[CA-48379] Automate the Mailing and Tracking of the AAP 3

Issue Type:	**SCR**	Team Responsible:	**Client Correspondence**	Assignee:	**Vicente Romero**
Fix Version/s:	**[26.05]**	Designer Contact:	**Vicente Romero**	Change Type (SCR):	**Enhancement**
Minor Version:		Expedite Changes:	**No**	App Team Estimate Total:	**1138**
Reporter:	**Jira Cleanup**	Regulation Reference:		Created:	**01/19/2018 11:45 AM**
Status:	**Design in Progress**	Impact Analysis:		Outreach Required:	**No**
Policy/Design Consortium Contact:	**Nancy DeCasas**	Training Impacted:	**[N/A]**	App Funding Source:	**CalSAWS M&E**
Project Phase (SCR):	**Production**	County Action:		App Funding Source ID:	
Other Agency Cross Reference:		Counties Impacted:			

Current Design:	The Adoption Assistance Program (AAP) utilizes the AAP-3 form to request information from a child's parent/caregiver during the reassessment period. Currently, the AAP 3 form is generated on demand by the AAP worker.
Request:	To ensure the child's information is updated timely and the correct benefit amounts are issued, the AAP-3 must be sent to the child's parents/caregivers before the end of the reassessment period.
Recommendation:	Auto trigger the AAP-3 form before the AAP grant period ends. Track the receipt of the form from the Customer Reporting Detail Page in CalSAWS. Send a 2nd and 3rd Reminder Notice in the event that the initial AAP-3 is not returned by the due date. ***Check on Spanish AAP version - is this updated to newest version? we will not want to automate an older version.***
Outreach Description:	
Operational Impact:	