

CalSAWS DD&I

C-IV M&O

CalWIN M&O

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Distribution Date:	March 24, 2020
To:	Fiscal.Admin.Mgmt.18 and Fiscal.Admin.Mgmt.40 CC: PPOC.18; PPOC.40; Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R3; Consortium.RegionalManagers.R4; Consortium.RegionalManagers.R5; Consortium.RegionalManagers.R6; PMO.Fiscal; SAWSFiscal@osi.ca.gov ; Holly Murphy; Britt Carlsen; Diana Lam; Tracy Berhel; WCDSAdmin@calwin.org ; Fue Kue
CIT Name:	Updated CalSAWS Temporary Instructions for County Claiming Approvals
From:	CalSAWS PMO Fiscal

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

- | | |
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| <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"/> Your Benefits Now! | <input type="checkbox"/> Training |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Help Desk |
| <input checked="" type="checkbox"/> Other: County Budget Personnel | |

<p>Description: (Including any step-by-step instructions)</p>	<p>Purpose Because of limited county site accessibility and resources working virtually due to the COVID-19 pandemic, a temporary claiming approval process has been implemented.</p> <p>Background All county expenditure claims must be validated by a dual process of certification by the signature of the County Auditor and the County Welfare Director. As a temporary solution, email confirmation from the two entities indicating their review and approval of the claim in lieu of wet signatures may be submitted along with the remaining claim package. Once business is back to normal, claims submitted with electronic confirmations will need to be signed and resubmitted to OSI, CDSS, and CalSAWS.</p>
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	<p>Updated Directions</p> <ol style="list-style-type: none"> 1. Claims may be submitted with an e-signature which is gathered via DocuSign feature. Please note that once business returns to normal, counties will need to collect original signatures. However, CDSS nor OSI will require resubmission of those claims. PDF copies of the wet ink signatures will be required by CalSAWS for auditing purposes. 2. Claims may be submitted with the two auditor entities emails attached to the claim submission, indicating their review and approval of the claim. This form of submission is for counties who do not have the DocuSign capabilities. Once business returns to normal, the claims will need to be resubmitted with collected signatures. <p>Reminder: <u>Claims are due the 20th of the month.</u> If this will cause a delay in your county's submission, please contact PMO.Fiscal to let us know.</p> <p>If you have any questions about the content of this CIT, please contact PMO.Fiscal@CalSAWS.org or the Primary Project Contact identified below.</p>
<p>Primary Project Contact: (Name, phone number, email address)</p>	<p>Tina Weinmeister (916) 851-3120 WeinmeisterT@CalSAWS.org</p>
<p>Backup Project Contact: (Name, phone number, email address)</p>	<p>Tracy Berhel (916) 846-7304 BerhelT@CalSAWS.org WCDSAdmin@CalWIN.org</p>
<p>Attachments:</p>	<p>None</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.

