

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 :
FIRST :
MIDDLE :

SUFY :
DOB :
SEX :

CIN :
SSN :
ALIEN# :

SEL REASON DESCRIPTION

- 377 Grant Amount \$10 or Less

CTY-AID-SER-FBU-PRSN

02-30-0000000-0-00

START

05/2022

END

05/2022

SELECT ONE AND PRESS ENTER

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F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPEX F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC

4B

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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 :
FIRST :
MIDDLE :

SUFY :
DOB :
SEX :

CIN :
SSN :
ALIEN# :

COUNTY ID : 02 - _ - _ - _ - _ (COUNTY #/AID/SERIAL #/FBU/PRSN #)

EXCEPTION TYPE : _
START DATE : _ / _ / _

EXCEPTION REASON : _
END DATE : _ / _ / _

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

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08/19

Adding a New “377” Record

UPEX

TRAC INFORMATION SYSTEM
EXCEPTION UPDATE

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

COUNTY ID : 02 - 30 - 0000000 - 0 - 00 (COUNTY #/AID/SERIAL #/FBU/PRSN #)

EXCEPTION TYPE	: 03	EXCEPTION REASON	: 377
START DATE	: 06 / 01 / 2022	END DATE	: 06 / 30 / 2022

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

Adding a New “377” Record

UPEX

TRAC INFORMATION SYSTEM
EXCEPTION UPDATE

LAST :
FIRST :
MIDDLE :

SUFY :
DOB :
SEX :

CIN :
SSN :
ALIEN# :

COUNTY ID : 02 - 30 - 0000000 - 0 - 00 (COUNTY #/AID/SERIAL #/FBU/PRSN #)

EXCEPTION TYPE : 03
START DATE : 06 / 01 / 2022

EXCEPTION REASON : 377
END DATE : 06 / 30 / 2022

1070 - RECORD(S) ADDED SUCCESSFULLY.

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

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01/02

ESUM Screen – Record Validation

ESUM

TRAC INFORMATION SYSTEM TIME CLOCK EXCEPTION SUMMARY

LAST :
FIRST :
MIDDLE :

SUFEX :
DOB :
SEX :

CIN :
SSN :
ALIEN# :

SEL REASON DESCRIPTION

— 377 Grant Amount \$10 or Less
— 377 Grant Amount \$10 or Less

CTY-AID-SER-FBU-PRSN

02-30-0000000-0-00
02-30-0000000-0-00

START

06/2022
05/2022

END

06/2022
05/2022

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

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Modifying a “377” Record

UPEX

TRAC INFORMATION SYSTEM
EXCEPTION UPDATE

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

COUNTY ID : 02 - 30 - 0000000 - 0 - 00 (COUNTY #/AID/SERIAL #/FBU/PRSN #)

EXCEPTION TYPE :	03	EXCEPTION REASON :	377
START DATE :	06 / 01 / 2022	END DATE :	06 / 30 / 2022

1020 - PLEASE MODIFY DATA

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL
F10=TSM F11=MEDS F12=TRAC

Modifying a “377” Record

UPEX

TRAC INFORMATION SYSTEM
EXCEPTION UPDATE

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

COUNTY ID : 02 - 30 - 0000000 - 0 - 00 (COUNTY #/AID/SERIAL #/FBU/PRSN #)

EXCEPTION TYPE	: 03	EXCEPTION REASON	: 377
START DATE	: 03 / 01 / 2022	END DATE	: 03 / 31 / 2022

1090 - RECORD MODIFIED SUCCESSFULLY.

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL
F10=TSUM F11=MEDS F12=TRAC

ESUM Screen – Record Validation

ESUM

TRAC INFORMATION SYSTEM TIME CLOCK EXCEPTION SUMMARY

LAST :
FIRST :
MIDDLE :

SUFY :
DOB :
SEX :

CIN :
SSN :
ALIEN# :

SEL	REASON	DESCRIPTION	CTY-AID-SER-FBU-PRSN	START	END
—	377	Grant Amount \$10 or Less	02-30-0000000-0-00	05/2022	05/2022
—	377	Grant Amount \$10 or Less	02-30-0000000-0-00	03/2022	03/2022

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

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09/03

Deleting a “377” Record

ESUM

TRAC INFORMATION SYSTEM TIME CLOCK EXCEPTION SUMMARY

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

SEL	REASON	DESCRIPTION	CTY-AID-SER-FBU-PRSN	START	END
-	377	Grant Amount \$10 or Less	02-30-0000000-0-00	05/2022	05/2022
-	377	Grant Amount \$10 or Less	02-30-0000000-0-00	03/2022	03/2022

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

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09/03

Deleting a “377” Record

UPEX

TRAC INFORMATION SYSTEM
EXCEPTION UPDATE

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

COUNTY ID : 02 - 30 - 0000000 - 0 - 00 (COUNTY #/AID/SERIAL #/FBU/PRSN #)

EXCEPTION TYPE	: 03	EXCEPTION REASON	: 377
START DATE	: 03 / 01 / 2022	END DATE	: 03 / 31 / 2022

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

ESUM Screen – Record Validation

ESUM

TRAC INFORMATION SYSTEM
TIME CLOCK EXCEPTION SUMMARY

LAST :
FIRST :
MIDDLE :

SUFFIX :
DOB :
SEX :

CIN :
SSN :
ALIEN# :

SEL REASON DESCRIPTION

— 377 Grant Amount \$10 or Less

CTY-AID-SER-FBU-PRSN

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05/2022

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SELECT ONE AND PRESS ENTER

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F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPEX F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC

4B

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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 ONLY impact the CalWORKs 60-month time clock.**

- TANF 60 FLAG – Is the TANF 60-month clock ticking when this exception exists?
- CW 60 FLAG – Is the CalWORKs 60-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 60 FG	PGM EXC WTW 24 FG	PGM EXC END DT FG
03	377	1/1/98		Grant Amount \$10 or <u>Less</u>	SYSTEM GENERATED- CalWORKs Exemption - Recipient does not Receive a Cash Grant Payment for the Month as Grant Amount is \$10 or <u>Less</u> .	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      :
FIRST     :
MIDDLE    :
```

SUFFIX :
DOB :
SEX :

CIN :
SSN :
ALIEN# :

SEL	CNVRTD	COUNTY	AID CD	SERIAL	FBU	PRSN	PROGRAM	START	END
—	Y	02	30	0000000	0	00	CALWORKS	07/2022	07/2022
—	Y	02	30	0000000	0	00	CALWORKS	06/2022	06/2022
—	Y	02	30	0000000	0	00	CALWORKS	05/2022	05/2022
—	Y	02	30	0000000	0	00	CALWORKS	04/2022	04/2022
—	Y	02	30	0000000	0	00	CALWORKS	03/2022	03/2022
—	Y	02	30	0000000	0	00	CALWORKS	02/2022	02/2022
—	Y	02	30	0000000	0	00	CALWORKS	01/2022	01/2022

OVERLAPPING PROGRAM PARTICIPATION : N
SELECT ONE AND PRESS ENTER

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F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPRG F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC

377 Exception & Time Clock Impact

- The system locates “377”Exceptions for the months of May 2022.
- These Exceptions indicate to the CalWORKs 60-month clock that the clock *should not* tick for May 2022.
- An “E” on the KCAL screen identifies the month was excepted from the CalWORKs 60-month time clock.

KCAL Screen Details

KCAL

TRAC INFORMATION SYSTEM
CALWORKS 60-MONTH CALENDAR

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

CALWORKS 60-MONTH TIME CLOCK START MONTH : 04/2022
CALWORKS 60-MONTH TIME CLOCK END MONTH :
CALWORKS 60-MONTHS USED : 002
NON-CAL MONTHS (INCLUDED IN MONTHS USED) : 000
EXCEPTION MONTHS (EXCLUDES EXTENDER MOS) : 001
EXTENDER MONTHS (INCLUDED IN MONTHS USED) : 000
REPAY MONTHS : 000

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2022	-	-	-	Y	E	Y	-	-	-	-	-	-

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F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

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Conclusion

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