Update 2004-18: Common Place Handbook
Pre-CalWIN Conversion Data Clean-up Q & A #1 and Clarifications

Background
The Pre-CalWIN Conversion Data Clean-Up effort began in April 2004 to correct missing and/or invalid data that is critical to a successful Conversion and Eligibility Determination/Benefit Calculation (EDBC). Clarifications have been received from the State.

Clarifications
The following are clarifications to questions raised by staff during the clean-up effort that were not addressed in Common Place Handbook Update 2004-05.

Absent Parents
Q. If no DOB for the absent parent (A/P) is available or provided by the Social Worker, should 01-01-1970 pseudo-type DOB be entered?

A. County policy has always been to enter DOBs only when known. If the name, gender and DOB is not known then EW’s don’t need to enter A/P info. The absent parent default record will have to be corrected after CalWIN go-live.

Q. Absent parent information for PN90 was provided to the Local Department of Child Support Services (DCSS) by the aided parent. After paternity and DNA testing were done, it was concluded that the A/P is not the parent of the child. Should PN90 be removed from CDS?

A. Yes, if DCSS determines that PN90 is not the father of the aided child, then remove PN90 by # ‘ing it out.

[Refer to User’s Guide to State Systems, Section 3.4]
Q. Aided mother has provided information about two possible fathers on the C/S questionnaires. Birth certificate of child shows father “unknown”. DA has not determined paternity yet. Should both of the possible fathers be entered in the PN90-PN94 series or just one?

A. Yes, both of the fathers should be listed. The EW should code the most likely absent parent as “FA” in the RELs screen and the other absent parent with a different RELs code such as “UR”. CalWIN will be modified to allow a CA 2.1 to be created for more than one absent parent.

[RELS] Coding

Self (SE) vs. Unknown (UK)

Q. When should the “SE” (self) relationship code be used? If PN02 and PN90 are the same person, shouldn’t we code them with “SE”? How would that affect the EDBC process?

A. Coding of “SE” is the ideal. It should be used when PN01-09 is also listed in the PN90-94 series. However, it doesn’t affect the EDBC process. Both “SE” and “UK” can be filed and accepted by CDS.

By entering “UK” in the [RELS] code, the case will continue to be included in the “CDA4” report.

CDA4 Listing / Unknown (UK)

Q. How do you prevent cases with the [RELS] code “UK” listed in the PN90-94 series from re-appearing on the CDA4 Relationship Listing after the case has been reviewed?

A. Enter the code ‘R’ in the “A” [PERSON LEVEL CODES] field on the [PDT2] screen.

This is recommended to keep the case from continuing to appear weekly on the CDA4 Relationship Listing.

Divorced Couple

Q. Should “HU” and “WI” be used when the couple is separated, not divorced?

A. Yes, if not yet legally divorced, they should be coded as “HU” and “WI” respectively. Once divorced, they should be coded as not being related to one another.
Example A

Active CalWORKs case with one absent parent. AU consists of mother and her two children (PN #11-girl; PN #12-boy). At one time the absent parent was aided and/or recorded in this case serial/FBU in PN 01-09. The mother is legally divorced from the absent parent.

COUNTY 43 CASE SERIAL 000014 FBU 00 MULT 0 STAT A SUSPENSE/HOLD
AID .... DATE 00/00 SEQ 02 CASE NAME TEST BEST

HEAD OF HOUSEHOLD 01

01 ETTA.... JAGGER ........ 1 F <> UR MO MO UR . . . . . . . . .
02 DYLAN .. JAGGER ........ 9 M UR <> FA FA SE . . . . . . . .
11 JANE.... JAGGER ........ 2 F DA DA <> SI UR . . . . . . . .
12 ETHAN ... JAGGER ........ 2 M SO SO BR <> UR . . . . . . . .
90 DYLAN... JAGGER ........ X M UR SE UR UR <> . . . . . . . .

E=ELIG H=HH P=PER D=PDT1 2=PDT2 I=BIC N=BDGT G=GLIN K=CARE R=APPL W=WARR Z=RELS D81--A
PF>1=HLP 4=BICS 6=BDGT 7=E 8=PG 9=BCK 10=FWD 11=WAPR 12=EXT 14=G 15=CARE MB1--A

Reminder:
Mr. Jagger is the absent parent of the children and was previously aided and/or recorded in the case serial/FBU as PN02. He is also listed as PN90. When completing relationship coding, ONLY identify PN02’s relationship with the other household members. PN90 must have “SE” in the 02 field or the case will continue to appear on the CDA4 exception report.

Clarifications

The following are clarifications to the relationship coding examples in Update 2004-05.

Q. In example 1, 2 and 4 of the Update the siblings were coded as Brother and Sister when they are actually Half-Brother (HB) and Half-Sister (HS). Does this effect EDBC?

A. No, it will not affect EDBC. However the correct [RELS] coding is (HB) and (HS).
Example 1

Active CalWORKs case with two absent parents. AU consists of mother and her two children (person #11-boy; person #12-girl). Neither of the absent parents have ever been aided nor recorded in this case serial/FBU in PN 01-09. The mother was never married to either of the children’s fathers. PN 90 is the father to PN 11; PN 91 is the father to PN 12.

Example 2

Active CalWORKs case with two absent parents. AU consists of mother and her two children (person #11-boy; person #12-girl). Neither of the absent parents have ever been aided nor recorded in this case serial/FBU in PN 01-09. The mother is legally married to one of the absent parents (PN 90). PN 90 is the father to PN 11; PN 91 is the father to PN 12.
**Example 3**

Active CalWORKs case with one absent parent. AU consists of mother and her two children (PN #11-boy; PN #12-girl). At one time the absent parent was aided and/or recorded in this case serial/FBU in PN 01-09. The mother is legally married to the absent parent.

COUNTY 43 CASE SERIAL 000014 FBU 00 MULT 0        STAT A SUSPENSE/HOLD
AID .... DATE 00/00 SEQ 02 CASE NAME TEST     BEST
HEAD OF HOUSEHOLD 01          SCREEN SELECT . . . . ACTION .
PN PERSON NAME PC S 01 02 11 12 90 ..............
01 JENNIFER JACKSON........... 1 F <> WI MO MO UK ..............
02 CRAIG .. JACKSON........... 9 M HU <> FA FA SE ..............
11 EDWARD .. JACKSON........... 2 M SO SO <> BR UK ..............
12 JANICE .. JACKSON........... 2 F DA DA SI <> UK ..............
90 CRAIG .. JACKSON........... X M UK SE UK UK <> ..............
91 DAVID .. WRIGHT........... X M UR SE UK UK <> ..............
................ ................ ................ ................
E=ELIG H=HH P=PERS D=PDT1 2=PDT2 I=BIC N=BDGT G=GLIN K=CARE R=APPL W=WARR Z=RELS D81--A
PF>1=HLP 4=BICS 6=BDGT 7=E 8=PG 9=BCK 10=FWD 11=WAPR 12=EXT 14=G 15=CARE MB1--A

**Example 4**

Active CalWORKs case with two absent parents. AU consists of mother and her two children (PN #11-boy; PN #12-girl). One of the absent parents (PN 90) was aided at one time as PN 02. The mother was never married to either of the absent parents. PN 90 is the father to PN 11; PN 91 is the father to PN 12.

COUNTY 43 CASE SERIAL 000014 FBU 00 MULT 0        STAT A SUSPENSE/HOLD
AID .... DATE 00/00 SEQ 02 CASE NAME TEST     BEST
HEAD OF HOUSEHOLD 01          SCREEN SELECT . . . . ACTION .
PN PERSON NAME PC S 01 02 11 12 90 ..............
01 JENNIFER GREEN............. 1 F <> UR MO MO UR UR ..............
02 CRAIG .. JACKSON........... 9 M UR <> FA FA SE UR ..............
11 EDWARD .. JACKSON........... 2 M SO SO <> HB UK UR ..............
12 JANICE .. WRIGHT........... 2 F DA UR HS <> UR DA ..............
90 CRAIG .. JACKSON........... X M UR SE UK UK <> ..............
91 DAVID .. WRIGHT........... X M UR UR UR FA UR <> ..............
................ ................ ................ ................
E=ELIG H=HH P=PERS D=PDT1 2=PDT2 I=BIC N=BDGT G=GLIN K=CARE R=APPL W=WARR Z=RELS D81--A
PF>1=HLP 4=BICS 6=BDGT 7=E 8=PG 9=BCK 10=FWD 11=WAPR 12=EXT 14=G 15=CARE MB1--A

The relationship code of Mother “MO” and Father “FA” can only appear ONCE per child. If used in PN01-09 series then the relationship in the PN90-94 series would either be “UR” or “UK.”
Cases with 16+ Persons

Q. Welfare Case Data System (WCDS) has a maximum capacity to list only sixteen persons on a case. If there are more than sixteen persons in the family, how are they listed 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, inactive persons must be removed in the following order:

- Persons no longer in the home with “9” PC,
- 70 series as it is only needed until the case goes through overnight batch,
- 50-69 series; 51 authorized rep., 55 minor consent,
- Children who have reached 21 years of age, as long as the file clearance is complete and PN is not used again,
- Persons who were aided and now receive SSI.

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

PN90-94 Series

Q. If a case has more than 5 Absent Parents, can the PN95-99 series be used?

A. No. PN95-99 series should only be used for SFIS. CalWIN does not recognize the PN95-99 series as an Absent Parent.

If any of the A/P’s in the case are for a child who is no longer aided, you can remove that A/P and re-use the PN that is in the PN90-94 series.

Common Law Marriages

Q. Should EWs be using “CL” Common Law Husband and “CW” Common Law Wife at all in California?

A. Yes, if the Common Law couple is from a recognized common law State.

Unborns

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

A. Yes. The unborn MUST be listed with a pregnant mother. Unborn’s are to be coded in the RELs screen as “UB” to all family members in the case, not just mom.

Note:

If an unborn coded with a PC of “U” or “9” has an overdue due date at the time of Conversion, they will come over in CalWIN as a person. If the unborn is not overdue, mom will just come over as pregnant. Once the baby is born the EW will have to manually add the baby into the CalWIN case and change the relationship coding accordingly on the [RELS] screen.
Reminder:
Do NOT enter an SSN Verification code of “8” for an unborn, leave the field blank. Also, you only need to enter a deprivation code on the Unborn if there is a deprivation for cash-linked Medi-Cal. If the unborn is on the case for pregnancy related services only, the deprivation code is not needed.

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<thead>
<tr>
<th>Same Sex Parents</th>
<th>Q. Does CalWIN accept [RELS] coding for same sex parents?</th>
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<tbody>
<tr>
<td></td>
<td>A. No. A child may not have two parents with the same sex code such as two natural mothers or two natural fathers. The EW should code one of the parents as Adoptive Mother (AM)/Adoptive Father (AF) and the other parent with another RELS code such as Legal Guardian (LG), Other Relative (OT), or Mother (MO)/Father (FA), etc. <strong>Do Not use “UK” or “UR”</strong>.</td>
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<thead>
<tr>
<th>Adoptions Assistance and KinGAP Programs</th>
<th>Q. Do AAP and KinGAP Aid Programs require a deprivation code for CalWIN?</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>A. No, deprivation codes are not required.</td>
</tr>
</tbody>
</table>

| Attachment | Attached is a “Helpful Hints” chart for Sneede and Section 1931 (b) cases and a Relationship Coding cheat sheet for reference purposes. |

| Implementation | The information contained in this Update is effective upon receipt. |

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