CalSAWS

California Statewide Automated Welfare System

Design

CA-204171-Update CW/CF Proof of Name/Identity Regarding Adults

	DOCUMENT APPROVAL HISTORY		
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DATE	VERSION	REVISION DESCRIPTION	AUTHOR
12/22/2025	1.0	Initial Draft	Praveen Badabhagni, Finnegan Dewitt, Vicente Romero
1/12/2026	1.1	Adding EDBC Sweep section and Automated Action Batch Job section	Leah Weston

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1 OVERVIEW

This SCR outlines the updates in CalSAWS verification process ensuring that proof of name/identity and SSN is mandatory for the appropriate individuals in CalWORKs and CalFresh Programs.

1.1 Current Design

In CalSAWS system 'Name/Identity', SSN, verifications are mandatory for CalWORKs and CalFresh programs including children.

If "Name/Identity' is not verified
- CW: program fails with the reason 'FTP Name/Identity'
- CF: person fails with the reason 'FTP Name/Identity'

If "SSN' is not verified
- CW: person gets FRE role with role reason "SSN Enumeration"
- CF: person gets FRE role with role reason "SSN Enumeration"

When running EDBC before the Verification Due Date the EDBC run status is "Pending Verification" which will not allow user to Accept and save the EDBC results.

CalFresh currently has a denial notice for Failed to Provide Name and Identity and Failed to Provide SSN. CalFresh does not have a discontinuance notice for Failed to Provide Name and Identity but does have a notice for Failed to Provide SSN. CalWORKs does not have notices for Failed to Provide Name and Identity and Failed to Provide SSN.

1.2 Requests

- Update Name/Identity to mandatory for adults on the CalWORKs program and mandatory for only the Primary Application on the CalFresh program.
- Update the Name/Identity verification period from 10 days to 15 days for CalWORKs.
- Add a Good Faith Effort field to the Individual Demographics page to allow continued eligibility to CalWORKs when Name/Identity is pending beyond the 15 day due date.
- Add a new Automated Action to create a task when Good Faith Effort is selected on the Individual Demographics page.
- Update SSN to allow eligible to CalWORKs for newborns under age 6 months.
- Add a new batch job to run EDBC for CalWORKs AR/CO cases with a newborn that has reached age 6 months.
- Automate the M40-181A and M40-171A notices.

- Add CalWORKs notices for failure to provide SSN and failure to provide Name/Identity.
- Add a journal entry when the CalWORKs program fails for failure to provide Name/Identity.

1.3 Overview of Recommendations

1. Update the proof of Name/Identity verification rules for household members in CalWORKs and CalFresh programs.
    - **CalFresh (CF):**
        - Verification is mandatory only for the Primary Applicant
        - Proof of Name/Identity shall not be a mandatory requirement for other household members.
    - **CalWORKs (CW):**
        - Proof of Name/Identity shall be mandatory only for adult household members (not mandatory for children).
        - Change the Name/Identity verification due date from 10 days to 15 days from day of verification begin date.
        - Minor Parent applying for CW as the head of household will requires verification of Name/Identity. Failing to provide the verification shall fail the program.
        - Proof of Name/Identity shall not be required for below Adults:
            - Adult dependents (dependent children who are age 19 or older).
            - Non-Needy Caretaker relative (Ex: Grand Parent)

2. Create a Good Faith Effort field on the Individual Demographics Detail page and it will be displayed when verification selected for Name/Identity is pending.
3. Create an Automated Action to generate a task when "Good Faith Effort" is selected on the Individual Demographics Detail page.
4. Update Proof of SSN Verification rules for household members in the CW program.
    -
        - Proof of SSN shall not be required for a newborn household member.
        - SSN verification shall become mandatory for a newborn when either of the following occurs, whichever comes first:
            - The newborn reaches 6 months of age.
            - The household's next SAR or Redetermination/Recertification (RE) occurs.
5. Add a new batch job to trigger EDBC on CW ARCO cases where the child reaches 6 months of age and SSN is not verified.
6. Generate the M40-181A, Termination SAWS 2 PLUS Redetermination/Other Essential Information and the M40-171A, Denial - Application Processing/Failure to Cooperate NOAs.
7. Add CalWORKs Non-compliance notices for Failed to Provide SSN and Failed to Provide Name and Identity.

8. Auto-create a Journal entry when the CalWORKs program is denied or discontinued due to failure to provide a Name/Identity verification.

1.4 Assumptions

1. Medi-Cal/RCA/GA/GAGR/CAPI functionality will not change with this SCR.
2. SSN verification rules for all other program household members shall follow existing functionality unless otherwise specified in this design.
3. Existing CalFresh Notices will not be changed.
4. The CW and CF pending programs are not automatically denied when mandatory verifications are past due for counties that have not opted into batch **PB00E169**.
5. For counties that have opted in, the verification overdue batch **PB00E169** runs, before 10-day cut off day and triggers EDBC for come up month.

2 RECOMMENDATIONS

2.1 Individual Demographics Detail – Good Faith Effort

2.1.1 Overview

The Individual Demographics Detail page allows workers to add, edit, or view demographic information about a particular participant/beneficiary within a case. This SCR will add a "Good Faith Effort" field which will be used to extend eligibility to CalWORKs program when Yes is selected.

2.1.2 Individual Demographic Detail Mockup

Figure 2.1.1 – Individual Demographic Detail with Verified: Pending and Good Faith Effort Dropdown (Edit Mode)

Individual Demographics Detail

* - Indicates required fields

[Images] [Save and Return] [Cancel]

Name

Last Name: *
CROSIER

First Name: *
DILLION

Middle Name/Initial:

Maiden Name:

Suffix:

Verified: *
Verified [View]

Identity Proof Source:
Imaged Photo ID

SSN Status

Current Social Security Number:
790-89-1576

SSN	Verification Status	Begin Date	End Date	
	Verified	01/01/2014		Edit

[Add]

Figure 2.1.2 – Individual Demographic Detail with Verified: Verified (Edit Mode)

Individual Demographics Detail

* - Indicates required fields

[Images] [Next] [Edit] [Close]

Name

Last Name: *
CROSIER

First Name: *
RANDLE

Middle Name/Initial:

Maiden Name:

Suffix:

Verified: *
Pending [View]

Good Faith Effort:
Yes

SSN Status

Current Social Security Number:
823-64-2036

SSN	Verification Status	Begin Date	End Date	
	Verified	08/19/2014		Edit

Figure 2.1.3 – Individual Demographic Detail with Verified: Pending (View Mode)

Figure 2.1.4 – Individual Demographic Detail with Verified: Verified (View Mode)

2.1.3 Description of Changes

1. Move the existing Verified field below the Maiden Name and Suffix row.
2. Add a new conditional, non-mandatory drop-down field titled "Good Faith Effort".
   a. Optional field.
   b. The "Good Faith Effort" dropdown will be a dynamic field that only shows when "Verified" is marked as Pending.
   c. Options in Drop Down: (blank), Yes, No
       i. Note: Default (blank) when no selection is made.
   d. Only display in View Mode when "Verified" is marked as Pending.
   e. Display as blank in View Mode when no selection is made.
3. Update the Transaction History page for the Individual Demographics page to include the new "Good Faith Effort" field.

2.1.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Individual Demographics

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

Update page mapping to reflect the changes being made to the Individual Demographic Detail page.

2.1.7 Accessibility

The page should be assessed for accessibility requirements to meet Accessibility Standards.

2.1.8 Page Usage/Data Volume Impacts

N/A

2.2 Verification Detail – Extend Due Date to 15 days for Cases with CalWORKs only

2.2.1 Overview

Update the Verification Detail page to give pending Name/Identity verification a Due Date 15 days after Date Request Date when the case has only a CalWORKs program. Although, Name/Identity verification will only be mandatory for adults, verification will continue to be requested when non mandatory household members have a pending Name/Identity record.

2.2.2 Verification Detail Mockup

Figure 2.2.1 – Verification Detail Mockup with 15 day Due Date

2.2.3 Description of Changes

1. Change the Due Date logic when Name/Identity is pending, to generate a Due Date 15 days after the Request Date on the Verification Detail page when the only Active or Pending program on the case is CalWORKs.
   Note: Cases that include other active or pending programs will continue to generate a Due Date 10 days after the Request Date.

   Example 1:
   CalWORKs pending application dated 2/5/26 with 1 Parent and 2 Children. There are no other active or pending programs on the case. On 2/5/26 the parent has Name/Identity marked as Pending on the Individual Demographics Detail page. The Verification Detail page will have a Request Date of 02/05/2026 and a Due Date of 02/20/2026.

   Example 2:
   CalWORKs pending application dated 2/5/26 with 1 Parent and 2 Children. There is an active CalFresh program on the case. On 2/5/26 the parent has Name/Identity marked as Pending on the Individual Demographics Detail page. The Verification Detail page will have a Request Date of 02/05/2026 and a Due Date of 02/15/2026.

2.2.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Individual Demographics

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Accessibility

The Automated Action should be assessed for accessibility requirements to meet Accessibility Standards.

2.2.8 Page Usage/Data Volume Impacts

N/A

2.3 Automated Action – Name Verification Pending: Good Faith Effort Selected

2.3.1 Overview

This SCR will add a new Automated Action "Name/Identity Verification Pending: Good Faith Effort Selected". When active, a task will be created for CalWORKs cases that include an individual with "Good Faith Effort" selected on the Individual Demographics Detail page.

2.3.2 Automated Action Detail Mockup

Automated Action Detail

Edit   Close

Action Information

Name:
Name/Identity Verification Pending: Good Faith Effort Selected

Type:
Create Task

Status: *
Inactive

Program(s):
CW

Run Date:
1st day of each month(Mon-Sat)

Source:
Batch

Scenario:
Good Faith Effort has been selected under Name/Identity on the Individual Demographics Detail page for an individual with an active or pending CalWORKs program.

Task Information

Task Type: *

Due Date:
Default Due Date

Default Due Date:
5 days

Initial Assignment:
Default Assignment

Default Assignment:
Current Program Worker

Sibling Assignment:
No

Long Description:
{individual_name} Name/Identity is pending verification with Good Faith Effort selected.

Edit   Close

Figure 2.3.1 – Automated Action Detail – Name/Identity Verification Pending: Good Faith Effort (View Mode)

Automated Action Detail

<div align="right">[Save And Return] [Cancel]</div>

Action Information

Name:
Name/Identity Verification Pending: Good Faith Effort
Selected

Type:
Create Task

Status: *
Inactive ▾

Program(s):
CW

Run Date:
1st day of each month(Mon-Sat)

Source:
Batch

Scenario:
Good Faith Effort has been selected under Name/Identity on the Individual Demographics Detail page for an individual with an active or pending CalWORKs program.

Task Information

Task Type: *
- Select - ▾

Due Date:
Default Due Date ▾

Default Due Date:
5 days

Initial Assignment:
Default Assignment ▾

Default Assignment:
Current Program Worker

Sibling Assignment:
No ▾

Long Description:
{individual_name} Name/Identity is pending verification with Good Faith Effort selected.

<div align="right">[Save And Return] [Cancel]</div>

Figure 2.3.2 – Automated Action Detail – Name/Identity Verification Pending: Good Faith Effort (Edit Mode)

2.3.3 Description of Changes

1. Add the new Automated Action "Name/Identity Verification Pending: Good Faith Effort Selected".
   a. Action Information
      i. Name: Name/Identity Verification Pending: Good Faith Effort Selected
      ii. Type: Create Task
      iii. Status: Inactive
      iv. Program(s): CW
      v. Run Date: 1st day of each month (Mon-Sat)
      vi. Source: Batch
      vii. Scenario: Good Faith Effort has been selected under Name/Identity on the Individual Demographics Detail page for an individual with an active or pending CalWORKs program.
   b. Task Information
      i. Task Type: (null)
      ii. Due Date: Default Due Date
      iii. Default Due Date: 5 days
      iv. Initial Assignment: Default Assignment

v. Default Assignment: Current Program Worker
vi. Sibling Assignment: No
vii. Long Description: {individual_name} Name/Identity is pending verification with Good Faith Effort selected.

2.3.4 Page Location

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

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

N/A

2.3.7 Accessibility

The Automated Action should be assessed for accessibility requirements to meet Accessibility Standards.

2.3.8 Page Usage/Data Volume Impacts

N/A

2.4 Batch – Name/Identity Verification Pending: Good Faith Effort Selected Automated Action Batch Job

2.4.1 Overview

This section describes the behavior of a new batch process that will invoke the "Name/Identity Verification Pending: Good Faith Effort Selected" Automated Action.

2.4.2 Description of Change

Implement a new batch process to invoke the "Name/Identity Verification Pending: Good Faith Effort" Automated Action.

On the first of each month, the Automated Action will be invoked when "Good Faith Effort" is set to Yes and Verified is set to Pending on the Individual Demographics Detail page. A task will be created for each individual with a pending Name/Identity record. If an Assigned or In Process "Identity Verification Pending: Good Faith Effort" task already exists for the case, the Automated Action will not create an additional task.

Tasks will be created when the following conditions are met:
1. The Case has an Active or Pending CalWORKs program
2. An individual(s) on the case have an Individual Demographics Detail record with Verified set to Pending
3. The Verification Detail page Request Date for the Pending Name/Identity record is greater than 15 days before the batch run
4. The person has Good Faith Effort set to Yes on the Demographic Detail page
5. The case does not currently have an Assigned or In Process "Identity Verification Pending: Good Faith Effort" task

Note: If multiple persons on a case meet these conditions during the same batch run, a task will be created for each person.

2.4.3 Execution Frequency

The batch job will be scheduled the 1st day of each month (Monday to Saturday).

2.4.4 Key Scheduling Dependencies

None

2.4.5 Counties Impacted

All CalSAWS Counties

2.4.6 Category

Non-Core.

2.4.7 Data Volume/Performance

There are no expected data volume/performance concerns.

2.4.8 Failure Procedure/Operational Instructions

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

2.5 Eligibility

2.5.1 Eligibility Updates

2.5.2 Overview

1. Update Proof of Name/Identity Verification rules for household members in CalWORKs and CalFresh.
2. Update Proof of SSN Verification rules for household members in CalWORKs.
3. Modify the CW EDBC Verification functionality from 10 days to 15-days, as follows:
   o Fail the CalWORKs individual if the Name/Identity verification (for adults only) is not provided and Good Faith effort is not applicable 15 days after the verification Request Date.
4. Add EDBC logic to create a Journal entry when the CalWORKs program fails due to failure to provide a Name/Identity Verification.

2.5.3 Description of Changes

1. Update CW EDBC logic to consider Name/Identity as mandatory for adults only.
   a. An adult with a Name/Identity record that has been pending for less than 15 days will have a CW EDBC run status of Pending.
   b. A child with a Name/Identity record that has been pending for less than 15 days will not result in a CW EDBC run status of Pending.
   c. An adult with a Name/Identity record that has been pending for 15 or more days will fail the program for 'FTP Name/Identity".
   d. CW EDBC will not fail children for 'FTP Name/Identity'.
   e. CW EDBC will consider Name/Identity as a mandatory verification for minor parent listed as the primary applicant for the CW program.
   f. CW EDBC will not consider Name/Identity as a mandatory verification for adult dependent children.
   g. CW EDBC will not consider Name/Identity as a mandatory verification for non needy caretakers.

h. A Name/Identity record that is pending and the 'Good Faith Effort' field on the Individual Demographics page is marked as Yes will skip the mandatory Name/Identity check and continue with the CW EDBC evaluation.
i. When an adult/minor parent has a Name/Identity record that is pending for more than 15 days and the 'Good Faith Effort' field on the Individual Demographics page is marked as Blank or No, the program will fail for 'FTP Name/Identity''.

2. Update CF EDBC logic to consider Name/Identity as mandatory for primary applicants only.
   a. A primary applicant with a Name/Identity record that has been pending for less than 10 days will have a CF EDBC run status of 'Pending Verification'.
   b. A primary applicant with a Name/Identity record that has been pending for 10 days or more will fail the person for 'FTP Name/Identity'.
   c. A non-primary applicant with a Name/Identity record that has been pending for less than 10 days will not result in a CF EDBC run status of Pending.
   d. A non-primary applicant with a Name/Identity record that is pending will skip the mandatory Name/Identity check and continue with the CF EDBC evaluation.

3. Update CW EDBC to automatically add a journal entry when the CalWORKs program fails due to failure reason 'FTP Name/Identity'.

Journal Entry: Household Failed to Provide Name/Identity Verification.	
Trigger Condition	Generate when all the following are true: CW Program denied or discontinued for "FTP Name/Identity'.
Long Description	Household Failed to Provide Name/Identity Verification.
Short Description	Household Failed to Provide Name/Identity Verification.
Case Types	CalWORKs
Journal Category	Eligibility
Journal Type	Verification

4. Update CW EDBC to skip SSN mandatory verification check for newborns.
   a. A child less than 6 months of age will be considered as a newborn.
   b. When a newborn has a pending SSN record CW EDBC will skip the mandatory SSN check and continue with the CW EDBC evaluation.
   c. When a newborn has reached age 6 months, CW EDBC will assign the child a role reason of 'SSN Enumeration'.
   d. When a newborn is less than 6 months of age and CW EDBC is run in RE mode, the SSN will be considered as mandatory verification for the child. If the verification is pending, CW EDBC will assign the child a role reason of 'SSN Enumeration'.
   e. When a newborn is less than 6 months of age and CW EDBC is run in SAR 7 mode, the SSN will be considered as mandatory verification for the child. If the verification is pending, CW EDBC will assign the child a role reason of 'SSN Enumeration'.

2.5.3.1 Example Scenarios

N/A

2.5.3.2 Programs Impacted

CF, CW

2.6 Batch – EDBC Sweep 'Discontinue Child on CalWORKs for Failure to Provide SSN Verification'

2.6.1 Overview

EDBC logic is being updated to require SSN for children reaching 6 months of age, or when the CW program is running in SAR7 or RE and includes a child under 6 months of age with a pending or unverified SSN record. Because AR/CO cases do not have a SAR 7 a new batch is being added to identify children reaching age 6 months. Add a batch to trigger EDBC when a CW AR/CO case includes a child that has reached 6 months of age with an unverified SSN record.

2.6.2 Description of Change

1. Create a targeted program regular EDBC Sweep on CW program when the following conditions are met:

   a. CW is ARCO (reporting type "Annual Reporting", reason "Child Only")

   b. The child is an active member

   c. The child is turning 6 months anytime in the batch month

   d. The child's SSN is not verified

2. Insert the identified programs into SYS_TRANSACT for Batch EDBC Processing with the following values:

SYS_TRANSACT	Value
TYPE_CODE	BE
CASE_ID	Active case where the infant is reaching 6 months on CW.
PGM_ID	Active CW program.
EFF_DATE	First of the month following the batch run date
RUN_RSN_CODE	N/A

SUB_TYPE_CODE	CT942 value for 'Child on CalWORKs with Failure to Provide SSN Verification'
RUN_TYPE_CODE	PP
DISC_RSN_CODE	N/A
PGM_LIST	CW, CF, SNB

3. Standard Batch EDBC journal entry

Journal Entry: Discontinue Child on CalWORKs for Failure to Provide SSN Verification	
New/Update	New
Long Description	Batch EDBC ran for {Benefit Month}. Batch EDBC processed for the {Program Code} program for following reasons: {Processed Reasons}
Short Description	Batch EDBC ran for {Benefit Month}.
Journal Category	Eligibility
Journal Type	Batch EDBC

2.6.3 Execution Frequency

Monthly – One day prior to Batch 10-day cutoff.

2.6.4 Key Scheduling Dependencies

After Batch EDBC Processing job completes (PB00E103). This will stage the case for Batch EDBC processing on Batch 10-day itself.

2.6.5 Counties Impacted

All Counties

2.6.6 Category

Core

2.6.7   Data Volume/Performance

Estimated 750 cases for all counties monthly.

2.6.8 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.).

2.7 Interface Name

2.7.1 Overview

No Impact

2.7.2 Description of Change

2.7.3 Partner Integration Testing

2.7.4 Execution Frequency

2.7.5 Key Scheduling Dependencies

2.7.6 Counties Impacted

2.7.7 Category

2.7.8 Data Volume/Performance

No impact

2.7.9 Interface Partner

MEDS

2.7.10 Failure Procedure/Operational Instructions

2.8 eHIT

2.8.1 Overview

No Impact

2.8.2 Description of Change

2.8.3 Interface Partner

2.8.4 eHIT Schema Version

2.9 Add New CalWORKs Action Discontinuance / Change

2.9.1 Overview

With this effort, CalSAWS will add an action fragment that will display the discontinued individuals' names. This action will be used when the program is discontinued to list the individuals' names or when the program is active and individuals is discontinued.

State Form/NOA: NA 200
Program(s): CalWORKs
Action Type(s): Discontinuance / Change
Fragment Level: Person
Repeatable: No
Languages: English

2.9.2 Form/NOA Verbiage

Create Fragment XDP
This action fragment will be used for discontinuance and change. Dynamic Sections will be visible and hidden based on conditions listed in 2.11.4.1.

DESCRIPTION	TEXT	FORMATTING*
<Individual Discontinuance> Dynamic section	As of <effectiveDate> the County is stopping cash aid for < Persons>	Arial 10
<Program Discontinuance> Dynamic section	As of <effectiveDate>, the County is stopping cash aid for you and your family.	Arial 10
<Change> Dynamic section	Your cash aid will be changed from <priorAmount> to <currentAmount>.	Arial 10

<Static Section>	Here's why:	Arial 10

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

2.9.3 Form/NOA Variable Population

<u>Add Fragment Variable Population</u>

VARIABLE NAME	POPULATION	FORMATTING*
<effectiveDate>	**Discontinuance** This will populate with the last day of the previous benefit month. Ex: EDBC Benefit month ran is 04/01/2026. Date will populate is 03/31/2026.	Arial 10
<persons>	This will populate with a list of individuals that were discontinued for the current benefit month. Ex: John Doe John Doe Jr Technical Note: Limit listed individuals to those applicable to the notice. If an individual fails for another reason not listed on the notice it should not be listed.	Arial 10
<priorAmount>	This will populate with the previous benefit months authorized amount. If the previous benefit month is recalculated, then populate the previous potential amount + the authorized amount. Ex 1: April 2026 authorized $100 May 2026 authorized $200 Notice should populate $100 to $200 Ex 2 : April 2026 authorized $100 (Recalculated) April 2026 is re ran and grants an additional $50 May 2026 authorized $200 Notice should populate $150 to $200 150 = previous potential amount(100) + authorized (50)	Arial 10

<currentAmount>	This will populate the current benefits month authorized amount.	Arial 10
	Ex: $100	

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

2.9.4 Form/NOA Generation Conditions

1. **Add Fragment Section Generation**

SECTION	GENERATION CONDITIONS
<Individual Discontinuance>	This will be visible when the CalWORKs program is active and hidden if the program is discontinued.
<Program Discontinuance>	This will be visible when the CalWORKs program is discontinued.
<Change>	This will be visible when the CalWORKs program is active and hidden if the program is discontinued.

2.10 Add New CalWORKs Action for Partial Approval & Denials

2.10.1 Overview

With this effort, CalSAWS will add an action fragment that will display the denied individuals' names.

State Form/NOA: NA 200
Program(s): CalWORKs
Action Type(s): Denial, Partial Approval
Fragment Level: Person
Repeatable: No
Languages: English

2.10.2 Form/NOA Verbiage

Create Fragment XDP
This action fragment will be used for partial approvals and denials. Dynamic Sections will be visible and hidden based on conditions listed in 2.12.4.1.

DESCRIPTION	TEXT	FORMATTING*
<Partial Approval Section>	As of <Application Date>, the county has approved Cash Aid and Medi-Cal for some members of your family. The first day of cash aid is <EDBC Begin Date>. The first month's cash aid amount is <Auth Amount>. The County has denied cash aid for <Persons>	Arial 10
<Individual Denial>	As of <Application Date> the County has denied cash aid for <Persons>	Arial 10
<Program Denial>	The County has denied your application for cash aid dated <Application Date>.	Arial 10
<Static Section>	Here's why:	Arial 10

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

2.10.3 Form/NOA Variable Population

Add Fragment Variable Population

VARIABLE NAME	POPULATION	FORMATTING*
<Application Date>	This will populate with the latest Application Date. Ex: 4/1/2026	Arial 10
<EDBC Begin Date>	This will populate with EDBC begin date. Ex: 4/1/2026	Arial 10
<persons>	This will populate with a list of individuals that were denied for the current benefit. Ex: John Doe John Doe Jr Technical Note: Limit listed individuals to those applicable to the notice. If an individual fails for another reason not listed on the notice it should not be listed.	Arial 10

<Auth Amount>	This will populate the current benefits month authorized amount. Ex: $100	Arial 10

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

2.10.4 Form/NOA Generation Conditions

1. **Add Fragment Section Generation**

SECTION	GENERATION CONDITIONS
<Partial Approval Section>	This section will be visible if the program is active and the current benefit month is equal to the latest application date.
<Individual Denial>	This section should be visible if the program was previously active (on-going) and individual was denied.
<Program Denial>	This section should be visible by default. This section should be hidden if the program is active and will be visible if the program is denied.

2.11 Add Denial Notice for Failed to Provide SSN

2.11.1 Overview

With this effort, CalSAWS will add a Failed to Provide SSN Denial Notice.

State Form/NOA: NA 200
NOA Template: CW_NOA_TEMPLATE
Program(s): CalWORKs
Action Type(s): Denial
Fragment Level: Person
Repeatable: No
Include NA Back 9: Yes
  o **Includes standard NA Back 9 variable population:** Yes
Forms/NOAs Generated with this NOA: N/A
Languages: English

2.11.2 Form/NOA Verbiage

Create Fragment XDP

NOA Mockups/Examples: See Supporting Documents #1

DESCRIPTION	TEXT	FORMATTING*
<Static Section>	The rules say you must give us the Social Security Number (SSN) for each member of your family. You did not give us an SSN for this person OR proof that an SSN application was completed and you did not ask the County for help getting this proof.	Arial 10

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

2.11.3 Form/NOA Variable Population

1. **Add Fragment Regulations**
   MPP §§63-300.5, 63-404, 63-502.16, 63-503, 63-505
2. **Add NOA Title and Footer Reference for new Reason**

   NOA Reference on Document List Page: UNVERIFIED: SSN
   CalWORKs Program
       NOA Title: NOTICE OF ACTION
       CALWORKs DENIAL (CW_DN_NOA_TYPE)
   NOA Footer: NA 200

3. **Manual NOA Details (CSF 192)**
   NOA Reason Name: UNVERIFIED: SSN
   NOA Action Type: Denial
   Program: CalWORKs

2.11.4 Form/NOA Generation Conditions

1. **Add Fragment Generation**
   Generate this notice via EDBC when the following generation conditions are true:

   Intake/Reapplications (Program Denial)
   1. The program is CalWORKs.
   2. CalWORKs program is denied.
   3. The program EDBC status reason is SSN Enumeration. (CT73_C4)

   On-going (Individual was added and then denied on an on-going case)
   1. The program is CalWORKs.
   2. CalWORKs program is active.
   3. CalWORKs program was previously active.
   4. An individual / individuals have a EDBC person status reason of SSN Enumeration (CT73_C4) in the current benefit month.

5. Individual / individuals were previously in pending status.

Note: Individuals that receive SSN Enumeration are ineligible to receive benefits. Partial Approval will generate for intake, reapplication, and rescind scenarios. This denial notice will capture program denials and denials that occur when adding a new participant to the program.

Action Fragment: Use new Action Fragment created in 2.10 recommendation
Message Fragment: N/A

2.12 Add Discontinuance Notice for Failed to provide SSN

2.12.1 Overview

With this effort, CalSAWS will add a Failed to Provide SSN Discontinuance & Change Notice.

State Form/NOA: NA 200
NOA Template: CW_NOA_TEMPLATE
Program(s): CalWORKs
Action Type(s): Discontinuance, Change
Fragment Level: Person
Repeatable: No
Include NA Back 9: Yes
   o **Includes standard NA Back 9 variable population:** Yes
Forms/NOAs Generated with this NOA: N/A
Languages: English

2.12.2 Form/NOA Verbiage

Create Fragment XDP

NOA Mockups/Examples: See Supporting Documents #2 & #3

DESCRIPTION	TEXT	FORMATTING*
\<Static Section\>	The rules say you must give us the Social Security Number (SSN) for each member of your family. You did not give us an SSN for this person OR proof that an SSN application was completed and you did not ask the County for help getting this proof.	Arial 10

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

2.12.3 Form/NOA Variable Population

1. **Add Fragment Regulations**
   Change:
   > MPP §§63-404, 63-404.4, 63-502.16, 63-503.3, 63-503.442, 63-504.44, 63-505

   Discontinuance:
   > MPP §§63-300, 63-404, 63-404.1, 63-404.4

2. **Add NOA Title and Footer Reference for new Reason**

   NOA Reference on Document List Page: UNVERIFIED: SSN
   CalWORKs Program
   > If program is discontinued use:
   > **NOA Title:** NOTICE OF ACTION CALWORKS TERMINATION (CW_TN_NOA_TYPE)
   > If the program is active use:
   > **NOA Title:** NOTICE OF ACTION CALWORKS CHANGE (CW_CH_NOA_TYPE)

   NOA Footer: NA 200

3. **Manual NOA Details (CSF 192)**
   NOA Reason Name: UNVERIFIED: SSN
   NOA Action Type: Discontinuance
   Program: CalWORKs

2.12.4 Form/NOA Generation Conditions

1. **Add Fragment Generation**
   Generate this notice via EDBC when the following generation conditions are true:

   Program Discontinuance
   1. The program is CalWORKs.
   2. CalWORKs program is discontinued.
   3. CalWORKs program EDBC status reason is SSN Enumeration (CT73_C4).

   Individual Discontinuance / Change
   1. The program is CalWORKs
   2. An individual / individuals has a EDBC person status reason is SSN Enumeration (CT73_C4) in the current benefit month, but did not have it in the prior EDBC benefit month.

   Action Fragment: Use new Action Fragment created in 2.9 recommendation
   Message Fragment: N/A

2.13 Add Partial Approval for Failed to Provide SSN

2.13.1 Overview

With this effort, CalSAWS will add a Failed to Provide SSN Partial Approval Notice.

State Form/NOA: NA 200
NOA Template: CW_NOA_TEMPLATE
Program(s): CalWORKs
Action Type(s): Partial Approval
Fragment Level: Person
Repeatable: No
Include NA Back 9: Yes
  o **Includes standard NA Back 9 variable population:** Yes
Forms/NOAs Generated with this NOA: N/A
Languages: English

2.13.2 Form/NOA Verbiage

Create Fragment XDP

NOA Mockups/Examples: See Supporting Documents #4

DESCRIPTION	TEXT	FORMATTING*
<Static Section>	The rules say you must give us the Social Security Number (SSN) for each member of your family. You did not give us an SSN for this person OR proof that an SSN application was completed and you did not ask the County for help getting this proof.	Arial 10

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

2.13.3 Form/NOA Variable Population

1. **Add Fragment Regulations**
   MPP §§63-300.5, 63-404, 63-502.16, 63-503, 63-505
2. **Add NOA Title and Footer Reference for new Reason**

   NOA Reference on Document List Page: UNVERIFIED: SSN
   CalWORKs Program
       NOA Title: NOTICE OF ACTION CALWORKS APPROVAL
   (CW_AP_NOA_TYPE)
   NOA Footer: NA 200

3. **Manual NOA Details (CSF 192)**

N/A

2.13.4 Form/NOA Generation Conditions

1. **Add Fragment Generation**
   Generate this notice via EDBC when the following generation conditions are true:
      1. The program is CalWORKs.
      2. CalWORKs program is Active.
      3. An individual has a EDBC person status reason of SSN Enumeration (CT73_C4) in the current benefit month.
      4. Program was previously in Pending status. (Intake / Rescind / Reapplications)

   Action Fragment: Use new Action Fragment created in 2.10 recommendation
   Message Fragment: N/A

2.14 Add Denial for Failed to Provide Name & Identity

2.14.1 Overview

With this effort, CalSAWS will add a Failed to Provide Name & Identity Denial Notice.

State Form/NOA: NA 200
NOA Template: CW_NOA_TEMPLATE
Program(s): CalWORKs
Action Type(s): Denial
Fragment Level: Person
Repeatable: No
Include NA Back 9: Yes
   o **Includes standard NA Back 9 variable population:** Yes
Forms/NOAs Generated with this NOA: N/A
Languages: English

2.14.2 Form/NOA Verbiage

Create Fragment XDP

NOA Mockups/Examples: See Supporting Documents #5

DESCRIPTION	TEXT	FORMATTING*
<Static Section>	You did not give us proof of identity and you did not ask the County for help getting this proof.	Arial 10

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

2.14.3 Form/NOA Variable Population

1. **Add Fragment Regulations**
   MPP §63-300

2. **Add NOA Title and Footer Reference for new Reason**

   NOA Reference on Document List Page: FAILED FOR IDENTIFICATION
   CalWORKs Program
   NOA Title: NOTICE OF ACTION CALWORKS DENIAL
   (CW_DN_NOA_TYPE)
   NOA Footer: NA 200

3. **Manual NOA Details (CSF 192)**
   NOA Reason Name: FAILED FOR IDENTIFICATION
   NOA Action Type: Denial
   Program: CalWORKs

2.14.4 Form/NOA Generation Conditions

1. **Add Fragment Generation**
   Generate this notice via EDBC when the following generation conditions are true:

   1. The program is CalWORKs.
   2. CalWORKs program is denied.
   3. The program EDBC status reason is Failed to Provide Name/Identity. (CT73_CJ)

   Action Fragment: Use action created in 2.10.
   Message Fragment: N/A

2.15 Add Discontinuance for Failed to Provide Name & Identity

2.15.1 Overview

With this effort, CalSAWS will add a Failed to Provide Name & Identity Discontinuance.

State Form/NOA: NA 200
NOA Template: CW_NOA_TEMPLATE
Program(s): CalWORKs
Action Type(s): Discontinuance
Fragment Level: Person
Repeatable: No
Include NA Back 9: Yes

o **Includes standard NA Back 9 variable population:** Yes
Forms/NOAs Generated with this NOA: N/A
Languages: English

2.15.2 Form/NOA Verbiage

Create Fragment XDP

NOA Mockups/Examples: See Supporting Documents #6

DESCRIPTION	TEXT	FORMATTING*
\<Static Section\>	You did not give us proof of identity, and you did not ask the County for help getting this proof.	Arial 10

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

2.15.3 Form/NOA Variable Population

1. **Add Fragment Regulations**
   MPP §63-300
2. **Add NOA Title and Footer Reference for new Reason**

   NOA Reference on Document List Page: FAILED FOR IDENTIFICATION
   CalWORKs Program
   > If program is discontinued use:
   > **NOA Title:** NOTICE OF ACTION CalWORKs TERMINATION
   > (CW_TN_NOA_TYPE)
   NOA Footer: NA 200

3. **Manual NOA Details (CSF 192)**
   NOA Reason Name: FAILED FOR IDENTIFICATION
   NOA Action Type: Discontinuance
   Program: CalWORKs

2.15.4 Form/NOA Generation Conditions

1. **Add Fragment Generation**
   Generate this notice via EDBC when the following generation conditions are true:
   1. The program is CalWORKs.
   2. CalWORKs program is discontinued.

3. The program has a EDBC status reason of Failed to Provide Name/Identity (CT73_CJ).

Action Fragment: Use action created in 2.9.
Message Fragment: N/A

3 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	Correspondence	FTP SSN Denial Mock up	CW_FTP_SSN_Denial
2	Correspondence	FTP SSN Discontinuance Mock up	CW_FTP_SSN_Discontinuance
3	Correspondence	FTP SSN Change Mock up	CW_FTP_SSN_Change
4	Correspondence	FTP SSN Partial Approval Mock up	CW_FTP_SSN_Partial Approval
5	Correspondence	FTP Name / Identify Denial Mock up	CW_FTP_Name_Identity_Denial
6	Correspondence	FTP Name / Identify Discontinuance Mock up	CW_FTP_Name_Identity_Discontinuance

4 OUTREACH

[Include any specific outreach that needs to occur with implementation i.e. a CIT, a special webcast or onsite demonstration, any lists, etc.]

4.1 Lists

[Include a summary of the list(s). If there is more than one list, separate them with a numbered list and include the Location and Standard Columns only once in the overall summary.]

List Name: <List Name>
List Criteria: <Describe criteria for generating list>
Standard Columns:
- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker ID

Additional Column(s): <list additional columns, if any>
Frequency: <One-time, monthly, quarterly, etc.>

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

5 APPENDIX

[Include any supplementary items that may not fit in the Description section. Examples could include flow charts, lengthy code tables, etc.]