Under $10 Grant

Welfare Data Tracking Implementation Project

Under $10 Grant Records

- Under $10 Grant (zero basic grant) records are added through the batch cycle process.

- However, if this process is not successful, Users can add/modify/delete Under $10 Grant records on-line.

- Under $10 Grant records are shown as "377" records in the Exception Summary (ESUM) screen.

ESUM Screen Overview

```
ESUM                        TRAC INFORMATION SYSTEM
                          TIME CLOCK EXCEPTION SUMMARY


LAST  : JACK                    SUFX :           CIN   : 72996371H
FIRST : JILLS                   DOB  : 09/10/1989  SSN   :
MIDDLE :                        SEX  : M          ALIEN# :


SEL REASON DESCRIPTION                    CTY-AID-SER-FBU-PRSN  START    END
  _   377   Grant Amount $10 or Less      01-30-1234567-0-00  05/2011 05/2011
  _   377   Grant Amount $10 or Less      01-30-1234567-0-00  03/2011 03/2011










                    SELECT ONE AND PRESS ENTER              PAGE:  01/01


 F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPEX F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC
 4B                      :00.1                                        09/03
```

Under $10 Grant Additions, Modifications, or Deletions

- Adding/modifying/deleting Under $10 Grant records can be performed on-line via the Update Program Exceptions (UPEX) screen.

- To perform these transactions, Users must have TRAC Update Privileges.

- Users can only add single month records and cannot enter record month ranges.

Adding a New "377" Record

```
UPEX                        TRAC INFORMATION SYSTEM
                               EXCEPTION UPDATE


LAST   : JACK                      SUFX :              CIN   : 72996371H
FIRST  : JILLS                     DOB  : 09/10/1989   SSN   :
MIDDLE :                           SEX  : M            ALIEN# :

COUNTY ID : 01 - __ - _____ - _ - __    (COUNTY #/AID/SERIAL #/FBU/PRSN #)


EXCEPTION TYPE     : __              EXCEPTION REASON   : ___
START DATE         : __ / __ / ____  END DATE           : __ / __ / ____
START MONTH        : __ / ____       END MONTH          : __ / ____




1010 - PLEASE ADD DATA
   F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL
   F10=TSUM F11=MEDS F12=TRAC
4 B        :00.1                                                   08/19
```

Adding a New "377" Record

```
UPEX                    TRAC INFORMATION SYSTEM
                          EXCEPTION UPDATE


LAST   : JACK                      SUFX :          CIN    : 72996371H
FIRST  : JILLS                     DOB  : 09/10/1989  SSN  :
MIDDLE :                           SEX  : M          ALIEN# :

COUNTY ID : 01 - 30 - 1234567 - 0 - 00   (COUNTY #/AID/SERIAL #/FBU/PRSN #)

EXCEPTION TYPE      : 03              EXCEPTION REASON   : 377
START DATE          : 01 / 01 / 2011  END DATE           : 01 / 31 / 2011
START MONTH         : 01 / 2011       END MONTH          : 01 / 2011




ADD RECORD (Y/N)?          y

  F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL
  F10=TSUM F11=MEDS F12=TRAC
4B                     :00.1                                01/02
```

Adding a New "377" Record

ESUM Screen – Record Validation

```
ESUM                        TRAC INFORMATION SYSTEM
                          TIME CLOCK EXCEPTION SUMMARY


LAST  : JACK                    SUFX :              CIN   : 72996371H
FIRST : JILLS                   DOB  : 09/10/1989   SSN   :
MIDDLE :                        SEX  : M            ALIEN# :


SEL REASON DESCRIPTION                    CTY-AID-SER-FBU-PRSN   START    END
 _   377   Grant Amount $10 or Less      01-30-1234567-0-00   05/2011 05/2011
 _   377   Grant Amount $10 or Less      01-30-1234567-0-00   03/2011 03/2011
 _   377   Grant Amount $10 or Less      01-30-1234567-0-00   01/2011 01/2011












                    SELECT ONE AND PRESS ENTER              PAGE:  01/01


 F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPEX F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC
4B                            :00.1                                    09/03
```

Modifying a "377" Record

Modifying a "377" Record

ESUM Screen – Record Validation

```
ESUM                        TRAC INFORMATION SYSTEM
                         TIME CLOCK EXCEPTION SUMMARY


LAST   : JACK                    SUFX :              CIN    : 72996371H
FIRST  : JILLS                   DOB  : 09/10/1989   SSN    :
MIDDLE :                         SEX  : M            ALIEN# :

SEL REASON DESCRIPTION                  CTY-AID-SER-FBU-PRSN  START    END
 _   377   Grant Amount $10 or Less     01-30-1234567-0-00   05/2011 05/2011
 _   377   Grant Amount $10 or Less     01-30-1234567-0-00   03/2011 03/2011
 _   377   Grant Amount $10 or Less     01-30-1234567-0-00   02/2011 02/2011








                    SELECT ONE AND PRESS ENTER              PAGE:  01/01

  F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPEX F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC
 4B                       :00.1                                        09/03
```

Deleting a "377" Record

Deleting a "377" Record


```
UPEX                        TRAC INFORMATION SYSTEM
                                EXCEPTION UPDATE


LAST   : JACK                        SUFX :              CIN    : 72996371H
FIRST  : JILLS                       DOB  : 09/10/1989   SSN    :
MIDDLE :                             SEX  : M            ALIEN# :


COUNTY ID : 01 - 30 - 1234567 - 0 - 00   (COUNTY #/AID/SERIAL #/FBU/PRSN #)


EXCEPTION TYPE      : 03             EXCEPTION REASON    : 377
START DATE          : 02 / 01 / 2011 END DATE           : 02 / 28 / 2011
START MONTH         : 02 / 2011     END MONTH           : 02 / 2011







DELETE RECORD (Y/N)?    _

  F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL
  F10=TSUM F11=MEDS F12=TRAC
4B                         :00.1                              21/25
```

ESUM Screen – Record Validation

```
ESUM                        TRAC INFORMATION SYSTEM
                          TIME CLOCK EXCEPTION SUMMARY


LAST   : JACK                    SUFX :            CIN    : 72996371H
FIRST  : JILLS                   DOB  : 09/10/1989 SSN    :
MIDDLE :                         SEX  : M          ALIEN# :


SEL REASON DESCRIPTION                    CTY-AID-SER-FBU-PRSN  START    END
  _   377    Grant Amount $10 or Less     01-30-1234567-0-00  05/2011 05/2011
  _   377    Grant Amount $10 or Less     01-30-1234567-0-00  03/2011 03/2011












                    SELECT ONE AND PRESS ENTER              PAGE:   01/01


 F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPEX F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC
 4 B                      :00.1                                        09/03
```

System Error Messages

- UPX 1480 - Start & End Dates of Reason Code "377" Exception must be in the same month.

- UPX 1490 – Reason Code "377" Exception already exists for this CIN, CTY & STRT MTH.

TRAC Reference Codes

- In the TRAC Reference Codes/Program Exception Reason Type Code Section, contains further detailed information regarding "377" records and the impact this Exception will have on an individual's time clocks.

Program Exception Reason Type Code

The time clock flags below identify the impact an Under $10 Grant record will have on the time clocks. **An Under $10 Grant will impact the CalWORKs 48-month time clock**.

- TANF 60 FLAG – Is the TANF 60-month clock ticking when this exception exists?

- CW 48 FLAG – Is the CalWORKs 48-month clock ticking when this exception exists?

- WTW 24 FLAG – Is the WTW 24-month clock ticking when this exception exists?
    (*After January 01, 2013*)

PGM EXC CD	PGM EXC RSN CD	START DATE	END DATE	PROGRAM EXCEPTION REASON NAME	PROGRAM EXCEPTION REASON TEXT	PGM EXC TANF 60 FG	PGM EXC CW 48 FG	PGM EXC WtW 24 FG	PGM EXC END DT FG
03	377	1/1/98		Grant Amount $10 or Less	SYSTEM GENERATED- CalWORKs Exemption - Recipient does not Receive a Cash Grant Payment for the Month as Grant Amount is $10 or Less.	Y	N	Y	N

Program Participation & 377 Records

- The TRAC system will determine if any Aid (program participation, non-California participation, etc.) has been issued to a client; then it will check for any Exceptions.

- The Program Summary (PSUM) screen displays the program participation issued to a client.

PSUM Screen


```
PSUM                          TRAC INFORMATION SYSTEM
                                  PROGRAM SUMMARY

LAST   : JACK                       SUFX :              CIN   : 72996371H
FIRST  : JILLS                      DOB  : 09/10/1989   SSN   :
MIDDLE :                            SEX  : M            ALIEN# :

SEL   CNVRTD   COUNTY   AID CD   SERIAL   FBU   PRSN   PROGRAM        START     END
 _      Y        01       30     1234567   0     00    CALWORKS     01/2011  06/2011

















OVERLAPPING PROGRAM PARTICIPATION :  N
                    SELECT ONE AND PRESS ENTER                PAGE:  01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPRG F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC
4B                        :00.1                                        09/03
```

377 Exception & Time Clock Impact

- The system locates "377"Exceptions for the months of March and May 2011.

- These Exceptions indicate to the CalWORKs 48-month clock that the clock *should not* tick for March and May 2011.

- An "E" on the KCAL screen identifies the month was excepted from the CalWORKs 48-month time clock.

KCAL Screen Details

```
KCAL                        TRAC INFORMATION SYSTEM
                           CALWORKS 48-MONTH CALENDAR


LAST   : JACK                        SUFX :            CIN    : 72996371H
FIRST  : JILLS                       DOB  : 09/10/1989 SSN    :
MIDDLE :                             SEX  : M          ALIEN# :


CALWORKS 48-MONTHS USED INCLUDES NON-CONVERTED DATA: N
CALWORKS 48-MONTH TIME CLOCK START MONTH : 01/2011
CALWORKS 48-MONTH TIME CLOCK END MONTH   :
CALWORKS 48-MONTHS USED                  : 004
NON-CAL MONTHS (INCLUDED IN MONTHS USED) : 000
EXCEPTION MONTHS (EXCLUDES EXTENDER MOS) : 002
EXTENDER MONTHS (INCLUDED IN MONTHS USED): 000
REPAY MONTHS                             : 000


          JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
2011       Y   Y   E   Y   E   Y   -   -   -   -   -   -




                                                    PAGE: 01/01


   F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B                        :00.1                                     01/02
```

Conclusion

- This training module provides a general overview of Under $10 Grant record transactions.