

## CalSAWS | Batch Memorandum for 2025 State Minimum Wage

Date: N/A	Regulation: ACIN I-41-24
Time: N/A	Meeting Called by: N/A
Attendees: PPOCs, RMs, CW/CF Committee Members, CalSAWS	

### **Memorandum Purpose**

This memorandum is intended to convey the Batch EDBC scope, county actions and schedule for the 2025 State Minimum Wage, effective January 2025.

### **Scope**

Per All County Information Notice (ACIN) I-41-24 & Senate Bill 3 (Chapter 4, Statute of 2016) California labor code section 1182.12, the California Labor Code is increasing the minimum wage for all industries to \$16.50 per hour effective on and after January 1, 2025. This rate increase will be added in CalSAWS through SCR CA-270651 and the EDBC to apply this new rate will be implemented through SCR CA-270653.

### **Batch**

Run batch EDBC on Saturday, December 14, 2024, for CF programs (this includes Transitional, or TCF programs) and any NB programs linked to those CF programs. Batch EDBC will sweep in all CF programs that are active and currently receiving WINS where at least one person is considered a WEI (Work Eligible Individual) and has an income record with a work type of 'Proxy' for the benefit month of 01/2025, unless they meet the exception criteria below, and run EDBC for benefit month 01/2025 to apply the new values:

- i. Programs will not be run if the benefit month is past the latest RE due date.
- ii. Programs will not be run if there is a SAR7 Due Month of 12/2024 and the report status is Generated, Sent, Received, or Incomplete.
- iii. EDBC has already been processed for the benefit month since minimum wage rate changes went to production with SCR CA-270651 on 12/05/2024.
- iv. EDBC will not run for 'Yellow Banner' programs where the high-dated EDBC has a source of 'Conversion'. Counties can check 'Yellow Banner' programs daily with the latest Qlik report.

### **Journal Entry**

A standard Journal Entry will be created automatically based on the Sub Type code = 'CT942-WI' – 'State Minimum Wage Increase' when the EDBC batch is run with the following descriptions:

Short Description: Batch EDBC ran for <month, year>

Long Description: Batch EDBC Ran for <Effective Month, Year>. Batch EDBC processed for the <Program Name> program for following reasons: 'State Minimum Wage Increase'

## **NOAs**

Notices will be generated with each County EDBC population and sent to the Central Printing facility in the evening at the time the County EDBC's are completed.

## **Statistical Report**

A statistical report called 'COLA Stats by County Report' which summarizes the EDBC count for each program included in the COLA by County will be generated and contain the following fields:

- <program> EDBC Counts
- <program> EDBC Processed
- <program> EDBC Skipped (Exception)
- <program> EDBC Read Only
- <program> EDBC Stack Trace
- <program> Success %
- Total Case Count Processed
- Total EDBC Count
- Total EDBC Processed
- Total EDBC Skipped (Exception)
- Total EDBC Read Only
- Total EDBC Stack Trace
- Overall Success Rate %
- Total NOAs Generated

The statistical report will be posted at:

## **List Details**

Lists will be posted for CalSAWS to aid the counties to review the cases to verify accurate action was taken.

The lists will be available to the counties at the following location:

The lists will display the standard columns:

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

1. **List Name:** List of Cases Discontinued by the Batch EDBC Process.  
**Additional Column(s):** Program Type, Program Closure Reason  
**County Action:** These are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate.
2. **List Name:** List of Cases Where the Batch EDBC Process Closed a Person.  
**Additional Column(s):** CIN#, Person Name, DOB, Program Type, Person Closure Reason  
**County Action:** These are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close persons, review these cases to verify the closure was accurate.
3. **List Name:** List of Cases Where the EDBC Resulted in a Benefit Reduction.  
**Additional Column(s):** Include columns to indicate each benefit reduction type in a separate column (Household/AU Size Change, Income Change, Proration Change, Over Payment Adjustment Change)  
**County Action:** These are likely the result of household changes or ongoing data collection which was not yet processed through EDBC. Since the purpose of this Batch EDBC process was not to reduce benefits, review these cases to verify the benefit reduction was accurate.
4. **List Name:** List of Cases Which Resulted in a Read-Only EDBC.  
**Additional Column(s):** Program Type, Read-Only Reason  
**County Action:** Since Batch EDBC could not automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.
5. **List Name:** Unprocessed Cases Where the Batch EDBC Process Skipped a Program  
**Additional Column(s):** Program Type, Skip Reason  
**County Action:** Since Batch EDBC did not automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.
6. **List Name:** Cases Excluded from COLA  
**Additional Column(s):** Program Type, Reason for Exclusion Description  
**County Action:** This case listing is to inform counties which cases were excluded from the COLA population due to the exclusion criteria (i thru iii) detailed in the section labeled **Batch** above. Users can review these cases and make any intended changes including processing EDBC.

Note: The 'yellow banner' population included in exclusion criteria e in the section labeled **Batch** above can be viewed in the Qlik dashboard report "Converted Case Review Dashboard" and will not be part of this listing.

Please Note:

- Review cases included in the lists and take necessary action.
- Review the Batch Eligibility Report and action cases which could not be processed. This report is an on-request report available under Global: Reports > Local: On Request > Task: Administrative. If you do not see this report, please contact your Security Administrator for rights. To see cases not processed select a status of 'Not Processed' on the Reports Parameters pages.

**Things to remember about EDBC batch processes**

- All impacts from Defects and SCRs which have not been implemented will continue to occur during the batch processing.
- There are multiple reasons why a program may not be successfully run through Batch EDBC processing. Some examples include: No Worker Assigned, Overridden Program Case, and Pending Program/Person/Application. Please review tasks and the Batch Eligibility Report daily.
- The EDBCs will have an EDBC Source of 'Batch EDBC Rules'.
- When a user runs EDBC on a case where a prior pending month exists, the EDBC will have a type of Read-Only. When running Batch EDBC that restriction does not apply and these EDBCs will not be Read-Only.
- Any updates or lack of updates made/not made to cases will impact the Batch EDBC results. This means programs may be discontinued (due to non-compliances, etc.) unexpectedly.

**Development Schedule**

Date	Task
November 21, 2024	Deliver the batch sweeps, statistical report and list queries to the System Test team.
November 22, 2024, thru December 13, 2024	System Testing
December 14, 2024	Run Batch EDBC

**Schedule Considerations**

- The CalSAWS will not be down during batch processing on Saturday, December 14, 2024.
- Batch jobs scheduled for each evening will run after the Batch EDBC process completes.
- Approximately 11,100 + active CF programs will be processed in CalSAWS for the benefit month of 01/2025 for SCR CA-270653.
- Approximately 50,000 programs processed per hour via Batch EDBC.

**Timeline**

- Expected Date of CalSAWS EDBC processing: 12/14/2024.

## CalSAWS Batch Calendar - December 2024

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2 1. SAR 7 Discontinuance 2. Foster Care Payroll: 55 Counties 3. MAGI MC RE EDR Sweep	3	4	5 1. CW/CF RE appt Day 1 (LA County) 2. Non-Transition Food stamps NEC - Generate and Balance <b>State Min Wage CTR</b>	6 1. CW/CF RE appt Day 2 (LA County) 2. CW/CF RE appt Day 1 (former C-IV and CalWIN Counties) 3. Foster Care Payroll (Alameda & Sacramento Counties)	7 1. CW/CF RE appt Day 2 (57 Counties) 2. Non-MAGI Stable Income RE EDBC 3. Negative action Non incarcerated
8	9 Foster Care Payroll: LA County	10	11 Non Magi Redeter(MC 210), Magi Redeter(MC 216), Mixed Redeter(MC 217) Medi-Cal RE Packet	12 1. NA 960X 2. MAGI/Mixed Age EDR	13 1. Medi-Cal Reminder-1	14 MAGI/Mixed/Non-MAGI Age EDBC  <b>SSA COLA Batch Run</b>  <b>State Minimum Wage COLA Run</b>
15	16 1. CW/CF RE Packets 2. Mixed/MAGI Auto-Disc EDR	17	18 1. AAP Payroll: LA County 2. CMSP Disc Sweep 3. NA RE X notice 4. Mixed/MAGI MC Auto-Disc EDBC 4. End of Postpartum EDR 5. Negative action Non incarcerated	19 1. Batch 10-Day Cutoff. 2. Medi-Cal Auto-Rescind Authorization 3. End of Postpartum EDBC	20 1. Main Payroll (LA County Day 1)	21 1. Main Payroll (LA County Day 2)
22 MEDS Recon (Former CalWIN Counties)	23 1. KG Payroll (LA County) 2. MEDS Renewal	24 Find Balderas Cases	25 <b>No Batch</b> (Christmas Day)	26 1. Main Payroll (56 Counties Day 1) 2. SAR 7 Generation	27 1. Main Payroll (Riverside County Day 1) 2. Main Payroll (56 Counties Day 2) 3. Medi-Cal Reminder-2	28 Main Payroll (Riverside County Day 2)
29	30	31 CW/CF Redetermination	Jan 1, 2025 <b>No Batch</b> (New Year 2025)			