

Cash Aid Time Limits on SCATL

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Purpose

The purpose of this job aid is to provide instructions on adding, correcting, and removing cash aid time limit records. This Job Aid also provides instructions on requesting, approving, or denying time limit extensions. Each type of time limit record has a step action table for the cash aid program for which the time limit record is being added, if applicable.

Accessing the Time Limit Summary

The following tables provide step-by-step instructions for accessing the Time Limits Summary page and assumes you are in the context of a case.

From Eligibility:

| Step | Action |
|------|--|
| 1. | Click the Eligibility tab on the Global navigation bar. |
| 2. | Select Customer Information from the Local navigator. |
| 3. | Click the Non-Financial expand caret in the Task navigation bar. |
| 4. | Click the Time Limits hyperlink in the Task navigation bar. |

From Employment Services:

| Step | Action |
|------|---|
| 1. | Click the Empl. Services tab on the Global navigation bar. |
| 2. | Select Case Summary from the Local navigator. |
| 3. | Click the Time Limits hyperlink in the Task navigation bar. |

Accessing Statewide Cash Aid Time Limits (SCATL)

From Case Information:

| Step | Action |
|------|--|
| 1. | Click the Case Info tab on the Global navigation bar. |
| 2. | Select New Application or Case Summary from the Local navigator. |
| 3. | Click the Statewide Cash Aid Time Limit Search hyperlink in the Task navigation bar. |

From Eligibility:

| Step | Action |
|------|--|
| 1. | Click the Eligibility tab on the Global navigation bar. |
| 2. | Select Case Summary from the Local navigator. |
| 3. | Click the Statewide Cash Aid Time Limit Search hyperlink in the Task navigation bar. |

From Employment Services:

| Step | Action |
|------|--|
| 1. | Click the Empl. Services tab on the Global navigation bar. |
| 2. | Select Case Summary from the Local navigator. |
| 3. | Click the Statewide Cash Aid Time Limit Search hyperlink in the Task navigation bar. |

From the Time Limits Summary Page:

These steps assume you are in the context of a case:

| Step | Action |
|------|---|
| 1. | Click the Eligibility tab on the Global navigation bar. a) Select Customer Information from the Local Navigator. |
| 2. | OR Click the Empl. Services tab on the Global navigation bar. a) Select Case Summary from the Local navigator. |
| 3. | Click the Time Limits hyperlink in the Task navigation bar. |
| 4. | On the Time Limit Summary Page: a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page for the selected individual in a pop-up window. |

Person Search in SCATL

The **Person Search** is a default page for SCATL. The **Person Search** allows different search options. The SCATL performs search based on the search entries and displays all the results together.

Below will outline of how Person Search finds results:

If persons that are not known to CalSAWS, but known to SCATL database, the persons will not have the green state of California icon in the results grid.

There are two main types of searches:

Search by Unique Identifier:

Unique Identifier such as SSN, CIN, A Number or Case Number can be used (Note: County Code is conditionally required when Case Number is entered).

- The results of the unique identifier search are sorted by priority in the following order: 1. SSN – If there is an SSN match, it will have the highest priority, 2. CIN, 3. A Number, 4. Case Number.
- When multiple unique identifiers are entered, the search will return a combined list of results for each input, ensuring no duplicates. For example, if SSN = 123 and CIN = abc are entered, the results may include both the person associated with SSN 123 and the person associated with CIN abc.

Search by Name:

All the following input fields are required: First Name, Last Name, DOB.

- First Name and Last Name searches are case-insensitive.
- Date of birth (DOB) does not filter results but determines sort priority. If there is a DOB match, that person will appear as the top result.

If a person searches by both unique identifiers and name/DOB fields, SCATL performs both searches and return the combination of the results from both sets of search parameters.

Follow the steps below to search for a person in SCATL with different search criteria:

| Step | Action |
|------|---|
| 1 | On the Person Search page: a) Enter the <SSN> in the SSN field. And/Or b) Enter the <CIN> in the CIN field. And/Or c) Enter the <A Number> in the A Number field, if applicable. And/Or d) Enter the <First Name> in the First Name field, the <Last Name> in the Last Name field and <DOB> in the Date of Birth field. |
| 2. | Click the Search button. Note: If one of the search criteria is not entered, a validation message displays when you click the Search button The phonetic search is allowed when selecting ' Include Phone Search Results ' check box and validation message displays if Date Of Birth , or Last Name or First Name field is not entered. |

Note: The SCATL **Person Search** page can only be viewed with appropriate security rights 'Cash Aid Time Limit Detail View' or 'SCATL Worker – Cash Aid Time Limit View' (which is used for OTSI users).

The full SSN fields can only be view without redaction with security right 'Unredacted SSN View'.

Add Individual in SCATL

The **Add Individual** page follows a three-step process: searching State Client Index (SCI) with pre-loaded criteria, verifying results to prevent duplicates, and confirming before adding a person to SCATL.

Note: The SCATL **Add Individual** function can only be accessed with appropriate security right '**SCATLAddIndividual**'.

Add Individual Not Known to SCATL

Follow the steps, assume that you already performed the **Person Search** process and no results found for the individual:

| Step | Action |
|------|--|
| 1 | On the Person Search result page: a) Click on the Add button to navigate to the SCATL Add Individual page. |
| 2. | On the SCATL Add Individual page: a) Enter <First Name> in the First Name field. b) Enter <Middle Name> in the Middle Name field, if applicable. c) Enter <Last Name> in the Last Name field. d) Enter <DOB> in the Date of Birth field. e) Enter <Social Security Number> in the Social Security Number field. f) Select <Gender> from the Gender drop list. g) Enter <A Number> in the A Number field, if applicable. h) Select <Suffix> from the Suffix drop list, if applicable. i) Click the Search button. This will initiate a person search against SCI. Results will be displayed in the results grid and you can verify the results. Note: If one of the search criteria is not entered, a validation message displays when you click the Search button The phonetic search is allowed when selecting ' Include Phone Search Results ' check box and validation message displays if Date Of Birth , or Last Name or First Name field is not entered. |
| 3. | Click the ' Request CIN ' button on the SCATL Add Individual result. Note: - The ' Request CIN ' button is only enabled after a successful SCI search. |

| | |
|----|---|
| | - Review the SCI result to make sure the person that you searched is not on the SCI results before request CIN. |
| 1. | Click the ' CONFIRM ' button on the SCATL Add Individual Review and Confirmation page. |
| 2. | The success notification displays ' Successfully added CIN {number}! ' and add the person to SCATL application. Note: If there are any errors during the integration with SCI, the following error message will be popped up: An error occurred during integration. ' {name} was successfully added to SCI but failed to add to SCATL. Please restart from the beginning '. |
| 3. | Click the ' GO TO CIN SUMMARY ' button to navigate to the CIN Summary page. Please refer to Adding Manual Months section on how to add Time Limit months |

Adding Courtesy Month

Courtesy months are added by you for another County. When maintaining these months, you will use the SCATL Program List page to identify which month(s) have been added by another County.

Follow the steps below to add courtesy months to an individual time limit clock. These steps assume you are in the context of a CIN after navigating to SCATL from a case on the **Time Limit Summary** page in CalSAWS.

| Step | Action |
|------|---|
| 1. | On the Time Limit Summary page: a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page in a pop-up window. |
| 2. | On the CIN Summary page: a) Click the Program Calendar tab or the Program List tab. |
| 3. | On the CIN Summary with Program Calendar page or the CIN Summary with Program List page: a) Click the Add button. The Program Detail page will open. |
| 4. | On the Program Detail page: a) Enter the <Begin Month> in the Begin Month field and <End Month> in the End Month field. Note: The Begin Month and End Month cannot be added more than one month in the future. b) Select Courtesy from the Add Reason drop list. |

Note: When **Courtesy** is selected as the **Add Reason**, the **Aid Issued By** and **Program** drop lists dynamically display. The **Aid Issued By** drop list displays options to select a County, except the County you are logged in as. The **Program** drop list displays options to select the program for which aid was received.

- c) Select **<Aid Issued By>** from the **Aid Issued By** drop list.
- d) Select **<Program>** from the **Program** drop list.

Note:

- When the Program is selected, additional fields dynamically display based on the program selected. Follow the steps for the appropriate program selection below.
- Steps h through i are applicable if Program selection is CalWORKs, Diversion, Homeless – Perm, Homeless Temp, Immediate Need, RCA, or REP and an exception applies.
- Steps j through l are applicable if selection is Diversion.
- Steps m through n are applicable if selection is Retention Services.

- e) Select **<Aid Code>** from the **Aid Code** drop list.

Note: When aid codes **3E** or **3U** are selected, the **Federal/State Indicator** drop list dynamically displays.

- f) Select **<Federal or Non Federal or Other>** from the **Federal/State Indicator** drop list, if applicable.
- g) Select **<Exception Type>** from the **Exception Type** drop list.

Note: When Exempt is selected as the Type and Aid Reimbursed by Child Support is selected as the Reason, the **Amount** field dynamically displays.

- h) Select **<Exception Reason>** from the **Exception Reason** drop list.

- i) Enter **<Amount>** in the **Amount** field.

- j) Select **<Adjustment>** from the **Adjustment** drop list if the participant has returned and reapplied for CalWORKs during the Diversion Period.

Note: If the participant wishes to repay the Diversion money received, the clocks will not tick.

- k) Select **<Yes or No>** from the **Federal Assistance** drop list.

- l) Select the **<Supportive Services Reason>** from the **Supportive Services Reason** drop list.

- m) Select **<Yes or No>** from the **Supportive Services for Employment** drop list.

- n) Click the **Save** button when all information has been entered.

Note: The message **'Successfully Updated Program Detail'** will display at the top of the page.

Reviewing Courtesy Months

Follow the steps below to review Courtesy Months that have been entered by another County.

| Step | Action |
|------|--|
| 1. | Click the Eligibility tab on the Global navigation bar. |
| 2. | Select Courtesy Month from the Local navigator. |
| 3. | On the Courtesy Month List page: a) Enter the appropriate search criteria. b) Click the Search button. |

Search Parameters and Results

The following is a list of the search parameters and a description of the results each returns:

- **Last Name and/or First Name** – Results are any courtesy months that have been created the selected participant.
- **CIN** – Results are any courtesy months that have been created for the selected participant.
- **Case Number** – Results are any courtesy months that have been created for the selected participant. If there is no case for the participant for the month the Time Limit record was created, a case number can be stored when clearing the courtesy month. See the Clearing Courtesy Months step action table below for entering the case number.
- **Date of Birth** – Results are any courtesy months that have been created for participant with the entered Date of Birth.
- **Social Security Number** – Results are any courtesy months that have been created for participant with the entered Social Security.
- **Begin Month and/or End Month** – Results are any courtesy months for the selected participant for the specified time frame. Previously cleared courtesy months can be found by entering the Courtesy Date Range for the month that has already been reviewed. This returns the previously entered courtesy month with the Add Reason of Manual now displaying.

The Search Results for all search parameters display months of aid. If a month is not valid, a Remove checkbox displays next to the month that can be used to delete the erroneously entered month for the participant.

| Step | Action |
|------|---|
| 1. | On the Courtesy Month List page: a) Click the Month hyperlink. |
| 2. | On the Cash Aid Time Limit Month Detail (READ-ONLY) page: a) Verify or clear the courtesy month by using the following step action table. |

Clearing Courtesy Months

Follow your County policy on validating courtesy month/s. Once the month has been verified, you can update the record from Courtesy to Manual and enter any additional information necessary.

Follow the steps below to update courtesy months that were entered and have been determined to be valid. These steps assume you are on the Time Limits Summary page and in the context of a case.

| Step | Action |
|------|---|
| 1. | On the Time Limit Summary page: a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page in a pop-up window. |
| 2. | On the CIN Summary page: a) Click the Program Calendar tab or the Program List tab |
| 3. | On the CIN Summary with Program Calendar page or the CIN Summary with Program List page: b) Click the month that a Courtesy month will be updated. The Program Detail page will open. |
| 4. | On the Program Detail page: a) Click the Edit button. b) Select Manual from the Add Reason drop list. c) Confirm or select appropriate Case Number from drop list. d) Confirm or select appropriate Program from drop list. e) Confirm or select appropriate Aid Code from drop list. f) Click the Save button when all information has been verified and/or updated. g) Click the Close button. |

Adding Manual Months

Follow the steps below to add Manual months to an individual time limit clock.

These steps assume you are in the context of a CIN after navigating to SCATL from a case on the **Time Limit Summary** page in CalSAWS.

| Step | Action |
|------|--|
| 1. | On the Time Limit Summary page: a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page in a pop-up window. |
| 2. | On the CIN Summary page. a) Click the Program Calendar tab or the Program List tab. |

| | |
|----|---|
| 3. | <p>On the CIN Summary with Program Calendar page or the CIN Summary with Program List page:</p> <p>a) Click the Add button. The Program Detail page will open.</p> |
| 4. | <p>On the Program Detail page:</p> <p>a) Enter the <Begin Month> in the Begin Month field.</p> <p>b) Enter the <End Month> in the End Month field. Note: The Begin Month and End Month cannot be added more than one month in the future.</p> <p>c) Select Manual from the Add Reason drop list. Note: When Manual is selected as the Add Reason, the Aid Issued By field is read-only and populated with the county of the user.</p> <p>d) Select <Program> from the Program drop list. Note: When the Program is selected, additional fields dynamically display based on the program selected.-Follow the steps for the appropriate program selection below.</p> <p>e) Select <Aid code> from the Aid Code drop list.</p> <p>f) Select <Case Number> on which the participant received aid from the Case Number drop list. Note: If Non CalSAWS Case number is selected from the Case Number drop list, the Non CalSAWS Case Number field will display.</p> <p>Note: When aid codes 3E or 3U are selected, the Federal/State Indicator drop list dynamically displays.</p> <p>g) Select <Federal or Non-Federal> from the Federal/State Indicator drop list, if applicable. Note: Steps h through i are applicable if Program selection is CalWORKs, Diversion, Homeless – Perm, Homeless Temp, Immediate Need, RCA, or REP and an exception applies.</p> <p>h) Select <Exception Type> from the Exception Type drop list. Note: When Exempt is selected as the Type and Aid Reimbursed by Child Support is selected as the Reason, the Amount field dynamically displays.</p> <p>i) Select <Exception Reason> from the Exception Reason drop list. Note: Steps j through m are applicable if selection is Diversion.</p> |

| | |
|--|---|
| | <p>j) Note: When Diversion is selected as the Program, the Initial Month field and the Aid Code in the Diversion section are ready-only and populated with the Begin Month and Aid Code entered from the Program Detail section.</p> <p>k) Enter <Amount> in the Amount field.</p> <p>l) Select <Adjustment> from the Adjustment drop list if the participant has returned and reapplied for CalWORKs during the Diversion Period.</p> <p style="padding-left: 40px;">Note: If the participant wishes to repay the Diversion money received, the clocks will not tick.</p> <p>m) Select <Yes or No> from the Federal Assistance drop list.</p> <p>Note: Steps n through o are applicable if selection is Retention Services.</p> <p>n) Select the <Supportive Services Reason> from the Supportive Services Reason drop list.</p> <p>o) Select <Yes or No> from the Supportive Services for Employment drop list.</p> <p>p) Click the Save button when all information has been entered</p> <p>q) The message 'Successfully Updated Program Detail' will display at the top of the page.</p> <p>r) Click the Close button.</p> |
|--|---|

Adding Exceptions

You have the option to add an Exception when adding an Out of State or Tribal TANF record, or one of the following programs is selected on the SCATL **Program Detail** page from the Program drop list:

- CalWORKs
- Diversion
- Immediate Need
- Homeless – Temp
- Homeless – Perm
- RCA
- REP

Follow the steps below to add exceptions to individual time limit months. These will affect the participant's clock based on the System rules. These steps assume you are in the context of a CIN after navigating to SCATL from a case on the Time Limit Summary page in CalSAWS.

| Step | Action |
|------|--|
| 1. | On the Time Limit Summary page: a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page in a pop-up window. |
| 2. | On the CIN Summary page: a) Click the Program Calendar tab or the Program List tab. |
| 3. | On the CIN Summary with Program Calendar or the CIN Summary with Program List page: a) Click the month that an Exception will be added to. The Program Detail page will open. b) Click the Edit button. c) Select <Exception Type> from the Exception Type drop list. Note: When Exempt is selected as the Type and Aid Reimbursed by Child Support is selected as the Reason, the Amount field dynamically displays. d) Select <Exception Reason> from the Exception Reason drop list. e) Enter <Amount> in the Amount field, if applicable. f) Click the Add button if additional Exceptions are needed. g) When all Exceptions have been entered for the month, click the Save button. h) The message ' Successfully Updated Program Detail ' will display at the top of the page. i) Click the Close button. |

Removing Exceptions

The following steps navigate you through removing exceptions to individual time limit months and assumes you are within the context of a case.

| Step | Action |
|------|--|
| 1. | On the Time Limit Summary page: a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page in a pop-up window. |
| 2. | On the CIN Summary page: a) Click the Program Calendar tab or the Program List tab. |
| 3. | On the CIN Summary with Program Calendar or the CIN Summary with Program List page: a) Click the month that an Exception will be removed from. The Program Detail page will open. |

| | |
|----|---|
| 4. | <p>On the Program Detail page:</p> <ol style="list-style-type: none"> a) Click the Edit button. b) Select the Exception to be removed from the Exception List. c) Click the Remove button. d) Click the Save button. e) The message 'Successfully Updated Program Detail' will display at the top of the page. f) Click the Close button. |
|----|---|

Adding Out of State

Out of State months can be changed from Out of State to any of the other Add Reasons in Edit mode. When the reason of Out of State is selected, you may enter an Exception on the Cash Aid Time Limit Month Detail page. Other Add Reasons may have additional editable fields.

Follow the steps below to add Out of State months to an individual time limit clock. These steps assume you are in the context of a CIN after navigating to SCATL from a case on the Time Limit Summary page in CalSAWS.

| Step | Action |
|------|---|
| 1. | <p>On the Time Limit Summary page:</p> <ol style="list-style-type: none"> a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page in a pop-up window. |
| 2. | <p>On the CIN Summary page:</p> <ol style="list-style-type: none"> a) Click the Program Calendar tab or the Program List tab. b) Click the Add button. |
| 3. | <p>On the Program Detail page:</p> <ol style="list-style-type: none"> a) Enter the <Begin Month> in the Begin Month field b) Enter the <End Month> in the End Month field. <p>Note: The Begin Month and End Month cannot be added more than one month in the future.</p> <ol style="list-style-type: none"> c) Select Out of State from the Add Reason drop list. d) Select <State> from the State drop list. e) Click the Save button when all information has been entered. f) Refer to Adding Exceptions section if applicable. g) The message 'Successfully Updated Program Detail' will display at the top of the page. h) Click the Close button. |

Adding Tribal TANF

Tribal TANF months can be changed from Tribal TANF to any of the other Add Reasons in Edit mode. When the reason of Tribal TANF is selected, you may enter an Exception.

Follow the steps below to add Tribal TANF months to an individual time limit clock. These steps assume you are in the context of a CIN after navigating to SCATL from a case on the **Time Limit Summary** page in CalSAWS.

| Step | Action |
|------|--|
| 1. | On the Time Limit Summary page: a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page in a pop-up window. |
| 2. | On the CIN Summary page: a) Click the Program Calendar tab or the Program List tab. |
| 3. | On the CIN Summary with Program Calendar or the CIN Summary with Program List page: a) Click the Add button. |
| 4. | On the Program Detail page: a) Enter the <Begin Month> in the Begin Month field b) Enter the <End Month> in the End Month field. Note: The Begin Month and End Month cannot be added more than one month in the future. c) Select Tribal TANF from the Add Reason drop list. d) Select <Tribal TANF provider where the participant received aid> from the Tribal TANF drop list. e) Click the Save button when all information has been entered. f) The message ' Successfully Updated Program Detail ' will display at the top of the page. g) Click the Close button. |

Reviewing and Reconciling Cash Aid Time Limits on SCATL

There are months that have been entered by you that do not match the rules that determine which clocks are to be ticked and which clocks are exempt. These months are displayed on the SCATL **CIN Summary with Program List** page with an icon(s) such as Red Exclamation Mark (!) or Pending Review Red Flag (🚩) showing that the ticking does not match the rules or the Time on Aid (TOA) month is Pending Review that required a remediation/clearance review.

Red Exclamation Mark (!) - this mark indicates that the time limit details for that month were converted from a legacy system and may or may not contain all mandatory data elements, such as the Aid code or Program code. This occurs when the mandatory data is not present in the legacy source system. SCATL will use the clock status determination 'as is' i.e. Count/don't count, and the status for each individual month is included in the total TANF/CW TOA count. Since the mark indicates data may be missing from the record, it is recommended that a manual review is completed to ensure accuracy. If the user edits data within the month and saves the record, the red exclamation point will be cleared. This may or may not change the clock calculation and overall month count determination on the TANF and CalWORKs time clock for the individual.

Pending Review Red Flag (🚩) - Identifies TOA records that were found to have a mismatch between CalSAWS and WDTIP during the SCATL implementation. This is most common when there was a duplicate person/TOA scenario prior to conversion. A review for accuracy is required by the county providing the aid. The Pending Review Flag will remain until the "Pending Review" field is updated from "Yes" to "No" by the user. Note: Until the review is completed, the status of the TANF/CW month i.e.) count/don't count, will be counted in the total TANF/CW TOA for that individual. Completing review and updating the Flag from "Yes" to "No" may or may not change the count determination for that month and the overall TANF/CW TOA clock counts.

Follow the steps below to review a customer's time on aid when there are months that do not match the System rules. These steps assume you are in the context of a CIN after navigating to SCATL from a case on the **Time Limit Summary** page in CalSAWS.

| Step | Action |
|------|--|
| 1. | On the Time Limit Summary page: a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page in a pop-up window. |
| 2. | On the CIN Summary page: a) Click the Program List tab. |

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|----|--|
| 3. | <p>On the CIN Summary with Program List page:</p> <p>a) Click the <Month/Year> hyperlink to view the month that does not match the rules or Pending Review month that requires a remediation/clearance review.</p> <p>Note: There will be months with an exclamation icon next to records that have been identified as not meeting the rules set for the aid and/or Pending Review flag that required a remediation/clearance review.</p> |
| 4. | <p>On the Program Detail page: The Pending Review field is set to 'Yes'. The TANF and CalWORKs clock has the red exclamation in front status.</p> <p>a) Verify the status of the clocks as Count, Exempt, etc. based on the aid code. Note: Previously, some months were entered by Users as Don't Count.</p> <p>b) If there is no change, click the Close button. Note: If you edit and save, the System will update the record based on the rules and you will lose the record as it was.</p> |

Updating Months

Follow the steps below to update a participant's time on aid when there are months that do not match the System rules. These steps assume you are in the context of a CIN after navigating to SCATL from a case on the Time Limit Summary page in CalSAWS.

| Step | Action |
|------|---|
| 1. | <p>On the Time Limit Summary page:</p> <p>a) Click the <Name> hyperlink in the Cash Aid page section. CalSAWS navigates to the SCATL Application CIN Summary page in a pop-up window.</p> |
| 2. | <p>On the CIN Summary page:</p> <p>a) Click the Program List tab</p> |
| 3. | <p>On the CIN Summary with Program List page</p> <p>a) Click the <Month/Year> hyperlink to view the month that does not match the rules or Pending Review month that requires a remediation/clearance review.</p> <p>Note: There will be months with an exclamation icon next to records that have been identified as not meeting the rules set for the aid and/or Pending Review flag that required a remediation/clearance review.</p> |

| | |
|----|--|
| 4. | <p>On the Program Detail page:</p> <ol style="list-style-type: none"> Click the Edit button. Update any appropriate information. Note: To change Aid Codes, you should be going to the case and running EDBC to update this information. Add or remove any exceptions that would affect the clock as necessary. Select NO from the Pending Review drop list if the review month requires a remediation/clearance review. Click the Save button. Note: When the page is saved, the System will run the rules and update the month to the current rules regarding ticking of clocks. |
| 5. | <p>On the CIN Summary with Program List page:</p> <ol style="list-style-type: none"> Verify that the exclamation icon and/or the pending review flag has been removed from the month. |

Removing SCATL Time Limit Months

The Remove functionality will only be available to those with the appropriate security rights.

Removing Individual Time Limit Months

If individual time limit months are entered in error, they can be removed on the **CIN Summary with Program List** page.

Follow the steps below to remove individual time limit months. These steps assume you are in the context of a CIN after navigating to SCATL from a case on the Time Limit Summary page in CalSAWS.

| Step | Action |
|------|---|
| 1. | <p>On the Time Limit Summary page:</p> <ol style="list-style-type: none"> Click the <Name> hyperlink for the Cash Aid clock. |
| 2. | <p>On the CIN Summary with Program List page:</p> <ol style="list-style-type: none"> Click the checkbox for the <Month/Year> to be removed. Click the Remove button. Click the Close button. |

Time Limit Records for Duplicate Persons

In the System, there are times where more than one person ID assigns/shares the same CIN. In SCATL, the **Person Search** with result displays the list of individuals associated with that CIN along with Name, SSN, CIN, A Number, Case Numbers, County and Date of Birth.

Below is the sample of how the **Person Search with result** displays for the individual having multiple person IDs for the same CIN

| Full Name | SSN | CIN | A Number | Case Number | County | Date of Birth |
|------------------------------|-------------|-----------|------------|-------------|------------|---------------|
| Laurance Council - 00376109G | 147-73-2295 | 00376109G | Xn6VLDEc0n | 4639000 | Alameda | 03/12/1987 |
| Laurance Council - 00376109G | 147-73-2295 | 00376109G | Xn6VLDEc0n | 1862993 | Sacramento | 03/12/1987 |

The **CIN Summary** also displays the list of individuals associated with same CIN.

Below is the sample of how the **CIN Summary** page displays for the individual having multiple person IDs for the same CIN.

| Full Name | SSN | Date of Birth | A Number | Case Number | Created By | Created On |
|------------------|-------------|---------------|------------|--------------|------------|------------|
| Council Laurance | 147-73-2295 | 03/12/1987 | Xn6VLDEc0n | 4639000 - 01 | 01 | 09/04/2023 |
| Council Laurance | 147-73-2295 | 03/12/1987 | Xn6VLDEc0n | 1862993 - 34 | 34 | 10/29/2023 |

| | TARE | CAREWORKS |
|--------------|---------|-----------|
| Start | 01/2021 | 01/2021 |
| End | 12/2024 | 12/2024 |
| Months Used | 19 | 19 |
| NonCA Months | 0 | 0 |
| Extensions | 0 | 0 |
| Exceptions | 0 | 31 |
| Repayments | 0 | 0 |

SCATL displays all the time limit months associated individuals/person IDs with the same CIN and sum up TANF or CalWORKs Month used for this CIN.

You will have to perform the Duplicate Person process to identify and correct the person as Golden Record (Please refer to **JA Duplicate Person – Identifying and Correcting** for the steps). Once this process is done, you will see only one record show on the SCATL **Person Search** result and on the SCATL **CIN Summary**.

| Full Name | SSN | CIN | A Number | Case Number | County | Date of Birth |
|-------------------------|-------------|-----------|-----------|-------------|------------|---------------|
| Laurange, Council - 380 | 147-79-0295 | 05276109G | 949428404 | 1882999 | Sacramento | 03/22/1987 |

| | TANF | CalWORKS |
|---------------|---------|----------|
| Start | 03/2021 | 03/2021 |
| End | 02/2024 | 02/2024 |
| Months Used | 18 | 18 |
| Non-CA Months | 0 | 0 |
| Extensions | 0 | 0 |
| Exception | 0 | 0 |
| Repayments | 0 | 0 |

Since the time limit in SCATL is CIN level, you don't have to transfer the time limit month from incorrect person ID to the correct person ID identified as Golden Record.

There are some instances when there are two different people who the same CIN.

Example: There are two different people, Mary and Jenny, who have the same CIN. Mary's time limit record was created in error and should be removed. You need to request the new CIN for Mary. Then manually remove Mary's time limit months from the old CIN in SCATL. You need to review the **Program List**,

Exception List and **Program Detail** pages to manually update/remove on Jenny's time limit months information as appropriate. However, SCATL will still show Mary's record under the same CIN without the time limit months. To correct this, one of the persons needs to be marked in the System as a duplicate.

If an individual has 2 different CIN numbers and multiple persons. SCATL will not combine the time limit months if the same individual has multiple CINs since SCATL is CIN level. Before you perform the duplicate person link/process for the Golden record, you need to manually add the time limit months (one month at a time) from incorrect CIN to the correct CIN if applicable.

Note: For more information regarding duplicate persons, please refer to job aid: Duplicate Persons – Identify and Document.

Time Limit Count

"The 'FED/Non-FED ind' is used to determine the appropriate time clocks for Mixed aid codes. The indicator 'F' is used to identify what clocks pertain to Federal individuals for the mixed aid code. The indicator 'S' is used to identify what clocks pertain to non-Federal individuals for the mixed aid code. All other aid codes will display 'N' for this indicator as it is not used to determine what clocks apply to the individual. Reference table below:

| Program | Aid Code | Fed / Non-Fed | TANF Count | CW Count |
|----------|----------|---------------|------------|----------|
| CalWORKs | 30 | N | Y | Y |
| CalWORKs | 32 | N | N | Y |
| CalWORKs | 33 | N | N | N |
| CalWORKs | 35 | N | Y | Y |
| CalWORKs | 3A | N | N | N |
| CalWORKs | K1 | N | N | N |
| CalWORKs | 3F | N | N | N |
| CalWORKs | 3C | N | N | Y |

| | | | | |
|-----------------|----|---|---|---|
| CalWORKs | 3E | F | Y | Y |
| CalWORKs | 3E | S | N | Y |
| CalWORKs | 3G | N | N | N |
| CalWORKs | 3H | F | N | N |
| CalWORKs | 3H | S | N | Y |
| CalWORKs | 3L | N | N | Y |
| CalWORKs | 3M | N | N | Y |
| CalWORKs | 3P | N | Y | Y |
| CalWORKs | 3R | N | N | N |
| CalWORKs | 3U | F | N | Y |
| CalWORKs | 3U | S | N | Y |
| CalWORKs | 3W | N | N | Y |
| CalWORKs | R1 | S | N | Y |
| CalWORKs | 4R | S | N | Y |
| CalWORKs | 4P | S | N | Y |
| Diversion | 3J | N | Y | Y |
| Diversion | 3K | N | Y | Y |
| Diversion | 3X | N | N | Y |
| Diversion | 3Y | N | N | Y |
| EC | 8 | N | N | N |
| Homeless - Perm | 30 | N | Y | Y |
| Homeless - Perm | 32 | N | N | Y |

| | | | | |
|-----------------|----|---|---|---|
| Homeless - Perm | 33 | N | N | N |
| Homeless - Perm | 35 | N | N | Y |
| Homeless - Perm | 3A | N | N | Y |
| Homeless - Perm | 3C | N | N | Y |
| Homeless - Perm | 3E | S | N | Y |
| Homeless - Perm | 3E | F | Y | Y |
| Homeless - Perm | 3G | N | N | N |
| Homeless - Perm | 3H | F | N | N |
| Homeless - Perm | 3H | S | N | N |
| Homeless - Perm | 3L | N | N | Y |
| Homeless - Perm | 3M | N | N | Y |
| Homeless - Perm | 3P | N | Y | Y |
| Homeless - Perm | 3R | N | N | N |
| Homeless - Perm | 3U | F | N | Y |
| Homeless - Perm | 3U | S | N | Y |
| Homeless - Perm | 3W | N | N | Y |
| Homeless - Temp | 30 | N | Y | Y |
| Homeless - Temp | 32 | N | N | Y |
| Homeless - Temp | 33 | N | N | N |
| Homeless - Temp | 35 | N | N | Y |
| Homeless - Temp | 3A | N | N | Y |
| Homeless - Temp | 3C | N | N | Y |

| | | | | |
|-----------------|----|---|---|---|
| Homeless - Temp | 3E | S | N | Y |
| Homeless - Temp | 3E | F | Y | Y |
| Homeless - Temp | 3G | N | N | N |
| Homeless - Temp | 3H | F | N | N |
| Homeless - Temp | 3H | S | N | N |
| Homeless - Temp | 3L | N | N | Y |
| Homeless - Temp | 3M | N | N | Y |
| Homeless - Temp | 3P | N | Y | Y |
| Homeless - Temp | 3R | N | N | N |
| Homeless - Temp | 3U | S | N | Y |
| Homeless - Temp | 3U | F | N | Y |
| Homeless - Temp | 3W | N | N | Y |
| Homeless - Temp | 4R | S | N | Y |
| Homeless - Temp | 4P | S | N | Y |
| Immediate Need | 30 | N | Y | Y |
| Immediate Need | 32 | N | N | Y |
| Immediate Need | 33 | N | N | N |
| Immediate Need | 35 | N | Y | Y |
| Immediate Need | 3A | N | N | Y |
| Immediate Need | 3C | N | N | Y |
| Immediate Need | 3E | F | Y | Y |
| Immediate Need | 3E | S | N | Y |

| | | | | |
|----------------|----|---|---|---|
| Immediate Need | 3G | N | N | N |
| Immediate Need | 3H | F | N | N |
| Immediate Need | 3H | S | N | Y |
| Immediate Need | 3L | N | N | Y |
| Immediate Need | 3M | N | N | Y |
| Immediate Need | 3P | N | Y | Y |
| Immediate Need | 3R | N | N | N |
| Immediate Need | 3U | S | N | Y |
| Immediate Need | 3U | F | N | Y |
| Immediate Need | 3W | N | N | Y |
| RCA | 1 | N | N | N |
| RCA | 0A | N | N | N |
| RCA | 1V | S | N | N |

Time Limit Exceptions

| Exception Type | Exception Reason | TANF Except? | CW Except? | Automated Exemption |
|----------------|--|--------------|------------|---------------------|
| Penalty | 100 – FTP immunization verif. | N | N | X |
| Penalty | 101 – FTP school attendance verification | N | N | |
| Penalty | 102 – No school attend. Or work activities | N | N | |

| | | | | |
|----------|--|---|---|---|
| Penalty | 103 – Non-coop with Child Supp- no good cause | N | N | |
| Penalty | 104 – Fraud-False docs for children | N | N | X |
| Penalty | 105 – Fraud > \$10,000 | N | N | X |
| Penalty | 106 – Fraud Felony > \$5,000 | N | N | X |
| Penalty | 107 – Fraud < \$2,000 | N | N | X |
| Penalty | 108 – Fraud between \$2K - \$5K | N | N | X |
| Penalty | 109 – Fraud Dup App – 1 st | N | N | X |
| Penalty | 110 – Fraud Dup App – 2 nd | N | N | X |
| Penalty | 111 – Fraud Dup App – 3 rd | N | N | X |
| Penalty | 112 – Fraud Dup CW | N | N | X |
| Penalty | 113 – Fraud Activity CW – 1 st | N | N | X |
| Penalty | 114 – Fraud Activity CW – 2 nd | N | N | X |
| Penalty | 115 – Fraud Activity CW – 3 rd | N | N | X |
| Penalty | 150 – Fraud Duplicate Aid | Y | Y | |
| Sanction | 200 - Non-Coop WtW - 1st | Y | Y | X |
| Sanction | 201 - Non-Coop WtW - 2nd | Y | Y | X |
| Sanction | 202 - Non-Coop WtW - 3rd | Y | Y | X |
| Sanction | 203 - Fleeing felon | Y | Y | X |
| Sanction | 204 - Drug felon | Y | Y | X |
| Sanction | 205 - Child Support Assignment of Rights | Y | Y | X |

| | | | | |
|----------|--|---|---|---|
| Sanction | 206 - Cal-Learn sanction - aided adult | Y | N | X |
| Sanction | 207 - Cal-Learn sanction - head of household. | Y | Y | X |
| Sanction | 209 - Removed from Aid | N | N | |
| Exempt | 300 - WTW - Under 16 Years | Y | Y | |
| Exempt | 301 - WTW - Child Attending School | Y | Y | |
| Exempt | 302 - WTW - Disabled (30+ days) | N | Y | X |
| Exempt | 303 - WTW - 60 Yrs and Older | N | Y | X |
| Exempt | 304 - NPC Providing Care | N | Y | X |
| Exempt | 305 - WTW - Caring for Ill/Incap HH Member | N | Y | X |
| Exempt | 306 - WTW - Pregnant/Cannot Work | N | N | X |
| Exempt | 307 - Cal-Learn Non-Head of Household | Y | Y | X |
| Exempt | 308 - Cal-Learn Head of Household | N | Y | X |
| Exempt | 309 - 1st Exemption for Child | N | N | X |
| Exempt | 310 - 2nd Exemption for Child | N | N | X |
| Exempt | 313 - Indian/Alaskan Unemployment > 50% | Y | Y | |
| Exempt | 314 - Full Time VISTA Volunteer | N | N | X |
| Exempt | 315 - Expiration of 18/24 - Month WTW Time Clock | N | N | |

| | | | | |
|------------|--|---|---|---|
| Exempt | 316 - Care of 2 or More Children under Age 6 | N | Y | X |
| Exempt | 316 - Care of Child Age 12 to 23 Months | N | Y | X |
| Exempt | 317 - Reengagement Process | N | Y | X |
| Exempt | 318 - Care for a Child 23 Months or Younger | N | Y | X |
| Exempt | 319 - Meeting WPR | N | N | |
| Exempt | 320 - Excused 2nd Parent from WTW Activities | N | N | |
| Exempt | 321 - Participating in Appraisal, Assessment, or Development of a WTW Plan | N | N | |
| Exempt | 322 - Participating in WTW Job Search | N | N | |
| Exempt | 376 - Reimbursed Child Support | N | Y | X |
| Exempt | 377 - Grant Amount Less Than \$10 | N | Y | X |
| Exempt | 378 - ZBG Employed | Y | N | |
| Exempt | 379 - ZBG -Unemployed and Supportive Services | Y | N | |
| Exempt | 380 - Pail Family Leave Exemption | N | Y | X |
| Good Cause | 401 - Time Good Cause - 48 Month Limit - DV | N | Y | |
| Good Cause | 402 - Time Good Cause - 18-Month or 24-Month Limit - DV | N | N | |

| | | | | |
|-----------------|--|---|---|---|
| Good Cause | 403 – Time Good Cause – 48-Month and 18-Month or 24-Month Limits - DV | N | Y | X |
| Good Cause | 404 – Time Good Cause – SIP | N | N | |
| Good Cause | 405 – WTW Clock Adjustment – Failure to Benefit from Assigned Activities | N | N | |
| Good Cause | 406 – WTW Clock Adjustment – Instructed by CDSS to Adjust Clock | N | N | |
| Good Cause | 407 – Lack of Supportive Services | N | Y | |
| Good Cause | 408 – WTW Good Cause | N | N | |
| Excluded Person | 500 - Excluded Person | Y | Y | |
| Extender | 600 - SDI, TDI, IHSS, or SSP Benefits | N | Y | X |
| Extender | 601 - CW - 60 Yrs and Older | N | Y | X |
| Extender | 602 - CW - NPC Providing Care | N | Y | |
| Extender | 603 - CW - Caring for Ill/Incap. HH Member | N | Y | |
| Extender | 604 - CW - Unable to keep Job or Coop. (LD) | N | Y | |
| Extender | 604 - CW - Unable to keep Job or Coop.(MH) | N | Y | |
| Extender | 604 - CW - Unable to keep Job or Coop. (SUD) | N | Y | |
| Extender | 604 - CW - Unable to keep Job or Coop. (PD) | N | Y | |

| | | | | |
|----------|--|---|---|---|
| Extender | 605 - CW - Domestic Abuse Good Cause | N | Y | |
| Extender | 606 - WTW - Likely to Obtain Employment | N | N | |
| Extender | 607 - WTW - Labor Market Barriers | N | N | |
| Extender | 608 - WTW - Progress In Education | N | N | |
| Extender | 609 - WTW - Progress In Treatment | N | N | |
| Extender | 610 - WTW - Diagnosed Learning or Disability | N | N | |
| Extender | 611 - WTW - SSI Disability Benefits | N | N | |
| Extender | 612 - WTW - Two Parents Assistance Unit | N | N | |
| Repay | 700 - TANF/CalWORKs Repayment (entire month) | Y | Y | X |
| Repay | 701 - CalWORKs Repayment (entire month) | N | Y | |

Time Limit Extension Request

When in the context of a case, the Time Limit Extension Request Detail page allows extensions to be granted when an individual has exhausted his/her CW or WTW time clock.

Note: This page can only be viewed with appropriate security rights 'Time Limit Extensions Request View'

Adding an Extension Request

Follow the steps below to navigate to the Time Limit Extension Request Detail page in Add mode:

| Step | Action |
|------|--|
| 1. | On the Time Limit Summary page: a) Click the Add button under the Time Limit Extension Request page section. |
| 2. | On the Time Limit Extension Request Detail page: a) Select <Adult> from the Name drop list. b) Select <Reason Code> from the Reason Code drop list. c) Select <Source> from the Request Source drop list. d) Enter <Date> in the Request Date field. e) Enter <Month> in the Begin Month field. f) Enter <Month> in the End Month field. g) Click the Save and Return button. |
| 3. | On the Time Limit Summary page: a) Confirm that the request has been added in a Pending status. |

Note: Refer to the Accessing the Time Limit Summary section on this job aid for information on how to navigate to the Time Limit Summary page.

Upon saving the request, the Clock field is automatically determined by the system based on the extender reason selected. This field is not editable.

Multiple extension requests can be added for the same period provided they are of different type/reason code.

Approving or Denying an Extension Request

Follow the steps below to approve or deny a time limit extension request.

| Step | Action |
|------|--|
| 4. | On the Time Limit Summary page: b) Click the Edit button next to the request on the Time Limit Extension Request page section. |
| 5. | On the Time Limit Extension Request Detail page: h) Edit the following fields as appropriate: a. Reason Code b. Request Source c. Request Date d. Begin Month e. End Month Note: Remember to follow County policy when editing fields on this page. i) Select <Approved or Denied> from the Status drop list. j) Click the Save and Return button. |
| 6. | On the Time Limit Summary page: b) Confirm that the request has been updated. |

Note:

- If the extension request is not updated to have an Approved or Denied status, the Pending status will remain indefinitely.
- The Reason, Request Source, Request Date and Status fields cannot be edited after the request has been approved or denied.
- The Begin Month field cannot be edited after the request has been approved.
- The End Date field can be edited after the request is approved. However, it cannot extend beyond six months for WTW extenders and twelve months for CW extenders. Also, the end date cannot be updated to be earlier than a month for which the extension was already applied.

Example: An extension request was created with a begin month of January and an end month of March. Extensions were posted in January and February based on the extension request. In February, the user determines that the individual is no longer eligible for the extension. Therefore, he/she can change the end date to February, but not prior because there was an extension already posted from the request for January and February.

Run EDBC

After approving an extension request, you will need to run EDBC for the months to restore aid if they have already been removed from the assistance unit. The Time Limit Extension Batch will then add the time limit extension to existing Cash Aid Time Limit Months, after the person has received cash aid for the month.

Note that extensions are only created (added to the Time Limit Summary page) after they have been approved for prior, current, or the upcoming month.

Status History

The Status History section of the Time Limit Extension Request Detail page includes a list of changes to the request.

This section displays the following information:

- **Status** – this is the historical status of the extension request
- **Status Date** – this is the date that the status was updated/changed
- **Created By** – this is the Worker ID of the worker who created/updated the status

Validations

The table below provides you with a list of validation messages that may display on the Time Limit Extension Request Detail page.

| Context | Validation Message |
|--|--|
| To prevent users from approving a CalWORKs extension if there are months remaining on the 60-month time clock. | Type – Cannot approve CalWORKs extender with months remaining on the CalWORKs time clock. |
| To prevent the user from approving a CalWORKs extension with a begin date in a future month. | Begin date – Cannot approve CalWORKs extender with a begin date in the future. |
| To prevent the user from approving the '604-CW-Unable to keep Job or Coop' extender with a begin date more than one month in the future. | Begin date – Cannot approve this extender with a begin date more than one month in the future. |
| To prevent the Welfare-To-Work extension request's end month from being greater than six months from the begin month. | End Month – WTW Extension period cannot be greater than six months. |
| To prevent the CalWORKs extension request's end month from being greater than twelve months from the begin month. | End Month – CalWORKs Extension period cannot be greater than twelve months. |
| To prevent the end month from being prior to the begin month. | End Month – Extension end month cannot be prior to the begin month. |
| To prevent an extension request from being created if one already exists of the same type for the same period that is in a Pending or Approved status. | Type – Cannot add this extension request type since one already exists of the same type for the defined period. |
| To prevent the End Month from being changed to prior to an already posted exemption. | End Month – Cannot change end month to be prior to a month where a time limit extension request has already been posted. |

Forms

1. *CW 2190B – CalWORKs 60-Month Time Limit Extender Determination* form can be generated from the Template Repository.
The form does not have the approval or denial reason automatically populated; you need to complete the form after it is generated.
2. *CW 2186B – CalWORKs Exemption Determination* form can be generated from WTW Program Detail page, REP Program Detail page, Work Registration Detail page and SCATL Program Detail page when you click the 'Generate 2186B form' button. The form can also be generated from the Template Repository.

The 'Generate CW 2186B Form' button will display when the WTW or REP program Status field is equal to "Exempt".

You will need to be assigned to the 'AccessGenerateCW2186BForm' Security Right to see and access the 'Generate CW 2186B Form' button.

Review List

The Review List page allows workers to see a high-level overview of CINs that might need manual time limit remediation and cleanup.

There are three (3) search options on the Search Criteria dropdown:

1. Multiple Persons on 1 CIN – returns a list of CINs that have duplicate persons.
2. Overlapping Time On Aid – returns a list of CINs that have duplicate Time on Aid records with the same Effective Month.
3. Pending Review – returns a list of CINs that have Time On Aid records with a Pending Review indicator set to 'Yes'.

The Search Results will include the following columns:

- CIN – a CIN of the found search scenario which is a hyperlink that navigates the user to the CIN Summary
- Full Name – the CalSAWS full name, age, and gender for the CIN
- Effective Month – Only visible for the 'Overlapping Time On Aid Records' results. It is a list of effective date ranges as well as comma separated list of individual months where there is overlapping TOA
- Number of Flags - Only visible for the 'Pending Review results. This is a count of records for the CIN that have a Pending Review flag set it yes

The search result of the Review Lists can be exported to .csv format.

The Review List page is accessible by all users that have access to the SCATL application.

Search by Multiple Persons on 1 CIN:

Follow the steps below assume that you are successful in the SCATL application

| Step | Action |
|------|--------|
|------|--------|

| | |
|----|--|
| 1 | Select the ' Review List ' option on the SCATL Global Left navigation. |
| 2. | <p>On the SCATL Review List page:</p> <p>a) Select <Multiple Persons on 1 CIN> from the Search Criteria drop list.</p> <p>b) Select <County> from the County drop list.</p> <p>c) Click the Search button.</p> <p>The search results display in the results grid with CIN and Full Name columns.</p> <p>d) Click the CIN hyperlink will allow access to the SCATL CIN Timeclock Summary page for the selected person.</p> <p>e) Click the Export icon will download the result of the list in .csv format, if needed.</p> |

Search by Overlapping Time On Aid Records:

Follow the steps below assume that you are successful in the SCATL application

| Step | Action |
|------|--|
| 1 | Select the ' Review List ' option on the SCATL Global Left navigation. |
| 2. | <p>On the SCATL Review List page:</p> <p>a) Select <Overlapping time On Aid Records> from the Search Criteria drop list.</p> <p>b) Select <County> from the County drop list.</p> <p>c) Enter <CIN> in the CIN field, if applicable.</p> <p>d) Enter <Begin Month> from the Begin Month field, if applicable.</p> <p>e) Enter <End Month> from the End Month field, if applicable.</p> <p>f) Click the Search button.</p> <p>The search results display in the results grid with CIN, Full Name and Effective Months columns.</p> <p>g) Click the CIN hyperlink will access the SCATL CIN Timeclock Summary page for the selected person.</p> <p>h) Click the Export icon will allow you to download the result of the list in .csv format.</p> |

Search by Pending Review:

Follow the steps below assume that you are successful in the SCATL application

| Step | Action |
|------|---|
| 1 | Select the ' Review List ' option on the SCATL Global Left navigation. |
| 2. | On the SCATL Review List page: |

| | |
|--|---|
| | <p>a) Select <Pending Review> from the Search Criteria drop list.</p> <p>b) Select <County> from the County drop list.</p> <p>c) Enter <CIN> in the CIN field, if applicable.</p> <p>d) Enter <Begin Month> in the Begin Month field, if applicable.</p> <p>e) Enter <End Month> in the End Month field, if applicable.</p> <p>f) Enter <Min Number of Flags> in the Min Number of Flags field, if applicable.</p> <p>g) Enter <Min Number of Flags> in the Min Number of Flags field, if applicable.</p> <p>h) Click the Search button.</p> <p>The search results display in the results grid with CIN, Full Name and Number of Flags columns.</p> <p>i) Click the CIN hyperlink will allow access the SCATL CIN Timeclock Summary page for the selected person.</p> <p>j) Click the Export icon will allow you to download the result of the list in .csv format.</p> |
|--|---|

Cash Aid Time Limit Month List (READ-ONLY) in SCATL

The **Cash Aid Time Limit Month List (READ-ONLY)** allows you to view the Cash Aid Time Limit months in CalSAWS database for the cases associated with the CIN prior to SCATL conversion.

The **Cash Aid Time Limit Month List (READ-ONLY)** will be available until 11/30/2026 and it will be sunset on 12/1/2026.

Follow the steps below to access the Cash Aid Time Limit Month List (READ-ONLY) for the individual. These steps assume you are in the context of a CIN after navigating to SCATL from a case on the Time Limit Summary page in CalSAWS.

| Step | Action |
|------|---|
| 1. | <p>On the SCATL CIN Summary page:</p> <p>a) Click the Clock GEAR  icon.</p> <p>Note:</p> <ul style="list-style-type: none"> The CalSAWS Managed History for the search CIN pop up window displays in block with Name (in format Last, First – AgeSex), Person ID (in format xxxxx12345) and list of case number-case Name (County Name). |

| | |
|----|---|
| | <ul style="list-style-type: none"> • If there are 2 Person IDs for the CIN, the CalSAWS Managed History window displays in 2 blocks. • The number at the bottom of the CalSAWS Managed History screen indicates number of pages that CIN will be displayed. If there are more than 2 person IDs for the CIN, the 3rd or more person IDs will display on the next page. |
| 2. | <p>On the CalSAWS Managed History window:</p> <p>a) Click the View Read-Only button. The Cash Aid Time Limit Month List – (READ-ONLY) displays the list of CalSAWS Cash Aid Time Limit month prior to SCATL conversion.</p> |
| 3. | <p>On the Cash Aid Time Limit Month List – (READ-ONLY) window:</p> <p>a) Click the Month hyperlink to view the Cash Aid Time Limit Detail page in read-Only in CalSAWS prior to SCATL conversion.</p> <p>b) Click the Close button to go back to the Cash Aid Time Limit Month List – (READ-ONLY) window.</p> |