

FOR YOUR INFORMATION

FYI FYI FYI FYI FYI FYI FYI FYI FYI FYI

Issue 19-06

Date: 02/27/19

SIMPLE NOTICES APPLICATION (SNAP) SYSTEM ENHANCEMENT: TEMPORARY ASSIGNMENT FOR EMERGENT NOTICE/JV-290 PURPOSES

Due to a recent system enhancement, Supervising Children’s Social Workers (SCSWs) can now temporarily assign Children’s Social Workers (CSWs) to cases on Simple Notices Application (SNAP) for the purposes of generating emergent notices and JV-290 Caregiver Information Forms.

This FYI provides SCSWs instructions on how to assign CSWs to cases for ONE DAY to assist with notice/JV-290 needs. Upon reassignment, the newly assigned worker will receive an email alerting him/her that he/she has been temporarily assigned to generate notices and JV-290s.

Instructions

1. Log into [SNAP](#).
2. Click on the Upcoming Hearings link.
3. At the bottom of the upcoming hearings screen, select the case you want to reassign by clicking the box next to it (blue arrow below).
4. Click the “Re-assign” button (green arrow below).

<input type="checkbox"/>	5/22/2019	CK96243A	422	ROR	Jose Barbosa	Maria Canul	5/12/2019 - 5/21/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	5/22/2019	CK96243B	422	ROR	Rogelio Barbosa	Maria Canul	5/12/2019 - 5/21/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	5/22/2019	CK96243C	422	ROR	Genesis Hernandez	Maria Canul	5/12/2019 - 5/21/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	5/22/2019	CK96243D	422	ROR	Jeremiah Hernandez	Maria Canul	5/12/2019 - 5/21/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	5/29/2019	CK96243A	422	P26	Jose Barbosa	Maria Canul	2/8/2019 - 4/4/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	5/29/2019	CK96243B	422	P26	Rogelio Barbosa	Maria Canul	2/8/2019 - 4/4/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	5/29/2019	CK96243C	422	P26	Genesis Hernandez	Maria Canul	2/8/2019 - 4/4/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	5/29/2019	CK96243D	422	P26	Jeremiah Hernandez	Maria Canul	2/8/2019 - 4/4/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	6/21/2019	18CCJP06829A	415	364R	Jordan Olivares	Crystal Olivares	5/22/2019 - 6/6/2019	No	Melissa Maciel (MacieM@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	6/21/2019	18CCJP06829B	415	364R	Michael Jasso	Crystal Olivares	5/22/2019 - 6/6/2019	No	Melissa Maciel (MacieM@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	6/21/2019	18CCJP06829C	415	364R	Amairani Canela	Crystal Olivares	5/22/2019 - 6/6/2019	No	Melissa Maciel (MacieM@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	6/24/2019	18CCJP04121A	411	ROR	Aralyn Salas	Cristina Ramirez	6/14/2019 - 6/23/2019	No	Noel Bright-Wall (BRIGHN@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	7/8/2019	18CCJP04121A	411	364R	Aralyn Salas	Cristina Ramirez	6/23/2019 - 6/23/2019	No	Noel Bright-Wall (BRIGHN@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	7/25/2019	CK96243A	422	ROR	Jose Barbosa	Maria Canul	7/15/2019 - 7/24/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	7/25/2019	CK96243B	422	ROR	Rogelio Barbosa	Maria Canul	7/15/2019 - 7/24/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	7/25/2019	CK96243C	422	ROR	Genesis Hernandez	Maria Canul	7/15/2019 - 7/24/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	7/25/2019	CK96243D	422	ROR	Jeremiah Hernandez	Maria Canul	7/15/2019 - 7/24/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	8/9/2019	CK96243A	422	RPP	Jose Barbosa	Maria Canul	7/10/2019 - 7/25/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	8/9/2019	CK96243B	422	RPP	Rogelio Barbosa	Maria Canul	7/10/2019 - 7/25/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	8/9/2019	CK96243C	422	RPP	Genesis Hernandez	Maria Canul	7/10/2019 - 7/25/2019	No	DIANA MENDOZA (mendotb@dcls.lacounty.gov)	Expand/Collapse
<input type="checkbox"/>	8/9/2019	CK96243D	422	RPP	Jeremiah Hernandez	Maria Canul	7/10/2019 - 7/25/2019	No	Elaine Valenzuela (valeel@dcls.lacounty.gov)	Expand/Collapse

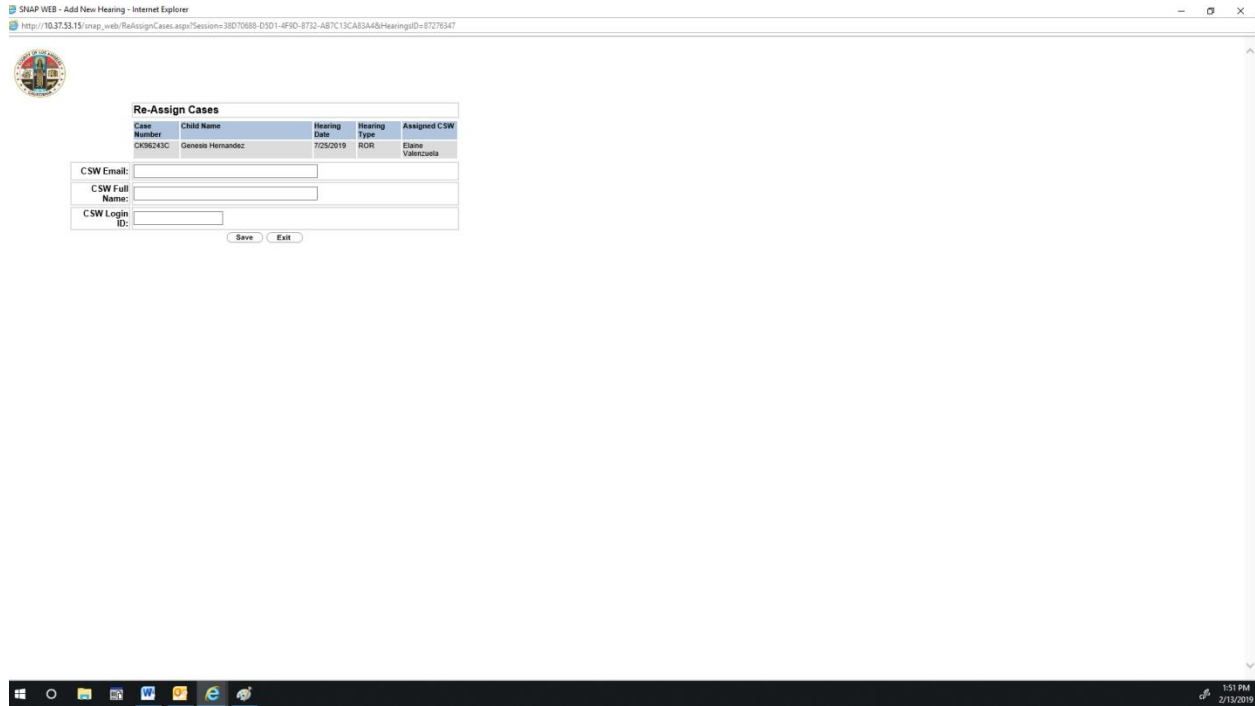


If you have any questions regarding this release please e-mail your question to:

Policy@dcls.lacounty.gov

(right click to open footer section and access link)

5. Enter the temporary worker's name, email address, and SNAP user ID (typically the CWS/CMS user ID, not the employee number).



6. Click Save.

The new worker, who will only be able to access the case on SNAP that **ONE** day, will receive an email alerting him/her that he/she has been temporarily assigned to the case to generate notices and JV-290 Caregiver Information forms.



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