This guide will show how to assist a client in applying for CAAP through the My Benefits CalWIN website.

Begin by typing in www.mybenefitscalwin.org.

(1) Enter MyBCW URL in address field.

(2) Click on Create an Account.
(3) Click on San Francisco.

(4) Enter name and email address.
Choose language from drop down.

(5) Click Next
1. Create a username and password.

2. Select Secret Questions and enter answers.

3. Choose Image Type from drop down and click Go.

4. Choose an image and enter a name.

5. Click Next
Create A MyBenefits Account
Enter your Detail Information
You must answer all questions that are marked with an *

Do you want to view your case (benefit) information on this website?
If you want to view your case (benefit) information on this website then you need to select YES below and provide a social security number and date of birth for a person applying for or receiving benefits. If you select NO you will not be able to see your case (benefit) information on this website.

- Yes, I want to view my case information on this website (Please provide a social security number and date of birth below)
- No, I do not want to view my case information on this website (You do not need to provide a social security number or date of birth.)

Do you want to view your case (benefit) information on this website?

- Yes
- No

If yes, enter SSN and DOB here.

Date Of Birth
02/12/2000

An email will be sent to your email address for verification.

Check your email and confirm.

(11) If you want to view benefits online, and check appropriate box.

(12) If yes, enter SSN and DOB here.

(13) Click Next

(14) Check your email and confirm.
You are now back on the Sign In page that contains the picture and name you chose.

(15) Click on link in email from My Benefits CalWIN.

(16) Enter Password

(17) Click Sign In
MyBenefits CalWIN Account

Congratulations,
You have successfully setup your MyBenefits CalWIN Account. What would you like to do next?

I would like to...

- View MyBenefits
- See if I Am Eligible
- View or Continue an Application
- Affordable Health Insurance

Apply for Benefits

MyBenefits CalWIN Account

Apply for Benefits

What To Expect When Applying for Benefits

You must answer all questions that are marked with an *.

You will be asked information about your household's resources, income, and expenses. You might want to gather the following information to help you complete the application:

- Copy of your pay stub
- IRS tax return, utilities, childcare
- A list of documents you will be asked to provide

When you sign in with a MyBenefits CalWIN account your information is saved as you complete each page, that way you can return later if you don't finish the first time. Your work will be available for 60 days.

When you have answered all questions, you can upload electronic copies of required documents.

You will also have an opportunity to register to vote.

At the end of the application process you will see a Confirmation Page. If you do not see this page your application has not been submitted.

Please use the 'Next' and 'Back' buttons on the bottom of the pages to move from page to page, instead of using the buttons on your web browser (do not use the arrow buttons at the top).

(1) To start your application, click on this link to the Apply for Benefits page below.

(2) Click Next

NOTE: If you wait too long to click Next, it will kick you back to the What Would You Like to Do page.

If that happens, just click Apply for Benefits again.
NOTE: If you do not agree with either the Application process or the Rights and Responsibilities, you can click Exit to stop the process.
If you have Covered CA, you can enter the case number here.

Click Next

To apply for CAAP, check box for Cash Aid for Needy Adults.

To receive CAAP, you must also apply for or receive Medi-Cal and Food Assistance (CalFresh). Check both boxes if you need to also apply for those two programs. If you do not check the boxes to apply, MyBCW will automatically apply for both programs for you.

Click Next
(12) This box is automatically checked. Do NOT uncheck the box, or you will not be able to move forward in the application process.

(13) Click Next

You do not need to enter information into this box. It is for CalWIN announcements when they are issued.

(14) Click Next
Now you are ready to enter your application information to CalWin. Answer the applicable questions below and click NEXT to submit it to CalWin.
Once the application is received, a case worker will contact you within 3 days for a phone interview. Let the worker know if you prefer an in-person interview at our office.

If you have any further questions, please contact CAAP at 415 558-2227.