

**California Automated Response and Engagement System (CWS-CARES)
Resource Family Application (RFA) Project**



Pausing Entry of a Worker Entered Caregiver Application

To be used with **Module 1: Worker Entered Caregiver Application** Participant Guide

May 2022
Quick Guide 1b
Version 1.0



Revision History

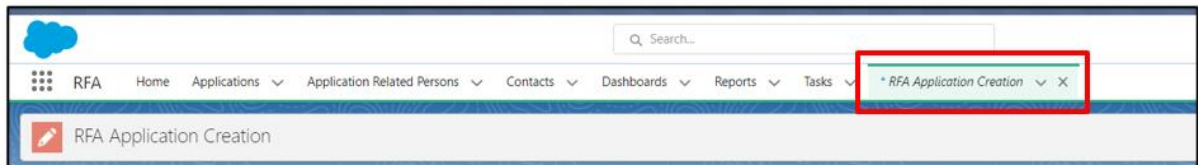
Revision / Version #	Date of Release	Author	Summary of Changes
1.0	04/11/2022	Melissa Smith	Initial draft
2.0	6/3/2022	Lori Savageau	ADA Review and Revision

Pausing Entry of a Worker Entered Caregiver Application

NOTE: If, while entering a Caregiver’s application into CWS-CARES RFA, you are interrupted and are not able to complete the application in one session, you can pause entry and resume at a later time.

Pausing Entry

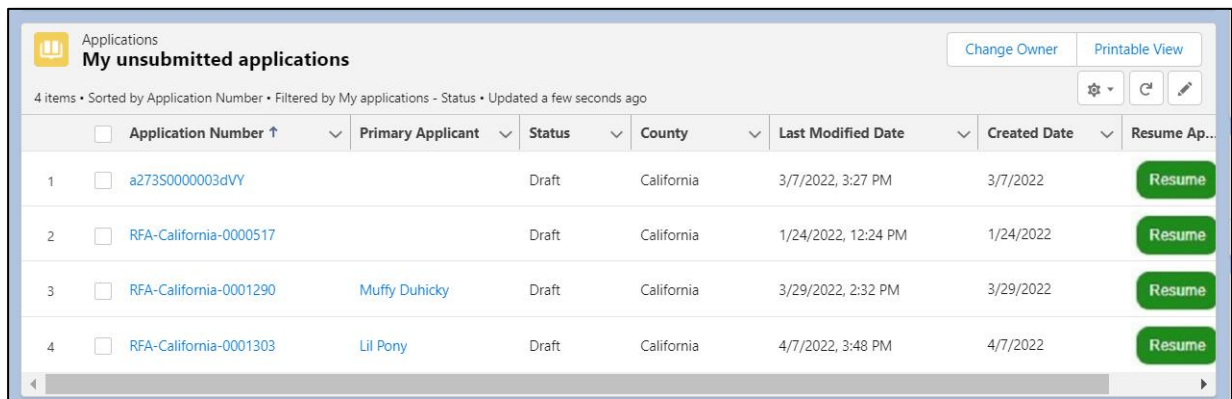
1. While entering the application in CWS-CARES RFA, whatever tab you are in the process, close the process by clicking the **X** on the **RFA Application** tab. – The **Tasks** page displays.



NOTE: You have now paused entering the application.

Resuming Entry

1. From the **Home** page, locate the **My unsubmitted applications** panel.



	Application Number ↑	Primary Applicant	Status	County	Last Modified Date	Created Date	Resume Ap...
1	a273S0000003dVY		Draft	California	3/7/2022, 3:27 PM	3/7/2022	Resume
2	RFA-California-0000517		Draft	California	1/24/2022, 12:24 PM	1/24/2022	Resume
3	RFA-California-0001290	Muffy Duhicky	Draft	California	3/29/2022, 2:32 PM	3/29/2022	Resume
4	RFA-California-0001303	Lil Pony	Draft	California	4/7/2022, 3:48 PM	4/7/2022	Resume

2. To find your application, under the **Primary Applicant** column, look for the primary applicant’s name and click the **Resume** button for that row.

NOTE: It is important to access the application from this panel, with the **Resume** button, and not from the **Applications** page. By accessing it from here, you will be returned to the tab you stopped at within the process. Accessing it from the **Applications** page, will open the incomplete application with



information missing. You will then have to search where to enter the missing information rather than being prompted by using the **Resume** button.

3. You are returned to the tab you were on when you paused the application. For instance, if you were on the **Relationship History** tab, you will be returned to the **Relationship History** tab.
4. Verify all fields on the tab are correct (you may have to re-enter information if it didn't save before you paused), then click the **Save and Next** button, to continue the process.