

# CalSAWS | Enhancement Request (CER)

**PPOCs: Please send the completed request to CER@CalSAWS.org and cc your RM.**

<b>Submission Date</b>	02/12/2025
<b>Title</b>	Create a Verification of Benefits form that includes FC, ARC, AAP, and KG programs.

<b>Region #: 1</b>	<b>County Name:</b>	<b>Santa Clara County</b>
<b>Submitter:</b> Brenda Ulloa/Trisha Miura	<b>Email:</b> Brenda.ulloa@ssa.sccgov.org	<b>Phone:</b> 408-755-7516

<b>Program(s) Impacted:</b>			
<input checked="" type="checkbox"/> Adoptive Services	<input checked="" type="checkbox"/> ARC	<input type="checkbox"/> CalFresh	<input type="checkbox"/> Cal-Learn
<input type="checkbox"/> CalWORKS / RCA	<input type="checkbox"/> CAPI	<input type="checkbox"/> Child Care	<input type="checkbox"/> CMSP
<input checked="" type="checkbox"/> Foster Care	<input type="checkbox"/> GA/GR	<input type="checkbox"/> GAIN/REP/WTW	<input type="checkbox"/> GROW
<input checked="" type="checkbox"/> Kin-GAP	<input checked="" type="checkbox"/> Medi-Cal / RMA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other – specify			

<b>Area(s) Impacted:</b>			
<input type="checkbox"/> Call Center	<input type="checkbox"/> Case Assignment	<input checked="" type="checkbox"/> Central Print	<input checked="" type="checkbox"/> Client Correspondence
<input type="checkbox"/> Eligibility	<input type="checkbox"/> Fiscal / Collections	<input type="checkbox"/> Hearings	<input type="checkbox"/> Imaging
<input type="checkbox"/> Lobby Management	<input type="checkbox"/> Reports	<input type="checkbox"/> Resource Data Bank	<input type="checkbox"/> Schedule Appt
<input type="checkbox"/> Security	<input type="checkbox"/> Self Service Portal	<input type="checkbox"/> Special Investigation	<input type="checkbox"/> Task Mgmt
<input type="checkbox"/> Time Limits	<input type="checkbox"/> Training		
<input type="checkbox"/> Interface(s) - specify			
<input type="checkbox"/> County Operational (ex. Business Reply Mail (BRM), EBT Printers, Change of Address, Opt In/Out, etc.) – specify			

# CalSAWS | Enhancement Request (CER)

---

☐ Other – specify

## Justification / Request Summary:

**Issue:** Eligibility may have the need to request Verification of benefits form CSF142 for foster care (FC), Approved Relative Caregiver (ARC), Adoption Assistance Program (AAP), and Kin-GAP (KG) cases. Currently the CSF 142 does not include these programs so the form can't be generated from CalSAWS. EW's who need to provide a verification of benefits for one of the above mentioned programs are currently using our internal form which must be completed manually and printed locally.

**Proposed Recommendation:** Create a Verification of benefits specific to Foster Care programs: Foster Care (FC), Approved Relative Caregiver (ARC), Adoption Assistance Program (AAP), and Kin-GAP (KG). Include functionality of pre-population, editing of the data and allow for both central and local print options.


The following is the form currently used.

# CalSAWS | Enhancement Request (CER)

Santa Clara County

Social Services Agency

VERIFICATION OF BENEFITS



Your agency address is:  
La direccion de su oficina es:  
Địa chỉ văn phòng phụ trách hồ sơ quý vị:  
  
373 W Julian Street  
San Jose, CA 95110

DATE:

TO WHOM IT MAY CONCERN:

Our records indicate that (NAME/S)

CASE NAME:  CASE NO:

☐ Receives the following assistance from Santa Clara County on behalf of:

NAME:

RELATIONSHIP

☐ Cash Assistance:

☐ Adoption Assistance

☐ ARC

☐ Foster Care

☐ General Fund (DE)

☐ KINGAP

Assistance Unit Members: Adult:  Child:

From:  To:  \$  per month

☐ Medi-Cal:

From:  To:  \$  per month

☐ Other:

From:  To:  \$  per month

Date case discontinued:  Date case to be discontinued: 

If more information is needed, please submit a written request signed by the client giving permission to release the information and indicating the exact nature of information required.

ELIGIBILITY WORKER

WORKER NO.

TELEPHONE NUMBER

Scan: Foster Care F7  
CSF 142

Page 1 of 1

SCD 1521 FC\_EN (09/17)

Priority/Implementation Consideration(s):

# CalSAWS | Enhancement Request (CER)

---

CalSAWS Response:	
CER Tracking #: (automatically generate by JIRA)	SCR #
Rejected By:	Date:
Rejection Reason(s) or other Comments:	