



Design

CA-49633

CF 387 CalFresh Request for Information for
Residency

DOCUMENT APPROVAL HISTORY

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1.1

Updated task generation in Sections 2.5 and 2.3

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1.2

Added an automation regression test section. Clarified Point 3 of Request section.

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CA-49633 CF 387 CalFresh Request for Information for Residency

1 OVERVIEW

This SCR will outline the system changes needed to accommodate the policy clarification stated in the All County Letter (ACL) 15-94 and 15-94E. These ACLs provide clarification on CalFresh (CF) policy regarding issues related to residency and its reporting requirements. Failure to comply with the request can result in the household's CF benefits being terminated

1.1 Current Design

Currently CF 387 is not available in CalSAWS Template Repository.

1.2 Requests

1. Add a new Non-Compliance Reason that can be selected to discontinue the CalFresh program with a new reason code if residency is not verified.
2. Add the CF 387 (5/14) to CalSAWS Template Repository.
3. Generate a task with a due date of 10 calendar days when the Form CF 387 (with residency information populated) is generated through template repository.
4. Generate CalFresh Discontinuance NOA when the CalFresh program is discontinued with the failure reason 'Failed to Provide Residency'.

1.3 Overview of Recommendations

1. Add a new CF Non-Compliance Reason Code of 'Residency' for the existing Non-Compliance Type 'Failure to Provide.'
2. Add a new Program Reason Code of 'Failed to Provide Residency' that will close the CF program.
3. Map the new 'Residency' Non-Compliance Code to the 'Failed to Provide Residency' Reason Code so the CF program will close when the non-compliance is set.
4. Add the CF 387 (5/2014) Form to Template Repository with dynamic population for residency.
5. Generate a task with a due date of 10 calendar days when the Form CF 387 (with residency information populated) is generated through template repository.
6. Add a new Discontinuance NOA to trigger when the CalFresh program is discontinued with the failure reason 'Failed to Provide Residency'.
7. Create automated regression test scripts for changes in this SCR.

1.4 Assumptions

1. When the CF 387 form is generated with the Residency information it will not be editable. If the worker needs to add residency information that is not the default, they will use a blank (non-checked Residency on the Document Parameter Page) CF 387 form and manually enter the appropriate verbiage.
2. If the CF 387 form is manually filled in with Residency information (Residency was not checked and it was not pre-populated), Task will not be created.
3. Journal entry will be created when the CF 387 form is generated through the Template Repository within the context of the case.

2 RECOMMENDATIONS

2.1 Eligibility

2.1.1 Overview

Add a new CF Non-Compliance Reason of 'Residency' for the existing Non-Compliance Type 'Failure to Provide', and a new Program Reason Code of 'Failed to Provide Residency' mapped to that Non-Compliance Reason. When a worker sets the new non-compliance reason because residency information requested on Form CF 387 was not returned timely, the new Program Reason Code will close the CF program.

2.1.2 Description of changes

1. Add a Non-Compliance Reason Code (Code Table 365) of 'Residency' that will be available in the 'Reason' dropdown when the Program is CalFresh, and the Type is 'Failure to Provide' (CT167, Code 22)

Eligibility Non-Compliance Detail

*- Indicates required fields

Program:
CalFresh

Name: *
Green, Jean 19F

Type: *
Failure to Provide

Reason: *
Residency

Begin Date: *
03/01/2025

End Date:

Save and Add Another Save and Return Cancel

Figure 2.1.2.1 – Eligibility Non-Compliance Detail Page

COLUMN	VALUE
CODE_NUM_IDENTIF	RE
CATGRY_ID	365
SHORT_DECODE_NAME	Residency
LONG_DECODE_NAME	Residency
ORDR_BY_NUM	0
BEG_DATE	01/01/1000
END_DATE	12/31/9999

2. Add a Program Reason Code (Code Table 73) of 'Failed to Provide Residency' that will close the CF program. The new status reason can be set by the non-compliance, or by workers selecting the code in program configuration on Manual EDBC and EDBC overrides.

COLUMN	VALUE
CODE_NUM_IDENTIF	92
CATGRY_ID	73
SHORT_DECODE_NAME	Failed to Provide Residency
LONG_DECODE_NAME	Failed to Provide Residency
ORDR_BY_NUM	0
BEG_DATE	01/01/1000
END_DATE	12/31/9999
REFER_TABLE_2_DESCR (Set by Eligibility)	Y
REFER_TABLE_11_DESCR (FS Priority)	1360
REFER_TABLE_15_DESCR (FS Close Program)	Y
REFER_TABLE_40_DESCR (CF 296 Denial Cat.)	procedural
REFER_TABLE_59_DESCR (CalFresh)	Y
REFER_TABLE_73_DESCR (WDTIP Pgm. Disc Rsn.)	059
REFER_TABLE_77_DESCR (CCSAS Disc Code)	07

3. Add a Noncompliance Reference Table Code (Code Table 364) to map the new Non-Compliance Reason Code to the new Program Reason Code so EDBC will set the reason when a non-compliance is created.

COLUMN	VALUE
CODE_NUM_IDENTIF	KP
CATGRY_ID	364
SHORT_DECODE_NAME	KP
LONG_DECODE_NAME	KP
ORDR_BY_NUM	0
BEG_DATE	01/01/1000
END_DATE	12/31/9999
REFER_TABLE_1_DESCR (Noncompliance Type Code)	22
REFER_TABLE_2_DESCR (Noncompliance Reason Code)	RE
REFER_TABLE_4_DESCR (Program Reason Code)	92

2.1.3 Programs Impacted

CalFresh

2.2 Correspondence - New Document Parameter Page for CF 387 Form

2.2.1 Overview

Create a new Document Parameters page to be used for CF 387.

2.2.2 Document Parameters Mockup

The mockup shows a web page titled "Document Parameters" with a "Help" icon in the top right. A red asterisk note states: "* - Indicates required fields unless generating a blank template". The form contains the following fields:

- Case Number:** A text input field with a red asterisk, followed by a "Go" button.
- Customer Name:** A dropdown menu with a red asterisk and a "Select" label.
- Program:** A dropdown menu with a red asterisk and a "Select" label.
- Language:** A dropdown menu with a red asterisk, currently showing "English".
- Residency:** A checkbox.

At the bottom right, there are three buttons: "Generate Form", "Generate Blank Template", and "Cancel". A status bar at the bottom left indicates "This type_1 page took 0.38 seconds to load."

Figure 2.2.2.1 – Document Parameters page Mockup

2.2.3 Description of Changes

Create a new template repository web page to generate Form CF 387 through template repository.

1. This new page will be accessed via hyperlink provided on the template repository search page for CF 387 Form.
2. This new web page will have the following parameters to select
 - a. Case Number (Required text field).
 - b. Customer Name (Required field. Dropdown to select the Participant Name).
 - c. Program (Required field. Dropdown to select Program).
 - d. Language (Required field. Desired language to generate Form).
 - e. Residency (Optional checkbox).
3. If the residency checkbox is checked, CF 387 Form will be generated with the residency information section. Please refer Supporting document #2
4. If the residency checkbox is not checked, CF 387 Form will be generated without the residency information section. Please refer Supporting document #3
5. CF 387 template is attached in supporting Documents section.
6. Worker will be able to generate CF 387 for residency verification purpose by selecting the required fields on the 'Document Parameters' page and checking the 'Residency' checkbox and clicking on the 'Generate Form' button.
7. On Click of 'Generate Blank Template', CF 387 will be generated without residency information section. Please refer to the attachments for CF 387 template with or without residency information section.

2.2.4 Page Location

Global: Client Corresp.

Local: Templates

2.3 Correspondence: Add CF 387 to Template Repository

2.3.1 Overview

CF 387 (5/14) – “CALFRESH REQUEST FOR INFORMATION” Form is used to verify residency for CalFresh or to obtain any relevant information to determine eligibility for CalFresh. This Form can be generated through template repository. CF 387 when generated for residency verification purpose, it will have residency information section for the participant to answer. If the Form is not received by the due date, worker can terminate the CalFresh program with a noncompliance reason ‘Failed to Provide Residency Information – CF 387’.

State Form: CF 387 (05/14)

Programs: CalFresh

Attached Form(s): None

Forms Category: Forms

Template Repository Visibility: All Counties

Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Japanese, Korean, Lao, Mien, Panjabi, Russian, Tagalog, Ukrainian and Vietnamese.

Electronic Signatures: No

Form Control – Yes (Only when the form is generated with Residency checkbox checked on the Document Parameters Page)

Control Date: 10 calendar days

Control Attributes (other than Receipt Date): N/A

2.3.2 Form Verbiage

Add CF 387 - CALFRESH REQUEST FOR INFORMATION to CalSAWS Template Repository in English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Japanese, Korean, Lao, Mien, Punjabi, Russian, Tagalog, Ukrainian and Vietnamese.

Create CF 387 - CALFRESH REQUEST FOR INFORMATION XDP with dynamic impressions in English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Japanese, Korean, Lao, Mien, Punjabi, Russian, Tagalog, Ukrainian and Vietnamese.

Populate the residency information section dynamically on the CF 387 template, when the “Residency” checkbox is checked on the Template Repository Document Parameter page. Residency information related text that dynamically populates on the CF 387 template can be found in the attached CF 387 Form template.

Form Header: Mailing Cover Sheet (Refer the mockup).

Form Title: CalFresh Request For Information

Form Number: CF 387

Template Repository Visibility: All 58 Counties

Template Description: This form is used to request for additional information needed to determine CalFresh eligibility.

Include NA Back 9: No

Imaging Form Name: CF Request for Information

Imaging Document Type: Verification Requests

Form Mockups/Examples: See Supporting Document #1

2.3.3 Form Variable Population

CF 387 will be populated with the following information when generated through the Template Repository by checking the Residency checkbox on the Document Parameters page.

SECTION	FIELD	DESCRIPTION	EDITABLE Y/N
1	Due Date #1	<p>Date by which the Form needs to be returned by the participant.</p> <p>Populate with 10 calendar days from the next day the form is generated when the Residency checkbox is selected on the Document Parameters page in the context of a case. If the 10th calendar day falls on a weekend or Holiday, due date will be the next business day.</p> <p>Example:</p> <ol style="list-style-type: none">1. If the CF 387 form is generated on	Y

SECTION	FIELD	DESCRIPTION	EDITABLE Y/N
		<p>03/03/2025, the due date will be 10 days from the following day, 03/04/2025, making it 03/14/2025.</p> <p>2. If the CF 387 form is generated on 03/05/2025, the due date will be 10 days from the following day, 03/06/2025, which falls on Sunday, 03/16/2025. Since the due date cannot be on a Sunday, it will be moved to the next business day, 03/17/2025.</p>	
2	County Name	Populate with the county Name	Y
3	Call us to give this information	Select the checkbox when the Residency checkbox is selected on the Document Parameters page	Y
4	Mail this information to us	Select the checkbox when the Residency checkbox is selected on the Document Parameters page	Y
5	Due Date #2	<p>Date by which the Form needs to be returned by the participant.</p> <p>Populate with 10 calendar days from the next day the form is generated when the Residency checkbox is selected on the Document Parameters page in the context of a case. If the 10th calendar day falls on a weekend or Holiday, due date will be the next business day.</p> <p>Example:</p> <p>1. If the CF 387 form is generated on 03/03/2025, the due date will be 10 days</p>	Y

SECTION	FIELD	DESCRIPTION	EDITABLE Y/N
		<p>from the following day, 03/04/2025, making it 03/14/2025.</p> <p>If the CF 387 form is generated on 03/05/2025, the due date will be 10 days from the following day, 03/06/2025, which falls on Sunday, 03/16/2025. Since the due date cannot be on a Sunday, it will be moved to the next business day, 03/17/2025.</p>	

2.3.4 Form Generation Conditions

Add CF 387 - CALFRESH REQUEST FOR INFORMATION to CalSAWS Template Repository in English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Japanese, Korean, Lao, Mien, Panjabi, Russian, Tagalog, Ukrainian and Vietnamese.

Worker will generate this form from the template repository. If the Form is required for residency verification purpose, worker will check the box 'Residency'.

Required Document Parameters:

FIELD NAME	REQUIRED (Y/N)	NOTES
Case Number	Y	Case Number
Customer Name	Y	Case Name
Program	Y	Program - CalFresh
Language	Y	
Residency	N	This is an optional checkbox field on the template repository page. When checked, CF 387 is generated with the residency information populated.

Add Form Print Options and Mailing Requirements:

The following are the print and mailing requirements for CF 387 (5/14)

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 CF 387
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	BRM Address
Outgoing Envelope Type	Standard
Return Envelope Type	BRM
Special Paper Stock	N/A

Add Form Control:

Add an imaging barcode for CF 387.

TRACKING BARCODE	BRM BARCODE	IMAGING BARCODE
Y	Y	Y

Additional Options:

REQUIREMENT	OPTION FOR CF 387
Post to Self-Service Portal	Y

2.4 Correspondence: Add a New CF Discontinuance NOA for Residency

2.4.1 Overview

Workers can generate CF 387 Form through the Template Repository to verify residency for CalFresh program or, to seek any additional information to determine CalFresh eligibility. When CF 387 Form is generated and sent to verify the residency for an Active CalFresh application, worker may discontinue CalFresh with a reason 'Failed to Provide Residency' by setting a non-compliance reason 'Residency' if the Form is not received by the due date. A new NOA will be generated when the CF program is Discontinued for 'Failed to Provide Residency' reason.

State Form/NOA: CF 377.4 SAR

NOA Template: CF_NOA_TEMPLATE

Program: CalFresh

Action Type: Discontinuance

Fragment Level: Program

Repeatable: No, will generate only once on an NOA.

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: N/A

Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hindi, Hmong, Japanese, Korean, Lao, Mien, Punjabi, Russian, Tagalog, Thai, Ukrainian and Vietnamese.

2.4.2 Form/NOA Verbiage

Create Fragment XDP

Add the new XDP for Residency NOA reason in the following languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hindi, Hmong, Japanese, Korean, Lao, Mien, Punjabi, Russian, Tagalog, Thai, Ukrainian and Vietnamese.

NOA Mockups/Examples: See Supporting Documents #3

DESCRIPTION	FRAGMENT TEXT	FORMATTING*
Static	We asked you to: Complete and return the CF 387 "CalFresh Request for Information" or contact us to verify your residency with ten (10) days; however, you failed to do so.	Arial Font Size 10

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

2.4.3 Form/NOA Variable Population

1. Add Fragment Regulations

Add the following regulations for the new CalFresh Discontinuance for Residency Reason:

MPP 63-300.5, 63-401

2. Add NOA Title and Footer Reference for new Reason

Add Titles and Footer References for the new CalFresh Discontinuance for Residency Reason.

NOA Reference on Document List Page: FAIL TO PROVIDE RESIDENCY

NOA Title: CF_TN_NOA_TYPE

NOA Title Requires Translations: No

NOA Footer: CF 377.4 SAR (6/13)

NOA Footer Requires Translations: No

2.4.4 Form/NOA Generation Conditions

Add Fragment Generation

Generate a CF Discontinuance NOA with the new Discontinuance for Residency Reason fragment when the CalFresh program is discontinued with a reason 'Failed to Provide Residency'.

Action Fragment: CF_TN_ACTION1

Message Fragment: N/A

Ordering on NOA: This new NOA reason will generate after the associated Action above.

2.5 CalFresh: CF 387 Form Not Received Automated Action

2.5.1 Overview

This section outlines the modifications required to support a new Automated Action in the CalSAWS System.

2.5.2 Automated Action Detail Mockup

Automated Action Detail

Edit

Close

Action Information

Name:
 CalFresh: CF 387 Form Not Received

Type:
 Create Task

Status: *
 Inactive

Program(s):
 CF

Run Date:
 Daily (Mon-Fri)

Source:
 Batch

Scenario:
 Form CF 387 "Failed to Provide Residency" was sent 10 days ago and has not been received.

Task Information

Task Type: *

Due Date:
 Default Due Date

Default Due Date:
 10 business days

Initial Assignment:
 Default Assignment

Default Assignment:
 Current Program Worker

Sibling Assignment:
 No

Long Description:
 Form CF 387 "Failed to Provide Residency" was sent 10 days ago and has not been received. Please review and take appropriate action.

Edit

Close

Figure 2.1.2-1 – Automated Action Detail View Mode

Automated Action Detail

Save And Return
Cancel

Action Information

Name: CalFresh: CF 387 Form Not Received	Type: Create Task	Status: * Inactive ▾
Program(s): CF	Run Date: Daily (Mon-Fri)	Source: Batch
Scenario: Form CF 387 "Failed to Provide Residency" was sent 10 days ago and has not been received.		

Task Information

Task Type: * - Select - ▾	
Due Date: Default Due Date ▾	Default Due Date: 10 business days
Initial Assignment: Default Assignment ▾	Default Assignment: Current Program Worker
Sibling Assignment: No ▾	
Long Description: Form CF 387 "Failed to Provide Residency" was sent 10 days ago and has not been received. Please review and take appropriate action.	

Save And Return
Cancel

Figure 2.1.2-2 – Automated Action Detail Edit Mode

2.5.3 Description of Changes

Implement a CalFresh: CF 387 Form Not Received Automated Action. The Automated Action will have an initial status of Inactive and a blank Task Type. If a county Activates an Automated Action, a Task Type will be required at that time.

1. CalFresh: CF 387 Form Not Received
 - a. Action Information
 - i. Name: CalFresh: CF 387 Form Not Received
 - ii. Type: Create Task
 - iii. Status: Inactive
 - iv. Program(s): CF
 - v. Run Date: Daily (Mon-Fri)
 - vi. Source: Batch
 - vii. Scenario: Form CF 387 "Failed to Provide Residency" was sent 10 days ago and has not been received.
 - b. Task Information
 - i. Task Type: BLANK
 - ii. Task Sub-Type: BLANK

- iii. Due Date: Default Due Date
- iv. Default Due Date: 10 business days
- v. Initial Assignment: Default Assignment
- vi. Default Assignment: Current Program Worker
- vii. Sibling Assignment: No
- viii. Long Description: Form CF 387 "Failed to Provide Residency" was sent 10 days ago and has not been received. Please review and take appropriate action.

2.5.4 Page Validations

N/A

2.5.5 Page Location

Automated Action Detail Page:

- Global: Tools
- Local: Admin
- Task: Automated Actions > Task Admin

Click on the hyperlink of the "CalFresh: CF 387 Form Not Received" Automated Action result displayed in the Automated Actions Search to navigate to the Automated Action Detail page.

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

2.5.6 Security Updates

N/A

2.5.7 Page Mapping

N/A

2.5.8 Accessibility

None.

2.5.9 Page Usage/Data Volume Impacts

N/A

2.6 CalFresh: CF 387 Form Not Received Automated Action Batch Job

2.6.1 Overview

This section describes the behavior of a new batch process that will invoke the “CalFresh: CF 387 Form Not Received” Automated Action.

2.6.2 Description of Change

Implement a new batch process to run daily (Mon-Fri) and invoke the “CalFresh: CF 387 Form Not Received” Automated Action.

The batch processing will invoke the CalFresh: CF 387 Form Not Received automated action when the CF 387 form associated to an Active CalFresh program was sent 10 business days prior to the current batch date and the form is in ‘Sent’ status.

2.6.3 Execution Frequency

The batch job will be scheduled Daily (Mon-Fri).

2.6.4 Key Scheduling Dependencies

None.

2.6.5 Counties Impacted

All CalSAWS Counties.

2.6.6 Category

Non-Core.

2.6.7 Data Volume/Performance

There are no expected data volume/performance concerns.

2.6.8 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate failures and determine the appropriate resolution.

2.7 Automated Regression Test

2.7.1 Overview

Create automated regression test scripts to verify the availability of the 'Residency' non-compliance reason on the Eligibility Non-Compliance Detail page, automated generation of the CF 387 form when CalFresh is discontinued for this reason, and that the CF 387 form can be generated through the Template Repository.

Create an automated regression test script to verify the static details of the "CalFresh: CF 387 Form Not Received" Automated Action.

2.7.2 Description of changes

1. Create a regression script to verify that the Eligibility Non-Compliance Detail page can be saved with the following values selected:
 - a. Program: CalFresh
 - b. Type: Failure to Provide
 - c. Reason: Residency
2. Create a regression script to verify that when CalFresh EDBC discontinues an application with reason 'Failed to Provide Residency', a CF 377.4 SAR discontinuance NOA is generated containing the Residency NOA reason snippet.
3. Create a regression script to verify that the CF 387 form can be generated through the Template Repository with the Residency checkbox selected.
4. Create a regression script to verify that the CF 387 form can be generated through the Template Repository with the Residency checkbox not selected.
5. Create a regression script to verify the static details of the "CalFresh: CF 387 Form Not Received" Automated Action.

Technical Note: Values that can be updated by a worker are out of scope.

3 SUPPORTING DOCUMENTS

NUMBER	FUNCTIONAL AREA	DESCRIPTION	ATTACHMENT
1	Forms	CF 387 with residency section English Mockup	CF387_With_Residency_section_EN.pdf
2	Forms	CF 387 without residency section English Mockup	CF387_Without_Residency_section_EN.pdf
3	NOA	FAIL TO PROVIDE RECIDENCY Discontinuance NOA reason fragment English mockup	FailToProvResDic_NOA.pdf
4	Forms	CF 387 with residency section Threshold Mockups	CF 387 with residency section Threshold Mockup.zip
5	Forms	CF 387 without residency section Threshold Mockups	CF 387 without residency section Threshold Mockup.zip
6	NOA	FAIL TO PROVIDE RECIDENCY Discontinuance NOA reason fragment threshold	NOA_Fragments_Verbiage.xlsx

**Translations of the forms from CDSS in applicable threshold languages are attached to Jira. Threshold language forms should follow the same formatting as the corresponding English form.*



California Statewide Automated Welfare System



CA-203578

**ACWDL 18-12: Non-Modified Adjusted
Gross Income Denial or Discontinuance
Notice of Action Due to no Linkage**

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Owner	Jose Gonzales
	Preparer	
	Reviewer	
	Approver	
APPROVAL DATE	APPROVED VERSION	REVIEWED AND APPROVED BY

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CA-203578 ACWDL 18-12: Non-Modified Adjusted Gross Income Denial or Discontinuance Notice of Action Due to no Linkage

1 OVERVIEW

This effort will update the MC 239 No Linkage NOA verbiage and generation logic for Denial and Discontinue to the newest version.

1.1 Current Design

Currently, in production, there are two NOAs generating for participants with no linkage to the Medi-Cal Program:

1) Denial NOA-MC-MD-No Individual in AG with Medi-Cal linkage; with the following trigger conditions:

Trigger when any person age ≥ 21 and age < 65 is applying for a full Medi-Cal evaluation and there is no linkage to any Non-MAGI Medi-Cal program and the application is denied. This is when the Program or Program Person(s) is/are Denied due to Status Reason "No Linkage to MC" (CT73 – EN).

2) Discontinuance (Termination) NOA-MC-MT-Person is not Linked to Any Program; with the following trigger conditions:

Trigger Medi-Cal Discontinuance NOA at individual level for participant(s) who are receiving Non-MAGI Medi-Cal, age ≥ 21 and age < 65 , and have no other linkage to Non-MAGI Medi-Cal. This is when the Program or Program Person(s) is/are Discontinued due to Status Reason "No Linkage to MC" (CT73 – EN).

1.2 Requests

Implement new text and trigger conditions as specified on All County Welfare Directors letter (ACWDL) 18-12, dated, July 2, 2018, with the purpose to provide the counties and Statewide Automated Welfare System (SAWS) the revised Notice of Action NOA that shall be sent to individuals who are not eligible to the Non-Modified Adjusted Gross Income (Non-MAGI) program due to not having linkage and guidance on when this notice should be sent.

1.3 Overview of Recommendations

Implement new text and trigger conditions as specified on All County Welfare Directors letter (ACWDL) 18-12, dated, July 2, 2018, with the purpose to provide the counties and Statewide Automated Welfare System (SAWS) the revised Notice of Action NOA that shall be sent to individuals who are not eligible to the Non-Modified Adjusted Gross Income (Non-MAGI) program due to not having linkage and guidance on when this notice should be sent.

1.4 Assumptions

- This SCR will provide the verbiage updates in English and Spanish.
- The remaining threshold languages will be updated with SCR CA-286977
- Per existing functionality, a GEN 1365 is included in the same envelope with the English version when the participant's primary language is a language other than the currently supported languages for this NOA.
- The MAGI discontinue NOA will continue to be sent after MAGI termination along with No Linkage NOAs.

2 RECOMMENDATIONS

2.1 Update NOA Denial Reason Fragment Id 6621

2.1.1 Overview

This recommendation will update the denial reason fragment id for 6621.

Reason Fragment Name and ID: 6621 - MC_DN_NO_LINKAGE_M325

State Form/NOA: MC 239

Current NOA Template: MC_NOA_TEMPLATE

Current Program(s): Medi-Cal

Current Action Type: Denial

Current Fragment Level: Individual

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

2.1.2 Form/NOA Verbiage

Update Fragment XDP

Update the denial Medi-Cal NOA verbiage for no linkage.

Updated Languages: English, Spanish

NOA Mockups/Examples: See Supporting Documents #1

Description	Existing Text	Updated Text	Formatting*
Static Denial for No Linkage Reason	<p>Medi-Cal benefits under the Non-MAGI Medi-Cal program have been denied for:</p> <p>You are being denied because you do not qualify for Non-MAGI Medi-Cal. In order to be eligible to Non-MAGI Medi-Cal you must meet one of the following:</p> <ul style="list-style-type: none"> • Blind or disabled. • Pregnant. • Under the age of 21 or age 65 and over. • A parent/caretaker relative caring for a child under 21 in the home. • The responsibility of a public agency. <p>You do not meet any of the above criteria.</p>	<p>Dear <Applicant_Name></p> <p>Your application dated <Application_Date> for Non-Modified Adjusted Gross Income (Non-MAGI) Medi-Cal is denied.</p> <p>We checked to see if you qualify for any "Non-MAGI" Medi-Cal programs. You are denied because you do not qualify for any of the Non-MAGI Medi-Cal programs. You also do not qualify for Medi-Cal on any other basis and should have received a notice about this. To qualify for a Non-MAGI Medi-Cal program, you must be one of the following:</p> <ul style="list-style-type: none"> • Blind or disabled • Pregnant • Under the age of 21 • Age 65 or older • A parent or caretaker relative caring for a child under 21 in the home <p>We found that you do not meet any of the above conditions.</p>	Arial Font Size12

		<p>If you think you meet one of the above conditions, call your local county office number listed above. If you meet one of the above conditions, you may be able to qualify for Medi-Cal and can ask for retroactive (backdated) coverage.</p>	
Static MC_TN_BIC_MESSAGE fragment	<p>Keep your Benefits Identification Card (BIC)</p> <p>If you have a plastic Benefits Identification Card (BIC), be sure to keep it. You can use your BIC number until your Medi-Cal ends. You will also use it again if you qualify for Medi-Cal in the future.</p>	(No Update Needed)	
Static Denial for No Linkage Reason Continued		<p>You have the right to appeal</p> <p>If you think we made a mistake, you can appeal. To learn how to appeal, read "Your Hearing Rights" on the back of this letter. You have 90 days to ask for a hearing. The 90 days started the day after the county sent you this notice.</p>	

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

2.1.3 Form/NOA Variable Population

1. Add/Update Fragment Variable Population

Add new variable population for the updated MC Denial No Linkage NOA

Variable Name	Population	Formatting*
<Applicant_Name>	Populate this variable with the name of the individuals that have been denied due to No Linkage status reason. The names will be separated by a comma and space. (" , ") Name1, Name2, Name3 Ex: John Doe, Jane Doe, Jack Doe	Arial Font Size 12
<Application_Date>	Populate this variable with the date of application. Ex: 01/30/2025 (MM/DD/YYYY)	Arial Font Size 12

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

Variables Requiring Translations: N/A

2. Add/Update Fragment Regulations

The regulations have been updated to:
California Code of Regulations, Title 22, Section(s): 50203, 50219, 50223, 50251.

3. Add/Update NOA Title and Footer Reference for new Reason

The footer reference will be updated for denial Medi-Cal NOA verbiage for no linkage.

Updated NOA Reference on Document List Page: N/A

Updated NOA Title:

**MEDI-CAL
NOTICE OF ACTION
DENIAL FOR NON-MODIFIED
ADJUSTED GROSS INCOME MEDI-CAL**

NOA Title Requires Translations: Yes, Spanish

Updated NOA Footer: MC 239 Denials No Linkage Non-MAGI

NOA Footer Requires Translations: Yes, Spanish

2.1.4 Form/NOA Generation Conditions

1. Turn Off Threshold Language Fragments

N/A

2. Updates to Fragment Generation

Add generations conditions to generate the Non-MAGI No Linkage Denial NOA.

The Non-MAGI No Linkage Denial NOA will generate when:

- A member receiving MAGI benefits is Discontinued from MAGI
AND
- The discontinued member MUST have opted for Full Medical Hierarchy.
AND
- The discontinued member is NOT eligible for Non-MAGI benefits due to No Linkage.

New NOA Template: N/A

New Program Generation: N/A

New Action Type: N/A

Update to Fragment Level: Program Level

Repeatable: No

New Forms/NOAs Generated with this NOA: N/A

N/A

Generation Type	Does this NOA reason currently generate prior to this effort?	Is this generation type being updated with this effort?
EDBC	Yes	YES
Negative Action EDBC	Yes	No
Batch	Yes	No

Action Fragment: Remove action fragment (4108) verbiage.

Message Fragment: MC_TN_BIC_MESSAGE

Ordering on NOA: MC_TN_BIC_MESSAGE will generate in between the updated reason fragment.

2.2 Update NOA Discontinue Reason Fragment Id 6509

2.2.1 Overview

This recommendation will update the discontinue reason fragment id for 6509.

Reason Fragment Name and ID: 6509 - MC_TN_PERS_NOT_LNKD_PROG_M028

State Form/NOA: MC 239

Current NOA Template: MC_NOA_TEMPLATE

Current Program(s): Medi-Cal

Current Action Type: Discontinue

Current Fragment Level: Individual

Currently Repeatable: Yes

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

2.2.2 Form/NOA Verbiage

Update Fragment XDP

Update the discontinue Medi-Cal NOA verbiage for no linkage.

Updated Languages: English, Spanish

NOA Mockups/Examples: See Supporting Documents #2

Description	Existing Text	Updated Text	Formatting*
Static Discontinue for No Linkage	<p>Medical benefits under the Non-MAGI Medi-Cal program have been discontinued for:</p> <p>You are being discontinued because you no longer qualify for Non-MAGI Medi-Cal. In order to be eligible to Non-MAGI Medi-Cal you must meet one of the following:</p> <ul style="list-style-type: none">• Blind or disabled.• Pregnant.• Under the age of 21 or age 65 and over.• A parent/caretaker relative caring for a child under 21 in the home.• The responsibility of a public agency.	<p>Dear <Member_Name></p> <p>We looked at the information we have about your case. Based on the information we have, your Medi-Cal will end on <Discontinue_Date></p> <p>Your Medi-Cal will end because you no longer qualify for <Discontinue_Program> To qualify for a Non-Modified Adjusted Gross Income Medi-Cal program, you must be one of the following:</p> <ul style="list-style-type: none">• Blind or disabled• Pregnant• Under the age of 21• Age 65 or older, or• A parent or caretaker relative caring for a child under 21 in the home <p>We found that you do not meet any of the above conditions.</p> <p>You do not qualify for Medi-Cal on any other</p>	Arial Font Size12

	You no longer meet any of the above criteria.	<p>basis and should have received a notice about this.</p> <p>If you think you meet one of the above conditions, call your local county office number above. If you meet one of the above conditions, you may be able to stay on Medi-Cal.</p>	
Static MC_TN_BIC_MESSAGE fragment	<p>Keep your Benefits Identification Card (BIC)</p> <p>If you have a plastic Benefits Identification Card (BIC), be sure to keep it. You can use your BIC number until your Medi-Cal ends. You will also use it again if you qualify for Medi-Cal in the future.</p>	N/A (No update Needed)	
Static Discontinue for No Linkage Continued		<p>You have the right to appeal</p> <p>If you think we made a mistake, you can appeal. To learn how to appeal, read "Your Hearing Rights" on the back of this letter. You have 90 days to ask for a hearing. The 90 days started the day after the county sent you this notice.</p>	

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

2.2.3 Form/NOA Variable Population

1. Add/Update Fragment Variable Population

Add new variable population for the updated MC Discontinue No Linkage NOA

Variable Name	Population	Formatting*
<Member_Name>	Populate this variable with the name of the individual that have been discontinued due to No Linkage status reason. Ex: John Doe	Arial Font Size12
<Discontinue _Date>	Populate this variable with the date of program termination. Ex: 01/30/2025 (MM/DD/YYYY)	Arial Font Size12
<Discontinue_Program>	Populate this variable with: Non-MAGI Medi-Cal Ex: You are being discontinued because you no longer qualify for "Non-MAGI Medi-Cal".	Arial Font Size12

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

Variables Requiring Translations: N/A

2. Add/Update Fragment Regulations

The regulations have been updated to:
California Code of Regulations, Title 22, Section(s): 50203, 50219, 50223, 50251.

3. Add/Update NOA Title and Footer Reference for new Reason

The footer reference will be updated for discontinue Medi-Cal NOA verbiage for no linkage.

Updated NOA Reference on Document List Page: N/A

Updated NOA Title:

**MEDI-CAL
NOTICE OF ACTION
DISCONTINUANCE FOR NON-MODIFIED
ADJUSTED GROSS INCOME MEDI-CAL**

NOA Title Requires Translations: Yes, Spanish

Updated NOA Footer: MC 239 Discontinuance No Linkage Non-MAGI

NOA Footer Requires Translations: Yes, Spanish

2.2.4 Form/NOA Generation Conditions

1. Turn Off Threshold Language Fragments

N/A

2. Updates to Fragment Generation

N/A

New NOA Template: N/A

New Program Generation: N/A

New Action Type: N/A

Update to Fragment Level: N/A

Repeatable: N/A

New Forms/NOAs Generated with this NOA: N/A

N/A

Generation Type	Does this NOA reason currently generate prior to this effort?	Is this generation type being updated with this effort?
EDBC	Yes	No
Negative Action EDBC	Yes	No
Batch	Yes	No

Action Fragment: Remove action fragment (4109) verbiage.

Message Fragment: MC_TN_BIC_MESSAGE

Ordering on NOA: MC_TN_BIC_MESSAGE will generate in between the updated reason fragment.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	NOA	Medi_cal No Linkage Denial	MC No Linkage Denial Mockup.pdf
2	NOA	Medi_cal No Linkage Discontinue	MC No Linkage Discontinue Mockup.pdf

CalSAWS

California Statewide Automated Welfare System

Design

CA-241636

Update MC 360 to handle more HH members

CalSAWS	DOCUMENT APPROVAL HISTORY		
	Prepared By	Ramon Villarreal-Leal	
	Reviewed By		
DATE	VERSION	REVISION DESCRIPTION	AUTHOR
2/27/25	1.0	Draft Design	Ramon Villarreal-Leal
4/11/25	1.1	Updates as per BA comments	Ramon Villarreal-Leal
4/22/25	1.2	Updates to the MC 360 mockup by removing "Property Verification" Checkbox	Ramon Villarreal-Leal
05/08/2025	2.0	Design Clarification – Updated Request and Recommendation section to include the changes for removing "Property Verifications..." checkbox	Phong Xiong
06/11/2025	3.0	Content Revision – DHCS confirmed that Property verifications will be used once more. Removing the recommendation to remove "Property Verifications..." checkbox	Phong Xiong

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CA-241636 – Update MC 360 to handle more HH members

1 OVERVIEW

This effort is to update MC 360 to handle more Household (HH) members.

1.1 Current Design

MC 360 does not include all aided HH members on the form. MC 360 has enough entries for 5 members however does not allow for more than 5 members.

1.2 Requests

C-IV allowed all HH members to be listed on the MC 360, extending to the second page. Add similar functionality to CalSAWS by dynamically allowing more than 5 HH members to be listed. There should not be property verbiage on the form as property verification is no longer required for MC. Remove Property Verification verbiage from the form.

1.3 Overview of Recommendations

1. Update the current form to dynamically allow additional HH members.
2. Remove the "Property Verifications or MC 176 P" Checkbox from Documents in Transfer Packet section of the form.

1.4 Assumptions

1. All existing functionality of these forms are not being updated unless specified by the recommendations section of this design.

2 RECOMMENDATIONS

2.1 Update MC 360 to handle more HH members

2.1.1 Overview

Update MC 360 to handle more HH members

State Form: MC 360 (06/07)

Current Programs: Medi-Cal

Current Attached Forms: None

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: English

2.1.2 Form/NOA Verbiage

Update MC 360 XDP

1. Update the form XDP to allow dynamic rows to be populated for the table that displays Name, Aid Code, Income, and Share-of-Cost based on the number of Household members.
2. Remove the "Property Verifications or MC 176 P" Checkbox from Documents in Transfer Packet section of the form.

Form Mockups/Examples: See Supporting Documents #1

2.1.3 Form/NOA Variable Population

Variable Name	Population	Formatting	Editable* / Field Type	Template Repository Population	Population with Form Generation
NAME_1	Populates the name of the beneficiary / customer.	Text / Arial 10	Yes / Text	Yes	Yes
AID_CODE_1	Populates with the Aid Code depending on case	Text / Arial 10	Yes / Text	Yes	Yes

INCOME_1	Populates with income of person	Text / Arial 10	Yes / Numbers	Yes	Yes
SOC_1	Populates the Share of cost	Text / Arial 10	Numbers	Yes	Yes

The four variables above are dynamically populated and currently on the form there are five static rows. As per section 2.1.2 the form is updated for additional household members to be populated. Those additional household members will follow the variable population logic in the table above.

2.1.4 Form/NOA Generation Conditions

1. Form Print/Mailing Options for MC 360

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:

Mail-To (Recipient): Customer name selected from dropdown in the document parameters page
 Mailed From (Return): Sending Office
 Mail-back-to Address: None
 Outgoing Envelope Type: Standard mail
 Return Envelope Type: None

Additional Options:

Special Paper Stock: No
 Enclosures: None
 Electronic Signature: No
 Electronic Signature (IVR/Text): No
 Check to Sign: No
 Post to Self Service Portal (SSP): No

3 SUPPORTING DOCUMENTS

NUMBER	FUNCTIONAL AREA	DESCRIPTION	ATTACHMENT
1	NOAs	MC 360 English form mockup	MC360_EN.pdf

Design

CA-274508

Homeless-Temporary EDBC Checks Eligibility of Household in CalWORKs

CalSAWS	DOCUMENT APPROVAL HISTORY		
	Prepared By	Yale Yee, Gerald Limbrick	
	Reviewed By	Business Analyst, Build Team, Test Team, CW/CF Committee, QA Team	
DATE	VERSION	REVISION DESCRIPTION	AUTHOR
7/9/2024	1.0	Initial Draft	Yale Yee
8/7/2024	2.0	CW/CF committee comments –updated/added assumptions to SCR references and examples are added for denied/discontinued/ineligible scenarios	Yale Yee
10/31/2024	3.0	Updated document to remove RCA references	Yale Yee
2/13/2025	4.0	CW/CF committee comments – add recommendations for ICT cases. Additionally, recommendations for batch are also added.	Yale Yee
6/15/2025	5.0	Content revision to update the status reason for sections 2.4, 2.5, and 2.6 and add technical notes. Added NOAs recommendations.	Yale Yee

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CA-274508 – Homeless-Temporary EDBC Checks Eligibility of Household in CalWORKs

1 OVERVIEW

1.1 Current Design

1. When adding a Homeless-Temporary (HT) or Homeless-Permanent (HP) program to a new or existing case, there is validation that requires a CalWORKs (CW) or Refugee Cash Assistance (RCA) program be added to the case.
2. When running a HT EDBC, an applicant may be eligible to HT benefits when a CalWORKs (CW) or Refugee Cash Assistance (RCA) program exists on the case. The person status in CW/RCA is not considered when the HT EDBC is run. An applicant may be eligible to HT benefits when they are denied, discontinued or ineligible in CW/RCA for dates that overlap the period of the Payment Begin Date and Payment End Date of HT.
3. When running a HP EDBC and CW/RCA is Pending, there is a validation on the Run EDBC page to select both HP and CW/RCA. CA-201573 and CA-254466 implemented logic to skip the HP validation and evaluate benefits when the ICT status is 'In-Process' and the CW program is 'Pending' on the receiving County case.
4. HT and HP programs include RCA EDBC determinations when calculating EDBC results when RCA is on the same case.
5. HT program is not automatically closed when the CW program is not pending or active.

1.2 Requests

1. When adding an HT or HP program to a new or existing case, update the validations to only require CalWORKs program.
2. When running an HT EDBC, the household is not eligible to HT benefits when the CW program is denied, discontinued, or ineligible for dates that overlap the period of the Payment Begin Date and Payment End Date of HT.
3. HT EDBC evaluates benefits when specific ICT conditions are met.
4. HP EDBC evaluates benefits when additional ICT conditions are met.
5. When running an HP EDBC with a Pending CW/RCA, update the validation on the Run EDBC page to remove the reference to RCA.

6. Applicants or recipients of RCA are not eligible to HA programs.
7. Add a new batch job to close HT program when CW program is not active or pending.

1.3 Overview of Recommendations

1. Update the Select Programs page to require CalWORKs program when selecting Homeless Temp or Homeless Perm.
2. Update the Homeless – Temp Detail/Homeless – Perm Detail pages to require a CalWORKs program to exist on the case to add the Homeless-Temp record or Homeless-Perm record.
3. Update HT EDBC to fail HT benefits when the household is denied, discontinued or ineligible for CW for dates that overlap the period of the Payment Begin Date and Payment End Date of HT.
4. Update HT EDBC to evaluate the program for eligibility when specific ICT conditions are met.
5. Update HP EDBC to evaluate the program for eligibility when additional ICT conditions are met.
6. Update the validation for HP on the Run EDBC page to remove references to RCA.
7. Update HT and HP EDBC calculations to remove references to RCA.
8. Update the RCA EDBC to fail a person when the person receives CW benefits in the same benefit month.
9. When CW program is not active or pending for a case, add logic to trigger batch EDBC to close HT program on that case.

1.4 Assumptions

1. Changes made to Eligibility of CalWORKs as part of this effort will not affect generation of denial or discontinuance notices for Homeless-Temporary. Regression testing will be conducted to ensure that the same notices continue to generate after the changes are implemented.
2. The person-level HT eligibility to determine an apparently eligible AU based on CW implemented with CA-235210 will not be impacted by this change.
3. While the ability to run HP and HT for CW ICT's is changing, the EDBC logic for benefit determination of the programs will not be impacted by this change.
4. Batch skip reasons will not be impacted by this change.
5. When HT benefits have been issued while the CW program is pending and the CW program is subsequently ran and denied, the HT benefits will not result in an overpayment.
6. The HP logic to skip the Pending CalWORKs validation when an ICT is In-Process implemented with CA-254466 and CA-201573 will not be impacted by this change.
7. Approval NOAs (M44-211A) and Denial NOAs (M44-211D) are generated for HT; Discontinuance NOAs are not generated for HT.
8. All existing functionalities will not change unless called out as part of this SCR.

2 RECOMMENDATIONS

2.1 Select Programs page

2.1.1 Overview

The Select Programs page is used to select, only, the first program or programs to be added to a new CalSAWS Case. Update the Select Programs page validation messages and validation logic.

2.1.2 Select Programs Page Mockup

The mockup shows a web interface with a top navigation bar containing tabs: Case Info, Eligibility, Empl. Services, Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The 'Case Info' tab is active. Below the navigation bar is a header 'Select Programs'. Under this header, there are two 'Select' and 'Cancel' buttons. Below these buttons is a text field labeled 'Name: TesterMan Tester'. Below the text field is a validation message: '• Homeless - Perm - This program requires CalWORKs.' Below the validation message is a list of programs with checkboxes. The 'Homeless - Perm' checkbox is checked. The list of programs is as follows:

<input type="checkbox"/> AAP	<input type="checkbox"/> Child Care
<input type="checkbox"/> Cal-Learn	<input type="checkbox"/> CAPI
<input type="checkbox"/> CalWORKs	<input type="checkbox"/> Diversion
<input type="checkbox"/> Foster Care	<input type="checkbox"/> CalFresh
<input type="checkbox"/> CFET	<input type="checkbox"/> GA/GR Employment Services
<input type="checkbox"/> GA/GR Immediate Need	<input type="checkbox"/> GA/GR Automated Solution
<input checked="" type="checkbox"/> Homeless - Perm	<input type="checkbox"/> Homeless - Temp
<input type="checkbox"/> Immediate Need	<input type="checkbox"/> Kin-GAP
<input type="checkbox"/> Medi-Cal	<input type="checkbox"/> Nutrition Benefit
<input type="checkbox"/> RCA	<input type="checkbox"/> REP
<input type="checkbox"/> Welfare to Work	<input type="checkbox"/> Adult Protective Services
<input type="checkbox"/> Child Protective Services	<input type="checkbox"/> IHSS/CMIPS II
<input type="checkbox"/> IV-D Child Support	<input type="checkbox"/> LIHP
<input type="checkbox"/> Linkages Adult Services	<input type="checkbox"/> Multipurpose Senior Services
<input type="checkbox"/> PCSP	

At the bottom right of the form, there are two 'Select' and 'Cancel' buttons.

Figure 2.1.2.1 - Select Programs Page Validation Message

2.1.3 Description of Changes

1. Update the following validation messages found on the Select Programs page:
 - a. Update the existing validation message: “[Homeless - Perm](#) - This Program requires either CalWORKs or RCA.” to “[Homeless - Perm](#) - This program requires CalWORKs.”
 - Validation will be triggered when the user clicks on the “Select” button and “Homeless – Perm” is selected but the CalWORKs program is not selected as well.
 - b. Update the existing validation message: “[Homeless - Temp](#) - This Program requires either CalWORKs or RCA.” to “[Homeless - Temp](#) - This program requires CalWORKs.”
 - Validation will be triggered when the user clicks on the “Select” button and Homeless – Temp is selected but the CalWORKs program is not selected as well.
- Technical note:** See SelectProgramsValidation.java, ProgramDetailCustomValidation.java and errormessages.properties.CRPD165
- Technical note:** The RCA logic when triggering the validation is removed.

2.1.4 Page Location

- **Global: Case Info**
- **Local: New Application** > (Complete the intermediate pages to add a Person to a New Case) > Click ‘Add’ to add a Program on the New Programs Detail page
- **Task: N/A**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Accessibility

This page has been assessed for accessibility opportunities and no updates are required. **Note:** Task navigation accessibility opportunities will be addressed with SCR CA-281355.

2.1.8 Page Usage/Data Volume Impacts

N/A

2.2 Homeless - Temp Detail / Homeless – Perm Detail Page

2.2.1 Overview

The Program Detail page is re-named dynamically based on the program being viewed. The Program detail page is used to add, additional, programs to an existing CalSAWS Case. Update the Homeless - Temp Detail / Homeless – Perm Detail Page validation messages and validation logic.

2.2.2 Homeless - Temp / Homeless - Perm Detail Page Mockup

Case Name: TesterMan Tester
Case Number: 400014

Journal Tasks Help Resources Page Mapping Imaging Log Out

Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Client Corresp. Admin Tools

Homeless - Temp Detail

*- Indicates required fields

- [Select Program](#) - This program requires CalWORKs.

Select Program: *

Homeless - Temp Go

Figure 2.2.2.1 Homeless – Temp / Homeless - Perm Detail Page Validation Message

2.2.3 Description of Changes

1. Update the Validation logic on the Homeless – Temp / Homeless - Perm Detail page:
 - a. Update the existing validation message from: "[Select Program](#) - This Program requires either CalWORKs or RCA." to: "[Select Program](#) - This program requires CalWORKs."
 - b. Validation will be triggered when the user clicks on "Go" and the 'Select Program' field is "Homeless – Temp" or "Homeless – Perm" and there is no CalWORKs program on the Case.
Technical note: See ProgramDetailCustomValidation.java and errormessages.properties.CRPD165
Technical note: The RCA logic when triggering the validation is removed.

2.2.4 Page Location

- Global: Case Info
- Local: Case Summary
- Task: New Program

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Accessibility

This page has been assessed for accessibility opportunities and no updates are required. **Note:** Task navigation accessibility opportunities will be addressed with SCR CA-281355.

2.2.8 Page Usage/Data Volume Impacts

N/A

2.3 Update HT EDBC to Check Eligibility of CW Household

2.3.1 Overview

When running a HT EDBC, the household is not eligible to HT benefits when they are denied, discontinued, or ineligible in CW program for dates that overlap the period of the Payment Begin Date and Payment End Date of HT.

Note: Section 2.9 addresses an exception when specific ICT criteria is met.

2.3.2 Description of Changes

Update HT EDBC to evaluate the Payment Begin Date and Payment End Dates on the Homeless Temp detail page and compare the status of the CalWORKs program for the overlapping period. For instances when HT is run and the CW program is in denied, discontinued, or ineligible status, fail the HT for 'Not Eligible for Cash Aid'.

Technical note: The priority for HT is set to 1350.

2.3.3 Example Scenarios

N/A

2.3.4 Programs Impacted

Homeless-Temporary

2.3.5 Performance Impacts

N/A

2.4 Update HT EDBC to Remove Eligibility Determinations for RCA

2.4.1 Overview

When running a HT EDBC, a person is not eligible to HT benefits when they are active on RCA and not eligible in CW for dates that overlap the period of the Payment Begin Date and Payment End Date of HT.

2.4.2 Description of Changes

Update HT EDBC to assign the reason “~~No Apparent CW Elig~~ Not Eligible for Cash Aid” when a person is active in the RCA program and not eligible in CW for dates that overlap the period of the Payment Begin Date and Payment End Date of HT.

Status Reason	Code Num Identifier	CW Priority	CW Program Role
Not Eligible for Cash Aid	N5	1065	FI

Technical Note: The existing status reason is replicated to create a new status reason.

Note: Other persons on the HT program may be eligible to HT benefits if they are Pending or Active on CW.

2.4.3 Example Scenarios

N/A

2.4.4 Programs Impacted

Homeless-Temporary

2.4.5 Performance Impacts

N/A

2.5 Update HP EDBC to Remove Eligibility Determinations for RCA

2.5.1 Overview

When running an HP EDBC, a person is not eligible to HP benefits when they are active on RCA and not eligible in CW for dates that overlap the period of the Begin Date and End Date of HP.

2.5.2 Description of Changes

Update HP EDBC to assign the reason "~~No Apparent CW Elig.~~ Not Eligible for Cash Aid" when a person is active in RCA program and not eligible in CW for dates that overlap the period of the Begin Date and End Date of HP.

Technical Note: The updates from section 2.4 are applicable to HP.

Note: Other persons on the HP program may be eligible to HP benefits if they are Pending or Active on CW.

2.5.3 Example Scenarios

N/A

2.5.4 Programs Impacted

Homeless-Permanent

2.5.5 Performance Impacts

N/A

2.6 Update RCA EDBC to Check Eligibility of Applicant in CW

2.6.1 Overview

When running an RCA EDBC, a person is not eligible to RCA benefits when they are active on CW in the same benefit month.

Note: A list of Citizenship Types eligible to both CW and RCA is attached in Section 3 Appendix.

2.6.2 Description of Changes

Update RCA EDBC to fail an individual with the reason 'Gets CalWORKs' when the individual is active on CW for the same benefit month that RCA EDBC is run.

Status Reason	CW Priority	CW Program Role
Get CalWORKs	5018	UP

2.6.3 Example Scenarios

N/A

2.6.4 Programs Impacted

RCA

2.6.5 Performance Impacts

N/A

2.7 Update HP Validation on Run EDBC page

2.7.1 Overview

A CW program cannot be Pending when running an HP EDBC unless specific ICT criteria is met. A validation is displayed when running EDBC for HP while the CW program is in pending status.

Note: Section 2.8 addresses an exception when specific ICT criteria is met.

2.7.2 Description of Changes

The validation is updated to remove the reference to RCA and reworded for clarity.

Update the existing validation message from:

“CalWORKs/RCA Program cannot be Pending to run Homeless-Perm EDBC. Click Run EDBC and select both CalWORKs/RCA and Homeless-Perm programs then Run EDBC.”

to:

“When CalWORKs is Pending, Homeless-Perm EDBC cannot be run. Click Run EDBC and select both CalWORKs and Homeless-Perm programs, then Run EDBC.”

Technical note: The RCA logic when triggering the validation is removed.

Run EDBC

*- Indicates required fields

Change Reason Cancel

Benefit Processing Range:

Begin Month: * End Month: *

01/2025 05/2025

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

When CalWORKs is Pending, Homeless-Perm EDBC cannot be run. Click Run EDBC and select both CalWORKs and Homeless-Perm programs then Run EDBC.

Figure 2.6.2.1 Run EDBC Validation Message for Homeless-Perm

2.7.3 Example Scenarios

N/A

2.7.4 Programs Impacted

Homeless-Permanent

2.7.5 Performance Impacts

N/A

2.8 Update HP EDBC with Additional ICT Criteria

2.8.1 Overview

Current HP EDBC rules prevent the EDBC hard validation when the following are true:

1. Source of the CW/RCA program is 'ICT' on the receiving County case.
2. The most recent status for the ICT is "In-Process" and the Status Date is not more than 90 days ago.
3. CW/RCA is in 'Pending' status on the receiving County case.

Update ICT criteria to evaluate benefits on an HP EDBC when the ICT is complete and the current month is Denied due to being eligible in the sending County, whereas CW is approved for a future month in the receiving County.

2.8.2 Description of Changes

1. Update HP EDBC to evaluate benefits when the following are conditions are met:
 - a. Source of the CW program is 'ICT' on the receiving County case.
 - b. The most recent status for the ICT is 'In-Process' and Status Date is not more than 90 days ago; **or**
 - c. The most recent status for the ICT is 'Complete' and both of the following are true:
 - i. The CW program is 'Denied' on the case for the same benefit month of HP application and the ICT Status Date is not more than 90 days ago.
 - ii. The CW program is 'Active' on the same case for a future month.
2. Remove the reference of RCA in the existing validation logic for a 'Pending' ICT status.

Note: An ICT status is changed to 'Complete' with a nightly batch run after all the ICT programs have been run by EDBC.

2.8.3 Example Scenarios

N/A

2.8.4 Programs Impacted

Homeless-Permanent

2.8.5 Performance Impacts

N/A

2.9 Update HT EDBC with ICT Criteria

2.9.1 Overview

There is currently no exception logic to evaluate HT for instances when the CW program is being ICT'd and the ICT has been completed with a future active date for the CW program.

Update HT EDBC to evaluate benefits when the ICT is complete and the current month is Denied due to being eligible in the sending County, whereas CW is approved for a future month in the receiving County.

2.9.2 Description of Changes

Update HT EDBC to evaluate benefits when the following conditions are true:

- a. Source of the CW program is 'ICT' on the receiving County case.
- b. The most recent status for the ICT is 'Complete' and both of the following are true:
 - i. The CW program is 'Denied' on the case for the same benefit month of HT application and the ICT Status Date is not more than 90 days ago.
 - ii. The CW program is 'Active' on the same case for a future month.

2.9.3 Example Scenarios

N/A

2.9.4 Programs Impacted

Homeless-Temporary

2.9.5 Performance Impacts

N/A

2.10 Remove Existing References of RCA in HP Rules

2.10.1 Overview

An RCA applicant/recipient is not eligible to HP benefits.

2.10.2 Description of Changes

Update HP EDBC rules to remove any RCA conditions or dependencies for eligibility to the HP program.

2.10.3 Example Scenarios

N/A

2.10.4 Programs Impacted

Homeless-Permanent

2.10.5 Performance Impacts

N/A

2.11 Remove Existing References of RCA in HT Rules

2.11.1 Overview

An RCA applicant/recipient is not eligible to HT benefits.

2.11.2 Description of Changes

Update HT EDBC rules to remove any RCA conditions or dependencies for eligibility to the HT program.

2.11.3 Example Scenarios

N/A

2.11.4 Programs Impacted

Homeless-Temporary

2.11.5 Performance Impacts

N/A

2.12 Create new monthly job to trigger EDBC on HT when CW is not active

2.12.1 Overview

Currently, there is no batch to close HT programs when there is no pending or active CW program on the case.

2.12.2 Description of Change

Add a new monthly batch job to trigger EDBC on HT program when the following is true:

- a. CW program status is not pending or active in the batch run month or a future month.

Batch EDBC Sweep	Description
New/Update	New
Sub Type Code	CT 942 ; The short description of CT 942 will be displayed in the Journal Entry.
Trigger Conditions	1. HT program is active as of the batch date. 2. CW Program is not pending or active as of the batch date or a future month.
Batch EDBC Mode	Single Program
Run RSN Code	N/A
Negative Action Code	N/A
Benefit Months	N/A
Note: Existing Cases	Future come-up months.

Journal Entry	Description
New/Update	New
Journal Category	All
Journal Type	Batch EDBC
Short Description	Batch EDBC ran for <Month Year>.
Long Description	Batch EDBC ran for <Month Year>. Batch EDBC processed to discontinue HT program due to inactive CW program.

2.12.3 Execution Frequency

Monthly batch run on the 1st of the month.

2.12.4 Key Scheduling Dependencies

Before EDBC Processing job

2.12.5 Counties Impacted

All Counties

2.12.6 Category

Core

2.12.7 Data Volume/Performance

N/A

2.12.8 Failure Procedure/Operational Instructions

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

2.13 Update Failure Due to CalWORKs Eligibility NOA

2.13.1 Overview

Recommendation 2.4.2 will add a new CT73 reason code and expand the "Not Eligible for Cash Aid" status to generate at person level. The NOA that is currently tied to this status reason will need to be updated to be at person level (meaning it will need to provide the name(s) of the impacted individuals) and generation conditions updated to generate at a program or person level.

Reason Fragment Name and ID: CW_DN_FAIL_HA_NOT_ELIG_CW_A847 (ID: 6397)

State Form/NOA: M44-211D (9/23) / NA 290

Current NOA Template: CW_NOA_TEMPLATE

Current Program(s): CalWORKs (Homeless)

Current Action Type(s): Denial

Current Fragment Level: Program level

Note: this effort will update this to generate at a person level

Currently Repeatable: No, reason currently generates only once on an NOA. This effort will add a list of applicable person names prior to the reason verbiage and will continue to generate only once on an NOA.

Currently Includes NA Back 9: Yes

Currently Includes standard NA Back 9 variable population: Yes

Current Forms/NOAs Generated with this NOA: N/A

Current Languages: English, Armenian, Cambodian, Chinese, Korean, Russian, Spanish, Tagalog, Vietnamese

2.13.2 Form/NOA Verbiage

Update Fragment XDP

This effort will update this NOA Fragment to be at person-level. The verbiage will need to be updated to include a list of the applicable person names that are being denied.

Updated Languages: English, Armenian, Cambodian, Chinese, Korean, Russian, Spanish, Tagalog, Vietnamese

NOA Mockups/Examples: See Supporting Document# 1

Description	Existing Text	Updated Text	Formatting*
Static	You cannot get homeless assistance because you are not getting CalWORKs or did not appear eligible for CalWORKs when	<PERSON_NAMES> You cannot get homeless assistance because you are not getting CalWORKs or did not appear eligible	Arial Font Size 10

	you applied on <ApplicationDate>.	for CalWORKs when you applied on <ApplicationDate>.	
--	--------------------------------------	---	--

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

2.13.3 Form/NOA Variable Population

Add/Update Fragment Variable Population

There is one new Person List variable being added to the NOA reason.

Variable Name	Population	Formatting*
PERSON_NAMES	<p>Populates with the name(s) of the program person(s) receiving the new CT73_N5 status (see recommendation 2.4.2). If the entire program fails for the existing CT73_D5 status reason, then all program persons that are being denied in the EDBC will have their names populated.</p> <p>Example: John Doe, Jane Doe</p>	Arial Font Size 10

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

Variables Requiring Translations: N/A, new variable is only a list of names.

2.13.4 Form/NOA Generation Conditions

Updates to Fragment Generation

For Program Denial:

Update the existing NOA reason to generate when the following is true:

- All program persons have failed for 'Not Eligible for Cash Aid' (CT73_N5), or the program has failed for 'Not Eligible for Cash Aid' (CT73_D5)
- The program is being denied:

There is not a previously existing EDBC for CalWORKs

or

there is at least one existing CalWORKs EDBC for the current Benefit month and in the most recent saved CalWORKs EDBC for that month the program was not active.

or

there is not a previously existing CalWORKs EDBC for the current Benefit month and there is at least one CalWORKs EDBC for the previous month

and in the most recent saved CalWORKs EDBC for the previous month the program was not active.

For Person-Level Denial:

Update the existing NOA reason to generate when the following is true:

- At least one program person has failed for 'Not Eligible for Cash Aid' (CT73_N5)
- There is not a previously existing EDBC for CalWORKs
or
there is at least one existing CalWORKs EDBC for the current Benefit month and in the most recent saved CalWORKs EDBC for that month the person did not have an active status with a role of member.
or
there is not a previously existing CalWORKs EDBC for the current Benefit month and there is at least one CalWORKs EDBC for the previous month and in the most recent saved CalWORKs EDBC for the previous month the person did not have an active status with a role of member.

Generation Type	Does this NOA reason currently generate prior to this effort?	Is this generation type being updated with this effort?
EDBC	Yes	Yes, see generation conditions listed above.
Negative Action EDBC	No	No
Batch	No	No

2.14 Automated Regression Test

2.14.1 Overview

Create automated regression test scripts to verify the validation messages and EDBC logic when adding and approving Homeless-Temp and Homeless-Perm programs.

2.14.2 Description of Change

1. Create regression scripts to verify the following validation messages.
 - a. Adding a Homeless-Temp and Homeless-Perm program to a new case without also adding a CalWORKs program.
 - b. Adding a Homeless-Temp and Homeless-Perm program to an existing case without a CalWORKs program.
 - c. Running EDBC for Homeless-Perm without also selecting the CalWORKs program.
2. Create regression scripts to verify the EDBC scenarios detailed in sections 2.3.3, 2.4.3, 2.5.3, and 2.6.3.

3 APPENDIX



Citizenship
Types.xlsx

4 SUPPORTING DOCUMENTS

[This section should include any supporting documents for the design as imbedded documents. Some examples of supporting documents include the Security Matrix, Form Design Documents, NOA Design Documents, and ETL Source-to-Target Mappings.

NUMBER	FUNCTIONAL AREA	DESCRIPTION	ATTACHMENT
1	NOA	M44-350K mockup when failed with 'Not Eligible for Cash Aid'	DN_FAIL_HA_M44-350K_MockUp.pdf



Design

CA-286679

**San Bernardino Implement GA/GR Automated
Solution Reports Only**

CalSAWS	DOCUMENT APPROVAL HISTORY		
	Prepared By	Esequiel Herrera-Ortiz	
	Reviewed By	Ravneet Bhatia	
DATE	VERSION	REVISION DESCRIPTION	AUTHOR
03/26/2025	1.0	Initial Version	Esequiel Herrera-Ortiz
06/23/2025	1.1	The Integrated Payroll Benefit Issuance Detail Claiming Report and the Integrated Payroll Benefit Issuance Detail Claiming Report by Case will remain active for the General Assistance Non Managed (GN) program because Recoveries of Aid can still be posted GN programs.	Esequiel Herrera-Ortiz

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CA-286679 – San Bernardino Implement GA/GR Automated Solution Reports Only

1 OVERVIEW

With SCR **CA-284964 Implement GA/GR Automated Solution program for San Bernardino County**, San Bernardino switched from using the General Assistance (Non-Managed) solution to the GA/GR Automated solution. Several reports need to be updated to capture GA/GR Automated Solution information for San Bernardino rather than the old General Assistance (Non-Managed) solution.

1.1 Current Design

Currently the following reports are not set up to generate for the GA/GR Automated Solution for San Bernardino:

1. Integrated Payroll Benefit Issuance Detail Claiming Report
2. Integrated Payroll Benefit Issuance Detail Claiming Report by Case
3. Main Payroll Benefit Issuance Direct Deposit Register
4. Main Payroll Benefit Issuance EBT Register
5. Main Payroll Benefit Issuance Warrant Register
6. CAPI Cases Receiving GR Benefits

1.2 Requests

1. Update the following Fiscal Reports to generate for the GA/GR program for San Bernardino:
 - a. Integrated Payroll Benefit Issuance Detail Claiming Report
 - b. Integrated Payroll Benefit Issuance Detail Claiming Report by Case
 - c. Main Payroll Benefit Issuance Direct Deposit Register
 - d. Main Payroll Benefit Issuance EBT Register
 - e. Main Payroll Benefit Issuance Warrant Register
2. Update the CAPI Cases Receiving GR Benefits to capture GR payments for the GA/GR Automated solution and the General Assistance (Managed Solution).

1.3 Overview of Recommendations

1. Update the following Fiscal Reports to generate for the GA/GR program for San Bernardino:
 - a. Integrated Payroll Benefit Issuance Detail Claiming Report
 - b. Integrated Payroll Benefit Issuance Detail Claiming Report by Case
 - c. Main Payroll Benefit Issuance Direct Deposit Register
 - d. Main Payroll Benefit Issuance EBT Register
 - e. Main Payroll Benefit Issuance Warrant Register
2. Update the CAPI Cases Receiving GR Benefits to capture GR payments for the GA/GR Automated solution and the General Assistance (Managed Solution).

1.4 Assumptions

1. With CA-275855, the Integrated Payroll Summary Report was updated to consolidate all program and aid code combinations into a single report. One version for Foster Care payments and the other version for Non-Foster Care payments. Because of this change, the Integrated Payroll Summary Report should pick up GA/GR Automated Solution payments automatically.
2. The Main Payroll Fiscal reports do not need to be rescheduled because they are already scheduled to run as a dependency to the Non-Foster Care Main Payroll batch job.
3. Aid codes 9A, 9H, 9I and 9J are specific to San Francisco and will not be include in the list of GA/GR aid codes for the Integrated and Main Payroll reports.
4. The dashboards that were requested by San Bernardino to include the GA/GR automated solution will be updated with **CA-284414 Update Dashboard to include the Counties opting into the GA/GR Automated Solution.**
5. The Main Payroll Benefit Warrant Production Reconciliation Report, Main Payroll Benefit EBT Production Reconciliation Report, and Main Payroll Benefit Direct Deposit Production Reconciliation Report will automatically pick up issuances for the GA/GR automated solution.
6. The Integrated Payroll Benefit Issuance Detail Claiming Report and the Integrated Payroll Benefit Issuance Detail Claiming Report by Case will continue to generate for the General Assistance Non-Managed program to capture Recoveries of Aid transactions posted to Discontinued General Assistance Non-Managed programs.

2 RECOMMENDATIONS

2.1 Fiscal Reports

2.1.1 Overview

The following fiscal reports generate for all available permutation of programs and their related aid codes at the time they were last updated for a given county. These reports need to be updated to generate for the 'GA/GR Automated Solution' for all the available aid codes.

2.1.2 Integrated Payroll Benefit Issuance Detail Claiming Report Screenshot

CalSAWS Integrated Payroll Benefit Issuance Detail Claiming Report						
San Bernardino						
Run Date: MAR-04-25 02:03 AM						
Date: 02/2025						
Aid Code: 90						
Program: General Assistance (Non-Managed)						
Totals by Aid Code and Pay Code						
Summary						
						Details
Totals:			\$0.00	\$0.00	\$0.00	\$0.00
Totals by Pay code						
Aid Code	Pay Code	Payment Total	Cancellation Total	Adjustment Total	Overall Total	
90	No Pay Code	\$0.00	\$0.00	\$0.00	\$0.00	

Figure 2.2.1 – Integrated Payroll Benefit Issuance Detail Claiming Report

2.1.3 Description of Change

1. Enable the following reports to generate for the GA/GR Automated Solution and for all available aid codes listed below.
 - a. Main Payroll Benefit Issuance Direct Deposit Register

- b. Main Payroll Benefit Issuance EBT Register
- c. Main Payroll Benefit Issuance Warrant Register
- d. Integrated Payroll Benefit Issuance Detail Claiming Report
- e. Integrated Payroll Benefit Issuance Detail Claiming Report by Case

COUNTY CODE	PROGRAM CODE	AID CODE
36	GR	90
		91
		92
		93
		94
		95
		96
		97
		98
		9B
		9G

2. Disable the following reports for San Bernardino for the following reports that generate for the General Assistance (Non-Managed) program and the 90, 91, 92 aid codes. All historically generated reports will remain accessible.

- a. Main Payroll Benefit Issuance Direct Deposit Register
- b. Main Payroll Benefit Issuance EBT Register
- c. Main Payroll Benefit Issuance Warrant Register

COUNTY CODE	PROGRAM CODE	AID CODE
36	GN	90
		91
		92

2.1.4 Report Location

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

2.1.5 Counties Impacted

The change outline in this section only impacts San Bernardino.

2.1.6 Security Updates

No updates are made to the report's existing security.

2.1.7 Report Usage/Performance

2.2.1 Overview

Currently the report is only capturing benefits for the General Assistance/General Relief program and does not include the GA/GR Automated Solution or the General Assistance (Managed) solution.

[illegible]

Figure 2.2.1 – CAPI Caseload Receiving GR Benefit Report

1. Update the CAPI Caseload Receiving GR Benefits report to capture benefits from all the GA/GR solutions:

PROGRAM CODE	DESCRIPTION
GA	General Assistance / General Relief
GM	General Assistance (Managed)
GR	GA/GR Automated Solution

Note: The report will not include the General Assistance (Non-Managed) program because for that program, only Receipted Collection and Recovery Account Refund payments exist in Fiscal History.

Note the report picks up Monthly Benefits and Supplemental Benefits when the effective date is equal to the report month.

2.2.4 Report Location

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

2.2.5 Counties Impacted

The change outline in this section only impacts San Bernardino.

2.2.6 Security Updates

No updates are made to the report's existing security.

2.2.7 Report Usage/Performance

The report's performance will remain the same.

3 SUPPORTING DOCUMENTS

NUMBER	FUNCTIONAL AREA	DESCRIPTION	ATTACHMENT