

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



Good Cause

To be used with **Module 6: Specialized Placements: Compelling Reasons and Good Cause**
Participant Guide

May 2022
Quick Guide 6b
Version 5.0



Revision History

Revision / Version #	Date of Release	Author	Summary of Changes
1.0		Lauren Gray	Initial draft
2.0	01/19/2022	Betty Hanna	Updated Draft
3.0	01/21/2022	Lori Savageau	ADA Compliance Check
4.0	02/15/2022	Melissa Smith	Revised ADA Compliance Check
5.0	2/24/2022	Lori Savageau	Final ADA Revision and Review

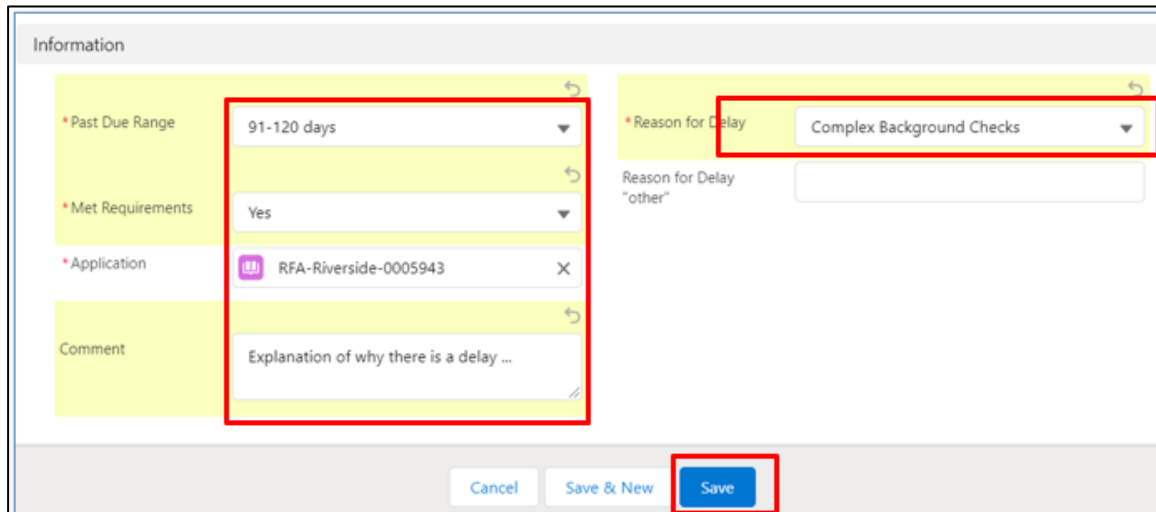
Good Cause

To enter a Good Cause, start from the Application page:

1. Click the **Related** tab. - The **Related** page displays.
2. In the **Good Cause** section, click **New**. - The **New Good Cause** window displays.
3. Click the **Past Due Range** field and on the dropdown list, select the *number of days past due*.
4. Click the **Reason for Delay** field and on the dropdown list, select the *reason for the delay*.
5. Click the **Met Requirements** field and on the dropdown list, select **Yes** or **No**.

NOTE: If you select **Other** on the **Reason for Delay** dropdown list, you will need to type in a reason in the **Reason for Delay “other”** text box.

6. Leave the **Application** field as is. It defaults to the application that is being worked on.
7. In the **Comments** field, *enter your narrative explaining why the approval process for the application is taking longer than the required 90 days*.
8. At the bottom of the **New Good Cause** pop-up window, click the **Save** button.



The screenshot shows a 'New Good Cause' form with the following details:

- Past Due Range:** 91-120 days
- Reason for Delay:** Complex Background Checks
- Met Requirements:** Yes
- Application:** RFA-Riverside-0005943
- Comment:** Explanation of why there is a delay ...
- Buttons:** Cancel, Save & New, Save

9. A green message box displays in the top middle of the page indicating the good cause has been created with a corresponding Good Cause number.