

- CalSAWS DD&I
 C-IV M&O
 CalWIN M&O
 LRS M&E

Distribution Date:	February 26, 2020
To:Fiscal.Admin.Mgmt.18	CC: PPOC.Alameda; PPOC.Contra Costa; PPOC.Fresno; PPOC.Orange; PPOC.Placer; PPOC.Sacramento; PPOC.San Diego; PPOC.Santa Barbara; PPOC.San Mateo; PPOC.Santa Clara; PPOC.Santa Cruz; PPOC.San Francisco; PPOC.San Luis Obispo; PPOC.Solano; PPOC.Sonoma; PPOC.Tulare; PPOC.Ventura; PPOC.Yolo; PMO.Fiscal; Fue Kue; Britt Carlsen; Diana Lam; Tracy Berhel, Stacey Drohan, wcdsadmin@calwin.org , CalWINFiscalSMEs@Calwin.org
CIT Name:	CalSAWS DD&I CalWIN County Support Staff Quarterly Report
From:	CalSAWS PMO Fiscal

PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|---|---|
| <input type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
| <input type="checkbox"/> MC | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Security |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> WtW | <input type="checkbox"/> Migration |
| <input type="checkbox"/> Other Program(s) _____ | <input type="checkbox"/> Conversion |
| <input type="checkbox"/> C4Yourself | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Training |
| <input checked="" type="checkbox"/> Other: CalWIN Fiscal SMEs | <input type="checkbox"/> Help Desk |
| <input type="checkbox"/> Your Benefits Now! | |

Description: (Including any step-by-step instructions)	Purpose		
	The purpose of this CIT is to share the report template discussed during the December 2019 CalWIN Monthly Fiscal Conference Call. CalWIN counties will use this template to submit quarterly County Support Staff activities to the State. The first report will be due on April 20, 2020 as back up documentation for the March 2020 claim . This report is for the period of October 2019 through March 2020 . The other due dates for 2020 are as follows:		
	<u>Due Date</u>	<u>Claim Month</u>	<u>Report Months</u>
	July 20, 2020	June 2020	April 2020 - June 2020

	<p>October 20, 2020 January 20, 2021</p> <p>Sept 2020 Dec 2020</p> <p>July 2020 - September 2020 October 2020 - December 2020</p> <p>Background</p> <p>CalWIN counties must complete a quarterly report to provide status of completed and planned activities, as well as actual and projected hours.</p> <p>County Action</p> <p>Submit a completed report as back up documentation for the claim months of: March 2020, June 2020, September 2020, and December 2020.</p>
<p>Primary Project Contact: (Name, phone number, email address)</p>	<p>Fue Kue (916) 851-3356 Kuef@CalSAWS.org</p>
<p>Backup Project Contact: (Name, phone number, email address)</p>	<p>Tracy Berhel (916) 846-7304 Tracy.Berhel@calwin.org</p>
<p>Attachments:</p>	<p>CIT 0022-20 CalWIN DDI County Support Staff Quarterly Report Templatev3.docx</p>
<p>Web Portal Link:</p>	<p>██████████</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2020" folder. 4. Click on the appropriate CIT # folder.

