CalSAWS

California Statewide Automated Welfare System

Design

CA-289103

Update RCA and TCVAP Cash Assistance Time on Aid from 12 Months to 4 Months

	DOCUMENT APPROVAL HISTORY		
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	Reviewed By		
DATE	**VERSION**	**REVISION DESCRIPTION**	**AUTHOR**
06/18/2025	1.0	Initial Draft	Sharath Chandra Vijayakumar
08/11/2025	1.1	Add dynamic generation for RCA NOAs	Justin Bourbonniere
08/18/2025	1.2	Added TCVAP case list	Sharath Chandra Vijayakumar
09/10/2025	1.3	Updated the design to include additional assumptions, removed one recommendation, added discontinuance dates and example scenarios, and refined the journal entry wording.	Sharath Chandra Vijayakumar

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CA-289103 – Update RCA and TCVAP Cash Assistance Time on Aid from 12 Months to 4 Months

1 OVERVIEW

Per All County Welfare Directors Letter (ACWDL) dated May 2, 2025, time on aid for Refugee Cash Assistance (RCA) and Trafficking and Crime Victims Assistance Program (TCVAP) programs have been reduced from twelve months to four months for recipients whose eligibility date is on or after May 5, 2025. This SCR will accommodate the need to limit time on aid for RCA and TCVAP participants from 12 months to 4 months, as well as update notices for RCA and TCVAP.

1.1 Current Design

RCA and TCVAP:

CalSAWS allows RCA and TCVAP eligible households (HH) up to 12 months of benefits calculated from the date of application (state funded person) or country entry date (federally funded person).

GA/GR Automated Solution:

The individual will be eligible for GA/GR program after 12 months of RCA benefits. Once an individual has exhausted any potential eligibility to RCA, they become eligible for the GA/GR program. Currently, when determining eligibility, the system checks if the individual is receiving RCA benefits. If so, the individual is denied from the program with "Aided on Cash program" reason.

LA GR:

Similarly, the individual will be eligible for LA GR program after exhausting RCA benefits. If an individual is eligible for RCA and applies for LA GR, the individual is denied from the program with the reason "Potentially eligible for RCA".

1.2 Requests

Per ACWDL dated May 2, 2025, CalSAWS EDBC logic must be updated to allow up to 4 months of cash aid instead of existing 12 months for the RCA/TCVAP individuals with eligibility periods beginning on or after May 5, 2025. Additionally, RCA discontinuance batch sweep jobs and correspondence notices will be updated to reflect the reduction of eligibility period for RCA program from 12 months to 4 months.

1.3 Overview of Recommendations

1. Update RCA EDBC rules to close the program after 4 months of benefits for programs aided on or after May 5, 2025.
2. Update RCA Discontinuance Sweep to find cases where RCA program has reached its 4th month of eligibility instead of 12th month.
3. Update RCA Federal Discontinuance Sweep to create eligibility triggers where RCA persons have completed 4 months of eligibility instead of 12 months.
4. Update RCA State Discontinuance Sweep to create eligibility triggers where TCVAP RCA persons have completed 4 months of eligibility instead of 12 months.
5. Correspondence: Update RS 36 Form to 4 months of aid.
6. Correspondence: Update RCA Reason Fragment verbiage to reflect 4 months of aid.
   a. RCA Approval Reason Fragment
   b. RCA Termination Reason Fragment
   c. RCA Denial Reason Fragment
   d. RCA Partial Approval Reason Fragment
7. Provide a list of all active RCA cases on or after May 5, 2025.
8. Provide a list of all active RCA cases prior to May 5, 2025.
9. Provide a list of all active TCVAP cases on or after May 5, 2025.
10. Provide a list of all active TCVAP cases prior to May 5, 2025.
11. Provide a list of all active LA GR cases having date of application on or after September 1, 2025.
12. Provide a list of all discontinued RCA cases.

1.4 Assumptions

1. TCVAP Cash Assistance benefits are issued for eligible individuals under the RCA program block using aid code "1V – RCA – TCVAP (State)".
2. No EDBC logic updates are required for LA GR and GA/GR Automated Solution Program.
3. All RCA and TCVAP Cash Assistance eligible individuals whose eligibility start date is prior to May 5, 2025, continue to be eligible for up to 12 months of RCA or TCVAP Cash Assistance benefits.
4. There are no other changes to the form's generation conditions or variable population logic, unless otherwise stated in this design document.
5. SAR7 will not be generated for cases with four-months of RCA benefits, as these cases will be discontinued before reaching the six-month period. No changes will be made to this functionality.
6. All other existing functionalities for the RCA and TCVAP programs will remain unchanged unless otherwise specified in this design document.

2 RECOMMENDATIONS

2.1 [Page Name] No Impact

2.2 Update RCA EDBC Rules

2.2.1 Overview

Update RCA EDBC logic to allow up to 4 months of cash aid for individuals eligible on or after May 5, 2025.

2.2.2 Description of Changes

1. Update RCA EDBC rules to provide 4 months of benefits instead of 12 months for eligible individuals whose date of entry is on or after May 5, 2025.
2. The benefits for eligible individuals under TCVAP (provided under RCA using aid code '1V') will be 4 months instead of 12 months from the date of application.

2.2.3 Example Scenarios

Example 1: An individual applies for RCA and is determined eligible, with date of entry on May 5, 2025. Because eligibility begins on or after May 5, 2025, the system should allow up to a maximum of 4 months of RCA benefits and will be discontinued on Aug 31, 2025.

Example 2: An individual with a date of entry on March 1, 2025, applies for RCA on June 1, 2025 (BDA), and is determined eligible. Since the individual's entry date is prior to May 5, 2025, the system should provide RCA benefits for the remaining 9 months, with discontinuance on February 28, 2026.

Example 3: An individual is determined to be eligible for TCVAP with an application date of May 10, 2025. Because aid begins on or after May 5, 2025, the system should allow up to 4 months of benefits and will be discontinued on Aug 31, 2025.

Example 4: An individual with a date of entry on June 1, 2025, applies for RCA on August 1, 2025, and is determined eligible. Since the individual is eligible on or after May 5, 2025, the system should provide RCA benefits for the remaining 2 months (i.e., August and September) and discontinue the program effective September 30, 2025

Note: The above scenarios are not requirements. They are intended to help with understanding, testing and may reference items that are not being changed by the specific language in the requirements.

2.2.4 Programs Impacted

RCA

2.2.5 Performance Impacts

N/A

2.3 RCA Discontinuance Sweep job (PB00E128)

2.3.1 Overview

This batch sweep will find all cases where an RCA program has reached its 4th month of eligibility instead of 12 months whose date of entry is on or after May 5, 2025.

2.3.2 Description of Change

1. Update the batch logic to trigger EDBC after the participant has been active for 4 months instead of 12 months whose date of entry is on or after May 5, 2025.
2. Create a CTCR to update the Batch job Sub_Type_Code so that the journal entry will be created as 'RCA 4 Month Eligibility Expiration'.
3. Create a journal entry as 'RCA 12 Month Citizenship Expiration' whose date of entry is prior to May 5, 2025.

2.3.3 Execution Frequency

Monthly – Batch 10-day cutoff

2.3.4 Key Scheduling Dependencies

Before Batch EDBC

2.3.5 Counties Impacted

CalSAWS Counties

2.3.6 Category

Core job.

2.3.7 Failure Procedure/Operational Instructions

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

2.4 RCA Federal Discontinuance Sweep job (PB00E126)

2.4.1 Overview

This batch sweep will create eligibility triggers for active RCA persons with aid code as 01 and have completed 4 months from the date of entry. The batch will be updated to trigger EDBC when approaching 4 months instead of 12 months of benefits whose date of entry is on or after May 5, 2025.

2.4.2 Description of Change

1. Update the batch logic to trigger EDBC after the participant has been active for 4 months instead of 12 months whose date of entry is on or after May 5, 2025.

2.4.3 Execution Frequency

Monthly – Batch 10-day cutoff.

2.4.4 Key Scheduling Dependencies

Before Batch EDBC.

2.4.5 Counties Impacted

CalSAWS Counties

2.4.6 Category

Core job.

2.4.7 Failure Procedure/Operational Instructions

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

2.5 RCA State Discontinuance Sweep job (PB00E125)

2.5.1 Overview

This batch sweep will create eligibility triggers for active RCA persons with aid code as 1V, and the program has been active for 4 months. The batch will be updated to trigger EDBC approaching 4 months instead of 12 months of benefits whose date of application is on or after May 5, 2025.

2.5.2 Description of Change

1. Update the batch logic to trigger EDBC after the participant has been active for 4 months instead of 12 months whose date of application is on or after May 5, 2025.

2.5.3 Execution Frequency

Monthly – Batch 10-day cutoff.

2.5.4 Key Scheduling Dependencies

Before Batch EDBC.

2.5.5 Counties Impacted

CalSAWS Counties

2.5.6 Category

Core job.

2.5.7 Failure Procedure/Operational Instructions

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

2.6 [Interface Name] No Impact

2.7 [eHIT] No Impact

2.8 Correspondence – Update RS 36

2.8.1 Overview

This effort will update the RS 36 form to reflect the 4 month time limit instead of 12 months per CIT 0052-25. RS 36 is available in the template repository.

State Form: RS 36 (03/08)
Programs: RCA
Attached Forms: None
Forms Category: Forms
Template Repository Visibility: All Counties

Languages: English

2.8.2 Form Verbiage

Update Form XDP(s)
This effort will update the RS 36 form to reflect 4 month time limit instead of 12 months per CIT 0052-25.
Updated Languages: English

Location	Existing Text	Updated Text	Formatting
First Paragraph – under title 'WHAT IS RCA?'	The program is for the first 12 months from the date you entered the U.S. as a refugee, or the date your asylum was granted, or the date you were certified as a trafficking victim.	The program is for the first 4 months from the date you entered the U.S. as a refugee, or the date your asylum was granted, or the date you were certified as a trafficking victim.	Arial Font Size 10

Note: Only the updated sentence is included in the above table. Other existing text is unchanged.

2.8.3 Form Variable Population

There are no updates to this section.

2.8.4 Form Generation Conditions

There are no updates to this section. See Appendix 5.1 for current functionality.

2.9 Correspondence – Update RCA approval NOA

2.9.1 Overview

This effort updates the existing RCA Approval NOA (RC_AP_APPROVAL_R001) to reflect the 4 month time limit instead of 12 months per CIT 0052-25.

Reason Fragment Name and ID: RC_AP_APPROVAL_R001 (Fragment ID: 7468)
State NOA: NA 992 (5/03)
Current NOA Template: RC_NOA_TEMPLATE (Fragment ID: 3036)
Current Program(s): Refugee Cash Assistance (RCA)
Current Action Type: Approval
Current Fragment Level: Program
Currently Repeatable: No
Include NA Back 9: Yes
Current Forms/NOAs Generated with this NOA: NA Back 9, NA 1239 SAR (8/21)

Existing Languages: English

2.9.2 NOA Verbiage

Update Fragment XDP

The below text only contains the sentences that will be updated. The table does not contain the entire NOA fragment verbiage.

Updated Languages: English

Description	Existing Text	Updated Text	Formatting
<12 month section>	N/A	You can get cash aid from this program for no more than 12 months.	Arial Font Size 10
<4 month section>	N/A	You can get cash aid from this program for no more than 4 months.	Arial Font Size 10

Note: Only the updated dynamic fragments are included in the above table. Other existing text is unchanged.

Add Dynamic Section

The approval fragment will have two new dynamically generated sections. See Recommendation 2.9.4 for details on the section generation conditions.

2.9.3 NOA Variable Population

There are no updates to this section.

2.9.4 NOA Generation Conditions

1. Add Approval Fragment Section Generation

The RCA Approval NOA will have two new dynamically generated sections.

SECTION	GENERATION CONDITIONS
<12 month section>	Those recipients with a 'date of entry' before May 5, 2025 will receive 12 month verbiage. As outlined in section 2.2.2 of this design.
<4 month section>	Those recipients with a 'date of entry' on or after May 5, 2025 will receive 4 month verbiage. As outlined in section 2.2.2 of this design.

2.10 Correspondence – Update RCA termination NOA

2.10.1 Overview

This effort updates the existing RCA termination 12-month expiration NOA (RC_TN_OVER_EIGHTH_MONTHS_R002) to reflect the 4 month time limit instead of 12 months per CIT 0052-25.

Reason Fragment Name and ID: RC_TN_OVER_EIGHTH_MONTHS_R002 (Fragment ID: 7469)
State NOA: NA 991 (10/03)
Current NOA Template: RC_NOA_TEMPLATE (Fragment ID: 3036)
Current Program(s): Refugee Cash Assistance (RCA)
Current Action Type: Discontinuance
Current Fragment Level: Program
Currently Repeatable: No
Include NA Back 9: Yes
Current Forms/NOAs Generated with this NOA: NA Back 9
Existing Languages: English

2.10.2 NOA Verbiage

Update Fragment XDP
The below text only contains the sentences that will be updated. The table does not contain the entire NOA fragment verbiage.

Updated Languages: English

NOA Mockups/Examples: See Supporting Documents #3

Description	Existing Text	Updated Text	Formatting
<12 month section>	N/A	These changes are required by Federal regulations which limit refugee/entrant aid payments and cash-based Medi-Cal eligibility to 12 months from the person's month and year of entry into the United States as a refugee/entrant, the date asylum was granted, or the date of certification as a trafficking victim. It has been determined from a	Arial Font Size 10

		review of immigration documents that you or the persons named above will have exceeded this period of eligibility on the effective date shown above.	
<4 month section>	N/A	These changes are required by Federal regulations which limit refugee/entrant aid payments and cash-based Medi-Cal eligibility to 4 months from the person's month and year of entry into the United States as a refugee/entrant, the date asylum was granted, or the date of certification as a trafficking victim. It has been determined from a review of immigration documents that you or the persons named above will have exceeded this period of eligibility on the effective date shown above.	Arial Font Size 10

Note: Only the updated dynamic fragments are included in the above table. Other existing text is unchanged.

Add Dynamic Section

The termination fragment will have two new dynamically generated sections. See Recommendation 2.10.4 for details on the section generation conditions.

2.10.3 NOA Variable Population

There are no updates to this section.

2.10.4 NOA Generation Conditions

1. **Add Termination Fragment Section Generation**

The RCA Termination NOA will have two new dynamically generated sections.

SECTION	GENERATION CONDITIONS
<12 month section>	Those recipients with a 'date of entry' before May 5, 2025 will receive 12 month verbiage. As outlined in section 2.2.2 of this design.
<4 month section>	Those recipients with a 'date of entry' on or after May 5, 2025 will receive 4 month verbiage. As outlined in section 2.2.2 of this design.

2.11 Correspondence – Update RCA Denial NOA

2.11.1 Overview

This effort updates the existing RCA Denial Action Fragment (RC_DN_OVER_EIGHTH_MONTHS_R002) to reflect the 4 month time limit instead of 12 months per CIT 0052-25.

Reason Fragment Name and ID: RC_DN_OVER_EIGHTH_MONTHS_R002 (Fragment ID: 7470)
State NOA: NA 290
Current Program(s): Refugee Cash Assistance (RCA)
Current Action Type: Denial
Current Fragment Level: Program
Currently Repeatable: No
Include NA Back 9: Yes
Current Forms/NOAs Generated with this NOA: NA Back 9
Existing Languages: Arabic, Armenian, Cambodian, Chinese, English, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, Vietnamese

2.11.2 NOA Verbiage

Update Fragment XDP
The below text only contains the sentences that will be updated. The table does not contain the entire NOA fragment verbiage.

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

Description	Existing Text	Updated Text	Formatting
<12 month section>	N/A	You cannot get RCA after you have been in the	Arial Font Size 10

		United States longer than (12) months. You have lived in the United States longer than twelve (12) months.	
<4 month section>	N/A	You cannot get RCA after you have been in the United States longer than (4) months. You have lived in the United States longer than four (4) months.	Arial Font Size 10

Note: Only the updated dynamic fragments are included in the above table. Other existing text is unchanged.

Add Dynamic Section

The denial fragment will have two new dynamically generated sections. See Recommendation 2.11.4 for details on the section generation conditions.

2.11.3 NOA Variable Population

There are no updates to this section.

2.11.4 NOA Generation Conditions

1. Add Denial Fragment Section Generation

The RCA Denial NOA will have two new dynamically generated sections.

SECTION	GENERATION CONDITIONS
<12 month section>	Those recipients with a 'date of entry' before May 5, 2025 will receive 12 month verbiage. As outlined in section 2.2.2 of this design.
<4 month section>	Those recipients with a 'date of entry' on or after May 5, 2025 will receive 4 month verbiage. As outlined in section 2.2.2 of this design.

2.12 Correspondence – Update RCA partial approval NOA

2.12.1 Overview

This effort updates the existing RCA Partial Approval NOA (RC_AP_OVER_EIGHTH_MONTHS_R002) to reflect the 4 month time limit instead of 12 months per CIT 0052-25.

Reason Fragment Name and ID: RC_AP_OVER_EIGHTH_MONTHS_R002 (Fragment ID: 7471)
State NOA: NA 991 (10/03) and NA 992 (5/03)
Current NOA Template: RC_NOA_TEMPLATE (Fragment ID: 3036)
Current Program(s): Refugee Cash Assistance (RCA)
Current Action Type: Approval
Current Fragment Level: Program
Currently Repeatable: No
Include NA Back 9: Yes
Current Forms/NOAs Generated with this NOA: NA Back 9, NA 1239 SAR (8/21)
Existing Languages: English

2.12.2 NOA Verbiage

Update Fragment XDP
The below text only contains the sentences that will be updated. The table does not contain the entire NOA fragment verbiage.

Updated Languages: English

Description	Existing Text	Updated Text	Formatting
<12 month section_1>	N/A	These changes are required by Federal regulations which limit refugee/entrant aid payments and cash-based Medi-Cal eligibility to 12 months from the person's month and year of entry into the United States as a refugee/entrant, the date asylum was granted, or the date of certification as a trafficking victim. It has been determined from a review of immigration documents that you or the persons named above will have exceeded this period of eligibility on the effective date shown above.	Arial Font Size 10
<12 month section_2>	N/A	You can get cash aid from this program for no more than 12 months.	Arial Font Size 10

<4 month section_1>	N/A	These changes are required by Federal regulations which limit refugee/entrant aid payments and cash-based Medi-Cal eligibility to 4 months from the person's month and year of entry into the United States as a refugee/entrant, the date asylum was granted, or the date of certification as a trafficking victim.	Arial Font Size 10
<4 month section_2>	N/A	You can get cash aid from this program for no more than 4 months.	Arial Font Size 10

Note: Only the updated dynamic fragments are included in the above table. Other existing text is unchanged.

Add Dynamic Section

The partial approval fragment will have four new dynamically generated sections. See Recommendation 2.12.4 for details on the section generation conditions.

2.12.3 NOA Variable Population

There are no updates to this section.

2.12.4 NOA Generation Conditions

1. **Add partial approval Fragment Section Generation**

The RCA partial approval NOA will have two new dynamically generated sections.

SECTION	GENERATION CONDITIONS
<12 month section_1>	Those recipients with a 'date of entry' before May 5, 2025 will receive 12 month verbiage. As outlined in section 2.2.2 of this design.
<12 month section_2>	Those recipients with a 'date of entry' before May 5, 2025 will receive 12 month verbiage. As outlined in section 2.2.2 of this design.
<4 month section_1>	Those recipients with a 'date of entry' on or after May 5, 2025 will receive 4 month verbiage. As outlined in section 2.2.2 of this design.
<4 month section_2>	Those recipients with a 'date of entry' on or after May 5, 2025 will receive 4 month verbiage. As outlined in section 2.2.2 of this design.

2.13 [Report Name] No Impact

2.14 [Data Warehouse Name] No Impact

2.15 [Data Change] No Impact

2.16 [Automated Regression Test] No Impact

3   SUPPORTING DOCUMENTS

N/A

4   OUTREACH

4.1   Lists

Generate lists for the county to review after batch EDBC completes. All lists will have the following standard columns:
- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker ID

The following lists will be generated with the standard columns shown above, plus any additional columns indicated:

1. **List Name**: List of active RCA cases on or after May 5, 2025.
   List Criteria: List of all Active RCA cases with Date of entry on or after May 5, 2025
   Additional Column(s): RCA Individual name, Date of Entry
   Frequency: One-time.

2. **List Name**: List of active RCA cases prior to May 5, 2025.
   List Criteria: List of all Active RCA cases with Date of entry prior to May 5, 2025
   Additional Column(s): RCA Individual name, Date of Entry
   Frequency: One-time.

3. **List Name**: List of active TCVAP cases on or after May 5, 2025.
   List Criteria: List of all Active TCVAP cases with application date on or after May 5, 2025
   Additional Column(s): RCA Individual Name, Date of Application
   Frequency: One-time.

4. **List Name**: List of active TCVAP cases prior to May 5, 2025.
   List Criteria: List of all Active TCVAP cases with application date prior to May 5, 2025
   Additional Column(s): RCA Individual Name, Date of Application
   Frequency: One-time.

5. **List Name**: List of active LA GR cases.
   List Criteria: List of all Active LA county GR cases with date of application on or after September 1, 2025 and LA GR applicant has a valid citizenship record with date of entry on or after May 5, 2025.
   Additional Column(s): None
   Frequency: One-time.

6. **List Name**: List of discontinued RCA cases.
   List Criteria: List of all LA RCA cases with date of entry on or after May 5, 2025 and discontinued after 4 months of benefits.
   Additional Column(s): None
   Frequency: One-time.

The list will be posted to the following location: CalSAWS Web Portal > System Changes > SCR and SIR Lists > 2025 > CA-289103

5 APPENDIX

5.1 2.8 RS 36 Form Generation Conditions

This section added as a reference to the current functionality only. There are no changes to this section in this effort. RS 36 is available from the template repository.

1. **Form Control**
   The form will contain the following barcodes.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

2. **Form Print Options and Mailing Requirements**

This form will have the following print options:

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 Requirements:

Mail-To (Recipient): Customer Name selected from Document Parameters
Mailed From (Return): Sending Office
Mail-back-to Address: None
Outgoing Envelope Type: Standard Size Mail
Return Envelope Type: None

Additional Requirements:

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