

CIT Name	CAPI Manual Suspend Instructions
Distribution Date	November 19, 2024
To	PPOC.All, Committee.CAPI.All

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

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

Purpose

The purpose of this CIT is to provide a suggested interim process for suspending/terminating Cash Assistance Program for Immigrants (CAPI) and issue the NOA N692 until automation is implemented with CA-202054 [ACL 18-07](#) Suspend/Discontinue/Reinstate for CAPI.

Background

Per ACL 18-07, CAPI benefits can be suspended due to a recipient's failure to satisfy certain CAPI eligibility requirements. Suspension allows a recipient to reapply without filing a new application if they re-qualify within 12 months of the date of suspension. Currently there is no suspension logic in CalSAWS therefore the CAPI program is terminated.

Additional Information

On **Wednesday November 06, 2024**, SCR CA-278988 Suppress the CAPI NA 692T NOA was implemented suppressing the generation of the N962T in CalSAWS via batch and online.

On September 09, 2024, CA-279181 Add NA 692 to Template Repository was implemented in CalSAWS to add the latest version of the NA 692 into the Template Repository in English, Spanish, Chinese, and Armenian.

County Actions

Manual process for Suspending a CAPI case via online.

1. Run EDBC via online and authorize terming the case.

2. From the Template Repository generate the NA 692 selecting the appropriate suspension reason.
3. Create a reminder task for 12 months from the termination date.

Suspend process via automated termination batch.

A monthly CAPI Termination listing will be provided each month on the same day as the 10-day NOA cutoff. This listing will be available until the implementation of CA-202054.

1. Counties are to review the monthly termination listing.
2. From the Template Repository generate the NA 692 complete the Suspension or Termination section by selecting the appropriate suspension reason.
3. Create a reminder task for 12 months from the termination date.

Reinstating the CAPI program

1. Rescind back to month of compliance and run EDBC to the come-up month. (please refer to JA Reapplications and Rescissions).
2. From the Template Repository generate the NA 692 by completing the Reinstatement of Suspended Benefits sections.

Note:

Suspensions are always effective the first day of the month in which the recipient no longer meets all CAPI eligibility requirements.

If the CAPI participant has not been reinstated by end of 12 months, the user is to manually generate the NOA N692 from the Template Repository, complete the Suspension or Termination section by selecting the appropriate termination reason.

The list is available at the following location:

[REDACTED]

If you have questions on this CIT, please reach out to the Primary Contact and Cc your Regional Managers.

Primary Project Contact

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Backup Project Contact

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Attachments

CIT 0173-24 NA692_EN.pdf

Web Portal Link

[REDACTED]

OR

You may also retrieve the CIT document and attachments by following these steps:

4. Click on the CRFIs & CITs link at the top of the page.
5. Click on the "CalSAWS Information Transmittal (CIT)" folder.
6. Click on the "2024" folder.
7. Click on the appropriate CIT # folder.