44. Case Structure / Numbering

CalWIN provides several distinct advantages that impact case structure. The CalWIN system is an individual based system. This provides flexibility in identifying people as both individuals and as members of a case. A unique identifier (CWIN) is assigned to each individual, allowing individual level data to be maintained. Because it is an individual based system, CalWIN groups individuals and attaches them to cases based on program requirements.

The determination of which individuals comprise a Household Composition Group (HCG) is based on two key factors - Relationships and Living Arrangements.

44.1 Glossary

CalWIN brings new terminology to our Agency. In order to better understand this section and case structure in general, the following terminology is defined:

<table>
<thead>
<tr>
<th>TERM</th>
<th>CalWIN DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Composition Group (HCG)</td>
<td>One or more persons who are grouped together for determining:</td>
</tr>
<tr>
<td></td>
<td>• Eligibility and benefits, or</td>
</tr>
<tr>
<td></td>
<td>• Employment services, or</td>
</tr>
<tr>
<td></td>
<td>• Client Referral.</td>
</tr>
<tr>
<td>Case</td>
<td>One or more programs for groups of persons sharing a common case number. A case CANNOT have more than one:</td>
</tr>
<tr>
<td></td>
<td>• Household Composition Group (HCG) of a specific program type in one case.</td>
</tr>
<tr>
<td></td>
<td>• Program of the same type (Cash Aid, CalFresh, etc.) in one case.</td>
</tr>
<tr>
<td>Companion Case</td>
<td>Another case that must be considered in determining eligibility and/or benefits for an HCG.</td>
</tr>
<tr>
<td></td>
<td>• Multiple cash HCGs who are in a single CalFresh HCG.</td>
</tr>
</tbody>
</table>
44.2 File Clearance

Before a case number is assigned to an application, all persons MUST have a file clearance completed through CalWIN and the State Client Index (SCI). If there is an existing case but the case was closed prior to CalWIN implementation and was not included as part of the CalWIN Case Conversion process and is not known to the CalWIN system, a New Case Number must be established in CalWIN.

The previous case number used in the Case Data System (CDS) must be researched in order to properly identify the previous physical case folder for Integrated Document Management (IDM) purposes.
44.2.1 Client Identification Number (CIN)

The Client Identification Number (CIN) is a unique statewide identification number assigned by the Statewide Client Index (SCI) to an individual. The CIN is used to uniquely identify individuals on SCI for tracking purposes and stores individual demographic information associated with an individual. A new or existing CIN can be generated/selected during the individual clearance process at “Application/Registration,” “Data Collection” or “Client Referral.”

44.2.2 CalWIN Identification Number (CWIN)

The CalWIN Identification Number (CWIN) is a unique number assigned by CalWIN to every individual who comes into contact with a county office or county-specified agency. The CWIN is used to uniquely identify each individual in the CalWIN database for county-specific tracking purposes. All information associated with an individual is linked to their CWIN. A new or existing CWIN can be generated/selected during the individual clearance process at “Application/Registration,” “Data Collection” or “Client Referral.”

44.3 Description of Case Structure

In CalWIN, case numbers are referred to as “serial numbers.” The CalWIN serial number is a seven character identifier, as defined in State regulation 23-253.13.

For Cases converted from CDS into CalWIN, the case numbers will be assigned at the point of Conversion and generated according to the following parameters:

- First Byte (character) for all converted cases will be an “alpha” character (B thru Z) with the exception of vowels (A, E, I, O, U).

- For EBT cases the EBT indicator will be used as the “First Byte” alpha character for the converted CalWIN case number.

- For Non-EBT cases (cases that do not have an EBT Indicator), conversion will determine the next available alpha character and create the 7 character case number.
Case Structure / Numbering

44.3.1 Household Composition Group

A “Household Composition Group” (previously known as an Assistance Unit [AU], CalFresh Household or a Medi-Cal Family Budget Unit [FBU]) can be one or more persons. Not more than one Cash or CalFresh program can be included in a single case serial.

Reminder:

Currently in CDS, case numbers contain a Family Budget Unit (FBU) and Mult. The FBUs and Mults will NOT continue, as we know them in CDS (as part of the case number) in the CalWIN system.

44.3.2 Medi-Cal Budget Units (MBUs)

Medi-Cal MBUs are assigned specific (FBU) Numbers as required by program. They will be assigned by the CalWIN system during the EDBC process and will only be used to identify sub-groups within a Household Composition Group and by MEDS.

Note:

For Medi-Cal, program type includes primary and secondary aid codes as well as Mini Budget Units (MBUs). CalWIN will assign a default number as the FBU numbers when sending data to MEDS and other interface systems that require the single digit number.

CalWIN will be able to determine the Medi-Cal Family Budget Unit (MFBU), Mini Budget Unit (MBU) and the primary and secondary aid codes for the persons in a single Household Composition Group.

Note:

CalWIN will assign a one character FBU number to each Medi-Cal MBU for MEDS purposes.

44.4 Selection of Case Serial Numbers

The following case selection criteria (hierarchy) shall be applied when combining cases in CalWIN:

- Open cases take precedence over closed cases.
- If more than one case is opened, the cases must be merged into the case with an Electronic Benefit Transfer (EBT) account.

The following chart further illustrates the hierarchy of how cases are to be selected:

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than one case is in an open status,</td>
<td>Merge the cases into one case, using the case with an EBT case first.</td>
</tr>
<tr>
<td>EXAMPLE: There is an existing Medi-Cal and an existing CalFresh Case. The client is applying for CalWORKs. The Medi-Cal case must be closed and CalWORKs and Medi-Cal added to the CalFresh case.</td>
<td></td>
</tr>
<tr>
<td>A case is in an open status,</td>
<td>The opened case must be used, regardless of whether an EBT account was established in that case or not.</td>
</tr>
<tr>
<td>EXAMPLE: There is an existing Medi-Cal case. A separate CalWORKs case with an EBT account was established at one time, but is now closed. The client is now requesting CalFreshs. The CalFresh should be added to the Medi-Cal case, since this case is in an open status.</td>
<td></td>
</tr>
</tbody>
</table>

### 44.4.1 Assignment of CalWIN Case Serial Numbers

The following describes how serial (case) numbers are to be assigned in CalWIN:

<table>
<thead>
<tr>
<th>If a prior serial (case) number...</th>
<th>And...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does Not Exist in CalWIN or MEDS,</td>
<td></td>
<td>A NEW serial (case) number will be requested by the user and will be issued by CalWIN.</td>
</tr>
<tr>
<td>Exists for this particular Household Composition Group,</td>
<td>The serial number is not currently active for a related Household Composition Group,</td>
<td>The user can:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Select the existing CalWIN number, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Request a new serial number to be assigned by CalWIN.</td>
</tr>
</tbody>
</table>

### 44.4.2 Case Contents

For a single Household Composition Group (HCG), a serial (case) number contains requested and/or mandated:
• Benefit Programs (e.g., Cash Aid, CalFresh and Medi-Cal, etc.)

• Employment Services (e.g., Welfare to Work (WTW), etc.).
  • Including Child Care.

44.4.3 More Than One Household Group Residing in the Home

When more than one HCG resides in the home, each HCG requesting benefits or services will be in a separate serial (case) number. The cases will be linked as companion cases for eligibility determination and benefit calculation (EDBC) as required by program eligibility.

Example:
There are two CalWORKs household composition groups who receive CalFresh together. Their cases will be linked together for the purpose of determining the correct CalFresh allotment using the appropriate CalWORKs benefits and other applicable information. Again, the determination of which individuals comprise a Household Composition Group will be based on the two key factors: relationships and living arrangements.

44.4.4 Employment Services

CalWIN will be able to determine services and payments for the individual person. It will identify the appropriate groups of persons connected to the person(s) being served for required determinations.

44.5 Types of Cases

With the implementation of CalWIN, all cases will be electronic. Therefore, there will no longer be a need to create a paper case folder when new cases are opened in CalWIN. Until all the documents in the existing paper case folders are captured into the IDM system, the Agency will continue to have both:

• Electronic cases, and
• All previously existing paper case folders.

Also, for an interim period, it will be necessary to update the electronic file with information contained in the existing paper case folder.
44.5.1 Electronic Case

When a new case is established in CalWIN and the client has had no prior case history with our Agency, a paper case folder will NOT be created. All documents received from client that are required to be retained in order to establish their eligibility for assistance, will be scanned and stored in the IDM system by the Agency.

44.5.2 Paper Folders/Cases

Paper case folders that existed prior to the implementation of CalWIN will continue to exist until all the documents in the case folder are captured in the IDM system.

44.6 Case Conversion

The case numbering process for assigning case numbers to household composition groups that will be used during the case conversion process from CDS to CalWIN and afterward, will be different than the current CDS case numbering process.

In the CDS system when households have the same serial (case) number, they are separated out by different (FBUs), because the families are living at different addresses and/or receiving cash payments and CalFresh, as a separate household.

During conversion from CDS to CalWIN, these separate (FBUs) will be broken down in one or more Household Composition Groups and be given a different Case number. Conversion adds an alpha character in front of the six-digit CDS case number to obtain a CalWIN seven character case number. The (EBT) indicator belonging to each separate FBU is the alpha character that will be used in front of the six-digit CDS case number to create the seven character CalWIN case number.

Example:

Previous CDS case number is A01567 with 00 FBU and an EBT indicator of “B.” Grandmother is receiving aid for two of her grandchildren in the 00 FBU. Auntie is receiving aid for another child, (sibling of the two children in the 00 FBU), in the 01 FBU with an EBT indicator of “C.” During CalWIN conversion, the 00 FBU with Grandma and her two grandchildren will convert to case number BA01567. The 01 FBU with Auntie and the other sibling will convert to case number CA01567.
Note:
If cases convert successfully, a cross reference of the new CalWIN case numbers, to the old CDS case numbers will be created in CalWIN, and can be viewed in the INQUIRY subsystem. All cases included in the final file extract from CDS for conversion will be available in CalWIN and users can view the cross referenced CDS case number in CalWIN.

44.7 Person Numbers (Other than Relinquishment)

44.7.1 Policy

All person numbers are assigned to individuals by the CalWIN system. The two digit person number will be unique to an individual within a case and will be used by MEDS. Person numbers are assigned sequentially as an individual is added to a case. (For example: if Mom is added to the case first, her person number will be 01, if child is added second, child’s person number will be 02, and so on. Person numbers are specific to a case but will no longer have any inherent meaning.

Person Number assignments are no longer the responsibility of a CST.

44.7.2 Person Number Assignments

Person numbers in CalWIN do not have the same significance that they had in CDS. The two digit person number will be unique to an individual within a case and will be used by MEDS. Person numbers are assigned sequentially as an individual is added to a case. (For example: if Mom is added to the case first, her person number will be 01, if child is added second, child’s person number will be 02, and so on). After person numbers 01, 02, and 03 are assigned, CalWIN will assign a new person that is added to the case, the next available person number which would be 04.

• Person Number assignments are no longer the responsibility of a CST.
• Person numbers are specific to a case but will no longer have any inherent meaning.

Note:
In CDS person number assignments for adults were person number series #01-09. Person number assignments for children were person number series #11-29. In CalWIN, this logic no longer applies.
Note:
When a Minor Consent individual applies for minor consent services and is issued a Minor Consent case number, the system will assign Person Number 01 to the individual. It is no longer necessary to assign Person Number 55 to a minor consent individual in order to identify them as minor consent.

Exception:
Foster Care cases (See Section 47.20).

44.7.3 Reassignment of Recorded Person Numbers on the Medi-Cal Eligibility Data System (MEDS) Network

The interface between CDS and MEDS occurred via the 14 digit MEDS ID. After the implementation of CalWIN, the interface between CalWIN and MEDS will occur via the Client Index Number (CIN).

Conversion will create a cross-reference containing the old and new Person Numbers to facilitate updates to the interfacing systems.

Note:
After Conversion is completed, CalWIN will submit interface changes to MEDS to update the Case Number and Person Number on the MEDS record. MEDS will not issue a new BIC card as a result of this transaction.

44.7.4 Minor Consent Procedures

A New CWIN is always created when establishing an initial Minor Consent Case in CalWIN. This rule applies regardless of whether the minor has an existing CWIN in any other case, i.e., minor is receiving Medi-Cal and/or CalWORKs or CalFresh in their parent's or guardian's case.

The following must occur when establishing a Minor Consent Case:

• If individual who is applying for minor consent services cannot be positively matched to a previous minor consent services case number that was issued to them, create a new CalWIN Identification Number (CWIN),

• Create the individual's own case number

• ALWAYS use the district office address, and

• NEVER use the individual's Social Security Number.
Note:
When a Minor Consent individual applies for minor consent services and is issued a Minor Consent case number, the system will assign Person Number 01 to the individual. It is no longer necessary to assign Person Number 55 to an individual in or to identify them as a minor consent individual.

44.8 Appropriate Use of Names

The following are general guidelines to use when entering a client’s name:

- Clients can use whatever names they choose.

- If the client uses a name that differs from the name that appears on his/her Social Security card, the very first and last name that appear on the Social Security card must be entered as an alias in appropriate CalWIN screens.

- A client with only one name will have the same name entered as both the first and last name (e.g., Cher).

- A client’s last name that contains hyphens or spaces will be entered as one name (e.g., Garcia-Nguyen will be entered Garcianguyen. De La Cruz will be entered Delacruz).

44.9 General Case Categories

There are three general case categories:

- Adult Cases
- Family Cases
- Relinquished Child Cases.
44.10 Adult Cases

Adult cases include persons defined as adults (whether they are adults by virtue of age, regulation, emancipation, or marriage), who have no dependent/minor children for whom they are requesting aid and/or services.

UNBORNS ARE NOT CONSIDERED CHILDREN FOR THIS DEFINITION.

Note:
Unborns are no longer added to the case as an individual nor given a person number.

44.10.1 Programs

Adult Cases can contain the following programs when adults who have no dependent/minor children, are applying for aid:

- General Assistance
- Medi-Cal
- CalFresh
- Cash Assistance Program for Immigrants (CAPI)
- In-Home Supportive Services (IHSS)
- Adult Services
- Refugee
- Subpayee

44.10.2 Typical Adult Case Situations

The following are typical examples of Adult ONLY cases:

- A mother whose children were taken away and removed from the home is applying for GA.

- A 16-year-old child who has been emancipated through the courts is considered an adult.

- A 15-year-old girl and a 16-year-old boy are married. They are both considered adults.
44.11 Family Cases

Family cases are identified as adults with children (An unborn is no longer added to the case as an individual nor given a person number).

44.11.1 Programs

Family cases may include the following programs:

- California Work Opportunity and Responsibility to Kids (CalWORKs)
- CalFresh
- General Assistance (Family cases)
- Medi-Cal
- Adoption Assistance Program (AAP)
- Family and Children's service cases
- Subpayee

44.11.2 Policy for Establishing Case Names for Family Cases

The case name will be established under the applicant's name. The rule that all cases must be in the mother's name no longer applies.

Exceptions to the case name rule can be made only by:

- SSPM approval.
- Fair Hearing decision.

Exception:

Authorized Representative applying on behalf of another household. The case name will be the Head of Household for whom benefits are being requested.
44.12 Relinquishment for Adoption Child Cases

This section addresses cases where children are relinquished for adoption:

44.12.1 Case Rules

The following are general rules for changing categories for Relinquishment, Adoption and Foster Care cases:

• A child stays in the natural mother’s case number until parental rights are terminated (Eligibility and Service).

Exception:
If the only natural parent is the father, the case would be in the father’s name; however, the same rule applies.

• A child is issued a new case number in his/her own name (relinquished case) when parental rights are terminated (Eligibility and Service).

• Adoptive parents are given their own case number (Services).

• When there is no open CalWORKs case, services are provided in the Adoptions Assistance Program (AAP) case (Services).

• Adoptive families who need the AAP use the same serial (case) number as adoptive parents (Services).

• If there is an open service case (CalWORKs or AAP) services are provided in that open case.

• If eligibility cases for both CalWORKs and AAP are open, services are provided in the AAP case (Services).

• When a child who has been relinquished and adopted is placed in Foster Care, the name and number used are those of the adoptive parents. (DO NOT USE THE NATURAL PARENT’S CASE NUMBER) (Eligibility and Services).

• If the child is re-relinquished, use the old relinquishment serial (case) number, if it is known. If it is not known, create a new relinquished child serial (case) number (Eligibility and Services).
44.12.2 Person Rule

In CDS, the child in a Relinquishment, Adoption or Foster Care case was always Person #11. In the CalWIN environment, the child will be Person #01.

44.12.3 Definition

A relinquished child case contains a child under the age of 18 who is legally relinquished for adoption. The case name will be the child's name. No parents will be listed on the case.

44.12.4 Relinquished Aid/Program Type

- Aid to Families with Dependent Children-Foster Care
- Family and Children's Services.

44.12.5 Relinquished Children's Case Rules

The case number used for relinquishment is NOT to be used:

- Once the child is adopted
- For a child when he/she becomes an adult.

44.12.6 Person Numbers

In CDS, no matter what the child’s previous person number was, person #11 was used for relinquished children. In the CalWIN system, person #01 will be used.

44.12.7 Example #1: Adoption Assistance Program (AAP)

**Household Composition**

Open AAP service case for couple. The relinquish child is in his/her own Relinquished Child serial (case) number (Service) and an open FC eligibility case.

**Situation**

Family approved for AAP.
Solution
AAP benefits paid out of open services case number. (Relinquished child case may or may not be closed immediately.)

44.12.8 Example #2: CalWORKs Case with AAP Service Case

Household Composition
A family with an open CalWORKs eligibility case also has an open AAP service case. The relinquished child placed in the home has a Relinquished Child Services case and an open Foster Care eligibility case.

Situation
Child approved for adoption and family approved for AAP.

Solution
Pay AAP eligibility out of AA services case number. Continue to pay CalWORKs out of CalWORKs case. Discontinue Foster Care. Relinquished Child case may or may not be open.

44.12.9 Example #3: AAP Family Case

Household Composition
Open AAP case with parents and child.

Situation
Child returned to the Children's Shelter for relinquishment by adoptive parents.

Solution
Close AAP case. Reopen the Relinquished Child case.

Note:
If child is placed in Foster Care BUT is not relinquished, Foster Care eligibility payment and services may be made in the AAP case number.
**44.12.10 Example #4: Relinquished Child**

**Household Composition**

Parents and child are open in an AAP case number. Child open for service in Relinquished Child case number (Adoption not final).

**Situation**

Child re-relinquished and placed in Children's Shelter.

**Solution**

Services and Foster Care eligibility are both in the Relinquished Child case number. AAP case is closed.

**Note:**
If there is an abuse report against the adoptive parents, it would be filed in the Relinquished Child case.

---

**44.13 Change of Case From One Category to Another**

The following are general rules for changing cases from one category to another:

- General Assistance (GA) cases (Adult or Family) **cannot** change categories (e.g., cannot use the same serial number later if they become CalWORKs eligible)

- Cases other than GA, Adult Protective Services (APS) or In-Home Supportive Services (IHSS) can become Family cases

- Non-GA Family cases **cannot** become GA cases.

**44.13.1 Child Applying as an Adult**

If children in an existing family case apply for aid in a program where they qualify as an adult, a separate case number is established and aid is paid in that case.
Note:
This also applies to minor consent applicants.

44.14 Miscellaneous Case Examples

The following are miscellaneous case examples:

44.14.1 Example #1: Family Cases

Household Composition
Unmarried father and his child. Unmarried mother and her child.

Situation
They both marry and/or she becomes pregnant.

Case Structure
Cases are to be combined into the female’s serial (case) number, regardless of the programs received.

Case Name
The case name will remain in the female’s name.

44.14.2 Example #2: Active Family Case

Household Composition
Mother absent. Father and their children.

Situation
Father remarries; no other children.

Case Structure
Payment would continue in the same case, regardless of the program.
Common-Place Handbook

Case Structure / Numbering

**Case Name**

Case name can be changed to father’s name; however, case number would remain the same.

### 44.14.3 Example #3: Mother (Payee) Leaves the Household and Children Move in With Needy Father - EBT Case

**Household Composition**

Father and 2 children.

**Situation**

The mother has been receiving CalWORKs/CalFresh for herself and two children with absent father deprivation. On the 7th of the current month, she is in a car accident and the children go to live with their father. The father comes in to apply for CalWORKs and CalFresh for himself and the two children.

**Case Structure**

The mother’s case must be closed at the end of the month in which a 10-day Notice of Action can be given. A new case with a different serial (case) number must be established for the father effective the first of the following month to generate a new EBT account for him.

**Case Name**

The mother’s case would remain in her name. The father’s case would be in his name.

**Reminder:**

State regulations require that when there is a change in payee (to a person who was not a member of the household previously), a new EBT account must be established. CalWIN’s current functionality does not support this requirement without changing the case number.

### 44.14.4 Example #4: Mother (Payee) Leaves the Household and Children Live with Non-Needy Grandmother - EBT Case

**Household Composition**

Grandmother and 2 children.
Situation

The mother has been receiving CalWORKs/CalFresh for herself and two children with absent father deprivation. On the 10th of the current month, she is arrested and the children go to live with their non-needy grandmother. The grandmother comes in to apply for CalWORKs and CalFresh for the two children.

Case Structure

The mother’s case must be closed at the end of the month in which a 10-day Notice of Action can be given. A new case with a different serial (case) number must be established for the grandmother effective the first of the following month to generate a new EBT account for her.

Case Name

The mother’s case would remain in her name. The grandmother’s case would be in her name.

Reminder:

State regulations require that when there is a change in payee (to a person who was not a member of the household previously), a new EBT account must be established. CalWIN’s current functionality does not support this requirement without changing the case number.

44.14.5 Example #5: Change in Payee on an EBT Case to a Different Household Member

Household Composition

Mother, father and 2 children.

Situation

The mother and father have been receiving CalWORKs/CalFresh for themselves and their two children. The father is the primary cardholder for EBT. On the 7th of the current month, the mother calls in to report the father left the home and requests that she be made the payee.

Case Structure

A new case with a different serial (case) number does NOT need to be established since the mother was a member of the previous household.
Case Name

Change the case name and payee name to the mothers since she is now the applicant.

44.15 CalWORKs CalWIN Case Structure Examples

The following are examples of CalWORKs cases:

44.15.1 Example #1: CalWORKs Family (Single Family Unit)

Household Composition

A mother, father and their child, all living together.

Situation

They are all applying for CalWORKs, CalFresh and Medi-Cal. Father is required to participate in the Welfare to Work (WTW) program.

Case Structure

There will be one case containing all persons and programs.

Case Name

The case will be in the name of the applicant, most likely the mother’s name.

44.15.2 Example #2: CalWORKs Family (Two Separate Households)

Household Composition

Family A: Dad and child A.
Family B: Mom and child B.
**Case Structure / Numbering**

**Situation**

Mom and dad separate and each take one of their common children to live with them. Both mom and dad are requesting CalWORKs, CalFresh and Medi-Cal separately for the child they have with them.

**Case Structure**

There will be two separate cases established. Mom will have her case with a separate serial (case) number, and dad will have his own case with a separate serial (case) number.

**Case Name**

Mom’s case will be in her name, and dad’s case will be in his name.

**Note:**

Both cases will no longer reside in the mother’s case name and number. The rule that all cases must be in the mother’s name no longer applies.

44.15.3 Example #3: Family Situation with Roommate

**Household Composition**

Mother, child and roommate live together.

**Situation**

Mom is applying for CalWORKs, CalFresh and Medi-Cal for herself and child. Her roommate is applying for CalFresh. They all purchase and prepare their meals together.

**Case Structure**

All three individuals will be in the same case for CalFresh purposes. Mom and child will receive CalWORKs and Medi-Cal.

**Case Name**

The case will be in the Mother’s name.
44.15.4  Example #4: Family Situation (Children with Different Parents)

**Household Composition**

**Family A:** Mom and child A live together. Child is under 18.

**Family B:** Dad, stepmother, dad’s separate child B (whose mother is Mom in Family A) and their common child C live together.

**Situation**

Mom and child A apply for CalWORKs, CalFresh and Medi-Cal. 
Dad, stepmother, child B and C apply for CalFresh and Medi-Cal.

**Case Structure**

Family A will have their own serial number containing CalWORKs, CalFresh and Medi-Cal. Family B will have their own serial number containing CalFresh and Medi-Cal.

**Case Name**

Family A's case name will be under the mother's name. 
Family B’s case will be under either Dad’s or Stepmother’s name, depending on who actually applies.

44.15.5  Example #5: Family Case (Separate Households)

**Household Composition**

Mom and child A live together. Dad lives alone.

**Situation**

Mom is applying for CalWORKs, CalFresh and Medi-Cal for herself and child. Dad applies for CalFresh.

**Case Structure**

There will be two separate cases. Mom and child A will have their own case containing CalWORKs, CalFresh and Medi-Cal. Dad will have his own case containing CalFresh.
**Case Name**

Mom’s case will be in her name. Dad’s case will be in his name.

**44.15.6 Example #6: Family Situation (Minor Mother over 18)**

**Household Composition**

Family consists of Mom, Dad, Child A and Child B. Child A is 18 and has her own child, Child C.

**Situation**

They all live together and are applying for CalWORKs, CalFresh and Medi-Cal.

**Case Structure**

There will be two separate cases. Mom, Dad and child B will receive CalWORKs, and Medi-Cal in one case. All five including child A and C will receive CalFresh in this same case. Child A and C will receive CalWORKs and Medi-Cal in a separate case.

**Case Name**

The case containing mom and dad can be established either under the mother’s or father’s name, whoever applies. The case with Child A will be established under her name.

**44.15.7 Example #7: Family Situation (Minor Mother Under 18)**

**Household Composition**

Family consists of Mom, Dad, Child A and Child B. Child A is 17 and has her own child, Child C.

**Situation**

They all live together and are applying for CalWORKs, CalFresh and Medi-Cal.

**Case Structure**

All five members will receive CalWORKs, CalFresh and Medi-Cal in one case.
Note:
When Child A turns 18, there will be two separate cases. Mom, Dad and child B will receive CalWORKs, and Medi-Cal in one case. All five including child A and C will receive CalFresh in this same case. Child A and C will receive CalWORKs and Medi-Cal in a separate case.

Case Name

The case name can be in the mother’s or father’s name, depending on who the applicant is.

44.15.8 Example #8: Family Group (Two Separate Families)

Household Composition

Family A: Mom and child.
Family B: Mom and child.

Situation

Both Family A and Family B live at the same address. All four persons are purchasing and preparing their meals together. Each are applying for CalWORKs, CalFresh and Medi-Cal.

Case Structure

Two cases will be established for CalWORKs and Medi-Cal. Both families will receive CalFresh in one of those cases.

Case Name

Family A’s case name will be in Mom A’s name. Family B’s case name will be in Mom B’s name.

44.15.9 Example #9: General

Household Composition

A father and his separate child. A stepmother and their common child.
Situation
The father leaves mother with both children and she applies for CalWORKs, CalFresh and Medi-Cal for both children.

Case Structure
There will be one case for all three individuals.

Case Name
The case will be in the Stepmother’s name (as she is the applicant).

44.15.10 Example #10: Household Composition

Household Composition
An unmarried father and his child. An unmarried mother and her child. She is pregnant.

Situation
Father leaves home and leaves mother with all children. Mother applies for Foster Care for his child. She applies for CalWORKs, CalFresh and Medi-Cal for her separate child.

Case Structure
Foster Care case would have a separate number. Mother, her child and the unborn would receive CalWORKs, CalFresh and Medi-Cal in a separate case.

Case Name
Foster Care case will be in the child’s name. The CalWORKs, CalFresh and Medi-Cal case will be in the Mother’s name (as she is the applicant).

44.15.11 Example #11: Household Composition

Household Composition
Stepmother has children.
Situation

The father leaves the home and the stepmother has the children of the absent mother and absent father (her husband). Stepmother applies for CalWORKs, CalFresh and Medi-Cal for stepchildren.

Case Structure

All individuals will receive aid in one case.

Case Name

The case name will be in the stepmother’s name (since she is the applicant).

Note:
The rule that all cases must be in the mother’s name no longer applies.

44.15.12 Example #12: Adult Case Active

Household Composition

Adult case female receiving Adult Protective Services.

Situation

She reunites with non-aided children and applies for CalWORKs.

Case Structure

A new case would be opened for CalWORKs.

Case Name

Case name will be in the adult female’s name.

44.16 Cash Assistance Program for Immigrants (CAPI) Case Examples

The following is an example of a CAPI case:
44.16.1 Example 1: Cash Assistance Program for Immigrants (CAPI) Couple with CalFresh

**Household Composition**

Aged husband and wife.

**Situation**

Both apply for CAPI, Medi-Cal and CalFresh.

**Case Structure**

There will be two separate cases. Each individual will receive their own case for the CAPI payments. The Medi-Cal and CalFresh will be received in one case, either the wife’s or the husband’s.

**Case Name**

Wife’s case will be in her name. Husband’s case will be in his name.

44.17 CalFresh Case Examples

The following are examples of CalFresh cases:

44.17.1 Example #1: CalFresh to Cash Aid

**Household Composition**

Adult Female receiving CalFresh only.

**Situation**

She becomes pregnant and requests CalWORKs for the child.

**Case Structure**

Same case serial number would be used to add CalWORKs, since no adult cash aid was paid on this case.
44.17.2 Example #2: CalFresh (Family) to GA

Household Composition

Adult mother receiving CalFresh with her child.

Situation

The child moves out of the home, and the mother wants GA and CalFresh.

Case Structure

The family case must be closed and a new serial number issued for GA (adult case).

Case Name

Both case names would be in the adult mother’s name.

44.17.3 Example #3: Application Closed/Discontinued Family Case

Household Composition

Woman and Spouse.

Situation

CalFresh application for couple. There is a closed/discontinued CalWORKs case but all mother's children are now over 19 years of age.

Case Structure

Use the CalWORKs case number for couple. Non GA-family cases can become adult cases.

Case Name

Case may remain in the mother’s name.
44.17.4  Example #4: Active Adult Case and a Family Case

**Household Composition**

GA adult under 21 on adult case. Mother/Father in home receiving Medi-Cal on Family case.

**Situation**

Receiving Medi-Cal as a minor (under 21 years of age) in parent’s case. The GA adult wants CalFresh for self only.

**Case Structure:**

The child must apply for CalFresh with his/her parents. Per CalFresh regulations, if the client applies, the application must be taken for the entire household, including the parents. In this case there would be two cases. The GA case for the adult child and the CalFresh would be added to the Medi-Cal case.

**Case Name:**

The GA case would remain in the adult child’s name. The Medi-Cal/CalFresh case would be in either the mother or father’s name, depending on who applied.

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44.18 Foster Care Case Examples

The following are examples of Foster Care cases:

44.18.1  Example #1: Foster Care

**Household Composition**

Child A and child B are placed in Foster Care. Both have the same parents.

**Situation**

Foster Care and Medi-Cal are requested for each child.

**Case Structure**
Case Structure / Numbering

There will be two separate cases. Child A will have his/her own case containing Foster Care and Medi-Cal. Child B will also have his/her own case containing Foster Care and Medi-Cal.

Case Name

Two cases will be established. Each child’s case will be under his/her own name.

Note: Both cases will no longer reside in the mother’s case name and number. The rule that all cases must be in the mother’s name no longer applies.

44.18.2 Example #2: Family Case and Foster Care

Household Composition

Child A and child B are placed in Foster Care. Both have the same parents. Child A is placed in a licensed foster home and Child B is placed with a needy Aunt. The Aunt has two separate children.

Situation

Foster Care and Medi-Cal are requested for each child. The needy Aunt applies for CalWORKs, CalFresh and Medi-Cal for her family and foster child.

Case Structure

Each foster child will have his/her own separate case containing Foster Care and Medi-Cal. Needy Aunt will also have her own case containing CalWORKs, CalFresh and Medi-Cal. There will be three cases all together.

Case Name

Each Foster care case will be established under each child’s name. The needy Aunt’s case will be established under her name.

Note: Both foster care cases will no longer reside in the mother’s case name and number. The rule that all cases must be in the mother’s name no longer applies.
44.18.3 Example #3: Family Case and Foster Care

**Household Composition**

Child A and child B are placed in Foster Care. Both have the same parents. Child A is placed in a licensed foster home and Child B is placed with a needy Aunt. The Aunt has two separate children.

**Situation**

Foster Care and Medi-Cal are requested for each child. Both children are determined to be non-federal. The needy Aunt applies for CalWORKs, CalFresh and Medi-Cal for her family and foster child.

**Case Structure**

Each foster child will have his/her own separate case established. Child A will be approved and the case will contain Foster Care and Medi-Cal. Child B will be denied Foster Care in his/her case. Needy Aunt will also have her own case containing CalWORKs, CalFresh and Medi-Cal for herself, two children and child B. There will be three cases all together.

**Case Name**

Each Foster care case will be established under each child’s name. The needy Aunt’s case will be established under her name.

**Note:**

Both foster care cases will no longer reside in the mother’s case name and number. The rule that all cases must be in the mother’s name no longer applies.

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44.19 General Assistance (GA) Case Examples

The following are examples of General Assistance cases:
44.19.1 Example #1: General Assistance (GA)

**Household Composition**

Single man lives alone.

**Situation**

He is applying for GA, CalFresh and Medi-Cal.

**Case Structure**

There will be one case containing all programs.

**Case Name**

The case will be in the applicant’s name.

44.19.2 Example #2: GA Family

**Household Composition**

GA Family consists of a pregnant Mom and Dad. Mom is in her 3rd trimester of pregnancy.

**Situation**

Applying for CalWORKs.

**Case Structure**

New case number is assigned for CalWORKs.

**Case Name**

The case name will be in the mother or father's name, depending on who applies.

**Reminder:**

The GA case must be closed.
44.19.3 Example #3: GA Couple

Household Composition
Active GA female case. Active GA male case.

Situation
Male and female marry.

Case Structure
Close male's case and add male to female's case.

Case Name
The case would be in the female's name.

44.19.4 Example #4: GA Adult Living With Parents

Household Composition
Single 18-year-old on GA only. Living with unaided parents.

Situation
GA recipient applying for Medi-Cal. Parents not applying for themselves.

Case Structure
Open a new family Medi-Cal case in a separate case serial number because the 18-year-old is a child for Medi-Cal regulations. Leave GA the case open.

Exception:
Minor Consent Medi-Cal cases.

Case Name
The GA case will remain in the child’s name. The Medi-Cal case will be in either the mother or father’s name, depending on who applies.
44.19.5 Example #5: GA Adult Becomes Pregnant

**Household Composition**

Adult female receiving GA.

**Situation**

She becomes pregnant and wants cash aid for the child.

**Case Structure**

If the female is in her 1st or 2nd trimester of pregnancy, then the GA case is to continue.

If the female is in her 3rd trimester of pregnancy, then the GA case is to be closed and a new family case for CalWORKs with an new serial (case) number is to be opened.

**Case Name**

Both cases will be in the pregnant female’s name.

44.19.6 Example #6: Application - Closed/Discontinued Family Case - Director’s Exception

**Household Composition**

Discontinued CalWORKs couple with children.

**Situation**

Applying for GA family assistance.

**Case Structure**

Assign new serial (case) number for GA application. This would be a GA family case.

**Case Name**

The case name can be in either the mother of father’s name, depending on who applies.
44.19.7 Example #7: Active Adult Case

**Household Composition**

Pregnant GA female.

**Situation**

Applies for CalWORKs but plans to terminate pregnancy.

**Case Structure**

As a GA adult case may never become a non-GA family case, a new family case number is required, even though it may be used for only a brief period of time. This may create an overlap of Medi-Cal cases (i.e., if the woman is under 21, she may already receive Medi-Cal in the GA case).

**Case Name**

Both cases would be in female’s name.

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44.20 Medi-Cal Case Examples

The following are examples of Medi-Cal cases:

44.20.1 Example #1: Medi-Cal

**Household Composition**

Adult mother receiving Medi-Cal for herself and a child.

**Situation**

The only child turns 21 and is no longer eligible for Medi-Cal. The mother still qualifies for Medi-Cal.

**Case Structure**

The same case would be used for mother’s Medi-Cal case.
Case Structure / Numbering

Case Name

Case name would remain the same.

44.20.2 Example #2: Active Family Case

Household Composition

Mother and/or father with an 18 year old child.

Situation

Last eligible child turns 18 years old and is on GA. Parents wish Medi-Cal to continue for all.

Case Structure

Family case to remain open (with 18-year-old) for Medi-Cal. Eighteen (18)-year-old's GA case to remain open.

Case Name

Family case will remain in either the mother or father’s name, depending on who applied.

44.20.3 Example #3: Medi-Cal Long Term Care (LTC)

Household Composition

Aged adult male in Long Term Care (LTC) facility. Spouse and child under 21 living at home.

Situation

Mother comes in to apply for Medi-Cal for all three individuals.

Case Structure

There will be two separate cases. Dad will be in his own adult case. Mother and child will be in their own family case.

Case Name

Mother’s case will be in her name. Father’s case will be in his name.
Exception:
Even though the mother applied for the father, the case would be put in the father’s name since she was applying on his behalf.

44.20.4 Example # 4: Needy Caretaker Case

Household Composition
Mother, Father, their two children and mother’s nephew.

Situation
Father is working full-time, therefore there is no linkage for parents. Both children are receiving Medi-Cal. Nephew moves into home and mother (aunt) is requesting Medi-Cal for him.

Case Structure
The child will be added to the existing case. Either the mother (aunt) or father (uncle) may receive Medi-Cal for the child as needy caretaker relatives.

Case Name
The case will remain in the same case name, either the mother’s (aunt’s) or father’s (uncle’s), depending on who applied first.

Reminder:
In CDS, the nephew could not be added to the existing case. The nephew would have had to have been set up under his mother’s case name. The rule about receiving aid under the mother’s case name and number no longer applies. The child must be added to the aunt’s case. CalWIN will automatically separate the child into his own MBU.

Cases are to be combined into the females serial (case) number, regardless of the programs received.

Case Name
Case name will remain in the female’s name.
44.21 Refugee Case Examples

The following are examples of Refugee cases:

44.21.1 Example #1: Refugee

**Household Composition**

A needy caretaker relative (not a parent) and a child receiving CalWORKs. A refugee receiving RCA (adult case).

**Situation**

The caretaker and the refugee marry.

**Case Structure**

There is no change. Both cases remain open. If the marriage results in a child, the CalWORKs case must be closed and all members combined into a new CalWORKs family case number for the family per active mother rule. (The father's case may not be closed and combined immediately, depending on federal funding issues.)

**Case Name**

Mother’s case will be in her name. Father’s case will be in his name.

44.21.2 Example #2: CalWORKs Family and Refugee Father

**Household Composition**

Refugee husband. Citizen mother and her separate citizen child are already on CalWORKs.

**Situation**

Refugee father applies for RCA.
**Case Structure**

Father’s RCA will be denied in his own case. Father must be added to the existing CalWORKs case.

**Case Name**

Father’s RCA will be in his name. The existing CalWORKs case will remain in the mother’s name.

### 44.21.3 Example #3: Active Refugee Case

**Household Composition**

RCA case with mother and father and an 18 year old child.

**Situation**

Last eligible child turns 18 years old and is RCA time eligible. Parent(s) still needy.

**Case Structure**

Adult case rules apply. The Family case is closed. There would be two separate cases created. Eighteen (18) year old receives new RCA (and MC) Adult case number. Parents, if they continue to be eligible for RCA or for GA would also receive an Adult case number.

**Case Name**

Case name for 18 year old would be in his/her name. Parent’s case name would be either the mother or father.