CalSAWS

California Statewide Automated Welfare System

Design

CA-226480

Update CW and CF income type Jury Duty Per Diem Classification

	DOCUMENT APPROVAL HISTORY	
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DATE	VERSION	REVISION DESCRIPTION	AUTHOR
7/21/25	1	Initial Draft	Guillermo Vizcardo

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1 OVERVIEW

Jury Dury Per Diem and Mileage income needs to be classified as unearned income or Exempted in an individual's budget depending on the frequency set for each income type. Jury Duty – Mileage needs to be exempted regardless of frequency, but Per diem income needs to be counted as unearned income based on certain income types. This includes if the income is being reported at intake.

1.1 Current Design

Currently in CalSAWS, income type 'Jury Duty – Per Diem' is classified as 'Earned', 'Jury Duty – Mileage' is classified as unearned for the CalWORKs (CW) Program, and both 'Jury Duty – Per Diem' and 'Jury Duty–Mileage' are classified as 'Exempt' for the CalFresh (CF) program.

1.2 Requests

As per CRPC 2387, 'Jury Duty – Per Diem' income is considered compensation and cannot be reasonably anticipated. By default, it should be exempt; however, the system should accommodate evaluation on a case-by-case basis due to the unique length of each service and the county court system payment process. Whenever this income is determined to be reasonably anticipated income (RAI), it should be classified as 'Unearned' for both CW and CF. Additionally, 'Jury Duty – Mileage' is considered reimbursements and should be classified as 'Exempt' for CW.

1.3 Overview of Recommendations

1. Rule change to modify 'Jury Duty – Per Diem' income type for CalWORKs as 'Exempt' income when it is not RAI and one of the following frequencies is selected: annual contract, annually, irregular/infrequent, quarterly, semi-annually.

2. Rule change to modify 'Jury Duty – Per Diem' income type for CalWORKs as 'Unearned' income when it is RAI and one of the following frequencies is selected: every other week, monthly, twice a month and weekly.

3. Code Table Change Request (CTCR) to modify 'Jury Duty–Mileage' income type for CW as 'Exempt' regardless of the frequency.

4. Code Table Change Request (CTCR) to modify 'Jury Duty–Per Diem' income type CW as Unearned.

5. Rule change to modify 'Jury Duty–Per Diem' income type for CW as 'Unearned' when processing an intake application regardless of frequency.

6. Rule change to modify 'Jury Duty–Per Diem' income type for CF as 'Unearned' when processing an intake application regardless of frequency.

1.4 Assumptions

1. All changes are described in this document; all other functions are to remain unchanged unless explicitly stated.
2. There is no cutover date for this SCR. EDBC functionality will be in effect upon implementation-. EDBC will recalculate for the past months if implementation is live at that time.
3. There will be no change to CalFresh Jury Duty – Mileage income type
4. Outside of intake mode, there will be no change to the classification of CF Jury Duty – Per Diem income type
5. CW Jury Duty Per Diem income will be classified based on frequency when the case is outside of intake mode for all other modes. If the case is in intake mode, then it will be classified as 'unearned' income.
6. There will be no impact to SNB, TNB, RCA and TCVAP programs with this SCR.
7. There will be no impact to NOAs as it displays the total income and does not list out the income.

2 RECOMMENDATIONS

Update Jury Duty – Per Diem and Mileage as exempt income for CalWORKs. However, Jury Duty – Per Diem, we will need to base on- income frequency and case mode. For CalFresh, Jury Duty- Per Diem-, a check will need to be added to apply it as unearned income if case is in intake mode.

2.1 Online – No Impact

2.2 Rule change to modify 'Jury Duty - Per Diem' income type as Unearned for (Every other week, Monthly, twice a month and Weekly) frequencies

2.2.1 Overview

CalWORKs Jury Duty - Per diem miscellaneous income type will be counted as unearned income based on frequency types (every other week, monthly, twice a month and weekly) when entering a mode outside of intake. Jury Duty – Per Diem needs to be classified as exempt income for the CalWORKs program.

2.2.2 Description of Changes

Consider Jury Duty – Per Diem as unearned income in the budget if the income frequency is within one of the following frequencies

- a) every other week, monthly, twice a month and weekly
- b) Update the Code_detl table for Jury Duty – Per diem to set the income type as unearned from earned income
    - i. Update Refer_table_3_descr in Code_detl
        1. Earned--> Unearned

2.2.3 Example Scenarios

A household in a CalWORKs program has an individual who had jury duty, and does a change report to add Jury Duty – Per Diem income of $45
- a. Income is added to the Income detail page
- b. Frequency set as monthly

$45 counted under the unearned income in the CalWORKs budget

2.2.4 Programs Impacted

CalWORKs

2.2.5 Performance Impacts

No performance impact.

2.3 EDBC CTCR change to modify 'Jury Duty - Per Diem' income type as Exempt for (Annual Contract, Annually, irregular/Infrequent, Quarterly, Semi-Annually) frequencies

2.3.1 Overview

For CalWORKs Jury Duty - Per Diem income type will be counted as exempt income based on certain frequency types (annual contract, annually, irregular/infrequent, quarterly, semi-annually.) for ongoing cases.

2.3.2 Description of Changes

Consider Jury Duty – Per Diem as exempt income in the budget if the income frequency is within one of the following frequencies:

    a. annual contract, annually, irregular/infrequent, quarterly, semi-annually.
    b. Update the Code_detl table for Jury Duty – Per diem to set the income type as unearned from earned income
        i. Update Refer_table_3_descr in Code_detl
            1. Earned--> Exempt

2.3.3 Example Scenarios

A household in a CalWORKs program has an individual who had jury duty, and does a change report to add Jury Duty – Per Diem income of $45
    a. Income is added to the Income detail page
    b. Frequency set as Irregular/Infrequent
$45 is being exempted as income in the CalWORKs budget

2.3.4 Programs Impacted

CalWORKs

2.3.5 Performance Impacts

No performance impact.

2.4 EDBC Rule change to modify 'Jury Duty - Per Diem' income type for CF at intake

2.4.1 Overview

CalFresh Jury Duty - Per Diem income type will get counted as unearned income when it is being reported at the time of intake despite the frequency.

2.4.2 Description of Changes

Consider Jury Duty – Per Diem as unearned income in the budget in intake mode.

   c) Frequency can be set as any option in dropdown menu
      i. CalFresh EDBC results will show Jury Duty – Per Diem counted as unearned income.

2.4.3 Example Scenarios

A household applying for the CalFresh program has an individual who has jury duty, the individual reports Jury Duty – Per Diem income of $50 during the intake interview.

   c. Income is added to the Income detail page
   d. Frequency set as Irregular/Infrequent

$50 is counted as unearned income in the CalFresh budget.

2.4.4 Programs Impacted

CalFresh

2.4.5 Performance Impacts

No performance impact.

2.5 EDBC Rule change to modify 'Jury Duty - Per Diem' income type for CW at intake

2.5.1 Overview

CalWORKs Jury Duty - Per Diem income type will get counted as unearned income when it is being reported at the time of intake despite the frequency.

2.5.2 Description of Changes

Consider Jury Duty – Per Diem as unearned income in the budget Frequency can be set as any option in dropdown menu

e. CalWORKs EDBC results will show Jury Duty – Per Diem counted as unearned income

2.5.3 Example Scenarios

A household is applying for the CalWORKs program and has an individual who has jury duty, the individual reports Jury Duty – Per Diem income of $50 during the intake interview.

f. Income is added to the Income detail page
g. Frequency set Twice a Month

$50 is multiplied by 2 (Twice a Month), and $100 is counted as unearned income in the CalWORKs budget.

2.5.4 Programs Impacted

CalWORKs

2.5.5 Performance Impacts

No performance impact.

2.6 CTCR change to modify Jury Duty – Mileage to be Exempt from budget

2.6.1 Overview

Jury Duty – Mileage income type will be exempt for the CalWORKs budget, regardless of the frequency type and program mode.

2.6.2 Description of Changes

Jury Duty – Mileage needs to be classified as exempt income for the CalWORKs program

    a. Update the Code_detl table for Jury Duty – Mileage to set the income type as exempt from unearned income

        i. Update Refer_table_3_descr in Code_detl

           1. Unearned --> Exempt

2.6.3 Example Scenarios

A household in a CalWORKs program has an individual who had jury duty, the individual reports Jury Duty – Mileage reimbursement of $15

    h. Income is added to the Income detail page
    i. Frequency set as irregular/infrequent

$15 is exempted as income in the CalWORKs EDBC when calculating the budget.

2.6.4 Programs Impacted

CalWORKs

2.6.5 Performance Impacts

No performance impact.

2.7 Batch Name - No Impact

2.8 Interface Name - No Impact

2.9 eHIT - No Impact

2.10 Form/NOA Name - No Impact

2.11 Report Name - No Impact

2.12 Data Warehouse Name - No Impact

2.13 Automated Regression Test - No Impact

3 SUPPORTING DOCUMENTS

N/A

4 OUTREACH

4.1 Lists – No Impact

5 APPENDIX

N/A