Distribution Date:	March 17, 2015	**CIT # 0041-15**

Subject:	**CalHEERS Updated Job Aids:** ***Single Streamlined Application*** ***Verification Status*** ***Manual Verification*** ***Income Pages***
From:	CalHEERS Project
To:	Covered California, DHCS, Service Centers, SHOP Service Centers, CEC Assistance Service Center, Counties, SAWS, CWDA, and OSI SPOCs
	Please forward to appropriate impacted staff, contacts, or leads in your organization: ☒ General ☐ Contract/MOU/IAA ☐ Budget/Fiscal ☐ Policy ☐ Eligibility ☐ Plan Management ☐ Financial Management ☐ Enrollment ☐ Assister Management ☐ Web Portal ☐ SHOP ☐ Navigators/Brokers ☐ Customer Service ☐ Notices ☐ Usability/ADA ☐ Languages/Translation ☐ Reports (☐ Fiscal ☐ Caseload Movement ☐ Management ☐ ACA-specific) ☐ Other _____ ☐ Application Development ☐ Technical ☐ Conversion ☐ Batch and Interfaces ☐ Testing ☐ Implementation ☐ Organizational Change Management ☒ Training ☐ Education and Outreach ☒ Service Center ☐ Other
Description:	**Purpose** The purpose of this CIT is to provide four updated CalHEERS Job Aids, all dated March 17, 2015. These Job Aids are updated to reflect functionality implemented for release 15.3. Please discard the previous Job Aids with these titles and distribute the ones attached. 1. *Single Streamlined Application* – added clarifying language on subsidized/unsubsidized, Help Me Decide feature, qualified non-citizen, and account creation. 2. *Verification Status* – added information on new attributes: Lawful Presence, 5 Year Bar Met or Does Not Apply, and Qualified Non-Citizen 3. *Manual Verification* – updated screenshot to reflect new attributes on Personal Verification page 4. *Income Pages* – removed specific examples; added Expected Income functionality **Background** Job Aids illustrate functionality and serve as desk references and training material for CalHEERS users. As changes in functionality are implemented, Job Aids are updated and distributed. Job Aids are also accessible from the Covered California LMS.

	If you have any questions regarding this CIT, please contact the primary or backup project contact.
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