Update 2002-14: Common Place Handbook

Relationship Coding Clarifications

**Background**
Staff Development provided training for Relationship Coding in March 2002. During the training session, staff generated several questions that needed to be researched prior to answering. In addition, several clarifications were needed after auto-population was run.

**Questions and Answers**
This Update provides answers both to questions asked in training, and those asked after auto-population was run.

**Contributing SUA Households**

**Q:** When a client is unable to provide the name for a member of the contributing SUA household, what do we do?

**A:** Benefits cannot be delayed when a client is unable to provide the name of a member of the contributing SUA household. If a client cannot provide a name, the EW is to put “FAMILY” in the [FIRST] name field of the [PDT1] screen and “ONE” (or subsequent numbers if more than one contributing SUA household) in the [LAST NAME] field. If this generic name is being used, for consistency, use “M” in the [SEX] field.

**Q:** If a contributing household moves, can the same person number for the previous SUA household be used for the new SUA contributing household?

**A:** Yes, the same person number can be used. However, applicable fields must be changed.
**Inactive Persons**

**Q:** Are all inactive persons auto-populated to the [RELS] screen? This would include persons listed with a “9” PC code, persons listed with an alias (#56-69 series), absent parents (#90 series), etc.

**A:** Yes. Inactive persons will be populated to the [RELS] screen and the relationship between the other household members must be identified. However, if the inactive person is listed with the person series of #56-69 or #90, ONLY the relationship code of “UK” can be used.

**Reminder:**
If a person is listed as both an active and inactive person, DO NOT repeat the relationship codes. Identify the actual relationship between household members for the active person, and use Unknown “UK” for the inactive person.

**Example:**
Mr. Gonzalez, Pers #02 is the father of the children and receiving public assistance. He is listed as Pers #56 with an alias of Tony Gonzalez, and is also listed as the absent parent with Pers #90. When completing relationship coding, ONLY identify Pers #02’s relationship with the other household members. Pers #56 and Pers #90 will have “UK” in each of the fields.

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**Code Errata**

**Q:** The Relationship Coding Charts in the Codebook list a few of the relationships the same (e.g., Great Grandmother, Step Great, etc.). How can we distinguish these codes if they are the same?

**A:** The Codebook contained a printing error. An errata will be released soon with corrections. Until the errata is released, staff can use the codes on the [WREL] screen.

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**Cases with 16+ Persons**

**Q:** Case Data System (CDS) has a maximum capacity to list only sixteen persons on a case. If there are more than sixteen persons in the family, how are we going to list them, so they appear on the [RELS] screen?

**A:** CDS provides no capability for listing more than 16 persons. When there are more than 16 persons in a particular case, it is IMPERATIVE that inactive persons are deleted (e.g., Pers #56-69, Pers #90, persons no longer in home with “9” PC, etc.), and room is created to list as many active members as possible. This will be crucial to the CalWIN conversion process.

[Refer to “User’s Guide to State Systems,” Section 3.4, for detailed information on how to delete person numbers.]
CDS Edits

Q: If an EW encounters a problem with CDS when entering data on the [RELS] screen, can the [BDHP] function be used? If so, will it describe the realm of the problem?

A: [BDHP] can be used, and will describe the nature of the problem.

Q: Besides the “fatal” edit, will CDS programming for Relationship Coding contain other edits?

A: Yes. The programming for Relationship Coding contains several edits.

Case Denials

Q: When denying a case in intake, will the EW receive a fatal edit if the [RELS] screen is not updated?

A: No. If the case has not been activated by making an entry in the [POS MO DY YR] field on the [ELIG] screen, a fatal edit will not appear. The same holds true for the denial of a DAPD case in continuing.

F/S, Child Turns 18

Q: For Food Stamp purposes, when a child turns 18, as he is no longer a child, should his/her person number be changed to reflect he/she is an adult?

A: Technically this person is no longer a child and should be coded as an adult. However, if the person number is not changed, it will not affect the budget.

Note: As CalWIN will be implemented in the near future, this issue is not being enforced.

Unborns

Q: Does an unborn need to be listed on the [RELS] screen?

A: Yes. The unborn MUST be listed with a pregnant mother. The relationship code for unborn is “UB.” The relationship code to all others in the case is “UK.”

Discontinued Persons

Q: When an individual is discontinued on the [PDT1] screen, what happens to the [RELS] screen?

A: When a discontinuance code is entered in the [NEG ACT DATE] field on the [PDT1] screen, the person is not deleted from the [RELS] screen, but his/her Participation Code (PC) status is changed from “active” to “inactive.”
**[MCG] Box**

**Q:** Staff Development instructed staff to place an “N” in the [MCG] box when adding a Social Security Number or pseudo for an individual. Why are we suppressing MEDS? Don’t we want a record to be activated?

**A:** MEDS should not be suppressed if the EW wants to create a MEDS record or reactivate an existing record. If the individual already has an existing MEDS record and the EW does not want to activate it, or if the person is being listed for relationship coding only, then an “N” would be needed in the [MCG] box, and the MEDS record should be suppressed.

**Cases in Control**

**Q:** Who is going to be responsible for making corrections on unassigned cases?

**A:** Cases in control will be assigned and corrected as required, per the SSPM’s discretion.

**CalWIN**

**Q:** Will there be a purge process at CalWIN conversion to remove persons who have been inactive for years?

**A:** That decision has not been made at this time. As decisions related to CalWIN are made, staff will be notified in future Updates.

**Pending Cases**

**Q:** Will pending cases be included in the auto-population process?

**A:** Yes, pending cases were also included in the auto-population process. This includes cases pending in intake, in addition to DAPD pending cases.

**Medi-Cal**

**Q:** If Mom is receiving Medi-Cal on the 80 FBU and more than one child is receiving Medi-Cal on another FBU (e.g. 81 or 82 FBU), does Mom have to be added to their FBU also?

**A:** Yes. The mother will need to be added to the other FBUs identifying her relationship to the children and she must also be coded as Head of Household.

**Reminder:**

Medi-Cal FBUs containing single persons will not require relationship coding. However, when a Special Program (e.g., 133%, etc.) contains more than one child on a single FBU, relationship coding is required. Since these special programs are for children only, an adult member CANNOT be listed with an active Participation Code (PC). When listing an adult as the Head of Household on these special programs, he/she must be listed as inactive with a PC of “9.”
Q: Codebook Update #2002-1 indicated that QMB cases would be excluded from Relationship Coding. However, when auto-population was run the QMBs cases were included. How do we treat QMB cases?

A: Informations Systems is researching this programming. In the meantime, EWs are to designate the first person listed on the QMB FBU as the Head of Household, and use the relationship code of “UK” in each of the fields. An update will be released in the near future if the programming for Relationship Coding changes for QMBs.

Foster Care

Q: Foster Care is not included in Relationship Coding, however if Foster Care can identify a case with two persons, will they be included in Relationship Coding?

A: No. Foster Care cases are totally EXCLUDED from Relationship Coding.

Q: Foster Care cases were supposed to be excluded from Relationship Coding, however Foster Care cases with aid-type “TL-C” are populating when two or more foster children are being paid child care. How should we treat these cases?

A: Informations Systems is researching this programming. In the meantime, EWs are to designate the Foster Parent as the Head of Household and use the relationship code of “FF” or “FM.” An update will be released in the near future if the programming for Relationship Coding changes for this aid-type.

Implementation

These clarifications are effective immediately upon receipt of this Update.

Supervisors

Supervisors are to review this Update with their respective units at their next unit meeting, but no later than May 15, 2002.

Kudos

Many thanks to Staff Development Specialists, Robert Sacasa and Vilay Moth, for conducting the training, and to staff for providing the questions.