

# CalSAWS

California Statewide Automated Welfare System



Design

## **CA-244271**

ACL 25-83 Add Cover Letter to SAWS 2 Plus, CF 285, CF 37, CW 2.1/CW 2.1Q, CW 61, SAR 7 and GEN 202

DOCUMENT APPROVAL HISTORY

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DATE	VERSION	REVISION DESCRIPTION	AUTHOR
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# CA-244271 – ACL 25-83 Add Cover Letter to SAWS 2 Plus, CF 285, CF 37, CW 2.1/CW 2.1Q, CW 61, SAR 7 and GEN 202

## 1 OVERVIEW

This effort includes adding cover letter to following forms SAWS 2 Plus, CF 285, CF 37, CW 2.1Q–2.1NA, CW 61, SAR 7, GEN 202, GEN 853 and adding BRM header to following forms SAWS 2 Plus, CF 37, CW 2.1Q–2.1NA, CW 61, and GEN 853 to inform the customer to review the form(s) that were electronically or telephonically signed. The scope also includes enabling Central Print to generate the forms/applications with the updated cover letter.

### 1.1 Current Design

Currently, the SAWS 2 Plus, CF 285, CF 37, CW 2.1Q–2.1NA, CW 61, SAR 7, GEN 202, and GEN 853 forms do not include a cover letter. Additionally, the BRM header is not included for SAWS 2 Plus, CF 37, CW 2.1Q–2.1NA, CW 61, and GEN 853. Central Print functionality is also not available for SAWS 2 Plus, CW 2.1Q–2.1NA, CW 61, and GEN 202.

### 1.2 Requests

1. Add the CSF 191 Cover Letter to the Template Repository.
2. Add the CSF 191 cover letter for the following forms: SAWS 2 Plus, CF 285, CF 37, CW 2.1Q–2.1NA, CW 61, SAR 7, GEN 202, and GEN 853.
3. Add BRM header to the following forms: SAWS 2 Plus, CF 37, CW 2.1Q–2.1NA, CW 61, and GEN 853.
4. Add Central print functionality to the following forms: SAWS 2 Plus, CW 2.1Q–2.1NA, CW 61, and GEN 202.

### 1.3 Overview of Recommendations

1. Add the CSF 191 Cover Letter to the Template Repository.
2. Add the CSF 191 cover letter for the following forms: SAWS 2 Plus, CF 285, CF 37, CW 2.1Q–2.1NA, CW 61, SAR 7, GEN 202, and GEN 853.
3. Add BRM header to the following forms: SAWS 2 Plus, CF 37, CW 2.1Q–2.1NA, CW 61, and GEN 853.
4. Add Central print functionality to the following forms: SAWS 2 Plus, CW 2.1Q–2.1NA, CW 61, and GEN 202.

### 1.4 Assumptions

1. There are no changes to the form generation conditions or variable population logic for any of the form/application listed in this design document, unless otherwise called out in the recommendation section.

## 2 RECOMMENDATIONS

### 2.1 Page Name – No Impact

### 2.2 Eligibility Rules Updates – No Impact

### 2.3 Batch Name – No Impact

### 2.4 Interface Name – No Impact

### 2.5 eHIT – No Impact

### 2.6 Add CSF 191 form to template repository

#### 2.6.1 Overview

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The CSF 191 form will be added into the template repository.

**State Form:** CSF 191 (03/25)

**Programs:** N/A

**Attached Form(s):** N/A

**Forms Category:** Form

**Template Repository Visibility:** All

**Languages:** English, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Hindi, Japanese, Korean, Lao, Russian, Mien, Panjabi, Spanish, Tagalog, Tai, Ukrainian, and Vietnamese,

#### 2.6.2 Form/NOA Verbiage

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**Create Form XDP**

Add the CSF 191 form into the system. The header will be Included on the first page followed by the form text on the same page.

**Form Header:** CalSAWS Standard Header (refer to mockup)

**Form Title:** Cover Letter for Electronic/ Telephonic Signature Documents

**Form Number:** CSF 191 (03/25)

**Include NA Back 9:** N

**Imaging Form Name:** N/A

**Imaging Document Type:** N/A

**Imaging Case/Person:** Case

**Form Mockups/Examples:** See Supporting Documents #1

### 2.6.3 Form/NOA Variable Population

There is no variable population on the form.

### 2.6.4 Form/NOA Generation Conditions

#### **Add Form to Template Repository**

CSF 191 form will be available in the Template Repository for all counties.

**Required Document Parameters:** Case Number, Customer Name, Program, Language

#### **Form Print Options and Mailing Requirements**

The following are the print and mailing requirements for CSF 191

BLANK TEMPLATE	PRINT LOCAL WITHOUT SAVE	PRINT LOCAL AND SAVE	PRINT CENTRAL AND SAVE	REPRINT LOCAL	REPRINT CENTRAL
Y	Y	N	N	N	N

#### **Mailing Options:**

MAILING OPTIONS	
Mail-To (Recipient)	No mailing option for this form
Mailed From (Return)	District Office Address
Mail-back-to Address	N/A
Mailing Priority:	01
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A

#### **Form Control:**

TRACKING BARCODE	BRM BARCODE	IMAGING BARCODE
NO	NO	YES

#### **Additional Options:**

REQUIREMENT	OPTION FOR CSF 191 FORM
Post to Self-Service Portal	No
Special Paper Stock	N/A
Enclosures:	N/A
Electronic Signature:	N/A
Clock Indicator:	NO

## 2.7 Update to SAWS 2 Plus Recommendation

### 2.7.1 Overview

Adding the CSF 191 cover letter, BRM header, and Central Print functionality to the SAWS 2 Plus form to inform the customer to review the form(s) that were electronically or telephonically signed.

**State Form:** SAWS 2 PLUS (4/15)

**Programs:** CalWORKs, CalFresh, Medi-Cal, CAPI, GA/GR, RCA

**Attached Form(s):** N/A

**Forms Category:** Application

**Template Repository Visibility:** All Counties

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

### 2.7.2 Form/NOA Verbiage

#### Update Form XDP

- Adding The cover letter CSF 191 to SAWS 2 Plus.
- The second page containing the BRM header will be added to SAWS 2 Plus.
- For the mockup, please refer to Supporting Document #1.
- **Updated Languages:** English, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, and Vietnamese.

### 2.7.3 Form/NOA Variable Population

There are no changes to the form variable population.

### 2.7.4 Form/NOA Generation Conditions

There are no changes to the form generation conditions.

#### Update Form Print Options and Mailing Requirements

The following are the print and mailing requirements for SAWS2PLUS.

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 Options:

MAILING OPTIONS	
Mail-To (Recipient)	When generated through Template Repository - the individual selected from the 'Customer Name' parameter.
Mailed From (Return)	District Office Address
Mail-back-to Address	N/A
Mailing Priority:	01
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A

### Form Control:

TRACKING BARCODE	BRM BARCODE	IMAGING BARCODE
NO	YES	YES

### Additional Options:

REQUIREMENT	OPTION FOR SAW2PLUS FORM
Post to Self-Service Portal	NO
Special Paper Stock	N/A
Enclosures:	N/A
Electronic Signature:	N/A
Clock Indicator:	NO

## 2.8 Update to CF 285 Recommendation

### 2.8.1 Overview

Adding the CSF 191 cover letter to CW 285 form to inform the customer to review the form(s) that were electronically or telephonically signed.

**State Form:** CF 285 (08/21)  
**Current Programs:** CalFresh  
**Current Attached Form(s):** N/A  
**Current Forms Category:** Application  
**Current Template Repository Visibility:** 57 Counties  
**Existing Languages:** English, Arabic, Armenian, Cambodian, Chinese, Farsi, Hindi, Hmong, Japanese, Korean, Lao, Mien, Russian, Spanish, Tagalog, Thai, and Vietnamese.

## 2.8.2 Form/NOA Verbiage

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### Update Form XDP

- Adding The cover letter CSF 191 to CF 285 Form.
- For the mockup, please refer to Supporting Document #1.

**Updated Languages:** English, Arabic, Armenian, Cambodian, Chinese, Farsi, Hindi, Hmong, Japanese, Korean, Lao, Mien, Russian, Spanish, Tagalog, Thai, and Vietnamese.

## 2.8.3 Form/NOA Variable Population

---

There are no changes to the form variable population.

## 2.8.4 Form/NOA Generation Conditions

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There are no changes to the form generation conditions.

## 2.9 Updates to CF 37 Recommendation

### 2.9.1 Overview

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Adding the CSF 191 cover letter and BRM header to CW 37 form to inform the customer to review the form(s) that were electronically or telephonically signed.

**State Form:** CF 37 (11/16)  
**Current Programs:** CalFresh  
**Current Attached Form(s):** N/A  
**Current Forms Category:** Application  
**Current Template Repository Visibility:** 57 Counties  
**Existing Languages:** English, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, and Vietnamese

### 2.9.2 Form/NOA Verbiage

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#### Update Form XDP

- Adding The cover letter CSF 191 to CF 37 form.
- The second page containing the BRM header will be added to CF 37.
- For the mockup, please refer to Supporting Document #1.

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

### 2.9.3 Form/NOA Variable Population

---

There are no changes to the form variable population.

### 2.9.4 Form/NOA Generation Conditions

---

There are no changes to the form generation conditions.

#### Update Form Control:

TRACKING BARCODE	BRM BARCODE	IMAGING BARCODE
NO	YES	YES

## 2.10 Update to CW 2.1Q–2.1NA Recommendation

### 2.10.1 Overview

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Adding the CSF 191 cover letter, BRM header, and Central Print functionality to the CW 2.1Q–2.1NA form to inform the customer to review the form(s) that were electronically or telephonically signed.

**State Form:** CW 2.1 NOTICE AND AGREEMENT (8/04), CW 2.1 (Q) (10/16)

**Current Programs:** CalWorks, Medi-Cal

**Current Attached Form(s):** N/A

**Current Forms Category:** Form

**Current Template Repository Visibility:** 57 Counties

**Existing Languages:** English, Chinese, Russian, Spanish, and Vietnamese

### 2.10.2 Form/NOA Verbiage

---

#### Update Form XDP

- Adding The cover letter CSF 191 to CW 2.1Q-2.1NA.
- The second page containing the BRM header will be added to CW 2.1Q-2.1NA.
- For the mockup, please refer to Supporting Document #1.

**Updated Languages:** English, Chinese, Russian, Spanish, and Vietnamese

### 2.10.3 Form/NOA Variable Population

---

There are no changes to the form variable population.

### 2.10.4 Form/NOA Generation Conditions

---

There are no changes to the form generation conditions.

#### **Update Form Print Options and Mailing Requirements**

The following are the print and mailing requirements for CW 2.1Q–2.1NA.

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 Options:**

MAILING OPTIONS	
Mail-To (Recipient)	When generated through Template Repository - the individual selected from the 'Customer Name' parameter.
Mailed From (Return)	District Office Address
Mail-back-to Address	N/A
Mailing Priority:	01
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A

**Form Control:**

TRACKING BARCODE	BRM BARCODE	IMAGING BARCODE
NO	YES	YES

**Additional Options:**

REQUIREMENT	OPTION FOR SAW2PLUS FORM
Post to Self-Service Portal	NO
Special Paper Stock	N/A
Enclosures:	N/A
Electronic Signature:	N/A
Clock Indicator:	NO

## 2.11 Update to CW 61 Recommendation

### 2.11.1 Overview

Adding the CSF 191 cover letter, BRM header, and Central Print functionality to the CW 61 form to inform the customer to review the form(s) that were electronically or telephonically signed.

**State Form:** CW 61 (7/01)

**Current Programs:** CalWORKs, Welfare to Work, REP, Child Care

**Current Attached Form(s):** N/A

**Current Forms Category:** Form

**Current Template Repository Visibility:** 57 Counties

**Existing Languages:** English, Chinese, Cambodian Russian, Spanish, and Vietnamese.

### 2.11.2 Form/NOA Verbiage

#### Update Form XDP

- Adding The cover letter CSF 191 to CW 61.
- The second page containing the BRM header will be added to CW 61.
- For the mockup, please refer to Supporting Document #1.

**Updated Languages:** English, Chinese, Cambodian Russian, Spanish, and Vietnamese.

### 2.11.3 Form/NOA Variable Population

There are no changes to the form variable population.

### 2.11.4 Form/NOA Generation Conditions

There are no changes to the form generation conditions.

#### **Update Form Print Options and Mailing Requirements**

The following are the print and mailing requirements for CW 61

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 Options:**

MAILING OPTIONS	
Mail-To (Recipient)	When generated through Template Repository - the individual selected from the 'Customer Name' parameter.
Mailed From (Return)	District Office Address

MAILING OPTIONS	
Mail-back-to Address	N/A
Mailing Priority:	01
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A

#### Form Control:

TRACKING BARCODE	BRM BARCODE	IMAGING BARCODE
NO	YES	YES

#### Additional Options:

REQUIREMENT	OPTION FOR SAW2PLUS FORM
Post to Self-Service Portal	NO
Special Paper Stock	N/A
Enclosures:	N/A
Electronic Signature:	N/A
Clock Indicator:	NO

## 2.12 Update to SAR 7 Recommendation

### 2.12.1 Overview

Adding the CSF 191 cover letter to SAR 7 form to inform the customer to review the form(s) that were electronically or telephonically signed.

**State Form:** SAR 7 (12/14)

**Current Programs:** CalWORKs, CalFresh, RCA.

**Current Attached Form(s):** N/A

**Current Forms Category:** Form

**Current Template Repository Visibility:** 58 Counties

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

### 2.12.2 Form/NOA Verbiage

#### Update Form XDP

- Adding The cover letter CSF 191 to SAR 7.

- For the mockup, please refer to Supporting Document #1.

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

### 2.12.3 Form/NOA Variable Population

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There are no changes to the form variable population.

### 2.12.4 Form/NOA Generation Conditions

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There are no changes to the form generation conditions.

## 2.13 Update to GEN 202 Recommendation

### 2.13.1 Overview

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Adding the CSF 191 cover letter and central print functionality to GEN 202 form to inform the customer to review the form(s) that were electronically or telephonically signed.

**State Form:** GEN 202 (05/2021)

**Current Programs:** Food Distribution, IHSS/CMIPS II, GA/GR, AAP, CalWORKs, CAPI, Child Care, Diversion, Welfare to Work, Foster Care, CFET, CalFresh, Kin-Gap, Medi-Cal, RCA, Cal-Learn, Immediate Need, Homeless -Temp, Homeless - Perm

**Current Attached Form(s):** N/A

**Current Forms Category:** Form

**Current Template Repository Visibility:** 58 Counties

**Existing Languages:** English, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, and Vietnamese.

### 2.13.2 Form/NOA Verbiage

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#### Update Form XDP

- Adding The cover letter CSF 191 to GEN 202.
- For the mockup, please refer to Supporting Document #1.
- **Updated Languages:** English, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, and Vietnamese

### 2.13.3 Form/NOA Variable Population

---

There are no changes to the form variable population.

### 2.13.4 Form/NOA Generation Conditions

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There are no changes to the form generation conditions.

#### Update Form Print Options and Mailing Requirements

The following are the print and mailing requirements for GEN 202

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 Options:**

MAILING OPTIONS	
Mail-To (Recipient)	When generated through Template Repository - the individual selected from the 'Customer Name' parameter.
Mailed From (Return)	District Office Address
Mail-back-to Address	N/A
Mailing Priority:	01
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A

**Form Control:**

TRACKING BARCODE	BRM BARCODE	IMAGING BARCODE
NO	YES	YES

**Additional Options:**

REQUIREMENT	OPTION FOR GEN 202 FORM
Post to Self-Service Portal	NO
Special Paper Stock	N/A
Enclosures:	N/A
Electronic Signature:	N/A
Clock Indicator:	NO

## 2.14 Update to GEN 853 Recommendation

### 2.14.1 Overview

---

Adding the CSF 191 cover letter to GEN 853 form to inform the customer to review the form(s) that were electronically or telephonically signed.

**State Form:** GEN 853 (10/2020)

**Current Programs:** CalWORKs, CalFresh, Medi-Cal, CAPI, GA/GR

**Current Attached Form(s):** N/A

**Current Forms Category:** Form

**Current Template Repository Visibility:** ALL Counties

**Existing Languages:** English, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, and Vietnamese.

### 2.14.2 Form/NOA Verbiage

---

#### Update Form XDP

- Adding The cover letter CSF 191 to GEN 853.
- For the mockup, please refer to Supporting Document #1.
- **Updated Languages:** English, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, and Vietnamese

### 2.14.3 Form/NOA Variable Population

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There are no changes to the form variable population.

### 2.14.4 Form/NOA Generation Conditions

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There are no changes to the form generation conditions.

## 2.15 Report Name - No Impact

## 2.16 Data Warehouse Name - No Impact

## 2.17 Data Change - No Impact

## 2.18 Automated Regression Test - No Impact

### 3 SUPPORTING DOCUMENTS

NUMBER	FUNCTIONAL AREA	DESCRIPTION	ATTACHMENT
1	Forms	Cover Letter with SAWS 2 Plus, CF 285, CF 37, CW 2.1Q-2.1NA, CW 61, SAR 7 and GEN 202, GEN 853 forms	Supporting documens#1.pdf

## 4 OUTREACH

### 4.1 Lists – No Impact

## 5 APPENDIX

N/A