they will hear the prompt menu twice and then will be transferred to the General queue or the county equivalent. Callers in Non-CSC counties will be sent to the direct EBT line.
9. If the caller has chosen "Pick up" and the county has chosen to transfer pick up requests to a worker, the following routing logic will be followed:
- a. In a Contact Center county, the customer will be transferred to the queue that corresponds with their exit reason flow.
    - i. Note: For most counties, this will be their CalFresh Queue
  - b. In a Non-Contact Center county, the customer will be transferred to their case worker.
    - i. The customer will be routed to their CalWORKs worker if they are active.
    - ii. In the case they are not active, they will be transferred to their CalFresh worker.
10. The automated EBT replacement request will be placed. The following information will be sent to the RPA to place the request.

Property	Value
Queue	Dev: EBTReplacementProcess_AZ_Connect UAT: EBTReplacementProcess_AZ_Connect Production: EBTReplacementProcess
Priority	Normal
Defer Date	<Time of request>
DueDate	<Time of request plus 24 hours>
Reference	{{Guid}}_CaseNumber
Case Number	<Case Number>
EBT Replacement	Y
Replacement Type	"Pickup" or "Mail"
Status	Pending

11. If the request was successful, the request will be logged in the “EBT Card Request History” table. The customer will hear one of the following prompts, depending on their delivery choice:

Mail - **“Thank you. Your EBT card replacement request has been received. Please allow two to three business days for it to be sent to your address on file.”**

Pick up – **“Thank you. Your EBT card replacement request has been received. Please allow 2 hours for processing for pickup.”**

12. If the request is not successful, the customer will hear the following prompt:

**“We’re sorry, we are unable to process your request at this time”**

The customer will be sent to the General Queue or the county equivalent. Callers in Non-CSC counties will be sent to the direct EBT line.

For more information see the attached document “CA-254796 – Automated EBT Card Replacement Call Flow”.

## 2.2 Robotic Process Automation

### 2.2.1 Overview

Implement the RPA to process the EBT replacement card requests from the Inbound IVR. The RPA will automatically navigate CalSAWS and reissue a card using the existing process in the application.

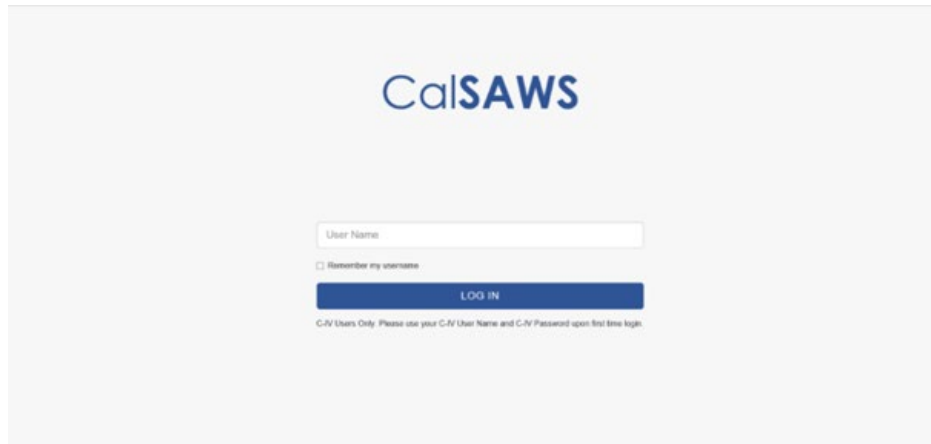
### 2.2.2 Robotic Process Automation Mockup

Please refer to the screenshots in Section 2.2.3 for the Robotic Process Automation Mockup.

### 2.2.3 Description of Changes

The RPA will take the following steps when the IVR requests an EBT Card replacement:

1. Access CalSAWS - <https://web.calsaws.net/c-iv/utilities/Homepage/view>.



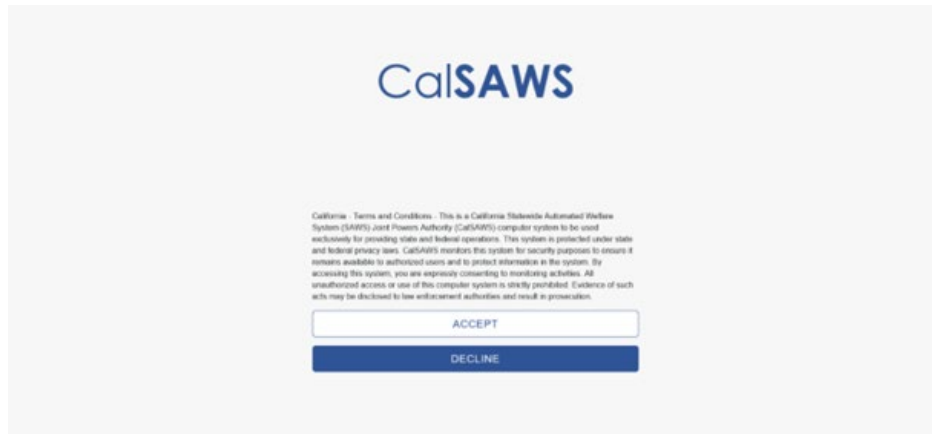
**Figure 2.2.3.1 – CalSAWS Login Screen**

2. Enter the RPA Account username.



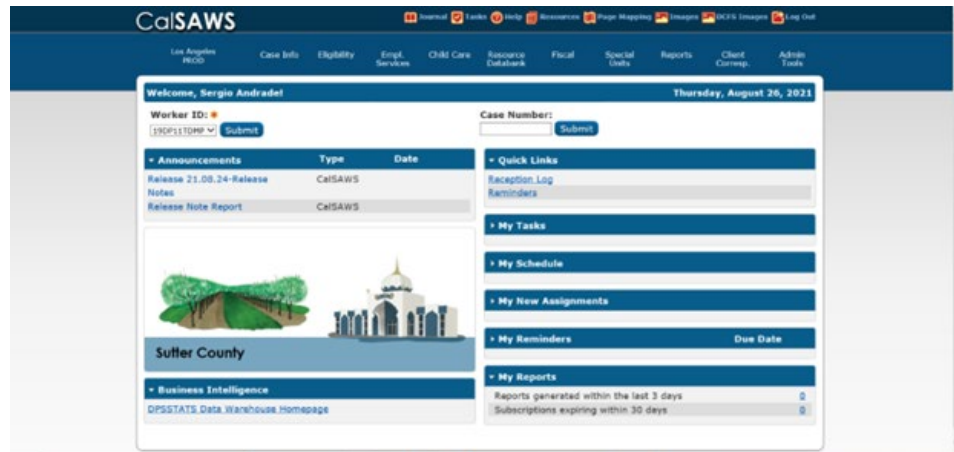
**Figure 2.2.3.2 – CalSAWS Password Screen**

3. Click the "Log In" button.
  - a. See Figure 2.2.3.2 above
4. Enter the RPA Account Password.
5. Click the "Log In" button.
  - a. See Figure 2.2.3.2 above
6. Click on the Accept button on the CalSAWS Security Screen.



**Figure 2.2.3.3 – CalSAWS Security Screen**

7. Click on Case Number Field on the CalSAWS Home Page.



**Figure 2.2.3.4 – CalSAWS Home Page**

8. Enter Case Number.
  - a. See Figure 2.2.3.4 above
9. Click "Submit" button.
  - a. See Figure 2.2.3.4 above
10. Click on "EBT Account List" on the CalSAWS Case Summary Page.

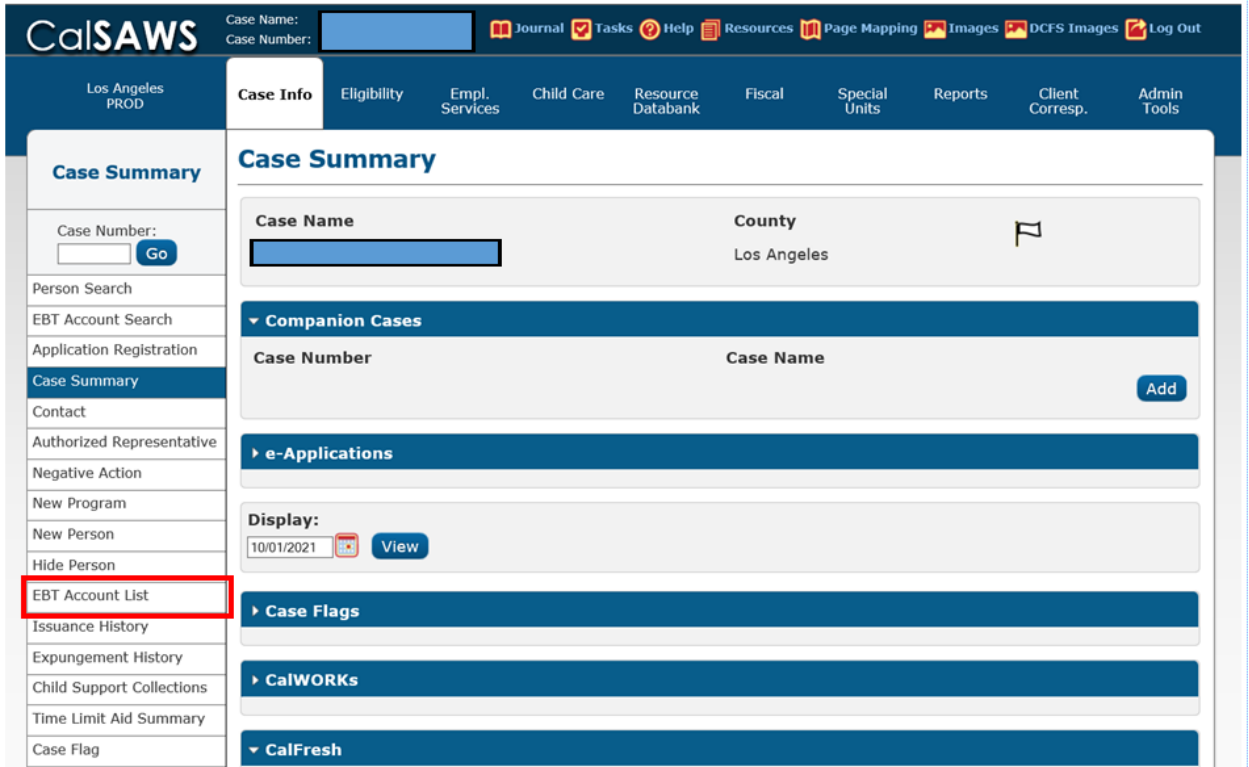


Figure 2.2.3.5 – CalSAWS Case Summary Page

11. Click on Account number hyperlink on the EBT Account List Page.

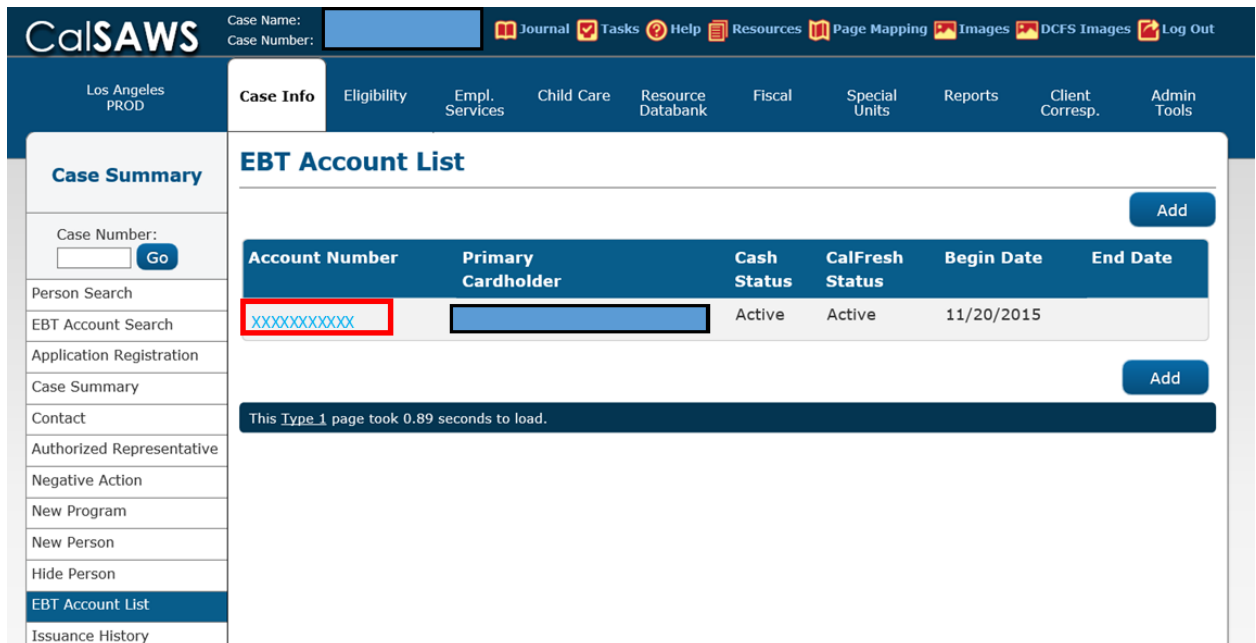
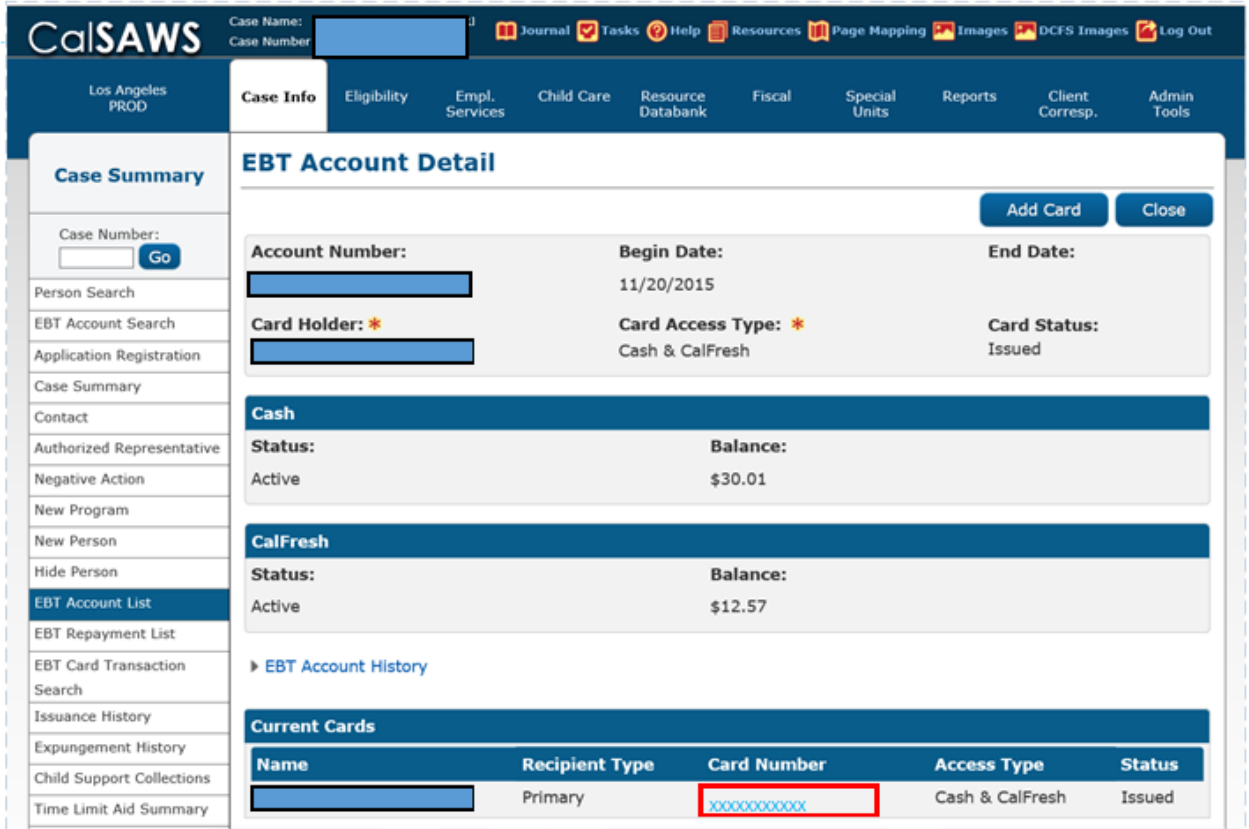


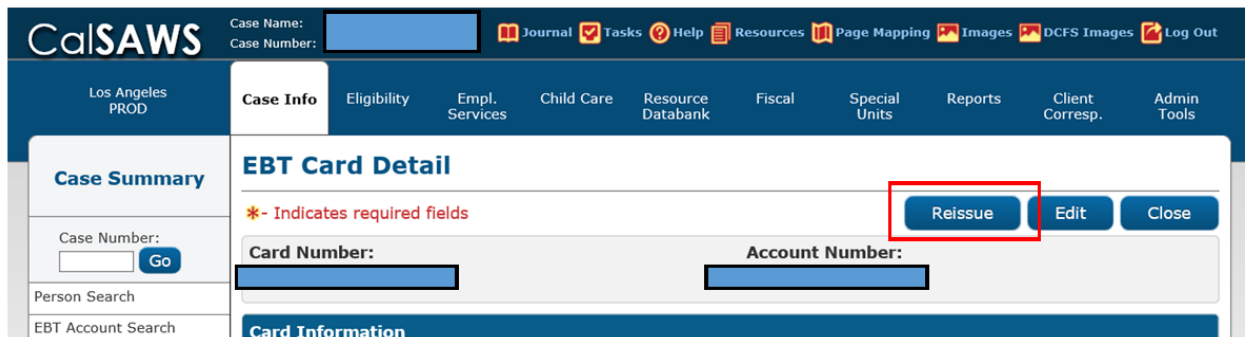
Figure 2.2.3.6 – CalSAWS EBT Account List Page

12. Click on Card Number hyperlink on the EBT Account Details Page.



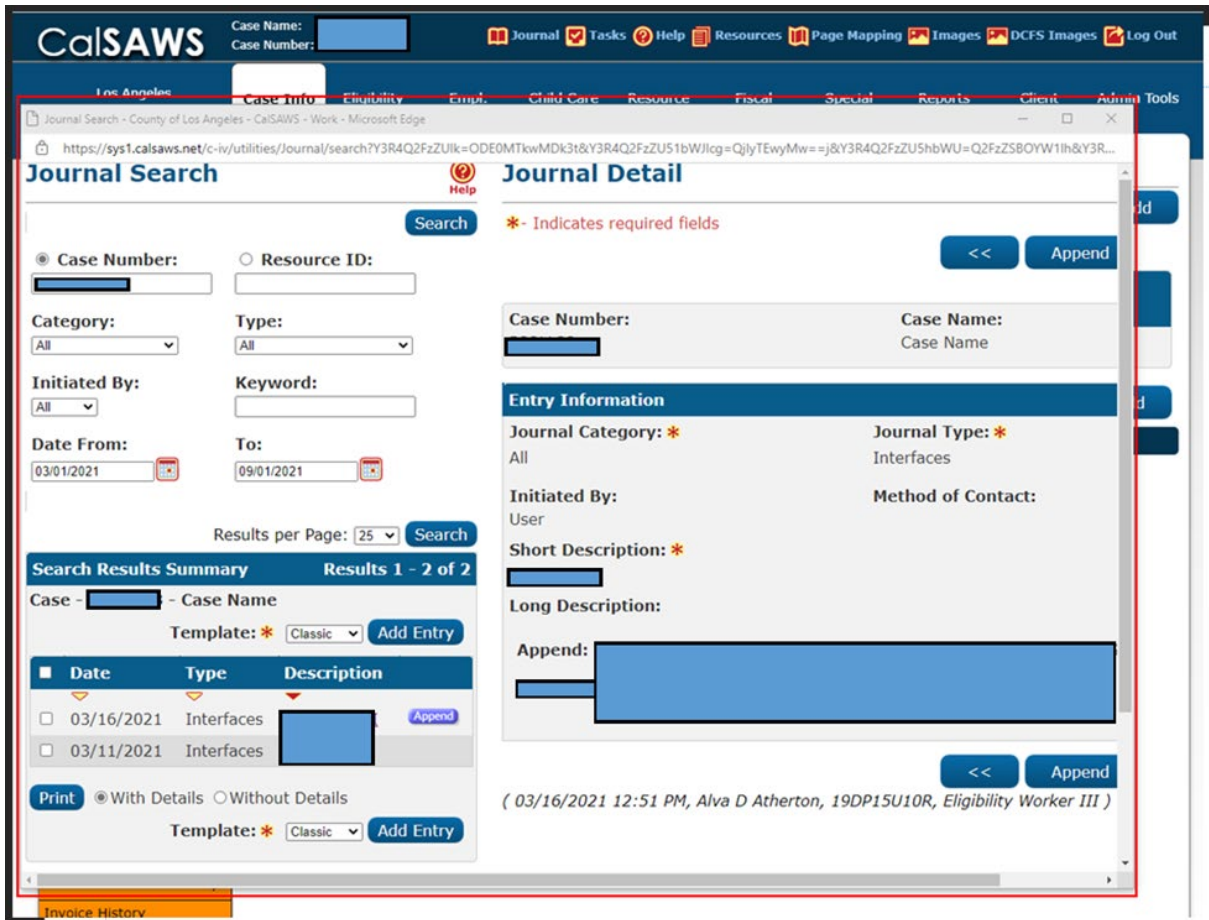
**Figure 2.2.3.7 – CalSAWS EBT Account Detail Page**

13. Click the Reissue Button on the EBT Card Detail Page. At this point, the EBT card will be queued in a batch for mailing to the customer's address on file or pick up delivery at the district office nearest to the customer's location on file.



**Figure 2.2.3.8 – CalSAWS EBT Card Detail Page**

14. Next the RPA will create a journal entry. Click the Journal tab in CalSAWS.



**Figure 2.2.3.9 – CalSAWS Journal Detail Page**

15. Click Add Entry on the Journal Detail Page.
  - a. See Figure 2.2.3.9 above
16. Populate Journal Entry details.

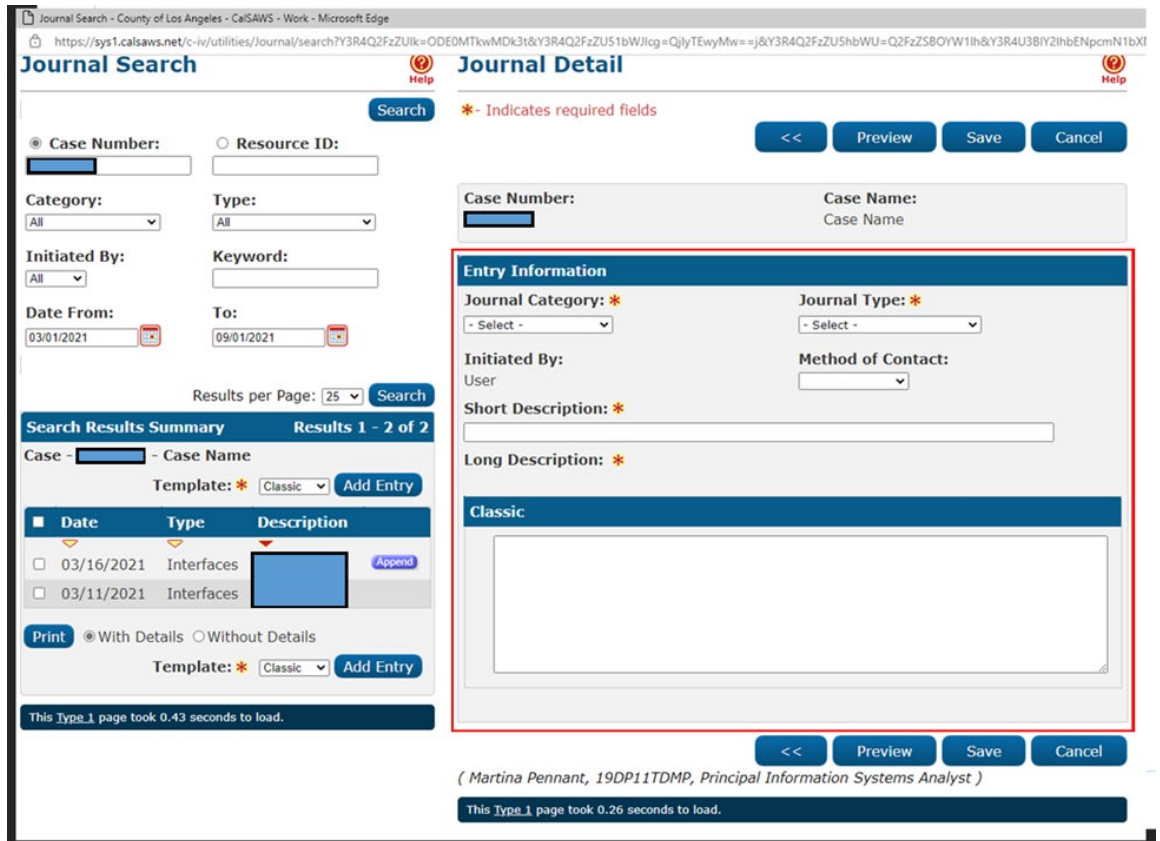


Figure 2.2.3.10 – CalSAWS Journal Entry Information Page

17. Click Save on Journal Entry. A journal entry will be created.

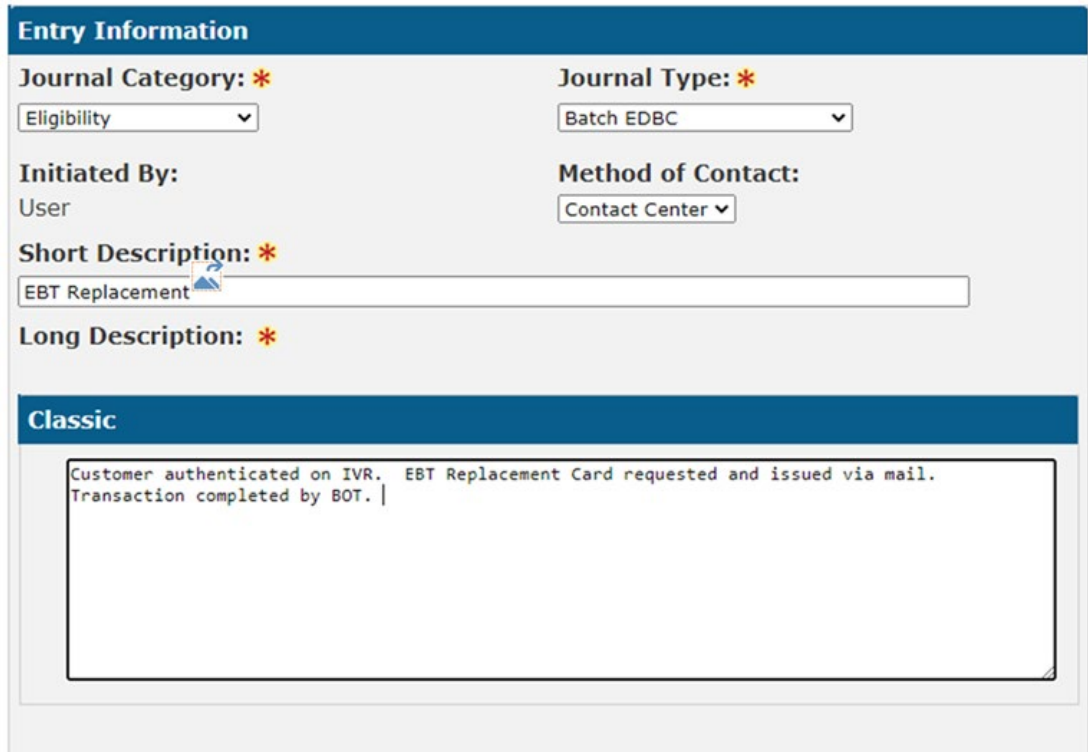
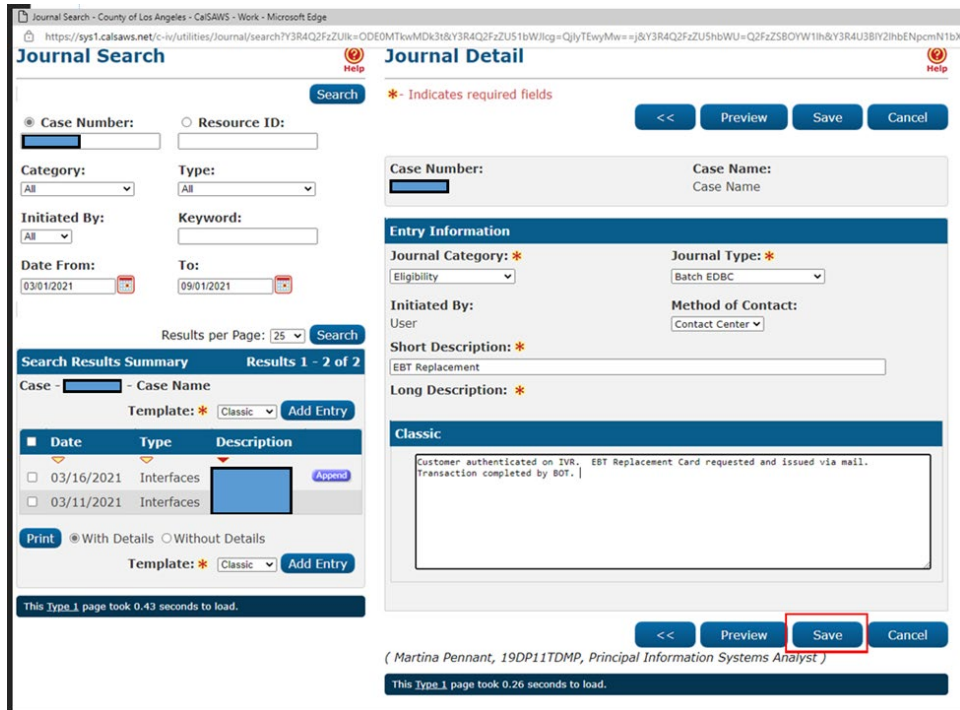




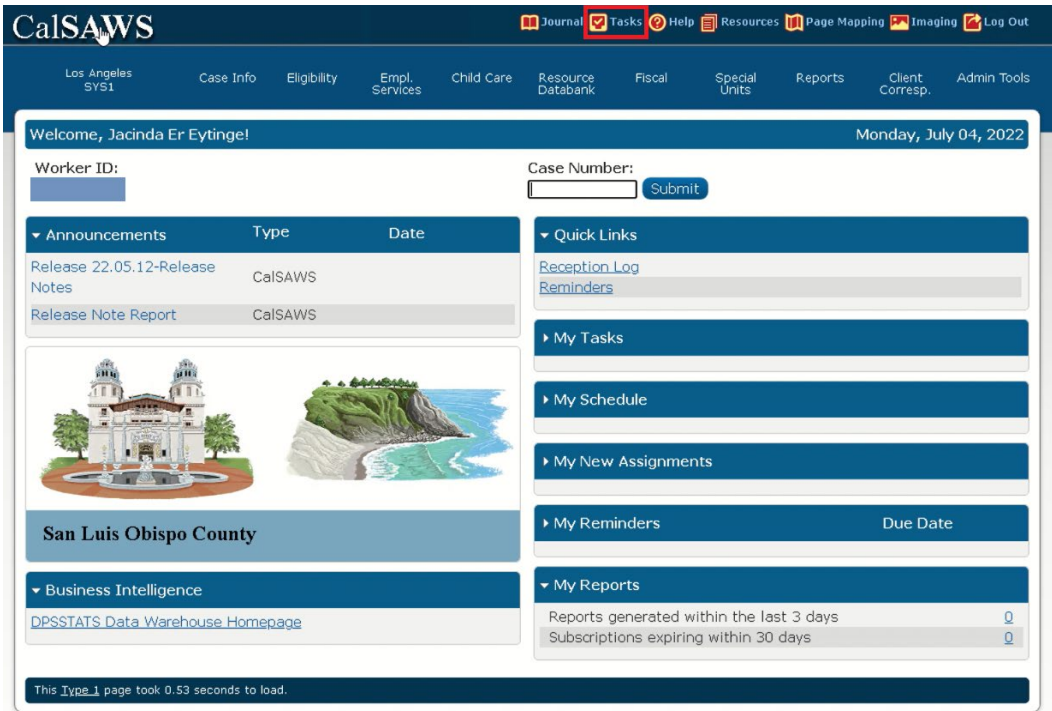
Figure 2.2.3.11 – CalSAWS Journal Detail Page



If there is a failure at any point in the process of re-issuing a card and creating a journal entry, an exception task will be created following the steps below.

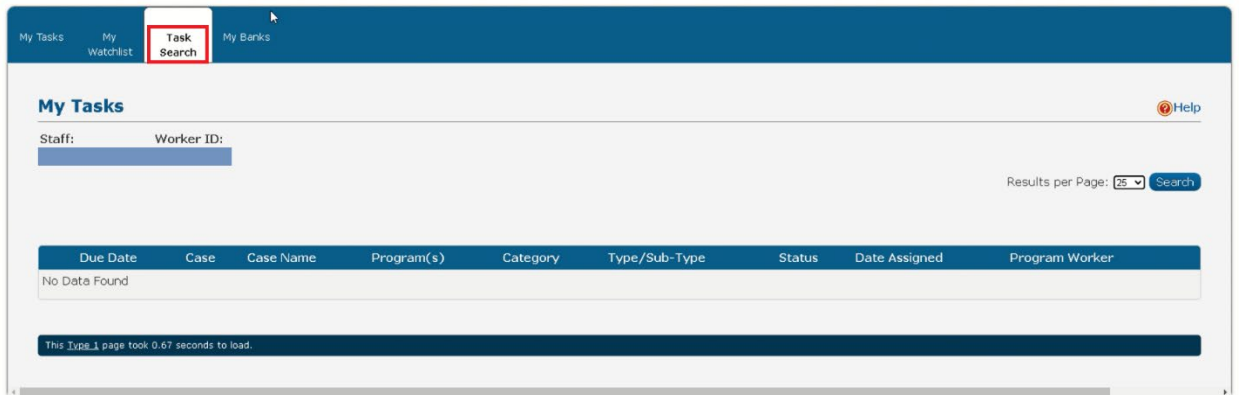
1. Click on the 'Tasks' tab on the CalSAWS home page.

Figure 2.2.3.12 – CalSAWS Home Page



2. Click on 'Task Search' on the My Tasks page.

**Figure 2.2.3.13 – CalSAWS My Tasks Page**



3. Click on 'Add Task' on the Task Search page.


**Figure 2.2.3.13 – CalSAWS Tasks Search Page**

4. Populate case details and exception reason on the Task Details page. Click Save and Return to submit the task.

**Figure 2.2.3.14 – CalSAWS Task Details page**

### 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
--------	-----------------	-------------	------------

1	IVR Application	Call Flow Updates to county inbound IVR	 CA-254796 - Automated EBT Carc

## 4 REQUIREMENTS

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### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

### 4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

# 5 MIGRATION IMPACTS

---

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



# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-264181

Allow Deactivation of Task Banks



CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Vallari Bathala, Justin Dobbs, Jennifer Muna, Soundarya Ramesh
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# 1 OVERVIEW

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This design outlines modifications to Task Management functionality within the CalSAWS System to allow Users to deactivate the Task Bank after being created.

## 1.1 Current Design

Task Banks are repositories within the county that can hold Tasks. The Bank Search and Bank Detail pages within the CalSAWS System allow Task Banks to be created and configured. Once a Task Bank is created it cannot be removed or deactivated.

Tasks can be created and assigned to Task Banks manually via worker transactions, by automated action trigger events, certain Self Service Portal actions and processing via the Task API (Application Programming Interface).

## 1.2 Requests

1. Add functionality to support the deactivation of Task Banks.
2. Update FDS (Functional Design Specification) Task API functionality to modify the existing Task Bank logic assignment to check if Task Bank Id has an Active status for the County prior to updating/creating a task.
3. Update BenefitsCal Task Assignment processing which evaluates for a Task Bank to consider the Bank status.

## 1.3 Overview of Recommendations

1. Add a Status field to Task Banks allowing a Task Bank to be deactivated.
2. Update Task Management online pages and processing which utilizes Task Banks to consider the Status of a Task Bank.
3. Update the FDS Task API update and create endpoints in both versions v1 and v2 to modify the existing Task Bank logic assignment logic to check if Task Bank has an Active status for the County prior to updating/creating a task.
4. Update BenefitsCal API Task Bank Assignment logic to check the Task Bank status prior to assigning a task.

## 1.4 Assumptions

1. An Inactive Task Bank cannot hold an open task.
2. There will be no front-end changes to the Task Reassignment functionality.
3. There are no modifications to the front-end and processing of QA/QC Task Sample logic. There is no impact to this functionality because a QA/QC Task Sample is based on Completed/Voided Tasks, which can reside in a Bank that has since become Inactive.
4. Enhancement CA-272460 is implemented in the same release or sooner than this enhancement.
5. Existing Task Management assignment functionality is to only create a Task when a valid assignment exists. If an existing Task trigger such as an Automated Action is configured to assign to a Task Bank that has become Inactive, a Task

will not be created if the Automated Action is invoked due to lack of a valid assignment (Active Task Bank).

6. All existing Self-Service Portal API functionalities will remain unchanged that are not mentioned in this SCR. There is no update to API Swagger Documentation.
7. Release of Information API is currently disabled in CalSAWS. The ROI Automated Action update will be addressed in CA-258275 upon the re-enablement of the ROI API.
8. CA-264180 implemented enhancement to Application Transfer API to utilize the Automated Action framework.
9. No changes are required for the Self-Service Portal (BenefitsCal); however, end-to-end testing support will be needed. CSPM-73908 has been logged for the end-to-end testing support.



## 2 RECOMMENDATIONS

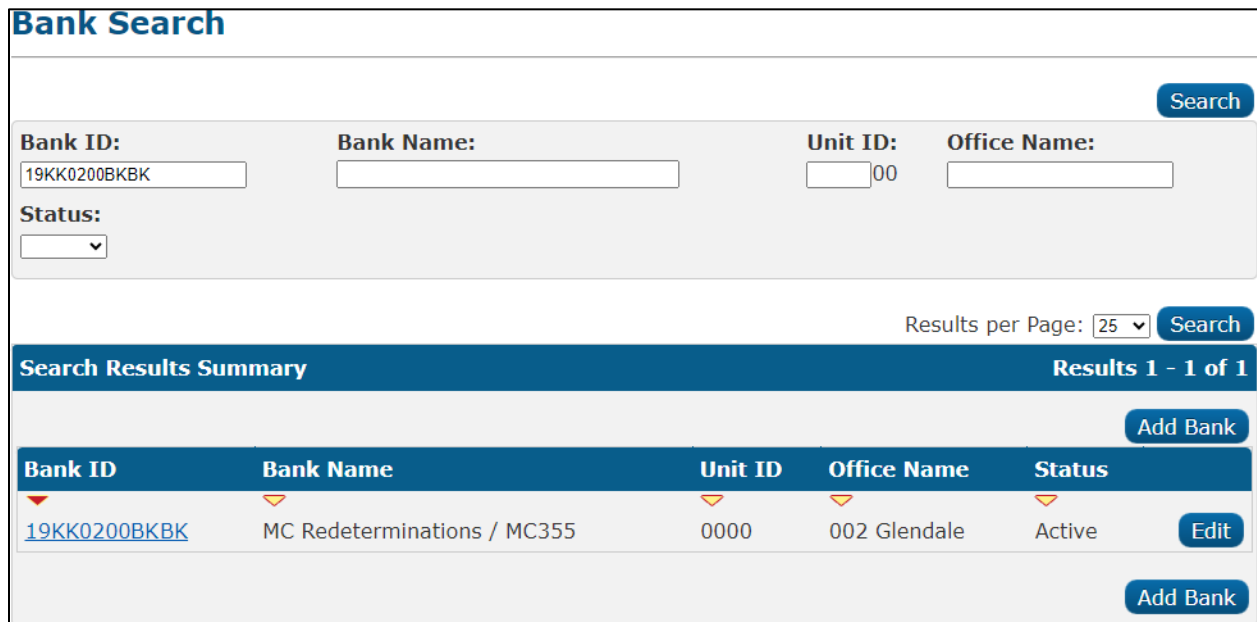
This section will outline recommendations to introduce the Bank deactivation functionality to the CalSAWS System.

### 2.1 Bank Search Page

#### 2.1.1 Overview

This section describes recommendations to include a Status field in the Bank Search page.

#### 2.1.2 Bank Search Page Mockup



The mockup shows a 'Bank Search' form with the following fields: Bank ID (19KK0200BKBK), Bank Name, Unit ID (00), Office Name, and a Status dropdown menu. Below the form is a 'Search Results Summary' section with a table containing one result: Bank ID 19KK0200BKBK, Bank Name MC Redeterminations / MC355, Unit ID 0000, Office Name 002 Glendale, and Status Active. The page includes 'Add Bank' and 'Edit' buttons.

Bank ID	Bank Name	Unit ID	Office Name	Status
<a href="#">19KK0200BKBK</a>	MC Redeterminations / MC355	0000	002 Glendale	Active

Figure 2.1.2 – Bank Search Page

#### 2.1.3 Description of Changes

##### 1. Search Parameters

- Status – Add a dropdown field which will filter the Banks based on the Status. Options included are:

- BLANK
- Active (Default)
- Inactive

The Default value of "Active" will only display the Banks which are active at the time of the search. The value of 'BLANK' allows all Task Banks (Active or Inactive) to be displayed.

##### 2. Search Results Summary

- Status – Add a sortable column to display the current status of the Bank.

#### 2.1.4 Page Location

- **Global:** Admin Tools
- **Local:** Office Admin
- **Task:** Bank

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

#### 2.1.5 Security Updates

N/A

#### 2.1.6 Page Mapping

Update page mapping for the new Status field.

#### 2.1.7 Accessibility

The following accessibility enhancements have been identified:

- iFrames must have an accessible name.

#### 2.1.8 Page Usage/Data Volume Impacts

N/A

### 2.2 Bank Detail Page

#### 2.2.1 Overview

This section describes recommendations to include a Status field in the Bank Detail page.

## 2.2.2 Bank Detail Page Mockup

### Bank Detail

\*- Indicates required fields

Save Cancel

#### General Bank Information

**Bank ID:** **Bank Name: \*** **Status: \***

Office Name: \* Unit ID: \*

Redlands TAD/WTW/Child Care/WIA/FC/PID **Select** 0100 **Select**

**Associate All Positions In Unit and Office: \***

Yes ▾

#### Task Categories

<input type="checkbox"/> Application (All)	<input type="checkbox"/> Batch EDBC	<input type="checkbox"/> CWS
<input type="checkbox"/> Application Registration	<input checked="" type="checkbox"/> Case Update	<input type="checkbox"/> EBT
<input type="checkbox"/> CMIPSI	<input type="checkbox"/> External Agency Admin	<input type="checkbox"/> Foster Care RDB
<input type="checkbox"/> CalHEERS	<input type="checkbox"/> Fraud	<input type="checkbox"/> IEVS
<input type="checkbox"/> e-Application	<input type="checkbox"/> IEVS Criminal	<input type="checkbox"/> IEVS Priority
<input type="checkbox"/> e-ICT	<input type="checkbox"/> Legacy	<input type="checkbox"/> MC 355
	<input type="checkbox"/> MEDS Alert	<input type="checkbox"/> MEDS Liaison
	<input type="checkbox"/> Manual	<input type="checkbox"/> QR7LA
	<input type="checkbox"/> Quality Assurance Assignment	<input type="checkbox"/> Quality Review
	<input type="checkbox"/> Redetermination	<input type="checkbox"/> SAR7
	<input type="checkbox"/> Screening Packet	<input checked="" type="checkbox"/> Self Service Portal
		Communications
	<input type="checkbox"/> Time Limits	<input type="checkbox"/> VITA

#### Additional Associations

Figure 2.2.2-1 – Bank Detail Page – Create Mode

### Bank Detail

\*- Indicates required fields

Save
Cancel

**General Bank Information**

<b>Bank ID:</b> 19KK0200BKBK	<b>Bank Name: *</b> <input style="width: 100%;" type="text" value="MC Redeterminations / MC355"/>	<b>Status: *</b> <input style="width: 100%;" type="text" value="Active"/>
<b>Office Name: *</b> 002 Glendale	<b>Unit ID: *</b> 0000	

**Associate All Positions In Unit and Office: \***

**Task Categories**

<input type="checkbox"/> Application (All)	<input type="checkbox"/> Batch EDBC	<input type="checkbox"/> CWS
<input type="checkbox"/> Application Registration	<input type="checkbox"/> Case Update	<input type="checkbox"/> EBT
<input type="checkbox"/> CMIPSI	<input type="checkbox"/> External Agency Admin	<input type="checkbox"/> Foster Care RDB
<input type="checkbox"/> CalHEERS	<input type="checkbox"/> Fraud	<input type="checkbox"/> IEVS
<input type="checkbox"/> e-Application	<input type="checkbox"/> IEVS Criminal	<input type="checkbox"/> IEVS Priority
<input type="checkbox"/> e-ICT	<input type="checkbox"/> Legacy	<input checked="" type="checkbox"/> MC 355
	<input type="checkbox"/> MEDS Alert	<input type="checkbox"/> MEDS Liaison
	<input type="checkbox"/> Manual	<input type="checkbox"/> QR7LA
	<input type="checkbox"/> Quality Assurance Assignment	<input type="checkbox"/> Quality Review
	<input checked="" type="checkbox"/> Redetermination	<input type="checkbox"/> SAR7
	<input type="checkbox"/> Screening Packet	<input type="checkbox"/> Self Service Portal
	<input type="checkbox"/> Time Limits	Communications
		<input type="checkbox"/> VITA

**Additional Associations**

<input type="checkbox"/>	Level	Number	Name
<input type="checkbox"/>	Office	02	002 Glendale

Remove
Add

**Figure 2.2.2-2 – Bank Detail Page – Edit Mode**

### 2.2.3 Description of Changes

1. General Bank Information
  - a. Status **(required)** – Add new a dropdown menu, in Create and Edit modes, that indicates the status of the Bank. Options included are:
    - i. Active (Default)
    - ii. Inactive

### 2.2.4 Page Validations

Add page validations to the Bank Detail page when the Status is set to Inactive and one or more of the following scenarios are true:

1. The Bank is associated to one or more open Tasks in 'Assigned' or 'In Process' status, display the following validation:
  - a. "Status - The Bank is currently configured to one or more open Tasks."

Any and all applicable validations will display at once at the top of the Bank Detail page.

### 2.2.5 Page Location

- **Global:** Admin Tools
- **Local:** Office Admin
- **Task:** Bank

Click on a hyperlink of the desired result displayed in the Bank Search page or the "Add Bank" button to navigate to the Bank Detail page.

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

### 2.2.6 Security Updates

N/A

### 2.2.7 Page Mapping

Update page mapping for the new Status field.

### 2.2.8 Accessibility

The following accessibility enhancements have been identified:

- iFrames must have an accessible name.

### 2.2.9 Page Usage/Data Volume Impacts

N/A

## 2.3 Select Bank Page

### 2.3.1 Overview

This section describes recommendations to include a Status field in the Select Bank page.

### 2.3.2 Select Bank Page Mockup

#### Select Bank

Bank ID:

Bank Name:

Unit ID:

Office Name:

Results per Page:

**Search Results Summary** Results 1 - 2 of 2

	Bank ID	Bank Name	Status	Unit ID	Office Name
<input type="checkbox"/>	36LS04ZG0BBK	Test Bank-CF	Active	ZG00	Redlands TAD/WTW/Child Care/WIA/FC/PID

Figure 2.3.2-1 – Select Bank Page – Active Banks

#### Select Bank

Bank ID:

Bank Name:

Unit ID:

Office Name:

Results per Page:

**Search Results Summary** Results 1 - 2 of 2

	Bank ID	Bank Name	Status	Unit ID	Office Name
<input type="checkbox"/>	36LS04ZH0BBK	Test Bank-MC	Inactive	ZH00	Redlands TAD/WTW/Child Care/WIA/FC/PID

Figure 2.3.2-2 – Select Bank Page – Inactive Banks

### 2.3.3 Description of Changes

Functional Note: Inactive Banks will be included and searchable on the Select Bank page to allow for selection of an Inactive Bank from pages

such as Task Search. Historical Tasks that were closed while assigned to the Bank when it was Active will still be searchable after the Bank becomes Inactive. Including Inactive banks in this page will support this.

1. Search Results Summary

- a. Status – Add a column to display the status of the Bank.

Note: These recommendations apply to the Select Bank page which allows selection of a single Task Bank and the Select Bank page which allows for multi select (i.e., QA/QC Task Sample).

### 2.3.4 Page Location

- **Global:** N/A
- **Local:** N/A
- **Task:** N/A

Select Bank Page is discoverable through multiple pages.

### 2.3.5 Security Updates

N/A

### 2.3.6 Page Mapping

Update page mapping for the new Status field.

### 2.3.7 Accessibility

The following accessibility enhancements have been identified:

- iFrames must have an accessible name.

### 2.3.8 Page Usage/Data Volume Impacts

N/A

## 2.4 Task Search Page

### 2.4.1 Overview

This section outlines the modifications required to display validation messages when an action attempts to assign a Task to an Inactive Task Bank.

## 2.4.2 Task Search Page Mockup

**Task Search** Help

\* - Indicates required fields

- Bank ID - Bank ID is inactive.

Refine Your Search

**Search Results Summary** Results 1 - 6 of 6

Add Task

Due Date	Case	Case Name	Program(s)	Category	Type/Sub-Type	Status	Worker ID	Bank ID	Date Appended	
03/03/2023	SEA0802	Case Name		Application Registration	Clearance	Completed	19DP80GN03	19DP8000AABK		Re-Open
03/05/2023	SEA0802	Case Name	MC	Application Registration	CF 285 Received	Completed		19DP8000AABK		Re-Open
03/17/2023	SEA0802	Case Name	CF	EDBC	Supervisor Authorization EDBC	Completed	19DP162A00			Re-Open
03/17/2023	SEA0802	Case Name	CF	EDBC	Supervisor Authorization EDBC	Completed	19DP162A00			Re-Open
03/23/2023	SEA0802	Case Name	CF	Application Registration	Intake	Completed	19DP162A09			Re-Open
02/16/2024	SEA0802	Case Name	CF	Case Update	Change in Primary Language Designation	Completed	19AS002C00			Re-Open

Add Task

Figure 2.3.2 – Task Search Re-Open Validation

**Task Search** Help

\* - Indicates required fields

- Bank ID - Bank ID is inactive.

Refine Your Search

**Search Results Summary** Results 1 - 3 of 3

Add Task

Due Date	Case	Case Name	Program(s)	Category	Type/Sub-Type	Status	Worker ID	Bank ID	Date Appended	
02/29/2024	SEA0802	Case Name	CF	Application Registration	CF 285A Pre-Pop Received	Assigned	19DP07ON0P	19DP0200DABK		Complete Edit
02/29/2024	SEA0802	Case Name	CF	Application Registration	CF 285A Pre-Pop Received	Assigned	19DP07ON0P	19DP0200MFBK		Complete Edit
02/29/2024	SEA0802	Case Name	CF	Application Registration	CF 285A Pre-Pop Received	Assigned	19DP07ON0P	19DP0200DABK		Complete Edit

Action: \* Assign to Bank Bank ID: \* 19DP0200D88K Select Add Task

Remove Position Assignment: No Submit

Figure 2.3.2 – Task Search Action Validation

## 2.4.3 Description of Changes

1. Implement validations listed in section [2.4.4 Page Validations](#).

Functional Note: CA-214923 introduced the 'Re-Open' functionality which, upon the click of the 'Re-Open' button sets the status of the Task to "Assigned" and assigns the Task to the previous owner. If the previous assignee is a Task Bank and that Bank is now inactive, the Task cannot be re-opened.



#### 2.4.4 Page Validations

Add page validations to Task Search page when a User attempts an action that will result in assigning a Task to an inactive Task Bank in the following scenarios:

1. A User manually enters an inactive Bank ID in the Bank ID field for Action of 'Assign to Bank' and clicks Submit:
  - a. "Bank ID - Bank ID is inactive."
2. A User clicks the Re-Open button for a closed Task that is assigned to a now Inactive Bank:
  - a. "Bank ID - Bank ID is inactive."

#### 2.4.5 Page Location

- **Global:** N/A
- **Local:** N/A
- **Task:** N/A

Task Search Page is accessible through Utility bar's Tasks Option.

#### 2.4.6 Security Updates

N/A

#### 2.4.7 Page Mapping

N/A

#### 2.4.8 Accessibility

The following accessibility enhancements have been identified:

- iFrames must have an accessible name.

#### 2.4.9 Page Usage/Data Volume Impacts

N/A

### 2.5 My Banks Page

#### 2.5.1 Overview

This section outlines the modifications to the My Banks page to not display Inactive Task Banks.

## 2.5.2 Description of Changes

The My Banks page displays information of all Banks that the viewing worker is associated to as a paginated list.

1. Modify the My Banks page to not include Inactive Banks.

## 2.5.3 Page Validations

N/A

## 2.5.4 Page Location

- **Global:** N/A
- **Local:** N/A
- **Task:** N/A

My Banks Page is accessible through Utility bar's Tasks Option.

## 2.5.5 Security Updates

N/A

## 2.5.6 Page Mapping

N/A

## 2.5.7 Accessibility

The following accessibility enhancements have been identified:

- iFrames must have an accessible name.

## 2.5.8 Page Usage/Data Volume Impacts

N/A

## 2.6 Additional Page Modifications

### 2.6.1 Overview

This section outlines additional modifications to Task Management functionality to only allow selection of 'Active' Task Banks in pages currently utilizing the Bank attribute.

## 2.6.2 Description of Changes

1. Add the following page validations to Task Management pages when a User selects or manually enters an 'Inactive' Task Bank:

Page(s)	Field(s)	Action Scenario	Validation(s)
Task Detail Page	Bank ID	Assigning an Assigned or In-Process Task to an Inactive Bank.	Bank ID - Bank ID is inactive.
Document Routing Rule Program Detail Page	Bank ID	Configuring a Document Routing Rule with Task assignment to an Inactive Bank.	Bank ID - Bank ID is inactive.
MEDS Alert Admin Detail Page	Default Bank ID	Configuring the Task Information panel of the MEDS Alert Admin Detail page with Task assignment to an Inactive Bank.	Default Bank ID - Bank ID is inactive.
Automated Action Detail Page	Default Bank ID	Configuring the Task Information panel of the Automated Action Detail page with Task assignment to an Inactive Bank.	Default Bank ID - Bank ID is inactive.
Task Reassignment Detail Page	Task Sources(s)	Configuring a Task Reassignment with one or more Source Banks that are Inactive.	Task Sources(s) – One or more source Banks are inactive.
Task Reassignment Detail Page	Task Destination(s)	Configuring a Task Reassignment with one or more Destination Banks that are Inactive.	Task Destination(s) – One or more destination Banks are inactive.
Task Type Detail	Bank ID	Configuring the Resulting Task Information panel to assign to an Inactive Bank.	Bank ID - Bank ID is inactive.
Task Sub-Type Detail	Bank ID	Configuring the Resulting Task Information panel to assign to an Inactive Bank.	Bank ID - Bank ID is inactive.

## 2.7 Task Upload

### 2.7.1 Templates

1. Update the “Manual Assignment – Bank ID” column instructions in the Task Upload templates to specify that the Bank entries must have an “Active” status.

The templates that require updates are listed in section [3. Supporting Documents](#).

Column	Required	Instructions
Manual Assignment – Bank ID	No	<p>If manual Task assignment is applicable, enter a Bank ID to assign the Task to. This value must be a valid Bank ID for the county.</p> <p>The Bank must have an “Active” status.</p> <p>This field may be left blank if either the "Automated Assignment" or "Manual Assignment - Worker ID" field has a valid entry.</p> <p>An entry in this field with a simultaneous entry in the "Manual Assignment - Worker ID" field is acceptable. In this case, the Task will be assigned to both the Worker ID and Bank ID.</p>

### 2.7.2 Preview Processing

1. Update the Closest Bank assignment logic to only evaluate Active Banks for all Task Upload types. The templates that require updates are listed in section [3. Supporting Documents](#).
2. If available, evaluate the Bank ID value entered in the Bank ID column within the Task Upload template and generate a Preview Error Message if the Bank ID is Inactive.

Field	Validation	Error Message
Manual Assignment - Bank ID	1. If the Bank ID is valid for the county of the Task Upload, confirm that the Bank ID Status is set to 'Active'.	Inactive Bank ID.

3. If a Task Upload preview has been generated and has Tasks queued up for Task creation to be assigned to a Task Bank that has been set to Inactive Status AFTER the preview has been generated, these Tasks will not be created if the preview is Approved.

As a simplified example, if an uploaded template contains:

Case Number	Task Type	Manual Assignment - Bank ID
1234567	Case Review	99ABC1230BBK
0000011	Case Review	99DEF4560BBK

Both Banks are in the 'Active' Status at the time of Preview Processing. The Preview Processing successfully completes and moves to 'Preview Complete'. At this point the User sets Bank 99DEF4560BBK to 'Inactive' and then the User approves the generated preview.

Only the Tasks for Bank 99ABC1230BBK will be created.

### 2.7.3 Mass Closure Void Processing

For "Closure" Task Uploads that have been processed, if the Task Upload closed a Task that was assigned to a Task Bank that has since been deactivated; if the Task Upload is Voided, the Task(s) assigned to the Inactive Bank will not be reopened.

## 2.8 Processing Modifications

### 2.8.1 Overview

This section outlines additional modifications to Task Management processing functionality to respect the Task Bank Status.

### 2.8.2 Description of Changes

1. Modify the following processing functions to respect the Task Bank Status:

Functionality	Modification
Get Next	Modify Get Next processing logic to only consider Active Task Banks.
Office Distribution Assignment	Modify Office Distribution assignment logic to only consider Active Task Banks.
Closest Bank Assignment	Modify Closest Bank assignment logic to only consider Active Task Banks.
Task Reassignment Processing	Modify the Task Reassignment instruction processing to only consider Active Task Banks when distributing or reclaiming Tasks.
Task Reassignment Run Result Processing	<p>Update the following Task Reassignment Run Result Detail reason "Task Destination(s) Do Not Have Active/Available Workers" to "Task Destination(s) Do Not Have Active/Available Workers or Active Banks".</p> <p>If a Task Reassignment is configured with Destination Workers and/or Destination Banks and processing cannot identify at least one valid Worker or Bank, the Run Result Reason is logged, and Tasks are not reassigned.</p>

NOTE: If a Task Bank is set to Inactive status, and an Automated Task trigger such as an Automated Action, Document Routing Rule or MEDS Alert are configured to route directly into this Task Bank, these automated events will NOT create a Task if they are triggered.

For example, if a Document Routing Rule is configured to assign Tasks into Bank 123BK and Bank 123BK is set to Inactive status, this Document Routing Rule will no longer produce Tasks due to lack of a valid assignment location for the Tasks.

## 2.9 Self-Service Portal: Update EBT Theft API Task Bank Assignment Logic

### 2.9.1 Overview

The EBT Theft API is 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.

This section outlines the necessary modifications in the EBT Theft API to update the Task Bank task assignment logic when attempting to assign the task to a Task Bank.

### 2.9.2 Description of Change

1. Update the EBT Theft API by modifying the existing Task Bank logic assignment to check if Task Bank Id has an Active status for the County prior to assigning a task. If a valid task assignment cannot be determined, the task will not be created. **Note:** No error response code will be returned to the Self-Service Portal, thus the data transfer from the Self-Service Portal will still occur regardless of the task generation outcome.

### 2.9.3 Execution Frequency

Real Time

### 2.9.4 Key Scheduling Dependencies

N/A

### 2.9.5 Counties Impacted

CalSAWS Counties

### 2.9.6 Category

Real Time API

### 2.9.7 Data Volume/Performance

N/A

### 2.9.8 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.)

## 2.10 Self-Service Portal: Update Support Request API Task Bank Assignment Logic

### 2.10.1 Overview

The Support Request API is a RESTful webservice that is used to send a customer's Self-Service Portal request for additional services and/or support to CalSAWS, including the generation of an Automated Action task for the worker or bank assigned to the case.

This section outlines the necessary modifications in the Support Request API to update the Task Bank task assignment logic when attempting to assign the task to a Task Bank.

### 2.10.2 Description of Change

1. Update the Support Request API by modifying the existing Task Bank logic assignment to check if Task Bank Id has an Active status for the County prior to assigning a task.
  - a. If a valid assignment is not found for the task, return a 422 error response with the following to the Self-Service Portal:
    - i. benefitscal-00009: The worker or Task Bank cannot be found to create a task.

### 2.10.3 Execution Frequency

Real Time

### 2.10.4 Key Scheduling Dependencies

N/A

### 2.10.5 Counties Impacted

CalSAWS Counties

### 2.10.6 Category

Real Time API

### 2.10.7 Data Volume/Performance

N/A



## 2.10.8 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.)

## 2.11 Self-Service Portal: Update Report a Change API Task Bank Assignment Logic

### 2.11.1 Overview

The Report a Change (RAC) is a RESTful webservice that creates a Report a Change task and journal entry in CalSAWS when a change is reported from the Self-Service Portal.

This section outlines the necessary modifications in the RAC API to update the Task Bank task assignment logic when attempting to assign the RAC task to a Task Bank.

### 2.11.2 Description of Change

1. Update the RAC API by modifying the existing Task Bank logic assignment to check if Task Bank Id has an Active status for the County prior to assigning a task.
  - a. If a valid assignment is not found for the task, return existing 404 response code to the Self-Service Portal.
    - i. 404 response code description: Could not find a valid assignment.

### 2.11.3 Execution Frequency

Real Time

### 2.11.4 Key Scheduling Dependencies

N/A

### 2.11.5 Counties Impacted

CalSAWS Counties

### 2.11.6 Category

Real Time API

### 2.11.7 Data Volume/Performance

N/A

### 2.11.8 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.)

## 2.12 Self-Service Portal: Update Application Transfer API Task Bank Assignment Logic

### 2.12.1 Overview

The Application Transfer API is a RESTful webservice which purpose is to save an applicant's information into the CalSAWS system. Once the applicant information is successfully saved in CalSAWS, a task will generate to alert the worker of the received E-application.

This section outlines the necessary modifications in the Application Transfer API to update the Task Bank task assignment logic when attempting to assign the E-App task to a Task Bank.

### 2.12.2 Description of Change

1. Update the Application Transfer API by modifying the existing Task Bank logic assignment to check if Task Bank Id has an Active status for the County prior to assigning a task. If a valid task assignment cannot be determined, the task will not be created. **Note:** No error response code will be returned to the Self-Service Portal, thus the data transfer from the Self-Service Portal will still occur regardless of the task generation outcome.

### 2.12.3 Execution Frequency

Real Time

### 2.12.4 Key Scheduling Dependencies

N/A

### 2.12.5 Counties Impacted

CalSAWS Counties

### **2.12.6 Category**

Real Time API

### **2.12.7 Data Volume/Performance**

N/A

### **2.12.8 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.)

## **2.13 Self-Service Portal: Update CBO Account API Task Bank Assignment Logic**

### **2.13.1 Overview**

The CBO Account API is a RESTful webservice that creates a task when a CBO request an account creation in CalSAWS.

This section outlines the necessary modifications in the Application Transfer API to update the Task Bank task assignment logic when attempting to assign the E-App task to a Task Bank.

### **2.13.2 Description of Change**

1. Update the CBO Account API by modifying the existing Task Bank logic assignment to check if Task Bank Id has an Active status for the County prior to assigning a task.
  - a. If a valid assignment is not found for the task, return the existing 404 response code to the Self-Service Portal.
    - i. 404 response code description: Could not find a worker or a bank to create a task.

### **2.13.3 Execution Frequency**

Real Time

### **2.13.4 Key Scheduling Dependencies**

N/A

### **2.13.5 Counties Impacted**

CalSAWS Counties

### **2.13.6 Category**

Real Time API

### **2.13.7 Data Volume/Performance**

N/A

### **2.13.8 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.)

## **2.14 Self-Service Portal: Update Task API – Schedule, Reschedule Appointment Task Bank Assignment Logic**

### **2.14.1 Overview**

The Task API – Schedule, Reschedule Appointment API is a RESTful webservice that creates a task in CalSAWS when a customer sends an appointment request from Self-Service Portal.

This section outlines the necessary modifications in the Application Transfer API to update the Task Bank task assignment logic when attempting to assign the E-App task to a Task Bank.

### **2.14.2 Description of Change**

1. Update the Task API – Schedule, Reschedule Appointment API by modifying the existing Task Bank logic assignment to check if Task Bank Id has an Active status for the County prior to assigning a task.
  - a. If a valid assignment is not found for the task, return the existing 404 response code to the Self-Service Portal.
    - i. 404 response code description: Could not find a worker or a bank to create a task.

### **2.14.3 Execution Frequency**

Real Time

### **2.14.4 Key Scheduling Dependencies**

N/A

### 2.14.5 Counties Impacted

CalSAWS Counties

### 2.14.6 Category

Real Time API

### 2.14.7 Data Volume/Performance

N/A

### 2.14.8 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.)

## 2.15 FDS-API: Task API – Update Task (V1/V2)

### 2.15.1 Overview

This API will allow for the update of Task data in CalSAWS.

This section outlines the necessary modifications in the Task API to update the Task details if active Task Bank details are provided.

### 2.15.2 Description of Change

The Task API will include the following data elements. Please refer to the **tasks.html** document for the technical specifications and data element definitions.

Update the Task API update endpoint (v1 and v2) to modify the existing Task Bank logic assignment to check if Task Bank Id has an Active status for the County prior to updating a task.

### 2.15.3 Execution Frequency

Real Time

### 2.15.4 Key Scheduling Dependencies

N/A

### 2.15.5 Counties Impacted

CalSAWS Counties

### 2.15.6 Category

Real Time API

### 2.15.7 Data Volume/Performance

N/A

### 2.15.8 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.)

## 2.16 FDS-API: Task API – Create Task (V1/V2)

### 2.16.1 Overview

This API will allow for the creation of Task data in CalSAWS.

This section outlines the necessary modifications in the Task API to create the Task details if active Task Bank details are provided.

### 2.16.2 Description of Change

The Task API will include the following data elements. Please refer to the **tasks.html** document for the technical specifications and data element definitions.

Update the Task API create endpoint (v1 and v2) to modify the existing Task Bank logic assignment to check if Task Bank Id has an Active status for the County prior to creating a task.

### 2.16.3 Execution Frequency

Real Time

### 2.16.4 Key Scheduling Dependencies

N/A

### **2.16.5 Counties Impacted**

CalSAWS Counties

### **2.16.6 Category**

Real Time API

### **2.16.7 Data Volume/Performance**

N/A

### **2.16.8 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.)

## **2.17 Automated Regression Test**





### **2.17.1 Overview**

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

### **2.17.2 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	Task Management	Task Upload – Standard Template	 Standard Template.xlsx
2	Task Management	Task Upload – County Death Match Template	 County Death Match Template.xlsx
3	Task Management	Task Upload – Jail Incarceration Match Template	 Jail Incarceration Match Template.xlsx
4	Task Management	Task Upload – Jail Release Referral Template	 Jail Release Referral Template.xlsx



## 4 REQUIREMENTS

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### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.19.1.4	The LRS shall generate alerts, reminders, and controls that may not directly affect eligibility.	This modification allows Banks to be deactivated as long as the Bank is not associated to any additional Task configurations.

## 5 MIGRATION IMPACTS

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N/A

## 6 OUTREACH

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N/A

## 7 APPENDIX

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N/A

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-267005

Add GAGR In-Kind Chart for Requesting  
Counties

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Tom Lazio
	Reviewed By	

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
03/25/2024	1.0	Initial Draft	Tom Lazio
05/09/2024	2.0	Added updates for Sacramento County In-kind chart amounts	Tom Lazio
05/10/2024	3.0	Added assumption #6 and added In-kind chart amounts for AU sizes 3 or more in Section 2.1.2.8 for Sacramento County.	Tom Lazio
05/14/2024	4.0	<ul style="list-style-type: none"> <li>Removed Ventura County In-kind chart amounts as In-Kind Income is 'Exempt'.</li> <li>Added 2 CTCR entries for Solano County for In Kind Income amounts ending 06/30/2024 and In Kind Income amounts effective 07/01/2024.</li> </ul>	Tom Lazio

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# 1 OVERVIEW

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Add In-kind income chart values used in the GA/GR Automated Solution program for Fresno, San Mateo, Solano, Tulare, and Yolo counties. Also, update existing In-kind income chart values for Sacramento County.

## 1.1 Current Design

There are no In-kind chart amounts (CT10688) for the requesting counties below. Per current functionality, the in-kind amount is set to the lesser of the in-kind chart amount (CT10688) and the amount entered by the user. As the current chart amounts do not exist for these counties, the in-kind amount will always be zero.

- Fresno
- San Mateo
- Solano
- Tulare
- Yolo

Additionally, specific individual In-kind chart amounts are incorrect for Sacramento County.

## 1.2 Requests

1. Add In-Kind chart amounts for Fresno, San Mateo, Solano, Tulare, and Yolo counties.
2. Update existing individual In-Kind chart amounts and add new individual In-Kind chart amounts for Sacramento County.

## 1.3 Overview of Recommendations

1. Code Table Change Request (CTCR) to add In-Kind income chart amounts for Fresno, San Mateo, Solano, Tulare, and Yolo counties.
2. Code Table Change Request (CTCR) to update existing individual In-Kind income chart amounts and add new individual In-Kind chart amounts for Sacramento County.

## 1.4 Assumptions

1. Clothing (Unearned and Earned) Amounts in the CalSAWS In-Kind Income chart represent the 'Personal Needs' In-Kind Amount for Solano County and 'Other' In-Kind Amount (Individual) for Tulare County.
2. Contra Costa In-Kind income chart amounts, Tulare In-Kind income chart amounts (for couples) and Sacramento 'Shares With' values functionality will be addressed in future SCR CA-275594.



3. After the implementation of this SCR, In-Kind amounts will be deducted from the GA/GR Automated Solution benefit amounts. Requesting counties in this SCR with cases with In-Kind incomes will see changes to the benefits going forward on those cases.
4. No additional Admin rules will be added with this SCR for In-Kind income.
5. There are no different amounts based on 'Earned' or 'Unearned' per household size for Sacramento County.
6. The individual In-Kind amounts for 'Housing-Earned' (all AU sizes) and 'Food – Unearned' (all AU sizes) are correct for Sacramento County.

## 2 RECOMMENDATIONS

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### 2.1 Eligibility: Add In-Kind Income Chart for Requesting Counties

#### 2.1.1 Overview

Apply a CTCR to insert new GA/GR In-Kind Income Amounts effective as of minimum date to high date (Code Table 10688) for the following counties:

- Fresno
- San Mateo
- Solano
- Tulare
- Yolo

Apply CTCR to update end date existing individual GA/GR In-Kind Income Amounts (Code Table 10688) and add new individual GA/GR In-Kind Income Amounts with the correct amounts for Sacramento County.

#### 2.1.2 Description of Changes

1. Add the following high-dated In-Kind Income records for Fresno County:

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	1	97	R1	124

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Housing- Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	1	96	R1	124
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	1	37	R1	25
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	1	36	R1	25
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	2	97	R1	163
10688	Housing- Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	2	96	R1	163
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	2	37	R1	28
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	2	36	R1	28
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	3	97	R1	181
10688	Housing- Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	3	96	R1	181
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	3	37	R1	34
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	3	36	R1	34
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	4	97	R1	185
10688	Housing- Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	4	96	R1	185
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	4	37	R1	35
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	4	36	R1	35
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	5	97	R1	187
10688	Housing- Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	5	96	R1	187
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	5	37	R1	35
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	5	36	R1	35
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	6	97	R1	188
10688	Housing- Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	6	96	R1	188
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	6	37	R1	35
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	6	36	R1	35
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	7	97	R1	190
10688	Housing- Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	7	96	R1	190
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	7	37	R1	35

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Utilities – Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	7	36	R1	35
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	8	97	R1	207
10688	Housing– Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	8	96	R1	207
10688	Utilities – Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	8	37	R1	35
10688	Utilities – Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	8	36	R1	35
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	9	97	R1	214
10688	Housing– Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	9	96	R1	214
10688	Utilities – Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	9	37	R1	35
10688	Utilities – Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	9	36	R1	35
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	10	10	97	R1	231
10688	Housing– Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	10	10	96	R1	231
10688	Utilities – Earned	Utilities - Earned	0	01/01/1000	12/31/9999	10	10	37	R1	35
10688	Utilities – Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	10	10	36	R1	35

2. Add the following high-dated In-Kind Income records for San Mateo County:

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	1	93	R1	214
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	1	92	R1	214
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	1	97	R1	391
10688	Housing – Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	1	96	R1	391
10688	Utilities – Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	1	37	R1	82
10688	Utilities – Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	1	36	R1	82
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	1	95	R1	65
10688	Clothing – Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	1	94	R1	65

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	2	93	R1	457
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	2	92	R1	457
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	2	97	R1	519
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	2	96	R1	519
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	2	37	R1	95
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	2	36	R1	95
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	2	95	R1	127
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	2	94	R1	127
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	3	93	R1	568
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	3	92	R1	568
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	3	97	R1	568
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	3	96	R1	568
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	3	37	R1	98
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	3	36	R1	98
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	3	95	R1	189
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	3	94	R1	189
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	4	93	R1	724
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	4	92	R1	724
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	4	97	R1	598
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	4	96	R1	598
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	4	37	R1	103
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	4	36	R1	103
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	4	95	R1	252

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	4	94	R1	252
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	5	93	R1	878
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	5	92	R1	878
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	5	97	R1	598
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	5	96	R1	598
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	5	37	R1	103
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	5	36	R1	103
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	5	95	R1	321
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	5	94	R1	321
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	6	93	R1	1015
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	6	92	R1	1015
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	6	97	R1	598
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	6	96	R1	598
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	6	37	R1	103
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	6	36	R1	103
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	6	95	R1	384
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	6	94	R1	384
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	7	93	R1	1132
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	7	92	R1	1132
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	7	97	R1	598
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	7	96	R1	598
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	7	37	R1	103
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	7	36	R1	103

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	7	95	R1	449
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	7	94	R1	449
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	8	93	R1	1235
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	8	92	R1	1235
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	8	97	R1	598
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	8	96	R1	598
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	8	37	R1	103
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	8	36	R1	103
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	8	95	R1	498
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	8	94	R1	498
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	9	93	R1	1359
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	9	92	R1	1359
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	9	97	R1	598
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	9	96	R1	598
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	9	37	R1	103
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	9	36	R1	103
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	9	95	R1	573
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	9	94	R1	573
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	41	10	93	R1	1470
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	41	10	92	R1	1470
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	41	10	97	R1	598
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	41	10	96	R1	598
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	41	10	37	R1	103

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Utilities – Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	41	10	36	R1	103
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	41	10	95	R1	628
10688	Clothing – Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	41	10	94	R1	628

3. Add the following In-Kind Income records for Solano County with the End Date set to **06/30/2024**:

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	1	93	R1	209
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	1	92	R1	209
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	1	97	R1	383
10688	Housing – Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	1	96	R1	383
10688	Utilities – Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	1	37	R1	79
10688	Utilities – Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	1	36	R1	79
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	1	95	R1	62
10688	Clothing – Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	1	94	R1	62
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	2	93	R1	448
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	2	92	R1	448
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	2	97	R1	510
10688	Housing – Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	2	96	R1	510
10688	Utilities – Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	2	37	R1	91
10688	Utilities – Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	2	36	R1	91
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	2	95	R1	125
10688	Clothing – Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	2	94	R1	125
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	3	93	R1	575

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	3	92	R1	575
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	3	97	R1	558
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	3	96	R1	558
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	3	37	R1	95
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	3	36	R1	95
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	3	95	R1	185
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	3	94	R1	185
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	4	93	R1	712
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	4	92	R1	712
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	4	97	R1	587
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	4	96	R1	587
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	4	37	R1	99
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	4	36	R1	99
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	4	95	R1	246
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	4	94	R1	246
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	5	93	R1	864
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	5	92	R1	864
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	5	97	R1	587
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	5	96	R1	587
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	5	37	R1	99
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	5	36	R1	99
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	5	95	R1	313
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	5	94	R1	313



CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	6	93	R1	999
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	6	92	R1	999
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	6	97	R1	587
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	6	96	R1	587
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	6	37	R1	99
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	6	36	R1	99
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	6	95	R1	376
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	6	94	R1	376
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	7	93	R1	1112
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	7	92	R1	1112
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	7	97	R1	587
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	7	96	R1	587
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	7	37	R1	99
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	7	36	R1	99
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	7	95	R1	440
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	7	94	R1	440
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	8	93	R1	1215
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	8	92	R1	1215
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	8	97	R1	587
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	8	96	R1	587
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	8	37	R1	99
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	8	36	R1	99
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	8	95	R1	489

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	8	94	R1	489
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	9	93	R1	1335
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	9	92	R1	1335
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	9	97	R1	587
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	9	96	R1	587
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	9	37	R1	99
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	9	36	R1	99
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	9	95	R1	562
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	9	94	R1	562
10688	Food - Earned	Food - Earned	0	01/01/1000	<b>06/30/2024</b>	48	10	93	R1	1445
10688	Food - Unearned	Food - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	10	92	R1	1445
10688	Housing - Earned	Housing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	10	97	R1	587
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	10	96	R1	587
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	<b>06/30/2024</b>	48	10	37	R1	99
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	10	36	R1	99
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	<b>06/30/2024</b>	48	10	95	R1	612
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	<b>06/30/2024</b>	48	10	94	R1	612

4. Add the following In-Kind Income records for Solano County effective as of **07/01/2024**:

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Food - Earned	Food - Earned	0	<b>07/01/2024</b>	12/31/9999	48	1	93	R1	217
10688	Food - Unearned	Food - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	1	92	R1	217
10688	Housing - Earned	Housing - Earned	0	<b>07/01/2024</b>	12/31/9999	48	1	97	R1	398
10688	Housing - Unearned	Housing - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	1	96	R1	398

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Utilities – Earned	Utilities - Earned	0	07/01/2024	12/31/9999	48	1	37	R1	82
10688	Utilities – Unearned	Utilities - Unearned	0	07/01/2024	12/31/9999	48	1	36	R1	82
10688	Clothing - Earned	Clothing - Earned	0	07/01/2024	12/31/9999	48	1	95	R1	64
10688	Clothing – Unearned	Clothing - Unearned	0	07/01/2024	12/31/9999	48	1	94	R1	64
10688	Food - Earned	Food - Earned	0	07/01/2024	12/31/9999	48	2	93	R1	465
10688	Food - Unearned	Food - Unearned	0	07/01/2024	12/31/9999	48	2	92	R1	465
10688	Housing - Earned	Housing - Earned	0	07/01/2024	12/31/9999	48	2	97	R1	530
10688	Housing – Unearned	Housing - Unearned	0	07/01/2024	12/31/9999	48	2	96	R1	530
10688	Utilities – Earned	Utilities - Earned	0	07/01/2024	12/31/9999	48	2	37	R1	94
10688	Utilities – Unearned	Utilities - Unearned	0	07/01/2024	12/31/9999	48	2	36	R1	94
10688	Clothing - Earned	Clothing - Earned	0	07/01/2024	12/31/9999	48	2	95	R1	130
10688	Clothing – Unearned	Clothing - Unearned	0	07/01/2024	12/31/9999	48	2	94	R1	130
10688	Food - Earned	Food - Earned	0	07/01/2024	12/31/9999	48	3	93	R1	598
10688	Food - Unearned	Food - Unearned	0	07/01/2024	12/31/9999	48	3	92	R1	598
10688	Housing - Earned	Housing - Earned	0	07/01/2024	12/31/9999	48	3	97	R1	580
10688	Housing – Unearned	Housing - Unearned	0	07/01/2024	12/31/9999	48	3	96	R1	580
10688	Utilities – Earned	Utilities - Earned	0	07/01/2024	12/31/9999	48	3	37	R1	98
10688	Utilities – Unearned	Utilities - Unearned	0	07/01/2024	12/31/9999	48	3	36	R1	98
10688	Clothing - Earned	Clothing - Earned	0	07/01/2024	12/31/9999	48	3	95	R1	192
10688	Clothing – Unearned	Clothing - Unearned	0	07/01/2024	12/31/9999	48	3	94	R1	192
10688	Food - Earned	Food - Earned	0	07/01/2024	12/31/9999	48	4	93	R1	740
10688	Food - Unearned	Food - Unearned	0	07/01/2024	12/31/9999	48	4	92	R1	740
10688	Housing - Earned	Housing - Earned	0	07/01/2024	12/31/9999	48	4	97	R1	610

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Housing – Unearned	Housing - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	4	96	R1	610
10688	Utilities – Earned	Utilities - Earned	0	<b>07/01/2024</b>	12/31/9999	48	4	37	R1	102
10688	Utilities – Unearned	Utilities - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	4	36	R1	102
10688	Clothing - Earned	Clothing - Earned	0	<b>07/01/2024</b>	12/31/9999	48	4	95	R1	255
10688	Clothing – Unearned	Clothing - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	4	94	R1	255
10688	Food - Earned	Food - Earned	0	<b>07/01/2024</b>	12/31/9999	48	5	93	R1	898
10688	Food - Unearned	Food - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	5	92	R1	898
10688	Housing - Earned	Housing - Earned	0	<b>07/01/2024</b>	12/31/9999	48	5	97	R1	610
10688	Housing – Unearned	Housing - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	5	96	R1	610
10688	Utilities – Earned	Utilities - Earned	0	<b>07/01/2024</b>	12/31/9999	48	5	37	R1	102
10688	Utilities – Unearned	Utilities - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	5	36	R1	102
10688	Clothing - Earned	Clothing - Earned	0	<b>07/01/2024</b>	12/31/9999	48	5	95	R1	325
10688	Clothing – Unearned	Clothing - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	5	94	R1	325
10688	Food - Earned	Food - Earned	0	<b>07/01/2024</b>	12/31/9999	48	6	93	R1	1038
10688	Food - Unearned	Food - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	6	92	R1	1038
10688	Housing - Earned	Housing - Earned	0	<b>07/01/2024</b>	12/31/9999	48	6	97	R1	610
10688	Housing – Unearned	Housing - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	6	96	R1	610
10688	Utilities – Earned	Utilities - Earned	0	<b>07/01/2024</b>	12/31/9999	48	6	37	R1	102
10688	Utilities – Unearned	Utilities - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	6	36	R1	102
10688	Clothing - Earned	Clothing - Earned	0	<b>07/01/2024</b>	12/31/9999	48	6	95	R1	391
10688	Clothing – Unearned	Clothing - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	6	94	R1	391
10688	Food - Earned	Food - Earned	0	<b>07/01/2024</b>	12/31/9999	48	7	93	R1	1156
10688	Food - Unearned	Food - Unearned	0	<b>07/01/2024</b>	12/31/9999	48	7	92	R1	1156

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Housing - Earned	Housing - Earned	0	07/01/2024	12/31/9999	48	7	97	R1	610
10688	Housing - Unearned	Housing - Unearned	0	07/01/2024	12/31/9999	48	7	96	R1	610
10688	Utilities - Earned	Utilities - Earned	0	07/01/2024	12/31/9999	48	7	37	R1	102
10688	Utilities - Unearned	Utilities - Unearned	0	07/01/2024	12/31/9999	48	7	36	R1	102
10688	Clothing - Earned	Clothing - Earned	0	07/01/2024	12/31/9999	48	7	95	R1	457
10688	Clothing - Unearned	Clothing - Unearned	0	07/01/2024	12/31/9999	48	7	94	R1	457
10688	Food - Earned	Food - Earned	0	07/01/2024	12/31/9999	48	8	93	R1	1263
10688	Food - Unearned	Food - Unearned	0	07/01/2024	12/31/9999	48	8	92	R1	1263
10688	Housing - Earned	Housing - Earned	0	07/01/2024	12/31/9999	48	8	97	R1	610
10688	Housing - Unearned	Housing - Unearned	0	07/01/2024	12/31/9999	48	8	96	R1	610
10688	Utilities - Earned	Utilities - Earned	0	07/01/2024	12/31/9999	48	8	37	R1	102
10688	Utilities - Unearned	Utilities - Unearned	0	07/01/2024	12/31/9999	48	8	36	R1	102
10688	Clothing - Earned	Clothing - Earned	0	07/01/2024	12/31/9999	48	8	95	R1	508
10688	Clothing - Unearned	Clothing - Unearned	0	07/01/2024	12/31/9999	48	8	94	R1	508
10688	Food - Earned	Food - Earned	0	07/01/2024	12/31/9999	48	9	93	R1	1388
10688	Food - Unearned	Food - Unearned	0	07/01/2024	12/31/9999	48	9	92	R1	1388
10688	Housing - Earned	Housing - Earned	0	07/01/2024	12/31/9999	48	9	97	R1	610
10688	Housing - Unearned	Housing - Unearned	0	07/01/2024	12/31/9999	48	9	96	R1	610
10688	Utilities - Earned	Utilities - Earned	0	07/01/2024	12/31/9999	48	9	37	R1	102
10688	Utilities - Unearned	Utilities - Unearned	0	07/01/2024	12/31/9999	48	9	36	R1	102
10688	Clothing - Earned	Clothing - Earned	0	07/01/2024	12/31/9999	48	9	95	R1	584
10688	Clothing - Unearned	Clothing - Unearned	0	07/01/2024	12/31/9999	48	9	94	R1	584
10688	Food - Earned	Food - Earned	0	07/01/2024	12/31/9999	48	10	93	R1	1502

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Food - Unearned	Food - Unearned	0	07/01/2024	12/31/9999	48	10	92	R1	1502
10688	Housing - Earned	Housing - Earned	0	07/01/2024	12/31/9999	48	10	97	R1	610
10688	Housing - Unearned	Housing - Unearned	0	07/01/2024	12/31/9999	48	10	96	R1	610
10688	Utilities - Earned	Utilities - Earned	0	07/01/2024	12/31/9999	48	10	37	R1	102
10688	Utilities - Unearned	Utilities - Unearned	0	07/01/2024	12/31/9999	48	10	36	R1	102
10688	Clothing - Earned	Clothing - Earned	0	07/01/2024	12/31/9999	48	10	95	R1	636
10688	Clothing - Unearned	Clothing - Unearned	0	07/01/2024	12/31/9999	48	10	94	R1	636

5. Add the following high-dated In-Kind Income records for Tulare County:

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	54	1	93	R1	63
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	54	1	92	R1	63
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	54	1	97	R1	159
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	54	1	96	R1	159
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	54	1	95	R1	40
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	54	1	94	R1	40
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	54	2	93	R1	47
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	54	2	92	R1	47
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	54	2	97	R1	135
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	54	2	96	R1	135
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	54	2	95	R1	40
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	54	2	94	R1	40
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	54	3	93	R1	42
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	54	3	92	R1	42

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	54	3	97	R1	127
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	54	3	96	R1	127
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	54	3	95	R1	40
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	54	3	94	R1	40
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	54	4	93	R1	37
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	54	4	92	R1	37
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	54	4	97	R1	119
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	54	4	96	R1	119
10688	Clothing - Earned	Clothing - Earned	0	01/01/1000	12/31/9999	54	4	95	R1	40
10688	Clothing - Unearned	Clothing - Unearned	0	01/01/1000	12/31/9999	54	4	94	R1	40

6. Add the following high-dated In-Kind Income records for Yolo County:

CATGRY ID	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	57	1	93	R1	100
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	57	1	92	R1	100
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	57	1	97	R1	200
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	57	1	96	R1	200
10688	Utilities - Earned	Utilities - Earned	0	01/01/1000	12/31/9999	57	1	37	R1	28
10688	Utilities - Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	57	1	36	R1	28
10688	Food - Earned	Food - Earned	0	01/01/1000	12/31/9999	57	2	93	R1	200
10688	Food - Unearned	Food - Unearned	0	01/01/1000	12/31/9999	57	2	92	R1	200
10688	Housing - Earned	Housing - Earned	0	01/01/1000	12/31/9999	57	2	97	R1	300
10688	Housing - Unearned	Housing - Unearned	0	01/01/1000	12/31/9999	57	2	96	R1	300

10688	Utilities – Earned	Utilities - Earned	0	01/01/1000	12/31/9999	57	2	37	R1	56
10688	Utilities – Unearned	Utilities - Unearned	0	01/01/1000	12/31/9999	57	2	36	R1	56

7. Set the End Date to **08/31/2023** on the following existing individual In-Kind Income records for Sacramento County:

CATGRY ID	Code_Num_Identif	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	CF	Housing – Unearned	Housing – Unearned	0	01/01/1000	<b>12/31/9999</b>	34	1	96	R2	118
10688	CG	Housing – Unearned	Housing – Unearned	0	01/01/1000	<b>12/31/9999</b>	34	1	96	R2	111
10688	CH	Housing – Unearned	Housing – Unearned	0	01/01/1000	<b>12/31/9999</b>	34	1	96	R2	125
10688	L3	Housing – Unearned	Housing - Unearned	0	01/01/1000	<b>12/31/9999</b>	34	2	96	R2	118

8. Add the following new individual In-Kind records for Sacramento County effective as of **09/01/2023**:

CATGRY ID	Code_Num_Identif	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	CH	Housing – Unearned	Housing – Unearned	0	<b>09/01/2023</b>	12/31/9999	34	1	96	R2	148
10688	L3	Housing – Unearned	Housing - Unearned	0	<b>09/01/2023</b>	12/31/9999	34	2	96	R2	159
10688	TBD*	Housing – Unearned	Housing - Unearned	0	<b>09/01/2023</b>	12/31/9999	34	3	96	R2	175
10688	TBD*	Housing – Unearned	Housing - Unearned	0	<b>09/01/2023</b>	12/31/9999	34	4	96	R2	186
10688	TBD*	Housing – Unearned	Housing - Unearned	0	<b>09/01/2023</b>	12/31/9999	34	5	96	R2	186
10688	TBD*	Housing – Unearned	Housing - Unearned	0	<b>09/01/2023</b>	12/31/9999	34	6	96	R2	186
10688	TBD*	Housing – Unearned	Housing - Unearned	0	<b>09/01/2023</b>	12/31/9999	34	7	96	R2	186
10688	TBD*	Housing – Unearned	Housing - Unearned	0	<b>09/01/2023</b>	12/31/9999	34	8	96	R2	186
10688	TBD*	Housing – Unearned	Housing - Unearned	0	<b>09/01/2023</b>	12/31/9999	34	9	96	R2	186
10688	TBD*	Housing – Unearned	Housing - Unearned	0	<b>09/01/2023</b>	12/31/9999	34	10	96	R2	186
10688	TBD*	Food - Earned	Food - Earned	0	<b>09/01/2023</b>	12/31/9999	34	1	93	R2	68
10688	TBD*	Food - Earned	Food - Earned	0	<b>09/01/2023</b>	12/31/9999	34	2	93	R2	119



CATGRY ID	Code_Num_Identif	SHORT DECODE NAME	LONG DECODE NAME	ORDR BY NUM	BEG DATE	END DATE	REFER TABLE_1 DESCR	REFER TABLE_2 DESCR	REFER TABLE_3 DESCR	REFER TABLE_4 DESCR	REFER TABLE_5 DESCR
10688	TBD*	Food - Earned	Food - Earned	0	09/01/2023	12/31/9999	34	3	93	R2	154
10688	TBD*	Food - Earned	Food - Earned	0	09/01/2023	12/31/9999	34	4	93	R2	191
10688	TBD*	Food - Earned	Food - Earned	0	09/01/2023	12/31/9999	34	5	93	R2	238
10688	TBD*	Food - Earned	Food - Earned	0	09/01/2023	12/31/9999	34	6	93	R2	281
10688	TBD*	Food - Earned	Food - Earned	0	09/01/2023	12/31/9999	34	7	93	R2	320
10688	TBD*	Food - Earned	Food - Earned	0	09/01/2023	12/31/9999	34	8	93	R2	358
10688	TBD*	Food - Earned	Food - Earned	0	09/01/2023	12/31/9999	34	9	93	R2	389
10688	TBD*	Food - Earned	Food - Earned	0	09/01/2023	12/31/9999	34	10	93	R2	420

TBD\* - Code\_Num\_Identif to be determined in development as these will be new codes.

#### Code Table 10688 Reference Table Columns:

- REFER\_TABLE\_1\_DESCR = County Code
- REFER\_TABLE\_2\_DESCR = Household Size
- REFER\_TABLE\_3\_DESCR = Income Type (values in Short/Long Decode Name columns from CT 186)
  - 36 - Utilities - Unearned
  - 37 - Utilities - Earned
  - 92 - Food - Unearned
  - 93 - Food - Earned
  - 94 - Clothing - Unearned
  - 95 - Clothing - Earned
  - 96 - Housing - Unearned
  - 97 - Housing - Earned
- REFER\_TABLE\_4\_DESCR = Region
- REFER\_TABLE\_5\_DESCR = In-kind Chart Amount  
*(There are other reference columns in this table, but they are null/not used by any of the above counties:  
6-Other, 7-Stabilization, 8-SSIP/CALM/PAES/AGEX, 9-GA/GR)*

### 2.1.3 Programs Impacted

GA/GR Automated Solution

### 3 REQUIREMENTS

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#### 3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.1.1 (CAR-1163)	The LRS shall be capable of handling several types of mass updates, including table changes and regulatory changes.	Add and update In-Kind Income charts for counties listed in this SCR.

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-267774

Suppress All Members Updates on the Related PA, DP, AP  
When Good Cause Is Granted

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Edgars Reinholds
	Reviewed By	Victor Nunez, Ken Ford, Carlos Albances, Chitra Barsagade, Sunitha Sampathkumar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2/28/2024	1.0	Initial version	Edgars Reinholds
4/30/2024	1.1	Update Requirement to send one last update for AP only when good cause is granted.	Edgars Reinholds

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# 1 OVERVIEW

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This SCR will update the California Child Support Automation System (CCSAS) interface to suppress outbound updates when a good cause claim is granted, and to resume when a granted good cause is **end-dated**.

## 1.1 Current Design

The CCSAS interface sends a referral (all members PA (Payee), DP (Dependent) AP (Absent Parent)) when the following conditions are met:

1. Active case on CalWORKs, Medi-Cal, Foster Care or Kin-GAP.
2. Support questionnaire is filled out.
3. Parentage status is Yes or Pending.
4. Referral has not been sent before for the PA, DP, AP combination.
5. No good cause is claimed.

After the referral, individual member updates are sent when demographic information changes or eligibility changes such as aid code, member roles or program status. CCSAS may interpret individual updates as referrals if they happen on the same batch run for multiple members.

Updates continue to be sent if the good cause was added after the referral and is granted.

## 1.2 Requests

Suppress all members updates on the related PA, DP, AP when Good Cause claim is Granted.

To resume updates when a Granted Good Cause is **end-dated**.

## 1.3 Overview of Recommendations

1. Update the CCSAS interface to check if the Good Cause is Granted before proceeding to process for updates for all member types.

## 1.4 Assumptions

1. **End-dating** a Good Cause record will trigger a referral if it wasn't sent already.
2. When granted good cause is **end-dated**, updates will resume as they occur thereafter.
3. On a case that has multiple support questionnaires, and only one has been granted good cause, the updates will continue be sent for the participants linked to the other support questionnaires. The same PA and DP could be on both support questionnaires with and without good cause.

## 2 RECOMMENDATIONS

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### 2.1 Update CCSAS Interface - PB00F1611

#### 2.1.1 Overview

Update the CCSAS interface to check if the Good Cause is Granted as of the batch date before proceeding to process for updates for all member types.

#### 2.1.2 Description of Change

1. Update the CCSAS interface to check if the Good Cause is Granted on the Good Cause Detail page and effective as of the batch date. Only if Good Cause is not Granted the updates can be sent for that support questionnaire.
2. When a case has more than one support questionnaire (absent parent), then updates may be sent for the PA and DP. Update the linked Legal Guardian and Non-Custodial Parent values to be not from the support questionnaire with the Granted Good Cause.
3. When a Good Cause is Granted, since the last batch run, send one final update on the AP member (Good Cause is sent on the AP member record). No updates would occur for PA or DP. Further updates for AP will also be suppressed.

#### 2.1.3 Partner Integration Testing

No – Not Required

#### 2.1.4 Execution Frequency

No Change. Daily – Mon-Fri.

#### 2.1.5 Key Scheduling Dependencies

No Change.

#### 2.1.6 Counties Impacted

All Counties.

#### 2.1.7 Category

Core.

### **2.1.8 Data Volume/Performance**

Approximately 59500 Granted Good Cause Claims linked to active case across all counties.

### **2.1.9 Interface Partner**

CCSAS. Files are sent daily Monday – Friday.

### **2.1.10 Failure Procedure/Operational Instructions**

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

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### 3 REQUIREMENTS

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#### 3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.2	The LRS shall trigger automated requests for LRS Data exchange of information with other systems, based on information captured during the application registration, application evaluation, intake, case maintenance, and referral processes.	When a good cause is granted, member updates to CCSAS will be suppressed for that support questionnaire.



# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-271068

Configure Client Correspondence to allow the option to display Worker Names - Forms.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Lalitha Valamarthi
	Reviewed By	Priya Srisharan, William Baretsky, Connie Buzbee, Dymas Pena, Melissa Mendoza

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/22/2024	1.0	Initial	Lalitha Valamarthi
5/7/2024	1.1	Adding BenefitsCal API/Forms Batch Recommendations	Jennifer Muna

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# 1 OVERVIEW

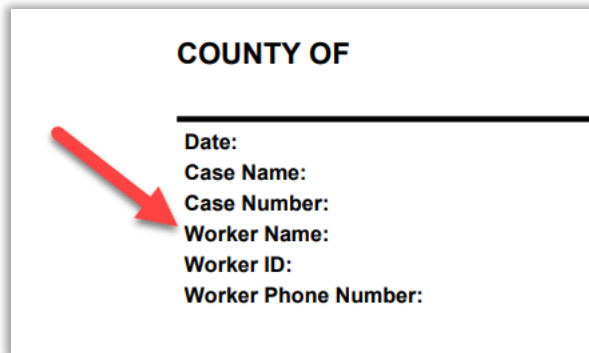
---

Currently in CalSAWS, when notices and/or forms are generated the name of the worker that's displayed is the First Name and Last Name that was entered on the Staff Detail page. SCR CA-274084 will create a new field on the Staff Detail page to allow user to enter an alternate name that will be used on notices/forms instead of their first and last name.

## 1.1 Current Design

Currently in CalSAWS, when notices and/or forms are generated the name of the worker that's displayed is the First Name and Last Name that was entered on the Staff Detail page.

Sample of Form header:



**COUNTY OF**

---

**Date:**  
**Case Name:**  
**Case Number:**  
**Worker Name:**  
**Worker ID:**  
**Worker Phone Number:**

## 1.2 Requests

Populate the worker's alternate name on the Forms instead of their Full Name.

## 1.3 Overview of Recommendations

1. Update Forms variable population to display the worker's alternate name added on the Staff Detail page instead of their Full Name.

## 1.4 Assumptions

1. Modifications to worker name on forms will apply to all counties and programs.
2. This SCR only handles updates for the forms. The NOA modifications will be addressed in SCR CA-257149.
3. If the alternative name does not exist, system will follow the current logic to populate the worker name on the form. No changes to the current logic with this SCR.
4. BenefitsCal API functionality will remain unchanged unless specified in this SCR. There will be no updates to API Swagger documentation.
5. Release of Information API is currently disabled in CalSAWS. This includes the ROI Form end point in the Forms API.

## 2 RECOMMENDATIONS

---

### 2.1 Form updates to use an alternate name instead of their full name.

#### 2.1.1 Overview

The worker's alternate name that is added with the SCR CA-274084 will be displayed on the forms. If no alternate name exists, the form logic will default to the worker's full name, as it does currently.

#### 2.1.2 Description of Changes

1. If the alternate name added with SCR CA-274084 is filled out or contains data on the Staff Detail page, the alternate name will be used to display on the forms. If no alternate name exists, the form logic will default to the worker's full name, as it does currently.
2. The alternative name of the Worker added as part of SCR CA-274084 will appear in the header and body of Forms where the Worker name variable is currently pre-populated.

#### **Tech Note:**

1. Code changes should be made for any of the data field on the form. Search for the key words like STAFF\_NAME, WORKER\_NAME, WRKR\_NAME.

### 2.2 Self-Service Portal: Update Worker Information logic in Case Inquiry API

#### 2.2.1 Overview

The Case Inquiry API is a RESTful webservice that sends the customer's CalSAWS information, including their currently assigned worker information. This section outlines the necessary updates when sending worker information to the Self-Service Portal.

#### 2.2.2 Description of Change

1. Update Case Inquiry API logic to send the assigned worker's 'Alternate Name' from the Staff Detail page, if it is provided. If there is no Alternate Name for the worker, then send the worker's First and Last name.

#### 2.2.3 Execution Frequency

Real-Time



#### **2.2.4 Key Scheduling Dependencies**

No dependencies.

#### **2.2.5 Counties Impacted**

CalSAWS counties

#### **2.2.6 Category**

Real-Time

#### **2.2.7 Data Volume/Performance**

Not applicable.

#### **2.2.8 Interface Partner**

BenefitsCal

#### **2.2.9 Failure Procedure/Operational Instructions**

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

### **2.3 Self-Service Portal: Update Worker Information logic in Forms Status Batch job**

#### **2.3.1 Overview**

The Forms Status Batch (PB00C3XX) sends the RE and SAR7 information, including worker information, of a case to the Self-Service Portal. This information is displayed to the customer. This section outlines the necessary modifications when the Self-Service Portal sends a form to CalSAWS.

#### **2.3.2 Description of Change**

1. Modify the Forms batch job logic to set the assigned worker's 'Alternate Name' from the Staff Detail page as the Worker name, if it is provided. If there is no Alternate Name for the worker, then send the worker's First and Last name as per current logic.

### **2.3.3 Execution Frequency**

Real-Time

### **2.3.4 Key Scheduling Dependencies**

No dependencies.

### **2.3.5 Counties Impacted**

CalSAWS counties

### **2.3.6 Category**

Real-Time

### **2.3.7 Data Volume/Performance**

Not applicable.

### **2.3.8 Interface Partner**

BenefitsCal

### **2.3.9 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 Self-Service Portal: Update Forms API VOB (CSF 142) endpoint**

### **2.4.1 Overview**

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

section outlines the Forms API logic to pull the appropriate worker information when customer triggers the generation of the CSF 142 form.

#### **2.4.2 Description of Change**

1. Modify the Forms CSF 142 (VOB) endpoint logic to set the assigned worker's 'Alternate Name' from the Staff Detail page as the Worker name, if it is provided, prior to generating the form. If there is no alternate name for the worker, then populate the worker's First and Last name in the 'Worker Name' field in the form.

#### **2.4.3 Execution Frequency**

Real-Time

#### **2.4.4 Key Scheduling Dependencies**

No dependencies.

#### **2.4.5 Counties Impacted**

CalSAWS counties

#### **2.4.6 Category**

Real-Time

#### **2.4.7 Data Volume/Performance**

Not applicable.

#### **2.4.8 Interface Partner**

BenefitsCal

#### **2.4.9 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 Automated Regression Test

### 2.5.1 Overview

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

**Note:** Only the changes to the BenefitsCal Case Inquiry API are potentially in scope.

### 2.5.2 Description of Change

1. Evaluate each system test scenario related to the Case Inquiry API 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 includes the following considerations:
  - 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 a scenario.

## 3 SUPPORTING DOCUMENTS

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- The spreadsheet "CA-271068 Impacted files.xlsx" lists the code classes impacted by this SCR. This supporting document is intended only for the development team and is not a functional design document.

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-271707

Enhance Pickup Location to Be Available for  
Multiple Payees Under a Program

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Eric Wu
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
1/9/2024	1.0	Initial Draft	Eric Wu
3/21/2024	1.1	Updates based on SFO inputs. <ol style="list-style-type: none"> <li>1. Rename 'Daily Issuance Location' field to 'Supplemental Issuance Location'.</li> <li>2. List all programs can set up a Pickup Location in Appendix</li> <li>3. Change 2.5 Skip Issuance Logic to also consider Deliver Method.</li> </ol>	Eric Wu
4/3/2024	1.2	Update 2.2 <ol style="list-style-type: none"> <li>1. Make Monthly Benefits Location not mandatory.</li> <li>2. Add validation when both locations are blank.</li> <li>3. Add a mockup of 'Select A Resource' page.</li> </ol> Update 2.5 Use more descriptive Skip Issuance Reason	Eric Wu
4/14/2024	1.3	Update 2.6 based on SFO inputs	Eric Wu

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# 1 OVERVIEW

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## 1.1 Current Design

San Francisco County requires a Pickup Location in their warrant issuance process. The field provides additional instructions to sort and print warrants for clients especially those with unstable housing situations.

SCR CA-236812 introduce a Pickup Location field in Issuance Method Detail page. It allows users to assign the location for the designated payee of the program. In addition, the system also defaults the location of Welfare to Work Routine Warrants to '170 Otis' since the Issuance Method Detail page is not available for the program.

## 1.2 Requests

County would like to be able to assign a Pickup Location in below scenarios:

1. Warrants are issued to an entity other than payee of the program such as vendors of Money Management.
2. Warrants are issued under Welfare to Work, Child Care, GA/GR Employment Services and CFET where Issuance Method Detail page is not available.
3. Different Pickup Locations between monthly benefits and supplemental payments for one payee.

## 1.3 Overview of Recommendations

1. Add a new Pickup Location List page that will allow users to manage pickup locations under a program.
2. Remove Pickup Location field on Issuance Detail page.
3. Update CalWIN Warrant Print Writer to generate the Pickup Location based on the Pickup Location List page.
4. For San Francisco County only, update Issuance Batch to skip a warrant issuance when the Pickup Location is blank and the deliver method is Pickup or when the Pickup Location is specified and deliver method is Mail.
5. Perform one-time DCR to migrate existing Pickup Locations from Issuance Method Detail to the new Pickup Location List.

## 1.4 Assumptions

1. The new page allows users to set up pickup location based on Issuance Categories. The field 'Monthly Benefits Location' is designated for Monthly Benefits, and the 'Supplemental Issuance Location' is for 'Collections Refund', 'Supplemental Benefit', 'Service Payment', and 'Customer Non-Benefit'.
2. Based on the SFO request, the SCR will migrate the existing pickup locations of Issuance Detail page to the new 'Supplemental Issuance Location', but not 'Monthly Benefits Location', for the following main payroll programs – Homeless Perm, Homeless Temp, CalWORKs, Immediate Need, and RCA. Any monthly

benefits of these programs with Pickup as delivery method will be skipped during the upcoming main payroll run after the implementation of the SCR.

3. New Pickup Location functionalities do not apply to Rush Warrant and Auxiliary Payments. SFO has submitted CER 'CA-275777 Add Delivery Method option on the Auxiliary Authorization page.

## 2 RECOMMENDATIONS

### 2.1 Warrant Pickup Location List

#### 2.1.1 Overview

This page will allow users to view, add and remove Pickup Locations for all payees under a case.

#### 2.1.2 Warrant Pickup Location List Mockup

**Warrant Pickup Location List**

\*- Indicates required fields Close

Program:

Results per Page:  View

Add

**Search Results Summary** Results 1 - 1 of 1

Program	Payee Type	Payee	Supplemental Issuance Location	Monthly Benefits Location	
<input type="checkbox"/> CalWORKs	Person	Doe, John 60M	Location 01	Location 02	<span>Edit</span> <span>View History</span>

Remove Add  
Close

Figure 2.1.1 – Warrant Pickup Location List page

**Search Results Summary** Results 1 - 1 of 1

Program	Payee Type	Payee	Supplemental Issuance Location	Monthly Benefits Location	
<input type="checkbox"/> Welfare to Work	Person	Doe, John 60M	Location 01	N/A	<span>Edit</span> <span>View History</span>

Figure 2.1.2 – Warrant Pickup Location List page – Non main payroll program

The screenshot shows a web interface titled "Transaction History Detail". At the top, there are three filter fields: "Begin Date:" with a calendar icon and the value "12/23/2023", "End Date:" with a calendar icon and the value "01/23/2024", and "Staff ID:" with a "Select" button. A "Search" button is located to the right. Below the filters is a table with a dark blue header containing the following columns: "Transaction Record / Field", "Old Value", "New Value", "Date Time Stamp", "Staff ID", "Change Reason", and "Report Date". Underneath the header, there is a section titled "Pickup Location Detail" which is currently collapsed. At the bottom of the page, a small status bar indicates "This Type\_1 page took 3.16 seconds to load."

**Figure 2.1.1 – Transaction History Detail – Pickup Location Detail**

### 2.1.3 Description of Changes

1. Create a new Warrant Pickup Location List page that will be visible to users with the 'WarrantPickupLocationListView' security right.
2. Users will be able to navigate to this page from "Warrant Pickup Location List" on the left-hand sidebar under the Case Summary context. The link will be available below "Auxiliary Authorization List".
3. The top section of the page includes the following:
  - a. Program:
    - i. This is a drop-down field to filter the results in this page based on the program.
    - ii. The field will be blank as default value.
    - iii. The field will have all cash programs associated to the case. Please refer to Appendix 1 for the list of cash programs available.
  - b. 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.
  - c. View button:
    - i. This button will filter the results in this page based on values of above fields.
4. The following section of the page includes the following:
  - a. Check Box:
    - i. This checkbox is visible to users with 'WarrantPickupLocationDetailEdit' security rights and allows them to remove a record.
  - b. Program:
    - i. This indicates the program of the Warrant Pickup Location.
    - ii. Please see Appendix 1 for the list of programs available.
  - c. Payee Type:
    - i. Possible value are 'Person' and 'Resource'.
  - d. Payee:

- i. This indicates the payee whom the Warrant Pickup Location sat up for.
  - e. Supplemental Issuance Location:
    - i. This field indicates the location where all **non**-Monthly Benefits warrants should be assigned.
    - ii. Possible values are from Category Pickup Location (ID 112421) and are county specific.
  - f. Monthly Benefits Location:
    - i. This field indicates the location where all Monthly Benefits warrants should be assigned for a main payroll program. Please see the list of main payroll programs in [Appendix](#).
    - ii. For a non-main payroll program, it will display 'N/A.' Please see Figure 2.1.2.
  - g. Edit Button:
    - i. This button will navigate users to Warrant Pickup Location Detail in edit mode.
    - ii. It is visible when users have the 'WarrantPickupLocationDetailEdit' security right.
  - h. View History Button:
    - i. This button will open the Transaction History Detail page to display update history made by users.
    - ii. It is visible when users have the 'WarrantPickupLocationDetailEdit' security right.
- 5. The page will have the following buttons:
  - a. Add:
    - i. This button will navigate users to Warrant Pickup Location Detail in Create mode.
    - ii. It is visible when users have the 'WarrantPickupLocationDetailEdit' security right.
  - b. Remove:
    - i. This button will remove selected record. It is visible when:
      - 1. Users have the 'WarrantPickupLocationDetailEdit' security right.
      - 2. There are records displayed on the page.
  - c. Close:
    - i. This button will navigate users to Case Summary page.

#### 2.1.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: Warrant Pickup Location List**

#### 2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
WarrantPickupLocationListView	Ability to view Pickup Location List page	Warrant Pickup Location List View Pickup Location Detail Edit
WarrantPickupLocationDetailEdit	Ability to add/Edit/remove Pickup Location Details. Ability to view history of changes on a Pickup Location Detail	Warrant Pickup Location Detail Edit

## 2. Security Groups

Security Group	Group Description	Group to Role Mapping
Warrant Pickup Location List View	Give users the ability to access Pickup Location List page.	County discretion
Warrant Pickup Location Detail Edit	Give users the ability to add/edit/remove Pickup Location Details. Give users the ability to view update history of a Pickup Location Detail	County discretion

### 2.1.6 Page Mapping

Add page mapping for this page.

### **2.1.7 Accessibility**

The new page will be accessed for Accessibility requirements and should meet the Accessibility requirements.

### **2.1.8 Page Usage/Data Volume Impacts**

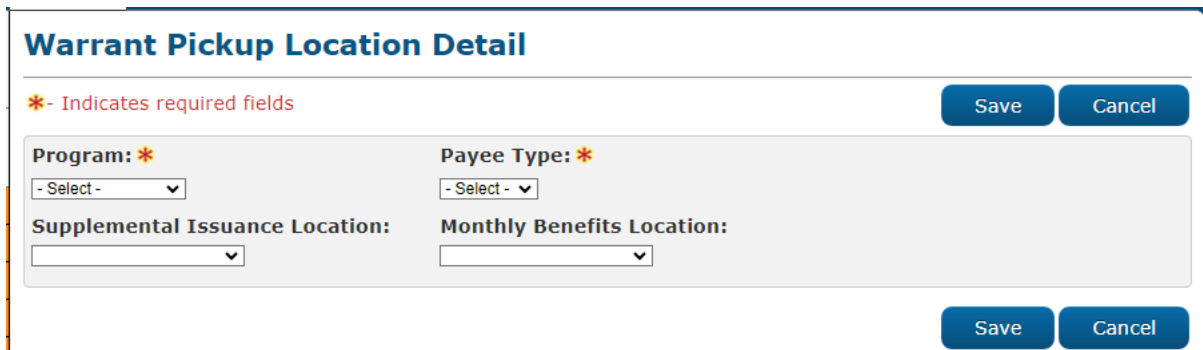
N/A

## 2.2 Warrant Pickup Location Detail

### 2.2.1 Overview

This page will allow users to add/Edit a Pickup Location for a payee under a program.

### 2.2.2 Warrant Pickup Location Detail Mockup



**Warrant Pickup Location Detail**

\*- Indicates required fields

Save Cancel

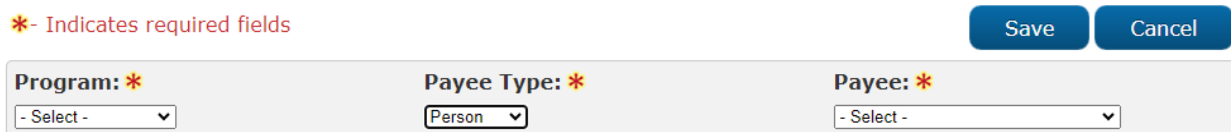
Program: \* Payee Type: \*

- Select - - Select -

Supplemental Issuance Location: Monthly Benefits Location:

Save Cancel

Figure 2.2.1 – Warrant Pickup Location Detail Create



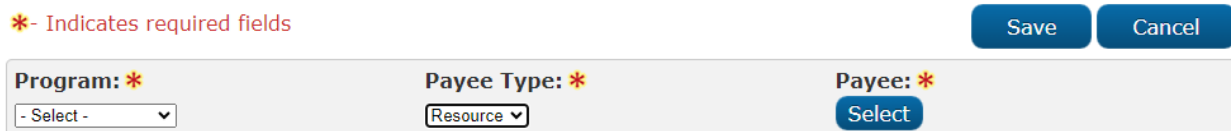
\*- Indicates required fields

Save Cancel

Program: \* Payee Type: \* Payee: \*

- Select - Person - Select -

Figure 2.2.2 – 'Person' Payee Type



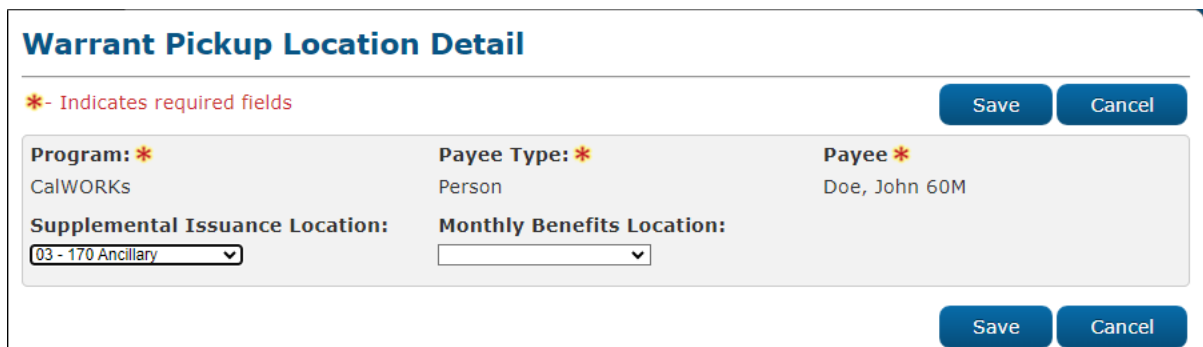
\*- Indicates required fields

Save Cancel

Program: \* Payee Type: \* Payee: \*

- Select - Resource Select

Figure 2.2.3 – 'Resource' Payee Type



**Warrant Pickup Location Detail**

\*- Indicates required fields

Save Cancel

Program: \* Payee Type: \* Payee \*

CalWORKs Person Doe, John 60M

Supplemental Issuance Location: Monthly Benefits Location:

03 - 170 Ancillary

Save Cancel

Figure 2.2.4 – Warrant Pickup Location Detail Edit



### Warrant Pickup Location Detail

\* - Indicates required fields

Save Cancel

<b>Program: *</b> Welfare to Works	<b>Payee Type: *</b> Person	<b>Payee *</b> Doe, John 60M
<b>Supplemental Issuance Location: *</b> 03 - 170 Ancillary	<b>Monthly Benefits Location:</b> N/A	

Save Cancel

Figure 2.2.5 – Warrant Pickup Location Detail Edit

### Select Resource

Cancel

Search

<b>Name:</b> <input type="text"/>	<b>ID:</b> <input type="text"/>	<b>Status:</b> <input type="text"/>
<b>Category:</b> <input type="text"/>	<b>Type:</b> <input type="text"/>	
<b>Address:</b> <input type="text"/>	<b>Approved for County Use:</b> <input type="text"/>	
<b>City:</b> <input type="text"/>	<b>State:</b> <input type="text"/>	<b>Zip Code:</b> <input type="text"/>
<b>Vendor ID:</b> <input type="text"/>	<b>Tax ID:</b> <input type="text"/>	

Results per Page: 25 Search

Cancel

Figure 2.2.6 – Select Resource

### 2.2.3 Description of Changes

1. Create a new Warrant Pickup Location Detail page that will be visible to users with the 'WarrantPickupLocationDetailEdit' security right.
2. The page includes the following field:
  - a. Program:
    - i. This field will provide a list of all cash and food programs associated to the case. Please see Appendix 1 for the list of cash programs.
    - ii. This field is mandatory and is editable only in create mode.

- b. Payee Type:
  - i. Selectable options are 'Person' and 'Resource'.
  - ii. This field is mandatory and is editable only in create mode.
- c. Payee:
  - i. When 'Person' is selected as Payee Type, the field will provide a list of all persons associated to the case. Please see figure 2.2.2.  
When 'Resource' is selected as Payee Type, an 'Select' button will be displayed. Please see figure 2.2.3.  
When the program is Foster Care, Kin-GAP, or AAP, it will navigate the users to the 'Select Foster Care Resource' page. For other programs, it will navigate the users to the 'Select Resource' page which allow users to search and select any Resource - including Money Management Resources and Foster Care Resources. Please see Figure 2.2.6
  - ii. This field is mandatory and is editable only in create mode.
- d. Supplemental Issuance Location:
  - i. Selectable values are from Category Pickup Location (ID 112421) and are county-based.
  - ii. This field is mandatory only when a **non-main** payroll program is selected and is editable in both create and edit mode.
- e. Monthly Benefits Location:
  - i. Selectable values are from Category Pickup Location (ID 112421) and are county-based.
  - ii. This field is **non-mandatory** and editable in both create and edit mode when a main payroll program is selected. It will display 'N/A' and become non-editable for a **non-main** payroll program.

Note: Only San Francisco County currently has locations set up.

3. Add a new validation message '**Supplemental Issuance Location or Monthly Benefits Location is required. Please make a selection.**'
  - i. The validation will be triggered when:
    1. A main payroll program is selected.
    2. Supplemental Issuance Location and Monthly Benefits Location are blank.
4. The page will have the following buttons:
  - a. Save:
    - i. This button will save the record and navigate users to Warrant Pickup Location List page.
  - b. Cancel:
    - i. This button will **not** save the record and navigate users to Warrant Pickup Location List page.

### 2.2.4 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: Pickup Location List**

### 2.2.5 Security Updates

#### 1. Security Rights

Security Right	Right Description	Right to Group Mapping
WarrantPickupLocationListView	Ability to view Pickup Location List page	Warrant Pickup Location List View Pickup Location Detail Edit
WarrantPickupLocationDetailEdit	Ability to add/Edit/remove Pickup Location Details. Ability to view history of changes on a Pickup Location Detail	Warrant Pickup Location Detail Edit

#### 2. Security Groups

Security Group	Group Description	Group to Role Mapping
Warrant Pickup Location List View	Give users the ability to access Pickup Location List page.	County discretion
Warrant Pickup Location Detail Edit	Give users the ability to add/edit/remove Pickup Location Details.	County discretion

Security Group	Group Description	Group to Role Mapping
	Give users the ability to view update history of a Pickup Location Detail	

### 2.2.6 Page Mapping

Add page mapping for Pickup Location Detail page.

### 2.2.7 Accessibility

The new page will be accessed for Accessibility requirements and should meet the Accessibility requirements.

### 2.2.8 Page Usage/Data Volume Impacts

N/A

## 2.3 Issuance Method Detail

### 2.3.1 Overview

The Issuance Method Detail page determine how benefits are issued for a particular program. The page is accessed via Program Detail page. The user can view the current issuance method information or click the Edit button to make changes.

### 2.3.2 Description of Changes

1. Remove the drop-down field "Pickup Location" and its page mapping.

### 2.3.3 Page Location

- **Global: Eligibility**
- **Local: Case Summary**
- **Task: Program Detail**

### 2.3.4 Security Updates

No changes.

### 2.3.5 Page Mapping

Remove the page mapping of the "Pickup Location" field.

### 2.3.6 Accessibility

The page has been accessed for Accessibility requirements and meets the Accessibility requirements.

### 2.3.7 Page Usage/Data Volume Impacts

No changes.

## 2.4 CalWIN Warrant Print Writer

### 2.4.1 Overview

The CalWIN Warrant Print Writer will send necessary information for CalWIN counties to print and issue warrants.

## **2.4.2 Description of Change**

1. Update the writer to determine a pickup location from the new Warrant Pickup Location List page when the following conditions are met:
  - a. The program of the Warrant Pickup Location matches the program of the warrant.
  - b. The Payee of the Warrant Pickup Location matches the payee of the warrant.
  - c. The deliver method is 'Pickup'.
  - d. 'Monthly Benefits Location' will be assigned to Monthly Benefits warrants, and 'Supplemental Issuance Location' will be assigned to other non-Monthly Benefits warrants.

Note: The system assign 'Mail' as the delivery method for Auxiliary Payments and Collection Refund. Hence, the warrant print writer will not include the pickup location for these warrants.

2. Remove the logic that defaults the location of Welfare to Work Routine Warrants to '170 Otis'.

## **2.4.3 Execution Frequency**

No changes.

## **2.4.4 Key Scheduling Dependencies**

No changes.

## **2.4.5 Counties Impacted**

CalWIN Counties.

## **2.4.6 Data Volume/Performance**

No changes.

## **2.4.7 Interface Partner**

CalWIN Counties.

## **2.4.8 Failure Procedure/Operational Instructions**

No changes

## 2.5 Issuance Batch

### 2.5.1 Overview

Issuance Batch is responsible for creating an Issuance record for each authorization that is subject to be paid on a Monthly/Nightly basis.

### 2.5.2 Description of Change

1. Update the Skip Issuance logic to:
  - a. apply new actionable skip issuance when authorizing EDBC or Payment Requests met the following conditions:
    - i. The Immediacy is Routine.
    - ii. The Type is Warrant.
    - iii. The deliver method is 'Pickup'.
    - iv. The County issuing benefits is San Francisco.
    - v. If the location is missing for a Monthly Benefits warrant, skip the issuance with the reason 'Missing Monthly Benefits Location for the warrant to be picked up'.  
If the location is missing for a non-Monthly Benefits warrant, skip the issuance with the reason 'Missing Supplemental Issuance Location for the warrant to be picked up'.
  - b. apply new actionable skip issuance reasons when authorizing EDBC or Payment Requests met the following conditions:
    - i. The Immediacy is Routine.
    - ii. The Type is Warrant.
    - iii. The deliver method is 'Mail'.
    - iv. The County issuing benefits is San Francisco.
    - v. If a location is set up for a Monthly Benefits warrant, skip the issuance with the reason 'Monthly Benefits Location is **not** allowed for the warrant delivered by mail'.  
If the location is set up for a non-Monthly Benefits warrant, skip the issuance with the reason 'Supplemental Issuance Location is **not** allowed for the warrant delivered by mail'.

Please refer to Appendix 3 for scenarios of Skip Issuance behaviors.

Note:

- Money Management allows benefits to be split between the customer and vendor(s). The system will not issue any payments tied to an EDBC if one payment is skipped because of the missing Pickup Location.
- Section [2.6](#) will migrate existing default locations and add default locations to minimize issuances being skipped when the SCR is implemented.

### **2.5.3 Execution Frequency**

No changes.

### **2.5.4 Key Scheduling Dependencies**

No changes.

### **2.5.5 Counties Impacted**

San Francisco County.

### **2.5.6 Data Volume/Performance**

No changes.

### **2.5.7 Failure Procedure/Operational Instructions**

No changes

## **2.6 DCR to migrate Pickup Locations**

### **2.6.1 Overview**

Perform a one-time DCR to migrate Pickup Locations from Issuance Detail page. Below programs will have both Monthly Benefits Location and Supplemental Issuance Location migrated:

- a. Foster Care
- b. AAP
- c. Kin-GAP
- d. GA/GR Automated Solution
- e. CAPI

Below programs will have only Supplemental Issuance Location migrated.

- a. Homeless – Perm
- b. Homeless – Temp
- c. CalWORKs
- d. RCA
- e. Diversion
- f. Welfare to Work
- g. Immediate Need

### **2.6.2 Description of Change**

1. Insert a new Pickup Location Detail when the follow conditions are met:



- a. The program is one of the following:
  - o Foster Care
  - o AAP
  - o Kin-GAP
  - o GA/GR Automated Solution
  - o CAPI
- b. There is an Accepted and Saved EDBC authorizing benefits for the upcoming main payroll after the implementation. For example, if the SCR is implemented on 9/23/2024 for 24.09 release. The next Cash and Food Main Pay roll run is 10/25/2024 to issue 11/2024 benefits, and the next Foster Care Main Pay roll run is 10/2/2024 to issue 9/2024 benefits. The DCR will look for Kin-GAP, AAP, CAPI and GA/GR EDBC with 11/2024 benefit month and FC EDBC with 9/2024 benefit month.
- c. The authorizing EDBC has Pickup as the Delivery Method.
- d. A valid Pickup Location is specified in Issuance Method Detail page for the respective program.

Insert a new Pickup Location Detail with information-

- a. Program: The program of EDBC.
- b. Payee: The Payee(s) of the EDBC. For GA/GR and CAPI, the DCR will also create pickup locations for vendors who will receive payments authorized via Money Managements.
- c. Payee Type: Based on the payee, it can be Person or Resource.
- d. Supplemental Issuance Location: for GA/GR Automated Solution , use '26 - 1235 Mission'. For other programs, use the location specified in Issuance Method Detail.
- e. Monthly Benefits Location: The location specified in Issuance Method Detail.

2. Insert a new Pickup Location Detail when the follow conditions are met:

- a. The program is one of the following:
  - o Homeless – Perm
  - o Homeless – Temp
  - o CalWORKs
  - o RCA
  - o Diversion
  - o Welfare to Work
  - o Immediate Need
- b. A valid Pickup Location is specified in Issuance Method Detail page.

Insert a new Pickup Location Detail with information-

- a. Program: Program of the Issuance Method Detail

- b. Payee: The Payee (admin role) of the program
- c. Payee Type: Based on the payee, it can be Person or Resource.
- d. Supplemental Issuance Location: The location specified in Issuance Method Detail.
- e. Monthly Benefits Location: Blank

### 2.6.3 Estimated Number of Records Impacted/Performance

Approximately 2000 records.

## 2.7 Automated Regression Test

### 2.7.1 Overview

Create automated regression test scripts to verify the Program selection and filtering on the Warrant Print Location List page, and core functionality of the Warrant Pickup Location Detail page.

**Note:** San Francisco County will be used for execution due to the code category dependency.

### 2.7.2 Description of Change

1. Create regression scripts to verify the Program dropdown on the Warrant Pickup Location List page:
  - a. Contains only applicable cash aid programs.
  - b. Contains only programs associated to the case in context.
  - c. Restricts search results based on the selected value.
2. Create regression scripts to verify the following on the Warrant Pickup Location Detail page:
  - a. Monthly Benefits Location displays a static 'N/A' text value for non-main payroll programs.
  - b. Supplemental Issuance Location is required for non-main payroll programs.
  - c. Monthly Benefits Location is selectable for main payroll programs.
  - d. The page can be saved with a Supplemental Issuance Location selected and no Monthly Benefits Location selected for a main payroll program.
  - e. The page can be saved with a Monthly Benefits Location selected and no Supplemental Issuance Location selected for a main payroll program.
  - f. The page can be saved with both Supplemental Issuance Location and Monthly Benefits Location values selected for a main payroll program.
  - g. A validation error message displays when attempting to save the page with neither Supplemental Issuance Location nor

Monthly Benefits Location values selected for a main payroll program.

**Technical Note:** At least one applicable program will be verified for each scenario above. The scenarios will not be repeated for each applicable program.

3. Create regression scripts to verify that clicking the 'Select' button on the Warrant Pickup Location Detail page navigates the user to the Select Foster Care Resource page when the Payee field is set to 'Resource' and the Program field is set to each of the following values:
  - a. AAP
  - b. Foster Care
  - c. Kin-GAP
4. Create regression scripts to verify that clicking the 'Select' button on the Warrant Pickup Location Detail page navigates the user to the Select Foster Care Resource page when the Payee field is set to 'Resource' and the Program field is set to each of the following values:
  - a. CalWORKs
  - b. RCA
5. Create regression scripts to verify the page mapping field names for each of the following pages:
  - a. Issuance Method Detail
  - b. Warrant Pickup Location Detail
  - c. Warrant Pickup Location List

### 3 SUPPORTING DOCUMENTS

---

Number	Functional Area	Description	Attachment

### 4 REQUIREMENTS

---

#### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.1.2	The LRS shall include the ability to issue benefits via EBT, direct deposit, or warrants	Add a new Warrant Pickup Location List and Detail pages

	and/or checks distributed to the payee and shall issue appropriate notices.	to be available for multiple payees under a program.

## 5 OUTREACH

---

### 5.1 Lists

Provide a list of Added Pickup Locations from section 2.6 to San Francisco County.

**List Name:** Pickup Locations by DCR

**List Criteria:** Please see requirement 2.6.

**Standard Columns:**

- Case Number
- Program
- Payee
- Payee Type
- Supplemental Issuance Location
- Monthly Benefits Location

**Frequency:** One-time

The list will be posted to the following location: CalSAWS Web Portal>System Changes>SCR and SIR Lists>2024>CA-271707

## 6 APPENDIX

---

1. Below are Programs available for users to set up Pickup Locations:

- AA - Adoptions Assistance Program
- CW - CalWORKs
- CP - Cash Assistance Program for Immigrants
- CC - Child Care
- DV - Diversion
- WT - Welfare to Work
- FC - Foster Care
- KG - Kin-GAP
- RC - Refugee Cash Assistance
- CL - Cal-Learn
- IN - Immediate Need
- HT - Homeless Assistance - Temporary
- HP - Homeless Assistance - Permanent
- RE - Refugee Employment Program
- GR - GA/GR Automated Solution
- GE - GA/GR Employment Services
- GI - General Assistance/General Relief Immediate Need

2. Below are Main Payroll Programs for SFO:

- AAP

- CAPI
- CalFresh
- CalWORKs
- Foster Care
- GA/GR Automated Solution
- Homeless – Perm
- Homeless – Temp
- Immediate Need
- Kin-GAP
- RCA

3. Skip Issuance Scenarios:

Delivery Method of Warrants	A Pickup Location set up for the Payee on the new page.	Issuance Batch to Skip Issuance	Pick up location on Writer File
Mail	Yes	Yes with the reason 'Monthly Benefits Location is not allowed for the warrant delivered by mail' or 'Supplemental Issuance Location is not allowed for the warrant delivered by mail'	
Mail	No	No	blank
Pick up	Yes	No	Based on the location set up on the new page
Pick up	No	Yes with the reason 'Missing Supplemental Issuance Location for the warrant to be picked up' or 'Missing Monthly Benefits Location for the warrant to be picked up'	

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-272279

MEDS Update CITIZENALIEN Indicator on RECON  
transaction

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Howard Suksanti
	Reviewed By	

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
5/23/2024	0.1	Initial Revision	Howard Suksanti



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# 1 OVERVIEW

---

This SCR will update CalSAWS MEDS Interface RC20 logic on Data Element (DE) 2009 - CITIZEN\_ALIEN\_INDICATOR.

## 1.1 Current Design

The MEDS Transaction Data Element CITIZENSHIP ALIEN Indicator value on the RECON RC20 transaction is not in sync with the MEDS Daily transaction logic.

There is a process (Store Procedure) to remove DE 2009 in RC20 transaction when the value is 'U'.

## 1.2 Requests

Update DE 2009 logic in MEDS RC20 transaction to be in sync with the daily transaction.

Turn off the Store Process that suppress the value of 'U'.

## 1.3 Overview of Recommendations

Update DE 2009 logic in MEDS RC20 transaction to be in sync with the daily transaction.

Turn off the Store Process that suppress the value of 'U'.

## 1.4 Assumptions

N/A.

## 2 RECOMMENDATIONS

---

### 2.1 MEDS RC20 transaction on DE 2009

#### 2.1.1 Overview

Current logic on the MEDS Daily transaction on DE 2009 is in following. The overview of the current logic to populate DE 2009 is as follows.

1. If there is information on the CalSAWS Citizenship page.
  - 1.1 If the Citizenship type is in the below, sent value of 'K'.
    - 1.1.1 LAWFUL PERMANENT RESIDENT.
    - 1.1.2 LPR DIVERSITY.
    - 1.1.3 LPR REFUGEE.
    - 1.1.4 LPR CONDITIONAL.
  - 1.2 If the Citizenship type is in the below, sent value of 'S'.
    - 1.2.1 EAD GRANTED DEFERRED ACTION.
    - 1.2.2 OTHER NON-CITIZEN.
  - 1.3 If the Citizenship type is PRUCOL with the document type of below, sent a value of 'T'.
    - 1.3.1 PRUCOL
    - 1.3.2 I-688B
    - 1.3.3 I766
  - 1.4 If the Citizenship type is CITZ TYPE LPR ASYLEE, send a value of 'L'.
  - 1.5 If the Citizenship type is NATURALIZED US CITIZEN or US CITIZEN BORN ABROAD, send 'A' (status is verified) or 'B' (status is not verified).
  - 1.6 Send the code value from Code Detail CT 360.
2. If the data is not in the Citizenship page and the data is in Vital Statistic page.
  - 2.1 If the person has both Citizenship document type (CT 2400 – REFER TABLE 2 = Y) and Identity document type (CT 2400 – REFER TABLE 3 = Y), send a value of 'A' (both documents are verified) or 'B' (one or both document is/are not in Verified status).
  - 2.2 If the document type is UNABLE TO OBTAIN DOCUMENT, send a value of 'B'.
3. If the data is not in the Citizenship and Vital Statistic pages, but the Individual Demographic page has information.
  - 3.1 If the birth country is in the following, send 'A' (status is verified) or 'B' (status is not verified).
    - 3.1.1 United States
    - 3.1.2 Virgin Island (US)
    - 3.1.3 GUAM
    - 3.1.4 American Samoa
    - 3.1.5 Puerto Rico
  - 3.2 Birth country is in other than above, send 'U'.

### **2.1.2 Description of Change**

1. Update MEDS RC20 transaction to use the same logic on DE 2009 with the Daily transaction.
2. Turn off the Store Process that suppress the DE 2009 value of 'U' after the RC20 job.

DE 2009 is in the following MEDS transactions:

1. MEDS AP18
2. MEDS AP19
3. MEDS AP34
4. MEDS EW05
5. MEDS EW12
6. MEDS EW20
7. MEDS RC20

### **2.1.3 Execution Frequency**

N/A.

### **2.1.4 Key Scheduling Dependencies**

N/A.

### **2.1.5 Counties Impacted**

All CalSAWS Counties.

### **2.1.6 Category**

Core-Off Prime.

### **2.1.7 Data Volume/Performance**

N/A.

### **2.1.8 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...)

### 3 REQUIREMENTS

---

#### 3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-274173

Cal-OAR - Update criteria for WTW\_ATT  
(Variable #34) per SIRFRA 3936

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Howard Suksanti, Shining Liu
	Reviewed By	Edgars Reinholds, Chitra Barsagade, Sunitha Sampathkumar

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
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# 1 OVERVIEW

---

WTW\_ATT (variable 34) is the numerator of the Orientation Attendance Rate. It identifies individuals who did or did not complete orientation within the measurement month. The orientation activity is complete for the individual as determined by the county and the individual (i.e., the individual does not need to come back to finish the orientation; all information appropriate for the individual has been provided).

## 1.1 Current Design

The current programming for Orientation Attendance Rate numerator (WTW\_ATT) is looking for both "start date" and "status date" (the date on which the status was updated to 'Complete') to fall in the same measurement month for the client to count as a "02".

## 1.2 Requests

Update the criteria WTW\_ATT (variable 34) in Cal-OAR 19.

## 1.3 Overview of Recommendations

1. Update the criteria of WTW\_ATT to the following:
  1. Type = 'Orientation', 'Orientation/Appraisal'. For Los Angeles, Type = 'Appraisal'
  2. Status = 'Completed'
  3. Individual has a WTW/REP program in the measurement month

## 1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR.
2. There is no change to the logic of WTW\_SATT (variable 33).

## 2 RECOMMENDATIONS

---

### 2.1 Update criteria of WTW\_ATT in Cal-OAR 19

#### 2.1.1 Overview

WTW\_ATT variable will be updated based on section 2.1.2.

#### 2.1.2 Description of Change

1. Update the criteria of WTW\_ATT to the following:
  1. Type = 'Orientation', 'Orientation/Appraisal'. For Los Angeles, Type = 'Appraisal'
  2. Status = 'Completed'
  3. Individual has a WTW/REP program in the measurement month

Note: Dependent on population of WTW\_SATT (variable 33). Additionally, while the 'Completed' status no longer needs to be added for the same measurement month as the month of the scheduled start date, it must be added before the report month is submitted.

Cal-OAR 19 reports have a data lag of 3 months. For example, for the report month of November 2023, data is locked, pulled, and submitted on 3/1/2024. The 'Completed' status for activities with a scheduled start date in November 2023 must be added by 2/29/2024.

Response options:

01 = Individual has a WTW/REP program in the measurement month but does not meet rest of the criteria

02 = WTW\_SATT = 02 and meets all criteria

99 = Individual does not have a WTW/REP program in the measurement month

Example 1:

An individual has an Orientation, Orientation/Appraisal, or Appraisal with scheduled start date 11/5/2023 and a 'Completed' status with begin date of 12/1/2023.

WTW\_SATT has a value of '02'.

Outcome: WTW\_ATT = '02' for November 2023.

2. See attached supporting document for updated WTW\_ATT criteria.

### **2.1.3 Partner Integration Testing**

Yes. After programming changes are made, CalSAWS will generate outbound Cal-OAR 19 test files for the report month of November 2023 and send to CDSS. CDSS will review the files and send to a small cohort of counties to review and validate that the data is satisfactory.

### **2.1.4 Execution Frequency**

No change.

### **2.1.5 Key Scheduling Dependencies**

No change.

### **2.1.6 Counties Impacted**

All counties.

### **2.1.7 Category**

No change.

### **2.1.8 Data Volume/Performance**

N/A

### **2.1.9 Interface Partner**

California Department of Social Services (CDSS).

### **2.1.10 Failure Procedure/Operational Instructions**

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

### 3 SUPPORTING DOCUMENTS

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Number	Functional Area	Description	Attachment
1	Cal-OAR	Updated Cal-OAR Data Element Specifications Tracker for WTW_ATT	CA-274173 Cal-OAR Data Element Specifications Tracker.xlsx

## 4 REQUIREMENTS

---

### 4.1 Project Requirements

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

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-274174

CalOAR - Update criteria for SCH\_NACT  
(variable #38) per SIRFRA 3949

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Howard Suksanti, Shining Liu
	Reviewed By	Edgars Reinholds, Chitra Barsagade, Sunitha Sampathkumar

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# 1 OVERVIEW

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SCH\_NACT (variable 38) identifies individuals who were or were not scheduled for their next activity within 30 days of OCAT/Appraisal completion (i.e., the first approved activity scheduled after OCAT/Appraisal completion). SCH\_NACT is the numerator of the OCAT/Appraisal to next activity timeliness rate.

## 1.1 Current Design

The logic to populate SCH\_NACT (variable 38) in Cal-OAR 19A looks for an activity where the Created date is populated within 30 days of OCAT/Appraisal completion date.

## 1.2 Requests

Update the logic of SCH\_NACT in Cal-OAR 19A.

## 1.3 Overview of Recommendations

1. Update the criteria of SCH\_NACT to the following:
  1. Status of next Activity is 'Active', 'Closed', or 'Completed'.
    - a. To order activities from most recent to least recent, activities are first sorted by the scheduled start date of the activity (in descending order), then by activity status, with 'Active' first, then 'Completed', then 'Closed'.
    - b. The "next Activity" cannot be another OCAT/Appraisal activity.
  2. Created date of the next Activity is populated on the same day as or within 30 days of OCAT/Appraisal completion date.
    - a. "Created date" refers to the date the activity was created.
    - b. "OCAT/Appraisal completion date" refers to the activity status begin date of the 'Completed' status on an OCAT/Appraisal Activity.
    - c. For a given activity status begin date of the 'Completed' status on an OCAT/Appraisal activity. The created date of the next activity must be the same day or within 30 days for this measure to return 02.
  3. Individual has a WTW/REP program in the measurement month.

## 1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR.

## 2 RECOMMENDATIONS

---

### 2.1 Update criteria of SCH\_NACT in Cal-OAR 19A

#### 2.1.1 Overview

SCH\_NACT variable will be updated based on the criteria in section 2.1.2.

#### 2.1.2 Description of Change

1. Modify the logic of SCH\_NACT to the following:
  1. Status of next Activity is 'Active', 'Closed', or 'Completed'.
    - a. To order activities from most recent to least recent, activities are first sorted by the scheduled start date of the activity (in descending order), then by activity status, with 'Active' first, then 'Completed', then 'Closed'.
    - b. The "next Activity" cannot be another OCAT/Appraisal activity. OCAT/Appraisal activities are activities with Type = 'Appraisal' or 'Orientation/Appraisal'.
  2. Created date of the next Activity is populated on the same day as or within 30 days of OCAT/Appraisal completion date.
    - a. "Created date" refers to the date the activity was created.
    - b. "OCAT/Appraisal completion date" refers to the activity status begin date of the 'Completed' status on an OCAT/Appraisal Activity.
    - c. For a given activity status begin date of the 'Completed' status on an OCAT/Appraisal activity, the created date of the next activity must be the same day or within 30 days for this measure to return 02.
  3. Individual has a WTW/REP program in the measurement month.

#### Response options:

01 = Individual has a WTW/REP program in the measurement month but does not meet rest of the criteria.

02 = Meets all criteria.

99 = Individual does not have a WTW/REP program in the measurement month.

#### Example 1:

Appraisal activity with scheduled start date 11/25/2023 and scheduled end date 11/25/2023. 'Active – Referred' status with begin date of 11/9/2023 and end date of 11/24/2023. The status of 'Completed – Completed Satisfactory' has a begin date of 11/25/2023.

There is no activity scheduled after.

Outcome: The expected comparison is between the completed Appraisal activity start date and the created date of the next activity. Since there is no next activity, SCH\_NACT should return 01 for the report month of November 2023.

Example 2:

Appraisal activity was created on 11/15/2023 with scheduled activity begin date of 11/16/2023 and scheduled activity end date of 11/16/2023. 'Completed' status was created on 11/19/2023 with activity status begin date of 11/17/2023.

Employment activity was created on 11/20/2023 with a scheduled activity begin date of 11/21/2023 and scheduled activity end date of 11/22/2024.

Outcome: The expected comparison is between the 'Completed' activity status begin date of 11/17/2023 for the Appraisal activity and the created date of 11/20/2023 for the Employment activity. SCH\_NACT should return 02 for the report month of November 2023.

Example 3:

Appraisal activity was created on 11/15/2023 with scheduled activity begin date of 11/16/2023 and scheduled activity end date of 11/16/2023. 'Completed' status was created on 11/19/2023 with activity status begin date of 11/17/2023.

Appraisal activity was created on 11/20/2023 with a scheduled activity begin date of 11/21/2023 and scheduled activity end date of 11/22/2024.

Outcome: Since the "next activity" cannot be another OCAT/Appraisal activity, SCH\_NACT should return 01 for the report month of November 2023.

Example 4:

Appraisal activity was created on 11/15/2023 with scheduled activity begin date of 11/16/2023 and scheduled activity end date of 11/16/2023. 'Completed' status was created on 11/19/2023 with activity status begin date of 11/17/2023.

For the same individual, there is another Appraisal activity that was created on 11/22/2023 with scheduled activity begin date of 11/23/2023 and scheduled activity end date of 11/23/2023. 'Completed' status was created on 11/25/2023 with activity status begin date of 11/24/2023.

Employment activity was created on 11/26/2023 with a scheduled activity begin date of 11/27/2023 and scheduled activity end date of 11/28/2024.

Outcome: For the first Appraisal activity, there is no valid “next activity. For the second Appraisal activity, the expected comparison is between the 'Completed' activity status begin date of 11/24/2023 for the Appraisal activity and the created date of 11/26/2023 for the Employment activity. SCH\_NACT should return 02 for the report month of November 2023.

2. See attached supporting document for updated SCH\_NACT criteria.

**2.1.3 Partner Integration Testing**

Yes. After programming changes are made, CalSAWS will generate outbound Cal-OAR 19A test files for the report month of November 2023 and send to CDSS. CDSS will review the files and send to a small cohort of counties to review and validate that the data is satisfactory.

**2.1.4 Execution Frequency**

No change.

**2.1.5 Key Scheduling Dependencies**

No change.

**2.1.6 Counties Impacted**

All counties.

**2.1.7 Category**

No change.

**2.1.8 Data Volume/Performance**

N/A

**2.1.9 Interface Partner**

California Department of Social Services (CDSS).

**2.1.10 Failure Procedure/Operational Instructions**

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

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

### 3 SUPPORTING DOCUMENTS

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Number	Functional Area	Description	Attachment
1	Cal-OAR	Updated Cal-OAR Data Element Specifications Tracker for SCH_NACT	CA-274174 Cal-OAR Data Element Specifications Tracker.xlsx

## 4 REQUIREMENTS

---

### 4.1 Project Requirements

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

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-274175

CalOAR - Update criteria for PAR\_ACT (variable #40) per SIFRA 3951



<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Howard Suksanti, Shining Liu
	Reviewed By	Edgars Reinholds, Chitra Barsagade, Sunitha Sampathkumar

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
4/22/2024	1.0	Initial draft	Howard Suksanti, Shining Liu

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# 1 OVERVIEW

---

## 1.1 Current Design

PAR\_ACT (variable 40) in Cal-OAR 19B identifies individuals who did or did not participate (with actual, verified attendance hours) in their first WTW or FS plan activity in the measurement month. PAR\_ACT is the numerator of the first activity attendance rate.

## 1.2 Requests

Update the logic of PAR\_ACT (variable 40) in Cal-OAR 19B.

## 1.3 Overview of Recommendations

1. Update the criteria of PAR\_ACT to the following:
  1. Variable 39 = 02 and Activity meets one of the following status conditions, then PAR\_ACT = 02, otherwise 01:
    - a. Activity Status = 'Active' and Status Reason = 'Attending'
    - b. Status = 'Closed' and Status Reason = 'Interrupted', 'Off Aid After Start Date', 'Transferred to Another Activity', 'Drop out', 'Moved', 'Non-Compliance', 'Exempt', 'Good Cause', 'Assigned to Different Provider' AND the activity has the previous activity Status = 'Active' and Status Reason = 'Attending' at any point in time in the measurement period.
    - c. Status = 'Completed' and Status Reason = 'Completed Satisfactory', 'Employed'
  2. Individual has a WTW/REP program in the measurement month.

## 1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR.

## 2 RECOMMENDATIONS

---

### 2.1 Update criteria of PAR\_ACT (Cal-OAR 19B)

#### 2.1.1 Overview

Update PAR\_ACT variable criteria.

#### 2.1.2 Description of Change

1. The updated criteria of PAR\_ACT is as follows:
  1. SCH\_PACT (variable 39) = 02 and Activity meets one of the following status conditions, then PAR\_ACT = 02, otherwise 01.
    - a. Activity Status = 'Active' and Status Reason = 'Attending'
    - b. Status = 'Closed' and Status Reason in 'Interrupted', 'Off Aid After Start Date', 'Transferred to Another Activity', 'Drop out', 'Moved', 'Non-Compliance', 'Exempt', 'Good Cause', 'Assigned to Different Provider' AND the activity has the previous activity Status = 'Active' and Status Reason = 'Attending' at any point in time in the measurement period.
    - c. Status = 'Completed' and Status Reason = 'Completed Satisfactory', 'Employed'
  2. Individual has a WTW/REP program in the measurement month.

#### Note:

- Since all counties are now under one system, the criteria of PAR\_ACT includes the following status reasons for status 'Closed' that will apply to all counties ('Unsatisfactory Performance' removed):
  - 'Interrupted'
  - 'Off Aid After Start Date'
  - 'Transferred to Another Activity'
  - 'Drop out'
  - 'Moved'
  - 'Non-Compliance'
  - 'Exempt'
  - 'Good Cause'
  - 'Assigned to Different Provider'
- Currently SCH\_PACT (variable 39) should not have county specific logic on the Activity Status Reason.

#### Response options:

01 = Does not meet all criteria

02 = Meets all criteria

99 = Individual does not have a WTW/REP program in the measurement month

Example:

An individual has a 'Closed – Drop out' status with Begin Date of 12/01/2023 with no End Date. The prior status 'Active – Attending' has a Begin Date of 11/1/2023 and an End Date of 11/30/2023.

Outcome: PAR\_ACT = 02 for November 2023. PAR\_ACT = 01 for report month of December 2023.

2. See attached supporting document for updated PAR\_ACT criteria.

### **2.1.3 Partner Integration Testing**

Yes. After programming changes are made, CalSAWS will generate outbound Cal-OAR 19B test files for the report month of November 2023 and send to CDSS. CDSS will review the files and send to a small cohort of counties to review and validate that the data is satisfactory.

### **2.1.4 Execution Frequency**

No change.

### **2.1.5 Key Scheduling Dependencies**

No change.

### **2.1.6 Counties Impacted**

All counties.

### **2.1.7 Category**

No change.

### **2.1.8 Data Volume/Performance**

N/A

### **2.1.9 Interface Partner**

California Department of Social Services (CDSS).

### **2.1.10 Failure Procedure/Operational Instructions**

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

### 3 SUPPORTING DOCUMENTS

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Number	Functional Area	Description	Attachment
1	Cal-OAR	Updated Cal-OAR Data Element Specifications Tracker for PAR_ACT	CA-274175 Cal-OAR Data Element Specifications Tracker.xlsx

## 4 REQUIREMENTS

---

### 4.1 Project Requirements

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



# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-274845

Placer County Web Chat Deployment

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Nicole Kenny
	Reviewed By	

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
4/15/2024	0.1	Initial Draft	Nicole Kenny

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# 1 OVERVIEW

---

Placer County is requesting to have Web Chat functionality enabled. Web Chat allows customers to communicate with agents through Amazon Connect based chat messaging. Customers initiate a web chat session from BenefitsCal (CalSAWS Self Service Portal). Web Chat is an optional feature for CalSAWS Contact Center counties and require the county to opt-in to have this feature enabled. The link for Web Chat is only available to customers on BenefitsCal if the county has enabled this feature.

## 1.1 Current Design

The existing Web Chat utilizes Amazon Web Services (AWS) Connect chat between portal customer and agent. Customers initiate a chat from BenefitsCal after entering their name, phone number, and a question. The chat will connect the customer to an agent in the customer's county after an availability check is completed to see if the current time is outside of Call Center hours, a holiday or if there is an emergency office closure after the form is submitted.

## 1.2 Requests

Enable Web Chat for Placer County.

## 1.3 Overview of Recommendations

1. Enable Web Chat for Placer County and integrate into eCCP.

## 1.4 Assumptions

1. Web Chat functionality is only available for CalSAWS Contact Center counties.
2. Web Chat is not enabled by default. County will need to opt into this feature to enable the functionality and allow customers to see the links on BenefitsCal.
3. Customers must login to their BenefitsCal account to access the Web Chat link.

# 2 RECOMMENDATIONS

---

## 2.1 Web Chat

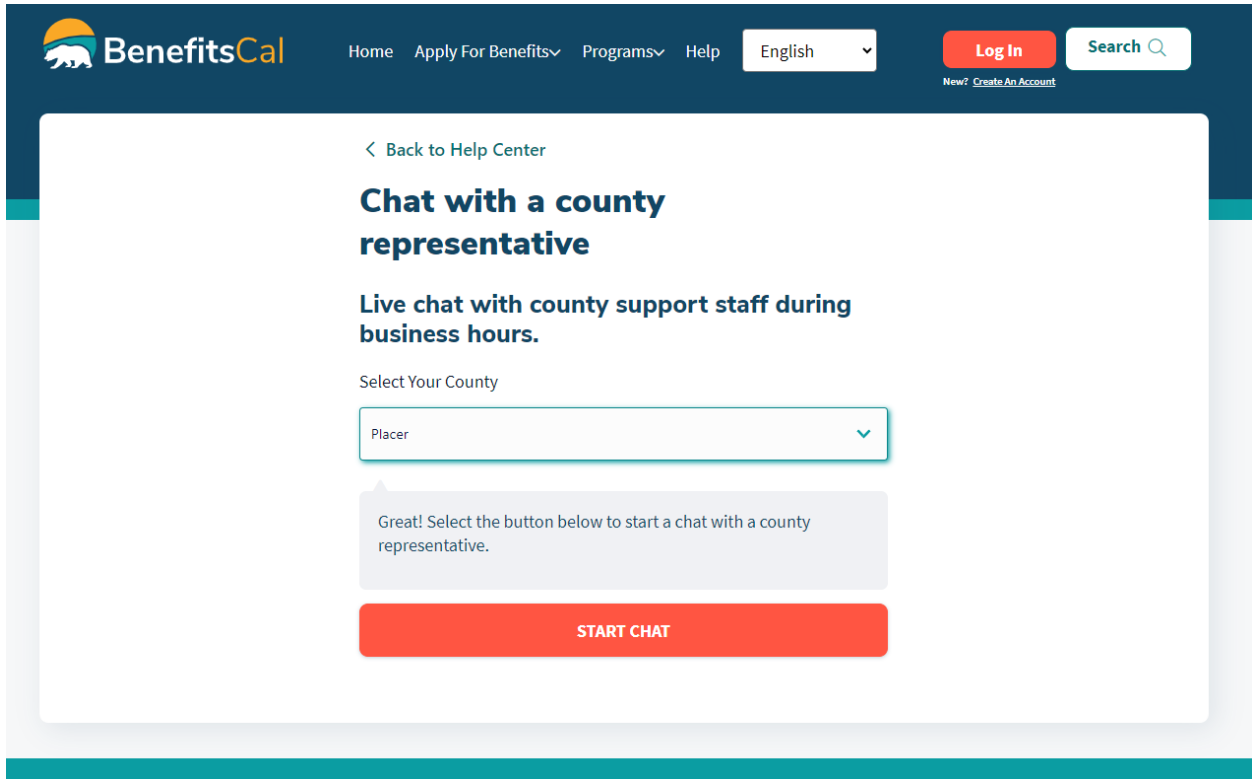
### 2.1.1 Overview

Web Chat will be enabled for contact center counties that opt-in to the functionality. Agents will handle Web Chat contacts through Enhanced Contact Control Panel (eCCP). The Web Chat functionality will be enabled to allow agents to chat with up to two customers at a time.


### 2.1.1.1 Description of Changes

Placer County will become available to select from the drop-down menu on the BenefitsCal website. Selecting Placer County will allow the Web Chat window to be opened and allow for contact information.

### 2.1.1.2 Mockup of Placer County Web Chat Feature



### 2.3.2.2.1 – BenefitsCal Web Chat

 **BenefitsCal** **Live Chat**

**Let us know how we can help you and we'll connect you with a representative.**

Name

Phone Number

Please explain

**Start Chat**

---

[Cancel](#)

**2.3.2.2.2 – Web Chat Window**

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-274939

Cal-OAR - Update logic for FS\_WTW (Variable  
#31)

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Howard Suksanti, Shining Liu
	Reviewed By	Edgars Reinholds, Chitra Barsagade, Sunitha Sampathkumar

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
3/26/2024	1.0	Initial draft	Howard Suksanti, Shining Liu



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# 1 OVERVIEW

---

FS\_WTW (variable 31) indicates whether a former Family Stabilization (FS) participant transitioned to Welfare to Work (WTW) and participated in an approved activity within three months of the FS exit date. FS\_WTW is the numerator of the FS transitions to WTW engagement rate.

## 1.1 Current Design

The logic to populate FS\_WTW (variable 31) in Cal-OAR 19B has a reference to check the attendance hours and does not check for a signed WTW 2 plan.

## 1.2 Requests

Update the criteria of FS\_WTW in Cal-OAR 19B.

## 1.3 Overview of Recommendations

1. Update the criteria of FS\_WTW on the following:
  - a. Remove any reference to check the attendance hours.
  - b. Update the logic to check for a signed WTW 2 plan, with signed plan date being up to 90 days after FS program exit date.
  - c. Update the activity status logic.

## 1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR.

## 2 RECOMMENDATIONS

---

### 2.1 Update criteria of FS\_WTW in Cal-OAR 19B

#### 2.1.1 Overview

The criteria of FS\_WTW will be updated on the following:

- a. Remove any reference to check the attendance hours.
- b. Update the logic to check for a signed WTW 2 plan, with signed plan date being up to 90 days after FS program exit date.
- c. Update the activity status logic.

#### 2.1.2 Description of Change

1. The updated criteria of FS\_WTW is as follows.
  1. There is a signed WTW 2 plan with a signed plan date up to and including 90 days after FS program exit date. Note: WTW 2 plan signed date is on the Activity Agreement Detail page.
  2. An activity linked to the signed WTW 2 plan must have a scheduled start date that is up to and including 90 days after FS program exit date. Exclude 'Appraisal', 'Orientation', and 'Orientation/Appraisal' activities.
  3. The same activity fulfilling criteria #2 must have one of the following Status and Status Reasons:
    - i. Activity Status = 'Active' and Status Reason = 'Attending'
    - ii. Status = 'Closed' and Status Reason = 'Interrupted', 'Off Aid After Start Date', 'Transferred to Another Activity', 'Drop out', 'Moved', 'Non-Compliance', 'Exempt', 'Good Cause', 'Assigned to Different Provider' AND the activity has the previous activity Status = 'Active' and Status Reason = 'Attending' at any point in time in the measurement period.
    - iii. Status = 'Completed' and Status Reason = 'Completed Satisfactory', 'Employed'
  4. Individual has a WTW/REP program in the measurement month.

Note: Since all counties are now under one system, the criteria of FS\_WTW includes the following status reasons for status 'Closed' that will apply to all counties ('Unsatisfactory Performance' removed):

- 'Interrupted'
- 'Off Aid After Start Date'
- 'Transferred to Another Activity'
- 'Drop out'
- 'Moved'
- 'Non-Compliance'

- 'Exempt'
- 'Good Cause'
- 'Assigned to Different Provider'

Note: FS\_WTW is the numerator of the FS transitions to WTW engagement rate. If FS=02, then FS\_WTW=01 or 02.

Response options:

01 = Individual does not meet all of the criteria.

02 = Individual meets all of the criteria.

99 = FS (variable 22) is not 02.

Example:

An activity scheduled start date is 11/1/2023.

An individual has a 'Closed – Drop out' status with Begin Date of 12/01/2023 with no End Date. The prior status 'Active – Attending' has a Begin Date of 11/1/2023 and an End Date of 11/30/2023.

WTW 2 plan has a signed plan date of 11/1/2023.

FS program Exit Date is 11/1/2023. FS=02 in November 2023. FS=99 in December 2023.

Outcome: FS\_WTW = 02 for November 2023. FS\_WTW = 99 for December 2023.

2. See attached supporting document for updated FS\_WTW criteria.

### **2.1.3 Partner Integration Testing**

Yes. After programming changes are made, CalSAWS will generate outbound Cal-OAR 19B test files for the report month of November 2023 and send to CDSS. CDSS will review the files and send to a small cohort of counties to review and validate that the data is satisfactory.

### **2.1.4 Execution Frequency**

No change.

### **2.1.5 Key Scheduling Dependencies**

No change.

**2.1.6 Counties Impacted**

All counties.

**2.1.7 Category**

No change.

**2.1.8 Data Volume/Performance**

N/A

**2.1.9 Interface Partner**

California Department of Social Services (CDSS).

**2.1.10 Failure Procedure/Operational Instructions**

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

### 3 SUPPORTING DOCUMENTS

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Number	Functional Area	Description	Attachment
1	Cal-OAR	Updated Cal-OAR Data Element Specifications Tracker for FS_WTW	CA-274939 Cal-OAR Data Element Specifications Tracker.xlsx

## 4 REQUIREMENTS

---

### 4.1 Project Requirements

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

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-275046

Add E-Signature Functionality to Existing Forms



<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Sai Kumar Kandula
	Reviewed By	Kavitha Mr

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
5/16/2024	1.0	Original	Sai Kumar Kandula

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# 1 OVERVIEW

---

The purpose of this change is to Add the E-Signature Functionality to Existing Forms.

## 1.1 Current Design

Currently the E-Signature functionality is not available for all other county forms except for LA County.

## 1.2 Requests

1. Add E-Sign, to the following forms:
  - CW 54: Certification of identification Document
  - CW 784: Affidavit to Obtain Duplicate of Lost/Stolen/Destroyed/Warrant
  - CW 785: Request for life insurance information
  - CW 786: Expense Exceeds Income letter
  - CW 787: Income In-Kind/Housing Verification
  - CW 790: Statement of Relationship
2. Add CSF 104 EBT release form as a form that can be electronically Signed.
3. Additional CF forms requesting E-Sign, per CER CA-271313
  - CF 10: Dependent Care Cost Affidavit
  - CF 100: CalFresh Request for Authorized Representative Drug or Alcohol Treatment Center Resident
  - CF 101: CalFresh Request for Authorized Representative
  - DFA 377.7E: Food Stamps Repayment Agreement for Administrative Errors Only
  - DFA 377.7G: CalFresh Repayment Agreement for an International Program Violation (IPV) Only
4. Add E-Signature functionality to the EESD 9600:  
Confidential Application for Child Development Services  
And Certification of Eligibility.
5. Add the electronic signature functionality to the following CAPI forms
  - SOC 814
  - SOC 804
  - SOC 453
  - SOC 807
  - SOC 809
  - SOC 830
  - SOC 887A
  - SOC 455

### 1.3 Overview of Recommendations

Add E-Sign functionality to the requested Forms.

### 1.4 Assumptions

1. Form Names and Form numbers will not be updated with this SCR. The only changes for the forms identified will be the addition of E-signature functionality.
2. Adding E-Sign to the forms will give users the ability to do both E-sign and Telephonic signature.

## 2 RECOMMENDATIONS

---

### 2.1 Add E-Sign functionality to the requested Forms

#### 2.1.1 Overview

This section will cover the updates needed to update the E-Sign functionality to the below requested county Forms.

#### 2.1.2 Description of Change

Perform a DCR to DOC\_TEMPL to update the values for ESIGN\_IND for the forms listed below.

1. Add E-Sign, to the following forms:
  - CW 54: Certification of identification Document
  - CW 784: Affidavit to Obtain Duplicate of Lost/Stolen/Destroyed/Warrant
  - CW 785: Request for life insurance information
  - CW 786: Expense Exceeds Income letter
  - CW 787: Income In-Kind/Housing Verification
  - CW 790: Statement of Relationship
2. Add CSF 104 EBT release form as a form that can be electronically Signed.
3. Additional CF forms requesting E-Sign, per CER CA-271313
  - CF 10: Dependent Care Cost Affidavit
  - CF 100: CalFresh Request for Authorized Representative Drug or Alcohol Treatment Center Resident
  - CF 101: CalFresh Request for Authorized Representative
  - DFA 377.7E: Food Stamps Repayment Agreement for Administrative Errors Only
  - DFA 377.7G: CalFresh Repayment Agreement for an International Program Violation (IPV) Only

4. Add E-Signature functionality to the EESD 9600:  
Confidential Application for Child Development Services  
And Certification of Eligibility.
5. Add the electronic signature functionality to the following CAPI forms
  - SOC 814
  - SOC 804
  - SOC 453
  - SOC 807
  - SOC 809
  - SOC 830
  - SOC 887A
  - SOC 455

### 2.1.3 Form/NOA Variable Population

This effort does not have any changes to variable population.

### 2.1.4 Form/NOA Generation Conditions

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options.

## 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;	E-signature Functionality is being implemented for given Forms.

	<ul style="list-style-type: none"> <li>c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);</li> <li>d. Periodic reporting notices;</li> <li>e. Contact letters;</li> <li>f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;</li> <li>g. Information notices and stuffers;</li> <li>h. Case-specific verification/referral forms;</li> <li>i. GR Vendor notices;</li> <li>k. Court-mandated notices, including Balderas notices;</li> <li>l. SSIAP appointment notices;</li> <li>m. Withdrawal forms;</li> <li>n. COLA notices;</li> <li>o. Time limit notices;</li> <li>p. Transitioning of aid notices;</li> <li>q. Interface triggered forms and notices (e.g., IFDS, IEVS);</li> <li>r. Non-compliance and sanction notices;</li> <li>s. Benefit issuance and benefit recovery forms and notices, including reminder notices;</li> <li>t. Corrective NOAs on State Fair Hearing decisions;</li> <li>u. CSC paper ID cards with LRS-generated access information; and</li> <li>v. CSC PIN notices.</li> </ul>	
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# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-275312

Update Batch PB00E472 to Not Run on Weekend or County  
Holiday.

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Soundarya Ramesh
	Reviewed By	Balakumar Murthy

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
04/29/2024	1.0	Initial Draft	Soundarya Ramesh



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# 1 OVERVIEW

---

The purpose of the SCR CA-275312 is to allow PB00E472 to run only if the county does not have holiday.

## 1.1 Current Design

The batch job PB00E472 denies CF Applications on the 30th day from the application date if client misses the scheduled intake interview for counties that opt-in. This batch does not look at county specific holidays and run even on county specific holidays.

## 1.2 Requests

PB00E472 batch job should run only if the county does not have holiday.

## 1.3 Overview of Recommendations

Solution with manual approach.

1. Create new county specific batch jobs for PB00E472 for the counties opted in for the batch job. This county specific job will be scheduled to follow the county holiday.
2. County specific jobs will be added to the county specific folder to follow the county holiday schedule.

### 1.3.1 Assumptions

1. If a county is having holiday on current batch run date, then daily 00 batch jobs can be scheduled only on the next business day after the holiday to process records from previous holiday date/s.
2. This SCR will only implement county wise jobs to support county holiday schedules for PB00E472.
3. No changes have been made to PB00E472 batch job. The functional implementation will continue to stay common for all counties.
4. Any new counties opting in to PB00E472 will need to have a new batch job created.

## 2 RECOMMENDATIONS

---

### 2.1 Solution with manual intervention.

#### 2.1.1 Overview

Create new county specific batch jobs for the opted in counties and decommission the existing '00' batch job.

#### 2.1.2 Description of Change

1. Create new county specific batch jobs for the counties that have opted in and decommission the existing '00' batch job. This county specific job will be scheduled to follow the county holiday.

#### 2.1.3 Execution Frequency

Daily(Mon-Fri)(Same as existing)

#### 2.1.4 Key Scheduling Dependencies

Predecessor: Same as existing.

Successor: Same as existing.

#### 2.1.5 Counties Impacted

02,06,07,08,09,11,12,13,14,15,16,17,18,19,21,22,24,25,26,27,28,29,31,32,33,35,  
,36,37,39,41,43,44,45,48,50,52,53,54,55,57,58,30,42,56,01,10,49,34,38,40,05  
(All counties opted-in for PB00E472 job)

#### 2.1.6 Category

Core

#### 2.1.7 Data Volume/Performance

NA

#### 2.1.8 Failure Procedure/Operational Instructions

The existing error handling/operational procedure will be followed.

## 2.2 Adding county specific jobs to county specific folder in scheduling

### 2.2.1 Overview

BatchOps team to add the newly created county specific jobs to daily county specific job folder while scheduling the batch jobs.

### 2.2.2 Description of Change

1. BatchOps team to add the newly created county specific jobs to daily county specific job folder while scheduling the batch jobs.
2. All predecessors and successors of PB00E472 should be scheduled for county specific jobs.

### 2.2.3 Execution Frequency

Daily(Mon-Fri)(Same as existing)

### 2.2.4 Key Scheduling Dependencies

Predecessor: Same as existing.

Successor: Same as existing.

### 2.2.5 Counties Impacted

02,06,07,08,09,11,12,13,14,15,16,17,18,19,21,22,24,25,26,27,28,29,31,32,33,35,  
,36,37,39,41,43,44,45,48,50,52,53,54,55,57,58,30,42,56,01,10,49,34,38,40,05

(All counties opted-in for PB00E472 job)

### 2.2.6 Category

Core

### 2.2.7 Data Volume/Performance

NA

### 2.2.8 Failure Procedure/Operational Instructions

The existing error handling/operational procedure will be followed.

## **3 REQUIREMENTS**

---

### **3.1 Migration Requirements**

N/A

## **4 APPENDIX**

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N/A

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-275855

Consolidate the Integrated Payroll Summary  
Report

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Susanna Martinez
	Reviewed By	Ravneet Bhatia, Thao Ta, Gokul Suresh

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
04/23/2024	1.0	Initial version	Susanna Martinez

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# 1 OVERVIEW

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## 1.1 Current Design

The Integrated Payroll Summary Report currently creates a report file for each program code and aid code combination for each report run. Users must download multiple (60+) reports each month to get the full summary.

This report runs for the following non-Foster Care program and aid code combinations:

<b>Program Code</b>	<b>Aid Code</b>
AA	03
AA	04
AA	07
CL	99
CP	1A
CP	6K
CP	6M
CP	6T
CP	99
CW	30
CW	32
CW	33
CW	35
CW	3A
CW	3C
CW	3E
CW	3F
CW	3G
CW	3H
CW	3L
CW	3M
CW	3P
CW	3R
CW	3U
CW	3W
CW	4N
CW	4P
CW	4R
CW	99
CW	K1

CW	R1
DV	3J
DV	3K
DV	3X
DV	3Y
FS	99
GA	90
GA	91
GA	92
GA	93
GM	90
GM	91
GM	92
GN	90
GN	91
GN	92
GR	90
GR	91
GR	92
GR	93
GR	94
GR	95
GR	96
GR	97
GR	98
GR	99
GR	9A
GR	9B
GR	9G
GR	9H
GR	9I
GR	9J
HP	
HT	
IN	99
KG	4F
KG	4G
KG	4S
KG	4T
KG	4W
RC	01

RC	1V
RC	99
WT	99

This report runs for the following Foster Care program and aid code combinations:

Program Code	Aid Code
FC	05
FC	1V
FC	2P
FC	2R
FC	2S
FC	2T
FC	2U
FC	40
FC	42
FC	43
FC	45
FC	49
FC	4P
FC	4R
FC	5K
FC	5L

## 1.2 Requests

1. Consolidate the Integrated Payroll Summary Report into two reports (one for Foster Care and one for non-Foster Care). Each report will contain all its respective programs and aid codes in one report file. Thus, users will only need to download 2 reports instead of 60+ separate reports.

## 1.3 Overview of Recommendations

1. Consolidate the Integrated Payroll Summary Report into one version containing the non-Foster Care program and aid code combinations.
2. Consolidate the Integrated Payroll Summary Report into one new version containing the Foster Care program and aid code combinations and title it 'Integrated Payroll Foster Care Summary Report'.
3. Disable the current individual program and aid code report instances from generating in the system.

## 1.4 Assumptions

1. The consolidated version of the Integrated Payroll Summary Report (non-Foster Care and Foster Care versions) will be going forward and historical versions will remain in the original individual program-aid code combination instances.
2. The report logic is not changing in any way, the report is simply being consolidated into one version for the non-Foster Care program and aid codes and one version for the Foster Care program and aid codes. Unclaimed issuances will not be added to this SCR and will be addressed via SCR CA-257031.
3. In the Online Help: Reports Overview page, the current entry for the Integrated Payroll Summary Report will be revised and a new entry for the Integrated Payroll Foster Care Summary Report will be created via Training team SCR CA-274733.

## 2 RECOMMENDATIONS

---

### 2.1 Integrated Payroll Summary Report (Non-Foster Care)

#### 2.1.1 Overview

The Integrated Payroll Summary Report is a monthly scheduled report that provides summary issuance information. This report is currently scheduled to align with and is dependent on the Main Payroll scheduling of the respective county/counties. This report will be updated to a consolidated version containing all the non-Foster Care programs and aid codes the report is currently running for.

## 2.1.2 Integrated Payroll Summary Report Mockup

CalSAWS Integrated Payroll Summary Report													
San Bernardino													
Run Date: APR-02-24 03:12 AM													
Date: 03/2024													
Aid Code: 32													
Program: CalWORKs													
Payroll Code	Fed Adult	Fed Child	NonFed Adult	NonFed Child	Other Adult	Other Child	Total Cases	Fed Amount	NonFed Amount	Other Amount	Total		
Main Payroll	0	3	3,994	10,620	0	0	4,645	\$0.00	\$4,661,235.00	\$0.00	\$4,661,235.00		
Current Month	0	0	607	1,408	0	0	602	\$0.00	\$723,364.00	\$0.00	\$723,364.00		
Supplemental Payroll													
Current Month Cancellation	0	0	-3	-7	0	0	-4	\$0.00	(\$1,775.00)	\$0.00	(\$1,775.00)		
Prior Month	0	0	90	207	0	0	91	\$0.00	\$78,073.80	\$0.00	\$78,073.80		
Supplemental													
Current Month	0	0	-3	27	0	0	23	\$0.00	\$15,528.00	\$0.00	\$15,528.00		
Adjustment													
<b>Subtotal</b>	<b>0</b>	<b>3</b>	<b>4,685</b>	<b>12,255</b>	<b>0</b>	<b>0</b>	<b>5,357</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>		
Prior Month Cancellation	0	0	-1	-7	0	0	-1	\$0.00	(\$3,449.74)	\$0.00	(\$3,449.74)		
Recoveries of Aid	0	0	0	0	0	0	0	\$46.00	(\$101,387.07)	\$0.00	(\$101,341.07)		
Prior Month Negative Adjustments	0	0	-97	-323	0	0	-102	\$0.00	(\$123,030.00)	\$0.00	(\$123,030.00)		
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>-98</b>	<b>-330</b>	<b>0</b>	<b>0</b>	<b>-103</b>	<b>\$46.00</b>	<b>(\$227,866.81)</b>	<b>\$0.00</b>	<b>(\$227,820.81)</b>		
Prior Month Positive Adjustment	0	0	84	192	0	0	94	\$0.00	\$97,132.00	\$0.00	\$97,132.00		
<b>Total</b>	<b>0</b>	<b>3</b>	<b>4,671</b>	<b>12,117</b>	<b>0</b>	<b>0</b>	<b>5,348</b>	<b>\$46.00</b>	<b>\$5,345,690.99</b>	<b>\$0.00</b>	<b>\$5,345,736.99</b>		

Figure 2.1.2.1 – Integrated Payroll Summary Report - Current template

CalSAWS Integrated Payroll Summary Report													
San Bernardino													
Run Date: APR-02-24 03:12 AM													
Date: 03/2024													
<p>Note: This report is running for various program and aid code combinations.                      The program and aid code data returned can be determined eligible for use at the county's discretion.                      Program and aid code blocks will only display for the program and aid code combinations returning data otherwise, the block will not be displayed.</p>													
Aid Code: 32													
Program: CalWORKs													
Payroll Code	Fed Adult	Fed Child	NonFed Adult	NonFed Child	Other Adult	Other Child	Total Cases	Fed Amount	NonFed Amount	Other Amount	Total		
Main Payroll	0	3	3,994	10,620	0	0	4,645	\$0.00	\$4,661,235.00	\$0.00	\$4,661,235.00		
Current Month	0	0	607	1,408	0	0	602	\$0.00	\$723,364.00	\$0.00	\$723,364.00		
Supplemental Payroll													
Current Month Cancellation	0	0	-3	-7	0	0	-4	\$0.00	(\$1,775.00)	\$0.00	(\$1,775.00)		
Prior Month	0	0	90	207	0	0	91	\$0.00	\$78,073.80	\$0.00	\$78,073.80		
Supplemental													
Current Month	0	0	-3	27	0	0	23	\$0.00	\$15,528.00	\$0.00	\$15,528.00		
Adjustment													
<b>Subtotal</b>	<b>0</b>	<b>3</b>	<b>4,685</b>	<b>12,255</b>	<b>0</b>	<b>0</b>	<b>5,357</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>		
Prior Month Cancellation	0	0	-1	-7	0	0	-1	\$0.00	(\$3,449.74)	\$0.00	(\$3,449.74)		
Recoveries of Aid	0	0	0	0	0	0	0	\$46.00	(\$101,387.07)	\$0.00	(\$101,341.07)		
Prior Month Negative Adjustments	0	0	-97	-323	0	0	-102	\$0.00	(\$123,030.00)	\$0.00	(\$123,030.00)		
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>-98</b>	<b>-330</b>	<b>0</b>	<b>0</b>	<b>-103</b>	<b>\$46.00</b>	<b>(\$227,866.81)</b>	<b>\$0.00</b>	<b>(\$227,820.81)</b>		
Prior Month Positive Adjustment	0	0	84	192	0	0	94	\$0.00	\$97,132.00	\$0.00	\$97,132.00		
<b>Total</b>	<b>0</b>	<b>3</b>	<b>4,671</b>	<b>12,117</b>	<b>0</b>	<b>0</b>	<b>5,348</b>	<b>\$46.00</b>	<b>\$5,345,690.99</b>	<b>\$0.00</b>	<b>\$5,345,736.99</b>		

Figure 2.1.2.2 – Integrated Payroll Summary Report - New template

Note: The full mockup can be found in the supporting documents section

Aid Code: 32												
Program: CalWORKS												
Payroll Code	Fed Adult	Fed Child	NonFed Adult	NonFed Child	Other Adult	Other Child	Total Cases	Fed Amount	NonFed Amount	Other Amount	Total	
Main Payroll	0	3	3,994	10,620	0	0	4,645	\$0.00	\$4,661,235.00	\$0.00	\$4,661,235.00	
Current Month	0	0	607	1,408	0	0	602	\$0.00	\$723,364.00	\$0.00	\$723,364.00	
Supplemental Payroll												
Current Month	0	0	-3	-7	0	0	-4	\$0.00	(\$1,775.00)	\$0.00	(\$1,775.00)	
Cancellation												
Prior Month	0	0	90	207	0	0	91	\$0.00	\$78,073.80	\$0.00	\$78,073.80	
Supplemental												
Current Month	0	0	-3	27	0	0	23	\$0.00	\$15,528.00	\$0.00	\$15,528.00	
Adjustment												
<b>Subtotal</b>	<b>0</b>	<b>3</b>	<b>4,685</b>	<b>12,255</b>	<b>0</b>	<b>0</b>	<b>5,357</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>	
Prior Month	0	0	-1	-7	0	0	-1	\$0.00	(\$3,449.74)	\$0.00	(\$3,449.74)	
Cancellation												
Recoveries of Aid	0	0	0	0	0	0	0	\$46.00	(\$101,387.07)	\$0.00	(\$101,341.07)	
Prior Month	0	0	-97	-323	0	0	-102	\$0.00	(\$123,030.00)	\$0.00	(\$123,030.00)	
Negative Adjustments												
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>-98</b>	<b>-330</b>	<b>0</b>	<b>0</b>	<b>-103</b>	<b>\$46.00</b>	<b>(\$227,866.81)</b>	<b>\$0.00</b>	<b>(\$227,820.81)</b>	
Prior Month Positive Adjustment	0	0	84	192	0	0	94	\$0.00	\$97,132.00	\$0.00	\$97,132.00	
<b>Total</b>	<b>0</b>	<b>3</b>	<b>4,671</b>	<b>12,117</b>	<b>0</b>	<b>0</b>	<b>5,348</b>	<b>\$46.00</b>	<b>\$5,345,690.99</b>	<b>\$0.00</b>	<b>\$5,345,736.99</b>	
Aid Code: 01												
Program: RCA												
Payroll Code	Fed Adult	Fed Child	NonFed Adult	NonFed Child	Other Adult	Other Child	Total Cases	Fed Amount	NonFed Amount	Other Amount	Total	
Main Payroll	1	493	0	0	0	0	494	\$852,711.00	\$0.00	\$0.00	\$852,711.00	
Current Month	0	0	0	0	0	0	0	\$1,892.00	\$0.00	\$0.00	\$1,892.00	
Supplemental Payroll												
Current Month	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Cancellation												
Prior Month	2	191	0	0	0	0	193	\$193,942.00	\$0.00	\$0.00	\$193,942.00	
Supplemental												
Current Month	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Adjustment												
<b>Subtotal</b>	<b>3</b>	<b>684</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>687</b>	<b>\$1,048,545.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,048,545.00</b>	
Prior Month	-1	-44	0	0	0	0	-45	(\$71,615.00)	\$0.00	\$0.00	(\$71,615.00)	
Cancellation												
Recoveries of Aid	0	0	0	0	0	0	0	\$2,208.01	(\$24,385.18)	\$0.00	(\$22,177.17)	
Prior Month	0	-99	0	0	0	0	-99	(\$143,731.00)	\$0.00	\$0.00	(\$143,731.00)	
Negative Adjustments												
<b>Subtotal</b>	<b>-1</b>	<b>-143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-144</b>	<b>(\$213,137.99)</b>	<b>(\$24,385.18)</b>	<b>\$0.00</b>	<b>(\$237,523.17)</b>	
Prior Month Positive Adjustment	0	35	0	0	0	0	35	\$63,585.00	\$0.00	\$0.00	\$63,585.00	
<b>Total</b>	<b>2</b>	<b>576</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>578</b>	<b>\$898,992.01</b>	<b>(\$24,385.18)</b>	<b>\$0.00</b>	<b>\$874,606.83</b>	

**Figure 2.1.2.3 – Integrated Payroll Summary Report - New template with example of multiple program and aid codes in the consolidated report**

**Note:** The full mockup can be found in the supporting documents section

### 2.1.3 Description of Change

1. Consolidate the Integrated Payroll Summary Report into one version containing the non-Foster Care program and aid code combinations. See the Appendix section for complete list of program and aid codes.
  - a. Turn the current data table in the report to be a dynamic table that will populate a separate instance of the table for each program and aid code combination.
    - i. **Note:** The report will include all program and aid code combinations that are currently running for the different report instances. Not all programs and aid codes apply

to every county. Counties may choose to utilize or disregard program and aid code data that populates in the report.

- ii. The report will only create a data table instance for the program and aid code combination that returns data. If there is no data available for the program and aid code combination, then no table will generate nor will a table generate with all zeros.
  - iii. See Figure 2.1.2.3 for reference.
- b. Each table instance and its data will be unique to the program and aid code combination it was created for.
- i. Each table header will continue to utilize the current values and format for the 'Program' and 'Aid Code' fields.

Field	Description
Aid Code	<p>This is the aid code of the issuances being summarized in the data table.</p> <p><b>Format:</b> Aid Code: 32</p> <p><b>Tech Note:</b> CLAIM_HIST.AID_CODE</p>
Program	<p>This is the program of the issuances being summarized in the data table.</p> <p><b>Format:</b> Program: CalWORKs</p> <p><b>Tech Note:</b> CODE_DETL.SHORT_DECODE_NAME where CODE_DETL.CODE_NUM_IDENTIF = CLAIM_HIST.PGM_CODE and CODE_DETL.CATGRY_ID = 18</p>

- ii. The tables will be ordered by program then aid code corresponding to that program.
    - 1. For example, if the program is CalWORKs all data tables for aid codes under the CalWORKs program will display. Then the next program and its corresponding aid codes will display and so forth.
- c. Add a note to the report template stating the following:
- i. "Note: This report is running for various program and aid code combinations. The program and aid code data returned can be determined eligible for use at the county's discretion. Program and aid code blocks will only display for the program and aid code combinations returning data otherwise, the block will not be displayed."



- ii. See Figure 2.1.2.2 for reference.
- d. The prior program and aid code combinations for the non-Foster Care programs shall no longer generate the separate Integrated Payroll Summary Report instances in the system.
  - i. Historical versions of the Integrated Payroll Summary Report will remain available.
- e. This report version will include all the non-Foster Care program and aid code combinations the prior version is generating for. See the Appendix section for the complete list of programs and aid codes.
- f. This report will follow the current scheduling system in place to align with the Main Payroll scheduling of the respective county/counties.

#### 2.1.4 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: Fiscal**

#### 2.1.5 Counties Impacted

All counties will be impacted by the changes in this section.

#### 2.1.6 Security Updates

##### 1. Security Rights

Security Right	Right Description	Right to Group Mapping
N/A	N/A	N/A

##### 2. Security Groups

Security Group	Group Description	Group to Role Mapping
N/A	N/A	N/A

#### 2.1.7 Report Usage/Performance

No significant performance impact is expected.

## 2.2 Integrated Payroll Foster Care Summary Report

### 2.2.1 Overview

The Integrated Payroll Foster Care Summary Report is a monthly scheduled report that provides summary Foster Care issuance information. This report is currently scheduled to align with and is dependent on the Foster Care Main Payroll scheduling of the respective county/counties. This report will be updated to a consolidated version containing all the Foster Care programs and aid codes the report is currently running for. This report was formerly known as the 'Integrated Payroll Summary Report'.

### 2.2.2 Integrated Payroll Foster Care Summary Report Mockup

CalSAWS Integrated Payroll Summary Report												
San Bernardino												
Run Date: APR-03-24 05:02 AM												
Date: 03/2024												
Aid Code: 5K												
Program: Foster Care												
Payroll Code	Fed Adult	Fed Child	NonFed Adult	NonFed Child	Other Adult	Other Child	Total Cases	Fed Amount	NonFed Amount	Other Amount	Total	
Main Payroll	1	493	0	0	0	0	494	\$852,711.00	\$0.00	\$0.00	\$852,711.00	
Current Month Supplemental Payroll	0	0	0	0	0	0	0	\$1,892.00	\$0.00	\$0.00	\$1,892.00	
Current Month Cancellation	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Prior Month Supplemental	2	191	0	0	0	0	193	\$193,942.00	\$0.00	\$0.00	\$193,942.00	
Current Month Adjustment	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal</b>	<b>3</b>	<b>684</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>687</b>	<b>\$1,048,545.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,048,545.00</b>	
Prior Month Cancellation	-1	-44	0	0	0	0	-45	(\$71,615.00)	\$0.00	\$0.00	(\$71,615.00)	
Recoveries of Aid	0	0	0	0	0	0	0	\$2,208.01	(\$24,385.18)	\$0.00	(\$22,177.17)	
Prior Month Negative Adjustments	0	-99	0	0	0	0	-99	(\$143,731.00)	\$0.00	\$0.00	(\$143,731.00)	
<b>Subtotal</b>	<b>-1</b>	<b>-143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-144</b>	<b>(\$213,137.99)</b>	<b>(\$24,385.18)</b>	<b>\$0.00</b>	<b>(\$237,523.17)</b>	
Prior Month Positive Adjustment	0	35	0	0	0	0	35	\$63,585.00	\$0.00	\$0.00	\$63,585.00	
<b>Total</b>	<b>2</b>	<b>576</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>578</b>	<b>\$898,992.01</b>	<b>(\$24,385.18)</b>	<b>\$0.00</b>	<b>\$874,606.83</b>	

Figure 2.2.2.1 – Integrated Payroll Summary Report - Current template

CalSAWS Integrated Payroll Foster Care Summary Report												
San Bernardino												
Run Date: APR-03-24 05:02 AM												
Date: 03/2024												
<p>Note: This report is running for various Foster Care program and aid code combinations.            The program and aid code data returned can be determined eligible for use at the county's discretion.            Program and aid code blocks will only display for the program and aid code combinations returning data, otherwise the block will not be displayed.</p>												
Aid Code: 45												
Program: Foster Care												
Payroll Code	Fed Adult	Fed Child	NonFed Adult	NonFed Child	Other Adult	Other Child	Total Cases	Fed Amount	NonFed Amount	Other Amount	Total	
Main Payroll	0	3	3,994	10,620	0	0	4,645	\$0.00	\$4,661,235.00	\$0.00	\$4,661,235.00	
Current Month Supplemental Payroll	0	0	607	1,408	0	0	602	\$0.00	\$723,364.00	\$0.00	\$723,364.00	
Current Month Cancellation	0	0	-3	-7	0	0	-4	\$0.00	(\$1,775.00)	\$0.00	(\$1,775.00)	
Prior Month Supplemental	0	0	90	207	0	0	91	\$0.00	\$78,073.80	\$0.00	\$78,073.80	
Current Month Adjustment	0	0	-3	27	0	0	23	\$0.00	\$15,528.00	\$0.00	\$15,528.00	
<b>Subtotal</b>	<b>0</b>	<b>3</b>	<b>4,685</b>	<b>12,255</b>	<b>0</b>	<b>0</b>	<b>5,357</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>	
Prior Month Cancellation	0	0	-1	-7	0	0	-1	\$0.00	(\$3,449.74)	\$0.00	(\$3,449.74)	
Recoveries of Aid	0	0	0	0	0	0	0	\$46.00	(\$101,387.07)	\$0.00	(\$101,341.07)	
Prior Month Negative Adjustments	0	0	-97	-323	0	0	-102	\$0.00	(\$123,030.00)	\$0.00	(\$123,030.00)	
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>-98</b>	<b>-330</b>	<b>0</b>	<b>0</b>	<b>-103</b>	<b>\$46.00</b>	<b>(\$227,866.81)</b>	<b>\$0.00</b>	<b>(\$227,820.81)</b>	
Prior Month Positive Adjustment	0	0	84	192	0	0	94	\$0.00	\$97,132.00	\$0.00	\$97,132.00	
<b>Total</b>	<b>0</b>	<b>3</b>	<b>4,671</b>	<b>12,117</b>	<b>0</b>	<b>0</b>	<b>5,348</b>	<b>\$46.00</b>	<b>\$5,345,690.99</b>	<b>\$0.00</b>	<b>\$5,345,736.99</b>	

Figure 2.2.2.2 – Integrated Payroll Foster Care Summary Report - New template

Note: The full mockup can be found in the supporting documents section

Aid Code: 45												
Program: Foster Care												
Payroll Code	Fed Adult	Fed Child	NonFed Adult	NonFed Child	Other Adult	Other Child	Total Cases	Fed Amount	NonFed Amount	Other Amount	Total	
Main Payroll	0	3	3,994	10,620	0	0	4,645	\$0.00	\$4,661,235.00	\$0.00	\$4,661,235.00	
Current Month	0	0	607	1,408	0	0	602	\$0.00	\$723,364.00	\$0.00	\$723,364.00	
Supplemental Payroll												
Current Month Cancellation	0	0	-3	-7	0	0	-4	\$0.00	(\$1,775.00)	\$0.00	(\$1,775.00)	
Prior Month Supplemental	0	0	90	207	0	0	91	\$0.00	\$78,073.80	\$0.00	\$78,073.80	
Current Month Adjustment	0	0	-3	27	0	0	23	\$0.00	\$15,528.00	\$0.00	\$15,528.00	
<b>Subtotal</b>	<b>0</b>	<b>3</b>	<b>4,685</b>	<b>12,255</b>	<b>0</b>	<b>0</b>	<b>5,357</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>	<b>\$0.00</b>	<b>\$5,476,425.80</b>	
Prior Month Cancellation	0	0	-1	-7	0	0	-1	\$0.00	(\$3,449.74)	\$0.00	(\$3,449.74)	
Recoveries of Aid	0	0	0	0	0	0	0	\$46.00	(\$101,387.07)	\$0.00	(\$101,341.07)	
Prior Month Negative Adjustments	0	0	-97	-323	0	0	-102	\$0.00	(\$123,030.00)	\$0.00	(\$123,030.00)	
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>-98</b>	<b>-330</b>	<b>0</b>	<b>0</b>	<b>-103</b>	<b>\$46.00</b>	<b>(\$227,866.81)</b>	<b>\$0.00</b>	<b>(\$227,820.81)</b>	
Prior Month Positive Adjustment	0	0	84	192	0	0	94	\$0.00	\$97,132.00	\$0.00	\$97,132.00	
<b>Total</b>	<b>0</b>	<b>3</b>	<b>4,671</b>	<b>12,117</b>	<b>0</b>	<b>0</b>	<b>5,348</b>	<b>\$46.00</b>	<b>\$5,345,690.99</b>	<b>\$0.00</b>	<b>\$5,345,736.99</b>	
Aid Code: 5L												
Program: Foster Care												
Payroll Code	Fed Adult	Fed Child	NonFed Adult	NonFed Child	Other Adult	Other Child	Total Cases	Fed Amount	NonFed Amount	Other Amount	Total	
Main Payroll	1	493	0	0	0	0	494	\$852,711.00	\$0.00	\$0.00	\$852,711.00	
Current Month	0	0	0	0	0	0	0	\$1,892.00	\$0.00	\$0.00	\$1,892.00	
Supplemental Payroll												
Current Month Cancellation	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Prior Month Supplemental	2	191	0	0	0	0	193	\$193,942.00	\$0.00	\$0.00	\$193,942.00	
Current Month Adjustment	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal</b>	<b>3</b>	<b>684</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>687</b>	<b>\$1,048,545.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,048,545.00</b>	
Prior Month Cancellation	-1	-44	0	0	0	0	-45	(\$71,615.00)	\$0.00	\$0.00	(\$71,615.00)	
Recoveries of Aid	0	0	0	0	0	0	0	\$2,208.01	(\$24,385.18)	\$0.00	(\$22,177.17)	
Prior Month Negative Adjustments	0	-99	0	0	0	0	-99	(\$143,731.00)	\$0.00	\$0.00	(\$143,731.00)	
<b>Subtotal</b>	<b>-1</b>	<b>-143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-144</b>	<b>(\$213,137.99)</b>	<b>(\$24,385.18)</b>	<b>\$0.00</b>	<b>(\$237,523.17)</b>	
Prior Month Positive Adjustment	0	35	0	0	0	0	35	\$63,585.00	\$0.00	\$0.00	\$63,585.00	
<b>Total</b>	<b>2</b>	<b>576</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>578</b>	<b>\$898,992.01</b>	<b>(\$24,385.18)</b>	<b>\$0.00</b>	<b>\$874,606.83</b>	

**Figure 2.2.2.3 – Integrated Payroll Foster Care Summary Report - New template with example of multiple program and aid codes in the consolidated report**

**Note:** The full mockup can be found in the supporting documents section

### 2.2.3 Description of Change

1. Consolidate the Integrated Payroll Summary Report into one new version containing the Foster Care program and aid code combinations. See the Appendix section for complete list of Foster Care program and aid codes.
  - a. This version of the report will be titled: 'Integrated Payroll Foster Care Summary Report'
  - b. Turn the current data table in the report to be a dynamic table that will populate a separate instance of the table for each Foster Care program and aid code combination.

- i. **Note:** The report will include all Foster Care program and aid code combinations that are currently running for the different report instances. Not all Foster Care program and aid code combinations apply to every county. Counties may choose to utilize or disregard program and aid code data that populates in the report.
  - ii. The report will only create a data table instance for the Foster Care program and aid code combination that has returns data. If there is no data available for the program and aid code combination, then no table will generate nor will a table generate with all zeros.
  - iii. See Figure 2.2.2.3 for reference.
- c. Each table instance and its data will be unique to the Foster Care program and aid code combination it was created for.
- i. Each table header will continue to utilize the current values and format for the 'Program' and 'Aid Code' fields.

Field	Description
Aid Code	<p>This is the aid code of the issuances being summarized in the data table.</p> <p><b>Format:</b> Aid Code: 5K</p> <p><b>Tech Note:</b> CLAIM_HIST.AID_CODE</p>
Program	<p>This is the program of the issuances being summarized in the data table.</p> <p><b>Format:</b> Program: Foster Care</p> <p><b>Tech Note:</b> CODE_DETL.SHORT_DECODE_NAME where CODE_DETL.CODE_NUM_IDENTIF = CLAIM_HIST.PGM_CODE and CODE_DETL.CATGRY_ID = 18</p>

- ii. The tables will be ordered by aid code in alphabetical order.
- d. Add a note to the report template stating the following:
- i. "Note: This report is running for various Foster Care program and aid code combinations. The program and aid code data returned can be determined eligible for use at the county's discretion. Program and aid code blocks will only display for the program and aid code combinations returning data, otherwise the block will not be displayed."
  - ii. See Figure 2.2.2.2 for reference.

- e. The prior program and aid code combinations for the Foster Care program shall no longer generate the separate Integrated Payroll Summary Report instances in the system.
  - i. Historical versions of the Integrated Payroll Summary Report for the Foster Care program and aid codes will remain available.
- f. This report version will include all the Foster Care program and aid code combinations the prior version is generating for except for aid codes '4P' and '4R'. The report will be updated to no longer generate for Foster Care aid codes '4P' and '4R', so these will be removed from the list. See the Appendix section for the complete list of Foster Care program and aid code combinations.
- g. This report will follow the current scheduling system in place to align with the Foster Care Main Payroll scheduling of the respective county/counties.

#### 2.2.4 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: Fiscal**

#### 2.2.5 Counties Impacted

All counties will be impacted by the changes in this section.

#### 2.2.6 Security Updates

A new Security Right will need to be created and will be mapped to the existing Security Groups used for the Integrated Payroll Summary Report. Users who have a role in place that accesses the current Integrated Payroll Summary Report will inherit security access to view the Integrated Payroll Foster Care Summary Report.

##### 1. Security Rights

Security Right	Right Description	Right to Group Mapping
IntegratedPayrollFosterCareSummaryReport	This allows access to view the Integrated Payroll Foster Care Summary Report.	<ul style="list-style-type: none"> <li>• Integrated Claiming Reports</li> <li>• LRS Reports Access - Fiscal Reports</li> </ul>




##### 2. Security Groups

Security Group	Group Description	Group to Role Mapping
N/A	N/A	N/A

### 2.2.7 Report Usage/Performance

No significant performance impact is expected.

## 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	Integrated Payroll Summary Report Mockup	 Integrated Payroll Summary Report Moc
2	Reports	Integrated Payroll Foster Care Summary Report Mockup	 Integrated Payroll Foster Care Summary
3	Reports	Security Matrix	 CA-275855 Security Matrix.xlsx

## 4 REQUIREMENTS

### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.1.11	The CalSAWS shall support all reports required by federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures, including statistical, operational, workload, and fiscal reports.	The fiscal Integrated Payroll Summary reports will be updated to retain the various program and aid code data in consolidated versions.

## 4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
N/A	N/A	N/A	N/A

## 5 MIGRATION IMPACTS

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SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
N/A	N/A	N/A	N/A	N/A	N/A

## 6 APPENDIX

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### 6.1 Integrated Payroll Summary Report: Non-Foster Care programs and aid codes

Program Code	Aid Code
AA	03
AA	04
AA	07
CL	99
CP	1A
CP	6K
CP	6M
CP	6T
CP	99
CW	30
CW	32
CW	33
CW	35
CW	3A
CW	3C
CW	3E
CW	3F



CW	3G
CW	3H
CW	3L
CW	3M
CW	3P
CW	3R
CW	3U
CW	3W
CW	4N
CW	4P
CW	4R
CW	99
CW	K1
CW	R1
DV	3J
DV	3K
DV	3X
DV	3Y
FS	99
GA	90
GA	91
GA	92
GA	93
GM	90
GM	91
GM	92
GN	90
GN	91
GN	92
GR	90
GR	91
GR	92
GR	93
GR	94
GR	95
GR	96
GR	97
GR	98
GR	99
GR	9A
GR	9B

GR	9G
GR	9H
GR	9I
GR	9J
HP	
HT	
IN	99
KG	4F
KG	4G
KG	4S
KG	4T
KG	4W
RC	01
RC	1V
RC	99
WT	99

## 6.2 Integrated Payroll Foster Care Summary Report: Foster Care programs and aid codes

Program Code	Aid Code
FC	05
FC	1V
FC	2P
FC	2R
FC	2S
FC	2T
FC	2U
FC	40
FC	42
FC	43
FC	45
FC	49
FC	5K
FC	5L

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-277308

Add M44-211B (10/21) NOA latest version to the  
Template Repository

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Sahana Ramesh
	Reviewed By	Kavitha M R

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
05/14/2024	1.0	Initial Draft	Sahana Ramesh

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# 1 OVERVIEW

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This effort will add M44-211B (10/21) NOA latest version to the template Repository.

## 1.1 Current Design

CalSAWS does not have the latest NOA M44-211B (10/21) Version in the Template Repository.

## 1.2 Requests

Add the M44-211B (10/21) in English and available threshold languages to CalSAWS Template Repository.

**Languages Include:** English, Spanish, Chinese and Vietnamese.

## 1.3 Overview of Recommendations

Add the M44-211B (10/21) in English and following threshold languages: Spanish, Chinese and Vietnamese.

## 1.4 Assumptions

1. No variables will be populated on the new M44-211B (aside from the standard header and footer information).
2. All fields (blank or prepopulated) will be editable.
3. Supporting Documents section references attachments found on Jira.

## 2 RECOMMENDATIONS

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### 2.1 Add M44-211B (10/21) in English and available threshold languages in CalSAWS.

#### 2.1.1 Overview

Add the M44-211B (10/21) in English and available threshold languages in CalSAWS.

**State Form:** M44-211B (10/21)

**Programs:** CalWORKs, RCA

**Attached Forms:** N/A

**Template Description:** Expanded Temporary HA for Applicants Fleeing DV

**Forms Category:** NOA

**Template Repository Visibility:** All Counties

**Languages:** English, Spanish, Chinese and Vietnamese

#### 2.1.2 Form Verbiage

##### **Create M44-211B XDP**

A new XDP will be created for the M44-211B (10/21) in English and threshold languages.

**Threshold Languages:** Spanish, Chinese\* and Vietnamese

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

**Form Header:** CalSAWS Standard Header (HEADER\_1\_EN)

**Form Title (Document List Page Displayed Name):** Expanded Temporary HA for Applicants Fleeing DV

**Form Number:** M44-211B - NA 290

**Include NA Back 9:** Yes

**Imaging Form Name:** Expanded Temporary HA for Fleeing DV

**Imaging Document Type:** Notification/NOA

**Imaging Case/Person:** Case

**Form Mockups/Examples:** See supporting document #1

### 2.1.3 Form Generation Conditions

**1. Add M44-211B (10/21) to Template Repository**

The M44-211B (10/21) is added only to the Template Repository.

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

**2. Add Form Control**

Add an imaging barcode for M44-211B.

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 M44-211B (10/21).

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 M44 – 211B
Mail-To (Recipient)	Template Repository: 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



**Additional Options:**

Requirement	Option for M44-211B Form
Post to Self-Service Portal	Y

### 3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	M44-211B (10/21)	M44-211B_EN.pdf M44-211B_SP.pdf M44-211B_CH.pdf M44-211B_VI.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;	M44-211B is being added in English and all available threshold languages.

	<ul style="list-style-type: none"><li>k. Court-mandated notices, including Balderas notices;</li><li>l. SSIAP appointment notices;</li><li>m. Withdrawal forms;</li><li>n. COLA notices;</li><li>o. Time limit notices;</li><li>p. Transitioning of aid notices;</li><li>q. Interface triggered forms and notices (e.g., IFDS, IEVS);</li><li>r. Non-compliance and sanction notices;</li><li>s. Benefit issuance and benefit recovery forms and notices, including reminder notices;</li><li>t. Corrective NOAs on State Fair Hearing decisions;</li><li>u. CSC paper ID cards with LRS-generated access information; and</li><li>v. CSC PIN notices.</li></ul>	
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