



Homeless Assistance – Vendor Voucher Payment

This CalSAWS Quick Guide (QG) provides the end-user with functional instructions on Homeless Assistance – Vendor Voucher Payment in the System.

The QG can be used as a training medium for the following situations:

- For displaying CalSAWS functional processes and changes
- To summarize and repeat key points from a Web-Based Training (WBT) or Job Aid

The QG may include functional instructions, as well as screenshots from the System. It may highlight new functional processes, pages, page sections, fields, drop lists, etc.

CalSAWS Process

In CalSAWS, you enter Homeless Assistance data collection information under **Eligibility** on the Global navigation bar and **Customer Information** on the Local navigator.

After entering Homeless Assistance data collection information, run EDBC to approve the Homeless Assistance program and issue benefits. Although, you may create a service arrangement to issue a voucher, the vendor payment is created through EDBC.

Refer to the following CalSAWS Quick Guides for more information:

- Homeless Assistance – Temporary
- Homeless Assistance – Permanent

The steps below outline the process:

When the vendor returns the voucher for payment:

1. Place the cursor over **Eligibility** on the **Global** navigation bar
2. Select **Customer Information** from the **Local** navigator
3. Click the **Money Mngmt** link on the **Task** navigation bar to access the Money Management List page



Money Management List

[Continue](#)

Search Results Summary Results 1 - 1 of 1

Display From: To: [View](#)

[Add](#)

<input type="checkbox"/>	Vendor Name	Vendor Type	Priority	Start Month	End Month	
<input type="checkbox"/>	Housing	Housing	1	11/2024		Edit View History

[Remove](#) Program: * [Add](#)

Complete

- Click the **Edit** button for the appropriate record to access the **Money Management Detail** page in Edit mode

Money Management Detail

* - Indicates required fields [Save and Return](#) [Cancel](#)

Vendor Name: * [Housing](#) [Select](#) Program: Homeless - Perm Vendor Type: * [Housing](#) Priority: * [1](#) Voucher: Yes

Payment Amount used by EDBC

Display From: To: [View](#)

<input type="checkbox"/>	Amount	Redeemed Amount	Begin Date	End Date	Pay Code	
<input type="checkbox"/>	750.00		11/19/2024		Homeless - Recipient	Edit Remove

[Add](#)

- Click the **Edit** button next to the appropriate record in the **Payment Amount used by EDBC** page section to access the **Payment Amount Used By EDBC** page in Edit mode
- The **Payment Amount Used By EDBC** page displays:
 - Enter **<Amount>** in the **Redeemed Amount** field
 - Click the **Save and Return** button



Payment Amount Used By EDBC

*- Indicates required fields

Save and Return Cancel

Pay Code: Homeless - Recipient Amount: * 750.00

Begin Date: * 11/19/2024 End Date: *

Redeemed Amount: 750.00

7. The **Money Management Detail** page displays, click the **Save and Return** button
8. Click the **Run EDBC** link on the **Task** navigation bar to access the **Run EDBC** page
9. On the **Run EDBC** page, select the **<Appropriate Program(s)>** checkboxes
10. Select the **<Months>** from the **Begin Month** and **End Month** drop lists if necessary.
11. Click the **Run EDBC** button

Run EDBC

*- Indicates required fields

Change Reason Run EDBC Cancel

Benefit Processing Range:

Begin Month: * 10/2020 End Month: * 10/2020

<input type="checkbox"/>	Program	Status	Timely Notice Exception	Reason	Run Reason
<input checked="" type="checkbox"/>	Homeless - Perm	Pending			
<input checked="" type="checkbox"/>	CalWORKs	Active			

12. On the **EDBC List** page, click the **<Homeless Program>** hyperlink to access the **Homeless – Perm EDBC** page



EDBC List

Cancel

Display by:
Program: [Dropdown]
Type Reason: [Dropdown]
Run Status: [Dropdown]
From: 09/2020
To: 10/2020
View

Search Results Summary
Results 1 - 2 of 2

Begin Month	End Month	Program	Type	Run Status	Auth Amount	Date Run	EDBC Source
10/2020		CalWORKs	Regular	Not Accepted	533.00	10/07/2020	Online EDBC Rules
10/2020		Homeless - Perm	Regular	Not Accepted	1,000.00	10/07/2020	Online EDBC Rules

Cancel

13. Review the EDBC results

The **Aid Payment** page section displays the same results as the EDBC that approved the Homeless Assistance program before the voucher was redeemed.

The **Money Management** page section displays the authorized amount that batch will issue to the vendor. The authorized amount populates with the amount you entered in the Redeemed Amount field on the Payment Amount Used By EDBC page.



Money Management		Regular
Vendor	Pay Code	Voucher
Gas and Electric	Homeless - Applicant	Yes
Vendor Potential Amount		\$ 200.00
Vendor Requested Amount		\$ 0.00
Vendor Previous Potential Benefit Amount		- 0.00
Vendor Authorized Amount		= 0.00
Magnolia Apartments	Homeless - Applicant	Yes
Vendor Potential Amount		\$ 800.00
Vendor Requested Amount		\$ 800.00
Vendor Previous Potential Benefit Amount		- 0.00
Vendor Authorized Amount		= 800.00
Total Vendor Potential Amount		\$ 1,000.00
Total Vendor Requested Amount		\$ 800.00
Total Vendor Previous Potential Benefit Amount		- 0.00
Total Vendor Authorized Amount		= 800.00

Delivery Method: *	Immediacy Indicator: *	Issuance Method:
Mail	Routine	EBT

After you save the EDBC, batch issues the vendor payment. There is a Batch that closes the service arrangement 90 days after its end date if it has not been closed.